

University of Kashmir

Department of Students Welfare

No.150925

Sept. 15, 2025

MOST URGENT

CIRCULAR

In pursuance to the communication received from the Higher Education Department, Government of J&K and as per the **directions of the Hon'ble Vice Chancellor**, University of Kashmir, regarding the celebration of **Sewa Parv (17th September – 2nd October 2025)**, the following offices and departments are hereby assigned responsibilities to ensure effective and smooth conduct of the suggested activities at the University level.

Activity-Wise Assignment of Duties

(17th – 20th Sept 2025)

- **Department of Social Work, Home Science and Central Library**

1. Organise donation drives across campus for collection of books, stationery and clothes.
2. Coordinate the proper distribution of collected items to underprivileged students and communities.
3. Plan and execute visits to orphanages and old age homes by student volunteers, ensuring interaction sessions and small token contributions.
4. Submit a report with details of items collected, beneficiaries covered and student participation.

- **Directorate of Lifelong Learning & Skill Development**

1. Identify nearby communities/villages where adult literacy programmes can be initiated.
2. Engage teachers and student volunteers to conduct basic literacy and numeracy classes.
3. Maintain attendance records of learners and student-volunteers and prepare short progress notes.
4. Submit a summary report of the literacy initiative highlighting outcomes and challenges.

21st – 25th Sept 2025

- **NSS Wing and Satellite Campuses**

1. Organise a week-long cleanliness drive in classrooms, libraries, corridors, playgrounds, hostels and Naseem Bagh Area of the University
2. Involve maximum student volunteers, assigning them specific zones/areas for cleaning.
3. Coordinate with the Health and Hygiene Section of the University for disposal of collected waste.
4. Submit a report with photographs, names of volunteers and before/after impact pictures.

- **University Landscape Division**

1. Arrange plantation drives in identified areas of the campus.
2. Ensure follow-up care and maintenance of the newly planted saplings.
3. Conduct brief awareness sessions for students on environmental stewardship and campus sustainability.
4. Submit details of saplings planted, maintenance plan and student participation.

26th – 29th Sept 2025

- **University Health Centre and Directorate of Sports**

1. Organise health camps, Yoga wellness sessions for students and staff, with special focus on women's health screening (anaemia, common lifestyle diseases, and basic health check-ups).
2. Collaborate with the Department of Biochemistry/Clinical Lab for blood tests if required.
3. Maintain records of screened individuals (confidentiality ensured) and prepare a medical summary.
4. Submit a detailed report including key findings and recommendations.

- **IMFA & DSW**

1. Coordinate wall painting campaigns across prominent campus locations and also create selfie points
2. Thematic focus: sanitation, civic sense, environmental protection, patriotism and community service.
3. Ensure proper supervision of students, selection of appropriate spaces and quality of artwork.
4. Submit a photographic record and short write-up of the campaign.

17th – 20th Sept 2025 and 30th Sept – 2nd Oct 2025

- **Department of Students Welfare**

1. Conduct awareness sessions, Blood donation Camps, rallies, Street-plays and interactive talks as part of the *Nasha Mukh Bharat Abhiyan*.
2. Design student-led campaigns including slogans, placards and peer-to-peer sensitisation.
3. Organise essay writing, slogan writing, and poster competitions on themes of *Nationalism, Gandhian Philosophy, and Patriotism*.
4. Conduct debates, skits, cultural programmes, and patriotic performances in connection with the birth anniversary of Mahatma Gandhi.
5. Encourage wide student participation from different departments.
6. Submit a report along with photos, list of events held and approximate outreach numbers.

- **Director, EMMRC.**

Cover all activities through video footage for the University's official YouTube channel. Prepare a documentary film of the Sewa Parv celebrations for submission to the Higher Education Department.

• **Media Advisor:**

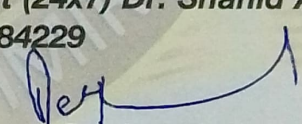
1. Issue press notes for wide publicity of all events in print and electronic media.
2. Ensure maximum coverage of activities across platforms.
3. Collect and submit press cuttings and media coverage details to the Department of Students' Welfare.

Directorate of IT & SS:

1. Regularly update the University website with notifications, schedules, press releases, photographs and reports related to *Sewa Parv*.
2. Create a dedicated webpage/section for showcasing all activities, events and media coverage.
3. Provide technical support for online hosting and digital archiving of reports, photos, and video links.

GENERAL INSTRUCTIONS

1. **The budget to be incurred on these activities shall be met from the relevant budget heads of the concerned activities under the respective departments/offices/campuses.**
2. All Campuses / departments /offices shall ensure maximum participation of students in their assigned activities.
3. Each activity in-charge must prepare proper documentation, including:
 1. Brief write-up of the event,
 2. Photographs, (GPS Pictures)
 3. List of participants/volunteers.
4. Reports shall be submitted to the Department of Students' Welfare within two days of activity completion.
5. Department of Students' Welfare will compile the final consolidated report of all activities and forward it to the Higher Education Department.
6. **For Assistance and further information please contact (24x7) Dr. Shahid Ali Khan, Cultural Officer, University of Kashmir at 7006284229**


Dean Students' Welfare

Copy to: All concerned for information and necessary action. All officers are requested to treat these activities as most important and urgent and to ensure active participation and timely execution please.

1. Directors of all satellite campuses
2. Director of Lifelong Learning & Skill Development,
3. Head Department of Social Work,
4. Programme Coordinator NSS,
5. Director/Coordinator, Landscape Division,
6. Director, EMMRC,
7. Media Advisor (public Relations Centre),
8. Director, Directorate of IT & SS for further necessary action pleas
9. Principal, IMFA,
10. Coordinator University Health Centre,
11. Coordinator Physical Education and Sports
12. Special Secretary to HVC for the kind information of the Hon'ble Vice Chancellor
13. P.S to Registrar for the kind information of the worthy Registrar