#### MANAGEMENT

# Q. What is Management?

**Management** in all business and organizational activities is the act of getting people together to accomplish desired goals and objectives using available resources efficiently and effectively. Management comprises planning, organizing, staffing, leading or directing, and controlling an organization (a group of one or more people or entities) or effort for the purpose of accomplishing a goal. Resourcing encompasses the deployment and manipulation of human resources, financial resources, technological resources and natural resources.

Since organizations can be viewed as systems, management can also be defined as human action, including design, to facilitate the production of useful outcomes from a system. This view opens the opportunity to 'manage' oneself, a pre-requisite to attempting to manage others.

Towards the end of the 20th century, business management came to consist of six separate branches, namely:

- Human resource management
- Operations management or production management
- Strategic management
- Marketing management
- Financial management
- Information technology management

# Q. What are the courses offered in the field of Management and which are the good institutions to opt for a course in Management?

Courses in management are offered generally at undergraduate and postgraduate degree/diploma levels, by private and government management institutes. Individuals can pursue these courses through correspondence mode also. Usually, a 10+2 pass candidate can take up undergraduate management degree programs, like BBA, BBS, BBM, etc. For post graduation courses, like MBA, PGDM, etc., graduation is a mandatory minimum qualification. Courses at post graduation level are offered with specializations in the specific field. Executive MBA programs for working professionals and part-time management courses are conducted at various leading B-schools. Management courses can be pursued in the fields of marketing management,

international business management, information technology, hospitality management, event management, business management, human resource management, financial hospital management, sports management, operations management, media management, and many more. Almost all reputable management institutions in India admit students through entrance tests, like CET, CAT, SNAP, MAT, etc. For each type of recognized and organized business, there is a management program made available. A course in management enables one to understand all major and minor aspects of business administration/management. Besides, planning, organizing, leading, monitoring, delegating, and controlling are some other essentials of a management curriculum.

After completing a course in management, one can start his/her own business or aspire to work at managerial and executive levels in corporate houses and multinational companies. There is always a huge demand for management degree holders in major fields of management, as operation managers, human resource managers, event managers, hospitality managers, and others. For working professionals of various fields, part-time diploma/certificate courses in management can enhance their skills and improve their chances of climbing the ladder of hierarchy in their profession. Above all, a management degree is not just confined to corporate houses, but it also provides exciting opportunities in the government sector.

Some of the most prestigious institutions for pursuing a management program in India are: Indian Institute of Management (IIM) at Ahmedabad, Bangalore, Calcutta, Indore, Kozhikode, Lucknow, and Shillong; Management Development Institute, Gurgaon; SP Jain Institute of Management & Research, Mumbai; Xavier Labor Research Institute (XLRI), Jamshedpur; Indian School of Business, Hyderabad; Faculty of Management Studies, University of Delhi, New Delhi; Jamnalal Bajaj Institute of Management Studies, Mumbai; Institute of Management Technology, Ghaziabad; International Management Institute, New Delhi; Narsee Monjee Institute of Management Studies, Mumbai; Symbiosis Institute of Business Management, Pune; Indian Institute of foreign trade, New Delhi; and TA Pai Management Institute, Manipal.

## Q. What is CAT?

Indian Institutes of Management Common Admission Test (IIM CAT) is the first step in the process of seeking admission to the 2 Year full time Post – Graduate Degree Programs in Management offered by the IIMs currently IIM Ahmedabad, IIM Bangalore, IIM Calcutta, IIM Indore, IIM Kozhikode, IIM Lucknow are offering such Programs in Management. The IIMs use the results of CAT to short – list the candidates for subsequent part of the Selection Process.

CAT Eligibility: The candidate must hold a Bachelor's Degree, with at least 50% marks or equivalent CGPA [ 45% in case of the candidates belonging to Scheduled Caste ( SC ),

Scheduled Tribe (ST) and Differently Abled (DA) (It may also referred to as Persons with Disability (PWD) category), awarded by any of the Universities 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 the UGC Act, 1956, or possess an equivalent qualification recognized by the Ministry of HRD, Government of India.

The percentage of marks obtained by the candidate in the bachelor's degree would be calculated based on the practice followed by the university / institution from where the candidate has obtained the degree. In case the candidates are awarded grades / CGPA instead of marks, the conversion of grades / CGPA to percentage of marks would be based on the procedure certified by the university / institution from where they have obtained the bachelor's degree.

