

ARMY INSTITUTE OF TECHNOLOGY
DIGHI HILLS PUNE- 411 015

NOTICE

17 March 2021

1. Further to our notice dated 19 Jan 2021 from Joint Director.
2. It has been noticed that many students who have passed out, have not yet collected their previous year's original mark-sheets. These are pending with the Registrar office/departments. Departmental staff is scrutinising these mark-sheets, and ensuring safe custody of the same.
2. To process these mark-sheets it is decided as follows:-
 - a) Class counsellors will contact these concerned students whose mark-sheets are pending.
 - b) They will inform them to collect in person or through an authorised person, through an authority letter. In case the students want the certificate to be sent by Registered/Speed post an email as mentioned in Para 3(c) of the notice dated 19 Jan 2021, referred above, will be sent.
 - c) On receipt of the email the departmental staff will hand-over the envelopes after endorsing full postal address to the despatch section in main office.
 - d) Despatch section will ensure that the postal charges will be deducted from the student's security deposit and account section will be informed accordingly.
3. All HODs to please note and instruct respective class counsellors accordingly.


(Dr B P Patil)
Principal

Copy to-

Director }
Joint Director } For information please

HOD Comp }
HOD E&TC }
HOD Mech } For needful action and circulate among the counsellors
HOD IT }

Jyoti:- Put up on AIT website

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