



## **THE ARMY INSTITUTE OF MANAGEMENT & TECHNOLOGY GREATER NOIDA**

### **MANAGEMENT SKILLS DEVELOPMENT PROGRAMME FOR JUDICIAL OFFICERS OF UTTAR PRADESH**

#### **Joining Instructions for Participants**

AIMT welcomes participants of the first batch of MDP for Judicial Officers of Uttar Pradesh. Participants are encouraged to peruse these joining instructions which have some important information of the MDP.

#### **About AIMT (Army Institute of Management & Technology), Gr. Noida**

AIMT was established in 2004 by the Army Welfare Education Society (AWES), chaired ex-officio by Chief of the Army Staff. It is located in the emerging futuristic hi tech city of Greater NOIDA. AWES has so far established 120 Army Public Schools and 12 professional colleges. It is laid out in a sprawling campus in an area of over 15 acres. It offers a two-year full-time residential MBA programme for the wards of Army personnel. The programme is recognized by the All India Council for Technical Education (AICTE) and affiliated to Guru Gobind Singh Indraprastha University, Delhi

#### **About The Programme**

The introduction of management practices in the judiciary has been a topic of discussion for quite some time now. During this period, many ideas have been mooted to tackle the enormous backlog of pending cases. When judicial officers take up their job responsibility, in addition to their technical role, they also bear a number of managerial responsibilities. Due to lack of specific and focused training and exposure in court management they face unexpected challenges. These challenges lead to low productivity at their workplace. Thus Management skills have become more crucial at courtroom where a judge is the team leader and has to deliver justice with the help of his staff. So, skills like strategic planning, leadership, team building, supervision, monitoring and communication are a must for any judicial officer in order to discharge their responsibilities more efficiently.

The week long, fully residential programme aims at:

- Expanding the leadership skills at courtroom;
- Understanding the stress management techniques;
- Developing skills in managing human resources including motivating the team members;
- Identifying the characteristics of effective court administration teams and manage conflict between team members;
- Understanding communication, mass communication and importantly, developing effective public communication skills;
- Developing the ability to use computer technology optimally;
- Enhancing court management skills by the application of strategic planning and time management.

### **Programme Schedule and Contents**

This MDP is a six-day long fully residential programme. The details of sessions and contents of the programme are available on our website: [www.aimt.ac.in](http://www.aimt.ac.in). A copy of the same will also be provided to you on arrival at this Institute.

### **Location**

Our campus is situated at Plot No M-1, Pocket P-5, Greater Noida (adjacent to AWHO residential society). It is about 35 Kms. away from the New Delhi Railway Station and about 50 Kms. away from the Delhi domestic airport.

### **Reception**

A reception desk will be functional at New Delhi Railway station **from 4 pm to 6.30 pm on Sunday, 01 May 2011**. Participants desirous of availing transport from New Delhi to AIMT are requested to report to this reception desk. The location of the same will be close to Army's transit organization (Movement Control Organisation - MCO) which is situated just outside the New Delhi Railway station's Ajmeri Gate exit. The exit of the Delhi metro trains is also on the same side of New Delhi railway station. **The transport will leave from there at 4.30 pm, 5.30 hrs and 6.30 hrs**. Those who wish to arrive at AIMT under their own arrangements may do so commencing at 1800 hrs on 01 May 2011. You are requested to be in by 2000 hrs on 01 May, 2011.

Participants are requested to intimate their arrival details latest by Friday, 29 Apr 2011 (**Col. Salwan – Admin. Officer at Tel No. 09958930506 or email id [admin@aimt.ac.in](mailto:admin@aimt.ac.in)**)

## **Accommodation & Messing**

Accommodation is arranged at the campus of the AIMT from the evening of the day prior to the commencement of the programme that is 01 May 2011 (Sunday). It will be available up to the evening of last day of the programme that is, 07 May. Participants are required to report at the campus on the evening of 01 May 2001. The participants are requested to make their travel plans accordingly.

Participants will be accommodated in rooms with attached toilets on twin sharing basis. Food will be served in the Dining Hall attached to the participants' residential block. Arrangements at AIMT do not cater for any companions of the participants.

## **Dress Code**

While there is no formal dress code for the programme, gentlemen are encouraged to be wearing shoes and be appropriately attired for the classes and in the dining hall. You may like to carry a neck tie for the group photograph.

## **Preparation**

It is expected from the participants that they come prepared for the training sessions and exercises scheduled for the next day. You may make good use of the books from our library during the programme and also peruse the training material which will be given to you on arrival.

## **Start Times**

Participants are expected to arrive at the Training Room by 8:30 am on the first day for the registration and other formalities. The morning sessions will begin at 9.00 am on rest five days. Participants are encouraged to be punctual and regular for all sessions.

## **Evening Sessions**

Evening sessions comprising of case study discussion, role plays practice sessions or additional exercises as part of our training programme will be conducted day at 4:00 pm. These are mandatory sessions like other scheduled sessions and normally last about two hours. The objective of these sessions is to practice what you learn during the day.

## **Feedback**

In the beginning of every module, participants will be given a session feedback form to be filled by them. Participants are required to give feedback of all the sessions conducted during the day for that module. Another feedback form will be issued to the participants on the last day to provide feedback of the whole programme including administrative aspects and overall effectiveness of the programme.

### **Assessment of Participants Performance**

A confidential assessment report of the performance of the participants will be sent to IJTR (Institute of Judicial Training & Research), Lucknow after the completion of the programme. The criteria for assessment will be explained to the participants on the first day of the programme.

### **Certification**

Participants will be awarded a certificate of participation after successful completion of the programme during valedictory session scheduled for the last day of the programme.

### **Taxi facility on Payment basis**

Participants may avail a taxi facility on payment for their personal needs.

### **Medical Facilities**

A medical doctor will be available at the AIMT from 6:00 pm. to 7:00 pm. and on call. Participants may however carry the requisite medicines which are required by them for any existing ailments.

***For any additional information or clarifications you may contact Dr. Parul Gupta, the Programme In-charge at 08800573545. You may also leave a message at [parulvishalgupta@aimt.ac.in](mailto:parulvishalgupta@aimt.ac.in)***