



NLUM/Estate/ERM/231/2025/271

Dated 13th March 2025

Notification

It has come to the notice of the undersigned that improper handling of assets and items provided by the university to staff (Faculty and Non-Faculty) in cabins, seating and common areas and any other spaces allocated by the University has led to avoidable damage, inconvenience, and potential safety concerns.

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.
- Staff should ensure electrical appliances are switched off when not in use, avoid overloading sockets, and report any faulty equipment to the department concerned.
- Cleanliness must be maintained in office spaces and waste should be disposed of properly in designated bins.
- All staff are encouraged to take personal responsibility for maintaining the integrity and functionality of university property.

Compliance with these guidelines will ensure a professional and efficient working environment for all.

By Order

Registrar
National Law University of Meghalaya

NLUM/Estate/ERM/231/2025/271-A

Dated 13th March 2025

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) National Law University of Meghalaya, for information and adherence to the same.
3. Office Copy.


Registrar
National Law University of Meghalaya