

INDIRAGANDHI NATIONAL OPEN UNIVERSITY(IGNOU)
REGIONAL CENTRE MUMBAI

Planning for Special Campaign 3.0

S.No	Activities under Special Campaign 3.0-Records Management Practices And Weeding Of Old Records	Target date for accomplishing
1	Identification and listing of old files, records, assignments, exam question papers, project reports, study material and admission applications etc	03 rd October 2023
2	Identification and listing obsolete items(wooden plies, broken tables, chairs, etc.), computer peripherals and electronic items	03 rd October 2023
3	Disposal of scraps, GV transmitters and obsolete items through MSTC	30 th October 2023
4	E clearance of emails and drives (RC Email used 553.52 GB, Assignment Email used 459.62 GB, Support Email used 204 GB space, Finance Email 2GB used)	29 th September 2023
5	Display awareness Banner for No Plastic Usage and Plastic Free Campus at RC main entrance	26 th September 2023
Activities Under Swachtha Hi Seva Drive		
6	Awareness meeting, swachatha drive and plantation drive at adopted village	01 st October 2023
7	Installation of 2-Bin in RC premises for source segregation ('Hara Geela Sookha Neela')	29 th September 2023
8	Display awareness Banner on Swachtha hi Seva Drive at RC main entrance	26 th September 2023
9	Swachatha Hi Seva at Regional Centre-campus cleaning by RC staff	27 th September 2023
10	Swachatha Hi Seva pledge by Regional Centre staff and Learners	2 nd October 2023
11	Organizing competition for RC staff and learners on SHS themes (painting, essay writing, waste to wealth craft competition etc.)	2 nd October 2023
Activities under 'Mainstreaming of lifestyles for Sustainable Development (LiFE)		
12	Display awareness Banner on tips for sustainable lifestyle at RC main entrance	26 th September 2023
13	Organizing awareness meeting for RC staff on Adopting Lifestyle For Environment (LiFE Actions) with the help of subject expert	10 th October 2023
14	Plantation drive at Regional Centre	27 th September 2023
15	In-house meeting with RC staff and LSC staff for adoption of tips for sustainable lifestyle - switched off any electronic devise when not in use, digitalization of documents, data minimizing printing, use both side of papers	28 th September 2023
16	Organizing webinar on sustainable lifestyle for environment for RC staff, Learners, LSC functionaries and other stakeholders by engaging subject experts	19 th October 2023
17	Competition for all Regional Centre staff and students(essay writing, , paintings and slogans	25 th October 2023

Dr. E. Krishna Rao
Regional Director (i/c)