In case the university / institution does not have any scheme for converting CGPA into equivalent marks, the equivalence would be established by dividing the candidate's CGPA by the maximum possible CGPA and multiplying the result with 100.

IIMs may verify eligibility at various stages of the selection process, the details of which are provided at the website\_www.catiim.in. Applicants should note that the mere fulfillment of minimum eligibility criteria will not ensure consideration for short listing by IIMs. Prospective candidates must maintain a valid and unique email account and a phone number throughout the selection process.

#### **ADMISSION PROCESS:**

Please note that each IIM shortlists candidates for second stage of selection which may be independent of each other. The process may include Written Ability Test (WAT), Group Discussions (GD) and Personal Interviews (PI). Performance in CAT examination is an important component in the admission process. IIMs may use previous academic performance of the candidates, relevant work experience and other similar inputs in short listing and ranking of candidates at various stages of the admission process. The processes, academic cut-offs and the weights allocated to the evaluation parameters may vary across IIMs. For more information you may refer the admissions policies of IIMs from their respective websites

**Test Duration and Pattern:** The CAT generally has two sections. The first section is **Quantitative Ability & Data Interpretation;** the second section is **Verbal Ability & Logical Reasoning.** These two sections will be implemented sequentially with separate time limits. The examination will be 140 minutes. Candidates will have 70 minutes to answer 30 questions within each section which will have an on-screen countdown timer. Within the 70 min provided for the section, candidates can review the answers. Once the time ends for the first section, they will move to the second section and will no longer be able to go back.

A 15-minute tutorial will be provided before the start of the test, and candidates are advised to go through that carefully before starting the main examination. The total duration will be two hours and thirty five minutes including the tutorial. A practice test to provide candidates with a feel of the timed sections, as well as navigation and functionality of the actual test will be made available in the coming weeks. Once again candidates are advised to go though them carefully to familiarise themselves with the screens, layout, and navigation.

At the test venue, each candidate will be seated at a desk with a computer terminal and he/she will be provided with a scratch paper for calculations. After the test, candidate must leave the scratch paper at the desk. Rough work cannot be done on any other paper/sheet, as nothing will be allowed inside the testing room. No breaks will be given during the test.

#### Q. What is XAT?

XAT stands for Xavier Aptitude Test- to get admission to XLRI, candidates have to appear for XAT.

To register for XAT, candidates have to fill the XAT Form that is available online at www.xatonline.net.in. Once the candidate logs on to this site, a full set of instructions will appear. The candidate can obtain his/her ID and password by following these instructions. This ID and password are to be indicated for all the future correspondence with the XAT Office, Jamshedpur.

A candidate may apply for a maximum of three programmes. Those who apply for multiple programmes may be called for multiple interviews and/or group discussions. The selection criteria for different programmes may differ depending on the nature of the programme. XAT

written test will have multiple components and you need to maximize your performance in each of these components. In its pursuit of academic excellence, XLRI actively encourages the students from diverse backgrounds. While preparing the short-listed candidates for the interview, in addition to XAT performance academic ability and the relevant work experience also count while preparing the final list. For candidates who cannot be present physically for the XLRI interviews due to their being out of the country, interviews would be carried out in on-line mode via Internet. XAT has three sections `English Language Ability and Logical Reasoning' (EL), 'Quantitative Ability' (QA) and 'Decision Making' (DM).

#### Q. Which are the institutions that admit student on the basis of XAT score?

There are 16 core member institutes and more than 85 associate institutes located in different parts of the country.

| S.No | Institute's Name  | Place         | Website                       |
|------|---|---------------|-------------------------------|
| 1.   | Acharya School of Management  | Bangalore     | www.acharya.ac.in             |
| 2.   | Andhra Loyola Institute of Management                                     | Vijayawada    | www.andhraloyolacollege.ac.in |
| 3.   | APG Shimla University   | Shimla        | www.apg.edu.in                |
| 4.   | Aryans Business School  | Punjab        | www.aryans.edu.in             |
| 5.   | Asia Pacific Institute of Management                                      | New Delhi     | www.asiapacific.edu           |
| 6.   | Bengal Institute of Business Studies                                      | Kolkata       | www.bibs.co.in                |
| 7.   | Bharatiya Vidya Bhavan's Usha &<br>Lakshmi Mittal Institute of Management | New Delhi     | www.bulmim.ac.in              |
| 8.   | Bhavan's Centre for Communication and Management                          | Bhubaneswar   | www.bvbbhubaneswar.org        |
| 9.   | Birla Institute of Management Technology                                  | Greater Noida | www.bimtech.ac.in             |
| 10.  | BLS Institute of Management   | Mohan Nagar   | www.blsim.org                 |
| 11.  | Deen Dayal Upadhyaya Institute of<br>Management and Higher Studies        | Kanpur        | www.dduinstitute.org          |
| 12.  | Delhi School of Professional Studies and                                  | Delhi         | www.dspsr.in                  |

