



THE ARMY INSTITUTE OF MANAGEMENT & TECHNOLOGY GREATER NOIDA

MANAGEMENT SKILLS DEVELOPMENT PROGRAMME FOR JUDICIAL OFFICERS OF UTTAR PRADESH

Joining Instructions for Participants - JOP34 (25th February - 2nd March, 2013)

AIMT welcomes participants of the Thirty Fourth batch of MDP for Judicial Officers 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 128 Army Public Schools and 12 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

The introduction of management practices in the judiciary has been a topic of discussion for quite some time now. When judicial officers take up their job responsibilities, in addition to their technical roles, they also bear a number of managerial responsibilities. Due to absence of specific and focused training and exposure in court management they face unexpected challenges. These challenges lead to low productivity at their respective workplaces. Thus management skills have become more crucial at courtrooms where a judge is the team leader and has to deliver justice with the help of his staff. Hence skills like strategic planning, leadership, team building, supervision, monitoring and communication are a must for judicial officers in order to discharge their responsibilities more efficiently.

The week long, fully residential programme aims at:

- A general orientation of judicial management
- Expanding the leadership skills at courtroom;
- Understanding the stress management techniques;

- Developing skills in managing human resources including motivating the team members;
- Identifying the characteristics of effective court administration teams and manage conflicts between team members;
- Understanding communication, mass communication and importantly, developing effective public communication skills;
- Developing the ability to use computer technology optimally;
- Enhancing court management skills by the application of strategic planning and time management.

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, 24th February, 2013**. 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 transit organization (Movement Control Organisation - MCO) which is situated just outside the New Delhi Railway station 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 **24th February, 2013** and latest by 8:00 pm on **24th February, 2013**.

Participants are requested to intimate their arrival details latest by Friday, 22nd February, 2013 to Mr. Davendra Singh – Estate Supervisor at Tel Nos. 09555762671, 01202329510(O) & 01202329511 (R).

Transport will be available only if the arrival details in advance, are passed to Mr. Davendra Singh - Estate Supervisor. Transport will not be available at Ghaziabad railway station so participants can avail the service of transport from New Delhi railway station only.

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 **24th February, 2013**. It will be available up to the evening of last day of the programme that is, **2nd March, 2013, (Saturday)**. Participants are required to report at the campus on the evening of **24th February, 2013**. 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 gun men / security 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 & Discipline

- 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.
- Participants are advised not to use their mobile phones during training sessions.
- Participants are expected to be present in all the training sessions. Their participation and presence in all the scheduled training session is highly desirable. Half day leaves during the training sessions will be considered only in exceptional circumstances, after being reduced in writing.
- 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 them on arrival.

Start Times

Participants are expected to arrive at the Training Room by 9:25 am on the first day for the registration and other formalities. The morning sessions will begin at 10.00 AM on the other five days. **Participants are expected to be punctual and regular for all 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 Institute of Judicial Training & Research, Lucknow 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 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.

Sports & Gym Facility

There is fully equipped and functional Gymnasium in AIMT campus. Participants may avail the facility of Gym in the evening time at 6:30 to 7:30 pm. AIMT is also equipped with a football ground, Badminton court, Table tennis and Basketball court. Interested participants may also make use of these facilities in their spare time in the evening.

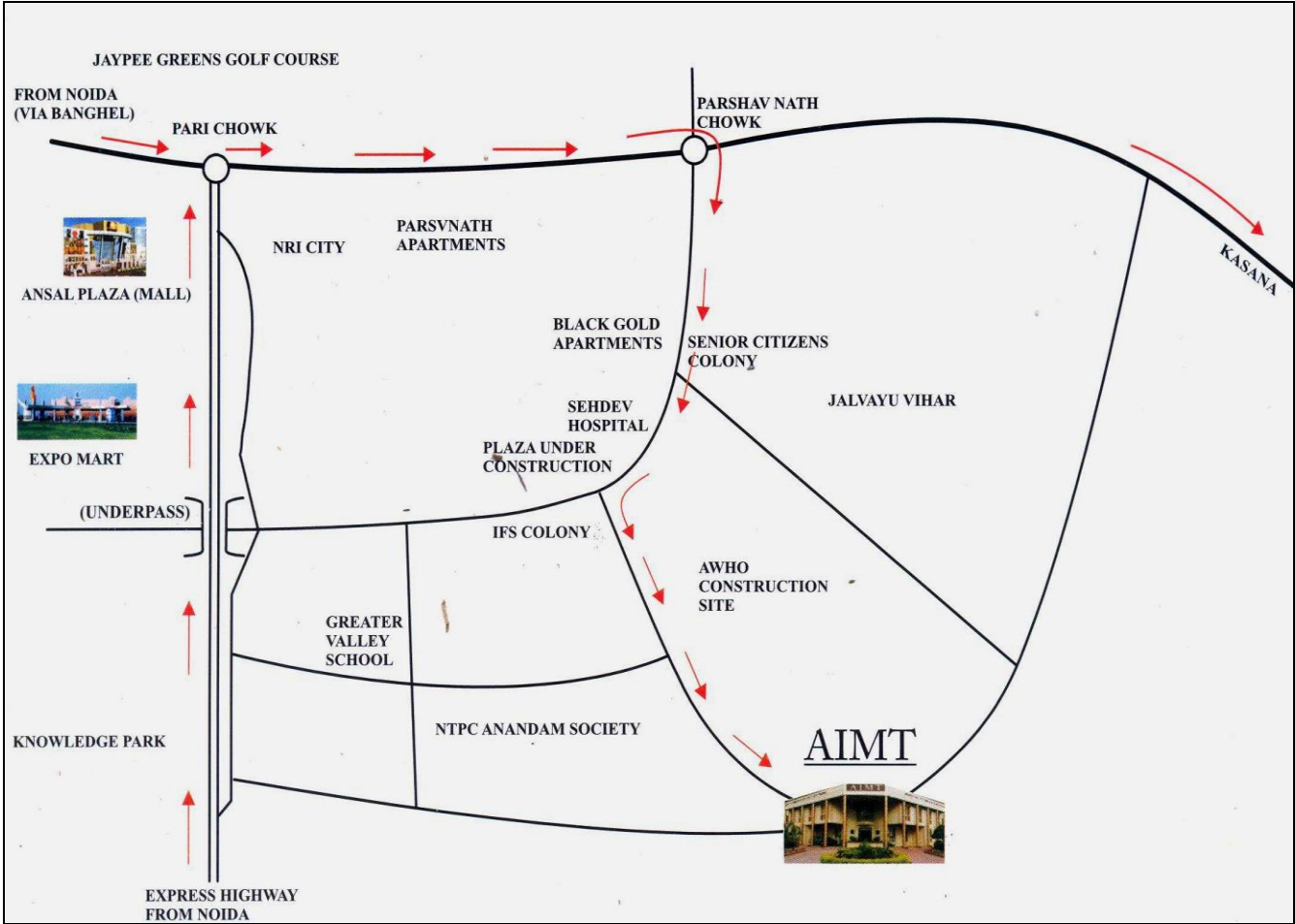
For any additional information or clarifications you may contact Dr. Parul Gupta, the Programme In-charge at 0120-2329528. You may also leave a message at parulvishalgupta@aimt.ac.in

For Transport and accommodation related issues you may contact Mr. Davendra Singh – Estate Supervisor at Tel Nos. 09555762671, 01202329510(O) & 01202329511 (R).

Note: From Pari Chowk of Greater Noida move towards Parasvnath 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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