

ARMY INSTITUTE OF MANAGEMENT & TECHNOLOGY (AIMT),
GREATER NOIDA
TWO YEAR FULL TIME MASTER OF BUSINESS ADMINISTRATION
(MBA-7) PROGRAMME - 2010

JOINING INSTRUCTIONS

Dear Candidate,

1. AIMT, Greater NOIDA compliments you on your selection to the two year full time MBA Programme commencing on 28 July 09 and extends to you a warm welcome to its premises.

Location and Address of The Institute

2. The Institute is located at Plot – M 1, Pocket – P-5, Greater NOIDA (UP) which is approximately 25 Kms away from NOIDA towards Dadri. The two townships are connected by a State Highway and an Expressway. It takes approximately 45 mins by bus from NOIDA (Sector 37-Golf Chowk) while the journey via the Expressway takes about 25 mins.

3. The postal address, telephone numbers, website and e-mail ID of the Institute are as under:-

Army Institute of Management & Technology

Plot No -M – 1, Pocket P – 5,

Greater NOIDA (UP), Pin – 201306.

Tele : 0120-2329505/2329512

Website : www.aimt.ac.in

E-mail: admissions@aimt.ac.in

Date of Reporting

4. All candidates must report to the AIMT on 26th to 27th July 2010 but definitely by 4:00 p.m on 27th July 2010 as the orientation classes will begin at 09:00hr on 28th July 2010. They should bring two attested copies of the following documents (except where indicated otherwise): -

- | | | | |
|-----|---|-----------|----------------|
| (a) | Graduation Certificate. | Or | - Appendix 'A' |
| | Certificate from College/University stating that candidate has appeared for Graduation final year (10+2+3). Admission in this case is valid only if the candidate is able to furnish his graduation Mark sheets by 31 Aug 2010. | | - Appendix 'B' |
| (b) | Fees and allied charges. | | - Appendix 'C' |
| (c) | Affidavit endorsing marital status as unmarried | | - Appendix 'D' |
| (d) | Registration form for Hostel Accommodation | | - Appendix 'F' |
| (e) | Declaration by local guardian | | - Appendix 'G' |
| (f) | Affidavit endorsing declaration by the candidate's parent | | - Appendix 'H' |
| (g) | Declaration by candidate | | - Appendix 'J' |

(h) Permission to keep vehicle

- Appendix 'K'

(i) **Certificates.**

- (i) Class X – Pass Certificate & Mark sheet.
- (ii) Class XII – Pass Certificate & Mark sheet.
- (iii) Graduation – Graduation/Provisional Certificate & Mark Sheets of All 3/4 years.
- (iv) CAT Admit Card & Score Card (**in original**).
- (v) Medical Certificate – As given in Prospectus
- (vi) Migration Certificate from last University (**in original**).
- (vii) Character Certificate issued by Head of Institution last attended or Gazetted officer (in original).
- (viii) 4 PP size photo in formal dress (Shirt & Tie)

5. Candidates will be asked subsequently to produce original certificate/ marks sheets by the University giving due notice.

6. Failure to report on the due date will result in automatic cancellation of this offer, unless the management waives the delay as having been caused due to reasons beyond the control of the candidate.

How to Reach

7. The nearest Railway Stations for the Institute are New Delhi / Delhi / Hazrat Nizamuddin. From these railway stations, buses and Metro are available for NOIDA (Sector 37 - Golf Chowk). From NOIDA-Sector 37, buses ply regularly to Senior Citizen 'T' Junction Bus stop and to Pari Chowk in Greater NOIDA. While the Institute is a walking distance (300 meters) from the former, cycle rickshaws /autos are available from Pari Chowk to the Institute. You may also refer to the route chart /Google image posted on the website if travelling by own transport.

