

**BHARATIYA VIDYA BHAVAN**  
**BHAVAN'S CENTRE FOR COMMUNICATION AND MANAGEMENT, Bhubaneswar (BCCMB)**  
 An Autonomous Institution, Approved by AICTE  
 9, Kharvel Nagar, Bhubaneswar 751 001.

**APPLICATION FOR ADMISSION TO PGDM PROGRAMME**

Affix Recent  
Passport  
Photograph  
(Attested)

(Please fill in the form in BLOCK LETTERS)

Name : \_\_\_\_\_

S/OD/OW/O : \_\_\_\_\_

Present Address		Permanent Home Address	
P.O.	PIN:	P.O.	PIN:
Dist.:	State:	Dist.:	State:
Phone No.:		Phone No.:	
Cell No. (if any):			
E-mail :			
Contact no. of Guardian/Relative incase of emergency :Phone :			
E-mail :			

Scores in MAT/XAT/JMET/ATMA/OJEE/CET/GMAT/ Equivalent Test:  
 ..... (Pecentile)..... (Month)..... (Year) .....

**PERSONALDATA:**

Date of Birth : (Day) .....(Month).....(Year)

Blood Group

Category :  General  SC  ST  OBC

Gender :  Male  Female

Marital Status : Married / Single

Father's Name / Guardian's Name :

Occupation :

Designation :

Organisation

**EDUCATIONAL QUALIFICATION SCHOOLING:**

	Examination Passed	Institution	Board /Council	Year of Passing	% of marks Div/Class
1. Class X					
2. Class X+2					

Medium of instruction at school :

**GRADUATION:**

Name of Degree	Hons./Major	Institution	University	Year of Passing	% of marks & Class

University Regn.No. ....Year.....

Name of University .....

**POST GRADUATION:**

Name of Degree /Diploma	Exam. Passed & subject	Duration	University/ Institute	Year Passed	% of marks/ Class

Any Distinction, special prizes or recognition received by you (Mentioned briefly with documents)

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Special aptitude in any particular field:- (Performing arts, music, painting, games etc.) .....

**Employment Record (If any)**

Particulars of Employment	Present job	Previous job
Designation		
Name of Organisation		
Address & contact no. of the organisation		
Duration of Service	From To	
Salary per month		

Note: Company-sponsored candidate will submit the Application Form through the Employer. If not sponsored by the Company, candidate should submit a "No Objection Certificate" from the Employer

**Name and Address No. of Refers (not relatives)**

Name :	Name :
Address :	Address :
Organisation :	Organisation :
Designation :	Designation :
Email :	Email :

**Attested documents to be submitted along with the Application Form:**

- i) Proof of Age / Date of birth.
- ii) Certificates/ Mark sheets of all the Examinations passed.
- iii) Last University Registration Certificate.
- iv) Letter of authorisation from the employer / NOC (if applicable).
- v) Original receipt of Rs.500 / 550 for the application form and prospectus.
- vi) Admit card/Score sheet of MAT/Equivalent exam.
- vii) 5 passport size & 5 stamp size photographs.

**DECLARATION:**

I have read the rules and regulations of Bhavan's Centre for Communication and Management, Bhubaneswar at present in force, and hereby agree to abide by it, if admitted to confirm to these rules and regulations and also the rules made hereafter by the Institute. I undertake that as I am a student of the Institute, I will do nothing either inside or outside the Institute that will interfere with its orderly administration, discipline and reputation. On disciplinary matters, I shall abide by the decision of the Principal / Director.

I declare that all the information recorded in this application is true. Any false statement or its subsequent discovery will be grounds enough for my immediate removal from the Institute.

Place:

Date:

***Applicant's signature in full***

## Fee Structure

Sl.	Details	1st Yr. Rs.
<b>1st Year</b>		
1 (a)	College Fees	2,00,000
(b)	Caution Money/Mess Deposit (Refundable)	5,000
(c)	Laptop	Free

### Hostel & Canteen Expenses

Multiple seated room per student (rent/ year)	21,600
Messing charges for Boarder (Not included for 2 month SIP Period)	21,000
Day Scholar (Only lunch in Canteen)	7,500

Sl.	Details	2nd Yr. Rs.
<b>2nd Year</b>		
1 (a)	College Fees	2,00,000

### Hostel & Canteen Expenses

Multiple seated room per student (rent/ year)	21,600
Messing charges for Boarder (for 10 months)	21,000
Day Scholar (Only lunch in Canteen)	7,500

### Note:

- (I) (a) Hostel, Canteen fees and Caution money for the complete year shall be collected along with the College fees at the time of admission.
- (b) Hostel facility for boys is outsourced and Girls hostel is inside the Campus. Limited seats are available for both boys and girls students. Therefore allotment shall be made on first come first basis. Others to have under their own arrangement. Hostel fees do not include expenses on travel, clothing, laundry, and other personal items.
- (c) The institute reserves the right to change any fees or to increase/decrease the amount of any fees which may be considered necessary.
- (d) In case a selected candidate withdraws or is asked to withdraw from the programme for any reason, his/her fee would be forfeited.
- (II) Mode of Payment  
The first year fees is payable along with the acceptance letter of offer of admission. After that, the fees are to be paid before the beginning of the academic session. All fees are to be paid by cash or Demand draft made out in favour of "Bharatiya Vidya Bhavan, (BCCM), and drawn at Bhubaneswar.
- (III) Study Loan:  
Study loan facility is available to our students from the leading Nationalized Banks, like State Bank of India, Bank of India, Andhra Bank, Bank of Baroda, Allahabad Bank, Indian Bank, Indian Overseas Bank etc.
- (IV) Scholarship:  
Scholarship provision is available for meritorious students.

