

ADANI INSTITUTE OF INFRASTRUCTURE MANAGEMENT (AIIM)

(A constituent of Adani Institute for Education & Research)

Post-Graduate Diploma in Management (Law)

Admission Policy for Batch: 2019-21

Approved Intake: 60 seats

1. The Admission Committee at Adani Institute of Infrastructure Management – herein referred to as **AIIM** – shall be responsible for conducting the admission process for Post-Graduate Diploma in Management (Law) – herein referred to as **PGDM (Law)** – program for the academic session 2019-21.

2. PGDM (Law) Program:

2.1. PGDM (Law) is a 2-year full-time program offered by AIIM, duly approved by AICTE.

2.2. PGDM (Law) is a specially-designed program to explore the emerging opportunities in the rapidly-growing infrastructure field and equip the students with all necessary knowledge and skills that will connect dots between Law and Management. The objective is to provide a blend of management functions, infrastructure business dynamics and their 'legal & regulatory' aspects. This interdisciplinary program will, besides providing managerial skills in core subjects, equip the students with legal & regulatory expertise required for management of infrastructure businesses.

2.3. PGDM (Law) program offers **six trimesters, covered in the span of two years**, to deliver entire course curriculum.

2.4. The program also includes 2 months of compulsory summer internship for the students at the end of first year; and a 3 months' apprenticeship program in the 6th trimester.

2.5. Further details about the program, curriculum, faculty and other resources are available at www.aii.ac.in/aiim.

3. Eligibility and Selection Process:

3.1. Eligibility:

- 3.1.1. Candidates who have written (or are yet to appear for) CAT / XAT / CMAT / GMAT / MAT / ATMA tests are eligible to apply, as per AICTE guidelines. AIIM will accept test-scores for years 2017-18 & 2018-19 or GMAT score taken after Jan 1, 2017.
- 3.1.2. The candidate must hold a Bachelor's Degree, or an equivalent qualification recognized by the Ministry of HRD, Government of India, with at least 50% marks (45% for Reserved candidates) or equivalent CGPA, of any University incorporated by an act of the central or state legislature in India or other educational institutions established by an act of Parliament or declared to be deemed as a University under section 3 of UGC Act, 1956. Students of foreign-recognised Universities with equivalent qualifications can also apply.
- 3.1.3. The Bachelor degree or equivalent qualification obtained by the candidate must entail a minimum of three years of education after completing higher secondary schooling (10+2) or equivalent.
- 3.1.4. In case of the candidates being awarded grades / CGPA instead of marks, the equivalence would be based on the equivalence certified by the University / Institution from where they have obtained bachelor's degree.
- 3.1.5. In case the University / Institution does not have any scheme for converting CGPA into equivalent marks, the equivalence would be established by the AIIM by dividing earned CGPA with the maximum possible CGPA and multiplying the quotient with 100.
- 3.1.6. A candidate who has appeared for the final year examination of bachelor's degree or equivalent can also apply, provided:
 - (a) Such candidate must produce a certificate from the authority of the University/Institution certifying that (i) the candidate has obtained 50% marks or equivalent based on latest available grades/marks (i.e. all the years' grade/marks except the final year grade/marks), and (ii) the candidate has completed all the requirements and has appeared for the examinations/practical etc. for the final year/final term and that the results is awaited for obtaining the bachelor's degree/equivalent qualification.
 - (b) Such candidates, if selected, will be allowed to join the program provisionally only if they submit such certificate latest on the registration date notified by AIIM.
 - (c) The admission will be confirmed only if final mark sheet/grade sheet and degree certificate are submitted not later than **September 30, 2019** and if the candidate has met the prescribed eligibility criteria.

(d) Non-fulfilment of the above conditions within the prescribed date as above will automatically result in the cancellation of such provisional admission.

3.1.7. Candidates with Work Experience: Though prior work experience (paid and full-time employment) is not mandatory for a candidate seeking admission to PGDM (Law), candidates with relevant work experience may have an upper edge in the selection process. Please refer Selection-Matrix in Clause 3.3.9.

