Contact persons:  Prof. Anurag K. Agarwal,  
Faculty and Coordinator, Student Exchange Programme

Telephone/Fax:  Prof. Anurag K. Agarwal  
Ph: 91-79 – 6632 4916  
Fax: 91-79-6632 6896  
akagarwal@iimahd.ernet.in  
exchange@iimahd.ernet.in

Student Exchange Office (PGP)  
Ph: 91-79-6632 4654  
Fax: 91-79-6632 6896  
exchange@iimahd.ernet.in

Application forms:  The application form is sent by email to the exchange coordinator of the parent institute and the student, after the students’ nomination reaches our exchange office.

Deadlines:  The duly filled application forms with necessary documents must be sent 60 days prior to the date of registration to Mr. K.S. Somayajulu, Incharge, Student Exchange Office (PGP), Indian Institute of Management, Vastrapur, Ahmedabad 380 015 (Phone: 079-66324654, Email: exchange@iimahd.ernet.in).

Required Documents:  Application form including the details of date of birth, nationality, complete address and contact number, passport number along with passport expiry date.  
CV / Resume in English  
Graduate / MBA transcripts.  
10 passport-sized photographs  
Copy of the passport

VISA  Candidates are required to obtain a Student Visa only to study at IIM Ahmedabad during the period of exchange. Students having other types of Visas will become ineligible to participate in the exchange programme.
Academic Areas: IIMA conducts general management post graduate program as well as post graduate management program in agri-business. The institute has following areas:

- Business Policy
- Centre for management in agriculture
- Communication Area
- Computers and Information Systems Group
- Economics
- Finance and Accounting
- Marketing
- Organizational Behaviour
- Personnel & Industrial Relations
- Production and Quantitative Methods
- Public Systems Group
- RJMCEI (Ravi J. Matthai Centre for Education in Innovation)

Courses: The final course list along with the course outlines is sent by email 15 days prior to the course pre-registration (which is done one month prior to the beginning of each study period)

Pre-Registration: Students are required to pre-register for courses according to the parent school's requirement. Students can pre-register for one extra elective course. Students are not permitted to register for fresh courses on their arrival at IIMA. Students are also not permitted to dropout of courses after the final registration, i.e. one week after the beginning of the study period.

Teaching Methods: IIMA's learning methodology is through case studies, discussions, management simulation, student projects, take home assignments and lectures

Language of Instruction: English
Language courses: Business French, Business German

Minimum and Maximum course load: The courses incoming student enrolls at IIMA depends on the number of course credits required to be fulfilled at their parent institute

Attendance: The instructor may specify a minimum level of attendance as an academic requirement for a course. If a student fails to meet this requirement, due to leave without permission from the PGP Chairperson and the instructor concerned, the instructor may award an 'I' (Incomplete) grade to the student.

Grading: Appendix I
Credit System: Appendix II

<table>
<thead>
<tr>
<th>Slot Nos.</th>
<th>Study Period (tentative)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration, Slot VII &amp; VIII</td>
<td>11th June 2009 to 26th August 2009</td>
</tr>
<tr>
<td>Registration, Slot IX &amp; X</td>
<td>3rd September 2009 to 5th December 2009</td>
</tr>
<tr>
<td>Registration, Slot XI &amp; XII</td>
<td>21st December 2009 to 27th February 2010</td>
</tr>
</tbody>
</table>

Facilities available on campus:
Accommodation: The campus is residential. The student stays in fully furnished single on-campus rooms in single sex dorms. They will have to bring their own bed linen and towels.
Food: The student can eat at the mess which serves four meals per day or at the canteen which is open from 10 am till 4 am on direct payment basis.

Bank: There is a fully functioning State Bank of India branch which is open for 6 days a week, from Monday to Friday (timings: 10.30 to 1630 hrs.) and on Saturday (timing: 10.30 to 1330 hrs.). In addition there is a SBI ATM Counter.

