



NLUM/Estate/ERM/231/2025/272

Dated 13th March 2025

Notification

It has come to the notice of the undersigned that improper handling of university-provided assets and facilities by students in various spaces such as sports complexes, music rooms, cafeterias, hostels, libraries, and other common areas has led to unnecessary damage, inconvenience, and potential safety risks.

To preserve university property and ensure a safe working environment, all staff are expected to follow proper usage etiquette for all assets and items.

- All university-provided furniture, stationery, equipment and any other university issued item must be used with care, and any damage due to negligence may result in accountability measures.
- All equipment provided in sports complexes and music rooms should be handled with care, and any damage due to negligence may result in repair or replacement charges.
- Cleanliness must be maintained in cafeterias and common areas by disposing of waste in designated bins, avoiding food wastage, and respecting cafeteria staff and fellow students.
- Electronic Assets in classrooms, libraries and common areas must be handled carefully only in the presence of Faculties or University designated staff, and students should avoid installing unauthorized software or mishandling equipment.
- All students are expected to take personal responsibility for maintaining university property, report any damages or malfunctions promptly, and follow safety guidelines, including switching off electrical appliances when not in use.

Strict compliance with these guidelines will help maintain a professional, safe, and well-functioning environment for all students.

By Order

Registrar

National Law University of Meghalaya

Dated 13th March 2025

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Copy to:

1. PA to Vice Chancellor, National Law University of Meghalaya, for information of the Vice Chancellor.
2. All Staff (Faculty and Non-Faculty) and Students National Law University of Meghalaya, for information and adherence to the same.
3. Office Copy.

Registrar

National Law University of Meghalaya