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AIT/0915/Join Instr/A Cell

20 Oct 2021

RAGGING IS A PUNISHABLE OFFENCE : AIT HAS ZERO TOLERANCE FOR RAGGING

JOINING INSTRUCTIONS (FE 2020-2021 SESSION)
SECOND YEAR OF BATCH 2020-2024 OF BACHELOR ENGINEERING
COURSE AT ARMY INSTITUTE OF TECHNOLOGY, PUNE

1. Refer Gov of Maharashtra Notification dated 08 Oct 2021 and Savitribai Phule Pune University (SPPU) Notification dated 09 Oct 2021.
2. It has been decided by the Management AIT, Pune that hostels will open from 25 Oct 2021 and Physical classes will start from 26 Oct 2021.
3. Only double vaccinated students are permitted to enter the AIT campus as per Govt Orders. All students who have got vaccinated for one dose are requested to complete the vaccination of second dose as soon as possible. The entry of the single vaccinated students will be denied even after negative RTPCR report. Anyone who has got health issue or any other problem related to reporting on time is directed to take specific permission from their HoD/Joint Director.
4. Even after double dose vaccination, all enforced protocol against Covid-19 will be followed by the students like wearing of mask, mandatory social distancing, measurement of temperature, frequent sanitization of hands etc. A separate Standing Operating Procedure (SOP) is published on Notice Boards and on AIT website regarding these protocols.
5. **Hostel Accommodation.** Hostel accommodation is **available** for all Second Year Engineering students. All students must come prepared to stay in the hostel. Permission will not be granted for staying outside AIT campus due to COVID-19 pandemic situation. Hence, all candidates will deposit hostel and connected fees at the time of admission itself.
6. **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.
7. **CSD Facilities.** CSD facilities are available in AIT, on Wednesdays and Saturdays. All students should bring CSD Card for availing CSD facility.

Medical Facility

8. MI Room with Nursing Assistant is functional round the clock at AIT. Serious cases are referred to MH, Kirkee / Command Hospital, for treatment.

9. 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'. Students who are wards of ex-serviceman should carry the following documents to avail ECHS facilities (Refer **Appendix 'A'**):-

- (a) ECHS card (16kb/ 32kb/ 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>The tele Nos of ECHS Polyclinic in Pune</u>	
(a) ECHS Polyclinic, Pune	- 020-26334221
(b) ECHS Polyclinic, Kirkee	- 020-25810019
(c) ECHS Polyclinic, Lohegaon	- 020-26680424

10. 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.

11. **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 'B'** to this Prospectus 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 'C'** of Joining Instructions. All students staying in hostel will give a separate undertaking.

Ragging

'RAGGING IS STRICTLY PROHIBITED IN AIT'.

12. 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**.

Attendance

13. 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.

14. 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.

15. **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.

16. **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.

17. **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
(Shoes, T shirts and shorts/
Track suit etc) | - | 1 Set (minimum) |
| (k) | Civilian Clothes | - | As per Rule Book |

(Note):

(a) These could be procured from Shopping Complex of AIT as well as from nearby local vendors in Dighi also. But move outside campus will be restricted due to Covid-19)

(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 hazards.

18. 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 2021-22. Mattresses can be retained by students at the time of passing out.

AIT Uniform

19. 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) | Blazer Navy Blue | - | 01 Nos |
| (d) | Overall combination Navy Blue
suiting (Boiler Suit) | - | 01 Nos |
| (e) | T Shirt, AIT | - | 01 Nos |
| (f) | Tie AIT | - | 01 Nos |

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

20. 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.

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

22. **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

23. (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.

Mode & Schedule of Payment

24. It is mandatory to pay the following hostel fees by 30 Nov 2021 or before joining the hostel as per Instructions whichever is earlier. Details of various fees and charges are given below: -

Description	Amount for FY 2021-22 (Rs)	Remarks
<u>Hostel, Messing & Other charges (Nov 2021 to Jun 2022)</u>		
Hostel Fees	29,600/-	Rs 44,400/- pa
Messing (Meals for all days of the week) @	25,520/-	110/- per day
Laundry charges	1,920/-	Rs 240/- per month
Barber charges for boys	320/-	Rs 40/- per month
Wi Fi	1,570/-	
Bedbug Proof Mattress	2,500/-	One time payment only
Refundable Security Deposit (Hostel)	20,000/-	-do-
Total	81,430/-	

@ Messing charges are for 232 days. Meals will not be provided during summer break (10 days in June).

25. **Mode of Payment.** Through ERP system on AIT website www.aitpune.com

Note :-

- (i) Payment in **cash or cheques will not be accepted.**
- (ii) 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.

26. **Local Guardians.** The Institute, being residential, in future after the COVID-19 pandemic, 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 fax or 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

27. **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 units/Organisations like BEG & Centre, CME and GREF Centre etc. (Only limited number of Guest Rooms are available in these units). AIT cannot arrange accommodation in these Institutions.

28. **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.

29. **Counselors.** For every student there is a specific faculty member detailed as Counselor. Parents are advised to remain in touch with the counselor for monitoring their ward's performance.

30. **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'.

31. **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

32. Queries regarding Joining Instructions sent to **ait@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 jd@aitpune.edu.in.

Sd/-xxx
(MK Prasad)
Colonel
Joint Director
For Director

Appendix 'A'

(Refer to Para 9 of AIT
Joining Instructions 2020 – 21)

**ECHS SELF ATTESTED PROFORMA FOR DEPENDENT SON/DAUGHTER ABOVE
18 YEARS OF AGE**

LATEST
SELF
ATTESTED
PHOTO

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 _____) .

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)

Date :

(Signature of Ex-servicemen / Primary
Member)

Date :

COUNTERSIGNED WITH STAMP

Place :

Date : (Signature
OIC Parent Polyclinic)

Appendix 'B'
(Refer to Para 11(a) of
of Joining Instructions 20-21)

UNDERTAKING

1. I _____, son/ daughter of Army
No _____ Rank _____ Name _____
_____ have read and understood all the provisions
contained in the AIT Rule Book and AIT Honour Code.
2. I will follow the rules and codes in letter and spirit.

Place: _____

(Signature of Student)

Date: _____

Name :

COUNTERSIGNED

(Signature of Parent)

Name: _____

Rank : _____

Appendix 'C'
(Refer to Para 11(b) of
Joining Instructions 2020-21)

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)

