ARMY INSTITUTE OF TECHNOLOGY, PUNE
STANDARD OPERATING PROCEDURE (SOP)
FOR LATERAL ENTRY ADMISSION OF DIPLOMA / BSc DEGREE HOLDERS
INTO DIRECT SECOND YEAR OF ENGINEERING

Abbreviations used in the SOP:

1. **AIT** (Army Institute of Technology).

2. **AICTE** (All India Council for Technical Education).

3. **DTEMS** (Directorate of Technical Education, Maharashtra State).

4. **AITLET** (Army Institute of Technology Lateral Entry Test).

Refs:

1. AICTE Approval Handbook 2019-20.

2. DTEMS Information Brochure for Admission for AY 2019-20 of State Common Entrance Test Cell.

Appces:

A – Mapping courses by DTE, Maharashtra for Direct admission to Second Year Engineering

B – Application form for Lateral Entry Admissions.

C – Summary of Results - AITLET

INTRODUCTION

1. AIT is one of the premier Engineering Colleges in the Country. The institute caters exclusively to the wards of retired and serving Army personnel. As per AICTE Regulations, Diploma and/or BSc Degree holders who have undergone a three year diploma / degree course are eligible to apply for admission to direct second year of bachelor in engineering degree courses. Such entry is termed lateral entry. Lateral entry is permissible up to 10% of the 'Approved Intake' in a particular course. Also, this method can be undertaken to fill up vacancies in regular entry/ approved intake, if any.

2.   AIT presently has the following Approved Intake:
    (a)   Computer Engineering   – 120
    (b)   Electronics and Telecommunication – 120
    (c)   Information technology   – 60
    (d)   Mechanical Engineering   – 60

3.   Students from all over India can obtain admission in AIT. The system of valuation and marking by various universities and colleges across the country will vary. In order to bring all inputs at a common level, with acceptable parameters, AIT will conduct a test, called AITLET. Hence there is a requirement to lay down proper procedures to be followed for conduct of the test as well as other steps to be adopted for lateral entry admission to AIT.

4.   This SOP is to be followed as a guideline for the steps to be adopted for lateral entry of engineering diploma/ BSc degree holders into direct second year of bachelor in engineering degree course.

AIM

5.   To lay down guidelines for conduct of lateral entry admission to eligible engineering diploma holders and / or BSc degree holders directly to second year undergraduate engineering courses in AIT.

SCOPE

6.   This SOP covers the following aspects related to lateral entry admissions to AIT:-

    (a)   Eligibility Criteria for Lateral Entry.
    (b)   Yearly Schedule of Events / processes for admissions.
    (c)   Conduct of Army Institute of Technology Lateral Entry Test (AITLET)
    (d)   Methodology for Preparation Of Merit List
    (e)   Availability of Vacancies
    (f)   Constitution of Committees.
    (g)   Conclusion

ELIGIBILITY

7.   AICTE and DTEMS have laid down the eligibility criteria for admission of ENGINEERING Diploma holders and/or BSc Degree holders to under graduate degree engineering courses in AIT. All rules as regards to eligibility and other awards, applicable to AIT students (Published in AIT Admission Brochure for First Year Admission) except qualifying examination, are applicable to the students aspiring for lateral entry to second year. The candidate aspiring for direct admission to second year in any of the under graduate courses run in AIT should have the following qualifications:-

(a)   The Candidate should be an Indian National.

(b)   Should have passed qualifying engineering diploma/BSc in respective or allied branch with minimum 45% marks as laid down by AICTE, DTEMS/other state equivalent board/University.

(c)   Should have passed B.Sc. Degree from a University Grants Commission (UGC) or Association of Indian Universities recognized University with at least 45% marks.

(d)   Should have appeared and qualified in AITLET in his / her engineering discipline.

8.   As per Norms for Duration, Entry Level Qualifications and Statutory Reservations for the Technical Programmes, Appendix 1 of AICTE Approval Process Handbook 2019-20, candidates belonging to BSc stream shall be considered only after filling the supernumerary seats in the Lateral Entry Category with students belonging to the Diploma Stream.

9.   Mapping courses by DTE, Maharashtra for Direct admission to Second Year Engineering, is enclosed as **Appendix 'A'**.

