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Army Institute of Technology
Dighi Hills, Alandi Road,
Pune-411015

AIT/0915/Join Instr/A Cell

12 Sep 2022

RAGGING IS A PUNISHABLE OFFENCE : AIT HAS ZERO TOLERANCE FOR RAGGING

JOINING INSTRUCTIONS (FE 2022-2023 SESSION) OF BACHELOR OF ENGINEERING COURSE AT ARMY INSTITUTE OF TECHNOLOGY, PUNE

1. The First Year students provisionally admitted through online Counseling are required to report in person to this Institute as per the following schedule:-

Ser No	Date	Time		Branch
		From	To	
(a)	27 Sep 2022	0930 hrs	1230hrs	Computer Engineering
		1330 hrs	1700 hrs	-do-
(b)	28 Sep 2022	0930 hrs	1230hrs	Information Technology
		1330 hrs	1700 hrs	Electronics and Telecommunication
(c)	29 Sep 2022	0930 hrs	1230hrs	-do-
		1330 hrs	1700 hrs	Mechanical Engineering

2. The selected candidates/ students should come prepared with luggage and belongings so as to stay in AIT Hostel on grant of admission after verification of students / parents documents and attend regular classes with effect from 03 Oct 2022.

3. Students should bring hard copy of First Year Admission Form duly filled through ERP on www.aitpune.com (login id and password allotted at the time of online Counseling/ Admission). Also bring University Eligibility Form to be filled duly printed/ hand written as per the softcopy uploaded on AIT website. (Sample Format also available on website).



4. Please bring the following certificates/documents in original and with 'self attested copies' in duplicate at the time of reporting: -

(a) Statement of marks of XII standard/HSC from Statutory Board. (Will be returned back to the student immediately after verification).

(b) School/Institute Leaving/Transfer certificate from the Principal/Head of Institution last attended. This will be retained with this Institute.

(c) Migration certificate of students other than those of Maharashtra Secondary School Certificate Examination Board.

(d) Affidavit for participation in Excursion/Picnic/Tours organised by AIT on Rs 100/- stamp paper duly notarised as per **Appendix 'A'** of Joining Instructions (Refer para 12(d)).

(e) The computer generated acknowledgment/receipt of Anti Ragging Affidavit by student and Anti Ragging affidavit by Parent / Guardian. These affidavits should be obtained by registering on www.antiragging.in / www.amanmovement.org and following the procedures given therein. College and course details required for filling the forms is given under **Appendix 'B'**. Two separate sets of affidavits are to be furnished, one set for the College and one set for the Hostel. (This affidavit will be on **plain paper** and not on Rs 100/- stamp paper).

(f) Ten copies of passport size photographs (with white background) and two stamp size photographs. Full name should be written on the backside of photo.

(g) **Gap Affidavit.** If after passing the qualifying (class XII) examination by the candidates, there is a gap between the time/ year of joining College/Institute and passing year of Class XII, the candidate shall submit an affidavit to be given on a **stamp paper worth Rs 100/-** duly notarized stating that during the said period the candidate did not join any other course in any statutory University / Institute. (Format of Gap Affidavit is given in **Appendix 'C'** of Joining Instructions). **In case candidate had joined any College/University during this time, the candidate should submit Migration Certificate and Transfer Certificate of that particular College/University.**

(h) Domicile Certificate, in case the student belongs to J&K State.

(j) Photocopy of Kindred roll (Duly attested) in case of Serving JCOs / ORs.

(k) Photocopy of Record of Service page (duly attested) wherein family details have been mentioned, in case of serving Army Officers.

(l) Photocopy of Discharge Book Page (duly attested) wherein family details have been mentioned (In case of retired Offrs/JCOs/OR).

(m) Certificate 1 to 3 as per Prospectus in original as applicable.

