



## **Student Exchange Information Guide 2011- 12**



**Birla Institute of Management Technology  
Plot no. 5, Knowledge Park II, Greater Noida- 201306, India**

**Phone number: +91 120 2323001 (10 lines)**

**Fax Number: +91 120 2323012/ 22/ 25**

**[www.bimtech.ac.in](http://www.bimtech.ac.in)**

# *Welcome to BIMTECH*

The pre-arrival guide will help you prepare for your arrival at BIMTECH. Please take time to read it carefully.

At every step of the application process and other documents required by BIMTECH, you will be contacted by BIMTECH exchange coordinator [international@bimtech.ac.in](mailto:international@bimtech.ac.in) .

We are looking forward to welcoming you at BIMTECH

Centre for International Affairs

# **Before Arrival**

**BIMTECH Fact Sheet**  
**Pre-arrival Check List**  
**Academic Calendar**  
**Application Process**  
**Payment for accommodation and dining**  
**General Code of Conduct**  
**FAQs**

## BIMTECH Fact Sheet

<b>Name of Institute</b>	Birla Institute of Management Technology
<b>Website</b>	<a href="http://www.bimtech.ac.in">www.bimtech.ac.in</a>
<b>Address</b>	Plot No. 5, Institutional Area, Knowledge Park-II, Greater Noida-201306
<b>Fax</b>	91-0120-2323022/25
<b>Telephone</b>	91- 0120-2323001 (upto 10 Lines)
<b>International Airport</b>	New Delhi International Airport

<b>Student Exchange webpage</b>	<a href="http://bimtech.ac.in/student_exchange.html">http://bimtech.ac.in/student_exchange.html</a>
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## Centre for International Affairs Contact Detail

Contact Persons	Functions	Contact Data
Dr. Rahul Singh	Head- Centre for International Affairs	<a href="mailto:rahul.singh@bimtech.ac.in">rahul.singh@bimtech.ac.in</a>
Ms. Nimisha Singh	Coordinator- Centre for International Affairs	<a href="mailto:international@bimtech.ac.in">international@bimtech.ac.in</a>
Ms. Monika Bansal	Manager- Centre for International Affairs	<a href="mailto:intl.adm@bimtech.ac.in">intl.adm@bimtech.ac.in</a>

	Trimester I, IV	Trimester II, V	Trimester III
<b>Application Deadline</b>	April 30, 2011	June 30, 2011	October 30, 2011
Orientation Session (Optional)	June 15, 2011	September 26, 2011	January 9, 2012

## Student Exchange Process Information

<b>Application Documents</b>	Application Form	Photo (2) Proof of Insurance
<b>Other documents/ forms that will be sent by BIMTECH office</b>	1. course selection form 2. Bank transfer form 3. Travel Plan	Student exchange brochure <a href="http://bimtech.ac.in/student_exchange.html">http://bimtech.ac.in/student_exchange.html</a> Accommodation/ meal information Frequently asked questions

## Program Information

<b>GMAT</b>	Not requested
<b>TOEFL</b>	Not requested

<b>Course Information/ Syllabus</b>	PGDM (IB) <a href="http://www.bimtech.ac.in/PGDIB2.html">http://www.bimtech.ac.in/PGDIB2.html</a>
<b>Course Selection/ Procedure</b>	Students will be sent a form that they will need to fill out.
<b>Course Load per semester</b>	Min. 5 courses for exchange students.
<b>Language of Instruction</b>	English
<b>Miscellaneous</b>	Personal laptop mandatory

<b>Accommodation</b>	<b>On-Campus</b> BIMTECH being a fully residential institute provides accommodation to all the students on its campus. Once payment is received, a room will be booked for them
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<b>Campus Facilities</b>	Wireless connection in the school premises Digital On-line Library Bus shuttle service to city
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<b>Visa</b>	Invitation letter will be sent by BIMTECH Office for Visa
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## Financial Expenses

