

REPORT ON SWACHHTA AWARENESS WEEK : 16-31 Dec 2025

ICAR-Indian Institute of Millets Research (IIMR), Hyderabad

Date: 16-12-2025

Activity: Swachhta Pledge Day

Number of participants: 64

Key outcomes:

ICAR-Indian Institute of Millets Research (IIMR), Hyderabad, inaugurated the Swachhta Pakhwada (16–31 December 2025) campaign on 16 December 2025, beginning with the Swachhta pledge and an awareness session for all staff members.

Dr. C. Tara Satyavathi, Director, ICAR-IIMR, delivered the inaugural address, emphasizing the national importance of cleanliness and the core theme of this year's observance, "*Swachhta Pakhwada 2025*." She underscored the responsibility of every citizen to maintain cleanliness at home, in the workplace, and in public spaces to prevent illness and promote overall well-being. She encouraged all staff to uphold high standards of hygiene within office and laboratory environments to foster a healthier and more productive workplace.

Dr. N. Kannababu, Principal Scientist, presented the detailed day-wise action plan and introduced the teams responsible for executing various activities throughout the Swachhta Pakhwada period (16–31 December 2025) including "Kisan Diwas" on 23rd December 2025 at ICAR-IIMR.

The programme witnessed enthusiastic participation from all staff members, inspiring greater commitment toward waste reduction, reuse, and sustainable practices. The selfie booth emerged as a creative and engaging platform, serving both as an educational tool and a symbol of innovation. The collective efforts reflected the true spirit of Swachhta Pakhwada—working together to build cleaner, greener, and more responsible surroundings.

The day's events, including the Swachhta pledge, were efficiently coordinated by Dr N Kannababu, Sh. HS Gawali, and Dr. V Ravi Kumar, contributing to the success of the inaugural programme.



Swachhta pledge at ICAR-IIMR, Hyderabad



Selfie stand

Date: 17-12-2025

Institute: ICAR-Indian Institute of Millets Research (IIMR), Hyderabad,

Activity: Swachhta Awareness Day

Number of participants: 15

Key outcomes:

Swachhta Awareness Day was observed in Ambedkar colony, Rajendranagar with the objective of promoting cleanliness, environmental responsibility, and sustainable waste management practices. The programme focused on the theme "*Converting Waste to Wealth and Safe Disposal of All Kinds of Waste*", highlighting the importance of reducing pollution, conserving resources, and creating value from waste.

The programme commenced with an inaugural address emphasizing the significance of Swachhta in safeguarding environment. Awareness sessions were conducted on waste segregation, where participants learned about biodegradable, non-biodegradable, hazardous, and electronic waste, along with their appropriate disposal methods.

A practical demonstration on waste segregation using color-coded bins was conducted. Special emphasis was given to creative reuse of waste materials. Participants were explained and shown how waste plastic water bottles can be reused as flower pots or planters by cutting, decorating, and filling them with soil and saplings. This activity highlighted an easy and cost-effective way to reduce plastic waste while promoting greenery.

Converting Waste to Wealth concept was clearly explained through examples such as composting kitchen waste to produce organic manure, recycling paper and plastic, and reusing waste materials for decorative and functional purposes. The use of waste water bottles as planters was highlighted as an effective method to beautify surroundings while minimizing plastic waste and supporting environmental sustainability.

Participants were educated on the importance of safe disposal of all kinds of waste. Special focus was given to hazardous waste, medical waste, batteries, and e-waste. The harmful effects of improper disposal were discussed, and the need for scientific and authorized waste management systems was emphasized.

The observance of Swachhta Awareness Day was successful and impactful. The programme enhanced awareness about cleanliness, waste segregation, and innovative reuse of waste materials. It reinforced the idea that waste can be transformed into valuable resources through responsible practices.

The day's events were efficiently coordinated by Ms D Revati, CTO, Ms Usha Satija, Senior Technical Assistant and Ms Amandeep Kaur, Assistant.





