



ISO 9001 : 2008 QUALITY CERTIFIED

Guidelines and Consent Form

for
Institutes/Colleges/Universities
to participate in

UNDER GRADUATE APTITUDE TEST

UGAT[®]

09 May, 2015 (Saturday)

All India Entrance Test for
Admission in BHM, BBA, BCA, Integrated MBA,
B.Sc. (IT), B.Com (e-com), B.Sc. (Biotech) etc.



**ALL INDIA MANAGEMENT ASSOCIATION
CENTRE FOR MANAGEMENT SERVICES**



Management House, 14, Institutional Area, Lodhi Road, New Delhi-110003
Phone : 011-24608515, 43128100 (Extn. 449, 454), Fax : 011-24626689
E-mail : ugat@aima.in
Website : www.aima.in

Participation in Under Graduate Aptitude Test (UGAT)

Introduction

Aptitude Testing is a service being offered by Centre for Management Services (CMS) of AIMA since 1988. University Department/Institutes/ Colleges offering BHM, BBA, BCA, Integrated MBA, B.Sc. (IT), B.Com (e-com) etc. can participate in UGAT.

AIMA-CMS offers the following services to the participating Institute / College / University Department

1. Allotment of a unique code number to the Institute/College/University Department known as MI Code to facilitate the candidates to endorse their option.
2. Inclusion of the institute in the list of participating Institute/ College/University Department with name, place and MI Code in the bulletin.
3. Printing of UGAT bulletin, inserting Institute/College/University Department specific notification and distributing the same for sale through select study centres of AIMA.
4. Preparation of media plan for release of newspaper advertisement to provide wide media coverage regarding UGAT and furnishing the same to the participating Institute/College/University Department to synchronise the institute's promotional efforts.
5. Advertisement in national dailies and regional newspapers. No extra charge will be levied on the Institute/College/University Department.
6. Provision of further publicity by means of posters, notices, etc through over 40 AIMA Study Centres and 66 Local Management Associations etc.
7. Fixing up of test centres to cover the length and breadth of the country and conduct of the test maintaining total credibility and absolute confidentiality.
8. Making arrangements for the conduct of the test as Paper Based Test (PBT) / Computer Based Test (CBT)
9. Processing the result and furnishing the scores and other particulars to the institute in respect of those candidates who opt to join the particular institute. This will be both in hard copy as well as in CD/DVD.
10. Exclusive provision of data of additional candidates only to the participating Institute/College/University Department during the 30 days following the declaration of results, if so desired, as a prepaid service under the Management Institute Search Service.

Tariff

The Tariff for notifications of participating Institute/College/University Department in the UGAT bulletin that will in turn provide all these services are :

Rate Per Black & White Page	: ₹ 9,000/-	} (Inclusive of all Taxes)
Rate per Colour Page	: ₹ 18,000/-	
Listing without Notification	: ₹ 5,000/-	

The charges for including the Institute/College/University Department notification in the UGAT bulletin to be published in thousands of copies is the only amount to paid by the participating Institute/College/ University Department.

Role of Participating Institute/College/University Department

1. Filling the Consent Form given at the tear away portion of this leaflet with the requisite details about the Institute/College/University Department and its Programmes.
2. Providing the camera-ready copy of all the pages of the notification of the Institute/College/University Department for inclusion in the bulletin with description of programmes, contact details, etc. which will be informative to the aspiring candidates.
3. Forwarding of the above set of documents to the Manager (UGAT), AIMA-CMS at the address given on the leaflet alongwith demand draft in favour of All India Management Association (AIMA) payable at New Delhi.
4. Furnishing guidance in the institute's/university's/college's admission documents and the advertisements to the candidates to appear in Under Graduate Aptitude Test (UGAT) being conducted by All India Management Association. The annotation may read as : The candidate have to appear in Under Graduate Aptitude Test (UGAT). UGAT Bulletin with form may be obtained by sending DD for ₹ 500/- drawn in favour of "All India Management Association (AIMA)" payable at New Delhi to Manager (UGAT), All India Management Association, 14 Institutional Area, Lodhi Road, New Delhi-110003.
5. Ensuring that the results provided by AIMA containing the database of the candidates is used solely for the purpose of facilitating the admission of the candidates to the institute's programmes only.

**CONSENT FORM TO BE SUBMITTED BY
INSTITUTE/COLLEGE/UNIVERSITY DEPARTMENT
FOR PARTICIPATING IN THE ADMINISTRATION OF UGAT IN MAY 2015**

i.	Name of Institute / College / University Department		
	Full Address		
	State		
	Pin		
	STD Code		
	Telephone No		
	Fax No		
	Website		
	E-mail		
	Place name to be shown on Advt.		
ii.	Name of the Contact Person		
	Designation		
	Tele No. (Residence)		
	Mobile		
	E-mail		
iii.	Approved Programmes	Approving Authority	Affiliating University
a.			
b.			
c.			
d.			
e.			
f.			
g.			
h.			

iv.	We, hereby consent to participate in UGAT to be held on Timing : 10:00 a.m. to 01:00 p.m.	09 May 2015 (Saturday)
v.	We, hereby, provide notification material for UGAT Bulletin consisting of	_____ Black & White page (₹ 9,000/- per page) (Inclusive of all Taxes) _____ Colour pages (₹ 18,000/- per page) (Inclusive of all Taxes)
vi.	Particulars of Demand Draft in favour of All India Management Association (AIMA) payable at New Delhi	DD No. _____ Dated _____ For ₹. _____ Drawn on Bank _____ Place _____
vii.	We herewith, forward the documents listed opposite with this Consent Form (Please Tick) <input checked="" type="checkbox"/>	<input type="checkbox"/> Copy of supporting document as to recognized UG programme from approving authority / affiliating university. <input type="checkbox"/> Demand Draft for the requisite amount Notification matter <input type="checkbox"/> CD <input type="checkbox"/> Hard Copy (Duly Page Numbered)
viii.	Certify that the particulars given in this consent form are true and correct. We hereby, agree to abide by the terms and conditions given in the offer letter for participating in the administration of UGAT in May 2015. Signature : _____ Name : _____ Designation: _____ Place: _____ Date: _____ <div style="text-align: right;">Seal: _____</div>	