

# **ARMY INSTITUTE OF MANAGEMENT, KOLKATA (AIMK)**

## **TWO YEAR FULL TIME MASTER OF BUSINESS ADMINISTRATION (MBA) PROGRAMME COMMENCING 14 JULY 2010**

### **“JOINING INSTRUCTION FOR ADMISSION”**

#### **The Course**

1. The twelfth two-year full time MBA Programme will commence on 14 Jul 10.

#### **Offer of Admission**

2. The offer of Admission is valid only for the course commencing 14 Jul 10. All admission to the Institute are treated as provisional, in the sense that, if a candidate admitted on the basis of this offer is subsequently found not to have satisfied any of the eligibility conditions, his/her candidature would automatically stand cancelled and he/she would be required to withdraw from the course forthwith.

#### **Location & Address of Institute**

3. The Institute is located at Alipore, Judges Court Road, opposite Alipore Telephone Exchange.
4. The postal address of AIM is as under: -

Army Institute of Management, Kolkata (AIM)  
Judges Court Road  
Opp Alipore Telephone Exchange  
Alipore, Kolkata - 700 027

#### **Date of Reporting**

5. You must report to the Registrar, AIM at the Institutes Main Office on 12 Jul 2010 (10 AM - 3 PM). You should bring along with you the following: -

- |     |   |                |
|-----|---|----------------|
| (a) | Admission Form, duly filled in  | - Appendix 'B' |
| (b) | (i) Graduation Certificate  | - Appendix 'C' |
|     | <b>or</b>   |                |
|     | (ii) Certificate from College stating that the student has completed all examinations for Graduation (10+2+3). Admission will be valid if candidate produces the Graduation mark sheets by September 15, 2010). | - Appendix 'D' |
| (c) | Declaration of Guardianship.  | - Appendix 'E' |
| (d) | Medical Certificate.  | - Appendix 'F' |

(2)

- (e) Demand Draft for fees and all allied charges. - Appendix 'G'
- (f) Welcome letter from President Students' Council. - Appendix 'H'
- (g) Declaration by the candidate. - Appendix 'I'
- (h) Migration Certificate from the University.
- (i) CAT Score Card.

6. Failure to report on date as mentioned above will result in automatic withdrawal of this offer, unless the management makes a special concession for students who get delayed for reasons beyond their control.

### **Registration**

7. Details of Registration will be available on arrival. Candidates who register after July 14, 2010 are required to pay late registration fee of Rs. 500/- plus Rs. 100/- for each working day of delay. Late registration is strongly discouraged. In any case, late registration on compassionate ground with prior approval of the Director will be closed on July 20, 2010.

### **Fees and other Charges**

8. Fees are to be paid by Demand Draft in favour of 'Director AIM' payable at Kolkata. Details are given in Appendix 'G'.

### **Academic Eligibility**

9. Please refer to "Eligibility " on page 11 of the AIM's Prospectus 2010. All students have to submit relevant marksheets of **Class-X, XII and Bachelor's Degree (Semester wise/year wise)**. If the candidate has not yet obtained the Bachelor's degree, he/she will have to submit at the time of registration, a certificate (Appendix 'D') from the Head of the College/Institute (or any other authorised official of the College/Institute) attended by him/her for the graduation course **stating that he/she has completed all requirements of graduation by 30<sup>th</sup> June 2010**. A candidate whose graduation examination does not get completed by 30 June 2010 is not eligible for admission/ registration.

10. The candidates will have to produce certificate and/or marksheets in original together with Xerox copies as soon as the respective University/ Institute publishes the results, but **not later than September 15, 2010**.

11. Till 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 later found ineligible, his/her candidature would automatically stand cancelled and he/she would be required to withdraw from the programme forthwith.

### **Guardianship**

12. Declaration of Guardianship (refer Appendix-'E') will have to be submitted at the time of registration.

### **Academic Regulations**

13. All students are governed by the academic regulations of the Institute in respect of academic performance/grade points, personal conduct, etc. In case, a student fails to fulfill the standards of academic performance and/or personal conduct, he/she will be asked to withdraw from the course.