5. **Original documents to be shown for verification at the time of admission.**

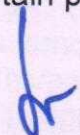
- (a) Matriculation Certificate or equivalent for verifying the date of birth if date of birth is not reflected in XII Std /HSC Mark Sheet.
- (b) Certificate of passing XII standard/HSC from Statutory Board.
- (c) Character Certificate.
- (d) JEE (Main) Hall Ticket and Rank Card.
- (e) Citation/Part II Order/Military Secretary's Branch MS(X) Army Headquarters letter, specifying the award in respect of Gallantry Award winner category. The supporting documents must clearly specify that the award is for Gallantry. (As applicable).
- (f) Children of those persons, who are in receipt of any type of pension, should bring pension document **in original**. (As applicable).
- (g) Certificate showing period of service, served in Army in case of children of those who are/were in Army Postal Service or Army Medical Corps or Territorial Army or Military Nursing Service. (Refer Prospectus for proforma of **Certificate 1/ 2/ 3 as applicable**).
- (h) Part II Order of the concerned unit and Certificate showing **child of War widow** and **Appendix 'D'** as per Prospectus as applicable.
- (j) Candidates Dependency Certificate/ Card or ECHS card for wards of retired personnel. (Refer to Para 10 of Joining Instructions).

Note: -(i) Original documents will be filed at the time of admission and returned after verification.

(ii) Candidates will submit three photocopies of above certificates to AIT.

6. Only double vaccinated students are permitted to enter the AIT campus as per Govt Orders. All students who have got vaccinated for one dose are requested to complete the vaccination of second dose at the earliest. The entry of the single vaccinated students will be denied even after negative RTPCR report. Anyone who has got health issue or any other problem related to reporting on time is directed to take specific permission from Joint Director after producing the medical prescription.

7. **Hostel Accommodation.** Hostel accommodation is **available** for all First Year Engineering students. All students must come prepared to stay in the hostel. No outliving permission will be given to First Year Students. Certain percentage of



students of Second Year to Final Year is being granted outliving permission against their request.

8. **Laptops/ Personal Computer.** Students must have their own Laptop/Personal Computer as these are required for their study. Assignments and online quiz tests are conducted on MOODLE e-learning management system for all students. AIT provides Wi-Fi connection to all hostellers and students will be charged for this purpose in their annual fees.

Medical Facility

9. MI Room with Nursing Assistant is functional round the clock at AIT. Serious cases are referred to MH, Kirkee / Command Hospital, for treatment.

10. Each student must have a valid **DEPENDENT CARD** (for wards of serving personnel) **or ECHS CARD (for retired personnel)** to get free treatment and medicine from dependent MH. MH and Command Hospital decline to administer treatment/admit students for treatment without Dependent Card/ECHS Card. AIT would not be able to extend any assistance in this regard and the student shall be referred to civil hospital for medical assistance if the student fails to produce the 'Dependent Card'. Students who are wards of ex-serviceman should carry the following documents to avail ECHS facilities (Refer **Appendix 'D'** of Joining Instructions):-

- (a) ECHS card (16kb/ 32kb/ 64kb) or Temp Slips/Receipts generated post online application.
- (b) ECHS self-attested performa for dependent son daughter above 18 years of age- valid for one year from date of issue (enclosed).
- (c) Copy of Aadhar Card.
- (d) Patient treatment book (old record/ concurrent record).

Telephone Nos of ECHS Polyclinic in Pune

ECHS Polyclinic, Pune	- 6296 (Army No)
ECHS Polyclinic, Kirkee	- 3290 (Army No)
ECHS Polyclinic, Lohegaon	- 166 (Army No)

11. Relevant medical papers/documents in case of students suffering from **chronic illness** should be carried by the student and the warden informed, so that follow-up treatment can be undertaken by medical authorities. Information regarding the same should be furnished to the Joint Director and Rector/Warden of the Hostel to facilitate emergency medical attention.

Discipline.

- (a) All students are expected to conduct themselves strictly as per the norms and code of conduct of Army Institute of Technology and Rules and Regulations of SPPU. Any student found to be violating these rules and regulations is liable to be expelled from the College/Hostel without giving any notice. In case of serious offences, a provision exists for expulsion or

rustication of the student for a period up to 5 yrs. All students on being granted admission are required to go through "**AIT Rule Book**", "**AIT Honour Code**" which are available on AIT website and they must make themselves aware of these Rules and Regulations and the onus for the same rests with the students. A certificate, as per **Appendix 'B'** to Prospectus will be furnished by each candidate. (Refer **Appendix 'E'** of Joining Instructions).

(b) Students are not allowed to participate in any kind of excursions/tours/picnics organised without consent of the management. AIT would be organising some excursions/tours/picnics for which students and their parents are required to furnish **an affidavit as per Appendix 'A'** of Joining Instructions. All students staying in hostel will give a separate undertaking.

