

# DIRECTOR'S SECRETARIAT

## NOTICE: 41/2018

### CLEARANCE BY BE AND ME STUDENTS

1. Further to this office Notice No 77/2017 dated 30 Nov 2017.
2. It is observed that inspite of specific instructions, students who are passing out AIT shortly and those who have passed out recently are attempting to obtain their clearance through some of the staff, AIT. *from*
3. It is reiterated that, none of the staff at AIT are authorised to carry out clearance on behalf of any student/alumni. The student/alumni are required to get the clearance carried out individually and submit the form to the office of the undersigned. Current BE students should carry out clearance and fill the form correctly and completely and handover the same to the Despatcher at the Main Office before they leave AIT.
4. Any act contrary to the above including approaching any staff to carry out the clearance will not be accepted/entertained and reference to such staff will not be considered for further action by this office.

File No : AIT/0075/Notice/Adm

Date: 29 May 2018

  
(KE Vijayan)  
Col (Retd)  
Jt Director  
For Director

#### Distribution

Director } - For info please  
Principal }

HOD- E & TC

HOD- Comp

HOD-IT

HOD – Mech

HOD – ASGE

Registrar

Placement Cell

Accounts Section

Warden, SN Bose Hostel

Warden, Vishweshwaraya Hostel

Warden, Abdul Kalam Hostel

Warden, Homi Bhabha Hostel

Warden, Kalpana Chawla Hostel

Website I/C