



Dear Applicant:

RECRUITMENT OF FACULTY FOR THE ASSAM INSTITUTE OF MANAGEMENT

We are very happy to note your interest in our organization. In the website of the institute, you would get all the details about the institute. However, we give below some more information that would be helpful to you. The formal Application form is also included at the end. You are requested to download the Application form and fill it in your own hand-writing. In addition, please note:

- 1) The posts are Reserved for either ST(P) or OBC/MOBC Candidates only. Hence only ST(P) or OBC/MOBC candidates should apply.
- 2) Self-Attested copies of certificates, testimonials and other documents should be enclosed where considered necessary.
- 3) The Institute would pay First Class/2nd Class 2 tier AC Return Rail Fare for applicants called for interview from *outside the North Eastern States*.
- 4) The filled-in application must reach us by 8th June, 2011. Please sign each page of the Application Form.
- 5) Please ensure that you provide all the information you may feel relevant for considering your application. Preliminary short-listing of applicants would be done on the basis of the information given in the Application Form. In case you have any additional but relevant information to give or if you have any minimum expectations to be considered by us, please mention the same in a separate sheet of paper.
- 6) We may have the Interview in July 2011.

We once again thank you for your interest in our organisation.

Shantikam Hazarika
Director

REQUIREMENT OF FACULTY FOR THE ASSAM INSTITUTE OF MANAGEMENT

The Assam Institute of Management has approvals for eleven full-time faculty members. The posts are sanctioned numerically and the Selection Committee decides on the suitability of potential incumbents and places them in an appropriate designation/scale.

The Institute offers UGC scales of pay to its faculty.

The institute is immediately looking for filling up TWO faculty vacancies in **HR & Operations** areas who can contribute to the institute's drive towards professional excellence, social relevance and academic brilliance.

Eligibility: Applicants *must be at least* AICTE approved PGDBMs or MBAs under the semester/trimester system. They should have specialized and should have done considerable work or made contributions in their specific areas. Those with PhDs (or equivalent) or in the final stage of their doctoral research or having at least five years of post-qualification work experience and having an academic bent of mind may be given preference. A uniformly good academic career is a MUST. It is also expected that the applicants would be computer savvy.

Job Requirement: The workload at the AIM would be quite heavy and multidimensional. Apart from teaching PGDBM courses, the faculty will have to contribute to the institute's numerous Management Development Programmes, engage in research and consultancy works and undertake project works that come to the institute from different agencies. In addition, the faculty members also organise extra-curricular activities for students, assist in the institute administrative works and counsel students.

Faculty members are encouraged to take part in national and International Seminars and Workshops and contribute papers and articles of depth to research journals.

Due to its professionalism and high work ethic, the institute has been able to gain the trust of the Government, State and Central, as well as other organisations. Thus, there are often demands on the institute from these quarters where objectivity, transparency and credibility are the primary concerns. Many of the demands on the institute may not be exactly academic in nature, but the institute faculty accepts such assignments to gain insights and develop their own versatility which enrich their teaching acumen.

About the Assam Institute of Management (AIM)

GENESIS: It has been universally accepted that the present age is the age of Management. Every entity requires managers to manage its Resources; whether the entity is a nation, a region, a state, a corporate body, an institution or an organisation. The Resources may be human, material, finance or even knowledge. The future growth and sustainability of an entity would, therefore, depend upon the professionalism of the managers of the entity. Management has emerged as the most prized professional qualification sought by today's youths. The proliferation of management institutes in the country is a proof of this.

Paucity of adequately trained managerial personnel has been identified as a major contributory factor to the general underdevelopment, and specifically to the slow rate of industrialization, of the North Eastern Region of the Indian sub-continent. The lack of professionalism prevailing in the region is often the content of most sermons doled out to the region. Accepting this gap as a thrust area for development and infrastructure building, the Government of Assam has sponsored the

Assam Institute of Management (AIM); the only autonomous management institute in the country to be sponsored by a State Government.

AIM BACKGROUND: AIM was incorporated by the Government of Assam in 1988, under the name of Assam Institute of Management & Accountancy. The name was changed to Assam Institute of Management in 1993 to reflect its overall mission of facilitating development and professionalisation of management. In 1994, it obtained approval of the AICTE to

start its two-year full-time and three-year part-time Post Graduate Diploma in Business Management courses. So far, seventeen batches of students have graduated from the institute and have been placed in some of the most reputed organisations in the country.