Ragging

'RAGGING IS STRICTLY PROHIBITED IN AIT'.


13. Ragging in any form is a despicable act and will be strictly dealt with in accordance with the directions issued by the **Supreme Court of India** and as per the Provisions contained in the **Maharashtra Prohibition of Ragging Act 1999 and UGC Regulations on Curbing the Menace of Ragging in Higher Education Institution, 2009 ((Under Section 26(1)(g) of the University Grants Commission Act, 1956. Copy of regulations are available on AIT website).** Parents are therefore, well advised to counsel their ward(s) to stay away from indulging in any act of ragging while studying in AIT. At the same time, their ward(s) should also be advised to stand up against any act of ragging and report any incident of ragging whether they are themselves subjected to or not. Incidents of ragging are reported to the Civil Police and the punishment could range from **expulsion** from College to **imprisonment in civil jail**. Every student and his/her parent are required to submit the **Anti-Ragging Affidavit for the Institute and Hostel**.

Attendance

14. It is mandatory to have 75% physical attendance in theory classes and 100% physical attendance in practical. Undertaking to this effect must be given by the student and parent when you reach AIT. Any student having less than prescribed attendance will not be permitted to appear for University Exam. Parents of the admitted students are advised to be regularly in touch with respective Heads of Departments (HoD) Faculty/ Counselor to check attendance of their wards adherence to laid down attendance rules.

15. Intimation on the ward's attendance will be given to the parents through email/ letter/ SMS after each semester. Parents must forward new mobile number(s) whenever there is a change.

16. **Proceeding on Leave.** A student is permitted to remain absent from classes and hostel only on specific request from the parent. The request must be faxed/emailed/mailed by parent to AIT every time they want their ward to proceed



on leave of absence. The students having less than 70% attendance will not be permitted to proceed on leave.

17. **Railway Concession Voucher.** Students are entitled to Students Railway Concession Voucher to travel between Pune and Place of Residence during vacation. The residence for this purpose shall be the one mentioned in the Admission Form by the Parents/Student. Therefore, if there is any change in the place of residence the same must be communicated to College Authorities. Use of Railway Concession Voucher for travelling to places other than the place of residence mentioned in the College Record shall invite penalty and denial of this facility in future.

18. **Clothing and Soft Furnishing.** Pune has a mild to moderate climate. Heavy winter clothing, therefore, is not necessary. It is advised to bring the following items while coming for admission to AIT, Pune:-

(a)	Bed sheet	-	2 Nos
(b)	Light woollen blanket	-	1 Nos
(c)	Pillow with 2 covers	-	1 Nos
(d)	Bed cover	-	2 Nos
(e)	Toiletries	-	1 Set
(f)	Bucket	-	1 Nos
(g)	Mug	-	1 Nos
(h)	Hangers	-	6 Nos
(j)	Sports kit	-	1 Set (minimum)
	(Shoes, T shirts and shorts/ Track suit etc)		
(k)	Civilian Clothes	-	As per Rule Book

Note:

(i) These could be procured from Shopping Complex of AIT as well as from nearby local vendors in Dighi also.

(ii) No student will be in possession of heating element / kettle / hotplate. These will be confiscated and students will be fined as use of the same may result in short circuit and fire hazards.

19. Bedbug proof mattress and window curtains will be issued from the college stores for which cost is already levied in the overall fees for Academic Year 2022-23. Mattresses can be retained by students at the time of passing out.

AIT Uniform

20. All students are required to be in possession of AIT uniform. The students will have to **wear the AIT uniform once it gets stitched**. Each student (both boys and girls) must possess at least two formal trousers, two full sleeved shirts, one pair of black leather shoes and belt for this purpose. Tailoring services for stitching uniform (as per AIT approved pattern and standard) will be made available at AIT. **On arrival of AIT, student must give his/her measurements to the tailors.** The cost is already levied in the fees. Following items of uniform will be provided:-

(a)	Trouser grey colour	-	02 Nos
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- (b) Shirt sky blue colour - 02 Nos
- (c) Blazer Navy Blue - 01 Nos
- (d) Overall combination Navy Blue - 01 Nos
suiting (Boiler Suit)
- (e) Tie AIT - 01 Nos


Note : A pair of black shoes and belt will be brought by the student.

