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

AIT/0915/Join Instr/A Cell

22 May 2025

RAGGING

RAGGING IS A PUNISHABLE OFFENCE : AIT HAS ZERO TOLERANCE

JOINING INSTRUCTIONS (FE 2025-2026 SESSION) OF BACHELOR OF TECHNOLOGY COURSE AT ARMY INSTITUTE OF TECHNOLOGY, PUNE

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

Ser No	Date	Time	Branch
(a)	07 Jul 2025	0930 hrs to 1200 hrs	Computer Engineering
		1330 hrs to 1600 hrs	
(b)	08 Jul 2025	0930 hrs to 1200 hrs	Information Technology
		1330 hrs to 1600 hrs	
(c)	09 Jul 2025	0930 hrs to 1200 hrs	Electronics and Telecommunication
		1330 hrs to 1600 hrs	
(d)	10 Jul 2025	0930 hrs to 1200 hrs	Mechanical Engineering
		1330 hrs to 1600 hrs	Automation & Robotics 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 14 Jul 2025.

3. Students should bring hard copy of First Year Admission Form duly filled through ERP on www.aitpune.com (login id and password will be allotted at the time of online Counselling/ Admission).

4. **Original documents to be shown for verification.**

Ser No	Name of document
(a)	JEE (Main) Hall Ticket and Score Sheet.
(b)	Statement of marks of XII standard/ HSC from Statutory Board.
(c)	Matriculation Certificate or equivalent for verifying the date of birth if date of birth is not reflected in XII Std /HSC Mark Sheet.
(d)	School/Institute Leaving/ Transfer certificate from the Principal/ Head of Institution last attended. Nationality should be Indian. TC to be submitted in original on arrival to AIT, Pune.
(e)	Certificate of passing XII standard/ HSC from Statutory Board.
	Migration Certificate in of students other than those of Maharashtra Secondary School Certificate Examination Board.
(f)	Character Certificate
(g)	Domicile Certificate, in case the student belongs to J&K State.

5. **Army/Navy/Air Force Service related documents to be shown for verification.**

Ser No	Name of Document
A	<u>Serving Personnel</u>
(a)	Parent Army/Navy/Air Force I/ Card checking in person
(b)	Candidate's Dependent Card and Aadhar Card.
(c)	Part II Order/ Military Secretary's Branch MS(X) Army Headquarters letter, specifying the award in respect of award winner category. The supporting documents must clearly specify that the award is for ' Gallantry ' as applicable. Similar certificates from respective HQs to be produced by Navy/Air Force for weightage.
(d)	Disability certificate in respect of 'Grant of Weightage' on disability category as applicable.
(e)	Certificate 1 / 2/ 3 as per Prospectus in original as applicable. (Proforma certificate available in Prospectus)
(f)	Kindred roll / Part II Orders in case of JCOs/ OR.
(g)	Record of Service page wherein family details have been mentioned AND Part II Orders on birth of ward in case of Army/Navy/Air Force Officers. Date of Birth of candidate recorded in Office data as well as class X passing certificate should be the same. Variation in name will not acceptable.
(h)	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 (as applicable).

Ser No	Name of Document
B	<u>Retired Personnel</u>
(a)	Parent Army/Navy/Air Force Retired I/Card
(b)	ECHS Card and Aadhar Card.
(c)	Initial Pension Pay Order (PPO)
(d)	Discharge Book Page wherein family details have been mentioned (In case of retired Offrs/JCOs/OR). Date of Birth of candidate recorded in Office data as well as class X passing certificate should be same.
(e)	Certificate 1/ 2/ 3 as per Prospectus in original as applicable (Refer Prospectus for Proforma).
(f)	Part II Order/ Military Secretary's Branch MS(X) Army Headquarters letter, specifying the award in respect of award winner category. The supporting documents must clearly specify that the award is for ' Gallantry ' as applicable. Similar certificates from respective HQs to be produced by Navy/Air Force for weightage.
(g)	Battle Casualty certificate and Discharge book in respect of 'Grant of Weightage' on Battle casualty category as applicable.
(h)	Certificates showing 'parents are deceased' in case of grant of weightage for 'Orphan'
(j)	Disability certificate and Discharge book in respect of 'Grant of weightage' on disability category as applicable.
(k)	Children of those persons, who are in receipt of any type of pension, should produce pension document <u>in original</u> as applicable.
(l)	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. (As applicable).
(m)	Part II Order of the concerned unit and Certificate showing ' Child of War Widow ' (As applicable). Submit Appendix 'D' of Prospectus also.

Note:-(i) Original documents will be filed at the time of admission and returned after verification except Transfer Certificate and Migration Certificate (if applicable).

