

AMITY INSTITUTE OF EDUCATION AND TRAINING (AIET)
FOR DEFENCE FORCES

JOINING INSTRUCTIONS

CERTIFICATE COURSE IN BUSINESS MANAGEMENT (COURSE SER NO 250-08-12)
FROM 06 AUG 2012 TO 19 JAN 2013

1. **General.** On behalf of Dr Ashok K Chauhan, Founder President, Ritnand Balved Education Foundation (RBEF) the umbrella organization for Amity Universities, Amity Group of Educational Institutions & Schools and Chairman, AKC Group of Companies, I welcome you to Certificate Course in Business Management being conducted at Amity University, Uttar Pradesh. The University has been established through the Amity University, Uttar Pradesh Act 2005 and is recognised by University Grants Commission (UGC). It has world class infrastructure and is one of the leading non profit private educational provider in India with 5 Universities, over 150 institutions of excellence which offer a large variety of courses to over 95,000 students by over 3,500 trained Faculty, in 240 programmes spread across 22 integrated campuses including Global campuses in London, Singapore, Dubai, Mauritius and San Francisco.

2. **Arrival & Reception.**

- (a) All students are requested to intimate arrival details and whether hostel accommodation is required. Details are requested by 27 July 2012 as per format attached.
- (b) All personnel desirous of staying in hostel will report directly to House No A-35, Sector-26, Noida after they have received confirmed allotment; constraint being limited number of JCOs and NCOs can be accommodated in the Hostel.
- (c) Those who are not availing hostel accommodation, will report to Room No 402, Fourth Floor, I-2 Block, Amity Campus, Sector 125, Noida at 1000 hrs on 06 Aug 2012.
- (d) Uniform will be worn on 08 August for the Inaugural Function. Director General Re-settlement will be attending the same.

3. **Documentation.** All students attending the course will be in possession of the following documents:-

- (a) Photocopy of detailment letter issued by DGR/Army HQ/Naval HQ/Air HQ.
- (b) Six colour passport size photographs.
- (c) Service Identity Card.
- (d) Copy of movement/attachment order.
- (e) Copy of educational certificates.
- (f) Bank Drafts as per details mentioned at Para 4 below.

Hostelers

4 The Hostel accommodation, meals and transport to and fro from Hostel to University is being provided by Foundation and is highly subsidized. Accommodation will be on sharing basis. Room allocation will be done by Director Administration, requests for changes if any will be considered by the Administration. DGR has approved a sum of Rs 12,000/- to be paid by students towards subsidized meals, accommodation and transport provided by Amity. Amount is required to be paid in two installments as per details given below:-

- (i) 50% of the charges i.e. Rs 6000/- to be paid on 06 Aug 2012 and the balance Rs 6000/- on 05 Nov 2012.
- (ii) Those staying under own arrangements will only pay for Lunch & Tea to be served in Campus.
- (iii) Above payments will be paid by bank drafts to be made in favour of 'Amity Hostel' payable at Noida.

- 5. Use of **electrical appliance** for cooking or any other purpose is not permitted in the rooms.
- 6. Only Vegetarian meals will be provided through a contractor. Morning tea, lunch and evening tea is compulsory for all including those who are NOT availing hostel facilities.
- 7. Alcoholic drinks are NOT permitted in the hostel accommodation.
- 8. Absence from Hostel beyond 2230 hrs is not permitted. Course senior will be informed in case of necessity.

Administration

9. **Dress Code.** On every Monday black trouser, white shirt and tie will be worn while attending classes. Casual attire is not allowed. Uniform will be worn on the date of reporting and during the opening and closing address, i.e. on 08 Aug 2012 and 17 Jan 2013. December and January are reasonably cold in NOIDA. So, it is advisable to bring adequate winter clothing including Winter Uniform which will be worn during the Concluding Ceremony.

10. **Leave.** Participants are entitled to 06 days leave on extreme compassionate grounds during the course as per DGR norms. Written permission will be obtained from Programme Director, AIET. The leave may be sanctioned by parent unit/local unit of individual as per rules.

11. A student can be returned to unit at any time during the course on grounds of:-

- (a) Discipline/Misconduct/Unbecoming behaviour.
- (b) Unsatisfactory Academic performance.

12. Smoking is strictly prohibited in the Campus.

13. Courtyard Shopping Complex, Cafeterias, Library and IT lab facilities are available in the campus.

14. The senior most JCO or Equivalent will perform the duty of Course Senior. Individual Service Senior of Army, Navy and Air Force will exercise command over the respective service personnel. A coordinator will be appointed by Programme Director for carrying out liaison and coordination duties.

15. **Diploma Programme.** Option of pursuing off-campus Diploma in Management is available to students on termination of the Certificate Course in Business Management. A non refundable fee of Rs 5000/- will have to be paid by volunteers for Diploma during the Second Term of the Course. The following terms and conditions shall apply (further details will be intimated during the course):-

- (a) Individual must be a Graduate from a recognised University.
- (b) Reasonable fluency in English, both written and spoken.
- (c) At least 50% marks have to be secured in all examinations for the award of diploma.

16. **Bio Data.** For placement assistance, preparation of effective Bio Data (CV/Resume) is pre-requisite. It has been experienced that the same is unduly delayed by the students; hence the process of placement effort also gets delayed. To hasten the same, it is advised that the participants prepare their Bio Data (CV/Resume) before joining and submit the same on arrival.

17. **Conclusion.** Six Month Certificate Course in Business Management is an excellent opportunity to prepare oneself to settle in the civil street. Your dedication and hard work will go a long way in your rehabilitation. It will not be out of context to mention that one of the students from the previous course could get placement of Rs 10.8 lacs per annum with a prestigious MNC. Work hard and enjoy yourself.

Best wishes.

Noida

July 2012

Brig B B Varma (Retd)
Programme Director
AIET

IMPORTATNT TELEPHONE NOs

S/No	Name	Appointment	Intercom No	Direct No	Mobile
(a)	Brig B B Varma (Retd)	Programme Director	2475	0120-4392475	9910652337
(b)	Brig S K Doval (Retd)	Director Administration Sector-125	2237	0120-4392237	9818444020
(c)	Col R C Thapliyal (Retd)	Dy Director Security	1252	0120-2431850 0120-4391252	9810024121
(d)	Lt Col V K Sood (Retd)	Asst Director Security, Sector 125 Campus	2271	0120-4392271	9871564441
(e)	MI Room (AFC) Sector 37	-	-	2431536	-

To

Programme Director
Amity Institute of Education and Training
Room No 404A, I-2 Block (Fourth Floor)
Amity Campus
Sector 125, Noida (U. P.)
Pin: 201303
Email: dgr@aiet.amity.edu

**ARRIVAL DETAILS AND REQUEST FOR HOSTEL ACCOMMODATION
CERTIFICATE COURSE IN BUSINESS MANAGEMENT SER NO 250-08-12
FROM 08 AUG 2012 TO 19 JAN 2013**

PART – I

- | | | |
|----|---|---|
| 1. | Service No | - |
| 2. | Rank & Name | - |
| 3. | Cadre (Eg, clerk, architect etc)
(Please write expanded form) | - |
| 4. | Date of Birth | - |
| 5. | Date of Enrolment | - |
| 6. | Date of Retirement | - |
| 7. | Date of Arrival at Amity | - |
| 8. | Educational Qualification
(Eg, 10+2, BA, BSC,
MA, MSC, MBA) | - |

PART-II

10. I am desirous of availing Hostel facilities and agree to pay Rs. 12000/- for the period of six months (in two installments) as approved by DGR.

Signature of the student

July 2012