

## **CLEANLINESS COMMITTEE: (SWACHH SCHOOL & SWACHH BHARAT ABHIYAN)**

Cleanliness of the Vidyalaya Building, Premises and surroundings, Water points, Toilets and Corridor and organizing activities under Swachh Bharat Abhiyaan.

Overall In-Charge: Mr. Amit Nishad TGT (Hindi)

Overall Co-Incharge: Mr. Krishna Murari Yadav TGT (P&HE)

**Area wise In-charges: Secondary & Sr.Secondary:**

<b>Area (Main Building)</b>	<b>NAME OF TEACHER</b>	<b>SUBSTAFF</b>
Academic Block (Middle)	Mr. Krishna Murari Yadav	Mr. Radheshyam
Academic Block (Left)	Mrs. Kavita Singh	Mr. Karan Singh
Academic Block (Right)	Mr. Ram Sufal	Mr. Radheshyam
Main Gate & Entry Area	Mr. H.K. Mayank	Mr. Kamta Prasad
Canteen Area	Mrs. Sheelu Seth	Mr. Radheshyam
Assembly Ground Area	Mrs. Sheelu Seth	Mr. Kamta Prasad
Laboratories	Concern I/c	Physics, Chemistry, Bio Lab-Mr. Kamta Computer Labs – Mr. Kamta Others Rooms- Mr. Radheshyam E-Classroom- Mr. Karan Singh
Classrooms	All Class Teachers	Resource Staff

**Primary:**

<b>Area</b>	<b>NAME OF INCHARGE TEACHER</b>
Academic Block	Mr. Sawaroo Chauhan
Children Park	Mrs. Shivani Asthana
Primary Play Ground	Games /Sports Coach(Primary)
Classrooms	All Class Teachers

**Supervision of Toilets & Drinking Water points:**

<b>Area</b>	<b>Male/Boys Toilets</b>	<b>Female/Girls Toilet</b>
Main building Secondary	Mr. Ram Sufal Mr. H.K. Mayank	Mrs. Shashi Mrs. Renu Yadav
Primary Wing	Mr. Anil Kumar Kanojiya Mr. Ashutosh Kumar	Mrs. Sanjna Ms. Sandhya
Staff Toilet –Sec.	Mr. Dharmendra Dubey	Mrs. Kavita
Staff Toilet –Primary	Mr. Ashutosh Kumar	Mrs. Reena Yadav

**Duties:**

- To ensure the cleanliness of the class rooms, corridor, toilets and other common areas including staff rooms.
- To ensure the provision of dustbins in all the class rooms.
- Distribution/assigning work to housekeeping staff and supervise the work of the people deployed under housekeeping

- d) To appraise the Principal about the cleanliness of school building from time to time.
- e) To acquire materials for housekeeping work and give suitable instruction to the people deployed under housekeeping regarding cleanliness of campus.
- f) To make the arrangements to dispose the garbage and miscellaneous trash collected in Vidyalaya Building and other area of the campus.
- g) To clear the wild bushes and thorny plants growing in the school campus.
- h) To ensure cleanliness of open drains for smooth flow of water during the rainy seasons.
- i) To take the rounds of the Vidyalaya and to ensure cleanliness of toilets and corridors.
- j) In-charge can assign the work wing – wise for efficient functioning and for fixing the responsibility. The In – charge will be held responsible for the lapses and the deviations of the orders.
- k) To ensure that the wash rooms are cleaned twice daily by the house keeping staff.
- l) To implement monitoring system for tracking cleaning work.
- m) Functioning of Vending Machine- Upkeep of the machine.
- n) Executing Annual Maintenance Contract for water purifiers, water coolers and other items to be maintained regularly.
- o) Organizing Cleanliness Drives and Awareness Programmes for students/parents and society.
- p) Motivate students for developing cleaning habits and recognize their contribution in clean Vidyalaya Programme and Swaccha Bharat Abhiyaan.
- q) To prepare the monthly report on Sanitation/cleanliness for compliance.
- r) Regular cleaning of Overhead tanks and water storage and water supply in toilets.
- s) To compliance all cleanliness related activities as assigned by KVS/RO time to time.
- t) To Maintain and update the Concerned records, along with photos and Videos.
- u) To accomplish the all task related to Cleanliness under PM SHRI Programme.

#### **CLEANLINESS AUDIT COMMITTEE:**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mrs. Sheelu Seth	TGT (Maths)	In-charge	
2.	Mr. Amit Singh	PGT (Eco.)	Member	
3.	Mr. Krishna Murari Yadav	TGT (P&HE)	Member	
4.	Mr. C.P.Jilewa (For Primary Block)	PRT	Member	

#### **Duties:**

Audit Team will inspect cleanliness of the Vidyalaya on regular basis and give report on every 15<sup>th</sup> day and last working day of the month.