



Prof. SK Ishtiaque Ahmed
Registrar

No.MANUU/HYD/AMDN/ENGG/2024-25/F

date : 07th March, 2025

CIRCULAR

Sub : MANUU :Engineering Section -Conservation of Electricity in the University
Campus Circular -Reg
Ref : Office Of Principal Director of Audit Central (Hyd) OBS-1793978

In view of acceleration in power consumption charges, year on year the following instructions is herewith circulated in compliances with the above reference for minimizing the consumption and optimal usage of the Electricity.

- 1) Keep the Computers in SLEEP mode, TURN OFF Air conditioners, lights and fans when not in use during office hours and TURN OFF the computers and all the gadgets such as printers, scanners, etc., before leaving the office/Lab/Class room/facility.
- 2) Arrange dusting of light fittings/bulbs/luminaries regularly which can absorb up to 50% of the light.
- 3) Use Ceiling fans/Table fans/wall mounted fans/Desert coolers in open fenestrations against Air conditioners in closed fenestrations to a maximum possible extent. This is an effective energy conservative measure and an effective measure in reducing the chance of virus contacts.
- 4) In case of using Air Conditioners, make the setting at 25 Deg C and mostly keep the doors closed.
- 5) Arrange shading in the premises which shall improve Air conditioners efficiency by 40%.
- 6) Arrange cleaning of the Air Conditioner's filters every month which is necessary to prevent contamination and damaging of the unit itself.
- 7) Keep the refrigerators away from all sources of heat, including direct sunlight, the oven and cooking range in the office pantries, if available.
- 8) Use an electric kettle to heat water as it is more energy efficient compared to conventional stoves/microwave oven, etc., and don't overfill the kettle for just one drink which is a common scenario in office pantries.
- 9) Plug off all the appliances before closing the office/Lab/Class room/facility.
- 10) Any other suitable energy conservation measures at the discretion of the section/Dept. for optimal usage of electricity which do not affect the functioning.

Hence all the Sections/Departments/Hostels of the University are advised to adhere to the above measures scrupulously so as to reduce the Electricity consumption.

To
All Dean, DSW, Proctor, Directors, Librarian & Principals
Incharges/HOD's/Section Heads (Teaching & Non-Teaching)
Head and Incharges of Satellite Campuses RCs, SRCs

Copy to

- 1) the Office of Hon'ble Vice Chancellor/Registrar/FO
- 2) Director CIT for uploading on University website

Registrar

7/3/2025
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