DIRECTOR'S SECRETARIAT

NOTICE – 55 /2022

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)	Other Days	-	09:00 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 Thumb biometry in Out Thumb Machine.

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

In Procedure

7.   Make thumb biometry in In Biometry Machine. Security will confirm 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.

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.
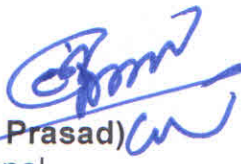
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Army Institute of Technology
Dighi Hills, Pune - 411015

(MK Prasad)
Colonel
Jt Director
For Director

Date 25 Apr 2022

Distribution:-

Director ⎫ - For info please
Principal ⎭

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

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