



## NATIONAL SERVICE SCHEME (NSS) CELL

Guru Gobind Singh Indraprastha University

(A State University establishment under Government of NCT of Delhi)

Sector 16-C, Dwarka, New Delhi – 110078

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F. No. GGSIPU/NSSCELL/2024/

Dated: 09 October, 2024

### Meeting Notice

**Sub: Special Campaign 4.0 for Swachhta and Minimizing Pendency in Higher Education Institutions - reg.**

This is with reference to Office Order vide no. GGSIPU/AR(GA)/Special Campaign 4.0/24-25/135, dtd: 27.09.2024, received from the Competent Authority of the University with the subject cited above. In this regard, a meeting is scheduled to be held on **14<sup>th</sup> October, 2024, 3:00 PM** at **A-015, A-Block, Committee Room of USEM, Ground Floor, GGSIPU, Dwarka, New Delhi** with undersigned (as Nodal Officer). (Copy of office order is attached herewith for kind reference please)

**All Deans/ Directors/ Branch-heads are requested to nominate their representatives (as per attached Office order alongwith Annexure-I) to attend the said meeting.**

**Also, the following Nodal Officers are requested to attend the said meeting:**

1. Deputy Registrar (Estate)
2. Assistant Registrar (Establishment-NT)
3. Assistant Registrar (Horticulture)
4. Assistant Registrar (General Administration)
5. Executive Engineer, UWD
6. University Photographer
7. Media Consultant and Media Coordinator
8. Public Relation Officer (PRO)

All the members are requested to make it convenient to attend the same at the scheduled time.

  
(Prof. Varun Joshi)  
Nodal Officer, Special Campaign 4.0

**Copy to for information and necessary action please:-**

1. To all concerned Deans/Directors/Branch Heads of University Schools/ Departments of GGSIP University with a request may kindly attend the meeting by self or send their representatives for the same.
2. AR to the Hon'ble Vice Chancellor for kind information of Hon'ble Vice Chancellor, GGSIP University
3. AR to the Registrar for kind information of Registrar, GGSIP University
4. Head UITS, GGSIP University to upload the same on the University website.
5. Guard file



**Guru Gobind Singh Indraprastha University**  
Sector-16 C, Dwarka, New Delhi  
(General Administration Branch)

F.No. GGSIPU/AR(GA)/Special Campaign 4.0/24-25/1135 Dated: 27/09/2024

**OFFICE ORDER**

**SUBJECT: Special Campaign 4.0 for Swachhata and Minimizing Pendency in Higher Education Institutions -reg.**

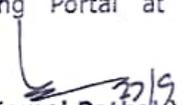
The Govt. of India has announced the launch of special campaign 4.0, indicated in the subject captioned above, which is to be organised in two phases viz. preparatory phase (16<sup>th</sup> September, 2024 to 30<sup>th</sup> September, 2024) and implementation phase (2<sup>nd</sup> October, 2024 to 31<sup>st</sup> October, 2024). This has been communicated to the University by the University Grants Commission, vide its email dated 06.09.2024.

2. Pursuant to above, the Competent Authority is pleased to nominate following Nodal Officers to execute the said campaign in an effective and timely manner:

Sr. No.	Activities (Dwarka and East Delhi Campus)	University Nodal Officers	Remarks
1.	Arrange training for Nodal Officers about their role in the campaign.	NSS Program Coordinator	An illustrative list of activities prepared by the GA branch is annexed as Annexure-I
2.	Mobilize the faculty, officers and ground functionaries for the campaign.	Director, Students' Welfare and NSS Program Coordinator	-
3.	Identify pending references	Assistant Registrar (Establishment - NT)	-
4.	Identify campaign sites for cleanliness (i) Special sanitation drive with respect to University premises including staff quarters. (ii) Horticulture related drive. (iii) Dry cleaning of furniture items	Deputy Registrar (Estate) Assistant Registrar (Horticulture) Assistant Registrar (GA)	Deputy Registrar (GA) - East Delhi Campus w.r.t. sr. no. (i, ii and iv of 4.) and 5.

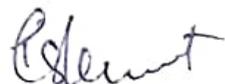
	(iv) Pest Control Drive	Assistant Registrar (GA)	
	(v) Repair/Maintenance of University premises including staff quarters.	EE, UWD	
5.	Space management planning	Deputy Registrar (Estate)	
6.	Scrap Disposal	AR (UCS)	
7.	Record management (i) Allotment of file numbers to all the University departments/schools/branches/centres, detailing the procedure and issue order for its compliance. (ii) Weeding out of physical records.	Assistant Registrar (Establishment-NT)  Assistant Registrar (GA)	
8.	Videos and Photography of the events undertaken	Photographers	-
9.	Uploading the videos on the social media platforms as described above.	Media Consultant and Media Coordinator	-
10.	Publicity of the event in various print media platforms.	Public Relation Officer	-

3. All the Nodal Officers are required to submit a compliance report with respect to the activities undertaken to AR (General Administration), latest by 10<sup>th</sup> November, 2024, for uploading on the UGC University Activity Monitoring Portal at <https://uamp.ugc.ac.in>.

  
 (Dr. Kamal Pathak)  
 Registrar

**Copy forwarded to the following for information and compliance:**

1. All nominated Nodal Officers, GGSIP University.
2. AR to Hon'ble Vice Chancellor, Guru Gobind Singh IP University.
3. AR to Registrar, Guru Gobind Singh IP University.
4. In-charge (UITS) with the request to upload the Office Order on the University website.
5. Guard file.

  
 (Prabhat Mishra)  
 Assistant Registrar (GA)

**ILLUSTRATIVE LIST OF ACTIVITIES FOR TRAINING UNDER SPECIAL CAMPAIGN 4.0 FOR  
SWACHHATA AND MINIMIZING PENDING IN THE UNIVERSITY**

Sr. No.	Activities
1	Offices have been requested for the cleaning and removal of unwanted material from Almirah, cupboards, drawers and removal of excess and un-serviceable furniture and records.
2	Maintenance of classrooms and teaching aids
3	Cleaning of hoarding/signage's of the University inside and outside the campus
4	Cleaning of statue in front of library
5	Cleaning of all official premises
6	Cleaning of toilets, common places
7	Disposal of garbage, bins
8	Cleaning of water body and fountain, shopping complex
9	Cleaning of canteen
10	Cleaning of health care centre
11	Special drive in check vehicular pollution
12	Cleaning of all mess area of Girls and Boys Hostels
13	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.
14	Sanitizing University community for cleanliness
15	To ensure the proper functioning of all the urinals, toilets and wash basins of the University campuses.
16	Maintenance and cleaning of sewage lines prone to overflow
17	Repair of dysfunctional street lights and lighting on the roads and maintenance of poles.
18	Cleaning of all water cooler and RO
19	Removal of malba and debris of civil and electrical work
20	Construction of new public toilets wherever required
21	Anti water logging measures and repair/maintenance of roads/ footpath
22	Overall cleaning of hoarding/signage's of the University inside and outside the campus), statues in front library official premises water body and fountain, shopping complex
23	Special drive to check vehicular pollution
24	Cleaning of all parks and Hodges
25	Tree plantations
26	Removal of road side vegetation/grass

