



THE ARMY INSTITUTE OF MANAGEMENT & TECHNOLOGY GREATER NOIDA

MANAGEMENT TRAINING PROGRAMME FOR COURT MANAGERS (CMP) OF UTTAR PRADESH

Joining Instructions for Participants - CMP01 (7th - 12th May, 2012)

AIMT welcomes participants of the First batch of MDP for Court Managers of Uttar Pradesh. Participants are required to peruse these joining instructions which have some important information of the MDP.

About AIMT (Army Institute of Management & Technology), Gr. Noida

AIMT was established in 2004 by the Army Welfare Education Society (AWES), chaired ex - officio by Chief of the Army Staff. It is located in the emerging futuristic hi tech city of Greater NOIDA. AWES has so far established 120 Army Public Schools and 13 professional colleges. It is laid out in a sprawling campus in an area of over 15 acres. It offers a two- year full-time residential MBA programme for the wards of Army personnel. The programme is recognized by the All India Council for Technical Education (AICTE) and affiliated to Guru Gobind Singh Indraprastha University, Delhi

About The Programme

As a result of this six-day programme, for court managers, the trainees would be able to hone their managerial skills and knowledge for effective smooth and harmonious court management. After attending CMP participants would be able to;

- Get the exposure of strategic planning and visioning, required to develop a long term plan for the development of the organization (referred as Court Development Plan (CDP) in Judiciary)
- Enhance the time management skills and exposure to different time management strategies;
- Develop skills in managing human resources with specific emphasis in creativity problem solving and motivations.
- Identify the characteristics of effective court administration teams and develop team management skills.
- Develop the ability to identify the causes of conflict and manage conflict between team members;

- Expand their leadership skills helpful in managing and leading change and transformation.
- Develop effective communication skills and strategies to remove communication barriers in the organization;
- Enhance court management skills by the application of computer technology, with specific emphasis on use of customized software, Information and Communication Technologies and network management.
- Financial Management and budgeting.

Programme Schedule and Contents

This MDP is a six-day long fully residential programme. The details of sessions and contents of the programme are available on our website: www.aimt.ac.in. A copy of the same will also be provided to you on arrival at this Institute.

Location

Our campus is situated at **Plot No M-1, Pocket P-5, Greater Noida** (adjacent to AWHO residential society). It is about 40 Kms. away from the New Delhi Railway Station and about 60 Kms. away from the Delhi domestic airport.

Reception

A reception desk will be functional at New Delhi Railway station **from 4:30 pm to 10:00 pm on Sunday, 6th May, 2012**. Participants desirous of availing transport from New Delhi to AIMT are requested to report to this reception desk. The location of the same will be close to Army's transit organization (Movement Control Organisation - MCO) which is situated just outside the New Delhi Railway station's Ajmeri Gate exit. The exit of the Delhi metro trains is also on the same side of New Delhi railway station. **The transport will leave from there at 5:00pm, 7:00 pm and 10:30 pm**. Those who wish to arrive at AIMT under their own arrangements may do so commencing at 6:00 pm on **6th May, 2012** and latest by 10:00 pm on **6th May, 2012**.

It is advised to the participants to come by train so that they can be attended by AIMT staff at the reception desk at New Delhi Railway Station. If the participant decides to avail some other means of transport (by road or by Air), he will have to inform his arrival details to the concerned person (Mr. Davendra Singh, Contact no. given below) atleast three days prior to his arrival so that a vehicle may be arranged. The participants may have to wait for some time for the vehicle to reach them at the required place.

Participants are requested to intimate their arrival details latest by Friday, 4th May, 2011 to Mr. Davendra Singh – Estate Supervisor at Tel Nos. 09555762671, 01202329510 & 01202329511.

Accommodation & Messing

Accommodation is arranged at the campus of the AIMT from the evening of the day prior to the commencement of the programme that is **6th May, 2012 (Sunday)**. It will be available up to the evening of last day of the programme that is, **12th May, 2012, (Saturday)**. Participants are required to report at the campus on the evening of **6th May, 2012**. The participants are requested to make their travel plans accordingly.

Participants will be accommodated in rooms with attached toilets on twin sharing basis. Food will be served in the Dining Hall attached to the participants' residential block.

Arrangements at AIMT do not cater for any companions and/or attendants of the participants. This Institute is not geared up for providing any accommodation or messing to person(s) accompanying the participant for any reason, whatsoever. As such, last minute request for accommodating the attendants or companions will NOT be accepted under any circumstances. Participants who can not attend the Programme without attendants and/or companions may take up with their department suitably as this Institute is not geared to meet such requests.

The drivers, helpers and other staff of the participants may await the participant outside the Institute premises or at main gate of the institute. They are not permitted access beyond the main gate of the Institute before, during and after training hours.

Dress Code

While there is no formal dress code for the programme, gentlemen are encouraged to be wearing shoes and be appropriately attired for the classes and in the dining hall. Gentlemen may like to carry a neck tie for the group photograph.

Preparation

Participants are advised to bring their laptops as they may be required to use the laptops during various training session. It is expected from the participants that they come prepared for the training sessions and exercises scheduled for the next day. They may make good use of the books from our library during the programme and also peruse the training material which will be given to you on arrival.

Start Times

Participants are expected to arrive at the Training Room by 8:55 am on the first day for the registration and other formalities. The morning sessions will begin at 9.00 am on the other five days. **Participants are encouraged to be punctual and regular for all sessions.**

Evening Sessions

Evening sessions comprising of case study discussion, role plays practice sessions or additional exercises as part of our training programme will be conducted everyday at 4:30 pm. These are mandatory sessions like other scheduled sessions and normally last about two hours. The objective of these sessions is to practice what you learn during the day and also to provide guidelines for next day's sessions.