Date: 18-12-2025

Activity: Review and Weeding out of old records as per the rules, disposal of scrap items/equipment's and e-office implementation/digitalization of office records. Cleanliness drive including cleaning of offices, corridors and premises. Review of progress on maintaining housekeeping service with high cleanliness standards, weeding out/ disposal old records/furniture/ junk materials.

Venue: Establishment Section, SAO cabin, AAO(E) cabin and Record Room

Participants:

1. Mrs. Ritu Dalal, SAO
2. Sh. Ram Babu, AAO(E)
3. Ms N Kanaka Durga
4. Mr Rama Murthy
5. Ms. M. Susmitha, Assistant
6. Mr. Shaik Irfan, YP-I in Establishment
7. Mrs. A. Vinisha, YP-I
8. Mrs. B. Supriya, Contractual working in Establishment
9. Mr. N. Srinivas, Contractual working under SAO.

1. Introduction

The Establishment Section, under the guidance and supervision of the Senior Administrative Officer (SAO), undertook a systematic cleaning initiative aimed at maintaining hygiene, optimizing workspace utilization, and ensuring the proper disposal of waste materials,

including electronic waste (e-waste). This activity was conducted in compliance with the General Financial Rules (GFR) and as part of the organization's internal housekeeping and record management protocols. The initiative covered individual staff cabins/rooms, physical records/files, and obsolete equipment.

2. Objectives of the Program

The key objectives of the program were:

1. To ensure a clean, organized, and hygienic working environment for all staff.
2. To sort and manage office records/files in a systematic and retrievable manner.
3. To identify, segregate, and dispose of all forms of waste material including general, recyclable, and e-waste as per GFR and environmental guidelines.
4. To free up office space by removing non-functional and redundant items.
5. To enhance operational efficiency through systematic organization of office materials and files.
6. Cleaning of the Pantry room in the Director's cell for maintaining proper hygiene.

3. Events or Activities Carried Out by the Section

The Establishment Section carried out the following activities:

- A. **Inspection and Planning:** A preliminary survey of all cabins, rooms, and storage areas was conducted to assess the extent of cleaning and disposal required.
- B. **Cabin/Room Cleaning:** All individual staff cabins and rooms were cleaned thoroughly. Dusting, sweeping, and sanitization were done, and unused items were identified for disposal.
- C. **Records and Files Management:** e-Office files were sorted based on relevance and retention schedules as a part of ICAR FFNS process. Important documents were retained. Outdated and unrequired files were listed as shown below and eventually these files will be weeded out as per the ICAR record retention guidelines.

Sl. No.	File No. with description	Category of the file to be weeded as per Record Retention Schedule of ICAR
1.	F.No. Indent/2020-21 (Purchase of printer cartridge-Test File)	C-1
2.	F.No. 1(xxx)admn/20-21/ (Request for additional manpower)	C-1
3.	F.No. 4(691)admn/15-16 (Advertisement charges under DBT project-Dr. Rajendrakumar, PS)	C-1

4.	F.No. 1(3)admn/20 (Test File)	C-1
5.	F.No. 4(827)/admn/20 (Pension file of Sri P Narsimha, SSS)	C-5
6.	F.No. 4(792)Admn/18-19 (Recruitment of Technical assistant under DBT-Women project.)	C-10
7.	F.No. (761)Admn/2020 (Information related to under FR 56(J))	C-3
8.	F.No. 4(596)Admn/18-19/II (Regularization of T.S. Casual Labour, Revised recruitment rules for SSS-Test File.)	C-5
9.	F.No. 4(535)Admn/08 (XI Plan Scheme "IPR Management and Transfer/Commercialization of Agriculture Technologies (2007 - 2012) Extended up to March,2014)	C-3
10.	F.No. 4(943)Admn/2024 (Recruitment of T-1 posts at IIMR, Hyderabad-Test file)	C-1
11.	F.No. 4(806)Admn/19-20/ BMGF (Dr. Nepolean T.)	C-5

