



Ref: SWARNIM/RO/CIRCULAR/2024/33

29.07.2024

CIRCULAR

This is to inform to all the Staff members of the Swarnim Startup & Innovation University that the lights, fans or electronic/electric gadgets must be off after 5:00 pm. Only those lights, fans or electronic/electric gadgets should be ON if the work is going on at the particular cabin/laboratory/class etc.

After 5:00 pm, Security of the University will take a round of each and every cabin/laboratory/class etc. if any lights, fans or electronic/electric gadgets found ON, the penalty Rs. 500/- will be charged from the concern person and Principal/HOD of the Department/Institute will be responsible to collect the penalty.

If the electricity is running on generator and the AC of any cabin / laboratory / class is found ON even after being informed through message in Swarnim Group, strict action will be taken against the Principal / HOD of the concern Department/Institute.

It is also instructed to all the staff members of the Swarnim Startup & Innovation University to switch off the lights, fans or electronic/electric gadgets if there is no require.

Registrar

Copy to;

1. The President /Vice President, Swarnim Startup & Innovation University
2. The Provost, Swarnim Startup & Innovation University
3. Chief Administrative Officer/Academic Director/Dean/ Principals/Functional Head/HODs/Staff Members, Swarnim Startup & Innovation University
4. Guard File