<b>Approximate Expenses, per month</b>  (Note: Students will need to make payment by Bank transfer before their arrival)	Accommodation...INR 7000 per month * Food..... INR 3000 per month * Personal expenses (Travel within the country)  * Subject to revision
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<b>Arrival Information</b> Pick-up Assistance	Exchange students will be picked up from the New Delhi International Airport based upon the information provided in the travel plan
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## Pre-arrival Check List

Inform the BIMTECH exchange coordinator of your arrival time and date. Fill out the travel document form and email it to [international@bimtech.ac.in](mailto:international@bimtech.ac.in)

Get the exact address for BIMTECH and contact information of person receiving you at the airport. This information will be emailed to you once BIMTECH international office receives your arrival plan. In addition BIMTECH will send you your accommodation plan Photocopy all important information (visa, passport, birth certificate, credit cards, travelers cheques, permanent ID/drivers license, etc ), leaving a second copy at home

Obtain a small amount of Indian currency (about INR 5000) for use upon arrival and for emergencies. In addition to cash of INR 5000, it is recommended that you bring most of the funds in traveler's cheques in INR, however, an ATM for credit/debit cards is available on campus.

Arrange appropriate transfer of funds - wire transfer or cash (dollars).

Pack the most important documents in carry-on (cabin) luggage: e.g. passport, airline ticket, invitation letter, etc.

Check customs and quarantine regulations and pack separately any items which you need to declare e.g. food, agriculture products, laptop, etc. Detailed information about Indian customs regulations is available from the Indian Embassy or high commission in your country. You may log on to [www.cbec.gov.in](http://www.cbec.gov.in) for information on Indian customs regulations

Bring a spare pair of glasses/contact lenses and prescription medicines if needed. Suggestions: **visine (for airplane air and pollution), lomotil (for diarrhea), pepto bismal tablets and/or alka seltzer (for stomach pains), aspirin and sinus Tylenol (for headaches), antiseptic cream (for mosquito bites), Avon's "Skin So Soft" and insect repellent (mosquito repellent)**

Pack some personal items such as photos, address book with contact details of family and friends, etc, to help you stay in touch with people back at home

Pack something from your home country/culture to share (e.g. costume, snack, recipe, etc)

## Academic Calendar June 2011 – May 2012

EVENT	DATE	DAY
Inauguration of new batch for academic session 2011-2012 for all four centers	June 15 <sup>th</sup> 2011	Wednesday
Orientation Programme	June 16 <sup>th</sup> 2011	Thursday
Centre wise orientation (Industry Perspectives)	June 17 <sup>th</sup> 2011	
Foundation Programme (Teaching days) OFF on June 19 <sup>th</sup> and 26 <sup>th</sup> 2011 Sundays	June 18 <sup>th</sup> to 29 <sup>th</sup> June 2011	Ten working days
Registration of all II year students and Submission of Summer Projects	June 29 <sup>th</sup> 2011	Wednesday
Evaluation of the foundation courses for first year PGDM IB , PGDM IBM and PGDM Retail	June 30 <sup>th</sup> 2011	Thursday
A Workshop titled “Intangible Tools for a Successful Manager” for PGDM and SDP Students	June 30 <sup>th</sup> 2011	Thursday
Summer Internship Project Viva for Second Year PGDM and SDP Students	June 30 <sup>th</sup> ,2011	Thursday
Summer Internship Project Viva for Second Year for PGDM IB , PGDM IBM and PGDM Retail	July 1 <sup>st</sup> 2011	Friday
Evaluation of the foundation courses for first year for PGDM and SDP Students	July 1 <sup>st</sup> 2011	Friday
A Workshop titled “Intangible Tools for a Successful Manager” for PGDM IB , PGDM IBM and PGDM Retail	July 1 <sup>st</sup> 2011	Friday
<b>Term I and Term IV Begins</b>	<b>July 2<sup>nd</sup> 2011</b>	<b>Saturday</b>
CSR Summit	July 8 <sup>th</sup> and 9 <sup>th</sup> , 2011	Friday & Saturday
<i>HR Round Table in NCR</i>	<i>July 22<sup>nd</sup> 2011</i>	<i>Friday</i>
Pratibha	July 30 <sup>th</sup> 2011	Saturday
Inter B School Fest	Aug 14 <sup>th</sup> & 15 <sup>th</sup> 2011	Sunday & Monday
Comprehensive Viva for PGDM and PGDM (Retail) for Term I	September 7 <sup>th</sup> & 8 <sup>th</sup> 2011	Wednesday & Thursday
Comprehensive Viva for PGDM (Insurance Business) & PGDM (International Business) for Term I	September 9 <sup>th</sup> 2011	Friday
<b>Last Teaching day of Term I and Term IV</b>	<b>September 13<sup>th</sup> 2011</b>	<b>Tuesday</b>
Term I and Term IV Examinations	September 14 <sup>th</sup> (Wed) to 24 <sup>th</sup> 2011 (Sat)	
<b>Term II and Term V Begins</b>	September 26 <sup>th</sup> 2011	<b>Monday</b>
Annual Sports	October 1 <sup>st</sup> & 2 <sup>nd</sup> 2011	Saturday & Sunday
Foundation Day	October 2 <sup>nd</sup> 2011	Sunday
<i>Academic Council Meeting</i>	<i>October 5<sup>th</sup> 2011</i>	<i>Wednesday</i>
<i>HR Round Table in Mumbai</i>	<i>October 14<sup>th</sup> , 2011</i>	<i>Friday</i>
<i>Seminar on Insurance</i>	<i>October 15<sup>th</sup> 2011</i>	<i>Saturday</i>
UPUEA Annual Conference	October 16 <sup>th</sup> & 17 <sup>th</sup> 2011	Sunday & Monday
Announcement of results of Term I & Term IV	October 17 <sup>th</sup> 2011	Monday
<b>Convocation and Alumni Meet for Batch 2009-2011</b> <b>Convocation 2.30 pm to 5.30 pm</b> <b>Alumni Meet 6.30 – 9.00</b>	October 24 <sup>th</sup> 2011	Monday