## PLEDGE

Ms./ Mr \_\_\_\_\_  
S/o. \_\_\_\_\_ join  
BCCM, Bhubaneswar as a student of PGDM and solemnly pledge the following:

1. I shall devote my time for studies and will be sincere in attending classes at the institute regularly.
  2. I shall not remain absent from the institute without prior approval permission.
  3. I shall actively participate in seminars, industrial visits and other co-curricular activities organized by the institute.
  4. I shall actively participate in class discussions and be up to date in my studies.
  5. I shall regularly report in the concerned organization during my summer project and adhere to the rules and discipline of the same.
  6. I shall not default any payment of dues in the form of annual fees, hostel charges etc.
  7. I note that smoking and use of alcohol is strictly prohibited and banned in the institute and hostel premises.
  8. My conduct during the two-year PGDM course will not be prejudicial to the dignity and reputation of the institute.
  9. I shall abide by the rules and regulations of BVB as laid down in the manual policy.
  10. I promise not to use slang or unparliamentary language. I rather refrain from doing anything which will hurt the feeling of my fellow class mate & staff of the college.
  11. I shall not indulge in any form of ragging inside or outside the campus & will be expelled if so assessed by the management.
  12. And any action which unbecoming the conduct of a gentleman.
- For any breach of the above-mentioned pledge, or any act of indiscipline or any behavior/conduct on my part unbecoming of a student of the institute, I shall be liable for punishment/penalty as deemed fit including removal from hostel/ institute

Date \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_



**CENTRE FOR COMMUNICATION AND MANAGEMENT**  
Bhubaneswar (BCCM/B)  
**Admission to PGDM COURSE**

**ACKNOWLEDGMENT**

Affix Recent  
Passport  
Photograph

Name \_\_\_\_\_

Father's Name \_\_\_\_\_

Current Postal Address \_\_\_\_\_

Give only your current postal address on this card where you can receive your Acknowledgment in time.

# Admission Procedure

## Eligibility

The minimum requirement for admission to the programme is three-year Bachelor's degree (or equivalent) in any discipline recognized by AICTE and AIU. Candidates who expect to complete the final part of their degree by July 15 of the current year may also apply. Offers of admission to such candidates, if made, will be provisional and will be automatically cancelled in the event of their failing to complete all the requirements for obtaining degree before July 15. A student after joining the institute will not be permitted to sit for examination of any other institution or agency.

## Admission Test

Applicants are required to take the tests conducted by CAT / XAT/ MAT OJEE / CET / GMA etc., for applying for the PGDM COURSE.

## BCCMB Application

Applicants have to apply for admission to the PGDM course by filling up the prescribed application form. On receipt of the application fee, the Information Brochure along with application form will either be given to the applicant at the institutes counter or mailed to the applicant. Also one can download the application form from our website <http://www.bvbbhubaneswar.org>. The filled in applications can either be deposited at the

institutes counter or can be mailed at the following address: THE DIRECTOR, 9, Kharvel Nagar, Bhubaneswar 751001 (Orissa). All the payments are to be made in favour of Bharatiya Vidya Bhavan, Bhubaneswar (BCCMB), payable at Bhubaneswar (Orissa). Only Upon receipt of payment the eligible candidates will be intimated about the status of their applications.

## Selection Procedure

The institute will decide the cut marks of CAT/ XAT/ MAT/ JMET/ ATMA/ OJEE/ CET/ GMAT etc. test scores, for admission to the PGDM course at Bharatiya Vidya Bhavan (BCCMB) Bhubaneswar. The cut off test score so decided will be used for short listing of candidates to be called for Group Discussion (GD) and Personal Interview (PI). GD and PI will be held at the Bhavan's Kendra at Bhubaneswar or other place will be intimated later. Candidates have to meet the travel expenses for appearing in the "GD & PI" on their own.

## Criteria and Weightage for Admission

The total weightage for admission is 100. The criteria and weightage for admission are as stated below:

Criteria	Weightage
1. All India Admission test like MAT/CAT etc.	20
2. Academic Qualification	
(a) X <sup>th</sup> / Matric (10% of marks obtained)	10
(b) +2 / XII / Intermediate (10% of marks obtained)	10
(c) Graduation (10% of marks obtained)	10
(d) Post Graduation or other qualification (Post Graduation or other qualification based on duration of course. Additional 2% for additional 1 year of study subject to Maximum of 5%)	05
3. Additional weightage for Professional Qualification	05
4. Work Experience (1% for every year of service subject to maximum of 5%)	05
5. Group discussions	
Communication skills	05
Analytical skills	05
Group cohesion	05
6. Personal interview	20

## Cut off marks for selection

Cut off marks relaxed by 10% for SC / ST / OBC / Ex service man / Handicap candidates when compared with general candidates as provided by AICTE