# Research

| 13. | Desh Bhagat Institute of Management & Computer Sciences | Amloh         | www.deshbhagatinstitutes.com |
|-----|---|---------------|------------------------------|
| 14. | Disha Institute of Management and Technology            | Dist. Raipur  | www.dimatindia.com           |
| 15. | Driems Business School                                  | Cuttack       | www.dbs.ac.in                |
| 16. | Entrepreneurship & Management Process International     | New Delhi     | www.empiindia.com            |
| 17. | Entrepreneurship Development Institute of India (EDI)   | Gandhinagar   | www.ediindia.org             |
| 18. | Faculty of Management Studies, Goa<br>University        | Goa           | www.unigoa.ac.in             |
| 19. | Fortune Institute of International Business             | Delhi         | www.fiib.edu.in              |
| 20. | Gitam Institute of Management                           | Visakhapatnam | www.gitam.edu                |
| 21. | Gitam School of International Business                  | Visakhapatnam | www.gsib.org                 |
| 22. | Globsyn Business School                                 | Kolkata       | www.globsyn.edu.in           |
| 23. | Goa Institute of Management                             | Goa           | www.gim.ac.in                |
| 24. | IBMR - Business Schools                                 | Bangalore     | www.ibmrbschool.org          |
| 25. | IFIM Business School                                    | Bangalore     | www.ifimbschool.com          |
| 26. | IILM College of Management Studies                      | Greater Noida | www.iilmcms.ac.in            |
| 27. | IILM Graduate School of Management                      | Greater Noida | www.iilmgsm.ac.in            |
| 28. | IILM Institute for Higher Education                     | Gurgaon       | www.iilm.edu                 |
| 29. | Indian Institute of Finance                             | Noida         | www.iif.edu                  |
| 30. | Indus Business Academy                                  | Bangalore     | www.iba.ac.in                |
| 31. | Indus World School of Business                          | NCR           | www.iwsb.in                  |
| 32. | Institute for Financial Management and                  | Chennai       | www.ifmr.ac.in               |

# Research

| 33. | Institute for Technology and Management                | Navi Mumbai | www.itm.edu         |
|-----|--|-------------|---------------------|
| 34. | Institute of Business Studies and Research             | Navi Mumbai | www.ibsar.ac.in     |
| 35. | Institute of Management & Information Science          | Bhubaneswar | www.imis.ac.in      |
| 36. | Institute of Science & Management                      | Ranchi      | www.iismr.org       |
| 37. | International Academy of Management & Entrepreneurship | Bangalore   | www.iame.org.in     |
| 38. | International Institute of Business Studies            | Bangalore   | www.iibsonline.com  |
| 39. | International School of Business & Media               | Pune        | www.isbm.ac.in      |
| 40. | International School of Management Excellence          | Bangalore   | www.isme.in         |
| 41. | Invertis Institute of Management Studies               | Bareilly    | www.invertis.org    |
| 42. | ISBR Business School                                   | Bangalore   | www.isbr.in         |
| 43. | Jagran Institute of Communication and Management       | Bhopal      | www.jicm.edu.in     |
| 44. | Jaipuria Institute of Management                       | Indore      | www.jimindore.ac.in |
| 45. | Jaipuria Institute of Management                       | Lucknow     | www.jaipuria.ac.in  |
| 46. | Jaipuria Institute of Management                       | Noida       | www.jimnoida.ac.in  |
| 47. | Jaipuria Institute of Management                       | Jaipur      | www.jimj.ac.in      |
| 48. | Jindal Global Business School                          | Sonipat     | www.jgbs.edu.in     |
| 49. | JK Lakshmipat University                               | Jaipur      | www.jklu.edu.in     |
| 50. | Kejriwal Institute of Management & Development Studies | Ranchi      | www.kimds.in        |
| 51. | Kirloskar Institute of Advanced<br>Management Studies  | Harihar     | www.kiams.ac.in     |