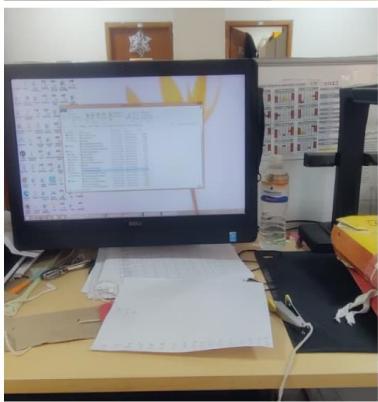
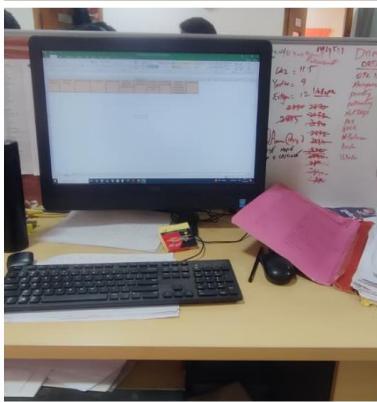
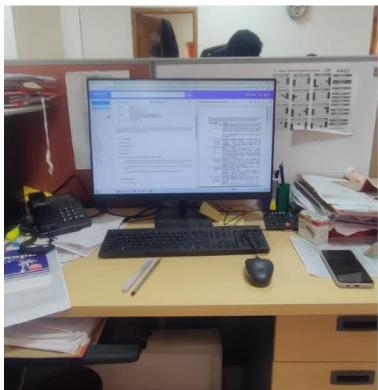
D. Undertook cleaning off the Pantry room in the Director's cell for maintaining proper hygiene while extending hospitality to the visitors to the Institute/Director's office.

The observance of Swachhta Day is a pro-active act which is helpful to maintain and upkeep the cleanliness and hygiene in the Pantry room on day-to-day basis.

4. Conclusion

The cleaning and waste disposal initiative undertaken by the Establishment Section, under the supervision of the SAO, was successfully implemented with full cooperation from staff members. The effort has significantly improved the cleanliness and efficiency of the workplace. The systematic disposal of obsolete records and e-waste has not only freed up physical space but also aligned with sustainable and regulatory practices. This activity will serve as a model for regular maintenance and effective resource management within the organization.

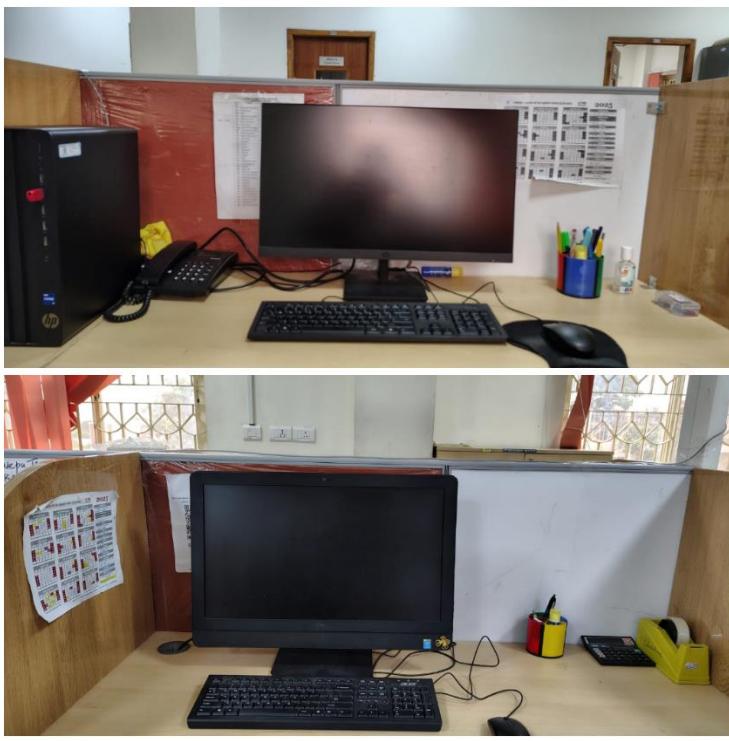
(Photos of establishment section before taking up Swachhata Initiative)



