

**DIRECTOR'S SECRETARIAT**

**NOTICE: 132/2025**

**WITHDRAWAL OF CLASS ROOM/ LAB KEYS**  
**BY STUDENTS**

1. It has been observed that keys of class rooms/ labs are being issued to students after working hours, without prior written permission from authorities.
2. It is hereby reiterated that keys will not be issued to students without permission from the Joint Director.
3. The staff I/C will strictly monitor the proper use of labs/ classrooms by the students. The requisition to this effect should be processed through Staff I/C/ Dean Student Affairs/ Principal to the Joint Director.
4. **Sub SK Roy, Estate Supvr.** Please instruct the security personnel to issue keys only after obtaining approval from the Joint Director.
5. For strict Compliance of all concerned.

File No : AIT/0075/Notice/Adm

Army Institute of Technology  
Dighi Hills, Pune - 411015

Date : 15 Sep 2025

  
(Prof MS Khaladkar)  
Offg Jt Director  
For Director

**Distribution:-**

Director } - For info please  
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