YEARLY SCHEDULE OF EVENTS FOR LATERAL ADMISSION TO AIT

10.   The schedule of events for Lateral Entry Admissions 2020-21 will be as given in the table below:

Ser No	Event	Date
1	Publication of Advertisement in News Papers and commencement of receipt of online applications for AITLET	First Week of Dec
2	Last date of receipt of online applications	31 Aug 2020
3	Last date for receipt of completed AITLET off line applications at AIT admission cell	05 Sep 2020
4	Publishing the list of eligible candidates	10 Sep 2020
5	Date of entrance exam AITLET (Online)	19 Sep 2020 (Sat)
6	Preparation of AITLET Merit List and Approval of Provisional Merit List	30 Sep 2020
7	Publication of Provisional Merit List	01 Oct 2020
8	Candidates to submit results of Final Year Diploma / BSc Degree exams	07 Oct 2020
9	Publish Final Merit List for admissions	17 Oct 2020
10	Admission of Candidates	20 Oct 2020

11.   AWES Cells Eastern and Northern Command HQ will be sent 50 applications each, for those candidates who are unable to fill in on line applications due to connectivity problems.

12.   Format of Application Form for Lateral Entry Admissions is enclosed as **Appendix 'B'**.

CONDUCT OF ARMY INSTITUTE OF TECHNOLOGY
LATERAL ENTRY TEST (AITLET)

13.   As mandated by the orders of the Hon'ble Supreme Court, in addition to the criteria laid down by AICTE/ DTEMS, AIT will conduct separate entrance tests for the candidates applying for lateral entry direct into second year engineering. Eligibility for applying and appearing for respective tests will be as per mapping issued by DTEMS (**Appendix 'A'**). AITLET will be conducted for two streams as follows:-

(a)   Joint AITLET for Computer Engineering and Information Technology (301 Sub Gp A).

(b)   AITLET for Electronics and Telecommunication Engineering. (302 Sub Gp B).

(c)   AITLET for Mechanical Engineering. (401 Sub Gp A)

14.   All the three tests mentioned above will be held on last Saturday of the Month of March and will be of 02 Hours duration and maximum of 50 Marks. The schedule of the tests will be as follows:-

(a)   One common test will be held for Mathematics and English, each will be held for duration of 30 minutes.

(b)   Subject specific tests of one hour duration each will be held (total of three tests) with gap of minimum 30 minutes in between, to allow eligible candidates to appear for multiple disciplines.

15.   The distribution of marks is given in the table below:-

STRUCTURE OF AITLET

Ser No	Description	Type of Questions	Responsibility	Marks
1	Subject specific paper	Objective: Multiple Choice	Respective Department	25
2	Mathematics	Objective: Multiple Choice	Department of Applied Science and General Engineering	15
3	English	Descriptive	Faculty Member Soft Skills	10
			Total	**50**

METHODOLOGY FOR PREPARATION OF MERIT LIST

16.   The merit list will be prepared solely based on AITLET marks. In case of tie, the ties will be broken using the marks scored in AITLET in the subject specific paper, then in Mathematics and then in English.

17.   The Departmental Committee, whose details are given below at Para 19, will prepare the merit list as per AITLET Appendix "A" and will submit it to the AIT Lateral Entry Admission Committee for further processing. This merit list will be accompanied by sealed envelope containing evaluated answer papers of all the aspiring candidates.

18.   Merit lists for Diploma and BSc Degree holders will be published separately.

AVAILABILITY OF VACANCIES

19.   As per AICTE Approval Handbook 2019-20, the supernumerary vacancies will be 10% of the "Approved Intake". Thus a total of 30 supernumerary vacancies will be available, 12 in Computer engineering and 6 each in Electronics and Telecommunication Engineering, Information technology and Mechanical Engineering. In addition, the vacancy generated due to failure of first year engineering result and AIT Intra migration in respective branch, not filled by another regular student, if any, will also be offered to waitlisted candidates in lateral entry category.

CONSTITUTION OF COMMITTEES

20.   Committees will be constituted at two levels, at departmental level and at AIT level, to conduct AITLET and to coordinate the lateral admission process as a whole.

21.   **AIT Lateral Entry Admission Committee**. HQ Southern Comd A branch will detail AIT Lateral Entry Admission Committee. This committee will be responsible for the entire admission process and will specifically discharge the tasks mentioned below: -

        (a)   Decide the schedule and its implementation every year.

(b)   Publish advertisements in newspapers for inviting applications and carryout official communications with the candidates and the environment (on AIT website).

(c)   Forwarding the department wise list of eligible students to respective departments.

(d)   Supervising the departmental committees conducting AITLET examination.

(e)   Compiling the results submitted by departments and display of the merit list.

(f)   Verifying Army related documents through competent official.

(g)   Overall conduct of Admission Process smoothly, as per the provisions in the SOP.

(h)   Revision of various rules and regulations as and when required with the formal approval of Director/ Chairman AIT.

(j)   Maintenance / custody of admission related documents for time span stipulated by AIT Management.