<b>Diwali Holidays for Students</b>	October 25 <sup>th</sup> to 28 <sup>th</sup> , 2011	
<i>HR Round Table in Bengaluru</i>	November 5 <sup>th</sup> 2011	Saturday
Indian Retail Summit	November 12 <sup>th</sup> 2011	Saturday
<i>Conference on International Business</i>	November 25 <sup>th</sup> 2011	Friday
Summer Internship Process / Lateral Placements/ Pre Placement Talk for Final Placement	November 14 <sup>th</sup> to 30 <sup>th</sup> 2011	
<b>Final Placement Process</b>	<b>December 1<sup>st</sup>-15<sup>th</sup> 2011</b>	
<i>International Conference on Management Cases 2011</i>	December 1 <sup>st</sup> & 2 <sup>nd</sup> 2011	Thursday & Friday
<b>Last Teaching Day for Term V</b>	<b>December 15<sup>th</sup> 2011</b>	<b>Thursday</b>
<b>Term V Examination</b>	<b>December 16<sup>th</sup> – 24<sup>th</sup> 2011</b>	
Comprehensive Viva for PGDM and PGDM (Retail) for Term II	December 21 <sup>st</sup> & 22 <sup>nd</sup> 2011	Wednesday & Thursday
Comprehensive Viva for PGDM (Insurance Business) & PGDM (International Business) for Term II	December 23 <sup>rd</sup> 2011	Friday
<b>Last Teaching Day for Term II</b>	<b>December 24<sup>th</sup> 2011</b>	<b>Saturday</b>
<b>Term VI Begins</b>	<b>December 26<sup>th</sup> 2011</b>	<b>Monday</b>
Term II Examinations	December 26 <sup>th</sup> 2011 – January 6 <sup>th</sup> 2012	
<b>Term III Begins</b>	9 <sup>th</sup> January 2012	Monday
<i>Academic Council Meeting</i>	January 11 <sup>th</sup> 2012	Wednesday
Announcement of Results of Term II and Term V	January 30 <sup>th</sup> 2012	Monday
<i>Global Management Guru Award</i>	February 2 <sup>nd</sup> 2012	Thursday
<i>Indian Marketing Summit</i>	February 3 <sup>rd</sup> and 4 <sup>th</sup> , 2012	Friday and Saturday
Industry Excursion ( 1 <sup>st</sup> year students )	Feb 21 <sup>st</sup> – 28 <sup>th</sup> , 2012	
Term VI Examination ( 2 <sup>nd</sup> year students)	Feb 21 <sup>st</sup> – 28 <sup>th</sup> , 2012	
<i>Budget Analysis Competition</i>	March 14 <sup>th</sup> , 2012	Wednesday
Announcement of Results of Term VI	March 21 <sup>st</sup> 2012	Wednesday
Summer Training Workshop for First Year Students	March 26 <sup>th</sup> and 27 <sup>th</sup> , 2012	Monday & Tuesday
<b>Farewell and Convocation for Batch 2010-2012</b>	<b>March 31, 2012</b>	<b>Saturday</b>
Term III Examinations	April 2 <sup>nd</sup> – 12 <sup>th</sup> 2012	
<i>Academic Council Meeting</i>	April 18 <sup>th</sup> 2012	Wednesday
Summer Training	April 15 <sup>th</sup> to June 15 <sup>th</sup> 2012	
Announcement of Results of Term III	April 30 <sup>th</sup> 2012	Monday
Mentoring the Students during Summer Internship	April 15 <sup>th</sup> to June 15 <sup>th</sup> 2012	
Meeting the Industry Guide by the Faculty as per mutual convenience	May 1 <sup>st</sup> – 15 June	
IORA Conference	19th -20th May, 2012	Saturday , Sunday

