



ARIFA INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)

(An ISO Certified Institution)

Esanoor, Keelaiyur (Po), Nagapattinam (Dt)-611103



AIT/ OFFICE/CIRCULAR/2025-26/005

DATE: 22/08/2025

OFFICE ORDER

Subject: Responsibility for Damage to Institutional Property.

It has been observed that damages to Institutional property such as furniture, fittings, and other materials are occurring in certain areas. In order to instill a sense of responsibility and accountability among students, the following policy shall be enforced with immediate effect.

If any furniture, equipment, or property is found damaged on a particular floor/classroom/department, and the actual offender is not identified, the students of that particular floor/class/department will collectively bear the fine until the responsible individual(s) are identified.

The fine amount will be proportionately collected from the students concerned.

All students are therefore advised to maintain discipline, safeguard institutional property, and report any misconduct immediately to the concerned authorities.

Your cooperation in this regard is highly solicited.


Principal

Copy to:

1. The Chairman.
2. All HODs / Notice Board