

THE GANDHIGRAM RURAL INSTITUTE
(Deemed to be University)
GANDHIGRAM - 624302, DINDIGUL DISTRICT, TAMIL NADU
(Ministry of Education (Shiksha Mantralaya), Govt. of India)
Accredited by NAAC with A⁺⁺ Grade (4th Cycle)

All communications should be addressed to the Registrar by designation and not by name



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Dr. K.MARIMUTHU
REGISTRAR

Ref:Dev.1/ Swachhata Hi Seva /2026-2027/1005

dt.09.10.2026

CIRCULAR

- Sub:** Special Campaign 6.0 – Pendency Identification (Preparatory Phase) – Instructions to all Departments/Sections – Reg.
- Ref:** 1.Ministry of Education, Government of India, Department of Higher Education, CDN Section, Letter No. **M.11012/10/2026-CDN**, dated **01.09.2026**.
2. Letter from Dr. M. Muthukumar , Nodal Officer, Swachhata Hi Seva 2026 dt.29.9.2026
3. Approval of the Vice Chancellor dt.08.10.2026

The Ministry of Education, Government of India, has directed all Institutions/Universities under its administrative jurisdiction to actively participate in **Special Campaign 6.0** and undertake the requisite activities during the **Preparatory Phase from 15.09.2026 to 30.09.2026**.

In this regard, all Heads of Departments/Centres/Sections/Administrative Units are hereby instructed to undertake a comprehensive exercise for the identification of pendency/targets and initiate necessary preparatory activities under the following areas:

1. **Identification of Cleanliness Campaign Sites** Identify suitable locations within the Department/Centre/Section/Office premises requiring cleanliness and improvement.
2. **Space Management and Beautification** Review the existing use of office/work spaces and identify opportunities for better space utilization, organization and beautification.
3. **Identification and Disposal of Scrap/Redundant Items** Identify obsolete, unused, damaged and redundant materials, equipment and other items. The disposal shall be carried out strictly in accordance with the applicable **General Financial Rules (GFR)** and relevant provisions of the **Public Records Act, 1993**, wherever applicable.
4. **Cleanliness of Offices and Premises** Undertake a detailed assessment of cleanliness requirements, with special attention to offices, classrooms, laboratories, stores, corridors, common areas and other institutional facilities.
5. **Record Management** Review physical files and records, identify files eligible for weeding out/closure as per applicable rules, and review pending e-files for appropriate action and closure.
6. **Assessment of Redundant Materials** Assess and record the approximate quantity/volume of redundant materials proposed for disposal and identify the appropriate disposal procedure.
7. **Identification of E-Waste** Identify obsolete electronic and electrical equipment, including computers, monitors, printers, UPS units, electronic accessories and other e-waste. The disposal of e-waste shall be undertaken in accordance with the **E-Waste (Management) Rules, 2022** and applicable institutional/government procedures. A separate format/Google Form for e-waste information will be communicated separately, as and when received.

RD
12/10/26

8. **Documentation through Photographs and Videos** High-resolution **before and after photographs/videos** shall be captured for all identified campaign sites and activities for proper documentation and reporting.

Submission of Information

All Heads of Departments/Centres/Sections/Administrative Units are requested to compile the required information relating to the above activities and furnish the same to the **Registrar's Office/Designated Nodal Officer** within the prescribed timeline.

The Ministry of Education has prescribed **25.09.2026** as the deadline for furnishing the requisite information through the designated Google Form for compilation and further uploading in the **SCDPM 6.0 Portal**.

The concerned Heads are therefore requested to accord **TOP PRIORITY** to this matter and ensure timely submission of complete and accurate information.

All Departments/Centres/Sections/Administrative Units are also requested to extend their full cooperation and actively participate in **Special Campaign 6.0** to ensure effective implementation of the campaign across the University.

The concerned officials shall maintain proper records, photographs and supporting documents relating to the activities undertaken for future verification and reporting to the under signed **on or before 15.10.2026**

All the Schools/ Departments / Centres / Sections / and others of our Institute is informed to send the Scrap items and redundant materials, e-waste, including obsolete computers, monitors, printers, UPS to USIC from our institute before 15.10.2026

This may be treated as MOST URGENT.

