

FACTSHEET

2018-19





**Birla Institute of Management Technology
Greater Noida Campus**

Birla Institute of Management Technology

Plot No. 5, Institutional Area, Knowledge Park-II, Greater Noida (NCR) Uttar Pradesh - 201 306 (INDIA)

BIMTECH Fact Sheet 2018-19

Name of University/ Institute	Birla Institute of Management Technology
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Phone No.	+91-120-2323001-10
Fax No.	+ 91-120-2323022/25
Website	www.bimtech.ac.in

Department: Centre for International Affairs		
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BIMTECH Administrative Officers		
Contact Persons	Functions	Contact Details
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Mr Subhash Chand Patial	Security Officer	Mobile: 9816918111 Phone: 0120-2323001/10 – Extn. 273 e-mail: subhash.patial@bimtech.ac.in

Process	Trimester-I, IV	Trimester-II, V	Trimester-III
Application Deadline	May 25, 2018	June 30, 2018	October 15, 2018
Orientation Session#	July 02, 2018	September 20, 2018	*December 27, 2018

Note: *The orientation day is postponed by 2 days because of Christmas.

Tentative dates (International office will update as soon as possible)

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Trimester Period

Trimester	Trimester Period #	
	From	To
Trimester-I	July 3, 2018	September 19, 2018
Trimester-II	September 20, 2018	December 18, 2018
Trimester-III	*December 19, 2018	April 03, 2019
Trimester-IV	July 3, 2018	September 19, 2018
Trimester-V	September 20, 2018	December 18, 2018
Trimester-VI	Not offered to Exchange Students	

Note: *The orientation day is postponed for 2 day because of Christmas

Tentative dates (International office will update as soon as possible)

Student Exchange Process Information

Application Form	Travel Form	Other Documents
Application form is filled online	Travel form is filled online	Exchange Student Guide and Invitation Letter will be sent to students by Email

Program Information

Course Information/ Syllabus	PGDM www.bimtech.ac.in/programmes/pgdm/ PGDM (IB) www.bimtech.ac.in/programmes/ds/ PGDM (RM) www.bimtech.ac.in/programmes/pgdm-retail/ PGDM (IBM) www.bimtech.ac.in/programmes/pgdm-ibm/
Course Load per semester	As per requirement of the host institute
Language of Instruction	English
Miscellaneous	Personal laptop is mandatory
Campus Facilities	<ul style="list-style-type: none"> • Wireless internet connection in the school premises • Digital On-line Library • Continuous Bus Shuttle service to RCI hostel • Bus Service to City • ATM • Gymnasium • On Campus Nurse and Doctor • Salon and Beauty Parlor
Visa	Invitation letter will be sent by BIMTECH International Office for applying Visa. Students must apply for Student Visa only to study under exchange student program

Financial Expenses and Support

Approximate Expenses, per month	*Accommodation.....Euro 135 per month * Food.....Euro 70 per month * Insurance.....Euro 50 for up to 1 year *Books For one Term... Euro 64 per Trimester * The bank transfer charges shall be paid by the student
<p>Note: Your enrollment in the Exchange Programme will be confirmed only after receiving your fee. Students must pay before the deadline of payment that is 15 days before the orientation day. Once the student pays for the above services there will be no refund weather student uses or does not uses the above services after arriving in the country.</p> <p>* Rates are Subject to revision.</p>	

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<p>Arrival Information</p> <p>Pick-up Assistance</p>	<p>Exchange students will be picked up from the New Delhi International Airport between 7:00 a.m. and 7:00 p.m. based upon the information provided in the travel plan.</p> <p>Note: Students can arrive at campus only 2 days before the start of the trimester and they can stay 2 days extra after completion of his/her course</p>
<p>Registration at FRRO (Foreigner Regional registration Office)</p>	<p>All foreign students are required to register at FRRO official website immediately within 24 hours of their arrival in India, irrespective of the duration of their exchange programme. CIA administration will assist you in FRRO process.</p> <p>Note: Students are advised not to travel anywhere in India before completion of registration with FRRO. Please do not make any plan to travel in the first 2 weeks of your arrival. For any clarification please contact Mr. Amardeep Burman</p>

Immigration Rules

Visa

Foreign Students coming to India for Exchange Program must apply for student visa only. If you travel on any other visa you are not eligible to study at BIMTECH. Our International office strictly follows the rules and regulations of the Indian Bureau of Immigration. Invitation letter from BIMTECH should be attached while filing the student visa application. If student gets a VISA of shorter duration that expires before the end of the trimester (Exchange program) then student will have to apply for extension from India on their own. You may take assistance from International office in preparing your documents.

Very Important: On student visa you are not allowed to take up internship in India. Students willing to continue internship after the end of exchange program will have to apply for appropriate visa again from India to stay further. More information can be collected from Indian Bureau of Immigration and Ministry of Home Affairs Foreigners Division.
<http://mha1.nic.in/foreigDiv/TourVisa.html>

Registration with FRRO (Foreigners Regional Registration Office)

All foreigners are required to register at FRRO official website immediately within 24 hours of their arrival in India, irrespective of their duration of exchange programme. CIA administration will assist you in FRRO process. Students having VISA of 180 days and above will get resident permit from FRRO. If the Indian Visa has a stipulation/ observation/ Special endorsement made by Indian mission/ Embassy on the Indian Visa for Registration then also foreigners are required to be registered. Personal presence of the foreigner at the FRRO/FRO office is mandatory for FRRO process. No fee is charged for registration but late registration will incur penalty US\$ 30.

