

STATE PROJECT OFFICE, SARVA SHIKSHA ABHIYAN
PKC EDUCATIONAL COMPLEX, ANNA NAGAR, PUDUCHERRY

No: 3735/SSA/EV/2017-18

Puducherry, dated 20th November, 2017.

CIRCULAR

Sub: SSA – Constitution of Swachh Committee – Reg.

Ministry of Urban Development, Govt. of India has proposed to constitute “Swachh Committee” overseeing sanitation and cleanliness in the school premises to monitor and supervise the activities being carried out by the responsible party (Management) and ensure compliance to the Standard Operation Procedures (SOP). The Standard Operation Procedures for Swachh Schools can be downloaded from the URL:(http://www.swachhbharaturban.in:8080/sbm/content/writereaddata/Swachh%20Schools_SOP.pdf).

The following members may be included in the constitution of Swachh Committee.

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|--|---|--------------|
| 1. Head of Schools | - | Chair Person |
| 2. Representative of Municipality of their respective jurisdiction | - | Member |
| 3. One SMC Member | - | Member |
| 4. One Parent | - | Member |
| 5. One Student Swachh Ambassador | - | Member |

Responsibilities of the School Management

It is the responsibility of the School Management to carry out the Cleaning of the school premises on a regular basis, and comply with the following guidelines:

1. Ensure a clean environment for the students and staff through proper selection of agencies required for the job
2. Regular surprise inspection of the premises to ensure compliance with the SOP
3. Attain and maintain high standards of cleanliness and general upkeep
4. Train, control and supervise staff under its establishment
5. Control and issue of cleaning materials and equipment
6. Maintain official records on staffing, cleaning materials and equipment
7. Cleaning standards, frequency and accountability for cleaning are clearly defined (i.e., who cleans, what and how do they clean and when do they clean it)
8. Cleaning schedules ensure that no area is missed from routine cleaning
9. Statutory requirements are met in relation to Waste Management, Environment Protection Act, Food hygiene, and Pest control

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Responsibilities of Parents:

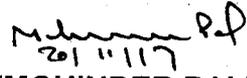
Parents are also expected to contribute in maintaining the cleanliness of school environment, either directly or indirectly in following way:

1. Encourage children's regular school attendance, especially for girls.
2. Supporting hygiene promotion activities and events in the school and community.
3. Construct water, sanitation and hygiene facilities at home and encourage children to use them properly.
4. Promote healthy hygiene practices at home and in the community.
5. Participation in monitoring and corrective actions

Responsibilities of Student Swachh Ambassador

The roles and responsibilities of Student Swachh Ambassadors have already been communicated vide circular No.10095 /SSA/Swachh Bharat/2016-17, dated 24th June 2016.

/BY ORDER/


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(MOHINDER PAL)
STATE PROJECT DIRECTOR

To

All the Head of Govt./Private/Aided Schools in UT of Puducherry

Copy to:

1. All the Inspecting Officers in UT of Puducherry
2. Commissioner of all Municipalities, Puducherry
3. ADPC, Pondicherry/Karaikal/Mahe/Yanam
4. All BRC Coordinators
5. P.A to DSE
6. EDP Section