**The Institute Will Remain Closed On the Following Days From  
June 2011- May 2012**

Raksha Bandhan	August 13 2011	Saturday
Janmashtami	22 August 2011	Monday
Eid-Ul-Fitr	August 30 <sup>th</sup> 2011	Tuesday
Dusshera	October 6 <sup>th</sup> 2011	Thursday
Diwali	26 and 27 <sup>th</sup> October 2011	Wednesday & Thursday
Guru Nanak Jayanti	November 10, 2011	Thursday
Christmas	December 25 <sup>th</sup> 2011	Sunday
Mahashivratri	February 20 <sup>th</sup> 2012	Monday
Holi	March 8 <sup>th</sup> 2012	Thursday

*Note : The institute will also remain closed on the three national holidays Independence day August 15<sup>th</sup>, Gandhi Jayanti October 2<sup>nd</sup> and Republic Day January 26<sup>th</sup>. However there will be an official celebration for Independence day, Gandhi Jayanti (which happens to be the foundation day for BIMTECH) and Republic Day. It is compulsory for all the students to attend these official celebrations.*

*There will be a compulsory industry excursion for all the first year students from February 21<sup>st</sup> 2012 to February 28<sup>th</sup> 2012. This industry excursion will be evaluated for two credits in Trimester III.*

### **Important Dates**

#### **Trimester I and IV**

Orientation	June 15, 2011
Courses start	June 18, 2011
Courses end	September 11, 2011
End term Examination	September 13, 2011 to September 23, 2011

#### **Trimester II and V**

Orientation	September 27, 2011
Courses start	September 28, 2011
Courses end	December 24, 2011
End term Examination	December 27, 2011 to January 07, 2012

#### **Trimester III & VI**

Orientation	January 07, 2012
Courses start	January 10, 2012
Courses end	March 30, 2012
End term examination	April 01, 2012 to April 12, 2012

### **Important Academic Note:**

It is mandatory for exchange students to meet course requirements including but not limited to assignments, case studies, mid term examination, OLT. There is no replacement for any activity. Students are also expected to maintain required attendance of 70% for all the courses they have selected. Not meeting these criteria may result in a drop from the course and the student may not get credits for that course.

### **Application Process**

Application deadline

Trimester I and IV	April 30, 2011
Trimester II and V	June 30, 2011
Trimester III and IV	October 30, 2011

Exchange students nominated by their home institution are contacted by the BIMTECH exchange coordinator. Guidelines are given to students and students are also sent emails at each step of the process.

