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## NOTICE

This is to bring to your attention, an important matter regarding energy conservation in our institution. Energy costs are increasing and we should exercise control over usage of electricity.

The Kerala State Electricity Board (KSEB) has issued directives regarding the responsible usage of electricity to conserve energy resources. As an organization committed to sustainability and environmental responsibility, it is imperative that we adhere to these guidelines.

All staff and students are required to comply with the following instructions with immediate effect:-

- 1. Switch off all lights when leaving classrooms, offices, or any other workspaces, even if it is for a short duration such as lunch breaks.
- 2. Turn off fans when not needed, especially upon leaving rooms.
- 3. Power down Computers, projectors, Printers and other electronic devices after use.
- 4. Switch off air conditioning units when leaving rooms for extended periods, including lunch breaks and after working hours.
- 5. Promptly report any malfunctioning equipment, leaks, or other issues that may contribute to unnecessary energy consumption.

We kindly urge each and every one of you to take personal responsibility for energy conservation by adhering to these guidelines diligently.

**PRINCIPAL**