

INDIRA GANDHI NATIONAL OPEN UNIVERSITY REGIONAL CENTRE MUMBAI

REPORT ON SPECIAL CAMPAIGN 3.0

The Indira Gandhi National Open University has organized different activities across the country at different Regional Centres under Special Campaign 3.0. As a part of it IGNOU Regional Centre Mumbai also organized different activities and completed all the planned activities as per schedule. Activities organized by Regional Mumbai under special campaign 3.0 are grouped broadly three heads as mentioned below

- 1) Swacchatha Hi Seva Drive
- 2) Record Management and Disposal of Obsolete items
- 3) Lifestyle for Environment (LiFE)

Swacchatha Hi Seva Drive

The activities performed by Regional Centre Mumbai are detailed below under Swacchatha Hi Seva Drive are:

- 1) **Printing of Banner:** A banner related to Swacchatha hi Seva Drive (15th September 2023 to 30th September 2023) was placed at the entrance of Regional Centre premises in order to create awareness among students visiting and the public





- 2) **Swacchtha Drive at Regional Centre:** The Regional Centre Mumbai organized Swacchtha Drive at Regional Centre premises on 27th September 2023 and the premises was cleaned by Regional Centre staff and students.





- 3) **Plantation Drive:** Plantation Drive at Regional Centre premises was organized on 28th September 2023 with all Regional Centre staff and planted more than 7 plants towards making the premises Green.





- 4) **Declaring RC Premises for No Single Use Plastic:** The Regional Centre Mumbai has made the premises Single Use Plastic free and posters in this regard have also been placed in the premises. A staff meeting was also organized and oriented the staff regarding harmfulness of plastic use, saving electricity and saving water and other environment safety measures for better lifestyle. This staff orientation also going help the staff to further orient their family members, friends and neighbors.





- 5) **Ek Tareekh Ek Ghanta Ek Saath Shramdaan:** Regional Centre Mumbai in collaboration with Chargaon Gram Panchayat has organized Ek Tareek Ek Ghanta Shramadaan on 01st October 2023 at Boradpada Village at 10am to 12pm. The Panchayat Office Staff, Anganwaadi Workers and Primary Health Centre officials have actively participated in this activity along with the Regional Centre Mumbai staff.

This activity was inaugurated by Dr. E. Krishna Rao, Regional Director (i/c), IGNOU RC Mumbai along with Shri Nitin Borade, Sarpanch of Boradpada village. Total three areas were identified for this shramdhan where the garbage was accumulated particularly in and around areas of

1. Temple area
2. Primary Health Centre
3. Bust Stand.

The Geotagged photo of the place which was chosen for cleaning was sent to Ministry of Education through Portal and the photos after cleaning the same places was also sent to the Ministry through Portal.

The village people, gram Panchayat workers, anganwadi volunteers, primary health centre staff have actively participated in this activity along with Regional Centre staff. The activity initially

planned one hour however the participants with more enthusiastically contributed two hours for the benefit of village. A total 45 people have participated in this shramadhan activity

After completion of Shramadhaan Dr. E. Krishna Rao, Regional Director (i/c) also discussed and made awareness among the villagers to have one single place to collect the garbage and adoption of proper disposal practices.



Certificate of Appreciation

This is to certify that

IGNOU RC Mumbai

Has contributed in
Shramdaan for Swachh Bharat
On
1st October, 2023, at 10 AM

A Swachh Bharat Mission Initiative

- 6) **Installation of 2-Bin in RC premises for source segregation ('Hara Geela Sookha Neela')**: Regional Centre Mumbai installed two Bins at Regional Centre premises to dispose of the garbage in the separate dustbins as wet in Green and Dry in Blue dustbins. The Regional Centre staff were clearly instructed by the Regional Director (i/c) the segregation of garbage should be followed strictly and no littering at the Regional Centre premises.