Fees and Hostel/Allied Charges

8. Details of fees required to be paid are given at **Appendix 'C'**.

Withdrawal of Candidates

9. Withdrawal of candidates after rendition of the Willingness Certificate and Payment of Registration Fees of Rs 10,000/- will be governed by rules given in para 51 to 55 (Page no. 32 & 33) of the Information Brochure 2010.

Eligibility

10. All candidates must ensure compliance of eligibility conditions listed at para 25 to 30 on page 25 & 26 of the Army Institute of Management & Technology (AIMT) Information Brochure 2010. All candidates have to bring the Degree Certificate for Graduation along with the relevant mark sheet. If the candidate has not obtained the Degree Certificate till the date of reporting, a certificate (Appendix 'B') from the Head of the College/Institute (or any other authorized official of the college/Institute) attended by him/her for the graduation course stating that he/she has appeared/ is appearing in the final year graduation examination will have to be submitted by the candidate. In such cases the candidates will have to produce the certificate and/or mark sheets in original together with attested photo copies as soon as the concerned University/Institute publishes the results, but not later than 31 Aug 2010. Inability to do so will render the candidate liable for withdrawal at his/her own risk and responsibility.

11. Till the completion of verification of eligibility requirements by the Institute, all admissions to the Institute will be treated as provisional. If a candidate admitted on the basis of this offer is found to be violating the eligibility criteria at a later date, his/her admission would automatically stand cancelled and he/she would be required to withdraw from the programme forthwith at her own risk and responsibility.

Adherence of Rules and Regulations

12. All candidates are governed by the rules, regulations, statutes and ordinances of the Institute and Guru Gobind Singh Indraprastha University, Delhi in respect of academic performance, discipline, personal conduct, etc. In case, a student fails to fulfill any of the above, he/she will render himself/herself liable to appropriate punitive action which may include fines, denial of permission to leave the Institute on weekends, expulsion from the hostel or even withdrawal/rustication from the Institute.

13. Attendance in all classes is mandatory. If the same falls below 75%, irrespective of reasons including medical grounds, the student may be debarred from taking the relevant internal/external examination, besides inviting disciplinary action. No leave will generally be admissible during the course except under very exceptional circumstances. Even when such leave is granted, the same will be reckoned as absence for the purpose of attendance. Summer break at the end of first year will be utilized for training with the Industry which is a mandatory requirement for successful completion of the programme.

Hostel Rules

14. The programme is fully residential and staying in the hostel is compulsory. All the students have to abide by the Hostel Rules and Regulations laid by the Institute Management.

Dress Code

15. Students will be properly dressed at all times, including in the hostel. They will be required to acquire the Institute dress for summers and winters to be worn on specified days, visits, guest lectures, functions and placement interviews See para 56 (page no. 34) of Information Brochure 2010. The students have deposit an amount of Rs 3500/- for getting their formal dress procured immediately on arrival which will be centrally organized.

Smoking and Consumption of Liquor/Drugs.

16. Consumption of Liquor and smoking is strictly forbidden. Violation of this will render the students liable to disciplinary action including expulsion from the hostel and Institute.

Items to Be Brought by Students

17. Two students will be required to share one room in the first year. Efforts will be made to allot single rooms to the final year students. List of items being provided to the students in the hostel is at Appendix 'E'. Students are advised to bring the under mentioned items with them: -

- (a) Mosquito Net/Anti Mosquito gadgets
- (b) Alarm Clock.
- (c) Three bed sheets and pillow covers.
- (d) Winter linen.
- (e) Raincape/Umbrella.
- (f) Torch.
- (g) Curtains – Qty – 2 (Window Size)
- (h) Coffee / Tea mugs.

The students will fill Registration form for Hostel Accommodation (Appendix F) and submit it to the Wardens for allotment of rooms. Rooms will be allotted as per accommodation chart.

Weather and Climate

18. Delhi has extreme temperatures during summers and winters. Hence, the students should equip themselves accordingly. Summer months of April to June are hot and arid. Rainy season is usually from Jul to Sep when it is hot and humid. It is pleasant in Oct/ Nov and Feb/Mar but cold during the winter months of Dec and Jan.

