

PANJAB UNIVERSITY, CHANDIGARH

Ref.2500-2650/R/DS

Date: 19.09.2018

A team of **Institutional Swachhata Ranking-2018** is scheduled to visit Panjab University, Chandigarh, shortly. In view of the same, it is requested to ensure cleanliness by adopting following measures:-

1. Heads of Teaching Departments/Non-Teaching Departments will ensure cleanliness in and around of their respective department /branch.
2. Hostel Wardens of respective hostels with the help of caretakers and manpower at their disposal, will ensure cleanliness in & around hostels & guest houses in the University Campus.
3. The Executive Engineer-I to ensure that all Contractors are directed for proper disposal of Malba.
4. The Executive Engineer-I to inspect all hostels, residential areas and community facilities, such as Student Centre, Auditoriums, Playgrounds, etc., for ensuring that such places are free of wild growth of grass and foliage as also no stagnant water bodies are allowed to exist in their vicinity.
5. D.R. Estate to issue notice to all shop keepers in various shopping complex for area cleanness, disposal of garbage and cleaning of toilets.
6. D.R. Estate to issue notice to all canteen contractors in various department/student centre to ensure compliance of instructions issued from time to time for maintenance of hygiene and sanitation in respective area.
7. CMO to ensure cleanliness and maintenance of hygiene and sanitation in the health centre.
8. All air coolers should be kept empty and dry
9. Water should not be allowed to be accumulated in their premises.
10. All sources of water accumulation/stagnation like tyres, broken pitchers, uncovered water tanks, etc., should be removed/covered/or sprayed with kerosene oil.
11. All drains to be cleared off any blockages by leaves, plastic bags, etc.

12. No paper/printed material/quotations will be pasted/hanged on the walls/doors/window of the branches. Only Panjab University's Calendar of current year, in proper frame be mounted on specific space.
13. All old documents, which are no longer required, will be destroyed by burning, as per the Rule given at Chapter XLVIII at page 677 to 692 of Panjab University Calendar Vol.III (2016)
14. Dustbins have to be periodically cleaned and the garbage on daily basis to be disposed-off at the designated place.
15. To ensure the cleanliness of toilets, proper wiping of the floors, cleaning/dusting of walls, cleaning of all windows, cleaning of storage spaces, cleaning of computers, tables and chairs and removal of waste material, etc. be done on routine basis.
16. To earmark at least one hour per week for Swachhta Drive by all Departments/Centres, in which all students, non-teaching and faculty should participate to clean their respective Deptt. and surroundings. The brief report with 3-4 snaps (before and after the activity) to be sent to regr@pu.ac.in and CC to Coordinator Swachh Bharat Abhiyan at seemakap2014@gmail.com.

Sd/-
Col. G.S. Chadha (Retd.)
Registrar

Issued to: -

1. P.A. to V.C. for information of Vice-Chancellor
2. D.U.I.
3. Heads of all Teaching Departments
4. Heads of all Non-Teaching Departments.
5. DSW
6. DSW (W)
7. Co-ordinator, NSS
8. Chief Medical Officer, Health Centre
9. Executive Engineer-I
10. Divisional Engineer (Horticulture)
11. Wardens of all Hostels
12. Manager, Guest Houses
13. D.R. (Estate)
14. Professor Seema Kapoor, Coordinator, Swachh Bharat Committee