| <b>52</b> . | Kohinoor Business School & CMR                                      | Khandala     | www.kohinoor.ac.in            |
|-------------|---|--------------|-------------------------------|
| 53.         | Krupajal Business School  | Bhubaneswar  | www.krupajalbschool.org       |
| 54.         | Lovely Professional University                                      | Phagwara     | www.lpu.in                    |
| 55.         | Loyola Academy  | Secunderabad | www.loyolaacademy.ac.in       |
| 56.         | Loyola Institute of Business<br>Administration                      | Chennai      | www.liba.edu                  |
| 57.         | Management Education & Research Institute                           | New Delhi    | www.meri.edu.in               |
| 58.         | Mangalvedhekar Institute of Management (MIM)                        | Solapur      | www.mangalvedhekar.org        |
| 59.         | Mar Athanasios College for Advanced Studies (MACFAST)               | Kerala       | www.macfast.org               |
| 60.         | Marian Institute of Health Care<br>Management                       | Panaji       | www.marianinstitute.in        |
| 61.         | MATS Institute of Management and<br>Entrepreneurship                | Bangalore    | www.mats.ac.in                |
| 62.         | MIT School of Business  | Pune         | www.mitsob.com                |
| 63.         | MIT School of Telecom Management                                    | Pune         | www.mitsot.com                |
| 64.         | Mount Carmel Institute of Management                                | Bangalore    | www.mountcarmelinstitute.org  |
| 65.         | MVRR Institute of Business Management                               | Krishna      | www.mvrribmgudlavalleru.ac.in |
| 66.         | National School of Business   | Bangalore    | www.nsbindia.org              |
| 67.         | New Delhi Institute of Management                                   | New Delhi    | ndimdelhi.org                 |
| 68.         | Praxis Business School  | Kolkata      | www.praxis.ac.in              |
| 69.         | Prin. L.N. Welingkar Institute of Management Development & Research | Mumbai       | www.welingkar.org             |
| 70.         | Pune Institute of Business Management                               | Pune         | www.pibm.in                   |
| 71.         | Ravenshaw Management Centre   | Cuttack      | www.ravenshawuniversity.ac.in |
|             |   |              |                               |

| 72.         | Regional College of Management<br>Autonomous                    | Bhubaneswar  | www.rcm.ac.in               |
|-------------|---|--------------|-----------------------------|
| 73.         | S P Jain Institute of Management & Research                     | Mumbai       | www.spjimr.org              |
| 74.         | School of Management Sciences                                   | Varanasi     | www.smsvaranasi.com         |
| <b>75</b> . | School of Management, KIIT University                           | Bhubaneswar  | www.ksom.ac.in              |
| 76.         | SDM Institute for Management<br>Development                     | Mysore       | www.sdmimd.ac.in            |
| 77.         | Shiva Institute of Management Studies                           | Ghaziabad    | www.shivaims.edu.in         |
| 78.         | SIET Institute of Management                                    | Bangalore    | www.bsim.in                 |
| 79.         | Siva Sivani Institute of Management                             | Secunderabad | www.ssim.ac.in              |
| 80.         | Sri Shrada Institute of Indian Management Research              | New Delhi    | www.srisiim.org             |
| 81.         | Sri Sri University  | Bhubaneshwar | www.srisriuniversity.edu.in |
| 82.         | St. Aloysius Institute of Management and Information Technology | Mangalore    | www.staloysics.ac.in        |
| 83.         | St. Berchmans College   | Kerala       | www.sbmba.org               |
| 84.         | St. Francis Institute of Management and Research (SFIMAR)       | Mumbai       | www.sfimar.org              |
| 85.         | St. Joseph's College of Business<br>Administration              | Bangalore    | www.sjcba.edu.in            |
| 86.         | St. Joseph's linstitute of Management                           | Trichy       | www.jiim.ac.in              |
| 87.         | Suryadatta Group of Institutes                                  | Pune         | www.suryadatta.org          |
| 88.         | T A Pai Management Institute                                    | Manipal      | www.tapmi.edu.in            |
| 89.         | Taxila Business School  | Jaipur       | www.taxila.in               |
| 90.         | The National Management School                                  | Chennai      | www.nms.edu.in              |
| 91.         | The School of Business, Alliance<br>University                  | Bangalore    | www.alliance.edu.in         |

