

Ansal University
Sector-55, Gurgaon, Haryana

AU/RO/09/2019/006

Sep 6, 2019

Office Order

Classroom Regulations:

It has been observed that a lot of classrooms are lying vacant or with a few students, in most cases the A/C, lights, fans and whatever electrical appliances have been left running.

This has multiple repercussions, on our electricity consumption, energy bill, cleanliness as student eat in the rooms and litter, vandalism as the students are left unattended.

Therefore it has been decided the following:

- A student common room will be identified in each block, the students have to sit there when free or use the canteen which now has proper A/C, libraries etc.
- Each Dean is responsible for his floor/floors/rooms/classrooms and must implement a system with the help of its faculty and attendants to make sure the classrooms which have been vacated after a class and if not in use must be locked after insuring all electrical appliances, projectors, A/C have been turned off.
- Classrooms found open during or after teaching hours which are not in use will attract a penalty for the school of Rs.5,000 per classroom.
- We recommend the keys of each room be taken in the morning from the attendants by the first faculty having a class in a particular room. After the class the key can be passed to the next faculty and so on, if there is no class schedule the faculty locks the classroom after ensuring all appliances are off and return the key to the attendant. You could create a register to follow the key on daily basis.
- For blocks that have multiple users, A and D the responsibility is floor wise first then room wise.

1) D- Block

Ground floor, SHM except for

011 A and B SET
011 C SET & SSHS
011 D London School of Learning

First floor

108-111 B, Lucideus, cyber security
Labs, SET and SSHS
101- 113 SHM

Second floor, SSHS

208
213 SET, SSHS

Third floor, SET

Fourth floor, SSB

Fifth floor

509-510 SSHS/pharmacy
516 A-B, 524 C SHM
501, 514, 515, 524 A SSB
Common room 524 B

2) A- Block

Ground floor, SSAA/SSPD

First floor, SSD except for


103 SSPD

113 SSPD

Second floor, SSD

- Food consumption by students or faculty in classrooms is strictly prohibited.
- Common areas such as corridors, bathrooms will be taken care of by security and housekeeping staff

This is issued with the approval of Vice Chancellor.


Registrar 06/9/19

Ansal University