



**MAHARSHI DAYANAND UNIVERSITY ROHTAK**  
(A State University established under Haryana Act No. 25 of 1975)  
NAAC accredited 'A+' Grade

No. SDE(Elect.)/2020/ 223-289

Dated: 15-6-2020

To

1. Dean, Academic Affairs, M.D. University, Rohtak
2. Dean, Students Welfare, M.D. University, Rohtak
3. Dean College Development Council, M.D. University, Rohtak
4. Dean, Engineering M.D. University, Rohtak
5. Dean(s), Faculty of Education/ Humanities/ Law/ Life Sciences/  
Pharmaceutical/ Physical Sciences/ Social Sciences/ Commerce/  
Management Studies/ Performing & Visual Arts
6. Director(s) Directorate of Distance Education/Public Relation Officer,  
M.D. University, Rohtak
7. Director, M.D.U. Centre For Professional & Allied Studies, Sector 40, Gurugram
8. Controller of Examination, M.D. University, Rohtak
9. All the Heads of Teaching Departments M.D. University, Rohtak
10. All the Branch Officers M.D. University, Rohtak
11. Provost Boys/ Girls, M.D. University, Rohtak
12. Principal, University Campus School M.D. University, Rohtak
13. The Executive Engineer / (C-II), M.D. University, Rohtak
14. The President, MDUTA M.D. University, Rohtak
15. The President, MDUNTA M.D. University, Rohtak

Sub: Information regarding advisory for operation of air-conditioners and ventilation to control spread of Covid-19 in workspaces issued by Haryana Public Works (B&R) Department.

Sir,

As recommended by this office and further approved by the worthy Vice-Chancellor the advisory received from the office of Engineer-in-Chief (Buildings) Haryana PWD (B&R) Department has issued the advisor regarding operation of AC and ventilation to control spread of Covid-19 in residences, workspaces & healthcare facilities on dated 28.04.2020 is placed below for compliance:-

**1. Split air-Conditioners (Category-I):**

**Advisory:** Window air-conditioners/split air-conditioners should be operational in the vacant room in the absence of people to cool the premises, however before entry of persons in room air-conditioners must be switched off to avoid contamination through mixed air circulation by air-conditioners. Therefore, ceiling fans should be kept running. Adequate ventilation must be

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ensured by opening the windows. Air filters must be kept clean. Provide adequate ventilation (fresh air and exhaust). Inspect and clean the indoor unit coils regularly every fortnight. Ceiling fan/Wall mounted /table fan should be used to increase air movement.

2. **Packaged ductable Units (Category-IV):**


**Advisory:** IT is advisable not to operate centralized air-containing system in the present scenario because even if we close return air ducts then contamination can propagate interpersonally within room as offices are occupied by more than one person.

  
Sub-Divisional Engineer (Elect.)

Endst. No. SDE (Elect.)/2020/

Dated:

A copy of the above is forwarded to M/s. TFS Corporate Solutions Pvt. Ltd., Site Office: MDU Campus, Rohtak for proper maintenance and cleaning of air filters regularly every fortnight.

  
Sub-Divisional Engineer (Elect.)

  
C. Samir  
17/6/2020

CO

To