Pre-course Study & Preparations

19. **Book Review.** All students are to bring a 500 words (written in hand on one side of A4 size paper), book review on any one of the books listed below and submit it along with documents listed at para 4 above (Failure to submit the Book Review will de-bar the student from admission) :-

- (a) “Seven Habits of Highly Effective People”, by Stephen Covey
- (b) “The Monk who sold his Ferrari” , by Robin Sharma
- (c) “The Leader who had No Title”, by Robin Sharma
- (d) “Count your Chicken before they Hatch”, by Arindam Chaudhuri
- (e) “You Can Win” by Deepak Chopra

20. **Preparatory Studies.** Students are advised to procure and read the following books in order to acquire the basic knowledge of the concerned subjects :-

- (a) ‘Double Entry Book Keeping’ by TS Grewal- Class XII Text Book
(S Chand & Co)
- (b) ‘Introductory Micro Economics’ by TR Jain & VK Ohri (S Chand & Co)
- (c) ‘Operations Research’ by S Kalawati (Vikas)
- (d) ‘Microsoft office’ (Printers Hall of India)
- (e) ‘Fundamentals of Statistics ‘ by SP Gupta

21. **Entrance Test** An entrance test will be conducted on the first day of orientation programme in the subjects given at para 20 above to assess the take-off level of each student. Those found below acceptable level will not be admitted till they come up to the desired level.

Miscellaneous

22. Students are encouraged to bring their own PCs /lap tops. Power backup is provided as per laid down timings.

23. Students will be responsible for safe custody of valuables brought by them.

24. Students are required to submit a Declaration by the Local Guardian (LG) as per Appendix 'G'.

25. **Books and Stationary**: The students will be required to compulsorily procure Books and stationary worth Rs. 3000/- by making payment in cash on arrival.

Transport

26. Students will be required to use the public transport system available from the vicinity of the Institute. The institute does not provide any vehicle for students except for medical emergencies. If the students wish to bring his/her two wheeler to the Institute premises during MBA -7 Programme, they must obtain written permission from the Registrar (Refer Appx –'K')

Conclusion

27. We hope these instructions will clarify all issues related to joining the Institute. Candidates are welcome to seek further clarifications on telephone/in writing from address mentioned in Para 3 above between 09:30hr to 16:00 hr. (Lunch Break 13:30-14:30).

(Raghu Nair)
Col
Registrar

Enclosures : As above.

Appendix 'A'
(Refer to para 4 (a))

GRADUATION CERTIFICATE

Certified that I, _____ Ward / Of _____
have graduated in the 10+2+3 stream in the year _____ from _____
College with _____ % marks in aggregate / in Honours papers (Marks Sheet
attached duly attested).

N. B. : Enclose a copy of your Class XII certificate and strike out which is not applicable.

Date :

(Signature of Student)

Name of Student : _____

AIMT Registration Number : _____

Appendix 'B'
(Refer to para 4)

FOR CANDIDATES YET TO GRADUATE

TO WHOM IT MAY CONCERN

(If the candidate has not yet graduated then the following Certificate from the Head (or any other authorized official) of the College/Institute last attended will have to be submitted at the time of registration)

This is to certify that Mr/Ms _____ has completed all the examinations and other essentials including projects, viva-voce etc towards fulfillment of requirements for the award of Degree in the 10+2+3 scheme.

OR

This is to certify that Mr/Ms _____ will complete all examinations and all other requirements including projects, viva-voce etc. for his/her Bachelor's Degree (10+2+3 Stream) and submit result by 31 Aug 2010.

