

**राजीव गांधी राष्ट्रीय विमानन विश्वविद्यालय**  
**RAJIV GANDHI NATIONAL AVIATION UNIVERSITY**

**Administrative Notification No. RGNAU/031/2026 Dated 15<sup>th</sup> May 2026**

**Subject: Observance of Fire Safety Measures and Energy Conservation Practices.**

It has been observed that in University offices and classrooms, desktops, laptops, lights, fans, coolers and other electrical appliances are being left switched on after office hours or when rooms are unoccupied.

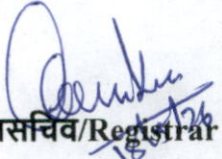
Further, a few fire-related incidents have been reported in and around the University campus during the last few days. In view of the above, it is imperative to take necessary precautions to ensure the safety and security of University assets and the campus community.

Accordingly, all Teaching Staff, Non-Teaching Staff and Students are requested to strictly observe the following measures before leaving their offices, workplaces, classrooms, laboratories or hostel rooms:

- 1) Switch off desktops, laptops, printers, air-conditioners and other electrical appliances after working hours.
- 2) Ensure that lights, fans and other electrical fittings are switched off before leaving the office and classroom.
- 3) Avoid overloading electrical sockets and extension boards.
- 4) Report any electrical fault, sparking, overheating or damaged wiring immediately to the concerned section.
- 5) Keep the office and store neat and clean

Students residing in hostels are also requested to switch off lights, fans, coolers, chargers and other electrical appliances/fittings while leaving their rooms.

The safety of our campus/hostel depends on our collective vigilance. Therefore, immediate cooperation of all concerned in observing these precautions to ensure a secure and sustainable environment for all.

  
कुलसचिव/Registrar

To,  
All Teaching/Non-Teaching Staff and Students

Copy to:

- 1) All Deans/Heads/Coordinators of the Departments/Schools/Sections/Units
- 2) Finance Officer
- 3) Controller of Examinations
- 4) Librarian (Officiating)
- 5) All Deputy Registrars
- 6) Officer on Special Duty (AAE&HR)
- 7) Warden, RGNAU Hostel
- 8) System Analyst – please upload it on the University website.
- 9) Hindi Officer
- 10) Medical Officer

- 11) Security Officer
- 12) PS to the Vice Chancellor
- 13) PS to the Registrar
- 14) Office Order File