Muthukumar
9/10/26
REGISTRAR

Encl: Department Wise information Collection Format

To

All the Deans / Heads / Directors / Coordinators / Controller of Examinations / Finance Officer i/c / Professor in-charge of Library / Professor in- charge of Computer Centre/ Director of Physical Education/Estate Officer / Assistant Registrars / Section Heads, GRI.

Copy to:

1.Dr.M.Muthukumar, <u>Director i/c</u> <u>Centre for Geoinformatics &</u> Swachhata Hi Sefva, GRI, Gandhigram.	With a request to collect the condemned articles and dispose as per GFR .
2. The Director incharge USIC, GRI –	

The Professor in-charge of Computer Centre is informed to upload the circular and format through the “ intranet”

Special Campaign 6.0 – Department-wise Information Collection Format

Department / Centre / Section _____

1. Identification of Cleanliness Campaign Sites

S. No.	Information Required	Details
1.	Location / Room / Area	
2.	Type of Site	
3.	Nature of Cleanliness Requirement	
4.	Proposed Cleaning Activity	
5.	Approx. Area / Size	
6.	Priority	High / Medium / Low
7.	Any other	
8.	Photos	

If need add new table for each items

2. Space Management and Beautification

S. No.	Information Required	Details
1.	Location / Room	
2.	Existing Use of Space	
3.	Space Management Issue Identified	
4.	Proposed Improvement / Action	
5.	Beautification Required	Yes / No
6.	Proposed Beautification Activity	
7.	Any other	
8.	Photos	

If need add new table for each items

3. Identification of Scrap Materials

S. No.	Information Required	Details
1.	Location / Room	
2.	Item Description	
3.	Category of Item	

S. No.	Information Required	Details
4.	Condition	Obsolete / Damaged / Unused / Redundant
5.	Approx. Quantity	
6.	Unit	Nos. / Kg / Other
7.	Proposed Disposal Method	
8.	Any other	
9.	Photos	

If need add new table for each items

4. Assessment of Cleanliness Requirements

S. No.	Information Required	Details
1.	Area / Facility	Office / Classroom / Laboratory / Store / Corridor / Common Area / Other
2.	Cleanliness Issue Identified	
3.	Cleaning Required	Yes / No
4.	Nature of Cleaning Required	
5.	Approx. Area / Quantity	
6.	Proposed Action	
7.	Any other	
8.	Photos	

If need add new table for each items

5. Record Management

S. No.	Information Required	Details
1.	Type of Record	Physical File / Register / E-File / Other
2.	Record Description	
3.	Approx. Number of Files/Records	
4.	Status	Active / Closed / Pending
5.	Eligible for Weeding Out / Closure	Yes / No
6.	Action Required	
7.	Any other	
8.	Photos	

If need add new table for each items

6. Assessment of Redundant Materials – Quantity / Volume

S. No.	Information Required	Details
1.	Location	
2.	Type of Redundant Material	
3.	Description	
4.	Approx. Quantity	
5.	Unit	Nos. / Kg / Bags / Cubic Feet / Other
6.	Approx. Volume, if applicable	
7.	Proposed Disposal Procedure	
8.	Any other	
9.	Photos	

If need add new table for each items

7. Identification of E-Waste

S. No.	Information Required	Details
1.	Location / Room	
2.	Type of E-Waste	Computer / Monitor / Printer / UPS / Keyboard / Other
3.	Item Description	
4.	Make / Model, if available	
5.	Approx. Quantity	
6.	Condition	Working / Non-working / Obsolete / Damaged
7.	Approx. Weight, if available	
8.	Proposed Disposal / Handling Method	
9.	Any other	
10.	Photos	

Note: E-waste should be handled and disposed of as per the applicable **E-Waste (Management) Rules, 2022** and institutional procedures.

If need add new table for each items

8. Before-and-After Photographs / Videos

S. No.	Information Required	Details
1.	Location / Activity Site	
2.	Activity Undertaken	
3.	Before Photograph Available	Yes / No
4.	After Photograph Available	Yes / No
5.	Before Video Available	Yes / No
6.	After Video Available	Yes / No
7.	File Name / Photo Reference	
8.	Date of Activity	
9.	Any other	
10	Photos	

If need add new table for each items