

CONVENING ORDER

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

1. Departmental Committees for the AY-2016-17 of all Depts for selection of students for all types of Scholarships are formed as under:-

(a) E&TC Dept

- (i) Mrs Harjeet Kaur - Presiding Officer
- (ii) Mrs Manisha Nilkanth
- (iii) Ms Amruta Joshi
- (iv) Ms Mohini Shendge

(b) Comp Dept

- (i) Mrs. Rushali Patil - Presiding Officer
- (ii) Mrs Sushma Pawar
- (iii) Mr. K Prakash

(c) Mech Dept

- (i) Mr. RS Godse - Presiding Officer
- (ii) Mrs Amruta Chaitanya
- (iii) Mr. Nishad Brathe

(d) IT Dept

- (i) Mrs Aparna Joshi - Presiding Officer
- (ii) Mr Arun Arunachalam
- (iii) Mr Manish Kumar
- (iv) Mr Rahul Chaudhari

(a) ASGE Dept

- (i) Mr. Ganesh Mundhe - Presiding Officer
- (ii) Mr Vitthal Hirvale
- (iii) Mrs. Smita Kashid
- (iv) Mr D V Deshmukh

2. First of all, the above said committees will prepare Dept and year wise merit list of all students (in excel format duly signed by all Bd officials and Countersigned by respective HOD) of their respective depts as per the format attached as Appendices A & B and handover hard and soft copies to the Chairman (Prof RS Verma) Central Scholarship Committee by **30 Aug 2016** 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 for each scholarship. Sequence for selection to be followed as per Scholarship SOP uploaded on AIT website. Policy for each scholarship is also 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. Merit list of eligible candidates alongwith their application forms duly completed for each scholarship to be submitted 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/Convn/Adm

Date : 2 Jul 2016


(K. V. Jayan)
Col(Retd)
Joint Director
For Director

Distribution

Director Principal	}	For info please.
HOD Mech HOD E&TC HOD Comp HOD IT HOD ASGE		
	-	Please circulate to all Committee Members
Prof RS Verma (Chairman, Central Scholarship Committee)	-	For info please.
Ms. Jyoti Taralkar	-	For uploading on AIT website.