| 92.  | Training & Advanced Studies in<br>Management and Communications Ltd<br>(TASMAC) | Pune        | www.tasmac.ac.in/wales  |
|------|---|-------------|-------------------------|
| 93.  | United World School of Business   | Kolkata     | www.unitedworld.in      |
| 94.  | Vanguard Business School  | Bangalore   | www.vanguardbschool.com |
| 95.  | VIT University  | Vellore     | www.vit.ac.in           |
| 96.  | WLC College India   | Noida       | www.wlccollege.org      |
| 97.  | Xavier Institute of Development Action and Studies                              | M.P         | www.xidas.in            |
| 98.  | Xavier Institute of Management  | Bhubaneswar | www.ximb.ac.in          |
| 99.  | Xavier Institute of Management & Entrepreneurship                               | Bangalore   | www.xime.org            |
| 100. | Xavier Institute of Management & Research                                       | Mumbai      | www.ximr.ac.in          |
| 101. | Xavier Institute of Social Service  | Ranchi      | www.xiss.ac.in          |
| 102. | Xavier Labour and Relations Institute   | Jamshedpur  | www.xlri.ac.in          |

#### Q. What is MAT?

MAT stands for Management Aptitude Test and conducted by All India management Association (AIMA) for admission into various management institutions in India. Centre for Management Services (CMS) is the specialized division of AIMA undertaking testing and other management services. The testing services have been in operation since 1988 facilitating academia, industry and governments to screen and select candidates for higher studies, recruitment, promotion, etc. Over hundreds of AICTE approved Institutions & University departments and over lakhs of MBA aspirants having availed AIMA's testing services. MAT is approved by Ministry of HRD, GOI as a National Entrance Test.

# Q. When & how many times MAT is conducted in a year? What qualification & percentage needed for it?

MAT is usually conducted 4 times in a year in February, May, September and December. The minimum qualification for appearing in MAT is graduation in any discipline from any recognized University or equivalent recognized degree. A final year student in any undergraduate (i.e. B.A, B.Sc., B.Com., B.Tech., etc) can also appear provisionally. Usually, there is a minimum percentage requirement in graduation, which is different for different MIs/University. For this refer to the prospectus of the particular MIs/University.

#### Q. What is the mode of test?

Candidate can choose any one of the two options to take the test: Paper Based Test or Computer Based Test.

## Q. What are the test dates and timings of the test?

The Paper Based Test is being conducted on the first Sunday of the February, May, September and December from 1000-1230 hours. Whereas the Computer Based Test is being conducted from Saturday onwards (6 days after the Paper Based Test date) and in different Time slots.

# Q. How many MIs participate in MAT? Do they keep on changing or remain the same? Is there a same admission criterion for each & every Institute? Are they recognized, by AICTE?

The number of participating MI's may vary. The number of MI's keeps on changing from test to test. Admission criteria for every institute are different. All MIs participating in MAT are either AICTE, DEC approved; University affiliated College, University Department. For further information you may contact the MIs/Universities of your choice. The list of various MIs/Universities is available in MAT bulletin along with the admission notification. It may be worthwhile to go through the brochure of the MIs for detailed information.

#### Q. What is the validity of MAT score?

Validity of the MAT score is for that particular session for most MI's is one year.

### Q. What is the last date of submitting filled in MAT Registration Form?

Last date for submission is mentioned in the MAT bulletin. The last date also appears in the notification released by AIMA in various national & regional newspapers.

# Q. Is MAT held all over the country what about a person living abroad? Can he/she apply for it?

MAT is conducted in all major cities in the country and in leading cities abroad. For further clarification, see MAT bulletin or contact our information centre. Test Venues for Paper Based Test and Computer Based Test are different. If the number of candidates registered for Computer Based Test is few/limited, these candidates appears for the paper Based Test on first Sunday of the test month only. One candidate can appear only for one date for the MAT.