(ii) Three sets of photocopy to be submitted at the time of admission.

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

6. Please bring the following in original and three sets of 'self-attested copies' at the time of reporting: -

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

(b) 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). Hard copy of both parent's and candidate's undertaking must submit at the time of physical admission.

(c) **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.**

7. Any student who has got health issue or any other problem related to reporting on time is directed to take specific permission from Joint Director, AIT

8. **Hostel Accommodation.** Hostel accommodation is **available and mandatory** 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. From Second Year onwards Hostel accommodation is available on merit cum attendance basis as per SoP on the subject.

9. **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

10. Nursing Assistant (NA) is available 24 hours on Campus. An ambulance is present on campus to take students requiring further medical treatment to Military Hospital (MH) Kirkee. One lady doctor visits AIT thrice weekly. Parents are required to submit a medical form with details of chronic illness/congenital disorders if any, at the time of admission. All students are requested to submit the medical fitness certificate from dependent MH/ECHS.

11. Each student must have a valid **DEPENDENT CARD** (for wards of serving personnel) **or ECHS CARD**. 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'. Payment of medical expenditure to be done by respected students/ parents. Students who are wards of ex-serviceman should carry the following documents to avail ECHS facilities (Refer **Appendix 'D'**):-

- (a) ECHS card (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).

<u>Telephone Nos of ECHS Polyclinic in Pune</u>	
ECHS Polyclinic, Pune	- 6296 (Army No)
ECHS Polyclinic, Kirkee	- 3290 (Army No)
ECHS Polyclinic, Lohegaon	- 166 (Army No)

12. 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.

13. **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 ‘E’** of Joining Instructions will be furnished by each candidate.

(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’.

14. 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**.

Anti Ragging Helpline of AIT

AIT Exchange : 7249250183 / 7249250184 / 7249250185

Director – 2101 (Extn). Jt Director - 2103, Principal – 2120 , Vishwesvaraya Hostel – 4251 & 4252, Abdul Kalam Hostel – 4254 (O), 4260 (R), SN Bose Hostel - 4255, Homi Bhabha Hostel – 4256, Sarabhai Hostel – 4257, Kalpana Chawla Girls Hostel – 4258 (O), 4259 (Res)

National Anti-Ragging Helpline

Phone No : 1800-180-5582
Email : helpline@antiragging.in

Attendance

15. 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/ Counsellor to check attendance of their wards adherence to laid down attendance rules.

16. 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.

17. **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.

18. **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.

19. **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:

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

(b) 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 and results in short circuit and fire hazards.

20. Bedbug proof mattress and window curtains will be issued from the college stores for which cost is being levied in the overall fees for Academic Year 2025-26. Mattresses can be retained by students at the time of passing out.

AIT Uniform

21. 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 being levied in the fees. Following items of uniform will be provided: -

- | | | |
|-----|--|----------|
| (a) | Trouser grey colour | - 02 Nos |
| (b) | Shirt sky blue colour | - 02 Nos |
| (c) | Combination Coat Navy Blue colour | - 01 Nos |
| (d) | Overall combination Navy Blue
suits (Boiler Suit) | - 01 Nos |
| (e) | House T Shirt | - 01 Nos |
| (f) | Tie | - 01 Nos |

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

22. 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.

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

24. **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

25. (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.

Fee Structure

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

Ser No	Particulars	Amount (Rs)
<u>A. Academic Fees</u>		
(a)	Tuition fees	1,86,320
(b)	Development Fees	25,140
(c)	Value added Courses (Soft Skill)	5,000
(d)	Employability Training Fee	1,830
(e)	University Fee\$	3,465
(f)	Wi-Fi Fees Academic	1,880
(g)	Group Personal Accident Policy	130
	Total A	2,23,765
<u>B. Hostel Fees (from Jul 2025 to May 2026)</u>		
(a)	Hostel Fees	56,530
(b)	Wi-Fi Fees for Hostel	2,000
(c)	Barber Charges (for Boys other than Sikh & Girls)	580
(d)	Messing Charges	46,230
(e)	Laundry Charges	3,760
	Total B	1,09,100
<u>C. One Time Fee for Entire Course</u>		
(a)	Registration Fees	3,970
(b)	Uniform	7,530
(c)	Rule Book	220
(d)	Refundable Security Deposit (College)	1,000
(e)	Refundable Security Deposit (Hostel)	22,000
(f)	Bed Bug Proof Mattress & Curtains	3,480
	Total C	38,200
	Total Fee (A + B +C)	3,71,065

\$ As per orders of the University.

Note:-

- Staying in hostel is **mandatory** for all First Year Students. The entire fees to be paid at the time of admission. Requests contrary to this rule, will not be entertained.

