

CONVENING ORDER

DETAILMENT OF DEPARTMENTAL COMMITTEES FOR SELECTION OF STUDENTS FOR ALL TYPES OF SCHOLARSHIPS

1. Departmental Committees for the AY-2015-16 of all Depts for selection of students for all types of Scholarships are formed as under:-

(a) **E&TC Dept**

- (i) Dr. Anita Jain
- (ii) Mr. Vijay Karra
- (iii) Ms Pragati Rana
- (iv) Pranoti Magdum
- (v) Mohini Shendge

(b) **Comp Dept**

- (i) Mrs. Rushali Patil -Presiding Officer
- (ii) Mrs Yogita Bhavsar
- (iii) Mr. PD Hore
- (iv) Mr. UP Deolankar
- (v) Mr. K Prakash

(c) **Mech Dept**

- (i) Mr. RB Gurav - Presiding Officer
- (ii) Mr. SM Gaikwad
- (iii) Ms PM Purohit
- (iv) Mr. E R Gargote
- (v) Mr. Nishad Barhate

(d) **IT Dept**

- (i) Dr. R Jayadevan - Presiding Officer
- (ii) Mrs. Nilima Walde
- (iii) Mrs Archana Shelar
- (iv) Mr. Sandeep Patil
- (v) Mr Manish Kumar

(e) **ASGE Dept**

- (i) Mr. Ganesh Mundhe -Presiding Officer
- (ii) Mrs. Anita Ahire
- (iii) Mrs. Divya Prashar
- (iv) Mrs Varsha Kulkarni
- (v) Mrs. Pratima Bhagat

2. First of all, the above said committees will prepare Dept and year wise merit list (in excel format duly signed by all Bd officials and Countersigned by respective HOD) of their respective depts as per the format attached as **Appx** and handover hard and soft copy to the chairman (Prof RS Verma) Central Scholarship Committee by **20 Jan 16** for further necessary action.

3. In addition to the above, Departmental Scholarship Committees will work as per the following guidelines:-

- (a) Receive and scrutinize all Scholarship applications.
- (b) Prepare year wise merit list of eligible candidates. Sequence for selection to be followed as per Scholarship SOP uploaded on AIT website. Policy for each scholarship is available on AIT website.
- (c) Documents required to be attached with the application form are as under:-
 - (i) Cancelled Cheque of parents' bank account (compulsory for all scholarships).
 - (ii) Photocopy of last year marks sheet duly attested.
 - (iii) Parents income certificate duly signed by Tehsildar/Bank manager where applicable. Please refer scholarship policy.
 - (iv) Proof of Father's/Mother rank in the Army.(Serving certificate and attested photocopy of PPO of retired Army personnel as applicable).
 - (v) Attested photocopy of 10th/ 12th marks sheets (Applicable to FE students only).
 - (vi) Attested photocopy of 10th/12th Board Certificate as proof of date of birth.
 - (vii) Attested photocopy of student Identity card.
 - (viii) Attested photocopy of JEE (Main) result. (Applicable to FE students only).

4. The board proceedings for each scholarship including list of all applicants and recommended students separately along with application forms to be submitted at the earliest to the Chairman Central Scholarship Committee (Prof RS Verma) duly signed by all Bd Officials and countersigned by respective HOD.

Case file No: AIT/0018/Convsn/Adm

Date : Jan 2016

(KE Vijayan)
Col(Retd)
Joint Director
For Director

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HOD Mech
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Prof RS Verma - for info please.
Chairman
Central Scholarship Committee
Ms. Jyoti Taralkar - for uploading on AIT website.