

Special Campaign 4.0 (October 2nd -31st, 2024)

Self-Assessment Form

(To be submitted by 10-11-2024)

A. Background Information

1.	Ministry/ Department (MID) Name:	
2.	List of: Attached/Subordinate/Outstation offices/ Missions/Posts where the Campaign was conducted.	a) Audit Section b) Legal Cell c) SJMSOM d) KRESIT e) Public Health Office f) KG School g) PRO Office h) Academic Section i) Hostels

B. Best Practices

Categories under which best practices may be categorized:

- (a) Digitization/ Intra-Ministerial Portal
- (b) Efficient Management of Space
- (c) Enhancement of Office Premises
- (d) Environment-Friendly Practices
- (e) Waste to Wealth
- (f) Citizen Centric Initiatives
- (g) Innovative Practices
- (h) Any other

In the given format kindly share a brief description of Best Practices taken up during Special Campaign 4.0. Kindly upload the photographs of these Best Practices in the "Best Practices" tab on the SCDPM portal (<https://scdpm.nic.in/specialcampaign4/>) as well.

Sr. No.	Category	Brief Description of Best Practices (maximum 100 words)	Location
1 (a)	Digitization	IIT Bombay has been operating computerised solutions for the business functions in finance & accounting, human resources, payroll, student life cycle, procurement, projects, infrastructure	All Office Sections/ Departments

(b)		<p>maintenance etc. since the early 90s.</p> <p>Most of the operations are handled in the software applications through Online workflows. These workflows have been designed to operate with the minimum essential paper movement.</p> <p>The current ERP solutions cover the end-to-end processing of Employee Leaves, Payroll, APAR, Job recruitment, Bank reconciliation, Disbursement of payments to employees/ vendors, life-cycle of R&D projects etc. with "zero" paper movement.</p> <p>A few other critical processes like employees' advances & settlement, Purchase files etc. are implemented such that they operate with the minimum essential set of papers which are printed for signatures, due to statutory requirements.</p> <p>Feedback system (in form of QR codes) introduced in the Institute toilet block on a pilot basis.</p>	
2 (a) (b)	Innovative Practices	<p>IIT Bombay is in the process of implementing a dedicated e-Office (e-File) solution from NIC.</p> <p>The Public Health Office (PHO) has set up a shredding machine facility for all the Departments, Centers, Sections, Hostels and Hospitals to get rid of all unwanted documents, papers, used answer sheets, books etc.</p>	All Office Sections/ Departments
3	Efficient Management of Space	Periodic write-off and disposal of discarded materials allows the efficient usage of space.	All Office Sections/ Department
4 (a) (b)	Enhancement of Office Premises	<p>The Revised Record Retention schedule was approved by the BoG regarding the Elimination of records & procedure to weed out obsolete records of IIT Bombay.</p> <p>A campaign to weed out obsolete records, papers, books and files was taken up from July 2024 and is still ongoing in order to streamline our operations and enhance efficiency. The vacant space at different locations resulted in enhancement of office premises.</p> <p>Digitalisation system for disposing of scrap material helps in availability of more space.</p>	All Office Sections/ Department
5	Citizen Centric Initiatives	PHO conducted an awareness camp with the help of Municipal Corporation (BMC) in September 2024 to	Lecture Hall Complex, IIT

		create awareness regarding Rabies. The speakers included Dr. Sneha Ramesh Tatelu, Sr. Veterinary Officer, BMC; Adv. Bhavya Poojari, Deputy Education Manager, Mission Rabies, Mumbai and Ms. Raj Mariwala, an animal behaviourist.	Bombay campus
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C. Space Freed

In the given format kindly mention top 5 sites where space has been freed and its utilization now.

Sr. No.	Location	Brief Description on utilization of space freed and benefits to the organisation (Location, type, etc) (maximum 100 words)	Sq.ft of Space freed
1	Hostel No. 1,2,3,18, SJMSOM, Kresit	Unclaimed Cycles	1370
2	Public Health Office (Scrapyard)	Removal of All Scrap of PHO	1760
3	Public Health Office	Files shredding	750
4	Legal Cell	Files shredding	100
5	SJMSOM	Files shredding & Removal of Unclaimed Bicycle	100
6	KRESIT	Files shredding & Removal of Unclaimed Bicycle	100
Total Sq.ft			4180

Kindly upload the high resolution photographs and video (Links may be given) on the SCDPM portal in the form of "Before-After" as described in the table below.

Photographs (Before & After campaign)
https://drive.google.com/drive/folders/1x3rtAuighAv9aoINZkgGpEB2SBnJfVyp?usp=sharing

NIC will download all pictures and videos Ministry-wise in a separate hard-disk for further reporting.

D. Scrap Disposal and Revenue Earned

In the given format kindly categorize the type of scrap disposed during the Special Campaign:

Sr. No.	Office Scrap category (Furniture/ Stationary/ e-Waste/ Office vehicle/ Plastic/ Any other)	Unit	Revenue Earned
1	<ul style="list-style-type: none"> • Aerospace Engg • CEP & QIP • MEMS • CDEEP • Audit Section • Legal Cell • SJMSOM • KRESIT • Public Health Office • KG School • PRO Office • Academic Section • Hostel No. 1 • Hostel No. 2 • Hostel No. 3 • Hostel No. 18 	-	Rs. 1070631

Sr. No.	Non-Office Scrap (Please provide details)	Unit	Revenue Earned
	NA		

E. Cleanliness Campaign:

1. List the total number of office sites where the Campaign was conducted (Please ensure that the number of sites matches the data given on the portal) : **15**

Sr. No.	Location of Campaign / Department	Type of campaign	Total No. Of Campaign
1	Audit Section	Files shredding	1
2	Legal Cell	Files shredding	1
3	SJMSOM	Files shredding & Removal of Unclaimed Bicycle	2
4	KRESIT	Files shredding & Removal of Unclaimed Bicycle	2
5	Public Health Office	Files shredding & Removal of All Scrap of PHO	2
6	KG School	Files shredding	1
7	PRO Office	Files shredding	1
8	Academic Section	Files shredding	1
9	Hostel No. 1	Removal of Unclaimed Bicycle	1

10	Hostel No. 2	Removal of Unclaimed Bicycle	1
11	Hostel No. 3	Removal of Unclaimed Bicycle	1
12	Hostel No. 18	Removal of Unclaimed Bicycle	1
Total			15

2. List the number of outstation offices where the cleanliness campaign was taken up: **NA**

3. List the sites where mechanized cleaning practices have been adopted, if any:

- i. Mechanized road cleaning vehicle for main roads of IIT Bombay campus (approx. 10 kms)



ii. The machines used in Hostels and Academic Areas are as follows:

- (a) Scrubbing Machine



(b) Nano-bubble Machine



(c) Wet-Dry Machine



(d) Jet spray



4. Any other Initiatives:

- i. Waste Management
- ii. Campus Cleaning Drives
- iii. Door-to-Door Collection of Recyclable Materials and Garbage
- iv. Waste processing initiatives