



ARMY INSTITUTE OF MANAGEMENT & TECHNOLOGY (AIMT), GREATER NOIDA
TWO YEARS FULL TIME MASTER OF BUSINESS ADMINISTRATION PROGRAMME- (2017-19)

ADMISSION JOINING INSTRUCTIONS

Dear Candidate,

1. AIMT, Greater NOIDA compliments you on your selection to the two years full time MBA Programme commencing on 17th July 17 and extends 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 Pari Chowk (Kasna Road). It takes approximately 45 mins by bus from NOIDA (Botanical Garden Metro Station) .

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.

09205588686; 09205588683,

09818080363,09999900423,

Website : www.aimt.ac.in

E-mail: registrar@aimt.ac.in admissions@aimt.ac.in

Date of Reporting

4. All candidates must report to the Institute on 17th July-17 and activities will be conducted as per given schedule..

Sr. No	Date	Activities
1	17 th -July-17	Reporting to the Institute
2	18 th -19 th July-17	Documentation
3	20 th -21 st -July-17	Inaugural Session
4	22 nd -July-17	OBL Programme
5	23 rd -July-17	Pehla Kadam
6	24 th -July-17	OBL Programme
7	25 th -28 th July-17	Orientation Week

OUTBOUND LEARNING PROGRAM

We, at AIMT, shall organize Outbound Learning Program for our fresh Batch (MBA-13). Outbound Learning Program (OBL) is a training method for enhancing academic performance through experiential learning.

Outbound Learning Program (OBL) generally revolves around activities designed to improve communication skills, planning, change management, delegation, teamwork, and motivation. Participants are divided into teams and assigned tasks or activities for completion in a specified time. Achievement and performance during these activities is reviewed in group discussions to identify behaviors that enhance performance or lead to failure or decreased performance. Strategies are formulated to deal with factors that hinder, and these strategies are then put to use in the activities that follow, to test their effectiveness.

The purpose of OBL is to create a platform to establish a foundation for further learning in two years MBA program. The Learning begins with the experience followed by reflection, discussion, analysis and evaluation of the experience



5. Reporting for the orientation week is compulsory. Students should bring two attested copies of the following documents (except where indicated otherwise) along with Original documents for final document verification: -

- (a) Graduation Certificate. **Or** 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/her graduation Mark sheets by 31 Aug 2017.
 - Appendix 'A'
 - 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 the declaration by the candidate's parent - Appendix 'H'
- (g) Declaration by the candidate - Appendix 'J'
- (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/semesters.
 - (iv) CAT/ MAT/CMAT/ XAT Admit Card & Score Card **(in original)**.
 - (v) Medical Certificate - As given in Prospectus(available online on AIMT website www.aimt.ac.in)
 - (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 photographs in formal dress (Shirt & Tie)

6. Failure to report on the due date will result in automatic cancellation of this admission, 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). From NOIDA-Sector 37, buses ply regularly to Pari Chowk in Greater NOIDA. The Institute is a distance of 4 Kms from Pari Chowk, 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 Fees will be governed by rules given in Para 52 &53(Page no. 32) of the Information Brochure 2017.

Eligibility

10. All candidates must ensure compliance of eligibility conditions listed at para 26-30 on page 25 & 26 of the Army Institute of Management & Technology (AIMT) Information Brochure 2017. All candidates have to bring the Degree Certificate for Graduation along with the relevant mark sheets. 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 2017. 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 is admitted and 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 his/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, Dwarka, New 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 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 Hostel Rules and Regulations laid down 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. The students have to bring the Institute uniform i.e. **One Black Suit and Two Sky Blue Shirts**. Sample pictures are available on the website.

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 room in the hostel. 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) Raincoat/Umbrella.
- (f) Torch.
- (g) Coffee / Tea mugs.
- (h) Lock

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

Weather and Climate

18. Delhi and NCR has extreme temperatures during summers and winters. Hence, the students should equip themselves accordingly. Summer season starts from April to June when it is 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. **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' (Prentice Hall of India)
- (e) 'Fundamentals of Statistics' by SP Gupta

Pre-Induction study material

Pre-induction study materials will be provided to all selected students through e-mails. It is compulsory to submit all assignments and projects to the concerned faculty member. All students will be provided Institut domain login ID & Password for communicating with the faculty members.

