


OFFICE OF PRINCIPAL

DISTRIBUTION OF DEGREE CERTIFICATES

1. As per the recent guidelines of Savitribai Phule Pune University (SPPU), Degree Certificates have to be distributed to AIT students who have passed out and applied for the same till 8 Feb 2020 on all working days (except Saturday/ Sunday and public holidays) during office hours. Students are advised to come in group. Max number of students should come and collect certificates in person or through authority letter through mail.
2. Mr. Viresh Paradeshsh (ASGE Dept) and Mr. VH Kamble (Computer Dept) will distribute degree certificates to all passed out students who's certificates have been sent by SPPU. They will maintain separate record for the same.
3. Procedure for collecting degree certificate will be as follows,
 - a) Students will pay Rs 500 (Rs 400 refundable deposit and Rs 100 as rent) for each convocation gown in Physics lab to Mr. Raghu Babar (those who come in person and wish to have photo in gown with HoD/Principal/Joint Director/Director). Convocation gown will be issued for 2 hrs duration only. Students can buy convocation gown in which they are getting degree certificate (as a memoir) by paying Rs 500 for the same in physics lab(in such case no need to pay deposit / rent).
 - b) Students will approach to Mr Viresh Paradeshi / Mr Kamble (Near HoD ASGE cabin) and collect degree certificate. Student can then approach HoD or Principal or Joint Director or Director (any one of them as per their availability and convenience) in their office (each of them have their convocation gown in their office) and take certificate from them officially in convocation gown where they can take photos of award of degree certificate.
 - c) In addition to this, students can take photos in convocation gown in (only) academic block without disturbing classes and then return convocation gown in physics lab.
 - d) Students are allowed to take photos on convocation stage organized and arranged in academic block by NSS Club.
 - e) Students who are unable to come to collect certificates are required to send authority letter in the form of mail at - aitconvocation@aitpune.edu.in. Such authorized person will deposit photocopy of his photo identification (such as AIT I-Card or Adharcard or PANCARD or Driving License) at the time of collection of degree certificate.
4. There has been a demand from some of the students of 2019 batch for organizing a proper graduation ceremony in AIT as it has been customary for last 3 years. The same

can be held, if at-least 50 students express this desire and willing to participate. Students will have to adhere to procedure at para 3 and express his/her willingness for graduation ceremony as mentioned above through email at **aitconvocation@aitpune.edu.in** positively by 3rd Feb 2020. In case of adequate response, the graduation ceremony function will be arranged on 07 March 2020 (Tentatively).

5. College Exam Officer and NSS Club in-charge will look after smooth distribution of degree certificates.


(Dr. B P Patil)
Principal

Copy to:

Director }
Jt Director } For Information please

HOD (Mech)
HOD (E&TC) }
HOD (Comp) } For co-operating students coming to them for photographs.
HOD (IT) }
HOD (ASGE) }
Registrar }

Mr Viresh Pardeshi }
Mr Raghu Babar }
Mr Kamble } For necessary action
CEO }

NSS Club I/C - for organization and arrangement of convocation area.

TPO - Publish on Alumni Group of Facebook

HOD IT - Publish on AIT Web site.