



मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी  
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## MANUU BHOPAL CAMPUS

مانو بھوپال کیمنس

REPORT

OF

# Preparatory Phase of Special Campaign 5.0

16<sup>th</sup> – 30<sup>th</sup> September, 2025



## **Preparatory Phase of Special Campaign 5.0**

The Bhopal Campus is once again geared up to ensure the grand success of Special Campaign 5.0 (16<sup>th</sup> – 30<sup>th</sup> September, 2025). Faculty members, non-teaching staff, and students have been earnestly called upon to make this campaign exemplary and impactful.

The pre-identification of pendency will be undertaken from 16th September to 30th September, 2025, followed by the full-fledged campaign beginning on 2nd October, 2025.

The previous Special Campaign 4.0 (2nd October – 31st October, 2024) was highly successful at the College. Numerous activities were organized during that period, and a comprehensive report was submitted to the concerned authorities. The enthusiastic participation of both staff and students contributed greatly to its success.

### **1. Background**

The Government of India has consistently emphasized the importance of cleanliness (Swachhta) and the timely disposal of pending issues, grievances, appeals, and references. Building on earlier initiatives, Special Campaign 5.0 focuses on two primary areas:

- Institutionalizing Swachhta across offices.
- Expediting the disposal of pending references, including student grievances and other administrative matters.

The preparatory phase is crucial, as it lays the foundation for systematic planning, stakeholder engagement, and smooth implementation of the campaign.

### **2. Objectives of the Preparatory Phase**

#### ***Institutionalizing Swachhta***

- Ensure that cleanliness standards become an integral part of daily institutional practices, not just campaign activities.
- Develop guidelines and Standard Operating Procedures (SOPs) for maintaining cleanliness and hygiene across all departments.

#### ***Disposal of Pending References***

- Identify, categorize, and prioritize all pending grievances and references.
- Develop transparent strategies for their timely resolution.

### **3. Key Components of the Preparatory Phase**

#### ***A. Stakeholder Identification and Engagement***

- *Key Stakeholders:* Office, Curriculum Lab, ICT Lab, Library, Fine Arts Room, and Sports Room.

- *Engagement Workshops:* Orientation sessions will be organized to familiarize stakeholders with campaign objectives, cleanliness goals, and grievance redressal processes.
- *Nodal Officers:* Dedicated officers will be nominated to coordinate Swachhta initiatives and the disposal of pending references.

## **B. Baseline Data Collection**

- *Swachhta Audit:* Cleanliness audits of offices, labs, library, and open spaces to assess current standards and identify areas for improvement.
- *Inventory of Pending References:* Each department/lab will prepare an inventory, categorizing cases as urgent, priority, or routine for efficient action.

## **C. Creation of Campaign Guidelines**

- *Swachhta SOPs:* Guidelines on cleanliness and waste management with emphasis on sustainability and eco-friendly practices.
- *Reference Disposal Guidelines:* Strategies for accountable and time-bound disposal of pending references.

## **D. Infrastructure and Logistics Preparation**

- Allocate resources for cleaning supplies, waste management systems, and sanitation infrastructure to maintain cleanliness across the campus.

## **4. Communication Strategy**

- *Awareness Campaigns:* Promote understanding of the objectives and long-term vision of Special Campaign 5.0.
- *Regular Updates:* Departments and labs will submit progress updates to the nodal officer to ensure transparency.
- *Best Practices Sharing:* Highlight success stories of cleanliness drives and grievance redressal to motivate wider participation.

## **5. Training and Capacity Building**

- *Workshops & Training:* Programs for faculty and staff on cleanliness, waste management, grievance redressal, and use of technology to streamline processes.
- *Capacity Building:* Training to ensure sustainable practices and efficient reference disposal mechanisms.

## 6. Timeline and Milestones

- Week 1–2: Stakeholder engagement & Nodal officer appointment
- Week 3–4: Swachhta audits and inventory of pending references
- Week 5: SOPs and guideline development
- Week 6: Training & capacity-building sessions
- Week 7: Official launch of Special Campaign 5.0

## 7. Monitoring and Evaluation

- Daily/Weekly Reports: Submitted by nodal officers to the Principal.
- Mid-Phase Review: To track progress and resolve challenges.
- End-of-Phase Audit: Final assessment to ensure readiness for the official launch.

## Swachhta Audit Highlights

Cleanliness audits were conducted in offices, the library, curriculum labs, water tanks, and open spaces. Photographic documentation has been prepared, and areas for improvement were identified.

### Inventory of Pending References

Sr. No.	Reference ID	Date	Source	Category	Task Description	Status	Deadline
1	REF01	16/09/25	Office	Cleanliness & Waste Mgmt.	Weeding out unused files, cleaning parks, and removing weeds/debris	In Progress	25/10/25
2	REF02	18/09/25	Library	Cleanliness & Waste Mgmt.	Disposal of old newspapers and records	In Progress	28/10/25
3	REF03	22/09/25	ICT Lab	Cleanliness & Waste Mgmt.	Weeding out old records	Pending	22/10/25

4	REF04	16/09/25	Curriculum Lab	Cleanliness & Waste Mgmt.	Removal of old records	In Progress	20/10/25
5	REF05	30/09/25	Co-Curricular Committee	Awareness Campaign	Organizing community awareness program	Pending	25/10/25

## Standard Operating Procedures (SOPs) for Cleanliness and Hygiene

### ***Daily Cleaning***

- Sweep and mop all floors with appropriate cleaning agents.
- Wipe desks, tables, and high-touch surfaces with disinfectant.
- Clean restrooms; refill soap, towels, and paper supplies.
- Empty waste bins and dispose of garbage responsibly.

### ***Weekly Deep Cleaning***

- Dust bookshelves, windowsills, ceiling fans, and hard-to-reach areas.
- Clean windows and glass surfaces.
- Disinfect high-touch areas such as switches, handles, and faucets.

### ***Monthly/Bi-Monthly Cleaning***

- Clean underground and overhead water tanks.
- Disinfect drainage systems for proper flow.
- Clean and disinfect water coolers and desert coolers to prevent contamination.

### ***Documentation***

- Maintain logs of daily/weekly cleaning activities.
- Report issues such as malfunctioning equipment, pest sightings, or supply shortages.



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