



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/2025-26/006

DATE: 22/08/2025

OFFICE ORDER

Subject: Restriction on Students Leaving the Campus During Working Hours

It has been observed that some students are leaving the college premises during working hours without proper authorization. This practice is strictly prohibited.

Henceforth, the following instructions are to be followed without exception:

Students are not permitted to leave the college premises between 9.15 a.m. to 4.30 p.m. under any circumstances, unless directed by the college for official purposes.

Students who need to leave the campus during working hours must obtain prior written permission either from the Head of the Department (HoD) and from the Principal.

Any student found outside the campus without proper permission will face serious disciplinary action.

All students are hereby instructed to strictly adhere to this directive.


Principal 22/08/25

Copy to:

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