In the North East, AIM is probably the only institute to provide high quality management education. Prof. MB Athreya, a leading management consultant, has stated that *'every state in India should have an institute like the Assam Institute of Management'*. An institute of management, for its true worth, needs to carry four activities simultaneously: teaching, consultancy, training and research. AIM is one of the few institutes in the country engaged in the pursuit of all the four activities.

Academic thrust: The institute's mainstay is its two-year full-time Post Graduate Diploma in Business Management (PGDBM) programme. This programme is designed to prepare competent young men and women for careers in management and allied fields in the corporate sector and in public systems. AIM's programmes emphasize self-development and communications skills of participants to mould an executive personality. In addition, group learning, case method, hands-on computer experience, exposure to work-like situations, and interactions with eminent practitioners are basic characteristics of the PGDBM programme.

The main features of the AIM PGDBM programme are as follows:-

- **Trimester system of education:** This is in line with the system followed in institutes like the IIMs at Ahmedabad, Calcutta or Bangalore. Such a system makes it possible to broaden the course contents and introduce more innovative and contemporary courses.
- **Strict adherence to a time-bound Academic Calendar:** At the beginning of academic year, each student is given a printed academic calendar where the dates of end term tests, mid term tests, holidays and any other student related activities are clearly specified. Students are required to scrupulously adhere to the calendar and plan their schedules accordingly.
- **Unfailing compliance to norms of the All India Council for Technical Education (AICTE):** AIM is very conscious about complying with AICTE norms, in terms of course content, minimum contact sessions, programme structure and evaluation guidelines.
- **Compulsory and comprehensive computer education:** The institute has a fully functional computer laboratory with LAN and multimedia access. Computer literacy is a must in AIM. Students are allowed considerable freedom regarding access to the institutes' computer facilities.
- **Strong inputs of case studies and other real life inputs:** In line with the trends in the premier" management institutes, AIM also lays emphasis on the case method of learning. However, keeping the background of the students in mind, AIM ensures an adequate balance between cases, lectures, assignments, field studies and project works.
- **Continuous stress on participants' self-development and improvement of their communications abilities:** AIM believes that students of the NE require personal skill development so that they can compete with graduates of other leading management institutes. Accordingly, AIM spends considerable time and effort in developing the communication and presentation skills of its students. The students are required to organise events, attend mock interviews etc, so that their individual skills are developed.
- **Continuous evaluation and feedback:** Unlike the conventional methods of evaluation, in AIM evaluation is done on a continuous basis. Apart from midterm and end-term examinations, the students are evaluated on the basis of their class performance, presentations, class assignments, quizzes, projects etc. The students are also given regular feedback about their performances and whenever required, necessary counseling is provided.
- **Inclusion of human values and ethics, exposure to Yogasana:** AIM was one of the pioneering institutes in India that integrated values and ethics to the learning process. The students are required to visit the Vivekananda Kendra at Guwahati where they are given inputs on spiritualism and Yoga. Spiritual leaders like Swami Mitranandji of the Chinmoyee mission have enriched AIM's students through their learned discourses and sharing of wisdom.
- **State-of-the-art syllabus, which is continuously upgraded:** The institute interacts with leading management educators and also industry leaders to find out industrial requirements and contemporary management trends. On the basis of its information, the institute regularly revises its syllabus and makes it as contemporary as possible.
- **Regular interactions with industry through industrial visits, guest lectures etc:** To augment the learning process, the students are taken on industrial visits where they interact with field personnel to get a realistic input into corporate lives.

The institute also gets frequent guest speakers from industry, academia and bureaucracy to talk and interact with the students.

- **Heavy and continuous workloads, with limited number of holidays:** One thing, which many dislike about the AIM, is its work pressure. From day one, the students are under pressure. The students are required to follow the academic calendar meticulously. The learning workload is very heavy and students are expected to study at least for four hours everyday. Evaluation is done on a continuous basis. The institute has fewer holidays than others. Classes are also often held on holidays. Thus the responsibility on the faculty is tremendous.

