

AIMS Test for Management Admissions For PGDM/MBA/MCA*ADMISSIONS 2018-20

One of the six national tests recognized by AICTE and MHRD, GoI and also confirmed as such by Supreme Court of India. It is a Quality Test for Institutions of Eminence.

AIMS, the Association of Indian Management Schools, which has a membership of 740 top postgraduate management schools, administers the ATMA (AIMS Test for Management Admissions) for selection to MBA, PGDM, PGDBA, MCA* (subject to local Regulations) and other postgraduate management courses and the scores are accepted by about 200 high ranking institutions across India.

Test Timings: 2 pm to 5 pm pm

For the list of participating institutions, test centers, and online registration, please visit our website www.atmaaims.com.

Reporting time: 1

••••	
S No	Date of Test
1.	23rd December 2018
2.	17th February 2019
3.	26th May 2019
4.	23rd June 2019
5.	28th July 2019

ONLINE TESTS SCHEDU	JLE
---------------------	-----

Application fee: Rs.1100/- Plus 18% GST, i.e., Rs.1100+198=1298/- (Rupees Twelve Hundred and Ninety Eight only).

Mode of Payment: There is only one option available to the candidates for making Payment, i.e., through debit/credit card (Payment Gateway).

For Correspondence:

AIMS TEST FOR MANAGEMENT ADMISSION (ATMA) Ms Rupinder Kaur Chandiok ATMA National Coordinator Pune Office: Flat No. B–5, Ashiyana Triveni Co-op Housing Society Bhau Patil Road, Bopodi Pune – 411 020 Email: <u>atmacommunications@gmail.com</u> Mobile: 9607404869, Website: <u>www.atmaaims.com</u> (or) Association of Indian Management Schools Head Office: DNo: 6-3-668/10/76, First Floor Near Sri Kalyana Venkateshwara Temple Durga Nagar Colony, Punjagutta, Hyderabad – 500 082 Email: atma.secretariat@gmail.com Website: www.aims.org.in

1.0 ABOUT ATMA

The AIMS Test for Management Admissions (ATMA) is meant for admissions to the Post-graduate programmes in Management (e.g. PGDM, PGDBA, MBA, MCM*, MCA* also subject to regulations of local university) etc., offered by various Institutions / Universities. The procedure for registering for the Test and the Test Administration are also described below.

- 1.1 The Association of Indian Management Schools (AIMS), established in 1988, is one of the largest networks of management institutions in the world, with over 740 members including IIMs, ISB, Xavier Institutes, Welingkar, MDI, S P Jain, ICFAI, NMIMS and other top Indian business schools. ATMA was launched in 2000 to meet the expressed desire of AIMS members for a high quality test, the scores of which would be used in the admission process as a reliable predictor of academic performance in post graduate management programmes. ATMA is a credible, comprehensive and single-window test for admissions to different post- graduate management programmes. The first Test was conducted on Sunday, 20th February, 2000, at several centres in India. The ATMA test is conducted 5 times per year.
- 1.2 ATMA seeks to become a benchmark test in the world of management education. It focuses on the student. ATMA does not require any specific prior knowledge of business or other subject areas nor does it seek to measure achievement in any particular subject area. The Test is designed to assess the aptitude of the student for higher management education and primarily consists of sections on verbal, quantitative and analytical reasoning skills. Specific instructions will be given to the candidates for online tests. Questions are of objective type. The Sample Tests available on www.atmaaims.com give a broad idea about the nature of the Test and the mock tests provide an opportunity for practice.
- 1.3 Normally, ATMA is conducted in the following Test centres:

Ahmedabad (Gandhinagar), Amravati (Maharashtra), Aurangabad (Maharashtra), Beed, Bengaluru, Bhubaneshwar, Bilaspur (Chhattisgarh), Chandrapur, Chennai, Coimbatore, Delhi NCR, Hyderabad / Secunderabad, Indore, Jaipur, Jalgaon, Kolhapur, Kolkata, Lucknow, Mumbai - Navi Mumbai - Thane, Nagpur, Nanded, Nashik, Patna, Pune, Raipur, Ranchi, Solapur.

Test centres may be cancelled, combined or changed depending on the number of candidates in specific centre(s) or new centre(s) added to the above list.

Similarly, option is available to the candidate to <u>choose two test centre cities</u> according to their choice, so that, in case the first centre is not available, the second centre gets included in the admit card automatically.

Change of test centre is not allowed, except for valid reasons in exceptional cases where the request for change is made prior to close of Registration date, subject to availability of seats and the approval of test administrator.

