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**ARMY INSTITUTE OF TECHNOLOGY**  
**STANDARD OPERATING PROCEDURE (SOP)**  
**FOR HOSTEL ROOM ALLOTMENT: 2024**

**Introduction**

1. Army Institute of Technology (AIT) runs under the aegis of Army Welfare Education Society (AWES) for the wards of serving/ retired Army Personnel. Admission to AIT is on the basis of All India Rank obtained in the Joint Entrance Exam (JEE) Main. Students of AIT are from all over India, and due to its isolated/ remote location, students admitted in AIT are in need of hostel accommodation. Hostel accommodation for first year students is compulsory in AIT.

**Aim**

2. This SOP lays down measures and procedures to be adopted while allotting rooms in AIT hostels to students in second, third and final years.

**Procedure**

3. Following preliminary procedures are to be followed during allotment of hostel rooms to students in AIT hostels:-

(a) Notice alongwith Requisition Format (**Appx**) to be issued/ uploaded regarding preference of students during the month of March.

(b) The downloaded format to be filled, signed, scanned, and forward from official e-mail of student to the concerned warden.

(c) Option for stay in hostel is final and irrevocable.

(d) If a student reserves hostel accommodation, but doesn't pay fees and stays elsewhere, they'll be charged because they've prevented another student from getting that accommodation.

4. **Constitution of Committee to Prepare Recommendations for Allotment of Hostel Accommodation.** A committee with an Asst Prof as Presiding Officer and all wardens as members to be constituted for scrutiny of the applications for hostel accommodation.

5. **Criteria.** Hostel allotment is class-wise and based on the following criteria:-

(a) **Academics result.** 70% weightage of the average of last three semesters result will be considered for the allotment. In case of the second-year students, only first semester result will be considered. First year students will be given hostel based on AIT merit number.

(b) **Physical Attendance.** 30% weightage of physical attendance (without any kind of PL) will be considered for the allotment.

(c) **Medical Cases.**

(i) 02 seats of the respective year will be reserved for genuine medical cases.

(ii) Only medical reports or certificate from Military Hospital.

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- (iii) No singlets will be given to the medical cases.
- (iv) Unfilled medical seats will be merged with the normal seats.

(d) **Disciplinary Cases.** Negative marks for disciplinary cases will be added in final revised marks. Percentage will be calculated by deducting the percentage of scored marks by individual student based on number of Director level offences as per the following table. No hostel will be given to the students with more than three Director level offences:-

Sr. No	Number of Director Level Offences	% of Marks deduction
1	1	4
2	2	10
3	3	20

(d) **ATKT.**

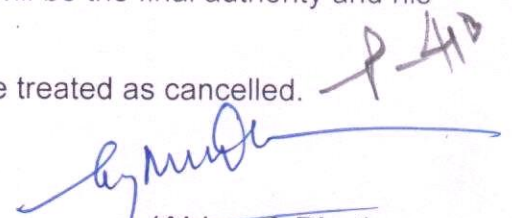
- (i) Preference to ATKT students will be given only after allotment of students who have cleared all subjects with no backlogs.
- (ii) Students who have failed in one subject will be considered first for the allotment, based on physical attendance.
- (iii) If the seats remain vacant, only then the students with two backlogs will be considered.
- (iv) Similar procedure will be followed for three backlogs and so on.
- (v) ATKT students will strictly be adjusted as per the convenience of the wardens to ease the management for the wardens.

6. President, Gen Secretary and Ladies Representative of Student Council will be given accommodation out of turn based on their merit.

7. If any branch seat is not filled due to poor numbers of all pass students, one backlog students of same branch will be considered for allotment before considering other branch all pass out students. The balance seats after allotment to one backlog students will go to other branches on prorata basis. This decision is as per proposal by HoD (Mech) and HoD (E&TC) and approved in HoD meeting.

8. **Arbitration.** In case of any dispute, Director AIT will be the final authority and his decisions will be final and binding on all.

9. SOP on the subject dt 05 Dec 2023 may please be treated as cancelled.

  
(Abhay A Bhat)  
Brig  
Director

File No : AIT/0055/Notice/Adm

Army Institute of Technology  
Dighi Hills, Pune - 411015

Date: 24 May 2024



**REQUEST FOR ALLOTMENT OF HOSTEL ACCOMMODATION**  
**DURING ACADEMIC YEAR ( )**

**TABLE -1: PERSONAL PARTICULARS**

Name in capital letters	Roll No	Regn No	Present year of study SE/TE/BE	Branch (E&Tc-I/II Comp-I/II Mech/ IT)	Choice of your stay Hostel/ Day scholar	Last Flank/ Room No

**TABLE - 2: DISCIPLINARY PROFILE**

Any fine imposed by AIT, if so reason & amount (Paid/ Not Paid)	Any disciplinary awards/ punishments during his/ her entire stay in AIT after joining

Date :

Place: \_\_\_\_\_

(Signature of Student)

Name of Student :

Mobile No :

Name of Parent :

Mobile No of Parent :

**UNDERTAKING**

1. I have read the AIT Rule Book and AIT Honour Code and I shall abide by both.
2. I have read Notice No \_\_\_\_\_ dt \_\_\_\_\_ and I have understood the implications fully. I understand that once I opt for accommodation at AIT Hostel and I am allotted the accommodation that option is irrevocable and I will be charged full Hostel fees for the whole year, irrespective of whether I subsequently occupy the accommodation or not.
3. I will occupy the accommodation allotted to me and will not shift to another accommodation without formal sanction by the Warden.
4. I also undertake that I will not indulge in/ encourage/ abet any form of ragging of junior students. Any incident of ragging coming to my notice will be immediately reported to the Warden.
5. The details given above are correct and I understand that I am liable for disciplinary action in case any input is found to be incorrect/ false. I have not attached any false or incorrect document support of my request for out-of - turn allotment.

Date :

(Signature of Student) : \_\_\_\_\_

Name of Student: \_\_\_\_\_