21. Students who wish to have additional pair of uniform can place order in writing with the tailor directly at the time of admission. **Sikh students will wear Maroon Turbans with the College Uniform and these will have to be brought along by the Sikh students.** Patkas are not permitted to be worn with the College Uniform.

22. On non-uniform days, students are required to follow dress code given in AIT Rule Book.

23. **Valuables.** It is advised not to bring jewellery, music system or any other costly items to the hostel. AIT undertakes no responsibility of any kind for loss of such items from the students.

Cash

24. (a) An ATM of HDFC Bank is located on the AIT campus.
- (b) It is the responsibility of the students concerned to keep their cash and Debit/Credit Card in safe custody.
- (c) The student should not, under any circumstances divulge the ATM PIN, etc. to anybody else, even his/her friends.
- (d) All students are prohibited from paying any cash to anybody, including fellow students/Branch Head/Class Rep/ Secretary of Club or any other student or staff of AIT or any vendor. Proper notice will be issued by Joint Director, AIT, for payment of fees, fine etc. Such payments will be acknowledged by the AIT Authorities by issue of a proper receipt. AIT will not be held responsible for any unauthorised payment.
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Mode & Schedule of Fee

25. Details of various fees and charges paid by students are given below: -

Ser No	Description	Amount
A. Academic Fees		
(a)	Tuition Fees	1,69,000.00
(b)	Development Fees	22,800.00
(c)	Value added Courses (Soft Skill)	3,300.00
(d)	Wi-Fi Fees Academic	1,700.00
(e)	University Exam Fee \$	2,376.00
(f)	Group Personal Accident Policy	120.00
(g)	Employability Training Fee	1,650.00
Total (A)		2,00,946.00
B. Hostel Fees		
(a)	Hostel Fees	48,840.00
(b)	Wi-Fi Fees for Hostel	1,727.00
(c)	Barber Charges (for Boys other than Sikh & Girls)	495.00
(d)	Messing Charges	39,930.00
(e)	Laundry Charges	3,245.00
Total (B)		94,237.00
C. One Time Fee for the Entire Course		
(a)	Registration Fees	3,600.00
(b)	Value added Courses (FPL)	3,355.00
(c)	Uniform	6,500.00
(d)	Rule Book	200.00
(e)	Refundable Security Deposit (Students-College)	1,000.00
(f)	Refundable Security Deposit (Hostel)	20,000.00
(g)	Bedbug proof Mattress	3,000.00
Total (C)		37,655.00
Total (A + B + C)		3,32,838.00

Note : If anyone has not paid the fee, please deposit the complete fee latest by 30 Sep 2022.

26. **Mode of Payment.** Through ERP system on AIT website www.aitpune.com.

Note :-

- (i) No payment in cash or cheques will be accepted.
- (ii) The charges of messing, laundry and hostel are subject to periodic review during an academic year due to the inflation and other market factors which are beyond the control of AIT Authorities.

27.

(a) **Refund of Academic Fee.**

(i) **Before the reporting date of the course (till 26 Sep 2022).** In the event of a student/candidate withdrawing before first reporting date to AIT, the entire fee collected from the student, after a deduction of the processing fee of Rs 1,000/- will be refunded, if the candidate was not offered his/her First Choice. In case the first choice was allotted, Rs 11,000/- will be deducted (Rs 1,000/- plus seat reservation fee of Rs 10,000/-), on cancellation of admission before 26 Sep 2022.

(ii) **Withdrawal within 15 Days of Commencement of Classes (till 17 Oct 2022).** If the student leaves within 15 days after commencement of the classes, the fee will be refunded after a deduction of a total amount of Rs 25,000/- which includes Academic and Hostel Fees.

(iii) **Withdrawal after 15 Days of Commencement of Classes (wef 18 Oct 2022 to 31 Oct 2022)** If the student leaves after 18 Oct 2022 but before 31 Oct 2022, 25% of total fees will be deducted. No refund after 31 Oct 2022 as admission procedure gets completed by this time.

(iv) **Seats remains unfilled.** As per AWES Rules, students leave AIT in First/ Second/Third year are required to pay full fees for the entire course, in case the vacated seats not filled up by another Candidates.