Post Office: The post office is open six days a week (timings: 10.00 to 1400 hrs and 1430 to 1800 hrs.)

Health Care: The dispensary is open from Monday to Friday (8.00 to 1300 hrs & 1530 to 1830 hrs.) and on Saturday & Sunday (9.00 to 11.00 hrs).

Sports: Facilities for playing football, volleyball, tennis, badminton and table tennis. In addition, the campus has green open spaces for jogging or leisurely walks.

Fitness Centre: Fitness Centre (GYM) facility is available on campus. Interested students can avail the facility on payment basis (Rs. 225/- per month). The necessary form is available with Students Exchange Office. There is also a GYM facility located at Dorm-22 (Ground Floor) (timings: 6 am to 9.30 am & 5.30 pm to 9 pm). A maintenance fee of Rs. 50/- per month will be charged.

Computer facilities: Every student is provided a separate e-mail account. It is advisable that the student brings his/her own laptop. It will be connected to LAN and 24 hours internet connection is provided from the Institute. Although the IIMA students have their own computers, we also have a common computer Lab where computers are available for use whenever needed. In case, the student wishes to hire desktops from 3rd parties in their rooms, then they should intimate us in advance so that we can sound out the parties. They provide computers on rental basis of Rs. 2,500/- (approx.) per month depending on the computers’ configuration.

Photocopying and Fax: Available on campus on payment basis. Facility available at STD counter (near Students’ mess) on cash payment.

Telephone: Available in individual rooms. For making outgoing calls you can procure “India Telephone Card” from the STD counter.

Services available to exchange students:

Academic Counselling: Will be available, whenever necessary from individual instructors by appointment.

Buddy service: Buddies assists the exchange students with : Pre-arrival information, Pickup from the airport / railway station, provided the arrival details are received well in advance, Campus tour, Welcome session, Farewell dinner.

Student Association: The Institute has numerous clubs covering a wide range of interests from finance (Beta), entrepreneurship (Ente) and marketing (Niche) to literature (LSD), acting (IIMACTS) and nature (Prakriti). These clubs provides a means for students to give expression to their interest and showcase their immense talents in non-academic fields.

Location: The institute is located about 18 kms from Ahmedabad Airport and 10 kms from the railway station. Pre-paid taxis are available at the airport and the taxi fare from airport to the institute is about Rs. 300/-. Three wheeler auto rickshaw are available from the railway station and its fare is around Rs. 100/-. 

Exchange student should possess an International Insurance Policy before coming to IIMA.
Appendix - I

Grading System

Grades are based on a five – point scale as follows :

A = Excellent  
B = Good  
C = Satisfactory  
D = Low Pass  
F = Fail

In addition, plus (+) and minus (-) signs against A, B, C and D may be added to indicate different shades of performance.

All segments of evaluation are awarded letter grades. These letter grades in the different segments are converted separately into grade points upto two decimal places using numerical values as given below :

<table>
<thead>
<tr>
<th>A+ = 4 1/3</th>
<th>B+ = 3 1/3</th>
<th>C+ = 2 1/3</th>
<th>D+ = 1 1/3</th>
<th>F = 0</th>
</tr>
</thead>
<tbody>
<tr>
<td>A = 4</td>
<td>B = 3</td>
<td>C = 2</td>
<td>D = 1</td>
<td></td>
</tr>
<tr>
<td>A- = 3 2/3</td>
<td>B- = 2 2/3</td>
<td>C- = 1 2/3</td>
<td>D- = 2/3</td>
<td></td>
</tr>
</tbody>
</table>

If a student has not satisfied the academic requirements of a course, he / she may be assigned “I” (Incomplete) grade temporarily, representing non-completion of the academic requirements for the course.

Appendix II

Course Workload

A one – credit course requires from a student about 80 hours of work, including time spent in the classroom. A one – credit course typically consists of 20 – 24 class sessions. Course can also have credits less than or more than one, with appropriately adjusted workload and class sessions. In special circumstances, non-credit courses with workload implications may also be offered.