

DIRECTOR'S SECRETARIAT

NOTICE – 52/2020

CLOSURE OF COLLEGE

1. Due to spread of Covid-19, based on directives from SPPU, following decisions have been taken in the meeting held on 17 Mar 2020.

- (a) All faculty & non-teaching staff (except peons, Ms Jyoti and staff who handles internet) will work from home till 25 Mar 2020.
- (b) Library will function till 19 Mar 2020.
- (c) TPO office will remain closed till 25 Mar 2020.
- (d) Workshop will remain closed till 25 Mar 2020.
- (e) Peons will be assigned duty in rotation till 24 Mar 2020 and chart will be displayed today.
- (f) Dir's Sectt, JD Office, Principal Office, Main Office, Maint Staff, Central Store, MT Section and other administrative sections will work from 09:00 AM to 02:00 PM (except holidays).
- (g) In case of urgent requirement any staff will be called to attend duty on short notice.
- (h) Any update or direction from Govt/ SPPU/ DTE will be communicated through HsoD/ Section ICs.

2. The above will hold true till 25 Mar 2020. Directions for 26 Mar 2020 and beyond will be intimated later.

File No : AIT/0075/Notice/Adm

Army Institute of Technology
Dighi Hills, Pune - 411015

Date: 17 Mar 2020

Distribution :-

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Warden, Kalpana Chawla Hostel
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(KE Vijayan)
Col
Jt Director
For Director