(v) In case a student is rusticated / expelled from AIT on disciplinary grounds, or is detained from promotion to next year due to lack of attendance, the student is NOT entitled for refund of any Academic / College fees.

(b) **Refund of Hostel Fees**

(i) **Before the reporting date of the course (till 26 Sep 2022).** Fees less the actual charges for stay will be refunded. A single day of the month will be treated as a month.

(ii) **Refund of Fees, 15 days after Commencement of the Course (wef 18 Oct 2022).** Refund of Fees 15 days after commencement of Course will

be as under: -

(a)	Hostel Fee	No refund
(b)	Messing	As per actuals (a single day of the month will be treated as a month).

(iv) **Refund of fee in case of expulsion from Hostel on Disciplinary Grounds.** In case a student is expelled from AIT hostel on disciplinary grounds, the student is entitled to refund of messing, laundry and barbershop (hair cutting) charges only.

28. **Local Guardians.** The Institute, being residential, in future after the COVID-19 pandemic, would allow students to spend nights outside AIT Hostel/Campus with their Local Guardian residing in Pune. For this purpose the parent is required to submit a letter of authority in duplicate giving the name, address and telephone number of the local guardian as per format which will be given alongwith AIT Admission form. Students desirous of spending night out with Local Guardians are required to submit a written request along with specific authorization from their parents (through fax or through their registered email id, send to rector @aitpune.edu.in or jd@aitpune.edu.in at least 10 hours before).

Administrative Arrangement during Arrival

29. **Accommodation/Messing.** AIT cannot accommodate all the parents of students accompanying during their first arrival at AIT, as a limited number of Guest Rooms are available at AIT. Therefore, parents should make their **own arrangements for accommodation and messing** for self and ward on arrival at Pune. Parents can seek accommodation in the nearby Army units/Organisations like BEG & Centre, CME and GREF Centre etc on their own. AIT will not arrange accommodation in these Institutions. One can arrange accommodation in nearby civil area like Dighi, Tingre Nagar, Vishrantwadi, etc on payment.

30. **Change of Address.** Parents are requested to **keep the Institute informed** of the change of their address and contact telephone/mobile phone numbers whenever affected during the course of their wards study in the college to facilitate passage of essential information. The onus of updating the Communication Address, email-id and Telephone Numbers remains with the parents.

31. **Counselors.** For every student there is a specific faculty member detailed as Counselor. Parents are advised to remain in touch with the counselor for monitoring their ward's performance.

32. **AIT Website.** AIT Website can be accessed to avail/gain information of value like ward's marks, attendance, discipline etc. Parents should regularly check the site (<http://www.aitpune.com>) for details. Parents are requested to

obtain **user id and password** from AIT, for access to the records of their wards under 'parents Login'.

33. **Registration of email id and Mobile No.** All students will provide details of email id and mobile Nos of their guardian at the time of admission. Intimation regarding students progress attendance etc will be provided to the guardians on the same. Requests for night out, leave of absence etc will be sent from the registered email id only

34. Queries regarding Joining Instructions sent to **admission@aitpune.edu.in** or to **jd@aitpune.edu.in**. The Registrar/HoDs/Principal/ Joint Director have their official email-ids. Parents are requested to open an email-id for future correspondence and intimate the same on **hodasge@aitpune.edu.in** .



(MK Prasad)
Colonel
Joint Director
For Director

Appendix 'A'
(Refer to Para 4(d) of
Joining Instructions 2022-23)

Note :- This is the Format of the Affidavit for participation in Excursions/Picnis/Tours organised by AIT to be given on stamp paper worth Rs 100/- duly notarized.

**AFFIDAVIT FOR PARTICIPATION IN EXCURSIONS/PICNICS/TOURS
ORGANISED BY AIT**

1. I, _____ son/daughter of _____

_____ hereby solemnly affirm and declare as under:-

- (a) I shall not take part in any kind of excursions/tours/picnics organised by students without consent of the Management.
- (b) If I indulge in any such activities, it will be at my own risk.
- (c) I shall not hold the Institute responsible in case of accidents/any other untoward incident during prohibited excursion/picnic/tour.
- (d) Further I declare that I shall not claim any compensation from the Institute.
- (e) If I volunteer to join any excursion/picnic/tour organised by AIT, it will be at my own risk and I shall not hold AIT responsible for any untoward incident that may take place.