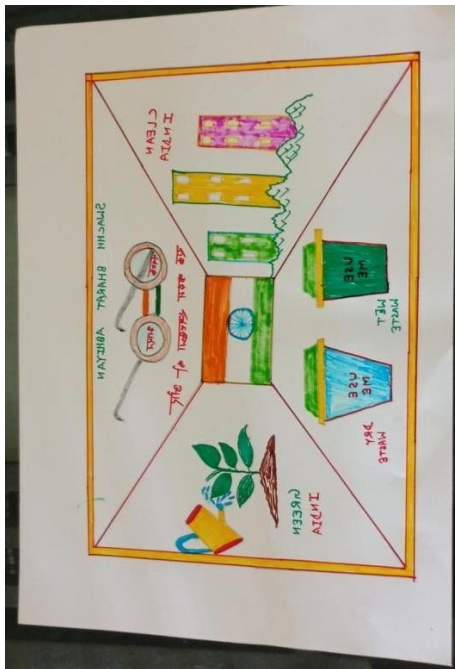


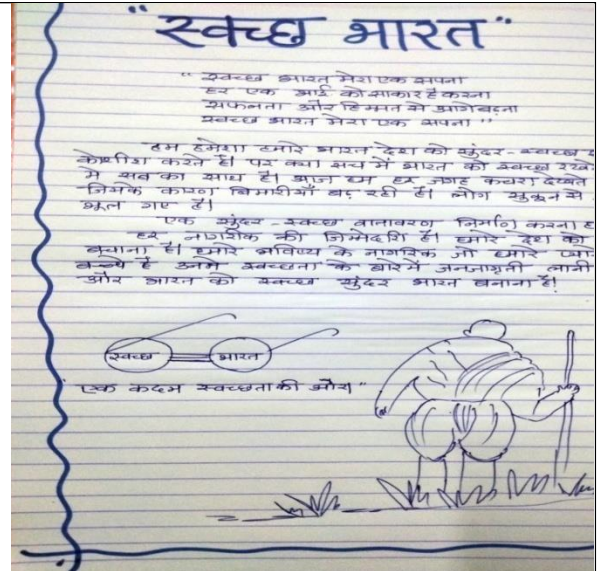


7) **Competition for learners and staff:** Regional Centre Mumbai organized competitions for Essay Writing, Slogan, Paining and Art & Craft through Google form floated for the learners. There is a good response from the learnes and a total 39 learners have submitted their responses and prizes were distributed to top 03 learners in each category on 02nd October 2023 as below:

S. No	Competition	No. of students participated	Winners
1	Painting	07	1. Vikas Jawale 2. Vasanthi Shenoy
2	Essay Writing	10	1. Mansi Chabukswar 2. Pradip Jankar 3. Dr. Sanjay Latkar
3	Wealth & Craft Competition	03	Nil
4	Slogan	19	1. Jatin Khatumaria 2. Raju Ware
Total		39	

Some of the Entries received for Competition





Name:- Zeba Khan
 En.No:- 225281283
 Course:- BSCG

SLOGAN.

Don't be mean, Keep your surrounding clean to make your country green.

Clean surroundings, Green surroundings

Galaxy A54 5G



8) **Swachhtha Pledge:** Dr. E. Krishna Rao, Regional Director (i/c) has administered the Swachhtha pledge. The staff of IGNOU Regional Centre Mumbai has taken the swachhtha pledge on 28.09.2023 and again along with 15 learners took Swachhtha Pledge on 02nd October 2023 at Regional Centre premises.



- 9) **Celebration of Swachatha Diwas:** The Regional Center Mumbai has organized a meeting with the RC staff and learners on 02nd October 2023 to celebrate Swacchtha Diwas and present the report of the activities performed by the Regional Centre under Swacchtha hi Seva 2023 and Shramdaan 2023.

This meeting was started with welcome address of Dr. P Namboothiripad, ARD. Later Dr. E. Krishna Rao, Regional Director (i/c) has delivered the message on the importance of celebrating Swacchtha Pakhwada from 15th to 30th September 2023, Shramdaan on 01st October 2023, Plantation Drive and other activities related to Swacch Bharat Abhiyan. He presented the report of the activities organized by IGNOU RC Mumbai during these 15 days period and requested all other participants to become as a Brand Ambassadors for promoting the Swaccha Bharat Abhiyan activities thereby help the Government to make

Garbage Free India and healthy India. He further appreciated the Safai Karmchaari at Regional Centre premises and flowers were given to them as a token of Thanks.

