



தமிழ்நாடு கெந்திரிய விஸ்வவித்யாலய

Central University of Tamil Nadu



NATIONAL SERVICE SCHEME

Observance of Swachhta Pakhwara (Fortnight)

by NSS Units, CUTN, from 01.08.2018 to 15.08.2018

Activities Schedule

Student Coordinator: Ms. Aswathi,

Department of Geography (Phone Number (8300953976))

Activities Schedule:

S.No	Date	Time	Activity Name	NSS Officer incharge	Student Incharge
1.	01/08/2018	04pm to 06pm	One day Seminar on Swachhta: The event will end with the Swachhta Shapath (Oath)	Dr. Udhay Kumar Phone Number (9487810482) Dr. Gunasekaran Phone Number (9894789648)	Mr. Abby, Dept of Geography Phone Number (9645989676)
2.	02/08/2018	07am to 09am	Cleaning NLBS II	Dr. Pramila Ramani Phone Number (9488526627)	Mr. Ashfaq, Dept of Commerce Phone Number (7736142449)
3.	03/08/2018	07am to 09am	Cleaning CLC I and II	Dr. Gunasekaran Phone Number (9894789648)	Ms. Saral, and Ms. Abinaya Dept of Life Science Phone Number (9488313035)
4.	04/08/2018	10am to 13:00	Adopted Village Visit and campaign about awareness of cleanliness (pamphlet distribution)	Dr. Pramila Ramani Phone Number (9488526627)	Mr. Naveen, Dept of Materials Science Phone Number (8344555449)

S.No	Date	Time	Activity Name	NSS Officer incharge	Student Incharge
5.	05/08/2018	10am to 13:00	Adopted Village Visit and campaign about awareness of cleanliness (pamphlet distribution)	Dr. Pramila Ramani Phone Number (9488526627)	Mr.Suhail and Mr.Jirshad Dept of Commerce Phone Number (9539306312)
6.	06/08/2018	07am to 09am	Cleaning Admin Block	Dr. Pramila Ramani Phone Number (9488526627)	Mr. Hafiz, Dept of Social Work Phone Number (9567385790)
7.	07/08/2018	07am to 09am	Cleaning Near Library	Dr. Udhay Kumar Phone Number (9487810482)	Mr. Dhanushya Thangam, Dept of Education Phone Number (9444716890)
8.	08/08/2018	07am to 09am	Visit Village nearby CUTN and campaign about awareness of cleanliness (pamphlet distribution)	Dr. Ashok Kumar Phone Number (8610473993)	Mr. Muhammad Anas, Dept of Commerce Phone Number (8086240032) and Mr. Sarath, Dept of Geography Phone Number (9947187289)
9.	09/08/2018	07am to 09am	Cleaning Old Age home near CUTN	Dr. Udhay Kumar Phone Number (9487810482)	Mr. Theepan Thangam, Dept of Education Phone Number (9597772656)
10.	10/08/2018	05pm to 07pm	Cleaning TVR Bus Stop	Dr. Udhay Kumar Phone Number (9487810482)	Mr. Nagaraja Prabhu, Dept of Geography Phone Number (8754682740)
11.	11/08/2018	10am to 13:00	Adopted Village Visit and Cleaning activity	Dr. Ashok Kumar Phone Number (8610473993)	Mr. Chandan, Dept of Social Work : Phone Number (8709156247) and Mr. Vinu Ramdas Dept of Management Phone Number (9447932033)

S.No	Date	Time	Activity Name	NSS Officer incharge	Student Incharge
12.	12/08/2018	10am to 13:00	Adopted Village Visit and Cleaning activity	Dr. Ashok Kumar Phone Number (8610473993)	Mr. Arnold, Dept. of Management Phone Number (7708819932) and Ms. Meenakshi Dept. of Management
13.	13/08/2018	04pm to 06pm	Cleaning the area nearby Thiagaraja temple TVR	Dr. Gunasekaran Phone Number (9894789648)	Mr. Bharani, Dept. of Hindi Phone Number (8667724541) and Ms. Azega, Dept. of Materials Science Phone Number (9488621635)
14.	14/08/2018	07am to 09am	RALLY: depicting various messages of cleanliness on banners and placards to create awareness in the masses.	Dr. Gunasekaran Phone Number (9894789648)	Mr. Bose, Dept of Materials Science and Ms. Swathy Baliwada, Dept of Hindi Phone Number (8500297460)
15.	15/08/2018	(as per CUTN schedule)	Independence day celebration and Certificate Distribution by Hon' Vice Chancellor: Head of the institution will declare the institution as "Clean Institution"	Dr. Ashok Kumar and Dr. Gunasekaran Phone Number (9894789648)	Ms. Aswathi, Dept of Geography Phone Number (8300953976) and Ms. Arti, Dept of Life Science

Work Description:

1. Duty of Student Coordinator

- Coordinating the whole programme by continuously calling the respective in charge and getting work done.
- Daily collecting report (with Photograph) and attendance from student in charge. Sending report and attendance in soft copy to Dr. Pramila Ramani.

- Entering attendance in NSS attendance register
- Ensuring whether attendance is sent to all department's HODs

2. Duty of Student in Charge

- **Writing Report** for their respective programme
- Taking **Photographs**
- Sending soft copy of report with photograph to Student Coordinator
- Taking attendance
- Sending soft copy of attendance to Student Coordinator
- Ensuring participation of students by calling them directly, telephonically and through mail
- Procuring the required things for their respective activity.
- Calling expert (if applicable) and reminding them of the programme.
- Timely start of the programme
- Smooth conduction of the activities
- Coordinating with their respective **faculty in charge**
- All other corresponding duties