#### Q. Is there any difference between Computer Based Test and Paper Based Test?

Computer Based Test means the candidate sits in front of a computer and the questions are presented on the computer monitor and the candidate submits the answers through the use of keyboard or mouse. Each computer is connected to a server, which prepares the question set and delivers it to the candidate on the computer. This is unlike the Paper Based Test, which is generally offered on a single day to all candidates. MAT is offered over a period of time and the candidate can choose the center, the day and time of his/her convenience to take the test. Computer Based Test assumes that the candidate has basic familiarity with use of computers like use of keyboard and mouse operation. It is the responsibility of the candidate to acquire these skills before appearing in the test and AIMA cannot take responsibility for the same. In traditional Paper Based Test, Candidate is supposed to bring Pen, HB-Pencils, Erasers and Sharper with him/her whereas the Question Paper & OMR Answer Sheet is provided at the Test Centre.

# Q. Is there any age bar for it? Any Job experience required to appear in MAT?

There is no age bar. Job experience is not necessary to appear in MAT. Q. What is the nature of MAT test?

It is an objective type test with multiple-choice answers. The test is designed to measure a person's general aptitudes as the following table indicates:

| Section<br>No. | Section                                | No of<br>Questions | Time Suggested (Minutes) |
|----------------|--|--------------------|--------------------------|
| 1.             | Language Comprehension                 | 40                 | 30                       |
| 2.             | Mathematical Skills                    | 40                 | 40                       |
| 3.             | Data Analysis and Sufficiency          | 40                 | 35                       |
| 4.             | Intelligence and Critical<br>Reasoning | 40                 | 30                       |
| 5.             | Indian and Global<br>Environment       | 40                 | 15                       |
|                | Total                                  | 200                | 150                      |

#### What is ATMA?

ATMA is a standard test to assess the aptitude of candidates for Management Education. The test is run by the Association of Indian Management Schools (AIMS), which is a network of over 600 management schools in the country. AIMS represents Indian Management Schools in the international forum and is also associated with many committees of the government or its agencies looking at policies relating to management education. ATMA has nothing to do with the admission process of different management schools, which accept its scores. Candidates who take ATMA do not automatically get considered for admission by the management schools that accept ATMA scores for their admission unless they apply to them directly.

In other words, scores of ATMA test are accessible to those institutions which are members. However, students must fill up applications of institutes where they want to be considered.

#### What is the link between the ATMA and admission process of institutions?

ATMA is a test essentially assessing the aptitude of students for management education. About 200 management institutions accept ATMA scores for their admission processes. However, at specific times of the year, lists of such PIs (Participating Institutes) may go down or up. Please check on the website both lists. Such lists will also be available on ATMA ONLINE portal. It is upto individual management institutes to decide how they will use ATMA scores. Both AIMS and ATMA do not have nor intend to have any information relating to the admission processes of different institutions. This has to be clearly understood. Each student who takes ATMA can

apply to any of the schools, which have announced publicly in newspaper announcements or brochure/website that they accept ATMA scores.

#### What are different subjects on which candidates are tested?

ATMA checks the aptitude of the students for management education through three major elements:

#### 1. Quantitative Skills 2. Analytical Reasoning 3. Verbal Skills

Generally, these are the three areas required to assess the aptitude of a candidate. Other major testing agencies also test students in the same three areas. In ATMA, there are 180 questions, which a student has to answer. It is not really possible even for the best of students to answer all the questions. Exceptions will always be there. If one is unable to answer all the questions, it does not mean that you are not good enough for management education. In each section, the questions focus on different skills considered desirable for admission to good management schools. Reference to the sample of questions given elsewhere in the bulletin or in this website will give you an idea of the kind of questions that are asked in the test.

### What is the validity period of ATMA?

ATMA scores are valid for one year. ATMA Paper-based and ATMA Online are administered a few times during an academic year. However, it is up to the institutions to decide scores of which test administration they will utilize. AIMS does not have any say nor does it intend to have any say in this matter. How ATMA scores are utilized in the selection process is left entirely to the institutes or management schools.

#### If I take ATMA, is admission guaranteed?

ATMA gives you an opportunity to apply to different management schools. Your performance in ATMA will determine your chances of getting admission to the institutes that you are applying to. The ATMA organization will provide you raw scores and may provide you percentiles in each section when appropriate as well as the total score.

