# 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



* 1. Boys: Shirts (plain, stripes, checks), Trousers, Formal Footwear;
  2. Girls: Shirt (plain, stripes, checks), Trousers, Formal Footwear;
  3. 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.

1. Students willing to travel need to take prior permission by filling out the night out form at least one day prior to travel date;
2. 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)

1. In time for Hostel rooms: Before 11:00 pm (10:00 p.m. for off campus hostel);
2. 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.;
3. Students will be given a student handbook at the time of orientation and will need to abide by rules and guidelines mentioned;
4. 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;
5. 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

1. 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.

##### BIMTECH Campus (Greater Noida) Taj Mahal (Agra)

**Pre-arrival Check List**

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



* Get the exact addresses of 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 and in addition we will

send your accommodation details;

* Photocopy all important documents (visa, passport, birth certificate, credit cards, travelers cheque, permanent ID, driving license, etc ), leaving a second copy at home;



* Obtain a small amount of Indian currency (about INR 5,000) for use upon arrival and for any emergency;



* 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).

# Ac a d e m i c C a l e n d a r J u n e 2 0 1 9 – M ay 202 0

### Important Dates

|  |  |  |
| --- | --- | --- |
| **Trimester** | **Orientation** | **Trimester Period** |
| Trimester **I** | July 04, 2019 | July 04, 2018 to September 21, 2019 |
| Trimester **II** | September 23, 2019 | September 23, 2018 to December 24, 2019 |
| Trimester **III** | December 26, 2019 | December 26, 2018 to April 02, 2020 |
| Trimester **IV** | July 04, 2019 | July 04, 2018 to September 21, 2019 |
| Trimester **V** | September 23, 2019 | September 23, 2018 to December 24, 2019 |
| Trimester **VI** | Trimester **VI** is not offered to International Exchange Students | |

\*for International students, in Trimester III orientation day is postponed by 2days.

### Holidays as per Academic Calendar June 2019 – May 2020

**The Institute will remain closed on the following days. \***

|  |  |  |
| --- | --- | --- |
| **Id-ul -Zuha** | **August 12, 2019** | **Monday** |
| **Raksha Bandhan** | **August 15, 2019** | **Thursday** |
| **Dusshera** | **October 8, 2019** | **Tuesday** |
| **Diwali** | **October 27-29, 2019** | **Sunday , Monday , Tuesday** |
| **Guru Nanak Jayanti** | **November 12, 2019** | **Tuesday** |
| **Christmas** | **December 25, 2019** | **Wednesday** |
| **New Year Day** | **January 1, 2020** | **Wednesday** |
| **Maha Shivratri** | **February 21, 2020** | **Friday** |
| **Holi** | **Marc 10, 2020** | **Tuesday** |

***\* The dates are tentative as the exchange student guide 2019-20 is prepared prior to the new academic year. Exchange Students will get the STUDENT HANDBOOK with full updates on arrival at BIMTECH.***

***Flag Hoisting will be done in the campus on (August 15) Independence Day and (January***

1. ***Republic Day every year. All the students are invited to attend these official celebrations.***

***October 2 (Gandhi Jayanti ) is also the foundation day for BIMTECH . Hence it is compulsory for all the students to attend this function***



**Programmes @ BIMTECH**

**Programmes Offered to Exchange Students and Link to Corresponding Webpage** (*Note: All the courses are taught in English only)*

**PGDM**: https://[www.bimtech.ac.in/programs/pgdm/](http://www.bimtech.ac.in/programs/pgdm/)

**PGDM** (International business) :  https:/[/w](http://www.bimtech.ac.in/programs/pgdm-international-business/)w[w.bimtech.ac.in/programs/pgdm-international-business/](http://www.bimtech.ac.in/programs/pgdm-international-business/)

**PGDM (Retail Management)**: https:[//w](http://www.bimtech.ac.in/programs/pgdm-retail/)w[w.bimtech.ac.in/programs/pgdm-retail/](http://www.bimtech.ac.in/programs/pgdm-retail/)

**PGDM (Insurance Business)** : https:[//w](http://www.bimtech.ac.in/programs/pgdm-IBM/)w[w.bimtech.ac.in/programs/pgdm-IBM/](http://www.bimtech.ac.in/programs/pgdm-IBM/)