3.2. Selection Process:

- 3.2.1. The eligible candidates must apply in the prescribed form, available online at www.aii.ac.in/aiim or offline at institute's admission office.
- 3.2.2. Based on the cut-off as decided by the admissions committee, candidates will be shortlisted for Personal Interview (PI) round.
- 3.2.3. All the shortlisted candidates will be required to appear for PI at AIIM Ahmedabad Campus. Electronic appearance for PI round will also allowed.
- 3.2.4. The schedule for PI will be announced along with the announcement of shortlisting. Such an announcement will be made on the AIIM website at a suitable time or shortlisted candidates will be informed through calls and emails.
- 3.2.5. Candidates not appearing for the PI will be automatically disqualified from consideration for admission.

3.3. Selection Guidelines and Matrix:

- 3.3.1. Candidates may submit the duly filled-in application form along with the payment of the application fee of Rs. 1,200 (non-refundable).
- 3.3.2. The application fee can be paid via online payment / Paytm / cheque / demand draft drawn in favour of '**Adani Institute of Infrastructure Management**', payable at Ahmedabad. For details of online payment, please refer website.
- 3.3.3. The last date of submitting duly filled-in application form along with the requisite application fee is **June 20, 2019**. Please refer Para-8 for detailed Admission Calendar.
- 3.3.4. Applicants will bear all expenses for attending the PI.
- 3.3.5. Applicants are required to report at least 15 minutes before their scheduled slot of PI.

- 3.3.6. In case an applicant is late, the Admission Representative may accommodate him/her in next session on the same day, only if possible.
- 3.3.7. If an applicant cannot appear for PI on the scheduled date due to unavoidable circumstances, he/she or the parent/guardian may request in writing to the Admission Committee along with reason for inability to appear on scheduled date, and seek an alternate arrangement. Such request must be made within one week after the declaration of the PI schedule. The Admission Committee will take an appropriate decision on such request. The decision of Admission Committee shall be final and binding.
- 3.3.8. Applicants must bring the following **original documents for verification and a photocopy-set for submission** at the time of admission registration:
- a) Mark-sheets of 10th , 12th and all Graduation Semesters / Years
 - b) Valid Entrance Test Score-card
 - c) Identity proof & Address proof
 - d) Experience certificate, if applicable (only for full-time employment)
 - e) Caste certificate, if applicable (from competent authority)
- 3.3.9. **Selection-Matrix:** Selection of students shall be done using the following criteria along with the weightages indicated below:

Criteria	Weightage
Weightage of Entrance-Test Percentile	20%
Personal Interview Performance	40%
Academic Performance ⁺	20%
Relevant Work Experience	10%
Extra-curricular achievements	10%
Total	100%

⁺ Academic performance in Standard 12th and at Bachelor's Degree will be appropriately factored in the selection process

⁺ For candidates in final year of graduation, grades/marks for all previous semesters/years will be considered for merit calculation

3.4. Merit List after Personal Interview (PI) Round:

- 3.4.1. Merit list will comprise of three categories indicating admissions status of the interviewed candidates:
- Offered
 - Wait-list
 - Not Offered

The list will be put up on the website on the scheduled date.

- 3.4.2. All selected candidates who are offered admissions should complete admission formalities within the stipulated deadline. The same will be communicated to the candidates through Letter of Admission Offer. If a candidate fails to adhere to the deadline, the admission offer shall stand cancelled and the seat will be offered to the waitlisted candidate.
- 3.4.3. Candidates in the Wait-list will be offered admissions to fill the vacant seats, if any. On receiving the intimation of the admission offer, the waitlisted candidates will be required to secure admission as per stipulated deadline.
- 3.4.4. If at any stage during the admission process, the information furnished by a candidate is found to be false, his/her candidature/admission shall be cancelled and he/she will be barred from applying for admission to AIIM for next two years.
- 3.4.5. The decision of the Institute will be final and binding in such cases.
- 3.4.6. All communication by the institute for the admission process will be made through the website. Candidates are strongly recommended to access the website on regular basis for admission updates.

4. Fee Structure for PGDM (Law) program, Batch 2019-21:

Particulars	Amount (INR)
Commitment Fee (payable upon offer of admission)	1,00,000
Trimester – I Fee	1,10,000
Trimester – II Fee	1,10,000
Trimester – III Fee	1,10,000
Trimester – IV Fee	1,10,000
Trimester – V Fee	1,10,000
Trimester – VI Fee	1,10,000
Total Program Fee for Two Years:	7,60,000
Caution Deposit (refundable)	50,000
Alumni Membership Fees (optional)	2,500

Note:

1. Tuition fee includes cost of all study materials, books, library charges and internet charges. It does not include hostel and mess charges.