Include the following with the application form

- 2 passport size photographs
- Copy of your passport

### **Payment for Accommodation and Dining**

Birla Institute of Management Technology (BIMTECH) is a fully residential campus. The International Affairs office at BIMTECH makes accommodation arrangement for exchange students on campus. Accommodation may be single or twin sharing depending on availability. Following guidelines are important in reference to accommodation.

1. Exchange students are required to make payment of the hostel fees on quarter basis by bank transfer before arrival.
2. Dining charges for breakfast, lunch and dinner are separate and payment is made by bank transfer before arrival.
3. Students' accommodation will be confirmed before arrival.

Accommodation charges	INR 7000 per month *
Dining Charges (includes breakfast, lunch, evening snack and dinner)	INR 3000 per month*

\* Subject to revision annually

Students are given bank transfer information and after the application process is completed.

**Cancellation Policy:** If a student withdraws from the exchange program after making the payment by bank transfer, the payment will be returned after deducting INR 5000 as administrative and transfer charges.

### **Course Selection**

International students under exchange are required to select a minimum of 5 courses from any of the five programs offered at BIMTECH to be eligible for the trimester end certificate. Any extra registration is not prohibited and left to the choice of the student. This arrangement provides the students more time for other tools of learning and industry visits.

Note: Before arrival, exchange Students from partner institutions must talk to their advisor about the number and type of courses they need to take while at BIMTECH.

### ***Programmes Offered to Exchange Students and Link to Corresponding Webpage***

PGDM	<a href="http://bimtech.ac.in/pgdm.html">http://bimtech.ac.in/pgdm.html</a>
PGDM (International business)	<a href="http://bimtech.ac.in/pgdm-International-Business.html">http://bimtech.ac.in/pgdm-International-Business.html</a>
PGDM (Retail Management)	<a href="http://bimtech.ac.in/PGDM_rm.html">http://bimtech.ac.in/PGDM_rm.html</a>
PGDM (Insurance Business)	<a href="http://bimtech.ac.in/pgdm_insurance.html">http://bimtech.ac.in/pgdm_insurance.html</a>
PGDM (Sustainable Development Practices)	<a href="http://bimtech.ac.in/pgdm-Sustainable-Development-Practices.html">http://bimtech.ac.in/pgdm-Sustainable-Development-Practices.html</a>

**Note:** All the courses are offered in English only.

## General Code of Conduct for Exchange Students

BIMTECH not only strives to groom efficient managers, leaders and entrepreneurs but also attempts to inculcate ethical values and discipline among them. To achieve this, the Institute has laid down certain norms for general discipline and ethical conduct on the campus, which the students are expected to follow. These are:

- Students are expected to exercise control over verbal as well as non verbal (body) language while dealing with faculty, staff, and fellow students. Abusive language and rash behavior shall not be tolerated under any circumstances.
- All students, from all batches and courses, shall have to compulsorily follow formal dress code in the Academic Block from Monday to Friday :
- Smoking, consuming alcohol, taking drugs and chewing tobacco inside the campus and hostel is prohibited. Non compliance should invite serve penalty.
- Mobile phones should be switched off during curricular as well as extra curricular activities. Mobile phones are also not allowed inside computer labs, library, and administrative offices. As per norms of normal decency, photograph of any other person/student should be taken only after taking his/her concurrence.
- Students should switch off their mobile phones before entering into the class
- Students willing to spend night off campus need to take permission from the warden using the form available in the Student Welfare Centre
- In time for Campus: By 7:30 pm.(From March to October)
- By 6:00 pm.(From November to February)
- In time for Hostels: By 11:00 pm (10:00 p.m. for off campus hostel)
- Those students from off campus hostel who want to use facilities in campus
- (Library, etc.) can remain in campus till 9:30 p.m.

