

Specimen Offer Letter

May 02, 2023

Sub: Provisional Admission to PGDM/PGDM-HRM/PGDM-IB (2023-2025)

Dear -----, (CAT Registration No: -----/GMAT)

Congratulations on making it to Post Graduate Programme at MDI Gurgaon. We are pleased to offer you provisional admission to **PGDM/PGDM-HRM/PGDM-IB (2023-2025)**. Please find below information pertaining to the provisional admission offer:

- The registration for the Programme is scheduled tentatively on 1st August, 2023, the notification will be displayed on the MDI Gurgaon website in due course of time.
- In the meantime, you are required to deposit the first instalment of fees of Rs. 6,00,000 (Rupees Six lacs only latest by **Saturday, 20th May, 2023** towards the acceptance of admission offer failing which, your candidature stands automatically cancelled. **The payment should only be made through the payment link provided on the MDI website under the Announcement Section. Any other mode of payment will not be accepted.**
- **In case you have received provisional offer in more than one programme, please select the programme very carefully in the payment link for which you wish to make the payment.**
- **You would be considered admitted for the programme for which you have deposited the fee from the payment link.**
- For joining details and registration, please contact Graduate Programme Office on 0124-4560386/540/605 only in case of urgent matters. Hostel Boarding and Lodging facilities will be available as per guidelines from the Government of India and AICTE.
- You are required to produce/submit the following certificates at the time of registration for verification purpose:
 - a) Original certificates/ mark sheets of 10th, 12th, Graduation and post-Graduation (If applicable), work experience and self-attested copies of all.
 - b) Candidates in their final year/term or candidates unable to receive their graduation final year results/certificates are required to produce proof of successful completion of the graduation on or before October 31, 2023.
 - c) Medical fitness certificate from a qualified (Regd. Medical Practitioner) MBBS/MD from Government/private hospital.
- In case of withdrawal from admission, the withdrawal intimation must be made through email to admissions@mdi.ac.in with details of your Account Holder Name, Account No, Bank name and Branch, RTGS/IFSC Code.
- If you withdraw on or before 11th September, 2023 the fee paid by you will be refunded after deducting Rs.1000 (Rupees One Thousand only) as a processing fee.
- In case your withdrawal communication through email is received after 11th September, 2023, there will be no refund of the fee.
- The admission to the PGDM/PGDM-HRM/PGDM-IB Programme will be considered final only after the last date of withdrawal.
- For any further clarification(s), please contact Administrative Officer (Admissions) at Ph: 0124-4560555/666 from Mon-Fri during 10:00 am. to 5:00 pm.

As per AICTE Guidelines, some of the seats are available under the Tuition Fee Waiver (TFW) in **PGDM and PGDM-HRM Programmes (not applicable to PGDM-IB Programme)**. Hence, after the admission process is over, a separate merit list of students eligible for the TFW Scheme will be finalized and the entitled students in order of merit will be benefitted accordingly under the scheme.

As a proof of the eligibility for the TFW scheme, you will be required to provide one of the following certificates through e.mail to admissions@mdi.ac.in after you make the payment of first installment of fee:

1. Latest Family income certificate issued by any Govt. revenue authority
2. Latest Economically Weaker Section (EWS) Certificate
3. Latest Non-Creamy Layer certificate issued by a Govt. body

In case your total family annual income is upto or less than Rs. 8.00 Lacs, please provide one of the above documents along with first installment of fee and provide the following details, failing which, you will not be considered for benefits under the TFW Scheme. Please fill the below mentioned detail in your own Handwriting and send the scanned copy of the same along with one of the income proof documents as stated above:

Name	
CAT Regn. No.	
Total family annual income (INR)	

Certificate provided (Please tick)	<ol style="list-style-type: none"> 1. Latest Family income certificate issued by any Govt. revenue authority 2. Latest Economically Weaker Section (EWS) Certificate 3. Latest Non-Creamy Layer certificate issued by a Govt. body <p>(Please provide a copy of the income certificate, as ticked by you through return mail along with this signed and scanned copy of this Performa).</p>
Programme for which the fee is paid (Fee submitted will be considered against the Programme mentioned).	
<p><u>Undertaking</u></p> <p>I undertake that the detail about the family income provided by me is CORRECT and in case, if it is found that the detail provided by me is FALSE. My Admission in the Programme will be CANCELLED and I will be liable to face the disciplinary action, as may deem fit by the management of MDI Gurgaon.</p>	<p>Signature of Candidate _____</p> <p>Signature of Parents _____</p> <p>(NAME OF PARENT) _____</p> <p>Date _____</p>

Your candidature is subject to be revoked if it is found that you do not satisfy the minimum eligibility requirements of the Programme and/or any information submitted by you for admission at MDI is found to be incorrect or false.

With best wishes,

Prof. Ashutosh Dash
Lead-GP Admissions

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