1.4 IMPORTANT DATES IN ATMA SCHEDULE

The schedules for each test will be announced on the website, a few days after the previous test.

- 1.5 Familiarity with aptitude tests, diligence and regular preparation can improve the speed. AIMS does not recommend any particular preparatory course or training for ATMA, though these may be effective in varying degrees. Reviewing the Sample Tests/Mock Tests given on the website is likely to help the candidates.
- 2.0 HOW TO APPLY FOR ATMA?
- 2.1 The Payment is accepted from the candidates as per the dates of Payment/Registration announced on the website.
- 2.2 The Registration Fee for ATMA is of Rs.1298/- (Rupees One Thousand Two Hundred Ninety Eight only) inclusive of GST @ 18% and you can pay using your Credit or Debit Card only.
- 2.3 The candidate should fill ONLY his/her details like Full name, Correct Email ID, Mobile Number and Date of Birth in the Online Fee Payment form. (Important: You should write correct Email ID and Date of Birth).
- 2.4 After successful registration for the test, the candidate should take one printouts of the filled-in Application (Registration Form). You will receive an autogenerated mail to your email address which has the login credentials for the candidate i.e. username and password.
- 2.5 By using her/his login credentials, s/he can print the filled in registration form or admit card or test result. Hard copy of the test result will not be sent unless otherwise specifically requested for.
- 2.6 Candidates are responsible for the accuracy of the information provided in the Form.
- 2.7 REGISTRATION FEE, ONCE PAID, IS NOT REFUNDABLE OR TRANSFERABLE TO OTHER TESTS UNDER ANY CIRCUMSTANCES.
- 2.8 For any inquiry, candidates may email their query to ATMA Secretariat (atmacommunications@gmail.com) stating their PID and Test Date.



Specimen Online Fee Payment Form

Fill all the	details very carefully
Fee concess	sion-Select if Applicable
INDIVIDUAL	
First Name	Middle name Last name
Date of Birth	(DD/MM/YYYY)
Name of the	City
Mobile Num	ber
Email ID	
Confirm Ema	ail ID
PROCEE	CI FOR FEES PAYMENT RESET

Fee Payment through Debit / Credit Card

https://atmaaims.com/onlinefeepay.aspx

- 2.9 After successfully paying the fee through debit/credit card, you will receive a PID (Personal Identification Number) to your email id from ATMA through autogenerated mail.
- 2.10 Follow the instructions given in the mail. You have to click on the <u>registration link</u> to register for the ATMA Test using the Personal Identification Number (PID) of the candidate.

3.0 TEST ADMINISTRATION

- 3.1 ATMA will be administered in the premises of colleges/institutes/schools or their computer labs, etc. The address of the Test Venue is given on the Admit Card.
- 3.2 You are required to carrythe following documents to the test centre at the time of the examination.
 - a. Original Photo ID proof Issued by Government of India Original Aadhar Card/PAN Card/Voter's Card/Permanent Driving License. Ration Card and Learner's Driving License will <u>not be</u> accepted as valid id proof.
 - b. <u>1 clear black and white photocopy of ID Proof</u>
 - c. <u>2 clear black and white copies of Admit card</u> along with One original recent passport size photo affixed on each of them. Admit Card is valid when the photograph of the candidate is pasted on it and a Photo ID proof Issued by Government of India (Aadhar Card, Voter Id, Pan Card, Driving License) in ORIGINAL and a black and white Photo Copy of the same, are produced at the test centre. Candidates should affix a photograph which should match with the uploaded photograph on the admit card.
 - d. <u>1 Black and white copy of the Registration form.</u>
 - e. In case of married candidates who have changed their name will be allowed to appear for the Test ONLY IF they produce the Original Gazette notification
 - / their Original marriage certificate and / or an affidavit.
 - f. IF ANY OF THE ABOVE MENTIONED DOCUMENTS IS NOT PRODUCED AT THE TEST CENTRE, PLEASE NOTE THAT THE <u>CANDIDATE WILL NOT BE PERMITTED TO APPEAR FOR THE ATMA</u> <u>TEST.</u>
- 3.3 Report to the Test Venue with your above documents, 1 hour before commencement of the Test.
- 3.4 Take your assigned seat in the Test Lab. Change of computer is not permitted without the permission of the Test Supervisor.
- 3.5 Instructions for Online Exam should be followed as directed in the Admit Card. Familiarity with use of computers and internet will be required.