### Evaluation

Internal assessment: consisting of OLT (on line test), assignment, cases, projects, presentations etc. carries 50% marks of the total grades and End term examination conducted at the end of each trimester carries 50% of the total marks. Tentative End term Examination period is mentioned below**:**

### Examination Dates#

|  |  |
| --- | --- |
| **Trimester-I** | September 12-21, 2019 |
| **Trimester-II** | December 15- 24 , 2019 |
| **Trimester-III** | March 23- April , 2020 |
| **Trimester-IV** | September 12-21, 2019 |
| **Trimester-V** | December 15- 24 , 2019 |

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



### Important Academic Note

* 1. It is mandatory for all home and exchange students to meet course requirements including but not limited to assignments, case studies, midterm examination, OLT. **There is no substitute of any activity**, it can only be granted by course professor on serious ground;
  2. All students (Exchange and BIMTECH students) must maintain at least 80% attendance in all the courses. If a student does not meet the criteria, it may result in withdrawal from the course and student may not get credits for that subject. The scheduled examination dates will not change.

# Payment for Accommodation, Food, Books and Insurance

Birla Institute of Management Technology 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.



Students are required to make payment of the hostel, food, Insurance and Books via Bank Transfer before the last date (i.e. 15 days before the Orientation day). Bank Transfer Information form will be sent to students via Email. Your enrollment in the Exchange Programme will be confirmed only after receiving your fee. Student will not be accepted on the programme if they arrive at BIMTECH without paying the fee before the last date.

Student’s accommodation will be confirmed before arrival. We provide sharing accommodation.

***Note:*** *Food charges include breakfast, lunch, evening snack and dinner.*

#### The current rates are as under:

\* 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 |

**Note: The bank transfer charges shall be paid by the student**

*\*Rates are subject to revision. Payment of mess and food will be charged on monthly basis and subsequently on weekly basis.*

Students will be given all details after the application process is completed.



# Assistance on Arrival

### 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.

***Note:*** *Students will be allowed to check in the hostel only 2 days before the start of the programme.*

### Orientation Programme

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. The orientation program is mandatory since that is the time for interaction with academic and administrative staff, course selection, filling online form for FRRO.

### Course Selection

Students will select courses on the day of orientation. Change in selected course needs to be notified to Manager- International Affairs in writing within 24 hours of course selection. After that no change will be accepted.

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 institute about the number and type of courses they need to take while at BIMTECH.*

**Administrative Procedures**

#### Reporting to FRRO:

All international visitors to India are required by law to register with FRRO. BIMTECH provides all the required documents for student registration as well as makes arrangement for students to go to the FRRO. Student will need to give a copy of the passport, Visa page and 5 passport size photographs. All foreigners are required to register at FRRO official website immediately within 24 hours of their arrival in India, irrespective of the duration of program. CIA staff will assist you in registration. After registering appointment date is generated, this is usually 3-7 working days. Student has to be physically present at the time of appointment along with all the original documents. Students requiring resident permit will be given a further date to collect the permit from FRRO. No fee is charged for registration but late registration will incur penalty US$ 30. For this process to complete in time students are advised not to make any travel plan with in first 2 weeks of their arrival in India.

## Campus Services

1. **mail:** 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.

**Library**: remains open 7 days a week except National Holidays. Library is open from 08:30 am - 10:00 pm on working days and 08:30 - 9:00 pm on Saturday and Sunday. At the time of examination the closing time is extended to 11.00 pm. <http://bimtech.ac.in/about/library-the-knowledge-centre/>

**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. 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. The following are provided to the students by the Hostel:

* + One Box Bed (3 X 6 feet) with one Mattress
  + One steel Wardrobe
  + One study table with chair
  + One Side table
  + One water Bottle
  + One soft board
  + Window curtains
  + One Bucket with Mug
  + One Bed Sheet & One Blanket

Students can purchase any other items if required from the nearby local supermarket



**Food:** The food is served in the mess four times a day: breakfast / lunch / Evening Snacks / Dinner. In addition, there is a coffee shop and a cafeteria on campus. Indian food is served here and is an extensive range of



local cuisines native to India. For couple of days you may find the food a little spicy, be careful in first few days, but we are sure you will develop the taste very soon or find alternative. In the market nearby, all the fast food chains like Dominos, Pizza Hut, Mc Donald, Subway etc are available.

