

DIRECTOR'S SECRETARIAT

NOTICE – 73/2021

ISSUE OF STUDENT RELATED DOCUMENTS

Following documents will be issued by Registrar office (Student Section):

Sr No	Description Document	Time Line (in no. of working days)		Remark	Signatory authority
		Minimum	Maximum		
1.	Bonafide Certificate	Same Day	3 Days	-	Registrar
2.	Character Certificate	Same Day	3 Days	-	Jt Director
3.	Transfer Certificate	Same Day	7 Days	-	Principal / Director
4.	Issue of Mark sheet/Degree Certificate	Same Day	2 Days	-	Student Section
5.	Attestation of Documents	Same Day	2 Days	-	Registrar
6.	Exam Related Documents	Same Day	2 Days	In co-ordination with COE of AIT	Registrar and COE
7.	Verification documents related academic records	Same Day	3 Days	-	Registrar
8.	Issue of antecedent/police verification/passport related required documents	Same Day	2 Days	-	Jt Director
9.	Documents related to SSB/Govt job	Same Day	7 Days	-	Jt Director/Principal
10.	Documents related to PMSSS	Same Day	3 Days	-	Registrar/Principal
11.	Scholarship / subsidy Documents	Same Day	3 Days	-	Registrar/Principal
12.	Issue of Letter to SPPU like correction in name on Mark sheet, Degree Certificate	Same Day	3 Days	-	Registrar and COE/ Principal
13.	Exam related query/problem	Same Day	3 Days	In co-ordination with COE of AIT	Registrar and COE/ Principal
14.	Retain Original documents submitted by students at the time of admission	After receipt of SPPU eligibility except school Leaving Certificate	15 days	Register to be maint, for both receipt & return scanned copy uploaded on ERP/NAS	Registrar / Principal
15.	Issue of fee receipt / fee structure	Same Day	7 Days	In co-ordination with Account section	Account officer and Joint Director
16.	CGPA to % conversion certificate	Same Day	7 Days	In co-ordination with COE of AIT	COE and Principal
17.	Issue of I-card	Same Day	7 Days	-	Jt Director
18.	Bank Loan related documents	Same Day	7 Days	-	Registrar and Account officer/ Joint Director
19.	Document required for internship	Same Day	3 Days	-	HOD and Principal

P.T.O.

Note:

1. Request email/application for getting above documents to be send to studentsection@aitpune.edu.in
2. While sending application applicant must give his/her details clearly (Like Full name, Year and Branch, College Registration No./ PRN no./Roll No., Year of passing out (in case of alumni), Purpose of requested document, details of authorized person (in case applicant is not collecting), valid mobile no., email id, postal address (in case document is required by post).
3. email request send on other mail id's will not be entrained.
4. Student section will respond / issue documents as mentioned in above table.
5. Document will be issued to:
 - a. Applicant physically / scanned document by email.
 - b. Authorized person nominated by applicant (Authorized person must carry authority letter and his/her identity proof like (any one) Aadhar card/Govt issued service Id/vehicle license/PAN card, then only requested document will be issued).
 - c. By post to applicant (postal charges applicable) - Applicant must clearly mention his / her postal address (in case of loss/damage to document by post, college will not responsible).
6. In case certificate is required in any other format than standard format of AIT, it will be verified by authority and if it fit in institute norms/Rules then only it will be issued.
7. Applicant must request required document (with necessary details) well in advance to avoid delay.
8. Student Section will be fully responsible for timely processing and accounting for all application / documents of students.



(Abhay A Bhat)
Brig
Director

File No : AIT/0075/Notice/Adm

Army Institute of Technology
Dighi Hills, Pune - 411015

Date: 05 Jul 2021

Distribution :-

Jt Director } - For info and needful action.
Principal }

Registrar }
Dr PB Karandikar (COE) }
HOD E&TC }
HOD Mech }
HOD Comp }
HOD IT }
HOD ASGE }
Accounts } For information and needful action.

Formats (click to download)

1. Bonafide Certificate
2. Character certificate
3. Fee Receipt
4. Request application for I card
5. Request application for transfer certificate
6. CGPA to % conversion certificate
7. Correction in name in Univ. records
8. Authority letter (for collecting the documents)