Signature & Date :

Name :

Designation :

Name & Address of College/Institute :

Office Seal

FEE STRUCTURE AND PAYMENT DETAILS- MBA

1. **Fee Structure.**

(a)	Programme Fees (1 st Semester)	Rs. 41,000/-
(b)	University fee (Yearly)	Rs. 8,000/-
(c)	Admission fee (One time)	Rs. 2,000/-
(d)	Exam conveyance charges (Per semester)	Rs. 1,000/-
(e)	Security Deposit @@	Rs. 10,000/-
(f)	Placement/Promotional Fee	Rs 10,000/-
(f)	Infrastructure/Maint	Rs 4,000/-
(g)	Vidyarthi Suraksha Kavachh	Rs 80/-
(h)	Institute's Identity Card	Rs 50/-
	Total	<u>Rs. 76,130/-</u>
(j)	Hostel Charges*	
(i)	Rent and allied charges @ Rs 1000/- p.m.	Rs. 6,000/- (For six months)
(ii)	Messing # @ Rs. 2600/- p.m.	Rs. 13,850/- (For five months & 10 days)
(iii)	Power back up charges @ Rs. 300/- p.m	Rs. 1,500/- (For five months)
(iv)	Laundry Services @ 220/- pm	Rs 1,100/- (For five months)
	Total	<u>Rs. 22,450/-</u> (For full semester)

Total = Rs. 98,580.00

Amount to be paid - Rs 88,580.00 (Rs 98,580.00 – Rs 10,000.00 - already paid)

* Hostel charges for each semester are to be paid in the beginning of the semester.

Messing charges will be approximately Rs 2,600/- per student per month & 10 days. Messing charges may be increased as per the rates of contractor.

@@ Refundable at the end of the course without interest.

Note: The Fee Structure and Hostel charges quoted above are as per rates prevalent in the current academic session (2010-11). The same are may be increased due to upward revision of staff wages and input costs.

2. **Mode of Payment.** Students will submit a single Demand Draft for **Rs. 88,580/-** (Rupees Eighty Eight Thousand Five Hundred Eighty only) **while joining.** Demand Draft will be made in favour of Army Institute of Management & Technology, Greater Noida (U.P) payable at Greater Noida/Noida/Delhi. No short form i.e. 'AIMT' will be used. No out station Cheque/Cash will be accepted.

(This affidavit will be prepared on Rs 10/- non-judicial stamp paper)

AFFIDAVIT FOR BEING UNMARRIED

1. I, _____ (Name of Student) Son/Daughter of _____ resident of _____ hereby solemnly affirm and declare as under:-

My marital status is single and I am not yet married.

I hereby affirm that the statement I have made is true and in case it is later revealed that my marital status is not single, the Institute has the right to cancel my admission/rusticate me from the Institute.

Deponent

VERIFICATION

Verified at _____ on this date the contents/ statements of this affidavit are true to my knowledge and belief.

Deponent

Identified by Me _____

Notorary _____

Place :

Date :

ITEMS PROVIDED IN HOSTEL

1. Mattress.
2. Pillow.
3. Thermos Flask.
4. Water Camper

**ARMY INSTITUTE OF MANAGEMENT & TECHNOLOGY,
GREATER NOIDA**

Registration Form for Hostel Accommodation

2010 - 2012

Application Received on (to be filled in by the office) -----

The Hostel Warden
Army Institute of Management & Technology,
Greater Noida.

Madam/Sir,

Kindly register me for accommodation in the Army Institute of Management & Technology,
Greater Noida Hostel. The particulars of my candidature are given below –

1. Name (in Block Letters)-----
2. Date of Birth-----
3. Educational Qualifications-----
4. Marital Status-----
5. Particulars of the Father/Guardian
 - (a) Name-----
 - (b) Rank-----
 - (c) Service No.-----
 - (d) Present Posting (mention unit) -----
 - (e) Present Residential Address-----
-----Telephone No.-----
 - (f) Permanent Address-----
-----Telephone No.-----
 - (g) CDA(O) Account No./ PAO/ PPO No.-----
 - (h) Correspondence Address -----
-----Telephone No.-----
6. Particulars of the Local Guardian
 - (a) Name-----
 - (b) Father's Name-----
 - (c) Occupation-----
 - (d) Office Address-----
-----Telephone No.-----

(e) Residential Address-----

-----Telephone No.-----

(f) Relationship with the Local Guardian -----

7. Vegetarian/ Non Vegetarian -----

8. Any other Information including any specific medical condition -----

Declaration by the Student

(a) I declare that all the particulars given above are true to the best of my knowledge and belief.

