



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

**Management Development Programme – Axis Bank Ltd.**

The Institute has signed a Memorandum of Understanding (MoU) for one year, starting from 28 June 2017. The MoU states an agreement between Army Institute of Management & Technology and Axis Bank Ltd. to provide training support for conduct of training to Axis Employees from Junior level to Senior level. The training support includes design, conduct and deliver of technical as well as non technical modules. Three categories of training include – residential training for 12 days, One day and senior management programme.

1. “SWAGAT” is an induction program for Customer Support Officer in Axis Bank at Assistant Manager cadre covering basic banking modules, behavioral modules and Company detailed module of 12 days residential training. Wherein trainers from Max Insurance, Apollo Munich, Axis Bank and AIMT. The training also includes NISM exam to be conducted as a mandatory part of training.
2. “SAARTHI” is a middle management training covering relationship, network, upscaling of profile and banking awareness modules. It is 3-4 days residential training programme of Branch manager cadre.
3. “One Day” is a non residential training covering modules related to up gradation of domain specific technical knowledge at all levels.

## **General Guidelines for Axis Bank Trainees**

AIMT welcomes trainee of AXIS Bank to pursue their training programme. Being an academic Institute, trainees are required to follow some general instructions during their stay in AIMT, to maintain the sanctity of place.

### **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

### **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.

### **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 **20th Nov, 2017**. It will be available up to the morning of 02<sup>nd</sup> Dec, **2017**. The participants are requested to make their travel plans accordingly.

Participants will be accommodated in separate boys' and girls' spaces on twin sharing basis. Food will be served in the Guest Rooms Dining Hall. Housekeeping staff will clean up the rooms daily.

**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.**

**The drivers, helpers and 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, trainees are requested to be appropriately dressed up in classes and Mess.

## **General Instructions**

- Trainees are advised to take care of valuables (like laptops, wallets, mobile phones etc.) on their own as the Institute will not be responsible of any loss of such nature.
- It is expected from the trainees to carry their I-Card (Issued by AIMT) at the time of In and Out from the campus.
- Trainees are required to report back to Campus before 09.00 pm, after that hostels will be locked and Main gate security staff will not permit to check in. Trainees are advised not to use their mobile phones during training sessions.
- During the tea breaks, Tea will be served near to training Halls, trainees are requested to help themselves, stay in specified areas so that other classroom teaching runs smoothly.
- Trainees can make good use of our facilities like library, medical facility, computer lab. However each facility has its own fixed timings or days.
- Loud music, indecent language, consumption of liquor and smoking are strictly prohibited in the campus.
- Trainees are requested to take good care of Institute of property, save electricity and water, maintain cleanliness and respect the rules.
- **You are requested to make an entry in gate register before going out or entering the premise.**

## **Registration**

On first day of training, all trainees are requested to report in Conference room by 8.45am, to carry out registration process. A temporary I-Card by AIMT will be issued, feedback form handing over of general stationery and Room checklist alongwith important contact person details will be given.

## **Departure**

On the day of departure, each trainee is expected to return the room keys alongwith checklist, feedback form and I-card holder to Institute Representative. Any form of payment to housekeeping staff, security, mess boys or support staff is not permissible.

## **Taxi facility on Payment basis**

Trainees may avail a taxi facility on payment for their personal needs. Ola and Uber are also easily accessible in Greater Noida. However for local travel, auto rickshaws are preferred.

## **Medical Facilities**

A doctor will be available at the AIMT from 4.15 pm. to 5.15 pm. Three Medical nursing homes exist in close proximity of the Institute for which a vehicle will be provided if needed. Trainees may however carry the requisite medicines which are required by them for any existing ailments.

### **Sports Facility**

The Institute is fully equipped with indoor and outdoor sports facilities. The trainees can avail the facility by seeking help from respective staff/warden by showing their I-Cards.

### **Wifi Enabled campus**

AIMT is fully WiFi Enabled campus. Trainees can seek assistance from network administrator to use the facility.