## Frequently Asked Questions

- ***I am new to BIMTECH. Where do I start?***

An orientation program will be held for all the incoming exchange students where they will be given all the necessary information.
- ***Where can I make phone calls from?***

All Hostels have a Public Calls Office (PCO) from where domestic and international calls can be made.
- ***How to make a call?***

00 (international code) + Country Code+ Area Code+ Local No.
- ***What is the typical voltage rating in India?***

Electric Current here in India is 230V a.c., 50 Hertz.
- ***Where can I book railway tickets?***

Railway tickets can be booked online, through e-ticket service and also from travel agent of BIMTECH.
- ***Where to get safe drinking water?***

Bottled mineral water is available at all stores (Tuck shop and cafeteria). Also all the Hostels and campus use Aqua -guard (water purification system).
- ***What is the essential paperwork to be done as soon as I join BIMTECH?***

As soon as you join the institute you will be given an Identity Card. Within 5 days of your arrival you will need to pay for accommodation and food which is collected on a quarterly basis.
- ***Whom do I meet for study related queries?***

For any queries regarding studies or courses you can meet the Programme Coordinator. The contact information of the Programme Coordinators is provided at the end of this guide.
- ***Whom to contact for Hostel related problems?***

In case of any problem related to the hostels you can meet the Warden of your hostel or the House Secretary. Their contact information is provided in the contact list at the end of this guide.
- ***Whom to meet if some Major Problem arises?***

In case of any major problem, contact the concerned person from the list provided at the end of this guide. In addition, you can reach Nimisha Singh, Coordinator- International Affairs at ext. 373 or 9818346373.
- ***What about my medical needs?***

You are advised to arrange medical insurance for yourself. We have an onsite nurse at our health centre and two doctors visiting the campus for medical and health consultation. However in case of serious health problems, BIMTECH has hospital network in its list.

# Upon Arrival

**Pick Up Assistance**  
**Orientation Program**  
**Course selection**  
**Administrative Formalities**  
**Campus services**  
**Emergency contact information**  
**Settling down at BIMTECH**  
**Activities on campus**

## **Pick up Assistance**

BIMTECH makes pickup arrangement for exchange students from New Delhi International Airport. Students need to fill out the **Travel plan form** sent by BIMTECH exchange coordinator. Upon receiving the form, students are sent a confirmation mail stating their pick up arrangement.

## **Orientation Programme**

Half-day orientation programme is held for exchange students to provide them with general and academic information and assisting them to proceed with their different administrative formalities.

## **Administrative Formalities**

### **Reporting to FRRO**

All international visitors to India are required by law to register with FRRO office at the nearest police station. BIMTECH provides all the required documents as well as makes arrangement for students to go to the police station. Student will need to give a copy of the passport, Visa page and two passport size photographs.

## **Campus Services**

### **Cell Phone**

Exchange students can buy a cell phone for their use during their exchange period. In order to buy a cell phone, students need to give a copy of their passport, visa, photograph and a residence proof. Residence proof is provided by BIMTECH

### **Taxi booking**

Students may book a taxi through the administrative office at BIMTECH academic block. This is an additional service provided to all the students. They need to pay the charges incurred by them for traveling.

**Email:** All the students will be given BIMTECH email id and password for their use. This email id gets added to the programme group they have chosen. It is student's responsibility to check their email to get updates about any change in classes, notification about assignment, mid term exam etc.

**Student ID card:** Students will be given BIMTECH ID card and unique BIMTECH roll number. Students will need to produce this ID card during examination and using some of the campus facilities.

## **Emergency Contact Information**

In case of any emergency outside of the campus, please contact:

**Mr. Sunil Tandon –Campus Chief- 09717531075**

**Mr. Rajib Sharma – Administration Officer- 09818051035**

**Ms. Nimisha Singh- Student Exchange Coordinator- 09818346373**

**Ms. Monika Bansal- Student Exchange Manager-08860466676**

## **Settling down @ BIMTECH**

**Buddy Programme:** A student volunteer from BIMTECH is assigned to each exchange student as a ‘buddy’. This helps the exchange students get over the hurdles in a new place with relative ease and also get student inputs on courses etc. before their arrival. The visiting students find the students at BIMTCEH to be very friendly and helpful.