(b) I declare that I have carefully read the rules of the hostel and I promise to abide by them. I shall not plead ignorance on the rules and regulations that may be further notified from time to time.

(c) I declare that on admission to the hostel I shall submit myself to the disciplinary jurisdiction of the Warden/ Manager of the Hostel and the other authorities who may be vested with the charge of exercising discipline.

Signature of the Student

Declaration by the Parent/ Guardian

(a) I declare that I have read the rules of the Hostel and I guarantee that my daughter/ ward will abide by the rules and regulations of the Hostel.

(b) I undertake to make all payments of dues, which may occur against my daughter/ ward from time to time.

Signature of the Parent/ Guardian

Visitors to the Hostel

I,----- Father/ Mother/ Guardian of Miss/
Mrs. ----- have no objection in permitting my
daughter/ ward to receive the following visitors.

S. No.	Name	Relationship	Tel. No.	Address
1.				
2.				
3.				
4.				
5.				

Signature of the Parent/ Guardian

Note:-

1. Visitors with not be permitted inside the hostel rooms and will be restricted to common rooms and Cafeteria, Lobby.
2. No visitor vehicles are permitted inside the campus.

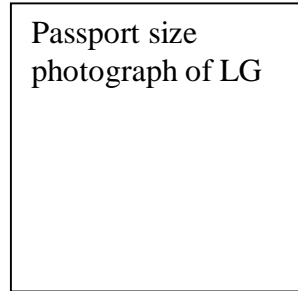
(For Office use only)

Room No. Allotted

Warden

Registrar

Declaration by the Local Guardian (LG)



1. I, -----
 resident of (give complete postal address) -----

hereby agree to act as the local guardian for Ms./ Mrs. -----
 ----- student of AIMT, Greater Noida.

2. I hereby solemnly declare that I have read all the rules of the Hostel and I undertake to take full responsibility of the student under reference applying for Hostel Accommodation.

3. I also undertake that in the absence of the parents/ Guardian of the student mentioned above, I am ready to accept the entire responsibility of the student applying for Hostel.

Signatures of the Parents/ Guardian

Signatures of the Local Guardian

Date

Date

Place

Place

Telephone(O)

Telephone(O)

Res.

Res.

AFFIDAVIT

(To be made on 10 Rupees stamp paper)

I, -----

S/o / D/o -----

resident of -----

hereby solemnly affirm and declare as under :-

1. That I have read and understood the rules of Army Institute of Management & Technology, Greater Noida and I guarantee that my son/daughter -----
-----will abide by the rules stated therein. I further undertake to make the payment of all the dues by the dates as specified from time to time.

2. I also hereby indemnify the Hostel Management from any responsibility or liability arising out of my son's/daughter's residence in the Hostel.

DEPONENT

VERIFICATION

Verified at -----

on this date the contents/ statements of this affidavit are true to my knowledge and belief.

Deponent

Identified by me-----

Advocate-----

Place

Date

**DECLARATION BY THE CANDIDATE ON A TEN RUPEES STAMP PAPER AND
DULY SIGNED**

I _____ S/o/D/o. _____ declare on
this _____ day of _____ 2010 that:

