



# Guru Gobind Singh Indraprastha University

Sector 16C, Dwarka, New Delhi - 110075

F.GGSIPU/GA/Sanitation/2014-15/(3) / 175

Dated: 5/12/14

## Minutes of the meeting for the Mid-Term review and the Long-Term action plan for "Swachh Bharat Abhiyan"

In compliance to the direction issued from office of the Chief Secretary, Delhi and Ministry of Urban Development, Govt. of India, Cabinet Secretariat, Rashtrapati Bhawan and DHE, NCT of Delhi regarding action to be taken to carry out intensive cleanliness campaign covering the various activities in the University in the second phase (One year- October 2015) of "Swachh Bharat Abhiyan".

A review meeting with all Deans / Branch Heads was convened under the Chairmanship of Registrar on 01.12.2014 at 03: 00 PM in the conference hall of VC Secretariat. After long deliberation and discussion on this issue, the following activities have been decided and responsibilities has been allocated as under:-

S No.	Activities / Action Plan	Nodal Officers
1.	To prepare the record retention schedule (RRS) with record management policy from the committee constituted by the Hon'ble Vice Chancellor within 10 days	PIO
2.	Cleaning and removal of unwanted material from Almirahs, cupboards, drawers and removal of excess and un-serviceable furniture and records as per the weeding out policy of the University from all the schools and departments of the University with follow up action and compile the record	
3.	To follow up with all the Directors / Principals of the University affiliated colleges to ensure about their participation in the Swachh Bharat Mission and compile the record	DR (Affiliation)
4.	To organizing painting competition, poster competition with slogans etc. and coordinate with the University School of Studies	DSW
5.	To avoid defacement of the walls, a proposal for fixing of <b>Notice Boards</b> for the students (for displaying of Posters, Pamphlets etc.) near Library, Canteen and all Seminar Halls in coordination with UWD	
6.	Sensitizing University Community for cleanliness and motivation for 100 hrs per year (02 hrs per week) voluntary service to cause. Competition for the Best office/ School of the University in respect to cleanliness	All branch Head/ Deans of the USS, DSW
7.	To ensure the proper functioning of all the Urinals, Toilets and wash basins of the University campus	Superintending Engineer (University Works Division)
8.	Face lifting of the Hostels and resolve the seepage problems	
9.	Repair of Dysfunctional Street Lights & Lighting on the roads and maintenance of poles	
10.	To avoid defacement of the walls and randomly fixing of poster and banners, fixed area to be identified for fixing the standy Backdrop, banners and also prepare the frame for the all Seminar Halls of the University (C, D, E & Admin block) in coordination with GA branch	
11.	Construction of new public toilets specially for female Security Guards near main entrance gate	
12.	To prepare a proposal for fixing the Tiles in the corridors of the Academic Block	
13.	The make gate no. 04 functional by removing malwa and debris and follow up with the local authorities for making the road functional	
14.	A follow up action of the proposal of Bio Diversity Park on the land adjacent to the University campus	
15.	To direct the sanitation agency to ensure the cleaning of the toilets, urinals after 04:00PM and sanitation staff to be increased during this period	Deputy Registrar (Gen. Admn.)
16.	To direct the sanitation agency to ensure overall Cleaning of Hoarding / Signage's of the University inside and outside the campus), Statue in front of Library, official premises, Water body and fountain, Shopping Complex	
17.	To direct the sanitation agency to ensure that the shaft area on the backside of the toilets are to be cleaned and if any seepage, immediate complaint may be given on day to day basis	
18.	To direct the sanitation agency to ensure removal of the garbage from the offices in the evening hours	
19.	To direct the sanitation agency to ensure the working of all Physically Handicap Toilets in coordination with Estate & Security and UWD	
20.	To direct the sanitation agency to ensure the daily dusting of office equipments and furniture	
21.	More big dustbins are to be fixed near residential area and hostels	
22.	To conduct the Health Awareness Camps with the Hospitals and other medical colleges	

23.	To workout for the space for medicinal Garden in coordination with Deans of USBT & USEM	Deputy Regis (Estate & Security)
24.	To ensure about the disposal of horticulture waste	
25.	Cleaning of all parks and hedges	
26.	Tree Plantation	
27.	Removal of Road side vegetation / grass	
28.	Removal of Stray Dogs	
29.	To make a proposal for Vermi-camposting, Eco club and polythene free campus	Dean, USEM
30.	To conduct the workshop(s) for creating awareness among the students staff and residents of the University on this issue	Dean, USMS
31.	To make a proposal for conducting competitions for Best Hostel on cleanliness	Chief Warden
32.	To give a proposal for awareness programme of Swachh Bharat Abhiyaan amongst the students, staff, residents of the University and general public	Deans, USICT Dean, USH&SS Dean, USE Dean, USICT Dean, USBAS
33.	To ensure about the disposal / weeding out of all old and unserviceable furniture, office equipments, air- conditioners etc. after fulfilling all codal formalities	In-charge Stores
34.	To give the good ambience of the green area, USAP in coordination with UWD may organize the landscaping competition	Dean, USAP

  
(Rajiv Kale)  
Registrar

**Copy for necessary Action:**

1. All concerned Deans/Officers
2. Head, UCIT Cell (With a request to upload on the University website and also inform to all the Deans/Directors/  
Branch Head of the University through their official e-mails

(All above –with request to kindly take necessary initiatives to get this circular circulated/information disbursed to the all staff under their charge and give maximum participation in “Swachh Bharat Abhiyan”)

**Copy for information to:**

- (i). Chief Secretary, Delhi,
- (ii). Secretary, Urban Development, Govt. of India
- (iii). DHE, 5 Sham Nath Marg, Delhi
- (iv). AR, Hon’ble VC Sectt.
- (v). PS to Pro V C
- (vi). A.R. to Registrar
- (vii). Office Copy

  
(Dr. Pankaj Agrawal)  
Dy. Registrar (GA)