**Water:** While it may be advisable that you use Mineral Water during your first couple days at BIMTECH, and then get used to the Water from the R.O. Filter at the campus. Commonly available good quality mineral water brands are Bisleri, Baileys, AcquaFina and McKinley.

**Internet Connectivity:** All hostel rooms are wired up and allow access to the BIMTECH network. To access wi-fi, students need to take the laptop to computer lab for embedding access code. Internet facility extended, being the official network, quite a few sites are blocked e.g. gaming sites, file transfer sites, Skype, adult content. In case you are visiting a site which is blocked but you need to access content for your work, visit the computer lab. They will review the site and may unblock it. Skype can be used only in the Computer Lab 6.00pm to 8.00pm, from Monday to Friday only. Skype access is not allowed from rooms on the official BIMTECH network. However, you can purchase your own data card of any service provider for your personal use, Skype etc.

## Settling Down at BIMTECH

**Cultural Difference:** You will observe a lot of cultural difference between India and your own country. Even though everyone on campus understands English, the level of understanding and accent will be different. Sometimes, cultural differences and communication style lead to misunderstanding and misinterpretation. Give time to accustom yourself to these differences and feel free to contact International Affairs office when you feel there is a communication gap or take help from your class friends or roommates.

**Academic Issues:** Every program has Program coordinator (professor in charge), program manager and Assistant manager. They will join at the time of orientation. For any issues related to academics during your stay, you will need to contact them.

**Buddy Programme**: International Conduit at BIMTECH is very active and keen to help foreign students. They will also provide you a buddy who will assist you and help you in adjusting to the new environment as soon as possible.

**Telephone and Mobile:** Every flat in the hostel has a telephone where students can receive calls. You may take a mobile connection Prepaid or postpaid. All service providers have different tariffs. Students have to give a copy of passport, Visa, two photographs and residence proof (Provided by BIMTECH) for getting a new mobile connection. This service is also provided in the campus and students do not have to go out for it. It takes 3-4 days for functioning of phone number.



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

**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.

## Emergency Contact Numbers

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

 Dr. Rishi Tiwari Proctor ………………………………….9810583623

* Mr. Deshraj Sharma Boys Hostel Warden……………….9810914641
* Ms. Rupali Singh Girls Hostel Warden………………..9716201832

 Mr. Kirit Shah Manager, CIA ……………………….. 9871044876

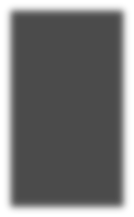
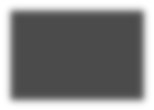
* Mr. Amardeep Assistant Manager, CIA…………...9313056978
* Mr. Rajib Sharma Administration Officer…………… 9818051035

## Activities on Campus:

**Clubs:** BIMTECH has clubs for social and professional interaction, such as the E-Cell, Marketing Club, Finance Club, and Operations Club. These clubs are actively involved in organizing various events for students and also cooperate 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).

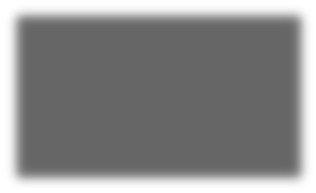


[www.bimtech.ac.in/international/](http://www.bimtech.ac.in/international/)

At BIMTECH students come from different parts of the world; Cultural committee hosts most of the festivals of India and foreign and celebrate them in the traditional way.

***Sports:*** Campus is equipped with gymnasium, table tennis room, badminton court, basketball court and volleyball court. BIMTECH has state of the art facilities.





