



**11<sup>th</sup> June 2018**

Welcome to ITM Family!

Along with this letter you'll find the following:

1. Steps of Reporting
2. Student Reporting Slip
3. Anti-Ragging Notice
4. Useful Information
5. List of contact persons in ITM
6. Format of Gap Certificate (If Applicable)
7. I-Card Form

Please go through each one of them and familiarize yourself to our systems and procedures. This would ease your induction into the ITM Business School. Should you require any assistance please do not hesitate to approach me.

We wish you a successful and a healthy stay with us during the course of the program.

Regards,

Manager - Course Co-ordination  
ITM, Kharghar



## STEPS OF REPORTING FOR PGDM 2018 – 2020 BATCH STUDENTS

### NOTE:

STEP 1 IS ONLY FOR HOSTELITE STUDENTS

STEP 2 ONWARDS FOR DAY SCHOLARS

### STEP 1

<b>Contact Person</b> Mr. Pawan Singh – Hostel Warden Ms. Anjali Singh – Hostel Warden Ms. Shashikala Naidu – Hostel Warden	Those students who have opted Hostel accommodation should first report to the Hostel Warden
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### STEP 2

<b>Contact Person</b> Mr. Vijay Karvande Mr. Sachin Suryawanshi Ms. Sonali Pawar Ms. Aarti Mailurkar Ms. Darshana Mahadik Ms. Pooja Mane	Day scholars entry point of reporting will be from Step - II Complete all administrative formalities mentioned under the Head Administration
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### STEP - III

<b>Contact Person</b> Mr. Rajendra Kirpane Ms. Pradnya Pathare Ms. Sangita Mhatre	Complete all Accounting procedures in Accounts Department.
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### STEP - IV

<b>Contact Person</b> Mr. Chandrakant Palekar	Complete all formalities pertaining to the issue of books from Library
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### STEP - V

<b>Contact Person</b> Mr. Sandesh Shinde	Complete all formalities pertaining to the issue of I - Card.
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### STEP - VI

<b>Contact Person</b> Professor Rama Devi Mantha- Asstt. Registrar	Meet the Assistant Registrar, who will Verify the Dossier and Certify the I- Card.
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The Registration process ends after STEP VI.



# STUDENTS REPORTING SLIP PGDM 2018-2020 BATCH

Date: \_\_\_\_\_

Name of the Student: \_\_\_\_\_ Remarks: \_\_\_\_\_

1) Hostel Accommodation details: \_\_\_\_\_

## 2) Accounts Department (To be filled by student):

Hostel Warden

Payment of fees R.No. \_\_\_\_\_ Dtd. \_\_\_\_\_ Amount \_\_\_\_\_

R.No. \_\_\_\_\_ Dtd. \_\_\_\_\_ Amount \_\_\_\_\_

R.No. \_\_\_\_\_ Dtd. \_\_\_\_\_ Amount \_\_\_\_\_

## 3) Library:

Accountant

a) Verification of the Dossier: \_\_\_\_\_

b) Issue of Books: \_\_\_\_\_

c) Remarks, if any: \_\_\_\_\_

## 4) ID Card:

Librarian

a) Issue of ID Card: \_\_\_\_\_

Admission Confirmed / Provisional:

Administration Dept.

Remarks: \_\_\_\_\_

\_\_\_\_\_

Date: 11th June 2018

Student Signature



## ANTI-RAGGING NOTICE

All Students are hereby informed that Ragging is a criminal offence vide Maharashtra Prohibition of Ragging Act, 1999 (Mah. XXXIII of 1999) and stringent action will be taken against those who indulge in Ragging activity. In addition to the team of counselors as constituted below, the Anti Ragging squad is posted on each floor in the Administrative block (ITM Campus) & ITM Hostel.

Name of the Official	Designation	Contact No.
Dr. Saritprava Das	Dean	9967014652
Dr. Veni Nair	Assistant Director	9833993611
Prof. Rama Devi Mantha	Assistant Registrar	9833136671
Mr. Nilesh Rai	Senior Administration Manager	8108987300
Mr. Pawan Singh	Hostel Warden	7498790269

If any student gets any information about Ragging activity either inside or outside the Campus or Hostel, they can contact any one of the above squad members so that such activities can be abated. Your co operation is essential for the same.