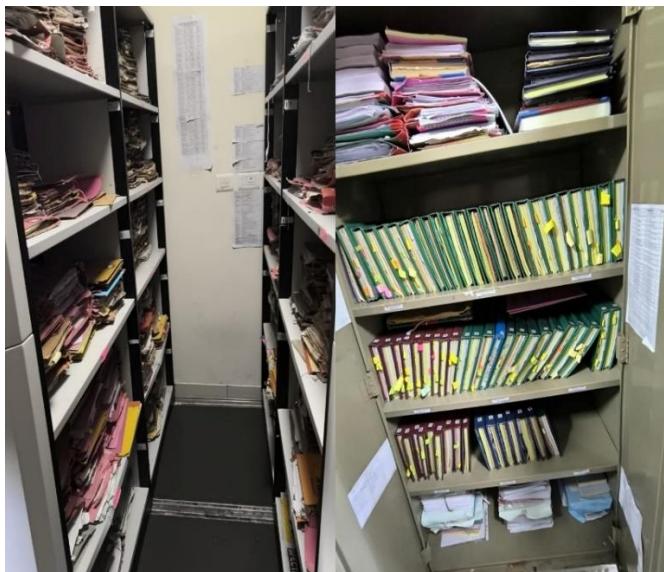
Photos of record room before cleaning up and organizing files



Photos of Establishment Section after taking up Swachhata Initiative:



Photos of Record room after re-organisation.



Before cleaning



After cleaning

Date: 19/12/2025

Summary of the Activity: Cleanliness and sanitation drive within IIMR campus and surroundings including residential colony, common market place. Motivated communities to adopt sustainable sanitation practices and facilities through awareness creation and health education.

Number of participants: 15 members

Key outcomes: Cleanliness activity in IIMR campus including surroundings residential colony Manikyamma Colony and common market place area Himayat Sagar Water Wards. Motivated communities to adopt sustainable sanitation practices and facilities through awareness creation and health education.

Before weeding



After weeding



Before cleaning



After cleaning



Date: 20/12/2025

Institute Name: ICAR - Indian Institute of Millets Research, Hyderabad

Summary of the Activity: Organized Plantation program in the premises of ICAR - Indian Institute of Millets Research, Hyderabad, near New Farm Section building at GTC Field Area.

Number of participants: 20 members

Key outcomes: Organized Plantation program in the premises of ICAR - Indian Institute of Millets Research, Hyderabad Campus area near New Farm Section building at GTC Field Area.



Date: 21.12.2025

Venue: ICAR-IIMR, Hyderabad

Participants: 25 members participated.

As part of the ongoing Swachhta Pakhwada celebrations (16–31 December 2025), ICAR-Indian Institute of Millets Research, Hyderabad was successfully conducted Community Outreach Programme on Day 6 (21.12.2025) at the Residential Colony, Rajendranagar.

The programme focused on Shramadan activities with active participation from the Rajendranagar community. The main objective of the activity was to promote cleanliness, sanitation, and community involvement in maintaining a clean and healthy environment.

During the Shramadan, various cleanliness activities were undertaken, including garbage removal, weeding, cleaning of shrubs, and general sanitation of the residential surroundings. Along with physical cleanliness activities, awareness was created among the residents on the importance of cleanliness, proper waste disposal, and maintaining hygienic surroundings for better health and environmental sustainability.

