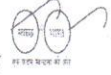




**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
ESTATE & SECURITY BRANCH  
SECTOR 16-C, DWARKA, NEW DELHI - 110 078  
011-25302245, 011-23502247

**URGENT**



F.No. GGSIPU/E&S/Estate/2015/112/465

Date: 04.12.2015

**NOTICE**

Hon'ble Vice Chancellor has constituted a Committee for Space Management in the University. The Committee, inter-alia, has been entrusted with responsibility of Space Management in the University viz-a-viz drawing of norms/guidelines for Space Management.

It has been decided by the Committee to seek the information related to current space utilization by each School/Deptt./Centre.

You are requested to kindly give space allocation to your School/Deptt./Centre alongwith its current utilization pattern (room wise). This information must include wherever necessary, utilization in terms of hours of utilization of each space in consonance with Teaching/Practical load etc.

The above information is urgently required and must be sent to the undersigned on or before 10<sup>th</sup> December, 2015, positively.

**(Prof. Anup S. Beniwal)**  
Chariman  
University Space  
Management Committee

To

1. All Deans/Directors
2. Controller of Examination
3. Controller of Fianance
4. Librarian
5. All J.R./D.R./HoD/Branch Heads
6. E.E. (UWD)
7. Head, UITS Cell (with the request to upload the same on University Website).
8. A.R. to Hon'ble V.C.
9. S.O. to Pro V.C.
10. A.R. to Registrar
11. Office Copy
12. Guard File