



ITEC

**INDIAN TECHNICAL ECONOMIC
COOPERATION**



सत्यमेव जयते

GOVERNMENT OF INDIA



**INTERNATIONAL MANAGEMENT INSTITUTE
NEW DELHI**

— Shaping global leaders for tomorrow —

Welcome Brochure

Short-Term Training Courses to Foreign Participants under ITEC Program



International Management Institute,
B-10, Qutab Institutional Area, Tara Crescent, New Delhi 110016
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ABOUT INTERNATIONAL MANAGEMENT INSTITUTE

International Management Institute (IMI) is India's first corporate sponsored Business School founded in 1981 with the original campus in New Delhi. The corporate sponsors included RPG Enterprises (lead sponsor), ITC, Nestle, Tata Chemicals, British Oxygen, SAIL, and Williamson Magor. It was set up in collaboration with the then IMI Geneva, now IMD Lausanne. Subsequently two other campuses were set up in Kolkata (2010) and Bhubaneswar (2011). In the last several years, IMI New Delhi has been consistently ranked in the top 10-15 Business Schools in the country and among the top 5 private Business Schools. It is accredited by the UK based Association of MBAs (AMBA), one of the top three international accreditation bodies for Business Schools globally.

IMI New Delhi has global linkages with leading schools in Europe, North America, and Asia. The Institute currently offers the PGDM, PGDM (HRM), PGDM (Banking & Financial Services), PGDM (Executive) and FPM/E-FPM (doctoral programs for full time students and working executives). In addition, it has built a vibrant Executive Education vertical offering training to management professionals from the corporate world. The Institute provides management training to foreign nationals from developing countries under the Indian Technical & Economic Cooperation (ITEC) program of the Ministry of External Affairs, Government of India. IMI New Delhi puts a strong focus on high quality research by its faculty leading to publications in international peer reviewed academic journals. Its faculty have PhDs from top international and national universities/institutes, with many of them also having significant corporate experience.

Facilities available in the Institute:

The campus offers all supporting academic facilities like access to the library, computer center, and gymnasium. The campus is fully Wi-Fi enabled and use of this is FREE for all students and participants such as you. On registering for the course, you will be given a login id & password. You are welcome to bring your personal laptop if you wish to.

Accommodation Facilities:

You will be provided single occupancy AC accommodation in the campus hostel. The rooms are well furnished with attached bath, running hot & cold water, television and basic amenities for a comfortable stay. Each room is equipped with tea/coffee maker and supplies will be provided regularly.

Housekeeping services will be provided by the Institute for the cleaning of rooms and washrooms. While towels will be changed once mid-week, bed linen will be changed once a week. No charges will be levied for this service. Laundry service is available on call on extra payment. Participants are advised to use their personal toiletry items. Ironing board and irons are available, on-demand, in the hostel.

Breakfast, lunch, evening tea and dinner will be provided in the cafeteria. Both vegetarian and non-vegetarian Continental and Indian meals will be served, as per the menu. Participants are expected to have all meals in the hostel cafeteria.

Living allowance:

A payment of Rs.680/- per day towards the meals will be debited from your living allowance of Rs.1500/- per day towards food expenses. The balance pocket expenses will be paid to you in **four installments**. Payment of Living Allowance will be made based on the date of your arrival till the date of departure on a pro-rata basis.

Arrival Assistance:

For the convenience of participants on their arrival in India, arrangements for airport pickup and transport from the airport to IMI Campus will be made, provided we receive timely information about your arrival. Please mail us your flight number, date and time of arrival at New Delhi. Our representative (**Mr. Vishnu Prasad, Mobile No.+91 98109 47613**) will be waiting **outside Exit no. 4/5 near Pillar No 15/16 of Indira Gandhi International Airport. Kindly look-out for him, he will be holding the IMI Placard**. In case there is a change in this arrangement, the same shall be intimated to you.

Contact Details of the concerned persons:

Should there be any operational matters in the hostel, participants may contact Mr. Sunil Singh, General Manager (Facilities) on +91 11 47194202 (Office) or +91 95604-66478 (Mobile), email id: sunil@imi.edu and for Administration matters, participants may contact **Ms. Jiji Abraham, Manager – MDP** on +91 11 47194166 (Office) or +91 9717178533 (Mobile), email id: jiji@imi.edu; itecoffice@imi.edu .




