



# चिन्मय-इन्टर्नेशनल्-फौण्डेशन्-शोधसंस्थानम्

केन्द्रसर्वकारीयशिक्षामन्त्रालयाधीन-केन्द्रीयसंस्कृतविश्वविद्यालयेन "आदर्शशोधसंस्थानम्" इति मानितम्

## CHINMAYA INTERNATIONAL FOUNDATION SHODHA SANSTHAN

[Recognized as Adarsh Shodha Sansthan, under the scheme for financial assistance to institutions recognized as Adarsh Sanskrit Mahavidyalayas/ Adarsh Shodha Sansthan being implemented by the Central Sanskrit University, under Ministry of Education, Government of India]

Adi Sankara Nilayam, Adi Sankara Marg, Veliyanad, Ernakulam, Kerala - 682 313



CIFSS/CIR/048/2025/01

15 January 2025

### CIRCULAR

#### **Subject:** General Rules and Guidelines for Office Timings and Campus Conduct

All employees are hereby informed that the general rules and guidelines outlined below are to be strictly adhered to during office hours and while on campus:

#### 1. **Office Timings:**

- ❖ Office hours are from **9:00 AM to 5:30 PM**.
- ❖ All employees must adhere to these timings without exception.

#### 2. **Library Usage:**

- ❖ The library will be open from **9:00 AM to 5:30 PM**, including Saturdays and Sundays.
- ❖ The library will remain closed on National Holidays.
- ❖ Maintain **silence** in the library at all times.
- ❖ Handle library books responsibly and follow the attached guidelines for proper usage.

#### 3. **Use of Mobile Phones:**

- ❖ All employees must ensure that mobile phones are used only for necessary communication purposes.
- ❖ Usage of mobile phones should not affect working hours.
- ❖ Being online during working hours, using social media etc. that result in disregarding visitors on campus, is improper for employees of public offices.

#### 4. **Footwear:**

- ❖ Ensure your footwear is placed **neatly in the shoe rack** provided.

#### 5. **Campus Cleanliness:**

- ❖ Avoid spitting, chewing pan, or littering anywhere on the campus. Use designated bins.

#### 6. **Energy Conservation:**

- ❖ Switch off fans and lights when not in use.
- ❖ Close doors and windows while using AC to conserve energy.

#### 7. **Handling Office Equipment and Furniture:**

- ❖ Use office furniture and equipment carefully.
- ❖ Avoid making noise while moving or dragging items.

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**8. Prohibition of Drugs, Alcohol, Smoking, and Pan Chewing:**

- ❖ The use of drugs, smoking, drinking alcohol, or chewing pan etc. is strictly prohibited on campus.
- ❖ Any violation of this rule will be deemed a punishable offense and addressed accordingly.

Compliance with these rules ensures a safe, clean, and respectful working environment for everyone. For any queries or clarifications, please contact the Director.

**By Order,  
Dr. P. N Sudarsanan  
Director**

**Name of the Staff**

**Signature**

1. Dr. V. R. Manoj
2. Dr. G. Rajashekar Reddy
3. Dr. C. P. Ambika
4. Sri. Ananta Basudev Nanda
5. Smt. Rajalekshmi C. V
6. Smt. Sreelekha M. S
7. Sri. Kishore M. B
8. Sri. Syam Prakash
9. Sri. Rahul Radhakrishnan
10. Smt. Vijayalekshmi A
11. Smt. Jayamol K. S