**Director**



## USEFUL INFORMATION

### HOSPITALS:

<b>Niramaya Hospital</b> Plot No. 5A, Sector – 4, Kharghar, Navi Mumbai - 410210 Ph: 65262121 / 65252121	<b>M.G.M. Hospital</b> Sector 4, C.B.D., Belapur Ph: 27570219
<b>Medicity Hospital</b> Aum Sai Building, Plot No C 23, Kharghar, Navi Mumbai - 410210, Sector No 7, Near King Electronic Sh. Ph: 2274 9916 / 2774 9917 / 2774 9918 / 992035 4371	

### BANKS:

<b>Andhra Bank</b> Vasundhara Building, Shop No. 4,5 & 6, Sector 8, Kharghar, Navi Mumbai.	<b>Bank of India</b> Swarna Bldg., 1st Floor, Plot No. 14, Sector – 7, Kharghar, Navi Mumbai. Ph: 30988504
<b>ICICI Bank</b> A-12B Arti Co-op. Hsg. Society, Ground Floor, Sector 2, Vashi, Navi Mumbai - 400 703 Ph : 27824136	<b>Syndicate Bank</b> Shop No 4/5, Neel Siddhi Arcade, Krupa Coop.Housing Society Plot No. E/1A, Sector 12, opp Kendriya Vihar, Kharghar, Navi Mumbai. Ph: 27564022/9324535547

### NEAREST POST OFFICES:

<b>Kharghar Post Office</b> Near Hasmukh Bhavan, Behind ITM, Sector 4, Kharghar, Navi Mumbai.	<b>Belapur Post Office</b> Konkan Bhavan, CBD Belapur, Navi Mumbai.
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### POLICE STATION:

Sector – 12, Kharghar, Navi Mumbai (Beside Medicity Hospital).



## LIST OF CONTACT PERSONS IN ITM

Department	Name of the Person	Location
Emergency Contact for Hostelite students	For Girls: Ms. Anjali Singh	Hostel Office
	For Boys: Mr. Pawan Kumar Singh	
Academics / Examinations	Prof. Rama Devi Mantha	Ground Floor
General Administrative issues	Mr. Nilesh Rai	Ground Floor
Academic Contact	Ms. Dorothy D'Souza	2nd Floor, Department of Academic Administration
Railway Concession Forms	Ms. Sonali Pawar	2nd Floor, Department of Academic Administration
Personal Letters / Couriers	Ms. Lilly Trott	Ground Floor
Grade Sheets	Mr. Kishore Bhoir/Mr. Tushar D / Mr. Prasad D	Ground Floor
Library	Mr. Chandrakant Palekar / Mr. Nitesh Ethape	Third Floor
ID Cards & Medical Insurance	Mr. Sandesh Shinde	Ground Floor
System Labs	Mr. Anand Vardharn / Mr. Ali Hasnain / Mr. Jay Patil	3rd Floor (Classroom wing)
Accounts Dept	Mr. Rajendra Kirpane	Ground Floor
Bus Service (for Hostelite students)	Mr. Pawan Singh	Hostel Office
Submission of Documents	Mr. Vijay Karvande	2nd Floor, Department of Academic Administration
ITM Uniforms	Mr. Niranjana Biswas / Mr. Maruti Patil	Basement area
Ragging Complaints	The list of Anti Ragging committee is enclosed with this set of documents as well as notified on the Notice Boards	
Time Table	On the Notice Board	2nd Floor, Academic Administration office



## FORMAT OF THE GAP CERTIFICATE

I, \_\_\_\_\_,  
resident of (permanent address) \_\_\_\_\_

\_\_\_\_\_ and a student of PGDM (IB/HR/RMM/FM/Marketing/Finance/IT/OM) Batch 2018-2010 - undertake that there was a gap of \_\_\_\_\_ year / years between the academic year / years of my Graduation, due to (mention reason/s) \_\_\_\_\_

Signature of the student

Date

Place



## ID CARD FORMAT

(NOTE : FILL THIS FORM IN CAPITAL LETTERS)

Name Of The Student	
Course & Period of Course	
Roll No.	
Father's Name & Mobile No	
Mothers Name & Mobile No	
Blood Group	
Date of Birth	
Present Address (Local Guardian)	
Permanent Address	
Passport Size Photo Only	MOBILE No. (Local):
	SIGNATURE