14. Attendance in all classes is highly desirable. If attendance falls below 75% (as per university rule), a student will not be allowed to sit for the examination. No leave will be given to the students during the course, except under very exceptional circumstances. Even when such leave is granted the student will still have to meet the attendance requirements. No relaxation in attendance requirements can be claimed due to such leave. The summer break at the end of 2<sup>nd</sup> semester examination, will be utilized by the students for project work in the Industry.

### **Campus Rules**

15. All students are required to strictly abide by the Campus Rules. Violation of Campus Rules will invite disciplinary action, including heavy penalty and withdrawal from the course. Campus Rules will be issued to the students on joining the Institute.

16. The programme is fully residential.

### **Smoking / Drinking**

17. Smoking / Drinking is strictly forbidden within Campus area. Violation of this will be liable to disciplinary action and imposition of penalty as decided by the Management.

### **Dress Code**

18. Students will dress up decently. On normal days Boys will wear neat and clean shirts and trousers, with leather shoes and socks. Girls will wear Salwar-Kameez or Sarees. This dress code is also applicable in the Dining Hall. On formal occasions AIM dress will be as follows :-

(a) **Boys** White Shirt, Gray Trousers and Institute Tie. Students will wear Blue Blazers for winter (approximate cost Rs 2500/-).

(b) **Girls** Institute colour Saree with half sleeve blouse (blue) (approximate cost Rs 1500/-).

(Note : The above items will be provided on payment on arrival at the Institute)

19. Violation of dress code will invite disciplinary action and imposition of fine.

(4)

### **Items to be brought by Students**

20. Students will have to share rooms. Cot, bedside table, study table, study chair and wall almirah will be provided by the Institute. Students will bring with them complete bedding and pillows with at least three/four bed sheet/pillow covers. Other items that they should bring are:-

- (a) Mosquito Net.
- (b) Alarm Clock.
- (c) Thermos Flask.
- (d) Glass Tumblers.
- (e) Tea Cups/Mugs.
- (f) Electric Press for ironing clothes.
- (g) Table Lamp.
- (h) For girls- 3 / 4 daily/normal use sarees/dress

21. Students should bring their own PCs if they so desire.

22. Students will be responsible for valuables brought by them.

### **Army Dependant Card**

23. Students with Army background (both Serving/Retired) should have a '**Dependant Card**' for availing CSD/ Hospital facilities.

### **Infrastructure**

#### 24. **Academics**

- (a) Dr. K K Chaudhuri, is the Director of the Institute. Excellent faculty members with good academics and industry backgrounds constitute the core academic team.
- (b) Four air-conditioned Computer Labs having around 120 computers with round the clock INTERNET connectivity is available.
- (c) The Institute has a well-equipped air-conditioned Library with a rich collection of books and journals covering all disciplines of management.
- (d) Class rooms and lecture halls are well furnished with modern teaching aids.
- (e) Three AC Lecture Halls with multi media projection system serve as the venue for conducting classes, symposia, etc.
- (f) AC conference room with multimedia projection system.

(5)

25. **Hostel**

- (a) Separate hostels for boys and girls, with Lady Warden staying in the Campus.
- (b) Indoor recreational and outdoor sports facilities.
- (c) Spacious, comfortable AC Dining Hall and clean hygienic kitchen.
- (d) Separate recreation room for boys and girls with TV.

26. **Cafeteria** A cafeteria within campus to meet the odd hour and miscellaneous needs of the students.

27. **Miscellaneous**

- (a) CSD Canteen and Medical facilities are located adjacent to the Campus.
- (b) STD/PCO booth is available within the campus for students to receive/ make calls with their parents/guardians.

**Study Material/Assignments**

28. Although AIM has a rich library of books & journals, a Computer Centre with latest softwares, often handouts are also issued to the students. Students are expected to possess their personal copies of some of the books for their own advantage. A List of the recommended textbooks will be given on their arrivals.

29. Students will be required to undertake a large number of assignments during the course. They should brush up their knowledge in mathematics and practice public speaking in English, so as to be able to keep up with the Course.