The efforts and interest shown by the students to participate in the different competitions organized by the Regional Centre also appreciated by Dr. E. Krishna Rao, Regional Director (i/c), IGNOU RC Mumbai

Later Dr. E. Krishna Rao, Regional Director (i/c) has distributed the prizes to the winners of different competitions organized under Swacchtha hi Seva Drive 2023. The winners also presented their views and ideas related to Swacchtha Abhiyan and importance of it in daily life of the citizens. They also appreciated and admired about the activities conducted by the Regional Centre Mumbai and also assured to extend full support, cooperation and participation in any other future activities of the Regional Centre.

Dr. P Namboothiripad, Asst. Regional Director evaluated the entries done for the competitions and declared the result on 02nd October 2023

The meeting was closed with National Anthem. Mr. Shashank Tripathi, JAT gave Vote of Thanks and Mr. Sanjay Kumar acted as MC.

Record Management and Disposal of Obsolete items

1. **E Clearance of Emails:** The Regional Centre cleared the drive of Regional Centre Email (rcmumbai@ignou.ac.in) and Assignment Section Email (assignmenttrc49@ignou.ac.in) and created **223 GB of space in total.**
2. **Listing Out of Old Records/ Files/ Applications/ Computer items/ Electronic Items:** The Regional Centre extensively went through all the old records kept in the office premises and separated the records which were then kept at ground floor separately. Each section staff participated in the activity and the same was completed in 10-12 working days. After rigorous activity below documents were separated for disposal. After listing and removing the

above mentioned documents / **records space of 27.87 square meters have been created at Regional Centre** premises.

STUDY MATERIAL

SN	Course Code of the material disposed
1	PCO01
2	BFEE101 OLD
3	BFEE102 OLD
4	BFEE103 OLD
5	BFE101 OLD
6	BFE102 OLD
7	BFEE104 OLD
8	CNCC01 OLD
9	MSW02
10	MSW03
11	MSW04
12	MSW06
13	MSWL01
14	BSWE01
15	MS21
16	MS24
17	MS27
18	MMD11 OLD
19	MMD14
20	MMD14
21	MMDE15
22	MMDE17
23	MMDE17
24	MMDE18
25	MMDE19
26	MMDE28
27	MMDE29
28	MMDE30
29	MMDE33
30	MMDE35
31	MMDE39
32	MMDE40

ADMISSION FORMS, PROJECT REPORTS, APPLICATIONS

Sr. No	Type of the Document	Period of the documents for disposal
1	Admission Application forms (Fresh & Re-registration)	January 2009 to July 2017
2	Project Reports	June 2019 to June 2022
3	Applications for Changes of Address/ RC/LSC/Name/	All applications available at Regional Centre upto 31 st August 2023 which

	Father's Name/ DOB/ Mobile Number/ Email ID/ Electives	have been resolved
4	Application for Migration Certificate	All applications available at Regional Centre upto 31 st August 2023 which have been issued
5	Miscellaneous applications of the learners	All applications available at Regional Centre upto 31 st August 2023 which have been resolved

ELECTRONIC ITEMS

Sr.NO.	List of Itmes	Qty. of Items
1	LG AIR CONDITIONER (Indoor)	1
2	T.V.(COLOR) 24 "- Samsung	4
3	THOMSON SOUND SYSTEM	2
4	DIGITAL SATELLITE RECEIVER IRD	1
5	VCD PLAYER Philips	1
7	BOSCH AUDIO Speaker	2
8	P H METER	2
9	EXHAUST FAN	4
10	VCD PLAYER	2
11	COLORI METER	2
12	TAPE RECORDER/CASSETTE RECORDER Philips	2
13	CONDUCTOR METER	1
14	UPS 02 Zebronics, 01 BPC, 01 APC	4
16	TELEPHONE INSTRUMENT	7
17	ADRSONS INSTRUMENT	1
18	DISH ANTENA	3
20	KIOSK MACHINE	1
21	Philips Ampli Speaker	2
22	Sky Digital Receiver	2

