



**INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE**  
**A Deemed to be University**  
**JADAVPUR, KOLKATA 700032**

No: 1.2/RA/992

Dated:29.09.2022

**OFFICE MEMORANDUM**

It has been observed that corridors in all the buildings within the campus are being used for setting up experimental arrangements and also for keeping disposable items. Considering the safety of all, administration takes a serious note of this issue which is in violation of directive of Governing Council. The Engineering Workshop Section is being advised not to accept any job request for using the corridors for individual use. The Campus Upkeep Officer is given time till 20<sup>th</sup> October to clean up all the corridors and make them clutter free. Any unauthorized or unnotified use of corridor by any individual is strictly prohibited.

An action taken report along with photograph of the corridors may be submitted by 22<sup>nd</sup> October,2022 by the Campus Upkeep Officer for placing before the Governing Council.

This issues with the approval of the competent authority.

  
**(Sarbani Saha)**  
**Registrar**

**Copy to:**

1. Director; 2. All Deans; 3. All Chairs/Heads of Schools/Sections with a request to bring to the notice of all the employees and students attached to their respective schools/sections; 4. Mr. Somnath Bandyopadhyay (Estate Officer); 5. Mr. Rajib Debnath (Campus Upkeep Officer)