4.0 NATURE OF THE TEST ANDMARKING

The Test contains 180 Questions spread over six sections. Each section in the Online Test need not be attempted in the serial order. Total time of the Test is 3 hours. The questions cover Analytical Reasoning, Quantitative, and Verbal skills.

Structure Of Online ATMA Test									
Section	Context related to	No. of	Time						
		Questions	allotted						
I	Analytical Reasoning	30	30 Min						
II	Verbal Skills	30	30 Min						
III	Quantitative Skills	30	30 Min						
IV	Analytical Reasoning	30	30 Min						
V	Verbal Skills	30	30 Min						
VI	Quantitative Skills	30	30 Min						
	Total	180	180 Min						

(In the Actual Test the same sequence as shown in the Table above may not be followed)

- 4.2 Each multiple-choice question is followed by four answers numbered 1, 2, 3 and 4. You have to choose the correct or best answer from these four choices and click the right answer in the Online Test.
- 4.3 The questions in this Test are numbered serially starting at 1 and ending at 180. Start answering from the first question of each section and proceed sequentially.
- 4.4 Clear familiarity with the directions and questions is necessary. It is important to read the directions for each set of questions carefully.
- 4.5 Time should be allotted wisely within the limits given. On an average, there will be one minute available for each question and thirty minutes per each section.
- 4.6 ATMA has been designed as a standard, benchmark Test with high quality and academic precision. ATMA scores are useful in determining a candidate's relative position in the whole test population. A candidate is not expected to answer all questions within the specified time frame. You are advised to proceed through the Test at an even pace, skipping the more difficult questions, wherever necessary. You may return to the unanswered questions any time and click the right answer.
- 4.7 All the necessary instructions and guidelines will be given with the question paper for Online Test.

- 4.8 **Scoring:** For each correct or best answer, you will get a score of one. For any question not answered, a zero score will be given. A negative score will be given for a wrong or incorrect answer. For each wrong or incorrect answer, 0.25 point will be deducted. Thus, for four incorrectly answered questions, one mark will be subtracted from the total score.
- 4.9 **Discipline at the Test Centre:** Candidates must follow the instructions of the Test Supervisors in the computer lab. Violation of the instructions or any unethical practices will disqualify the candidate. The decision of the Supervisor in this regard will be final. Maintain the discipline and decorum of the test centre. Always follow the instructions of the Test Supervisors.
- 4.10 Books, notepapers, calculators, slide-rules, mobile phones and other electronic devices are not permissible.
- 4.11 Giving / seeking / receiving help in any manner during the Test is prohibited.
- 4.12 You should remain in your seat during the Test. You may leave your computer only with the permission of the Invigilator / Test Supervisor.
- 4.13 A candidate's score will be cancelled by the office of ATMA, if any misconduct or unfair practice by the candidate is detected.
- 4.14 A candidate, whose result is cancelled, will not receive her/his score.

5.0 REPORTING AND USE OF ATMA SCORES

5.1 ATMA Scores will have to be downloaded from <u>www.atmaaims.com</u> by using the login id and password sent by email to the candidate. <u>No hard copy will be issued unless otherwise specifically requested for.</u>

		A	TMA SCC	RE REPO	ORT		
	Name:						
	Address:						
	Roll No.:						
	Test Date:			~			
Quantita	tive Skills	Verba	l Skills	Analytical	Reasoning		
Scaled Score out of 100 Percentile		Scaled Score out of 100 Percentile		Scaled Score out of 100 Percentile		Total Scaled Score out of 800	Overall Percentile
	<u> </u>		or admission alidation Key:	s in the Yea	 r:	<u> </u>	
							Y. Patil man, ATMA

Specimen ATMA Score Report

5.2 ATMA score report for each candidate will contain four scores: viz quantitative, verbal, analytical and total.

These scores are based on raw scores of each candidate and are statistically scaled with reference to the entire Test population. The first three scores measure different constructs and are neither comparable nor can be added to each other. The scores can be easily interpreted, compared in each construct category and used for specific purposes. <u>ATMA scores cannot be compared directly or indirectly to other similar Test scores</u>.

- 5.3 In addition to the scaled scores, the Score Report will also contain percentage below the data. These percentiles indicate the percentage of candidates in the entire ATMA Testing population, who have scored below the candidate in that category. For example, if a candidate's score sheet indicates 53%, it means that 53 percent of test candidates scored below her/him. Thus, the percentile score ranks an applicant to a management programme, in relation to other applicants, who have taken the Test.
- 5.4 ATMA scores in the Test taken on a particular date are valid to be used by the management institutions for admissions in the next academic year only.
- 5.5 ATMA has so far been accepted by a number of Management Institutions, as one essential admission criterion in their post-graduate programmes in Management. Institute names and their detailed address with code numbers and details of the programmes offered are given on the website.

