

DIRECTOR'S SECRETARIAT

NOTICE: 09/2021

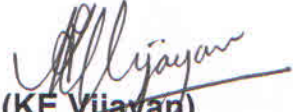
**REFUND OF SECURITY DEPOSIT TO STUDENTS
WHO PASSEDOUT IN THE YEAR 2020**

1. Clearance/ No due certificates have been received from number of students who passed out from AIT in the Year 2020. On scrutiny, the following have been observed:-
 - (a) Number of students have not collected their Original Mark sheet.
 - (b) Number of students have not submitted their "Call up letter" or proof of having joined the designated job, to the TPO.
 - (c) About 60 students have not returned books drawn from AIT Library.
2. In order to process for refund, the above have to be collected/ rectified.
3. **Collection of Original Mark Sheet.** The original mark sheet can be collected:-
 - (a) In person, from the office of the Registrar, AIT.
 - (b) Through an authorised person with specific "Authority Letter" signed by the student authorising the office of the Registrar, AIT.
 - (c) By sending an e-mail to Student Section, AIT to send the original Mark Sheet through speed post. The email should specify that the applicant is willing to take the risk of loss. The applicant should give the correct address. The cost for sending the Original Mark Sheet will be deducted from the refund amount of the applicant.
4. **Call Up Letter/ Proof of Joining.** This document is needed for records at AIT, to be subsequently produced to various inspecting agencies, including NBA and NAAC. All are requested to complete this formality so that Clearance Certificate can be processed for refund earliest.
5. **Books Yet to Be Returned.** Books which have not been returned so far will be assumed to have been lost and cost of the same will be recovered/ deducted from refund amount due. The clearance certificate will be endorsed accordingly by the Librarian.
6. The office of the Registrar, TPO and Librarian will process the Clearance Certificates for refund of security deposit as per above.

File No : AIT/0075/Notice/Adm

Army Institute of Technology
Dighi Hills, Pune - 411015

Date: 19 Jan 2021


(KE Vijayan)
Col
Joint Director
For Director