Ref. No. CUJ/ASAP/01/2026/654 Date: 23 October, 2026

कार्यालय आदेश/ OFFICE ORDER

In pursuance of the directives received from the Department of Higher Education, Ministry of Education, Government of India, vide D.O. No. 2-02/2026-CU-CDN dated 01.10.2026, the Hon'ble Vice-Chancellor is pleased to constitute the following Committee to formulate and implement a comprehensive Annual Swachhata Action Programme for the remaining period of the Financial/Academic Year 2026–27. The month-wise Swachhata Action Roadmap and core activities to be undertaken throughout the year are enclosed herewith as **Annexure-I**.

1.	Prof. Bhagwan Singh, PIC-Estate-	Chairman
2.	Er. Mukesh Kumar, Executive Engineer -	Member
3.	Dr. Pragya Shukla, Assistant Professor, DES -	Member (Faculty Representative)
4.	Dr. Ratnesh Kumar Mishra, Assistant Professor, DoM	Member (Faculty Representative)
5.	Shri Narendra Kumar, Public Relations Officer -	Member
6.	Shri Madhuragi Shrivastava, Hindi Officer -	Member
7.	Dr. Jitendra Kumar, Consultant (Medical Officer), Health Centre -	Member
8.	Shri Santosh Kumar Singh, UDC, Estate -	Member (Student Representative)
9.	Shri Atul Kumar, DMC -	Member (Student Representative)
10.	Smt. Khushi Kumari, DoM -	Member
11.	Dr. Subhash Kumar Baitha, Assistant Professor, DIR -	Member Secretary

The Hon'ble Vice-Chancellor has also nominated **Dr. Hrishikesh Mahato, Associate Professor, Department of Mathematics**, as the **Nodal Officer** for the Annual Swachhata Action Programme.

Mandate of the Committee:

a) Prepare and implement the annual Swachhata Action Plan.
b) Prepare a month-wise activity calendar.
c) Monitor cleanliness of academic buildings, hostels, residential areas and common spaces.
d) Promote source segregation of waste.
e) Conduct awareness and IEC activities.
f) Organize activities involving faculty, students, officials and Safai Mitras.
g) Promote safe working practices and use of PPE by sanitation workers.
h) Conduct cleanliness drives and awareness campaigns.
i) Identify cleanliness/sanitation gaps and recommend corrective action.

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j) Maintain photographic and documentary evidence of activities.
k) Prepare monthly/quarterly progress reports.
l) Review achievements and prepare an annual report.

This issues with the approval of Hon'ble Vice Chancellor.

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DY. REGISTRAR

Distribution:

All the above members.

Copy for information and necessary action to:-

1. All Deans of Schools
2. Director, IQAC/ Dean, Academic Affairs/ Dean, R&D /
3. All Heads/ Coordinators of Departments
4. CVO/ DSW/ Chairman, Proctorial Board/ Chairman (Admission Cell)
5. Transport I/c / Purchase I/c /Estate I/c / EE I/c
6. Co-ordinator, NCC/ Co-ordinator, NSS/ Sports I/c
7. All DRs/ PRO/ CPIO / Hindi Officer / All AR's/ Security Officer
8. All Sections/ Cells of the University
9. All Teaching and Non-Teaching Employees (Refer to Website/ Notice Board)
10. Technical Cell I/c for uploading on University Website
11. Rajbhasha Cell – for Hindi Version
12. PS/PA to Vice Chancellor/ Registrar/ Finance Officer/ CoE/ Librarian
13. Notice Board, Concerned File & Guard File

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DY. REGISTRAR

Annexure-I

1. **Month-wise Swachhata Action Roadmap for the remaining period of the financial year 2026-27:**

Month	Major Focus Area	Proposed Activities
October	Safai Mitra Safety & Dignity	Safai Mitra Safety/Samman activities; PPE awareness; health and safety awareness; interaction with sanitation workers; felicitation
November	Waste Segregation & Recycling	Wet/dry waste segregation campaign; recycling awareness; waste audit; awareness on responsible waste disposal
December	Hostel & Residential Cleanliness	Special cleanliness drive in hostels and residential areas; washroom inspection; student awareness; cleanliness competition among hostels
January	Public Awareness & Behaviour Change	Cleanliness pledge; awareness rallies; IEC campaigns; cleanliness messages through social media; student-led campaigns
February	Monitoring & Corrective Action	Campus inspection; review of cleanliness indicators; identification of gaps; corrective measures; best-performing areas/institutions
March	Evaluation & Reporting	Annual assessment; documentation; compilation of photographs/data; recognition of outstanding contributors; preparation of Annual Swachhata Report and next-year recommendations

2. **Core Activities throughout the year**

The following activities shall be treated as **continuous activities** rather than one-time events:

A. Cleanliness & Sanitation-

- Daily cleanliness monitoring.
- Regular cleaning of academic buildings and hostels.
- Identification and elimination of garbage/vulnerable points.
- Cleanliness of roads, pathways and common areas.
- Regular inspection of toilets and washrooms.

B. Waste Management-

- Wet and dry waste segregation.
- Proper placement and labelling of dustbins.
- Reduction of single-use plastic.
- Recycling and responsible disposal.
- Periodic waste audit.

C. Safai Mitra Welfare & Safety-

- Provision and proper use of PPE.
- Safety awareness sessions.
- Health and hygiene awareness.
- Respect, dignity and recognition of Safai Mitras.
- Periodic interaction between university authorities and sanitation workers.

D. Awareness/IEC-

- Posters and banners.
- Wall paintings.
- Pamphlets/leaflets.

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- Standee and display boards.
- Social media creatives.
- Short awareness videos/reels.
- Slogans and pledge.
- Quiz, essay, speech and poster competitions.
- Nukkad Natak/awareness programmes.

E. Student Participation-

- NSS/NCC student volunteer involvement.
- Cleanliness drives.
- Campus awareness campaigns.
- Hostel cleanliness activities.
- Student-led waste segregation campaigns.

3. Suggested Monitoring Mechanism:

The Committee shall maintain a **Swachhata Action Programme Register/Dashboard** containing:

1. Activity/date
2. Location
3. Responsible department/person
4. Number of participants
5. Nature of activity
6. Target achieved
7. Photographs
8. Before-and-after photographs
9. IEC material used
10. Remarks/action required

The Nodal Officer, followed by a quarterly review by the competent authority, shall conduct a monthly review meeting.

4. Annual Outcome:

At the end of the year, the Committee shall prepare an **Annual Swachhata Report** covering:

- Activities conducted
- Participation of students/faculty/officials
- Safai Mitra-related initiatives
- Waste management improvements
- IEC/awareness activities
- Before-and-after documentation
- Major achievements
- Best practices
- Challenges and corrective actions
- Recommendations for the next year

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