2. Caution Deposit is required to be paid prior to the commencement of program, along with 1st Trimester fee. Caution Deposit will be refundable after adjusting dues, if any, after completion of the program.

4.1.1. Fee Payment for Securing Admission:

The candidates who have been offered admission are required to pay Commitment Fee of INR 100,000 and confirm their admission.

4.1.2. Payment of the Remaining Program Fee:

The balance fees will be paid trimester-wise. Candidates are required to pay the fees of every trimester – a tentative payment schedule will be made available to the candidates. In case of delay, penalty will be levied as per prescribed rules of the Institute.

4.1.3. Payment by Demand Draft:

Fees may be paid by demand draft drawn in favour of “**Adani Institute of Infrastructure Management**”, payable at Ahmedabad.

4.1.4. Online payment modes:

Please refer Institute website www.aii.ac.in/aiim for details.

4.1.5. Cash Payment:

The Institute does not accept cash payment.

5. Withdrawal from the Program and Refund of fees:

- 5.1. Refunds for withdrawal of admission will be as per the provisions announced by AICTE.
- 5.2. For withdrawal of admission and seeking the refund, a candidate is required to submit the original fee receipt, admission offer letter and the application for withdrawal duly signed by him/her and counter signed by his/her parent/guardian.
- 5.3. If a candidate informs the Institute about his/her withdrawal of admission in writing on or before commencement of the program (as declared by the institute), the fees paid will be refunded after the deduction of Rs.1000 as processing fee.
- 5.4. If a candidate withdraws the admission after the commencement of the program, refund will be made after one month from commencement of the 1st trimester, subject to filling up of resultant vacant seat. If the vacant seat is filled up, the candidate will receive refund as per clause 5.3. If the seat remains vacant due to any reason (including non-filling of announced number of seats for the program), no refund shall be made except caution deposit.
- 5.5. No refund shall, in any case, be made if the candidate wishes to withdraw admission at any time during of the program.

6. Scholarships and Financial Aids:

Meritorious scholarships and financial aids will be available for special categories. It will be awarded to deserving candidates upon discretion of the Admission Committee at AIIM. More details will be made available through Admissions Office.

7. Cancellation of Admission:

The admission of a candidate shall be cancelled if at any point in time if:

- It is established that a candidate has been mistakenly admitted by AIIM: In such an event, the fees shall be refunded by cheque within 3 weeks.
- It is found that a candidate has sought admission based on false documents and statements: In such an event, no refund shall be made, except Caution Deposit. Please refer clause 3.4.4.
- The candidate fails to meet the eligibility requirements as mentioned in clause 3.1.

8. Admission Calendar:

Sr. No.	Particular	Important Dates
1	Availability of Application Forms at www.aii.ac.in/aiim & Admission Office, AIIM	May 25, 2019
2	Last Date of Receiving Filled-in Applications	June 20, 2019
3	PI Rounds for shortlisted Applicants	On-rolling basis
4	Release of Admission Offers to Selected Candidates	On-rolling basis
5	Last Date for Payment of Commitment Fees to Secure Admission	As per Admission Offer Letter
6	Program Commencement:-	
6(a)	Orientation Program (tentative)	July 11, 2019
6(b)	Regular Classes (tentative)	July 15, 2019

Note: Any changes/updates to the above-mentioned dates will solely be the discretion of Admission Committee at AIIM. Applicants are advised to check Institute website regularly.

9. Interpretations and Change of Admission Rules:

In the matter of interpretation of Admission Policy, the decision of Admission Committee at AIIM shall be final and binding on all candidates.

In the matter of such issues as are not covered in the Admission Policy mentioned above, the Admission Committee at AIIM is authorized to resolve these special issues on the merit of the case and implement the same.

10. The above-mentioned rules and details are subject to modification(s), if required.
11. The Admission Policy for Batch 2019-21 is subject to the jurisdictions of Hon'ble Court of Ahmedabad.

Admission Coordinator
(On behalf of Admission Committee)
Adani Institute of Infrastructure Management (AIIM)
Shantigram Township, Nr. Vaishnodevi Circle, SG Highway
Ahmedabad – 382421, Gujarat

Date: May 24, 2019