Feedback

In the beginning of every module, participants will be given a session feedback form to be filled by them. Participants are required to give feedback of all the sessions conducted during the day for that module. Another feedback form will be issued to the participants on the last day to provide feedback of the whole programme including administrative aspects and overall effectiveness of the programme.

Assessment of Participants Performance

A confidential assessment report of the performance of the participants will be sent to High Court, Allahabad after the completion of the programme. The criteria for assessment will be explained to the participants on the first day of the programme.

Certification

Participants will be awarded a certificate of participation after successful completion of the programme.

Taxi facility on Payment basis

Participants may avail a taxi facility on payment for their personal needs.

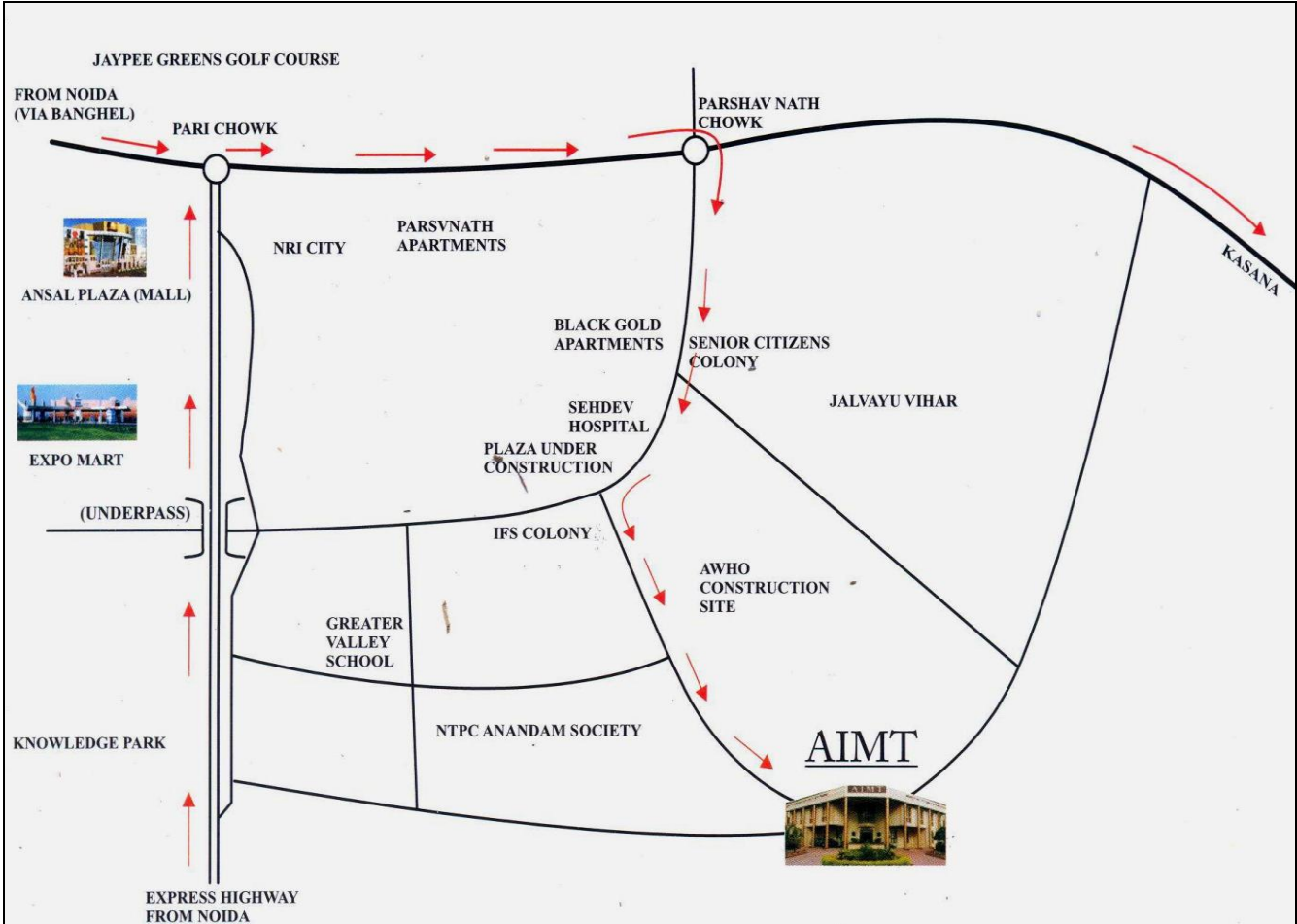
Medical Facilities

A medical doctor will be available at the AIMT from 6:00 pm. to 7:00 pm. Medical nursing homes exist in close proximity of the Institute for which a vehicle will be provided if needed. Participants may however carry the requisite medicines which are required by them for any existing ailments.

For any additional information or clarifications you may contact *Dr. Parul Gupta*, the Programme In-charge at 08800573545. You may also leave a message at *parulvishalgupta@aimt.ac.in*

Note: From Pari Chowk of Greater Noida move towards Parashvath Chowk (1km). From there take a right turn. Drive (go) past two left turns on this stretch of the road. Turn left at the third left turn (approx 1 km from Parshavnath Chowk). Drive another 1 km along the Army Housing (AWHO) residential flats under construction, to reach AIMT. If in doubt, call for directions.

ROUTE CHART FROM DELHI TO AIMT, GREATER NOIDA



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