STUDENTS OUT PASS PROCEDURE
(POST ACADEMIC HRS)

1.   All students are now permitted to proceed on out pass as per following timings:-

(a)	**Working days**	**- 05:00 PM to 09:30 PM**
(b)	**Non Instructional Days (Sat/ Sun/ Holidays)**	**- 07:00 AM to 09:30 PM**

Out Procedure

2.   No student is permitted to go out without I-Card.

3.   Make proper entry in Out Pass Register at AIT Main Gate.

4.   Security will verify the identity of student by checking the I-Card.

5.   Give face recognition in biometric Machine.

6.   Student whose face recognition does not match will not be allowed to go out. Security will confirm the same.

In Procedure

7.   Make face recognition in In Biometric Machine. Security will ensure the same.

8.   Make in time entry in out pass register. Produce I-Card to security for confirmation.

9.   Security to check the luggage brought in by students.

Late Comers

10.   Late comers will report to Duty JCO and Warden both.

11.   Duty JCO will make list of late comers and deposit I-Cards of Students and produce the same to Jt Dir on next day.

12.   Late Comer students will report to Jt Dir next day with respective warden. Late comers will be penalized accordingly.

13.   This notice supersedes Notice No 55/2022 dt 25 Apr 2022.
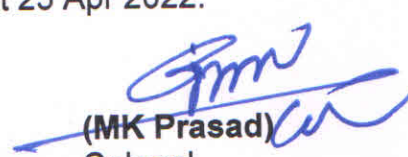
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Army Institute of Technology
Dighi Hills, Pune - 411015

Date: 29 Nov 2022

(MK Prasad)
Colonel
Jt Director
For Director

Distribution:-

Director } - For info please
Principal }

HsoD (IT, E&TC, ASGE, Mech & ASGE)

Estate Supvr
Warden, FE
Warden, SE
Warden, TE
Warden, BE
Warden, Kalpana Chawla Hostel
President, Students' Council
Ladies Rep