22.   **Departmental Committees.**   Every year, the Departmental Committee, presided by the Head of the Department (HOD) having one Associate Professor / senior faculty, one Assistant Professor from the same department and subject experts in Mathematics as well as in English in consultation with Applied Science and General Engineering Department (ASGE) and one external subject expert from another engineering college under SPPU, will perform following tasks:-

(a)   Setting of subject specific Question paper.

(b)   Coordinating with other allied branches (if any) for question   paper and scheduling AITLET accordingly.

(c)   Conducting of subject specific AITLET.

(d)   Evaluation of answer papers.

(e)   Submitting the result to Joint Director, in the prescribed format.

23.   Format for Result Summary is attached as **Appendix 'C'**.

24.   **Scrutiny of Army Related Documents.**   The AIT Lateral Entry Admission Committee is responsible to scrutinize the Army related documents of the parents of the candidates, as per guide lines given in the Blue Book.

25.   **Other Matters**. It will be the responsibility of the AIT Lateral Level Entry Admission Committee to obtain approval of the Chairman, AIT well in time regarding the aspects of admission fees and yearly schedule of events.

CONCLUSION

26.   Presently the No of applicants is limited. Hence it is planned to conduct written tests at AIT itself. All concerned with AITLET and Lateral Entry Admissions are required to follow the above mentioned guidelines, to ensure transparency and effective coordination.   Later, it may become essential to have the tests to be conducted online at selected centers. Utmost care has to be taken to ensure that the procedures given herein should be followed and a constant effort must be made to improve these.

Case No - AIT/178/Adm/Coord

Army Institute of Technology   Sd/-xxx
Dighi Hills, Pune - 411015   (Abhay A Bhat)
                                                                     Brig
04 Sep 2020   Dir, AIT

Mapping courses by DTE, Maharashtra for Direct admission to Second Year Engineering

Group No.	Diploma Courses	(Course Code) Degree Courses
Computer, Electronics, Electrical, Instrumentation & Bio-Medical Engineering Group		
301-Sub-group : A		
	1 Computer Engineering 2 Computer Technology 3 Information Technology 4 3D Animation and Graphics 5 Computer Science and Engineering	1. 242 - Computer Science and Engineering 2. 242 - Computer Science and Engineering 3. 242 - Computer Science and Engineering 4. 245 - Computer Engineering 5. 245 - Computer Engineering 6. 245 - Computer Engineering 7. 245 - Computer Engineering 8. 246 - Information Technology 9. 246 - Information Technology 10. 246 - Information Technology 11. 251 - Computer Technology 12. 254 - Computer Science and Technology 13. 254 - Computer Science and Technology 14. 242 - Computer Science and Engineering 15. 245 - Computer Engineering 16. 246 - Information Technology 17. 246 - Information Technology 18. 242 - Computer Science and Engineering 19. 245 - Computer Engineering 20. 245 - Computer Engineering 21. 242 - Computer Science and Engineering 22. 245 - Computer Engineering 23. 245 - Computer Engineering 24. 242 - Computer Science and Engineering 25. 246 - Information Technology
302-Sub-group : B		
	1 Digital Electronics 2 Electronics and Communication Engineering 3 Electronics and Video Engg 4 Sound and Television Engineering 5 Electronics and Telecommunication 6 Industrial Electronics 7 Electronics and Radio Engineering 8 Electronics Engineering 9 Electronics Production and Maintenance	1. 354 - Electronics Design Technology 2. 370 - Electronics and Communication Engineering 3. 370 - Electronics and Communication Engineering 4. 370 - Electronics and Communication Engineering 5. 372 - Electronics and Telecommunication Engg 6. 372 - Electronics and Telecommunication Engg 7. 372 - Electronics and Telecommunication Engg 8. 372 - Electronics and Telecommunication Engg 9. 376 - Electronics Engineering 10. 376 - Electronics Engineering 11. 376 - Electronics Engineering 12. 377 - Electronic and Communication Technology 13. 372 - Electronics and Telecommunication Engg 14. 376 - Electronics Engineering