27. **Mode of Payment.** Fee Rs 3,71,065/- to be deposited through online ERP portal on AIT website www.aitpune.com by 1700 hrs next day after confirmation of admission during online counselling.

Note :-

- Payment in **cash or cheques will not be accepted.**
- The **charges of messing, laundry and hostel are subject to periodic review** during an academic year due to market factors that are beyond the control of AIT Authorities.

Refund Rules

28. AIT Academic Calendar is required to follow the SPPU calendar as it is affiliated to SPPU. SPPU rules mandate that admission process of all Affiliated/ Autonomous Colleges close by a specific date, for standardisation of Academic Calendar. These dates are further linked to the Common Admission process of Maharashtra State conducted by Common Entrance Test (CET) Cell of the Directorate of Technical Education (DTE). Hence last date of admission is notified by the State CET Cell. No admission is permitted by the SPPU after this Cut off date. Refund rules based on this date are as follows:-

(a) Refund of Academic Fee Before Commencement of Course

Ser No	Particulars	Refund of Fee
(a)	<u>Academic Fee</u>	Full Refund less Rs 1,000/- upto last date just before commencement of course at AIT.
(b)	<u>Hostel Fee</u>	

(b) Refund of Fees After Commencement of Course

Ser No	Particulars	Refund of Fee
(a)	<u>Academic Fee</u>	(a) Full Refund less Rs 1,000/- upto cut-off date and time prescribed by State CET Cell. (b) No fee refund after cut-off date of State CET Cell.
(b)	<u>Hostel Fee</u>	
(i)	Hostel Charges	One month charges to be deducted on occupancy/ Reporting date whichever is earlier.
(ii)	Messing Charges	As per actual, A single day of the month will be treated as a month
(iii)	Other Charges (Wi Fi, Laundry, Barber Charges)	As per actual, A single day of the month will be treated as a month

(c) Refund of Fee in Case of Expulsion from Hostel on Disciplinary Grounds. 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. The student is entitled to refund of messing, laundry and barbershop (hair cutting) charges only.

(d) Seats Remains Unfilled after Admission. As per AWES Rules, students who leave AIT in Second/Third year are required to pay full fees for the entire course, in case the vacated seat s not filled up by other Candidates. Students going NDA and CTW are exempted from this rule.

(c) Any Amendment/ update to the refund rules will be published on the college website which will be applicable to all admitted students.

29. **Local Guardians.** The Institute, being residential, 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 their registered email id, send to rector@aitpune.edu.in or jd@aitpune.edu.in at least 10 hours before).

Administrative Arrangement during Arrival

30. **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 / Air Force units/ Organisations like BEG & Centre, CME and GREF Centre etc on their own. One can arrange accommodation in nearby civil area like Dighi, Tingre Nagar, Vishrantwadi etc on payment.

31. **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.

32. **Counsellors.** For every student there is a specific faculty member detailed as Counsellor. Parents are advised to remain in touch with the counsellor for monitoring their ward's performance.

33. **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'.

34. **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.

35. 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 studentsection@aitpune.edu.in.

Sd/--
(MK Prasad)
Colonel
Director

Appendix 'A'

(Refer to Para 6(a) of
Joining Instructions 2025-26)

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 6(b) of AIT
Joining Instructions 2025-26

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 Para 6(c) of AIT
Joining Instructions 2025-26)

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.

A F F I D A V I T

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 11 of AIT
Joining Instructions 2025–26)

**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 13(a) of
of Joining Instructions 2025-26)

UNDERTAKING

1. I _____, son/ daughter of Army/
Navy/Air Force No _____ Rank _____ Name _____

hereby solemnly affirm and declare as under :-

(a) I have read and understood all the provisions contained in the AIT Rule Book and AIT Honour Code.

(b) I understand that minimum **75% physical attendance** for theory classes and **100% physical attendance** for practical is mandatory every semester in order to be eligible to appear for University Examinations.

(c) I acknowledge that **no representations or justifications** will be entertained for **major offenses**, including **consumption of alcohol/drug, careless driving, and involvement in accidents**.

(d) I acknowledge that, I will refrain from any form of ragging activity throughout my tenure at AIT. I will not involve in drinking alcohol, smoking and will not be involved in any types of violence in campus.

(e) I assure that, any changes in my personal ERP profile will get updated immediately by me through my Counsellor.

(f) I will adhere to the rules and codes of conduct in **letter and spirit**.

2. Failing which, AIT administration has full right to relegate/rusticate me from the College. I will not represent against the decision.

Place: _____

(Signature of Student)

Date: _____

Name : _____

Reg No: _____

Branch: _____

COUNTERSIGNED

(Signature of Parent)

Name: _____

Rank : _____