### What are the areas where a student needs to focus while preparing for ATMA?

Students should make sure that their fundamentals are clear in each of the three areas in which testing is done. A student with a good record in a good Bachelor's degree should be able to tackle ATMA without much difficulty if s/he has taken objective type tests before. Otherwise S/he can get some practice from any number of tests that are available in the public domain. A student should brush up his English grammar, meaning of words and comprehension, Mathematics and reading of some basic books on logic. S/he can do some IQ tests as well for

practice and speed of response. Progressively, sufficient practice/tests will be added on portal itself for such practice.

## Q. Which are the best Management Institutions in India?

The Top management institutions in India are:

#### 1. Indian Institute of Management, Ahmedabad (IIM A)

Regarded to be the **best of the best business schools in India**, IIM Ahmedabad. offers four programmes in Management. The PGP – Post Graduate Program (equivalent to MBA), the FPM – Fellowship Program in Management(equivalent to Ph.D), the FDP – Faculty Development Program for Management teachers and Trainers and the MDP – Management Development Program – a refresher for middle and top level managers.

### 2. Indian Institute of Management, Calcutta (IIM C)

The oldest of the IIMs, established in Kolkatta, IIM Calcutta is amongst the top three B schools in India. The institute offers three full time programs. The PGDM – Post Graduate Program in Management (equivalent to MBA), the FPM – Fellowship Program in Management, the PGDCM – Post Graduate Diploma in Computer Aided Management. The institute also offer part time PGDBM – Post Graduate Diploma in Business Management for managers with relevant work experience. In addition, MDP – Management Development Programs are held in regular intervals for middle and top level managers.

# 3. <u>Indian Institute of Management, Bangalore (IIM B)</u>

IIM Bangalore offers two year full time PGP – Post Graduate Program in Management (equivalent to MBA) and a FPM – Fellowship Program in Management. Both these programs require the candidate to take CAT. The institute also offers part time non residential PGSM – Post Graduate Program in Software Enterprise Management. There is a separate entrance test for this program. This business school is ranked amongst the top three business schools in the country.

# 4. Indian Institute of Management, Lucknow (IIM L)

IIM Lucknow offers a two year full time residential **PGP** – **Post Graduate Program in Management and a four year FPM program.** Both these programs require a candidate to take CAT. The institute also has an interesting student exchange program where students of this **B-School go to premier B-Schools the world over and do part of their education.** Students and faculty from these internationally reputed B-Schools in turn visit IIM Lucknow. It is ranked amongst the top five B-Schools in India.

#### 5. XLRI - Xavier Labour Research Institute, Jamshedpur

Xavier Labour Research Institute, popularly known as XLRI was established in 1949 at Jamshedpur. The institute offers two courses at the post graduation level in management — a post graduate diploma in Business administration and a post graduate diploma in Personnel Management and Industrial Relations (PMIR). Online version of the brochure is also available.

# 6. ISB – Indian School of Business, Hyderabad

Indian School of Business, Hyderabad is emerging as a preferred choice for MBA aspirants who want to pack in the program into a one year course. As it gradually builds up its permanent faculty base, the ISB has created a unique and sustainable visiting faculty model with some of the world's leading academicians from Wharton, Kellogg, Harvard, Stanford, Chicago, Duke and Texas among others. The school offers a one year Post Graduate Program in Management.

# 7. FMS – Faculty of Management Studies, University of Delhi

FMS is amongst the top 10 B-Schools in the country and probably one of the two attached to a university amongst the top ten. The full time program of FMS started in 1967. Generally the demand for students is very high where most of the times students being placed within a day or two.

### 8. Indian Institute of Management, Indore (IIM I)

The Indian Institute of Management, Indore (IIMI) is the latest addition to the IIM community. IIMI has a two-year post graduate programme emphasizing on Experiential learning, IT orientation, and Social Sensitivity. IIM-I offers the following programs viz., (a) The Post Graduate Programme (PGP), a two year programme (b) Management Development Programme. These are held throughout the year. (c) Faculty Development Programme (FDP) is designed to assist in the development of teachers, researchers, and trainers for management education and (d) Executive Post-Graduate Programme (Exe-PGP) a 18-months programme, designed for working executives.