A total of 25 colony residents actively participated in the Shramadan, demonstrating strong community involvement and collective responsibility towards cleanliness. The Community Outreach activity under Swachhta Pakhwada was carried out successfully and contributed positively towards promoting cleanliness and sanitation at the community level.





Date · 22/12/2025

Institute name · ICAR-Indian Institute of Millets Research, Hyderabad

Summary of the activity · As part of Swachhta Pakhwada, a Community Involvement Programme was organized on 22nd December 2025 at Gandhinagar, Rajendranagar, Hyderabad, with the theme **“Say No to Plastic.”** The programme was designed to promote cleanliness, environmental awareness, and responsible community behaviour through active public participation.

The primary objectives of the programme were to create awareness on the ill effects of plastic pollution, encourage reduction in the use of single-use plastics, promote eco-friendly alternatives, and foster a sense of collective responsibility towards maintaining clean and plastic-free surroundings.

During the programme, participants were sensitized on the environmental and public health impacts of plastic waste and the need for adopting sustainable practices in daily life. A **Signature Campaign** was conducted as a key activity, wherein community members took a pledge to avoid plastic usage and support cleanliness and environmental protection initiatives in their locality. About **20 community members** actively participated in the programme, showing keen interest and enthusiasm towards the theme and activities conducted.

Number of participants · 20

Key outcomes · The programme successfully strengthened community awareness and involvement in cleanliness drives. It reinforced the message of “**Say No to Plastic**” and motivated participants to adopt sustainable practices, contributing towards a cleaner, healthier, and more environmentally responsible community.



Date: 24-12-2024

Institute Name: ICAR-Indian Institute of Millets Research, Hyderabad

Summary of the Activity: The Essay competition on “Clean India-Green India” was conducted to the School students of Springfield High School, Rajendranagar, Hyderabad. In the beginning an awareness speech was given to the school children's on “Importance of Swacchata Program”. Later an essay competition was conducted, in which 15 students participated from different standards (5th to 10th Class). The time limit of 30 min. was given to write the essay on the topic “Clean India:Green India”. The essay writings were evaluated for the overall content, creativity, neatness in writing etc. The certificates were distributed to the students who has secured 1st, 2nd, and 3rd position and consolation certificates to 4th position to encourage the young generation. The millet-based products were also distributed to students to create awareness about the health benefits of millets. The event was coordinated by Drs. Anuradha (Senior Scientist) and B Amasiddha (Scientist).

Number of Participants: 15

Key Outcomes: Awareness created on Swacchata program and its importance in making India a clean and green country. Enriched the knowledge of students on cleanliness in healthiness and responsibility of the Indian citizens in making India a Swacch Bharat.







Date: 25/12/2025

Institute Name: ICAR-Indian Institute of Millets Research (IIMR), Hyderabad

Name of the Event: Swachhata Awareness Signature Campaign at Village Level

Number of Participants: 50 participants including farm women and village youth

Summary of the activity:

ICAR-Indian Institute of Millets Research (IIMR), Hyderabad organized a Swachhata Awareness Signature Campaign at Hanuman nagar village with active involvement of farm women and village youth.

The programme aimed to create awareness about cleanliness, hygiene and sanitation in rural and agricultural settings. Scientists and staff from ICAR-IIMR interacted with villagers and highlighted the importance of maintaining cleanliness in farm surroundings, households, common village spaces and agricultural operations. Emphasis was placed on proper waste disposal, sanitation practices and keeping water sources clean to improve health and productivity.

As part of the campaign, participants voluntarily took part in a signature drive, symbolizing their commitment towards maintaining cleanliness in their villages. The involvement of village women played a key role in spreading the message of Swachhata and fostering collective responsibility within the community.

The programme encouraged open interaction, where villagers shared local challenges related to sanitation and discussed simple, practical solutions suitable for rural conditions. The campaign served as an effective platform to sensitize the community and strengthen awareness on Swachh Bharat objectives at the grassroots level.

