



NATIONAL SERVICE SCHEME (NSS) CELL

Guru Gobind Singh Indraprastha University

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

Sector 16-C, Dwarka, New Delhi – 110078

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F. No. GGSIPU/NSSCELL/2024/671

Dated: 14th October, 2024

MINUTES OF THE MEETING

A meeting was held on 14th October, 2024 (Monday) at 03:00 PM at A-015, A-Block, Committee Room of USEM, Ground Floor, GGSIPU, Dwarka, New Delhi by the undersigned (Nodal Officer) as per the directions of the Competent Authority regarding to discuss of the activities to be conducted out in light of University Office Order vide no. GGSIPU/AR(GA)/Special Campaign-4.0/24-25/135, dtd: 27.09.2024, on the subject "Special Campaign 4.0 for Swachhta and Minimizing Pendency in Higher Education Institutions".

The following members/Officials/Representatives of various USS & University departments were attended in the meeting:

1. Prof. Varun Joshi, Professor & Dean, USEM/ Prog. Coordinator, NSS/NCC Cell, GGSIPU
2. Dr. Naresh Vats, Assistant Professor, USHSS & Prog. Officer, NSS@USHSS, GGSIPU
3. Dr. Sanjay Kumar Das, Assistant Professor & School Representative, USEM, GGSIPU
4. Dr. Ankita, Assistant Professor, USBT & Prog. Officer, NSS@USBT, GGSIPU
5. Dr. Ritu Aggarwal, Assistant Professor & School Representative, USAR , GGSIPU
6. Ms. Komal Verma, Assistant Professor & School Representative, USDI, GGSIPU
7. Dr. Manoj Varghese, Media Consultant and Media Coordinator, GGSIPU
8. Mr. Sachin Rathi, GA Representative, GGSIPU
9. Mr. Nalini Ranjan, Public Relation Officer (PRO), GGSIPU

The other members/Officials/Representatives of various USS & University departments could not attend the meeting due to pre-occupation:

Being the Nodal Officer of the aforesaid campaign for the University, the undersigned welcomed all the present Nodal officers/members/representatives and appraised about the agenda of the meeting on the aforesaid subject upon discussion, it was resolved to carry out the activities as per the following details:

Sr. No.	Activities (Dwarka And East Delhi Campus)	University Nodal Officers	Time limit
1.	1. Cleaning and removal of unwanted material from Almirah, Cupboards, drawers and removal of excess and un-serviceable furniture and records. <i>Nodal officer kindly contact to the University Photographer for Videography and Photography to record the activity.</i>	All Deans of USS/ Directors/ Branch-heads	Till 31 st October, 2024



LIFE
Lifestyle for
Environment



2.	<ol style="list-style-type: none"> 1. Repair/Maintenance of University Premises including staff quarters 2. Maintenance of Classrooms and teaching aids. 3. Cleaning of water body and fountain, shopping complex. 4. To ensure the proper functioning of all the urinals, toilets and wash basins of the University campuses. 5. Maintenance and cleaning of sewage lines prone to overflow. 6. Repairing of dysfunctional street lights and maintenance of poles. 7. Cleaning of all water cooler and RO. 8. Removal of malba and debris of civil and electrical work. 9. Anti water logging measures and repair/ maintenance of roads/ footpath <p><i>Nodal officer kindly contact to the University Photographer for Videography and Photography to record the activity.</i></p>	<p>University Works Department</p>	<p>Till 31st October, 2024</p>
3.	<ol style="list-style-type: none"> 1. Identify campaign sites for cleanliness 2. Special sanitation drive with respect to University premises including staff quarters 3. Space Management planning 4. Cleaning of hoarding/ signage's of the University inside and outside the campus. 5. Cleaning of statue in front of library. 6. Cleaning of all official premises. 7. Cleaning of toilets, common places. 8. Disposal of garbage, bins. 9. Cleaning of canteen. 10. Cleaning of health care centre. 11. Cleaning of all mess area of Girls and Boys Hostels. 12. Sanitizing University community for cleanliness <p><i>Nodal officer kindly contact to the University Photographer for Videography and Photography to record the activity.</i></p>	<p>University Estate Department</p>	<p>Till 31st October, 2024</p>
4.	<ol style="list-style-type: none"> 1. Liaisoning with other departments for weeding out of records 2. Dry cleaning of furniture items 3. Special drive in check vehicular pollution. 4. Cleaning and removal of unwanted material from almirahs cupboards, drawers and removal of excess and un-serviceable furniture and records 	<p>University General Administration Branch (Dwarka)</p>	<p>Till 31st October, 2024</p>