ACADEMIC ACTIVITIES: Most of the subjects taught have a significant project-work component, which ensures a practical orientation from an early stage. The primary aim is to train participants for collaboration and teamwork through developing human relations skills, attitudes and values, which elicit a commitment towards excellence, along with an awareness of their social and ethical responsibilities. It is hoped that these future managers will become a powerful force for socioeconomic change and progress. The participants are selected through a rigorous 4-stage process, starting with an All India entrance test, conducted by the Association of Indian Management Schools (AIMS). Only those participants are admitted who are found up to the mark.

Sixteen batches have already graduated; an indicator of the course's success is the six figures annual starting salary achieved by the participants. Yet another is the list of corporate recruiters, which reads like a Who's Who of Indian industry - many of them also go to the premier Institutes for placement.

All participants are exposed to intensive inputs on Written and Oral Communications, as also Managerial Analysis and Effectiveness. In the second year of the programme, AIM exposes the participants to advanced courses in FOUR functional fields, as also emerging areas of management concern such as Energy and Environment Management, Ethics, and Non-Corporate Management, etc. These provide the supports on which the general management courses and specialization are based, which are rounded up by an integrative Grand Project at the end.

Research: Research is a constant endeavour in the AIM. Most of its faculty has obtained their PhDs after joining the institute. One of its faculty had the distinction of getting the Best Research Paper Award in the competition organised by the Association of Indian Management Schools (AIMS) held at IIM Bangalore. Many of the AIM Research projects are in non-conventional areas, being attempted for the first time in the region.

Consultancy: Consultancy has been the forte of the AIM. AIM prepared the Developmental Action Plan for the BTAD at the time of its formation. It evaluated and monitored the World Bank aided ARIASP Project in Assam. Recently it drew up a Strategy for development of Rural Sports in Assam. It has also provided consultancies to private organisations belonging to the Health, Entertainment, Retail and allied sectors. AIM did the rejuvenation studies for the Assam State Transport Corporation, Gauhati Stock Exchange and the MSME Sector in Assam.

Training: The institute has so far conducted more than 250 training programmes. It is currently organising a Developmental programme meant for Honourable Judges under the Hon'ble Gauhati High Court. Organizations that have taken help of the AIM for training of their personnel in the past include:

Tata Tea Limited, L & T limited, Vinay Cements Ltd, Wolkhardt's Limited, Nicholas Piramal, Baidyanath Ayurvedic, International Hospital Controller of Defence Accounts, Bureau of Police Research & Development, Airport Authority of India, Assam Police. Indian Airlines, Oil India Limited, BSNL, Bongaigaon Refinery, Geological Survey of India, India Post Assam Gas Company, AMTRON, Department of Public Enterprises, Assam.

Project Work: Recently the Assam Government entrusted the institute with the task of recruiting more than 300 Junior Administrative Assistants for the Secretariat Administrative department. The task was accomplished in time with record effectiveness. Now the institute is engaged in recruitment for other Government departments and central organisations. It is also undertaking impact assessment studies for the Education and Finance Departments of Assam.

MANDATE:

The aims and objects of the Assam Institute of Management were formulated mainly to cater to the entire North East region.

They are explicitly stated as follows:

- To provide for high quality management education for the youths of the NE region of India;
- To provide training in various fields of management;
- To provide organizational problem-solving and assist organizations to perform better;
- To carry out conceptual and applied research in fields relevant to the development of the NE region and
- To interact with industries and other institutions to further the management movement and thus facilitate the development of the NE region.

NETWORKING:

AIM faculty delivers guest lectures in programmes run by sister organizations such as Gauhati University, AASC, IIBM, NIRD, IIE, etc. in the region. AIM maintains close, cordial and mutually supportive academic, fraternal and operational links with apex organizations such as All India Management Association (AIMA) and Association of Indian Management Schools (AIMS), as also autonomous and university management schools throughout the country.

The institute's accounts are audited by an independent chartered accountant every year and the audited accounts, after being approved by the Governing Body and the General Body, are passed on to the appropriate authoritative. The institute's accounts have also been audited by the Controller and Auditor General (CAG) as well as the Local audit of the State Government.

Within a short period of time, the Assam institute of Management has been able to establish itself as a significant institute of management in the North East region. By designing itself specifically to the NE region's needs, the institute has molded the youths of the region in such a manner that they now can compete with their counterparts from the leading institutes of the country. In addition, in spite of very limited resources, the institute has carried out activities like research, management development and training, which are regarded as integral part of any management development institutes.