### **Facility Timings**

Facility	Timings
Training Time	9.30am-5.30pm
Entry Time to Campus	Not after 09.00pm
Library	9.00am-7.00pm
Computer Lab	9.00am-7.00pm
Dining Hall (Guest Room)	Breakfast – 8.00am-9.00am Lunch- 1.45pm-2.30pm Dinner- 8.00pm-9.00pm
Tea Breaks (Foyer Area of conference room)	11.30-11.45am 04.00-04.30pm
Cafeteria	9.00am-9.00pm
Gymnasium (Girls and Boys separate)	6.00am-9.00am (Morning) 04.30pm-9.00pm (Evening)
Doctor (MI room)	04.15-05.15pm (Daily except Sunday)
Housekeeping staff for cleaning	07.15am onwards
Reprography (Available in Library)	10.00am-07.00pm

Have a happy and comfortable Stay!!!



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**Feedback Form for Axis Bank Trainees**

**Name:**\_\_\_\_\_ **Designation:**\_\_\_\_\_

**Training Dates:**\_\_\_\_\_

**Q1)** Please rate your experience of staying in AIMT

	Highly Satisfied	Satisfied	Slightly Satisfied	Slightly Dissatisfied	Dissatisfied	Highly Dissatisfied
Rate your overall arrival experience	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Was everything in your room organised and easily accessible?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Please rate the cleanliness and tidiness of your room upon check in	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Were you promptly greeted with smiles?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Q2)** Did you take advantage of the internet service in your room?

Yes  No

**Q3)** How was the Internet?

	Highly Satisfied	Satisfied	Slightly Satisfied	Slightly Dissatisfied	Dissatisfied	Highly Dissatisfied
Was the internet fast and efficient?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Was the service easy to set up and use?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Q4)** Which of the following services did you take advantage of?

- Gymnasium
- Sports
- Computer Lab
- Library
- None of the above

**Q5)** Please rate your experience of the services.

	Highly Satisfied	Satisfied	Slightly Satisfied	Slightly Dissatisfied	Dissatisfied	Highly Dissatisfied
How was the overall experience of facility?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Q6)** Please rate your experience at Mess

	Highly Satisfied	Satisfied	Slightly Satisfied	Slightly Dissatisfied	Dissatisfied	Highly Dissatisfied
How was the food?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How was the service?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How was the ambience?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How was the hygiene and variety of food?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Q7)** When our staff with you, did they:

	Yes	No
Express confidence in meeting your needs and making things happen?	<input type="radio"/>	<input type="radio"/>

Act upon your requests promptly and efficiently?

Present them selves as warm and dedicated professionals?

Was their an employee that exceeded your expectations?

Do you recall the name of the staff member(s) that serviced you? If so, please detail:

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**Q 8)** In what ways have we done **exceptionally well** in making your stay memorable?

**Q 9)** In what ways have **scope of improvement** in making your stay memorable?

**Q10)** Would you like to stay connected with us, if yes, then how?



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Name of the Trainee: \_\_\_\_\_ Room No. \_\_\_\_\_

ITEMS AVAILABLE IN ROOMS

A checklist of items available in rooms is mentioned below. Participants are requested to fill in the list as (tick), in the presence of Institute representative, at the time of arrival and departure.

S.No.	Items	Qty	On Arrival	Departure
1	Pillow covers	1		
2	Pillows	1		
3	Mattress	1		
4	Mattress cover	1		
5	Bedsheets	2		
6	Towels (Big)	1		
7	Small Closed Bins	1*		
8	Hand Towel	1		
9	Mirror	1*		
10	Water Jug	1*		
11	Glasses	1		
12	Writing Pad	1#		
13	Pen , Pencil, Rubber and Sharpener	1#		
14	Curtain	2*		
15	Door mats	1*		
16	Hanger	3		
17	Lock and Key	1*		
18	Goodnight Machine with refill	1*		
Signature by Institute Rep				
Signature by Trainees				
*Per room wise item, # Can be procured more by the participant as and when required				