Place : _____
Signature of Student

Date : _____ (Name of Student)

Signature of Father/Guardian

(Name of Father/Guardian)

Appendix 'B'

(Refer to Para 4(e) of
of Joining Instructions
2022-23)

Steps to submit the Anti-ragging certificate as per below:-

Go through the link: <http://antiragging.in> -



Fill up the students details



Fill up the Parents/Guardian details



College details



State- Maharashtra

College Name- Army Institute of Technology

Director/Principal Name- Dr B P Patil

Mobile No- 91-9689907475

College land line No- 7249250184/185

Nearest Police station- Vishrantwadi Police station



Course details

Name of the course- COMP/IT/MECH/E&TC (Write as per branch allotted)

No of students – 60

First year

Appendix 'C'

(Refer to Sub Para 4(g) of AIT
Joining Instructions 2022-23)

Note :- This is the Format of the Gap Affidavit to be given on stamp paper worth **Rs 100/-** duly notarized stating that during the said period the candidate did not join any other course in any statutory University/Institute. In case, candidate had joined any College/University after HSC/10+2 Examination then the candidate should submit Migration Certificate of that particular College/University.

AFFIDAVIT

I, _____ (Name of
Candidate), S/o/D/o _____, do
hereby solemnly affirm and state on oath as under:-

- i) That I, the deponent, have passed 10 + 2 / HSC Examination in _____ the
year _____.
- ii) That after passing the aforesaid examination in that year I did not join
any School / College / Institution from _____ (the date of passing
above examination) till date.
- iii) That the Session _____* to _____* is the gap year of the
deponent.

2. I, _____ (Name of candidate) do
hereby solemnly affirm that the contents of this affidavit from Paras 1(i) to 1(iii) above
are true and correct to the best of my personal knowledge and belief. I do
understand that if the above affirmation is proved to be false, my admission in this
Institute would be cancelled for which I solely will be responsible.

* Mention the gap period/duration.

Signature of Parent

Dated : _____

Signature of Candidate

AIT Merit No _____

Appendix 'D'

(Refer to Para 10 of AIT
Joining Instructions 2022-23)

**ECHS SELF ATTESTED PROFORMA FOR DEPENDENT SON/DAUGHTER ABOVE
18 YEARS OF AGE**

1. It is certified that Mr/Mrs/Ms _____ whose
Photograph is appended is a bonafide dependent son/daughter of No _____
Rank _____ Name _____ (Retired with ECHS Card No
_____) .

LATEST
SELF
ATTESTED
PHOTO

2. Particulars of Dependent Mr/Mrs/Ms _____
a. Date of Birth _____
b. Aadhar No. _____
c. PAN Number _____ (if held)
d. Copy of 26AS for the following Assessment Year :- (if held)
Last Assessment Years : _____
e. Current Address of dependant

3. It is also certified that Mr/Mrs/Ms _____ is not
employed and having non income / income less than Rs 9,000 pm plus DA.

4. It is also certified that Mr/Ms _____ is not married (Not
applicable for parents).

Note –

(a) The self attested proforma will be produced whenever required in ECHS
Polyclinic/empanelled hospital by the beneficiary. The validity of the same will be ONE Year
from the date of signature.

(b) In case of any change in dependency, the primary card holder is responsible to cancel,
the membership of dependent immediately on occurrence by blocking the card on the online
portal and intimation to his/her parent/nearest polyclinic. Any false declaration/misuse of benefits
will entail suspension /cancellation of ECHS membership of all members.

(Signature of Dependent)

(Signature of Ex-servicemen / Primary
Member)

Date :

Date :

COUNTERSIGNED WITH STAMP

Place :

Date :

(Signature OIC Parent Polyclinic)

Appendix 'E'

(Refer to Para 12(a) of
of Joining Instructions 2022-23)

UNDERTAKING

1. I _____, son/ daughter of
Army No _____ Rank _____ Name _____
_____ have read and understood all the
provisions contained in the AIT Rule Book and AIT Honour Code.
2. I will follow the rules and codes in letter and spirit.

Place: _____

(Signature of Student)

Date: _____

Name :

COUNTERSIGNED

(Signature of Parent)

Name: _____

Rank : _____