

# University of Mumbai



No. REG/ICC/2022-23/09

## CIRCULAR

**Subject:** Energy saving and Fire Safety Protocol-  
(Switching off electrical equipments while leaving office)

All Head of the Departments and Officers of University of Mumbai are requested to ensure switching off all the Computers, Printers, Air Conditioners, Lights, Fans, Windows, Exhaust fans, Xerox Machines and Allied Electronic Equipments/Appliances before leaving their respective departments. Electric Hot Cases/Kettles wherever available, are to be switched off immediately after use.

For this purpose, a person in the department should be deployed by the HOD/ Officer to monitor compliance of above preventive energy saving and fire safety protocol. In case of a non-working day, the concern person attending the office shall ensure the above compliance.

Please note this measure is adopted to achieve energy saving and fire safety standards at all times hence the implementation should be effective from today itself.

Mumbai  
13<sup>th</sup> September, 2022

  
(Prof. Shailendra Deolankar)  
I/c. Registrar

**Cc to:**

1. All Head of the Departments and Officers of University of Mumbai
2. Master file