#### 9. Indian Institute of Management, Calicut (IIM K – Kozhikode)

Established in 1996, The Indian Institute of Management Kozhikode, IIMK is the fifth Indian Institute of Management. Its academic programmes encompass a range of long term full time diploma programmes such as the **Post Graduate Programme in Management**, and a number of short duration executive education programmes. The institute also offers an "Interactive Distance Learning Programme"

#### 10. Jamnalal Bajaj Institute of Management Studies, Mumbai (JBIMS)

The Jamnalal Bajaj Institute of Management Studies, (JBIMS) was established by the University of Bombay in 1965 in collaboration with the Graduate School of Business, Stanford University

with the objective of pioneering and furthering post – graduate management education in India. JBIMS has been ranked in Asia's Top 25 business schools by Asia Inc.

# 11. S. P. Jain Institute of Management Studies, Mumbai (SPJIMR)

The Institute's PGDM programme amongst the best in the country offers the following specialisation in the second year (fourth and fifth trimester). Finance Management, Marketing Management, Information Management and Manufacturing & Operations Management. Core subjects normally focus on the basic aspects relating to a particular area of specialisation. In addition, each participant can take courses from another specialization as a 'Minor Specialization'.

## 12. Shailesh J. Mehta School of Management, IIT Mumbai (Bombay)

The school commenced its operations in 1995 and has been awarding a full time two year masters degree, a doctoral program in management and Executive Education programs in management. One unique feature of the program is that apart from the regular courses on Finance, Accounting, Operations and HR, SJM SOM prepares for technology management with core courses like Technology Policy, R&D Management and Managing technology transfer. To secure an admission, you need to take JMET, the Joint Management Entrance Test.

## 13. Management Development Institute, Gurgaon (MDI)

Amongst the top management institutes in India, MDI offers a two year Post Graduate Program in Management. The curriculum is spread over six terms of about three months each. The core curriculum is spread over four terms with the bulk of it covered in the first three terms. MDI has student exchange arrangements with Aarus School of Business, Denmark, CBPA, USA; Copenhagen Business School, Denmark; EDHEC, France; ESCP-EAP and Sciences Po, France; Leipzig Graduate School of Management, Germany; McGill University, Canada; Norwegian School of Management, Norway; Queensland University of Technology, Bangkok; Solvay Business School, Belgium; Universita Carlo Cattaneo (LIUC), Itlay and Warsaw School of Economics, Poland.

# 14. Narsee Monjee Institute of Management Studies, Mumbai (NMIMS)

NMIMS offers a two-year full-time programme, spread over six trimesters and leading to the degree in Master of Business Administration. Number of seats: 240. Students are admitted to the programme if they meet the required standards of the two stage selection process – Stage I: A written admission test; Stage II: Candidates who qualify at stage 1 will be required to appear for the second stage of selection process like the Group Discussion and Personal Interview.

# 15. Xavier Institute of Management, Bhubaneswar (XIM B)

XIM Bhuvaneswar, offers the following courses: Post Graduate Programme in Management, Executive Post Graduate Programme in Management, Post Graduate Programme in Rural

Management and Fellow Programme Management. The PGP in Management is the flagship programme of the Institute. The courses impart a generalist perspective, in addition to training the students in technical and functional business skills such as accounting, finance, marketing and production.

## 16. Symbiosis Institute of Business Management, Pune (SIBM)

SIBM, Pune offers a Master's Degree in Business Administration – MBA Dual Specialization. Specializations include Marketing, Finance, Human Resource, Manufacturing, and Materials & Logistics Management. A total of 120 students shall be selected for this course.

# 17. <u>Symbiosis Center for Management & Human Resources Development, Pune (SCMHRD)</u>

Please visit the Business School web site to get more information

### 18. Institute of Management & Technology, Ghaziabad (IMT)

Please visit the Business School web site to get more information

### 19. International Management Institute, Delhi (IMI)

Please visit the Business School web site to get more information

#### 20. Bharathidasan Institute of Management, Trichy (BIM)

Please visit the Business School web site to get more information

#### 21. Mudra Institute of Communications, Ahmedabad (MICA)

Please visit the Business School web site to get more information

#### 22. Indian Institute of Foreign Trade, Delhi (IIFT)

Please visit the Business School web site to get more information

#### 23. T. A. Pai Management Institute, Manipal (TAPMI)

Please visit the Business School web site to get more information

#### 24. Loyola Institute of Business Administration, Chennai (LIBA)

Please visit the Business School web site to get more information

#### 25. Institute of Management Development Research, Pune (IMDR)

Please visit the Business School web site to get more information

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