20. **Research Topics:** All students have to read and prepare a book review of any nonfiction book of their choice. A presentation (PPT) has also to be made by each student during orientation programme.

Miscellaneous

- 21. Students will be responsible for safe custody of valuables brought by them.
- 22. Students are required to submit a Declaration by the Local Guardian (LG) as per Appendix ' G'.



Transport

23 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 in medical emergencies. **No motorized transport of student is allowed in the Institute.**

Conclusion

24 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 the address mentioned in Para 3 above between 09:30hr to 17:00 hr. (Lunch Break 13:30-14:30).

Col Devinder Chotani (Retd.)
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 copy of your Graduation Mark Sheets 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 schemes.

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 2017.

Signature & Date:

Name:

Designation:

Name & Address of College/Institute:

Office Seal



Appendix 'C'
(Refer to Para 48)

FEE STRUCTURE: MBA-14 (2017-19) BATCH

	<u>Ist Semester</u>	<u>IInd Semester</u>	<u>IIIrd Semester</u>	<u>IVth Semester</u>
(a) Tuition/Programme Fee (Per Semester)	Rs 43,100.00	Rs 43,100.00	Rs 43,100.00	Rs 43,100.00
(b) University Fee (Yearly)	Rs 12,000.00	-	Rs 12,000.00	-
(c) Alumni Fee (One Time)	Rs 1,000.00	-	-	-
(d) Admission Fee (One Time)	Rs 2,000.00	-	-	-
(e) Exam Conveyance Fee (Per Semester)	Rs 1,500.00	Rs 1,500.00	Rs 1,500.00	Rs 1,500.00
(f) Security Deposit (One Time)	Rs 5,000.00	-	-	-
(g) Value Added Courses and Academic Activity Fee	Rs 10,000.00	-	-	-
(h) Computer/Internet Charges	Rs 4,000.00	-	Rs 4,000.00	-
(j) Library Charges	Rs 3,500.00	-	Rs 3,500.00	-
(k) Development Fund	Rs 16,000.00	-	Rs 16,000.00	-
(l) Sports Fund	Rs 1,000.00	-	Rs 1,000.00	-
(m) VidyarthiSurakshaKavach	Rs 120.00	-	Rs 120.00	-
(n) Institute's Identity Card	Rs 100.00	-	-	-
Total	Rs 99,320.00	Rs 44,600.00	Rs 81,220.00	Rs 44,600.00
(o) Rent & Allied (@Rs 1650/- per month)	Rs 9,900.00	Rs 9,900.00	Rs 9,900.00	Rs 9,900.00
(p) Messing (@Rs 3300/- per month)	Rs 18,150.00	Rs 16,500.00	Rs 16,500.00	Rs 19,800.00
(q) Power Backup (@Rs 600/- per month)	Rs 3,300.00	Rs 3,000.00	Rs 3,000.00	Rs 3,600.00
(r) Laundry Services (@Rs 350/- per month)	Rs 1,925.00	Rs 1,750.00	Rs 1,750.00	Rs 2,100.00
Total	Rs 33,275.00	Rs 31,150.00	Rs 31,150.00	Rs 35,400.00
Grand Total	-	Rs 1,32,595.00	Rs 75,750.00	Rs 1,12,370.00
Round off	-	Rs 1,32,600.00	Rs 75,750.00	Rs 1,12,370.00
		Ist Year	IInd Year	Total
Total Fee	-	Rs 2,08,350.00	Rs 1,92,370.00	Rs 4,00,720.00

Notes: 1. Tuition/Programme Fee is subject to change as per the University norms.

2. Hostel charges are subject to be changed as per the contractor's rates.

3. After admission, Registration Fee to be treated as Security Deposit.



Appendix 'D'

(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

Notary

Place : Date :



Appendix 'E'

ITEMS PROVIDED IN HOSTEL

1. Bed
2. Study Table
3. Study Chair
4. Mattress.
5. Pillow.



Appendix 'F' (Ref Para 4 d)

ARMY INSTITUTE OF MANAGEMENT & TECHNOLOGY, GREATER NOIDA
Registration Form for Hostel Accommodation
2017 – 2019

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. I declare that in case of violation of the hostel rules I can be expelled from the hostel.

(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



Appendix 'G'
(Refer to Para 4 e)

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.



Appendix 'H'
(Refer to Para 4 f)

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 2017 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)

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