

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

Estd. Under Punjab Technical University Act, 1996
(Punjab Act No. 1 of 1997)

Ref. No. : IKGPTU/Reg/N/ 1379

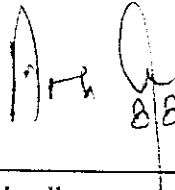
Dated : 08-08-17

NOTIFICATION

Sub: **Operation, maintenance and repair of Academic Building AB1, AB2 and AB3.**

The Following decisions are approved for operation, maintenance and repair of Academic Building AB1, AB2 and AB3 (erstwhile CB1, CB2 and CB3 respectively).

1. Air Conditioning (AC) and lifts will remain operational in Academic Buildings AB1 & AB2 from 08:30 AM to 05:30 PM on all working days. The operation and maintenance of outdoor units of AC plant and lifts will be done by Estate Office.
2. In each department, the faculty and staff shall be responsible for the operation of indoor units of AC, fans and light in their offices, faculty rooms and laboratories whereas security will control operation of AC, fans and light in class rooms and open area. To make AC operational on non-working days like Saturday, Sunday, Holiday etc., request should be sent one day advance in writing to Estate Office through Registrar after recommendation of concerned HOD.
3. All the Heads of teaching departments will allot rooms to faculty according to their designation and entitlement after the approval of Dean Academics and same should be sent to office of Registrar for notification. Faculty will receive inventory from Estate Office/Care Taker. In case faculty/staff shifted from one floor or building to other floor or building, concerned will hand over keys and inventory to Care Taker/Estate Office.
4. Lecture rooms and tutorials will be in the custody of Security and will be opened at 08:30 AM and locked after the completion of classes.
5. Maintenance related complaints/requirements shall be given in writing to care taker by concerned HODs and Care taker shall get it rectified within 48 hours & if not possible due to lack of spare parts and other reasons then he/she will report back to complainant immediately, whereas requirement of new fitting like blinds and furniture etc. should be processed through Assistant Registrar (Main Campus) to Dean (Academic).
6. Security persons will be deputed in Academic Building AB2 on the pattern of AB1. The request for the requirement of security persons should be sent to DR (HRD) through Dean (Academics) by the AR, Main Campus.


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7. Two (02) sweepers will be assigned to departments on each floor of Academic Buildings AB1 and AB2 for proper cleanliness of classrooms, toilets, offices and other area on each floor.
8. Major deficiency/defects in AB1 and AB2 should be reported to Estate Office through Dean (Academics).
9. All concerned to note the parking of vehicle should be made only in the car parking area (Adjoining/backside of AB1). Security to ensure the compliance of the same.
Executive Engineer to put barricade accordingly.


Registrar
OJC

Endst. No. IKGPTU/Reg/N/ 1380 - 1385

Dated: 08-08-17

1. OSD to VC: For the information of Vice Chancellor
2. All HODs (Teaching & Non-Teaching), IKGPTU
3. Executive Engineer: For necessary directions to the concerned staff
4. DR (ITS): For upload on website
5. DR (HR): For necessary compliance
6. Security Incharge: For immediate compliance


Registrar