	10 Electronics 11 Electronics Engineering Industry Integrated 12 Electronics and Communication Technology	15. 372 - Electronics and Telecommunication Engg 16. 372 - Electronics & Telecommunications Engineering 17. 376 - Electronics Engineering 18. 571 - Electrical and Electronics [Power System] 19. 376 - Electronics Engineering 20. 376 - Electronics Engineering 21. 372 - Electronics and Telecommunication Engg 22. 888 - Electronics System Engineering 23. 572 - Electronics system Engineering 24. 372 - Electronics and Telecommunication Engg 25. 376 - Electronics Engineering 26. 576 - Electronics & Communication Engineering(Sandwich)
	305-Sub-group : E	
	1 Instrumentation 2 Instrumentation and Control 3 Instrumentation Engineering 4 Instrumentation and Control Engineering	1. 464 - Instrumentation and Control Engineering 2. 466 - Instrumentation Engineering 3. 466 - Instrumentation Engineering
4-Mechanical Engineering Group		
	401-Sub-group : A	
	1 Automobile Engineering 2 Fabrication Technology 3 Mechanical Engineering 4 Fabrication Technology and Erection Engineering 5 Mechatronics 6 Robotics and Mechatronics 7 Mechatronics Engineering	1. 302 - Aeronautical Engineering 2. 602 - Automobile Engineering 3. 612 - Mechanical Engineering 4. 612 - Mechanical Engineering 5. 612 - Mechanical Engineering 6. 625 - Mechanical Engineering[Sandwich] 7. 612 - Mechanical Engineering 8. 612 - Mechanical Engineering 9. 602 - Automobile Engineering 10. 002 - Aeronautical Engineering 11. 612 - Mechanical Engineering 12. 612 - Mechanical Engineering 13. 615 - Mechanical & Automation Engineering 14. 612 - Mechanical Engineering 15. 612 - Mechanical Engineering 16. 602 - Automobile Engineering 17. 625 - Mechanical Engineering[Sandwich] 18. 002 - Aeronautical Engineering 19. 615 - Mechanical & Automation Engineering 20. 624 - Mechatronics Engineering 21. 613 - Mechatronics Engineering[Sandwich] 22. 612 - Mechanical Engineering 23. 602 - Automobile Engineering 24. 499 - Mechanical Engineering (Auto)

ARMY INSTITUTE OF TECHNOLOGY, DIGHI HILLS, PUNE 411 015.
AITLET

APPLICATION FORM FOR ADMISSION TO **DIRECT SECOND YEAR ENGINEERING** (20-- - 20--) FORM SHOULD BE FILLED IN BLOCK LETTERS IN BLUE/BLACK INK

Paste recent Photograph of size 3.5cm x 4.5 cm only **(In case of online form upload photo, Size of file 500kb max.)**

PART - I

Number of Branch /s applied for

Branch /s Applied For

1. Name of Candidate (As given in Class X Certificate)

First Name   Middle Name   Surname

2. Name of Father as Applicable

First Name   Middle Name   Surname

3. Name of Mother

First Name   Middle Name   Surname

4. Percentage of marks in qualifying examination up to two decimal points

(*Note: CGPA / SGPA must be converted to percentage marks and necessary authentic document in this regard must be submitted.*) (*Submit CGPA / SGPA Conversion Certificate*)

5. Rank of Father / Mother as applicable   6. Sex   Male [ ]   Female [ ]

7. (a) Date of Birth [DD] [MM] [YYYY]   (b) **Age as on 01 Jul 20** [ ] Years [ ] Months [ ] Days [ ]

8. Year of appearing / passing the qualifying examination: or equivalent

9. (a) Are you a citizen of India (Yes/No)

(b) Are you a person of Indian origin migrated from a foreign country (Yes / No)

10. Is your father / mother serving in Indian Army as regular/re-employed person with minimum 10 years continuous service? (Yes / No)

(*Submit Certificate No 1*)   Regular [ ]   Re-employed [ ]

11. Is your father/mother retired/released from Army / died during service (Yes / No)
(*Submit Certificate No 1*)

(a)   Retired with pension benefits [ ]   (b) Died in service and family pension is being availed [ ]

(c)   Retired with 10 years of continuous service in Army [ ]

12. Are you a Step child/adopted child of an Army personnel (Yes / No) (*Submit Certificate No 2*) [ ]

13. Is your father / mother
(a)   Commissioned in AMC/ADC but serving in IN / IAF [ ]   (b)   Serving in / retired from APS [ ]

(c)   Serving in MNS / TA unit [ ]   (*Submit Certificate No 3*)

14. Are you a Ward of Ward Widow? (Yes / No) (*Submit Appendix 'A'*) [ ]

15. Is your father/mother a **Gallantry Award** winner? (*Attaching relevant document is mandatory*) (Yes / No) (Refer to Para 12) [ ]

(a)   Mention name of Award [ ]   (b) Year of Award [ ]

