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CIRCULAR

This is in continuation to earlier Notices of University Space Management Committee regarding space utilizations. The Hon'ble Vice Chancellor is pleased to approve the following policy guidelines with regard to Academic Spaces in Schools and Library of the University:

(i) One Person – One Office Space Policy

It was observed by the Committee that Whenever additional responsibilities/assignment are allotted to a faculty she/he should, as far as possible, operate from her/his primary designated space/office, except for the following offices which will be provided independent offices:

- a) Deans of USS
- b) Director Student Welfare
- c) Proctor
- d) Director Development
- e) Director International Affairs
- f) Director Academic Affairs
- g) COE

The arrangement for offices other than the above would be as follows:

- a. Staff allocated to the offices/officers other than the above seven offices would work from the Dean's Secretariat of the respective school to which the faculty belongs.
- b. Meetings for such responsibilities/offices/officers would be conducted in the respective committee rooms of the school or in any other committee room as available/suitable for the purpose.

(ii) Class Rooms

All spaces designated as Class Rooms would be taken under the overall responsibility of Director (Co-ordination). The class room Time Table/Software would be arranged/purchased by Director (Co-ordinations) optimal utilization of Class Rooms. The class rooms/labs used should be optimized through staggering of Time Table.

(iii) Faculty Rooms

The space allocation for faculty members of the University shall be as per the following norms:

- a) Independent faculty room for each Professor.
- b) One faculty room for two Associate Professors on sharing basis.
- c) One faculty room for two Assistant Professors on sharing basis.

(iv) Week-End Courses

No extra allocation of space would be made for the conduct of weekend/other courses and their Office space. The existing Office facility of the respective schools would be utilized for the conduct of weekend courses.

(v) Placement Office

There would be two Centralised Placement offices in place of school-wise placement office. These would function as per the following details:

1. Room No. D-401 for Non-Engineering Courses (i.e. USLLS, USE, USMS, USHSS, USMC & CDMS).
2. Room No. E-109 for Engineering Courses (i.e. USBT, USCT, USIT, USET & USAP)

The spaces used by the respective schools other than the above designated room would be vacated and shall be handed over to the Space Committee for re-allotment as per the requirement.

(vi) Space Utilization in USS

- a. The independent school level libraries would be merged with Central Library (UIRC) and would be allocated designated spaces in UIRC in case this is a requirement of the concerned Statutory Body. However the School Library of USLLS would continue to function from its present location.
- b. Efforts should be made by all Deans in the schools for maximum utilization of spaces under their control by staggering various activities of the schools
- c. Visitor Rooms of the respective school would also double as Guest Faculty Room. No separate room for Guest Faculty will be allocated.
- d. Only one Committee Room between two schools would be allowed in each block. It may also be used as Video Conferencing Room. No separate Seminar Hall or Conference Room would be allowed for any school. Each school should use Seminar Halls in C, D & E Blocks for the purpose of Seminar/Conference.
- e. All Research Scholar(s) should be located in concerned labs and (or) allotted cabins of labs, if available. However, where such arrangement cannot be made the Research Scholar(s) should be encouraged to use Library space for research work. No separate room shall be allowed to Research Scholar(s).

(vii) The spaces that fall vacant consequent to the implementation of above policy guidelines shall be handed over to the committee for reallocation.

The University Space Management Committee will allocate/re-allocate the rooms/space in consonance with the above mentioned policy guidelines approved by the Competent Authority and the original space allocation plan already made in this regard.


(Anup Singh Beniwal)
Chairman,

University Space Management Committee