Key Outcomes:

The Swachhata Awareness Signature Campaign enhanced awareness among farmers and rural stakeholders on the importance of cleanliness and hygiene especially in farm women. The signature drive instilled a sense of ownership and responsibility towards maintaining clean villages. The active participation of women and youth strengthened community engagement and motivated villagers to adopt sustainable cleanliness practices in their day-to-day agricultural and household activities.







Date: 26/12/2025

Institute Name: ICAR-Indian Institute of Millets Research (IIMR), Hyderabad

Name of the Event: Swachhata Awareness campaign on recycling of waste water

Number of Participants: 30 participants including women, elders, youth and children

Summary of the activity:

ICAR-Indian Institute of Millets Research (IIMR), Hyderabad organized a Swachhata awareness campaign on the topic, **“Recycling of Waste Water”** with the objective of educating the community members about the importance, methods, and benefits of water recycling. The awareness campaign was organized in a central location, near school building, Gandhi Nagar, to ensure maximum participation.

As part of the campaign, informative posters illustrating simple and practical methods of waste water recycling, do's and don'ts of handling used water, and environmental benefits of conserving water resources, were displayed prominently. A short, impactful talk was also delivered focusing on the growing scarcity of fresh water and the need for adoption of sustainable alternatives. The scientists and staff of ICAR-IIMR explained how waste water from kitchens, and washing activities can be treated and safely reused. Special emphasis was given to the use of recycled domestic waste water for kitchen gardens, highlighting how it can support the cultivation of vegetables, herbs, and plants while reducing dependency on fresh water. The session encouraged interaction, and the community members actively participated by asking questions and sharing their own experiences related to water usage. The program witnessed enthusiastic participation of around 30 community members including women, elders, youth and children.

Key Outcomes: The overall response was positive, and many attendees expressed interest in adopting waste water recycling practices in their homes. The awareness campaign successfully created understanding and motivation among the community members regarding water conservation and sustainable living. The campaign proved to be effective in spreading awareness about recycling of waste water and its practical applications, and

promoting environmental responsibility at the community level aligning with the objectives of Swachhata Pakhwada.



Activity on 27.12.2025: Follow-up Activity on Clearing of Public Places/Water Bodies

Personnel in charge of the activity:

Drs. G. Rajesha, D. Seva Nayak, and Mr. Sai Karthik

As part of the scheduled programme **Swachhata Pakhwada**, the team identified a neglected area within the premises of **ICAR-Indian Institute of Millets Research, Hyderabad (GTC field)** on **27 December 2025**. The area was heavily dumped with garbage and had overgrown grasses and bushes (biodegradable waste), along with plastic bags and other plastic materials (non-biodegradable waste). These conditions were limiting the use of water from the well for irrigation. The site contained a large quantity of plastic ware, damaged boxes, overgrown bushes, plastic sheets, and sacks scattered across the area, posing a threat to human movement and the surrounding environment. The area was thoroughly cleaned, and the waste was segregated into biodegradable and non-biodegradable materials. The biodegradable waste was kept for composting. After the activity, the site was completely cleared of clutter and dumped waste, making it safe, accessible, and environmentally clean.

Before cleaning



After cleaning



Date: 28/12/2025

Institute Name: ICAR-Indian Institute of Millets Research (IIMR), Hyderabad

Name of the Event: Massive community mobilization for Plastic Waste Shramdaan: Awareness on waste management & other activities including utilization of organic wastes/ generation of wealth from waste, polythene free status. Curb the use of Single Use plastic (SUP) and discourage the use of plastic in the office.

