

STANDARD OPERATION PROCEDURE (SOP) FOR MIGRATION / CHANGE OF BRANCH STUDENTS OF ARMY INSTITUTE OF TECHNOLOGY, PUNE

INTRODUCTION

1. Every year vacancies are created in every branch for Second Year, due to students leaving the Institute in First Year and few failures of First Year. Based on the First Year results, University/ DTE has authorized every college to fill these vacancies by Migration or by Change of Branch during the Second Year admission process. Student, from other colleges, who apply for Second Year are considered as Migration Students and those who are from AIT are considered for Change of Branch.

AIM AND OBJECTIVE

2. Aim of this migration/ change of Branch policy is to fill the vacancies in Second Year, created due to cancellation of admission and failure in First Year. This facility will also cover the financial deficit created due to cancellation and failure students. It also helps bright students to get branch as per their preferences on basis of First Year merit, which they were not able to get at the time of Admission.

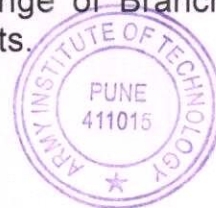
ELIGIBILITY CRITERIA

3. Candidates those who are apply for migration/ change of Branch should complete the following eligibility criteria :-

- (a) Eligibility criteria listed in Chapter 12 of AWES Rules and Regulations for Army Colleges and Institute Volume II.
- (b) There should be no ATKT in First Year.
- (c) Candidate from other University within Maharashtra State should complete the equivalences process laid down by SPPU. The syllabus completed by the candidate should match the syllabus of SPPU. In case of a mismatch of syllabus, the migration may be denied or the applicant asked to clear the subjects(s) not cleared in the previous University as backlog. The decision of SPPU in this regard will be treated as final.
- (d) The applicant must not be from University outside the State of Maharashtra.
- (e) Wards of those Army personnel who have recently been transferred from other state to Maharashtra State (subject to approval by the AWES, Army HQ and SPPU) even if he/ she is from a University other that state, may also be considered.
- (f) Students who are taken admission under PMSS (J&K Quota) quota are not eligible for Migration/ Change of Branch.

VACANCY STATE

4. Admissions through the process of migration/ change of Branch will be made only in case a vacancy in the branch applied for exists.



FILLING UP OF VACANCIES

5. The vacancies to be filled totally by merit on internal and migrated candidates jointly by a single merit list, so that meritorious students will get the branch of their choice. This will enhance AIT potential. It is also as per AWES policy regarding admission in AIT.

PRIORITY FOR ADMISSION / MERIT LIST

6. For migration/ branch change AIT needs to prepare list of candidates based purely on Merit only. While preparing merit list following points should be considered :-

- (a) First Year SGPA
- (b) Order of Preference to Branches
- (c) In case of tie, the relative merit of candidate shall be resolved in the following order of preference and the methodology as specified below :-
 - (i) Higher marks or score in Mathematics in HSC (10+2).
 - (ii) Higher marks or score in Physics in HSC (10+2).
 - (iii) Higher marks or score in Chemistry in HSC (10+2).
 - (iv) Higher percentage of marks at HSC (10+2) of all subjects.
 - (v) Higher percentage of marks at SSC (10th) of all subjects.

METHOD OF APPLICATION

7. An application made on prescribed format, enclosed at Appendix, by the candidate or his parent will be accepted. The application must be accompanied by a photocopy of FE mark sheet and certified proof of essential eligibility.

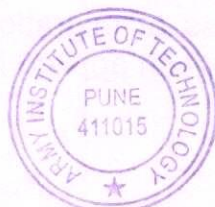
LAST DATE OF APPLYING

8. The application alongwith the photocopy of mark sheet must reach AIT within seven days of the declaration of FE results by the SPPU or as per notice published by AIT regarding same.

DECISION COMMITTEE

9. Following members will comprise the decision committee to approve the migration/ change of Branch :-

- (a) Chairman - Director
- (b) Members - Principal
HOD ASGE or Representative
Registrar
Representative from Student Section



APPROVAL AUTHORITY

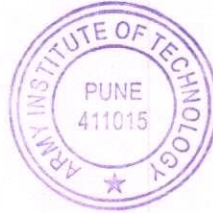
10. Approval of the Director, AIT will be taken before the admission through migration/ change of Branch is promulgated.

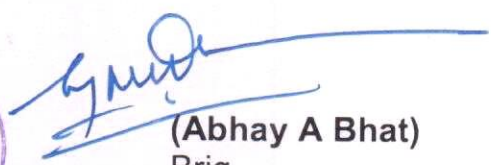
DATE OF IMPLEMENTATION OF POLICY

11. This policy will be implemented from AY 2021 – 22. Policy will be reviewed as and when required subject to change in norms by authorities.

File No : AIT/00351/SOP/PRIN

Army Institute of Technology
Dighi Hills, Pune - 411015




(Abhay A Bhat)
Brig
Director

Date: 03 Sep 2021

Distribution :

HOD Mech
HOD E&TC
HOD Comp
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- Please upload the SOP on AIT website.

Appendix
(SOP For Migration / Change of Branch Students)

Application No

From:

Correspondence Address:

Mobile:

Date:

APPLICATION FOR SECOND/ THIRD YEAR MIGRATION ADMISSION FOR

1. I, Mr/ Ms _____ hereby submit an application for Second year Admission at your Institute.

2. Presently I am studying in _____ affiliated to _____ in First/ Second year. I have completed my First/ Second year in (Comp/ Mech/ E&TC/ IT). My Branch preferences are mentioned below (Applicable for Second Year) :-

Preference 1: _____

Preference 2: _____

Preference 3: _____

Preference 4: _____

3. Xerox copy of my First/ Second year Mark sheet & Proof of Ward of Army Personnel are attached herewith for your information please.

Rank & Name of Father

Name & Signature of Candidate

Disclaimer: This application doesn't mean confirmation of admission.

Encl : (a) Xerox copy of Mark-sheets
(b) Father's Army Proof