	5. Pest Control Drive <i>Nodal officer kindly contact to the University Photographer for Videography and Photography to record the activity.</i>		
5.	1. Identify campaign sites for cleanliness (i) Special sanitation drive with respect to University premises including staff quarters (ii) Horticulture related drive (iv) Pest Control Drive 2. Space Management planning <i>Nodal officer kindly contact to the University Photographer for Videography and Photography to record the activity.</i>	University General Administration Branch (EDC Campus)	Till 31 st October, 2024
6.	Horticulture related drive like: 1. Cleaning of all parks and Hodges. 2. Tree Plantations. 3. Removal of road side vegetation/grass etc <i>Nodal officer kindly contact to the University Photographer for Videography and Photography to record the activity.</i>	University Horticulture Department	Till 31 st October, 2024
7.	1. Tree Plantation 2. Swachhta Rally - Cleanliness Walkathon 3. Mobilize the faculty, officers and ground functionaries for the campaign <i>(Activities will be organised by the NSS Cell in collaboration with DSW and all USS on 28th October, 2024 (Monday). Notice will be uploaded on the University website soon.</i> <i>Nodal officer kindly contact to the University Photographer for Videography and Photography to record the activity.</i>	NSS Cell/ Director, Student's Welfare (DSW)	Till 31 st October, 2024
8.	1. Identify pending references 2. 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. <i>Nodal officer kindly contact to the University Photographer for Videography and Photography to record the activity.</i>	University Establishment- NT Branch	Till 31 st October, 2024
9.	Scrap Disposal <i>Nodal officer kindly contact to the University Photographer for Videography and Photography to record the activity.</i>	University Central Store(UCS)	Till 31 st October, 2024
10.	Photography and Videography during activity in all USS/Departments/Branches etc in both Campuses <i>University Photographers kindly contact to the USS/ Branch Heads for Videography and Photography to record the activity.</i>	University Photographer	Till 31 st October, 2024
11.	Upload the videos on the social media platforms	Media	Till



	<i>(Kindly collect all the required data from the concerned Deans/Directors/Branch-heads in advance or well after conducted the activity.)</i>	Consultant and Media Coordinator	31 st October, 2024
12.	Publicity of the activities and events in various print media platforms <i>(Kindly collect all the required data from the concerned Deans/Directors/Branch-heads in advance or well after conducted the activity.)</i>	Public Relation Officer (PRO)	Till 31 st October, 2024

All the Nodal Officers are required to submit a compliance report with respect to the activities undertaken to AR (General Administration), latest by 05th November, 2024, for uploading on the UGC University Activity Monitoring Portal at <https://uamp.ugc.ac.in> for final compilation and submission to UGC.

The meeting ended with the vote of thanks to the chair.

(Prof. Varun Joshi)
 Prog. Coordinator, NSS/NCC Cell, GGSIPU
 (Nodal Officer, Special Campaign 4.0)

Copy to for information and necessary action please:-

1. To all concerned Deans/Directors/Branch Heads etc of University Schools/ Univ. Departments of GGSIPU.
2. To all APCs and NSS Program Officers of USS, GGSIPU
3. AR to the Hon'ble Vice Chancellor for kind information of Hon'ble Vice Chancellor, GGSIP University
4. AR to the Registrar for kind information of Registrar, GGSIP University
5. Head UITS, GGSIP University to upload the same on the University website.
6. Guard file