

## DETAILS FOR SPECIAL CAMPAIGN 3.0 FOR DISPOSAL OF PENDING MATTERS

**Name of Institute/Central University:** Maulana Azad National Institute of Technology - Bhopal 462003

**No. of Cleanliness Site:** 15

### A. Record Management

	Physical Files				E-Files		
	Number of Physical Files due for Review	Number of Physical Files Reviewed	Number of Files to be transferred to NAI	Identified for Weeding	Weeded	Number of E-Files put-up for review	Number of E-Files Closed
File	-	-	-	-	-	-	-
Answer Book	25,000	17,000	-	17,000	10,000		

### B. Cleanliness and Office Scrap Disposal

INDOOR

OFFICE SCRAP DISPOSAL

Date of Scrap Disposal	Revenue Generated (Rs.)
2019-20	24,59,758.00

### C. Space Freed

Space freed due to Scrap Disposal and Weeding of Files (Number in Square Feet only)
10000 Sq Meters Approx.

### D. Best Practices

Institute is having its own Repair & Maintenance Section with sufficient workforce for maintenance of Wood and Metal Furniture. Section takes out useful material from declared obsolete/ unserviceable items and use it the same whenever or wherever is required. Most of the furniture (Cots, Study table and Chairs) used in the Hostels are prepared in house by purchasing raw-material or using material from declared obsolete/ unserviceable items. Other furniture (Conference tables, Faculty tables, Aluminum/Iron partitions etc) are being constructed in house. During the Financial year 2022-23, Institute has saved the Government revenue Rs. 25.00 Lacs approximately.

Some photographs are being uploaded for quick view.

### E. Utilize #SpecialCampaign3.0

When Sharing your progress and achievements on social media platforms, please use **hashtag #SpecialCampaign3.0**. Additionally, include relevant details and statistics in your tweet, ensuring a wider reach and impact. Please share details of tweet follows:

S.No	Subject to Tweet	URL of Tweet	Date of Tweet
01	A Report On "Amrit Kalash Yatra" & "Amrit Vatika" Under the 'Meri Maati Mera Desh' Initiative Government of India	<a href="https://twitter.com/manitbpl">https://twitter.com/manitbpl</a>	16 <sup>th</sup> oct 2023
02	लाइव स्ट्रीमिंग @ मैनिट (कौशल दीक्षांत समारोह - एनुअल स्किल कनवोकेशन सेरेमनी)	<a href="https://twitter.com/manitbpl">https://twitter.com/manitbpl</a>	16 <sup>th</sup> oct 2023
03	MANIT holds Second rank in National Students Space Challenge (NSSC) 2023 case study event	<a href="https://twitter.com/manitbpl">https://twitter.com/manitbpl</a>	17 <sup>th</sup> oct 2023
04	ईएमएफ रेडिएशन संबंधी जागरूकता ' विषय पर केंद्रित कार्यशाला @ मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान भोपाल	<a href="https://twitter.com/manitbpl">https://twitter.com/manitbpl</a>	19 <sup>th</sup> Oct 2023
05	ग्रीन कैपस @ मैनिट एक शुरुवात	<a href="https://twitter.com/manitbpl">https://twitter.com/manitbpl</a>	19 <sup>th</sup> Oct 2023