

Dear Student,

A very warm welcome to the family of AIMA-CME. We would like to brief you about the procedures which will facilitate the smooth flow for pursuing the PGDM Program. Given below is the most important information for the fresh PGDM students:

**Confirmation Letter:** Letters will be dispatched to the students in next 10-15 days after the receipt of fee at AIMA-CME. In case of query you may contact Ms. Chanchal Mehra- Manager Admissions on Ext No. 725

**Identity Card:** Identity card will be issued once the student receives the Confirmation letter for AIMA-PGDM. In case of query you may contact Ms. Lalita Mansharmani on Ext No. 728

**Study Material:** It can be collected from AIMA-CME center but after 3<sup>rd</sup> Week of January'2012. Would suggest you to check the status of study material with Mr. Shiv on Ext. No. 734 before you visit to AIMA-CME.

**Library Card:** In order to facilitate the library services offered by AIMA-CME. Students are supposed to get their library card from Ms. Paramjeet Kaur (Ext No. 330). Students should get 2 Passport size photographs & ID in order to get their Library Card. **Library is open b/w Mon-Fri Timings: 9:30am to 5:30pm.**

**Class Schedule:** It will be published on AIMA Website. Students are supposed to check their class schedule on every Friday. For class schedule you may refer this link: [http://www.aima-ind.org/dlc\\_ClassSchedule.aspx](http://www.aima-ind.org/dlc_ClassSchedule.aspx)

**Assignments:** Being an AIMA-PGDM students you have to submit two assignments per subject in a semester. Assignments are available our site: [http://www.aima-ind.org/dlc\\_ExaminationsAssignments.aspx](http://www.aima-ind.org/dlc_ExaminationsAssignments.aspx)

**Examination form:** To appear in the term-end examinations, students are advised to fill up their examination form and submit to Mr. Chandrashekhar Manager-Examination. For Examination form please refers this link: <http://www.aima-ind.org/pdf/ExaminationForm.pdf>

### Important Dates

<u>Submission of Installment</u>	<u>Due Date</u>	<u>Amount</u>
2 <sup>nd</sup> Installment	31-May-12	25,000
3 <sup>rd</sup> Installment	30-Nov-12	25,000
4 <sup>th</sup> Installment	31-May-13	25,000

<u>Particulars</u>	<u>Due Date</u>	<u>Contact Person</u>
Due Date for the submission of 1 <sup>st</sup> Assignments	15 <sup>th</sup> April'12 (Without any late fee)	Mr. Shiv
Due Date for the submission of 2 <sup>nd</sup> Assignments	15 <sup>th</sup> May'12 (Without any late fee)	Mr. Shiv
Due Date for the submission of Examination Form	15 <sup>th</sup> April'12 (Without any late fee)	Mr. Chandrashekhar

### Contact Details

<u>Particulars</u>	<u>Contact Person</u>	<u>Contact Details</u>
For Post Admission related activities like Confirmation letter, Acknowledgement of Fee receipt	Ms. Chanchal Mehra	<a href="mailto:admissions@aima-ind.org">admissions@aima-ind.org</a>
Identity Card	Ms. Lalita Mansharmani	<a href="mailto:lalita@aima-ind.org">lalita@aima-ind.org</a>
Study Material	Mr. A N Sinha/ Mr. Shiv	<a href="mailto:materials@aima-ind.org">materials@aima-ind.org</a> , <a href="mailto:ansinha@aima-ind.org">ansinha@aima-ind.org</a>
Examination	Mr. Chandrashekhar	<a href="mailto:cmeexam@aima-ind.org">cmeexam@aima-ind.org</a>