

Do's & Don'ts for Conservation of Buildings in P.U. Campus, Sector-14 and Sector-25, Chandigarh.

1. As earlier informed, vide this office letter no. AU/16/58-62 dated 13.01.2016, the following buildings of Panjab University, Chandigarh have been declared as Grade-I Heritage structures by Chandigarh Administration. (Reference letter bearing Memo no. Arch-2016/79 dated 04.01.2016 from Chief Architect, U.T., Chandigarh- photocopy attached)
 - a) Gandhi Bhawan
 - b) Fine Arts Museum
 - c) A.C. Joshi Library
 - d) Administrative Block
2. As per the guidelines issued by Chandigarh Administration for such structures, no interventions be permitted either on exterior or interior of Heritage Building or natural features unless it is necessary in the interest of strengthening and prolonging the life of buildings or precincts or any other part or feature there of. For this purpose absolutely essential and minimum changes would be allowed and these must be in conformity with the original.
3. Any development in areas surrounding Heritage Grade-I shall be regulated and controlled, ensuring that it does not mar the grandeur of, or view from Grade-I structure.
4. For affecting any kind of absolutely essential and minimum changes in these structures it is mandatory to take the advice of Architect, Panjab University, Chandigarh, (fully documented) or otherwise the proposal shall be sent to the Expert Heritage Committee on conservation and preservation of the Heritage of Chandigarh for its vetting.
5. Any maintenance/ minor repair work/ additions/ alterations/ renovations to be carried out in above mentioned buildings shall also be brought to the notice of Architect, P.U., Chandigarh, well before taking up these jobs and the work shall be carried out as per the documented advice.
6. The buildings not covered under Grade-I Heritage Buildings (mentioned above) but belonging to P.U. Campuses at Chandigarh are also of considered Heritage importance and advice of Architect, P.U., Chandigarh shall be mandatory before planning any maintenance work including minor repairs, additions/ alterations/renovations in these.
7. For all the structures belonging to Sr. No. 6 mentioned above no structural elements (existing) shall be tampered to lay any kind of additional services such as internet, Public Health, Telephone, air-Conditioning, fire-fighting, C.C.T.V cameras etc. The routes of all these services, if proposed to be provided shall be planned in consultation with Architect, P.U., Chandigarh, well before its executive.
8. Each block shall have one designated building in charge to take care of the above mentioned guidelines. If not designated so, the respective head of each department/ its Chairperson shall be responsible for implementing this guidelines.
9. Earnest efforts shall be made to take up intelligent conservation for these structures also. No external change shall be permitted. However, only limited internal change is permitted which does not affect the exterior of the building including its material, appearance and originality of various Architectural Elements.

LIST OF DO'S AND DON'TS FOR PROPER PRESERVATION OF HERITAGE ITEMS:

1. As far as possible, all furniture items which are in fairly good condition should be put to active use to check their degradation and also prevent any incident of pilferage.
2. All furniture items and other heritage artifacts should be kept in proper security in space which are monitored through CCTV or other anti burglar system. The heritage items should be stored in dry and covered space which is free from termites and if possible plastic sheet should be laid on floor in case it is not in proper condition, before storing the furniture.
3. Chandigarh College of Architecture has been identified as the resource centre for repair and renovation of furniture and broken furniture etc should be got repaired through them and a proper record of movement of such furniture should be thoroughly maintained.
4. Under no circumstances, any of the enlisted items should be disposed off, either through auction or by way of any other procedure.
5. The furniture should not be got repaired/ refurbished/ painted through any private amateur agencies.
6. It is necessary to conduct period audit of the enlisted items to ensure their safety. It is strongly recommended to update the inventories in case any item is left out earlier inadvertently and include the same in the revised inventory.
7. The Nodal Officers in charge of these items in various departments should ensure the proper documentation and safety of these items and accountability be accordingly fixed.
8. The respective Chairperson of each department of Panjab University shall act as Nodal Officer for that department and shall be responsible for the safety and up keep of all heritage furniture items along with inventories (already submit to Chandigarh Administration) of that department and proper/ written handing over/ taking over shall be made at the time of change in Chairmanship at specific periods. Once properly handed over it shall be responsibility of the next Chairperson to take charge of the Heritage items and ensure their un keep/ safety etc during his/her tenure till it is further handed over.
9. All the heritage furniture items shall be entered in a department stock register duly signed by the Chairperson after putting the heritage tag and number on each item in a permanent manner.