COMPUTER ITEMS

Sr.No.	Items Name	Qty.
1.	Brother Printer – HL 2140 i)Sr.No.E65558C9J375461 ii) Sr.No. E65558C9J375485 iii) Sr.No. E65558C9J375494 iv) Sr.No. E65558C9J375719 v) Sr.No.E65558C9J375437 vi) Sr.No.E65558C9J375455	07

	vii) Sr.No.E65558C9J3754_3	
2.	CPU HCL - 05 i)3093A1333457 ii) 3093A1336823 iii) 3093A1332814 iv) 3093A1332491 v) 3093A1332845 iBall - 01 Sr. No - Nil	06
3.	Monitor HCL - 04 i)Sr.NO.452092400643 ii)Sr.NO.452092400662 iii)Sr.NO.452092401102 iv)Sr.No.AOCVHDNA3601673 HP - Compeq- 01 i)3CQ0053CJK Samtron 14" CRT i)DP14HHARA04586F	06
4.	Keyboard - HCL - 01 i)Sr.NO.0309KDX11206 Quantum - 01 i)QHM7406 Supercomp i)KMIY1507DB98839	03
5.	Mouse HCL - 05 i)Sr.No.LZ6430M0AQH ii)LZ823AP1BQO iii)HC7120H067V iv)HC213HROOLM v) HCL Other - 03 Sr. NO. - Nil	08

6.	Laptop – HCL Sr.NO. 3083A1393440	01
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FURNITURE

S. No.	List of Items	Qty. of Items
1.	Big Table Frames	04
2.	Big Table with wooden top	02
3.	Cane Chairs without Arm	13

MISCELLANEOUS ITEMS

S. No.	List of Items	Qty. of Items
1.	Particle wood	01 Lot
2.	Iron Items	01 Lot
3.	Aluminum Scrap	01 Lot

All the above items are being disposed off by the Regional Centre Mumbai as per the guidelines laid by the University. Further as per rules the Local Purchase Committee (LPC) meeting took place in presence of an external expert on 26th October 2023 and the same has been approved. The Regional Centre has contacted the MSTC for disposal of these items. The e-auction is scheduled on 08th November 2023

Lifestyle for Environment (LiFE) Movement

1. **Display of Banner:** The Regional Centre has displayed a banner for LiFE movement at the entrance of Regional Centre premises for creating awareness about the movement among the students and general public of the area.



