



DIRECTOR'S SECRETARIAT

NOTICE: 104/2019


IDENTITY CARD

1. New Identity Cards of students are ready for collection since last one month. Despite repeated instructions a large number of students have not collected their identity cards (List enclosed).
2. All HsoD are requested to direct the students mentioned in the list to collect their identity cards by **30 Sep 2019**. Students holding invalid identity cards or invalid temporary identity cards will not be permitted to enter/go out of AIT. **All students should be in possession of new original identity cards by 01 Oct 2019, which is mandatory for entry/ exit of AIT from 01 Oct 2019 onwards.**
3. All students are required to carry the identity cards whenever they come to the Academic Block. Day scholar students should be in possession of valid identity cards whenever they enter AIT.
4. All students are cautioned not to remove the lanyard from the bracket. The identity card is to be kept in the bracket and worn around the neck using the lanyard to prevent loss. Identity cards will not be kept in the wallet or pocket of the trousers/jeans.
5. Loss of identity cards, original or temporary, will be reported to the undersigned immediately.
6. All are reminded that Identity Cards are issued by the college to facilitate the students to establish their identity. The cards belong to the institution. Identity Card is a very important security document, loss of which compromises security of AIT Campus. Hence, each individual is responsible for its safe keeping. **Loss of Identity Card will attract penalty/fine of Rs 1500/-.**
7. Identity Cards are not transferable. In case a student attempts to use/substitute card of another, disciplinary action will be initiated against both, the user and donor.

File No : AIT/0075/Notice/Adm

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Date: 21 Sep 2019


(KE Vijayan)
Col
Joint Director
For Director

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