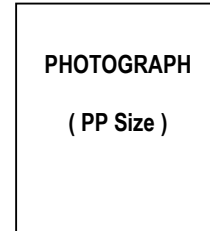
**Extra Expenses**

30. Students would need approximately Rs. 500/- per month for their personal incidental expenses including expense on washing, stationary, etc.

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**ADMISSION FORM**

**PART - I**



1. Name of Student :
2. Date of Birth :
3. Father's Name :
4. Permanent Home Address and Telephone No :
5. Father's occupation, designation :  
and office address (in case of  
Army children, write unit address)
6. Name & designation of the Local :  
Guardian, Relation, Address and  
Telephone No

**PART - II**

7. Present Educational Qualification : \_\_\_\_\_  
 Graduation Completed  
 Graduation yet to be completed.
8. Year of Graduation : \_\_\_\_\_
9. Class and percentage of marks secured : Class/Division : \_\_\_\_\_  
% of Marks : \_\_\_\_\_
10. Name and address of College :

Date : July 10

\_\_\_\_\_  
(Signature of Student)

Date : July 10

\_\_\_\_\_  
(Signature of the Parent/Guardian)

**Appendix 'C'**

(Refer to para 2(b) of letter No 0037/  
12/W/Adm/AIM dt 08 Apr 2010)

**GRADUATION CERTIFICATE**

Certified that I, \_\_\_\_\_ S/O or D/O  
\_\_\_\_\_ have graduated in the 10+2+3  
stream in \_\_\_\_\_ (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 graduation certificate and strike  
out which is not applicable.

Date : July 10

\_\_\_\_\_  
(Signature of Student)

**Name of Student :** \_\_\_\_\_

**AIM Registration Number :** \_\_\_\_\_

**Appendix 'D'**

(Refer to para 2(b) of letter No 0037/  
12/W/Adm/AIM dt 08 Apr 2010)

**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 authorised 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 already completed all examination and all other requirements including projects, viva-voce etc. for his/her Bachelor's Degree.

OR

This is to certify that Mr/Mrs \_\_\_\_\_ will complete all examinations and all other requirements including projects, viva-voce etc for his/her Bachelor's Degree (10+2+3 Stream) by \_\_\_\_\_ (date).

Signature & Date :

Name :

Designation :

Name & Address of College/Institute :

Office Seal

**ARMY INSTITUTE OF MANAGEMENT**

**Declaration of Guardianship**

(To be submitted at the time of Registration)

I, \_\_\_\_\_ do hereby declare that I am the guardian of Mr./Ms \_\_\_\_\_ who has been offered for admission in the Master of Business Administration (MBA) Programme at the Army Institute of Management . My contact address/and Telephone Number(s) is/are given below. I also provide below the name, address and telephone numbers of the local guardian of my ward :-

**Address of the Guardian**

**Residential**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No :  
STD Code :

**Office**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No :  
STD Code :

**Name of the Local Guardian** \_\_\_\_\_

**Address of the Local Guardian**

**Residential**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No :

**Office**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No :

Date : July 10

\_\_\_\_\_  
(Signature of the Guardian)

**MEDICAL INFORMATION FORM**

1. To facilitate quick and effective treatment in case of an emergency, please fill in details about your blood group, allergies, etc.
2. The form is to be submitted at the time of registration to the Registrar.

NAME OF CANDIDATE :

AIM REGN. NO :

BLOOD GROUP (RH – TYPE) :

\* MEDICINES ALLERGIC TO : 1.

2.

**SERIOUS AILMENTS SUFFERED DURING THE LAST 5 YEARS**

1.

2.

3. **General candidates** are advised to get **mediclaim Insurance** done before joining the Institute. A copy of Insurance will have to be submitted at the time of registration.

4. Name, Address & Phone No of Next of kin :

5. In case of emergency inform first Mr/Mrs \_\_\_\_\_

Date : \_\_\_\_\_ (Signature of Student)

- (Please mention 'not known' in case you don't know of any drug that you are allergic to).

