

ARMY INSTITUTE OF MANAGEMENT & TECHNOLOGY, GREATER NOIDA

SOP FOR ADMISSION PROCESS-MBA

1. Aim

The admission to the MBA programme at AIMT Greater NOIDA is exclusively open for the dependant wards of serving/ retired Army personnel. The admission cell will be responsible for driving smooth functioning of the admission process.

2. Admission Cell

The cell is comprised of the following members:-

- a) **Chairperson**-One faculty Member nominated by director
- b) **Members**-Two Faculty Members ,Two Non Teaching Staff ,One Clerk .

3. Process of Admission:

Candidates desirous of seeking admission to AIMT, Greater Noida can apply through online/offline mode. The information related to admission will also be available on institute website and other the following offices

- AWES, Adjutant General's Branch IHQ of MOD (Army) Building No.202, Shankar Vihar Delhi Cantonment, New Delhi -10.
- AWES Cells of all Command Headquarters.
- AWES Cell, HQ Delhi Area, Delhi Cantt.

3.1) The steps of admission processes along with dates are as follows:

- a. Finalization of draft admission brochure –**Last week of October**
- b. Commencement of online/offline application form -**First week of Nov**
- c. Last date of filling online application form- **Last week of Jan**
- d. Last date of filling online application form along with late fine-**Last week of Feb**
- e. Declaration of short-listed candidates for GD & PI at AIMT, Greater Noida : **First Week of March**
- f. Discussion (GD) and Personal Interview (PI) and declaration of shortlisted candidates at AIMT, Greater NOIDA : **Last week of Mar**
- g. Declaration of result and commencement of admission- **First week of May**
- h. Last date of admission- As per GGSIP University
- i. Commencement of Orientation program: **Last week of July**
- j. Commencement of course: **1st week of Aug**

The admission cell will adhere to the timeline and all administrative/financial support will be provided by the registrar. Different sub-committees of faculty and students will be formed by the admission cell for their assistance in different admission related tasks.

4. Responsibilities of Admission cell

- a) Completing admission related task before deadlines as per SOP.
- b) Short listing Candidates for GD/PI
- c) Informing all selected candidates for GD/PI
- d) Making different panels for GD/PI and conducting GD/PI of all selected candidates by allocating tasks to different committees.
- e) Compiling the result of GD/PI
- f) Compiling online/Offline data for short listing the candidates.
- g) Promoting offline admission campaign through presentation at different Army locations.
- h) Promoting online admission campaign through digital marketing
- i) Searching online database of potential candidates.
- j) Checking educational qualification of all selected candidates as per GGSIP University.
- k) Checking educational certificates and dependant certificates.
- l) Declaring result of all qualified candidates.
- m) Handing over all candidate files to exam cell for further admission process.

5. Documents to be checked by admission cell/Panel

Following documents will also be submitted by the candidate at the time of admission:-

1. Original Degree Certificate (Photocopies to be submitted)
2. Original Migration Certificate from University last attended.
3. Original Class XII Mark sheet and Pass Certificate.((Photocopies to be submitted)
4. Original Class X Mark sheet and Pass Certificate.((Photocopies to be submitted)
5. CAT/MAT/CMAT/XAT Admit Card & Score Card in original.
6. Original Character/Conduct certificate issued by the head of the Institution last attended or issued by a Gazetted Officer.
7. Six Passport size photographs and four stamp size photographs.
8. Dependent card/Certificate for wards of serving personnel / ECHS card for wards of retired personnel.
9. Certificate No 5. Medical fitness Certificate.