- 5.6 These Institutions have the exclusive authority to decide on admissions to their programmes. ATMA or AIMS has no role in their admission decisions. **ATMA scores will be available in the candidate login, five days after the Test date.**
- 5.7 While registering Online, each candidate can indicate five institutions with correct code numbers from the list given on the website, to which s/he wants ATMA scores to be sent without any additional charge. <u>A</u> candidate is also required to verify the institution(s) recognition by AICTE or affiliation to a University and other credentials before identifying the <u>institution(s) for admission. An institution(s) acceptance of ATMA scores and its inclusion in the list of Participating Institutes is not an indication that the institute has the required recognition/affiliation for conduct of the programmes announced by it.</u>
- 5.8 For additional reporting of the Test score, the candidate should write to the ATMA Office directly indicating the institutions to which her/his scores should be sent, with a fee of Rs.100/- (by Demand Draft) per Institution applied for. The ATMA Office will send these scores within a week of the receipt of the payment. For additional reporting, fill in the form in Annexure VI and send it to the ATMA Office with the requisite fees. It is the candidate's responsibility to apply directly to the Institution of her/his choice for admissions separately.
- 5.9 The ATMA Office will only forward the scores to the Institutions, designated by the students. Students are expected to apply directly to the various Institutions for their Admission Bulletins and Application Forms, within the deadlines for admissions to each Institution.

6.0 FOR CANDIDATES

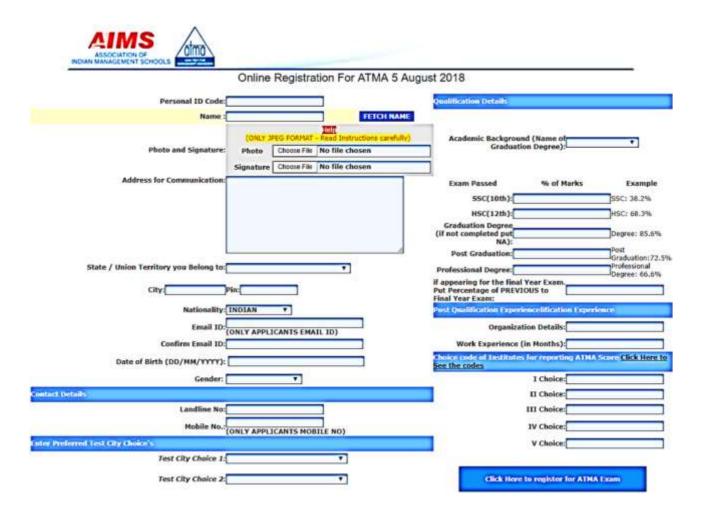
- 6.1 What candidates should remember:
 - 1. Candidates are advised to keep two photocopies of the duly completed registration form for their future reference.
 - 2. Candidates can download their Admit cards from the ATMA website www.atmaaims.com three days in advance of the Test.
 - 3. Candidates can indicate FIVE INSTITUTIONS to which s/he wants ATMA scores to be sent without any additional charge. For additional reporting of scores to more than five institutions, candidates are advised to read the instructions given above at 5.8.
 - For any enquiry, candidates may write to the ATMA Secretariat at Pune, or email to <u>atmacommunications@gmail.com</u> stating their PID / Roll Number and Test Date.
 - 5. If any misconduct or unfair practice by a candidate is detected, directly or indirectly by any of the several available means, the candidate's score will be cancelled.

- 6.2 Please note that ATMA has been accepted by the Ministry of HRD, Government of India and AICTE as one of the six tests for admissions to the MBA and similar programmes at the postgraduate level by AICTE-recognized Institutions.
- 6.3 Management Institutions who do not participate in ATMA, but accept ATMA scores directly from the students without authentication by ATMA Office do so at their own risk and responsibility.
- 6.4 Directorates of Technical Education/Departments of Higher Education of State Governments are required to seek officially the results of the candidates opting for the Management Institutions of the state from the Office of ATMA directly.

For updates, please visit the ATMA website www.atmaaims.com regularly.