- (a) I fulfill the eligibility conditions as laid down in the prospectus.
- (b) I am single and not married.
- (c) I have passed/ am appearing in the qualifying examination in _____ (Year).
- (d) I have read all the rules for admission to MBA course and only after understanding these rules, I have filled in the Application form.
- (e) The information given by me in my application is true to the best of my knowledge and belief.
- (f) I hereby agree to conform to any rule, act and law enforced by Govt./ AWES/ AIMT/ University and I hereby undertake that as long as I am a student of AIMT, I will do nothing either inside or outside the AIMT that will result in disciplinary action against me under the rules, acts and laws of the affiliating university/AICTE/ AIMT.
- (g) I fully understand that the Management of AIMT/ Director, AIMT will have full liberty to expel/ rusticate me from the AIMT for any infringement or the rules of conduct and discipline prescribed by the University/ AICTE/ AIMT and the undertaking given above.
- (h) I undertake and bind myself to pay such fees, charges etc, which AIMT may levy from time to time and in the event of failure on my part and / or on the part of my son/ daughter in this regard, the Management of AIMT may take such legal action as deemed fit.
- (i) I fully understand that ragging is banned in the Institute and Hostel and if I indulge in such act, I shall be (liable to disciplinary action as per rules laid down by the Institute, University and AWES) subjected to laid down punishment or as per the prevalent law.
- (j) A fresh medical certificate is submitted in respect of medical fitness of my ward which is current and correct to the best of my knowledge and belief that he/ she doesn't suffer from any serious life threatening ailment at the time of admission to the institute. In case it is discovered that I have hidden this fact, then the Institute Management will not be held responsible for non-provision of timely medical aid to my ward, in case of any serious life threatening emergency arising due to such a disease the facts about which have not been disclosed by me at this juncture.

Place:

Date:

Signature of the Candidate

I have read and I certify/ accept all of the above clauses.

Place:

Date:

Signature of Parent/ Guardian
Name and Rank of Parent/ Guardian

Witness 1 (Sign. Name and Address with contact numbers)

Witness 2 (Sign. Name and Address with contact numbers)

PERMISSION TO KEEP VEHICLE IN AIMT CAMPUS

1. I,.....Son/Daughter of wish to, keep a motorcycle/ scooter in the AIMT Campus. Its Particulars are as under:-

- (a) Type of Vehicle
- (b) Make & Model
- (c) Registration No
- (d) Owner Self (Name)

2. I hereby enclose photocopies of following documents in respect of the vehicle:-

- (a) Registration Certificate
- (b) Third Party Insurance valid till
- (c) My Driving Licence No

3. I also enclose the required certificate from the owner of the vehicle (Shri) to the effect that the vehicle is loaned to me for my personal use. (Annexure '1') (Applicable only if the registration is not in the name of the student).

4. I also undertake not to claim any damages or costs from AIMT towards any damage or loss that might be caused to the vehicle including theft, fire an any other unforeseen incident and the vehicle will be kept in the AIMT campus completely at my risk.

5. I hereby undertake to abide by all rules & regulations made or imposed by the Institute regarding parking, driving wearing of helmets and other safety equipment failing which the Institute will deny the permission to keep the vehicle inside the campus and get the vehicle moved physically outside the campus gates.

6. I am in possession of a helmet and know that wearing of helmet is obligatory for the driver as well as pillion rider in the National Capital region. I am also aware that riding a scooter in motorcycle with more than one pillion rider is not permitted by law.

Place:

Date:

Signature of the Candidate

I have read and I certify/ accept all of the above clauses.

Place:

Date:

Signature of Parent/ Guardian
Name and Rank of Parent/ Guardian

1. I,(Name)
 S/o Mr./Ms.....father's Name, resident of

 (Address) am the registered owner of scooter / motorcycle
 No I have loaned this vehicle to
 Mr./Ms..... for his/her personal use while
 pursuing MBA programme at AIMT Greater Noida.

2. I understand that I will be responsible for any incident involving the vehicle or the borrower concerning the vehicle and that I will take the required actions to resolve any legal issue arising of such an incident and that management of AIMT Greater Noida will not, in any manner, be responsible for such issues.

Place:
 Date:

 Signature of the Owner

I have read and I certify/ accept all of the above clauses.

Place:
 Date:

 Signature of Student