<http://boi.gov.in/?q=content/general-instructions-registration-foreigners>
<http://boi.gov.in/sites/default/files/Important%20Information.pdf>

Note: International office at BIMTECH will guide the students for the registration process at FRRO. You are advised not to make any plan to travel with in the first 2 weeks of your arrival i.e. before completing the FRRO registration process.

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You Must Submit Resident Permit at the Airport before Leaving India

Students are required to produce a copy of registration proof or the Resident Permit (provided by FRRO office) at the airport while departing from India. This is required both for getting the boarding pass and clearance from Immigration Counter.



Travelling in India

Exchange program provides a good opportunity to learn the culture of that country. India is very diverse in terms of demography, culture, cuisine. While you would like to experience the historical value and cultural diversity, we recommend that you make any plan keeping your safety in mind. Although India is safe to travel, use your discretion and keep the following in mind

1. Register with your embassy for update on travel advisory
2. Visit the state tourism website for more detail on places to visit means of transportation
3. For backpacking adventure trips, go only with state approved agencies. Travel in group since there is minimal phone connectivity or any other means to connect in case of any emergency
4. Do not venture out at night since you do not understand the local language and are not familiar with the area
5. Always carry a copy of your passport and visa as ID proof. Even hotels require ID proof for room booking.
6. Always carry BIMTECH student ID card and emergency contact information with you.
7. Take permission by submitting the Night Out form in case you want to stay outside of the campus. This is mandatory for all students since BIMTECH is a fully residential campus.

Travel Made Easy

Prepaid Taxi can be hired from Airport, Inter State Bus Terminus and Railway Station. You will find prepaid taxi booth outside the terminals. We strongly recommend traveling by prepaid services only, as it is economical and safe.

Generally people in India travel long distance by Train or flight. All services of reservation, cancellation and enquiry can be done online. There are four Train Stations in Delhi and from BIMTECH the distance of New Delhi Train Station is 40 Kms (25 Miles) and can be reached by: BIMTECH Bus (Please check the schedule) or Taxi or Local Transport Bus Service. Nearest Metro Station from BIMTECH is 19 Miles.

The following website links and telephone services can be referred:

- ✓ Indian Railways (Trains): www.irctc.co.in
- ✓ Delhi Metro (Local Intercity Train) : www.delhimetrorail.com
- ✓ Local state Bus transport enquiry: www.upsrtc.com
- ✓ Delhi State Transport Bus Service: www.delhi.gov.in/wps/wcm/connect/DOIT_DTC/dtc/home
- ✓ You can call **Just Dial** +91 1122222222. The company provides free local search services over the phone, mobile, web and SMS. www.justdial.com
- ✓ Taxi Services in Delhi: Meru Taxi +91 11 44224422, OLA Taxi +91 11 33553355

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Important Points to Remember

1. Students will be picked up from the airport between 7:00 a.m. and 9:00 p.m. The pickup confirmation will be sent to students a week before their arrival;
2. Students will be allowed to check into their rooms 2 days before the start of the session. If they plan to travel before that, they will need to make arrangement for their luggage on their own. BIMTECH does not offer storage facility due to logistics issue. Students willing to use the hostel room beyond their exchange period will be charged on daily basis subject to availability of rooms;
3. Smoking, consuming alcohol, taking drugs and chewing tobacco is strictly prohibited. Non-compliance will invite severe penalties;
4. All students are required to follow **formal dress code** in the academic block from Monday to Friday
 - a. Boys: Shirts (plain, stripes, checks), Trousers, Formal Footwear;
 - b. Girls: Shirt (plain, stripes, checks), Trousers, Formal Footwear;
 - c. Any type of casual that is considered indecent in India (shorts, knickers, Capri, sleeveless dresses and bathroom slippers) will not be allowed anywhere outside the hostel rooms.
5. Students willing to travel need to take prior permission by filling out the night out form at least one day prior to travel date;
6. In time for Campus: Due to security reasons, institute follows the policy of risk avoidance and limits the movement after a threshold time:

Before 7:30 pm (From March to October), Before 6:00 pm (From November to February)
7. In time for Hostel rooms: Before 11:00 pm (10:00 p.m. for off campus hostel);
8. All facilities at hostel and academic block are common to all students. Students living in other hostel can use facilities in the main campus (library, etc.) till 9:30 p.m.;
9. Students will be given a student handbook at the time of orientation and will need to abide by rules and guidelines mentioned;
10. Students will be provided Medical Insurance with same coverage as BIMTECH students. 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;
11. Electric Voltage ratings in India is 230V a.c., 50 Hertz, please refer pictures:



Round 3 Pin Plugs are used in India

You will require a compatible adapter to use your device in India

12. Documents to bring

8 photographs (for FRRO, new mobile connection etc.); 4 Photo Copies of passport and visa.

Note: These issues will be explained at the time of orientation.

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