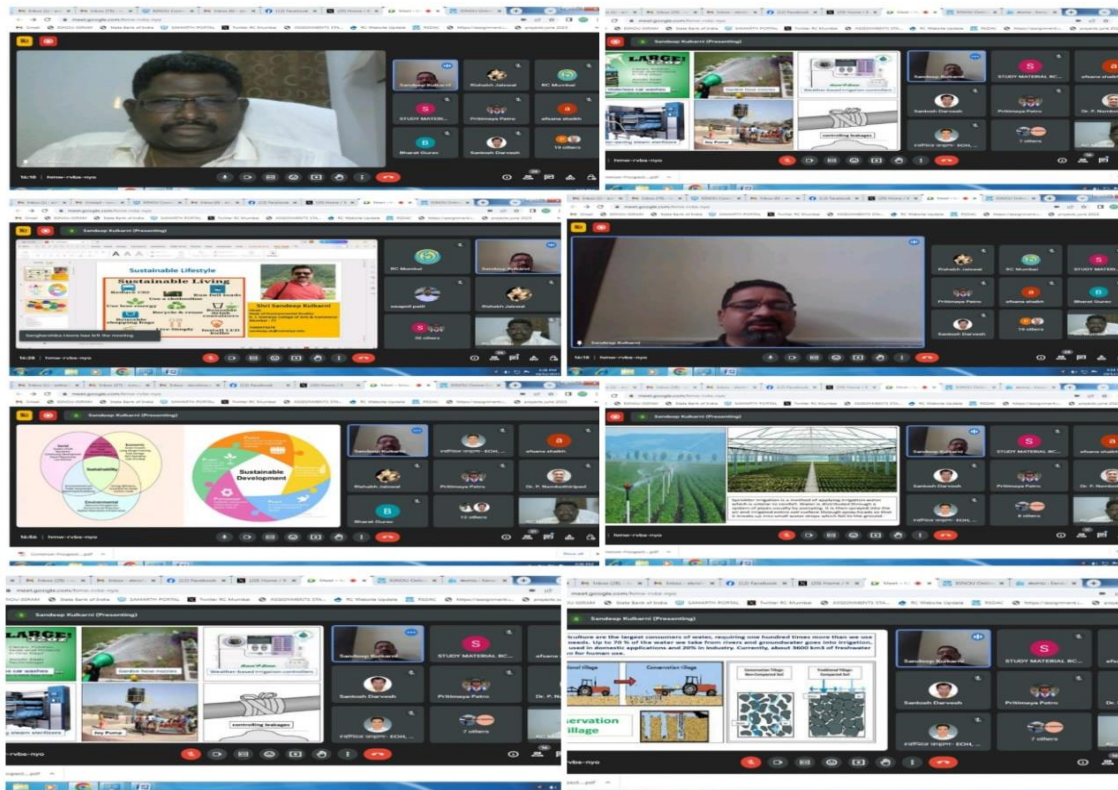
2. **Webinars:** a) The Regional Centre Mumbai has organised a Webinar on **“Sustainable Lifestyle” on 12th October 2023 at 04:00 PM** for our students, LSCs and the academic counselors under

special campaign 3.0. The lecture was **delivered by Shri Sandeep Kulkarni, Head, Department of Environment Sciences, K J Somaiya College of Arts and Commerce.**

Dr.E.Krishna Rao, Regional Director(i/c) has delivered welcome address and in his welcome address Dr.E.Krishna Rao, Regional Director(i/c) has mentioned that the IGNOU is organising several activities under special campaign 3.0 across the country as per the directions of our Hon'ble Vice Chancellor. The Regional Centre Mumbai has organized several activities under special campaign 3.0 such as Records Management Practices And Weeding Of Old Records, Swachata Hi Seva Drive, Mainstreaming of lifestyles for Sustainable Development (LiFE).

Later Dr. Sandeep Kulkarni, Head, Dept.of Environmental Sciences,K J Somaiya College of Arts & Commerce has delivered a detailed lecture on Sustainable Lifestyle. In his presentation the speaker has explained different types of adoptions to lead life without destroying the environment. He further showed different methods to conserve water, a forestation, saving electricity etc with the help of PPT.