# Important points to remember before Departure

#### Two weeks before departure:

* + - Inform BIMTECH International Office (CIA) about your departure date and time if you need drop off to airport. If not intimated in time it may not be possible to provide the taxi service;

#### One week before departure:

* + - Submit *Departure Detail form* to CIA. Exchange student’s departure information is communicated to FRRO from International office;
    - Submit *No Objection Clearance* (*NOC*) form and Feedback form to CIA;

#### Before leaving the Campus:

* + - Check your Air Tickets, Passport etc;
    - Carry your Resident Permit (Provided by FRRO office). This document has to be surrendered at the foreigner’s registration counter at the International airport from where you are departing. Boarding pass may not be issued **if Resident Permit is not provided**;
  + Keep photocopy and softcopy of all your important documents;
  + Transcript reflecting achieved grades will be sent to your home university.



*“As an exchange student, I learnt a different perspective on business issues from other country aside from my own and it increased the value of my degree as overseas study is evidence of independence, adaptability and a willingness to take on a challenge. Also the exchange program gave me the privilege to improve my foreign language skill through my everyday interaction with the locales as well as with other foreign classmates. Moreover I had the opportunity to be fully immersed into a new culture. The experience of living in a foreign country is rewarding and memorable. I learnt here how to be flexible and sensitive to other perspectives, and gained a perspective that can't be fully understood until I'm out of my own comfort zone and living, studying, and travelling in a foreign culture.”* ***Olivier Renaudin, Exchange Student, France***



*"BIMTECH has the reputation for having incredible facilities and it lives up to it totally. Things I’d like to take back from India are the incredible experiences of India, just being here is an education in itself. The important part of going to a B-school is actually to build a network. Having seen the BPOs and call centers here you know that India is going to play an important role in world business in future, knowing these people now is going to be critical for business success in future, because the Indian economy is growing really fast.”*



***Christina Wigisser, Exchange Student, Austria***

*“BIMTECH provides the perfect entry way into India and its vast culture and business opportunities. Here you’re interacting with the best-of- the-best that India has to offer from thought-provoking professors, to world-class facilities and most importantly an array of interesting and high calibre fellow students. My experiences and friendships made at the BIMTECH will stay with me for a lifetime.”*



***Virgile Beugnot, Exchange Student, France***

*“I should say that BIMTECH is a great institute with excellent faculty, dedicated staff and talented students. I am sure that the BIMTECH has the strong potential to reach its goal in the near future. I really enjoyed my stay here and I quite cherished what I have learnt from professors and classmates.’* ***Sixtine Zeller, Exchange Student, France***



*“I was fascinated by the classmate's positive spirit and willingness to embrace differences, how to work as a group with Indians. Academically, I felt very excited to have the opportunity to work, compete, and learn from all the outstanding talents of India.”* ***Claire Dantec, Exchange Student, France***



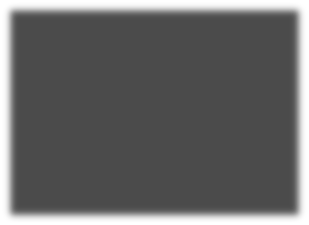
*“The Campus is dazzling, facilities are great but the best part of BIMTECH is the students. As a group they are very sharp and are self-driven. But more important is they are welcoming and any visitor quickly become part of their friendly and supportive community. Best learning part was interaction with the BIMTECH students and Exchange student.”* ***Maelle Audiau, ISP Student, Austria***



*I was in BIMTECH from September 2013 to January 2014. It was an incredible experience. We were a group of 15 from KEDGE Bordeaux Business School in France, enrolled in PGDM International Business. I have really enjoyed this opportunity to me to discover a new culture and a new continent (Asia). I could travel to many parts of the country, from Himachal Pradesh to Kerala, passing by Mumbai and other incredible cities. The faculties are good and very cooperative which was perfect for us. Today I’m back in my city in France and I miss so much the vegan’s food and the spicy tea, and the Indian football player! I’m actually looking for an internship in Africa or Asia, so I may visit India again.”* ***Vincent Aungibaud, Exchange Student, France***



*For my exchange trimester abroad, I decided to go to BIMTECH from September to December 2014. It was an enriching, exciting experience that I will never forget! Living on the campus provides a stimulating academic environment. The proximity with Indian students from different backgrounds and the several events organized by the Clubs and Committees allowed me to discovered Indian culture. I was amazing!"* ***Manon Coquéau, Exchange Student, France***



***Look Forward to Welcome You***