**NOTE : Medical Certificate from a Medical Officer (as per annexure to Appendix 'F') is to be attached alongwith this form.**

**MEDICAL FITNESS CERTIFICATE**

1. It is certified that I have carefully examined Mr/Ms \_\_\_\_\_ S/O

/ D/O \_\_\_\_\_ and further certify that he / she has good physical and mental health and free from any disability likely to interfere in his / her undergoing MBA course. He / she has no abnormality in the heart and lung and history mental disease or epileptic fits. His / her major test results are as under :-

Height \_\_\_\_\_ Cms

Weight : \_\_\_\_\_ Kgs

Chest : \_\_\_\_\_ Cms      Expanded \_\_\_\_\_ Cms.

Vission :-                              Better Eye                              Worst Eye

Distance vision  
(Corrected)

Near vision  
(Corrected)

Hearing :-

Blood Group :-

Place :

(Signature of OC MH /  
Registered Medical Officer)

Date :

(Office Seal)

**Appendix 'G'**(Refer to para 2(e) of letter No 0037/  
12/W/Adm/AIM dt 08 Apr 2010)**FEES AND ALLIED CHARGES FOR THE ACADEMIC YEAR  
JULY 2010 TO JUNE 2011**

1.	<b><u>1<sup>st</sup> Year</u></b>		
		<b><u>Army Wards</u></b>	<b><u>General Category</u></b>
	(a) Tuition	70,000.00	120,000.00
	(b) Academic	5,000.00	5,000.00
	(c) Computer	5,000.00	5,000.00
	(d) Library	6,000.00	6,000.00
	(e) Students Activity	4,000.00	4,000.00
	(f) Development	5,000.00	5,000.00
	(g) Admission	2,000.00	2,000.00
	(h) Alumni	3,000.00	3,000.00
	<b>Total</b>	<b>100,000.00</b>	<b>150,000.00</b>
2.	<b>Security Deposit</b>	<b>10,000.00</b>	<b>10,000.00</b>
3.	<b>Hostel / Messing Charges</b>		
	(a) Rent & allied charges	12,500.00	12,500.00
	(b) Messing Charges (for 11 months)	20,460.00	20,460.00
	<b><u>Total</u></b>	<b>32,960.00</b>	<b>32,960.00</b>
4.	<b>Miscellaneous</b>		
	(a) Promotional Fee	10,000.00	10,000.00
	(b) Development Fee (WBUT-for two years)	1,000.00	1,000.00
	(c) Registration Fee (WBUT- for 1 <sup>st</sup> year only)	300.00	300.00
	(d) Examination Fee (WBUT- for two semester without backlog and late fine)	1,600.00	1,600.00
	(e) Insurance premium to AWES (Vidyarthi Suraksha Kavach)	80.00	80.00
	<b>Total</b>	<b>12,980.00</b>	<b>12,980.00</b>

**SCHEDULE OF PAYMENT**

	<b><u>1<sup>st</sup> Year</u></b>		
	(a) 1 <sup>st</sup> instalment (by 26 Apr 2010)	10,000.00	10,000.00
	(b) 2 <sup>nd</sup> instalment (on or before 12 July 2010)	125,260.00	175,260.00
	(c) 3 <sup>rd</sup> instalment (by 30 Dec 2010)	20,680.00	20,680.00
	<b>Total</b>	<b>155,940.00</b>	<b>205,940.00</b>

**Mode of payment** : DD/Pay order/Local Cheque in favour of 'Director AIM'**Note** :-

1. Rates are subject to change without notice.
2. No exemption is allowed in Hostel/Messing charges due to absence from the hostel for any reason.
3. Admission fee will be replaced by Session Fee of Rs 2000/- in the 2<sup>nd</sup> year.
4. Increase 7.5% of fees structure including Hostel fee every year.