Weather conditions:

The weather in New Delhi, during this period (January – February), would be cold with temperatures in the range of (Low of 07 – 09 degree Celsius & High of 20 – 22 degree Celsius). During March – April, temperature in the range of (Low of 16 – 20 degree Celsius & High of 25 – 35 degree Celsius). The days will progressively become warmer especially during the afternoons.

Dress Code:

While there is no prescribed dressing requirement on campus, participants are expected to be appropriately dressed in smart casuals. Formal attire may be required in case of company or factory visits. Participants are welcome to wear their traditional country-specific attire, if they so desire, on special occasions or otherwise.

Tourist and Shopping attractions nearby:

- a) **Tourist Attractions:** Qutab Minar , Lotus Temple , Akshardham Temple  etc. (These places are included in our study tour).
- b) **Shopping attractions:** Sarojini Nagar Market (7 km away from campus), Vasant Kunj Mall (6 km away from campus), I.N.A. Market and Dilli Haat (7 km away from campus).

Local transport is available outside the campus, should anyone need to travel on a local visit. In addition, Radio Taxis are also available on call. For local travel, the metro train station is about 4 km away from the campus.

Do's and Don'ts:

1. All participants are advised not to move out alone at night. Especially, lady participants should move out only in groups and in the company of some male members for safety reasons. **Your personal safety should be your own concern and IMI cannot be held responsible for any unknown incident happening outside IMI-Delhi Campus. We strictly follow the hostel norms. Violations of hostel rules will be taken seriously and will be reported to the employer and the Embassy/High Commission.**
2. **NO PROVISION IS AVAILABLE FOR ACCOMMODATING FAMILY MEMBERS ON THE CAMPUS.** Hence if anyone is desirous of bringing his/her family, alternate living arrangements may kindly be made as IMI will not take any responsibility for such arrangements. The cost for such an arrangement will be entirely borne by the participant.
3. **For the entire duration of this course, you are supposed to stay in Delhi city.** Arrangements will be made by us for local sightseeing and for visiting prominent historical sites. **If for any reason, you plan to leave the city, you must seek permission in writing from the program directors/respective authorities of IMI.**
4. **As per the rules governing your sponsorship under this program, kindly keep the following in mind:**
 - a. As per ITEC rules, all your living expenses towards boarding & lodging will be taken care of by IMI. After adjusting the charges towards food, out of pocket allowance of Rs.870/- per day, to cover your expenses of personal nature, will be provided to you. This allowance will be disbursed to you, in phases, after you register for the course.
 - b. In case you leave the program, earlier than the scheduled date, you will be required to refund the pro-rata living allowance. Similarly, if you decide to travel out of the country this living allowance will not be paid to you for that period. In the case of hospitalization, only 50% of the living allowance will be payable.
 - c. All participants are expected to have all meals in the hostel cafeteria on the campus for reasons of health & hygiene. If any participant misses or decides not to take meals in the cafeteria, **no reimbursement of costs will be admissible.**
 - d. The Institute has a doctor attached to the campus who is usually available on 3 days every week, at appointed hours. In case of an emergency, he can be contacted. Particulars will be provided on your registering for the course.
 - e. In case of any hospitalization, **a prior recommendation from the Institute Doctor, except in an emergency, will be mandatorily required, without which no expense will be reimbursed.** Only minor medical treatment will be taken care of by IMI/Govt. of India. Treatment of any pre-existing disease is not covered, and such expenses will have to be borne by the participant.
 - f. The Ministry does not provide for any allowance towards excess baggage while traveling to & fro from the Institute. Hence, individuals will be responsible for making their own arrangements in such a situation.
5. **Smoking and consumption of alcohol and other narcotic items are strictly prohibited on the Campus.**

We now look forward to your joining the program and are confident you will have a rewarding and intellectually stimulating experience.

For any other information, please contact:

Dr. Ekta Saxena

General Manager (MDP & Online Education)

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