This meeting was attended by RC staff, learners and academic counselors

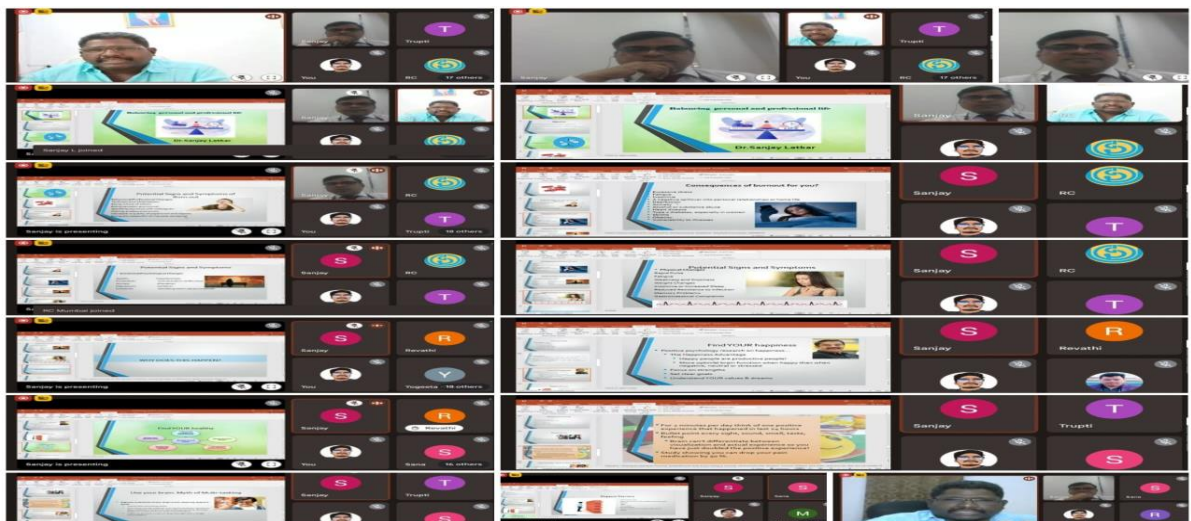


b) The IGNOU Regional Centre Mumbai has organised a Webinar on **“How to Balance Personal and Professional Life”** on 19th October 2023 at 04:00 PM. The lecture was delivered by Dr.Sanjay Latkar, Motivational Speaker.

Dr.E.Krishna Rao, Regional Director(i/c) has delivered welcome address and in his welcome address Dr.E.Krishna Rao, Regional Director(i/c) has mentioned that the IGNOU is organising several activities under special campaign 3.0 across the country as per the directions of our Hon’ble Vice Chancellor. As a part of this webinar has been organized for the benefit of learners as a major proportion of IGNOU learners are working in different professions. Further he has mentioned that the Regional Centre Mumbai is organising these types of webinars for the benefit of students from time to time on different important occasions.

Latter Dr.Sanjay Latkar has delivered a detailed lecture on How to Balance Personal and Professional Life. The speaker has elaborately presented and discussed the methods and measures to balancing professional and personal life thereby leading a happy life. The presentation also consisted of live examples of stress management and tips for coming out of stress. Important points and pictures were presented to the audience with the help of PPT.

This meeting was attended by RC staff, learners and academic counselors



3. **Awareness among staff:** Regional Centre Mumbai organized a meeting with the Regional Centre staff where the staff were asked to follow certain environment

friendly practices such as switching off the electrical appliances when not in use, try to use one sided paper wherever possible and many more.

4. Competition for Learners: Regional Centre Mumbai organized below competitions for the LiFE movement:
 - a) Elocution Competition
 - b) Painting Competition
 - c) Slogan Competition

Regional Centre Mumbai floated a Google Form to receive the entries for Painting and Slogans and registration for the Elocution Competition. Through this form 01 learner submitted the painting, 06 learners have submitted the slogans and 08 learners registered their names for the Elocution competition at Regional Centre Mumbai.

The competition was held on 25th October 2023 at Regional Centre premises which started with initial remarks of Dr. E. Krishna Rao, Regional Director. During his initial remarks he informed the participants about the different activities conducted by the Regional Centre Mumbai under Special Campaign 3.0 and insisted on the importance of Lifestyle of every individual on environment.



The elocution competition was held at Regional Centre premises and was attended by 04 participants. The Regional Centre gave the topic 10 minutes before the competition “Lifestyle for Conservation of Natural Resources”. All the participants spoke on the topic in presence of all the Regional Centre staff and other learners. The programme was attended by 25 staff and learners. The winners of the elocution competition and slogan were distributed prizes on the same day by the Regional Director.

Sr. No	Type of Competition	Winners
1	Elocution	1. Mr. Pradip Jankar 2. Mr. Pritimaya Patro 3. Ms. Shikha
2	Slogan	1. Ms. Amita Varade

Dr. P Namboothiripad, Asst. Regional Director evaluated the slogans and the speeches of the participants in the elocution and the results were declared by him after the completion of elocution competition.

Vote of Thanks was given by Mr. Shashank Tripathi, JAT and Mr. Sanjay Kumar, Assistant was Master of Ceremonies. The programme ended with National Anthem.

Dr. E. Krishna Rao
Regional Director