**Housing:** Exchange students get accommodation in the students’ hostel at the Institute. Living on the campus, apart from being convenient, facilitates easy interaction with the regular MBA students who are all required to stay at the hostel. This however is the best part of your stay, as you shall soon find out!

There is no married accommodation on campus and given the workload it is advisable for the student to come alone.

Each hostel room is equipped with a cot, mattress, curtains, study table and a chair. Bathroom and toilet facilities are common for each flat. The bathroom and toilet facilities are cleaned every day and every bathroom has a hot water facility.

**Food:** The student hostel has a mess where meals are provided. In addition, there is a coffee shop and a cafeteria on campus.

The student mess however takes fantastic care of most of your needs with the usual breakfast/lunch/dinner plus snacks. The food is primarily Indian, which might prove to be a little spicy for the typical exchange student. However, if you’re used to Mexican food and you love Mexican food, this shouldn’t be a problem. Also, it is only in the first 3-4 days that you might find it a bit spicy.... Most exchange adapt very well after the first week.

And for a little change, you can also order pizza! Dominos, Pizza hut, Subway and Macdonald outlets deliver to the campus.

**Water:** While it maybe advisable that you use Mineral Water during your first couple days at BIMTECH, get used to the Water Filter at the campus. Some reliable mineral water brands are Bisleri, Baileys, AquaFina and McKinley. (*Tip:* get used to the water as fast as possible!)

**Telephone:** Every flat in a hostel has a telephone where students can receive calls. To make a local/long-distance call, you will have to go to one of the telephone booths located within the hostel blocks. These booths are usually open late into the night.

Interested students can also hire/buy a cellphone for their private use. Users typically have to pay for outgoing calls. (Approx. rates: Rs. 1/min for outgoing calls. Rates vary depending upon the plan chosen by subscriber.)

*(Tip: The Indian Cellular Telephony System uses GSM technology, which is incompatible with cellphones in North America. While Europe also uses GSM technology, please confirm compatibility of your cellphone with Indian Standards as different frequencies are used in India.)*

**Internet Connectivity:** All hostel rooms are wired up and allow access to the BIMTECH network. However, the student has to make arrangements for his/her computer. It is recommended to bring a laptop from his/her country. However, when you bring your laptop along, please declare it at Customs when entering the country. To get logged onto the network, one will have to contact the Computer Center Helpdesk.

**Night Out:** BIMTECH is a fully residential campus. Students willing to spend night out of campus need to fill out NIGHT-Out form and get it signed by Exchange coordinator and hostel warden/ supervisor.

**Safety:** Greater Noida and vicinity is safe. However, as everywhere else in the world, you should be careful with your wallet in the public places, buses and trains. It is highly recommended that you take your buddy along with you or let them know where you are going while you get yourself acquainted with the local language and the vicinity. Always carry your buddy's phone number and BIMTECH emergency contact info with you.

### **Activities on Campus:**

**Clubs:** BIMTECH has clubs for social and professional interaction, such as the E-Cell, Marketing Club, Finance Club, Operations Club; these clubs are actively involved in organizing various events for students and corporates, throughout the year.

***Social, Literary and Cultural Activities:*** Amongst the literary activities BIMTECH has a strong history in the quizzing arena with our quiz club conducting regular quizzes on campus every month. Various other literary clubs have mushroomed over the years that conduct events for students throughout the year. BIMTECH conducts various debating competitions through 'MAJLIS' the debating society.

Our Cultural Committee is an extremely active body involved in organizing celebrations for our festivals (to give you a true flavor of Indian culture).

**Sports:** Campus is equipped with a gym, badminton, basketball and volleyball courts.

# Upon Leaving

- Inform BIMTECH exchange coordinator about your departure. If you need drop off at the airport, inform BIMTECH exchange coordinator 2 weeks before your travel date.
- Take No Objection Clearance (NOC) from all the departments listed in the form and deposit with BIMTECH exchange coordinator.
- Exchange student departure information is also conveyed to FRRO office at Police station. For this students are required to sign a form. The student exchange coordinator will assist the students.
- Transcript of grades will be sent to the home university.