Composting of kitchen and home waste materials, promoting clean & green technologies and organic farming practices

Number of Participants: 20

Summary of the Activity: The different methods to effectively manage the kitchen and home waste and preparation of organic manure from the waste was demonstrated to the women members. The awareness was created on separation of green waste, which decomposes to produce organic manure and the waste with plastics and electric waste, which does not decompose and pollutes the surrounding soil and water bodies by demonstrating the separation of waste material in different dustbins. Around 25-30 women members participated in the kitchen or home waste management activity. Further, an awareness activity on plastic management and its importance in reduced usage or say no to single use plastics was conducted. In this activity separate group of 25-30 women members participated. The harmful effects of plastic to the nature especially to soil degradation and its effect to natural fauna and flora was demonstrated to the participants. The importance of cleanliness and maintenance of greenery in the office campus was also highlighted in the awareness program.

Number of Participants: 20

Key Outcomes: Awareness is created on harmful effects of single use plastic to the soil and also to the nature earth, demonstrated the separation of kitchen waste based on the type of waste material and kitchen waste management to generate organic manure and also created awareness on importance of maintaining the office campus clean and green.



Date: 29/12/2025

Institute Name: ICAR-Indian Institute of Millets Research (IIMR), Hyderabad

Name of the Event: Plogging event / walkathon

Number of Participants: 26

Summary of the activity:

ICAR-Indian Institute of Millets Research (IIMR), Hyderabad organized a Swachhata awareness campaign - Plogging event / walkathon at its main campus and in the Rajendranagar Village. Plogging is an environmental and fitness activity that combines jogging with picking up litter, especially plastic waste, from the ground — promoting both health and cleanliness as part of the Fit India and Swachh Bharat movements. At the ICAR-Indian Institute of Millets Research (IIMR), Hyderabad campus, such activities align with the institute's efforts to maintain a clean, green, and sustainable environment. IIMR staff conducted cleanliness drives and sanitation activities as part of Swachhta programs, where staff, students, and volunteers participated in cleaning areas around the campus and removing waste like nylon bags and debris — principles that are also reflected in plogging-style efforts to reduce litter and plastic waste. This initiative helped in raising awareness about environmental responsibility, encourage active participation in waste management, and foster a sense of community engagement in keeping the campus and surrounding areas clean.







Date: 30/12/2025

Institute Name: ICAR-Indian Institute of Millets Research (IIMR), Hyderabad

Name of the Event: Involvement of VIPs in Swachhata activities

Number of Participants: 40

Summary of the activity:

At ICAR-IIMR, Swachhata activities under the Swachh Bharat Mission and related campaigns have often included participation of VIPs. **Mrs. Archana Jayaprakash**, Corporator, Rajendranagar Ward No.60, Greater Hyderabad Municipal Corporation (GHMC) was the chief guest of this programme. In her address she told that “responsibility is taken to ensure proper sanitation, waste management, and clean surroundings in our ward. But government efforts alone are not enough, public participation also plays a vital role”.

The corporator interacted with IIMR staff to review cleanliness activities in the ward. Discussed issues related to waste collection, segregation, and sanitation facilities. Suggestions were given for further improvement of the facilities in the ward.





Date: 31/12/2025

Institute Name: ICAR-Indian Institute of Millets Research (IIMR), Hyderabad.

Name of the Event: Organization of press conference for highlighting the activities of Swachh Bharat Pakhwada by involving media persons.

Number of Participants: 08

Summary of the Activity: Information was shared with press and media for the swacchata pakhwada organized at the Indian Institute of Millets Research (IIMR) to highlight the activities undertaken during *Swachh Bharat Pakhwada* (16-31 December 2025). The shred information aimed to create awareness about cleanliness, sanitation, and sustainable practices by actively involving all key stakeholders, including farmers, scientists, staff, and representatives from allied organizations. Representatives from print and electronic media were invited to ensure wide coverage and dissemination of the messages and initiatives undertaken by IIMR. The interaction with the media helped amplify outreach, encourage community participation, and reinforce IIMR's commitment to cleanliness, environmental responsibility, and public awareness. Swachchata activities conducted during 16-31 December 2025 at IIMR were publicized in the local newspapers widely (Copies Attached).

