



Date: 20 September 2018

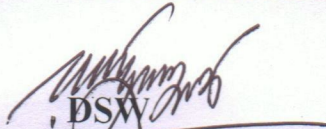
Notice

It has been observed on several occasions that some of the valuable properties like Washroom **commode, basin, urinals**; Classroom **desks, chairs, visual aids** (Multi-media projector & Screen), **Lab machineries/equipments** (Computers, mouse & keyboard), **Lifts** were found broken/damaged/missing due to careless use/mishandling by the students. The Classroom **AC, lights** and **fans** including the **Multi-media Projector** were kept on after the scheduled lecture(s) which is not only undesirable but also a matter of great concern for the BUFT authority.

Henceforth, all Class Representatives (CRs) are advised to ensure that the abovementioned **electrical appliances** and the **training aids** are put off /not missing/broken before leaving the Classrooms after the scheduled lecture(s).

Students are also advised to take extra care while using the **Washroom commode, basin, urinals and the Lifts**.

The teachers shall discuss the matter in the classroom.


DSW
BUFT

Copy To:

1. PS to the Chairman, BOT.
2. PS to VC.
3. PA to Pro-VC.
4. Treasurer (Designated).
5. All Deans.
6. Registrar.
7. Controller of Examinations.
8. CFO.
9. Head of Logistics (to brief the Floor Supervisors & ACSs accordingly).
10. Director (P & D).
11. Proctor.
12. All Heads of the Departments/ Director, BIFT.
13. Librarian.
14. Head (Acting) PRD.
15. IT Manager.
16. Central Control Room.
17. Office Copy.