16. Address for Correspondence (IN BLOCK LETTERS) _____

_____

_____City _____ Pin _____

17. Email _____ Tel No (include STD Code)_____

Mob No (candidate) _____   (father/mother) _____

20. Signature of Candidate and Date [ ]

PART - II   <u>UNDERTAKING BY CANDIDATE</u>

I, _____ declare that:-

1. I fulfill all the eligibility conditions as laid down in the Prospectus.
2. I have passed the qualifying exam in _____ (year) / am appearing for the qualifying examination in _____ (year).
3. I have read all the rules of admission for the current year and after understanding these rules, I have filled in this form of application for admission for the current year.
4. The information given by me in my application is true to the best of my knowledge and belief.
5. I have not been debarred from appearing in any examination by the Govt. constituted or Statutory Examination Authority of India.
6. I fully understand that the offer of Branch of Engineering will be made to me depending on my inter-se merit and availability of seat.
7. I understand that no other document, other than those attached to the application form will be entertained for the purpose of claims / Concession etc. in connection with my admission.
8. I hereby agree to conform to any rule, act and law enforced by Govt. of Maharashtra and I hereby undertake that so long as I am a student of AIT, I will do nothing either inside or outside AIT which will result in disciplinary action against me under the rules, acts and laws of University of Pune and AIT.
9. I fully understand that the Director / Principal of AIT will have full liberty to expel/rusticate me from AIT for any infringement of the Rules of conduct and Discipline prescribed by Savitribai Phule Pune University, the Rules for Students of AIT, Govt. of Maharashtra Prohibition of Ragging Act 1999 and the Undertaking given above.

Place :
Date :

_____
Signature of Candidate

<u>DECLARATION BY PARENT</u>

I, No _____ Rank_____ Name _____

Father / Mother of _____ declare that:

1. The particulars furnished by my son / daughter in his/her application form are correct to the best of my knowledge.

2. I undertake and bind myself to pay on behalf of my son / daughter such fees, charges etc which AIT may levy from time to time and in the event of failure on my part / and / or on the part of my son / daughter in this regard, Director AIT may take such action against my son / daughter as he may deem fit.

Place :   Signature of Parent

Date :   Name & Rank

PART - III   <u>CHECKLIST FOR ADMISSION TO DIRECT SECOND YEAR – 20___ AT AIT</u>

This is to certify that the following documents are enclosed herewith (tick the appropriate box):-

1. Application form complete in every respect including photograph   ☐

2. Documents Attached:-

(a) Photostat copy of qualifying diploma mark sheet ☐	(g) Certificate 3 ☐
(b) Documents in support of Gallantry Award winning Category ☐	(h) Proof of War widows (Appendix 'A') ☐
(c) Proof of Age (Class X Certificate) ☐	(j) Address for Correspondence (Appendix 'B') ☐
(d) Copy of Mark sheet (10 +2) ☐	(k) Willingness Certificate (Appendix 'C') ☐
(e) Certificate 1 ☐	(l) Copy of initial Pension Pay Order ☐
(f) Certificate 2 ☐	(m) CGPA / SGPA Conversion Certificate if applicable ☐

(Note: Please refer AIT Brochure for admission to first year engineering programs for Army related certificate / documents)

Place :

Date :   _____
                                                                                Signature of Candidate

1. Name of the student

2. Branch of Student

3. AITLET score of the student

4. AITLET Merit Number in the Branch

5. Decision of Central Committee(Recommended)   YES / NO

Member1(Faculty)   **Member2(Office Superintendent)**   **Registrar**

Joint Director, AIT

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Approved / Not Approved

Director, AIT

ARMY INSTITUTE OF TECHNOLOGY

AITLET

Department of (Mech Engg / E & TC / Computer / IT)

BRANCHWISE MERIT LIST – AY 2020– 21

Date: _____

Sr. No	Name of Candidate	Branch	Marks of AITLET			Total	Remarks
			Branch Subject	Maths	English	Total	
			A	B	C	D=A+B+C	
			(25)	(15)	(10)	(50)	
1.							
2.							
3.							
4.							
5.							
6.							

MEMBER 2   MEMBER 1   HOD

Registrar   Joint Director

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...ned authorities.

ARMY INSTITUTE OF TECHNOLOGY

AITLET

Department of (Mech Engg / E & TC / Computer / IT)

BRANCHWISE MERIT LIST – AY 2020– 21

Date: _____

Sr. No	Name of Candidate	Branch	Marks of AITLET			Total	Remarks
			Branch Subject	Maths	English		
			A	B	C	D=A+B+C	
			(25)	(15)	(10)	(50)	
1.							
2.							
3.							
4.							
5.							
6.							

MEMBER 2   MEMBER 1   HOD

Registrar   Joint Director

case the result sheet contains more than one page, each page will be signed
ned authorities.