Annexure - I

SPECIMEN REGISTRATION FORM FOR ATMA



Specimen Admit Card

BRING TWO BLACK AND WHITE PRINTOUTS OF THIS PAGE TO THE TEST CENTRE



ADMIT CARD FOR ONLINE TEST ASSOCIATION OF INDIAN MANAGEMENT SCHOOLS (AIMS)

ATMA (AIMS TEST FOR MANGEMENT ADMISSIONS), 05 August, 2018 ROLL NO: PID: PASSWORD APPLICANTS NAME AND ADDRESS: Candidate's Photo will be PASTE YOUR PHOTOGRAPH displayed HERE VENUE ADDRESS: here Exam Venue address will be displayed here INSTRUCTIONS: 1. Online test Timing: .02:00PM to 05:00PM 2. Candidates HAVE to report BEFORE 01:00 PM at the ATMA Test centre. 3. ATMA Test Centre gates WILL CLOSE AT 1.00 pm. LATE COMERS WILL NOT BE ALLOWED TO ENTER THE TEST CENTRE AND APPEAR FOR THE TEST. 4. Candidates have to carry following documents to the ATMA test centre a. Original Photo ID proof Issued by Government of India - Original Aadhar Card/PAN Card/Voter's Card/Permanent Driving License. Ration Card and Learner's Driving License will not be accepted as valid id proof. b. 1 clear black and white photocopy of ID Proof c. c. 2 clear black and white copies of Admit card along with One original recent passport size photo affixed on each of them. Admit Card is valid when the photograph of the candidate is pasted on it and a Photo ID proof Issued by Government of India (Aadhar Card, Voter Id, Pan Card, Driving Licence) in ORIGINAL and a colour Photo Copy of the same, are produced at the test centre. Candidates should affix a photograph which should match with the uploaded photograph on the admit card. d. 1 Black and white copy of the Registration form. e. In case of married candidates who have changed their name will be allowed to appear for the Test ONLY IF they produce the Original Gazette notification / their marriage certificate and / or an affidavit. f. IF ANY OF THE ABOVE MENTIONED DOCUMENTS IS NOT PRODUCED AT THE TEST CENTRE, PLEASE NOTE THAT THE CANDIDATE WILL NOT BE PERMITTED TO APPEAR FOR THE ATMA TEST. 5. Candidates should not carry a Mobile Phone to the ATMA Test Centre. Possession of Mobile Phone even in SWITCH OFF mode will be treated as a MALPRACTICE. 6. Candidates should bring a ball point pen. Calculators, statistical tables, laptop/computer or gadgets that could be of any unfair assistance are strictly prohibited at the ATMA Test centre. 7. Ensure that your test invigilator signs in the space provided in your admit card. 8. Login Id is the Candidate's Roll No 9. There are 180 questions spread over 6 sections. Total time allotted for the test is 180 minutes. 10. In all Multiple Choice Questions (MCQs), each question will have only one correct or most appropriate answer. The answer must be indicated by selecting the check box provided at the left side of the options. For each correct answer 1 mark will be given and for each incorrect answer 0.25 mark will be deducted from the score. 11. Click on 'Next' Button to skip a question and move on to the next question. You may revise any answer by selecting the question no, from the list. 12. Information about the time spent, attempted/unattempted guestion, guestion no., section details are available on the screen, Candidates cannot close before time. 13. Use of unfair means, disobedience of instructions, arguing or threatening the examination officials, cheating, etc., will be treated

as MALPRACTICE. This may lead to cancellation of your exams, besides any other liabilities under the law. 14. Please note the ATMA test centre WILL NOT PROVIDE ANY PHOTOCOPY/PRINTING FACILITIES.

Candidate's sign will be displayed here

CHAIRMAN, ATMA

APPLICANTS SIGNATURE

INVIGILATORS SIGNATURE

Annexure – III

List of Participating Institutes

(Candidate should verify independently the recognition of programmes of the following Institutes by AICTE/University)

https://atmaaims.com/pdf/ATMA participating institutes.pdf

Annexure – IV

SPECIMEN FORM FOR ADDITIONAL SCORE REPORTING

Date:					
-------	--	--	--	--	--

:

Roll	No	
Test	Date	

From:

Tel/Mobile: _____

To: The Chairman, ATMA 6-3-668/10/76, First Floor Near Sri Kalyana Venkateshwara Temple Durga Nagar Colony Punjagutta, Hyderabad 500082 Ph: 040-23417876 / 48544057

Please forward my score to the following additional institutions:

No.	Code	Name of the Institution

l am	enc	losing	a deman	d draft	in	favour	of	"Association	of	Indian	Management	Schoo	ıls",
payab	le	at S	Secundera	bad,	for	Rs.		DD	N	0	d	rawn	on

_____ (@ Rs.100/- per institution applied for).