OFFICE OF THE REGISTRAR
A.M.U., ALIGARH

May 24, 2018

FOR WIDE CIRCULATION

All Deans of Faculties
All Chairmen, Department of Studies
All Principals of Colleges / Polytechnics / Schools
All Directors & Coordinators of Centres / Units / Offices
All Provosts of Halls of Residences / NRSC
All Heads of Sections / Offices

In view of the recent occurrence of fire in some offices of the university, it is important to pay attention to the following.

1. Appliances like Air Conditioners must be switched off before closing the Department.

2. Strict vigil to be maintained on any spark or short circuit occurring in the network which must be addressed to prevent a major fault.

3. Extra care has to be taken for the closed places (with minimal ventilation) where ACs or Refrigerators are installed.

4. Frequent tripping of MCBs should not be ignored. These are signs of overloading and must be addressed immediately.

5. Areas surrounding high power appliances should be kept clean of inflammable material and important documents.

(Prof Javaid Akhtar)
Registrar