



# Guru Gobind Singh Indraprastha University

"A State University established by the Govt. of NCT of Delhi"

Sector-16C, Dwarka, New Delhi-110078

GGSIU/Estate/Misc./77

Dated: 05-12-2025

## ADVISORY

All employees, students and residents must take every possible precaution to prevent fire incidents on campus. Everyone must immediately report in writing for any loose wiring, short circuits, sparks or blown fuses to the Engineering Wing.

### 1. Electrical Safety & Use of Appliances

- i. Overloading sockets or using multi-plug adapters must be avoided.
- ii. All electrical appliances (lights, fans, computers, UPS systems, air-conditioners, lab equipment, etc.) must be switched off and their plugs removed before leaving offices, classrooms, research labs, centers or hostel rooms.
- iii. Continuously running appliances such as refrigerators and UPS units must be checked regularly; and must be kept free from any flammable materials.
- iv. Cardboard boxes or other flammable items must **not** be stored in electrical panel rooms or near power distribution panels.

### 2. Waste Disposal

- i. Papers or any materials meant for disposal should be promptly sent to the trash / waste-disposal bins; combustible clutter must not accumulate.
- ii. Power distribution panels, fire extinguishers, and fire-hydrant cabinets must always remain unobstructed and easily accessible.

### 3. Prohibited Items & Activities

- i. Use of room heaters, open flames, incense sticks, candles or any other flame-based items is strictly prohibited inside hostel rooms and other campus premises.
- ii. Leaving irons, heaters, or any heat-generating appliances switched on unattended (especially overnight or when rooms are unoccupied) is forbidden.

### 4. Wardens / Security Staff

- i. Wardens must ensure proper supervision and checks to prevent unsafe practices (e.g. overloading sockets, unattended electrical appliances) in hostels.
- ii. Security staff must verify that all electrical appliances are switched off and plugs removed before locking classrooms, laboratories, common areas, hostels, etc. at the end of the day.

### 5. Smoking & Fire-Risk Control

- i. All campus premises including hostels, offices, classrooms, seminar halls and centers are declared **No-Smoking Zones**.
- ii. Smoking, open flames, incense, or any flame-based items must not be used anywhere on campus.

All faculty members, staff, students and concerned agencies are directed to fully comply with these instructions, since adherence to this advisory is essential for the safety of all campus residents and assets.

(Dr. Kamal Pathak)

Registrar

### Copy for information to:-

1. A.R. to VC Sectt.
2. OSD to VC
3. AR. to Registrar
4. Director Incharge (EDC)
- ✓ 5. Project In-charge, UITS with a request to mail to all deans of USS & Branch Head & upload a copy of the circular on University website.

### Copy for information & necessary action to:-

1. All Deans/Directors of USS/Centers & Branch Heads to ensure compliance of above in the Branches/Schools headed by them.
2. The Security, Sanitation & UWD branch may Coordinate with other Schools & departments.

(Dr. Pankaj Agrawal)

Deputy Registrar (Estate)