**REFUND OF FEES AND ALLIED CHARGES**

5. All candidates are required to deposit a sum of Rs 10,000/- alongwith willingness certificate as initial Registration Fees. If the candidate joins the Institute, the registration fees will be adjusted against tuition fees. In case a candidate withdraw from the course, the refund of registration fees and allied charges will be governed as under:-

(a) **Candidates who are accepting the offer of admission but fail to register:**

- (i) Withdrawal on or before 14 July 2010 - Full refund of initial registration fees less Rs 1000/- as processing charges.

(b) **Candidates who register and later withdraw from the Course but before last date of Admission (If seat is filled by another candidate) :**

- (i) Initial Registration Fees - Full refund of initial registration fees less Rs 1000/- as processing charges.
- (ii) Admission Fees - To be refunded.
- (iii) Security Deposit - To be refunded without interest.
- (iv) Student Association Fees - To be refunded.
- (v) Tuition Fees and Other Charges } - As per actual , A single day of the month will be treated as a month.
- (vi) Hostel and Messing Charges }

(c) **Candidates who register and later withdraw from the Course but before last date of Admission (If seat is not filled by another candidate) :**

- (i) Initial Registration Fees - No refund.
- (ii) Admission Fees - No refund.
- (iii) Security Deposit - To be refunded without interest.
- (iv) Student Association Fees - No refund.
- (v) Tuition Fees - One year fees to be retained (Adjusted against security deposit)
- (vi) Hostel Charges - One year hostel charges to be retained.
- (vii) Messing } - As per actual. A single day of the month will be
- (viii) Other charges } treated as a month.

# **Army Institute of Management, Kolkata**

## **Students' Council**

Dear friends,

On behalf of the entire AIM family, I congratulate you on your selection for the MBA programme.

Ever since its inception, this institute has been nurturing and developing MBA students into potential managers. Such managers have been doing commendable job in the corporate sector throughout the globe and their efforts are well appreciated.

At AIM, we encourage hard work, determination and strong values. It is our firm belief that 'right knowledge combined with character is power'. Discipline and dedication are our hallmarks. We consistently maintain a synergy towards new vistas as we venture into the hidden recesses of human development.

We are proud of the fact that AIM boast of a fully residential campus and quality infrastructure which is complimented by excellent faculty members who, along with their rich industry background, are at par with those in any premiere institute of the country.

I am sure that this course will be a holistic experience and will help you realize, develop and unleash the immense potential in you. Our motto is 'to create world class Managers with Army discipline'. At the same time, we advise students not to ignore their inner voice. Remember "As you climb the ladder of success, be sure it's leaning against the right building."

With this conviction that you will live up to the ideals of this institution and make all of us proud by your actions, we welcome you to the AIM family.

Yours sincerely,

Devender Ola  
President Students' Council

**Appendix 'I'**

(Refer to para 2(g) of letter No 0037/  
12/W/Adm/AIM dt 08 Apr 2010)

**DECLARATION BY THE CANDIDATE**

1. I \_\_\_\_\_ declare that :-

(a) I fulfill all the eligibility conditions as laid down in the prospectus as well as 'Joining Instructions' .

(b) I have passed/am appearing in the qualifying examination in \_\_\_\_\_(Year).

(c) I have read all the rules for admission to the course.

(d) The information given by me is true to the best of my knowledge and belief.

(e) I hereby agree to conform to any rule, act and law enforced by Govt/AWES/ Institute/University and I hereby undertake that as long as I am a student of this Institute, I will do nothing either inside or outside the institute that will result in disciplinary action against me under the rules, acts and laws of the affiliating University/AWES/Institute.

(f) I fully understand that the Management of this institute will have full liberty to expel/rusticate me from the institute for any infringement of the rules of conduct and discipline prescribed by the University/AWES/Institute and the undertaking given above.

(g) I undertake and bind myself to pay such fees, charges etc. which institute 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 the institute may take such legal action as deemed fit.

(h) I fully understand that the ragging is banned in the Institute and Hostel and if I indulge in such act, I shall be subjected to laid down punishment.

Place:

Date: Jul 2010

\_\_\_\_\_  
(Signature of the Candidate)

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

Place :

Date : Jul 2010

\_\_\_\_\_  
(Signature of the Parent/guardian)