



BUNTS SANGHA'S

S.M.SHETTY COLLEGE OF SCIENCE, COMMERCE & MANAGEMENT STUDIES

CRITERION 7


7.1.3

CLEAN CAMPUS INITIATIVES

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PRINCIPAL
Bunts Sangha's S. M. Shetty College
of Science, Commerce & Management Studies
Powai, Mumbai - 400 076.
Tel.: 022 - 6132 7352
Email : college@smshettyinstitute.org



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CLEAN CAMPUS POLICY

OBJECTIVE

The institution have designed clean campus policy to achieve following objectives:

- To maintain a clean and hygienic learning environment in the classrooms, library staff rooms and office.
- To have safe and hygienic washroom facilities in the campus premises.
- To maintain a clean corridor, lifts and open spaces.
- To educate students and staff for maintaining cleanliness across the campus.

THE POLICIES

1. Classrooms, laboratories and Library :
 - Classrooms, Laboratories and libraries should be provided with a dustbin for dry waste.
 - Each classroom, laboratories and library should be cleaned everyday.
 - Students are not allowed to litter in the classroom, laboratories and library.
 - Eating and drinking in the library and laboratory is strictly prohibited
 - Students are not allowed to carry bags in the library and laboratory
2. Staff Rooms and Office:
 - Cupboards are provided to each faculty member to keep their belongings, books and other teaching materials.
 - Faculty members should use a dustbin to dispose of waste.
 - Used disposable cups and other packaging are not allowed on the tables
 - Students' assignments and projects should be stocked properly in storage cupboards without creating hindrance to other staff members.
 - Staffroom and office should be cleaned everyday.
3. Washroom :
 - Regular cleaning schedule of washrooms maintained by housekeeping staff.
 - Each floor has dedicated staff for washroom cleaning.
 - Dustbins are provided in all washrooms.
 - Students and staff should be educated about the usage of washrooms and disposal systems.



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4. Lifts, corridors, canteen and open areas :

- Regular cleaning by housekeeping staff of lifts, corridors, canteen and open areas.
- Students and staff members are not allowed to litter on the corridors, open areas and lifts.
- Spitting and washing is not allowed in drinking water facilities.
- Wet and dry dustbins are provided near water facilities.
- The institution provides clean drinking water which is maintained by outsourced Annual Maintenance Contract.
- Students are educated not to waste food and dispose of wet and dry waste separately in the canteen and near water facilities.

Hence, the institution aspires to maintain a clean and hygienic learning and developmental environment for students and teachers by implementing the clean campus policy.




PRINCIPAL
Smt. Sangeeta S. M. Shetty College
of Science, Commerce & Management Studies
Pune, Mumbai - 400 078.
Tel: 022 - 8102 7012
Email: sangeeta@smshettyinstitute.org



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Sample Schedules Of Housekeeping Staff :

PYRAMID FACILITY MANAGEMENT SERVICES (IND.) PVT. LTD.


Site :- S. M. Shetty School - Powai *Gm Flr* Date :- 29-04-2020

Daily Checklist

Room No / Class Room	Area	Name of Security	Name of HK / Janitor	Time		H/K Sign	Sup Sign
				In	Out		
	Principal office		Handel Shetty	6.35	7.15		
	College office		—	7.15	8.00		
	Staff room		—	8.00	8.20		mic
	Passage & Storage		—	8.30	9.00		
	IT Lab		—	9.00	9.20		
	612 room		—	9.30	10.15		
	2 Charles Waghur		—	10.30	11.00		
	Passage		—	11.00	12.00		mic
	A.V. room		—	12.00	12.50		
	Classes		—	1.30	3.30		
	2 Charles Waghur		—	3.30	5.30		
			Ramapn	10.00	11.00		



[Signature]
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of Science, Commerce & Management Studies
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PYRAMID FACILITY MANAGEMENT SERVICES (IND.) PVT. LTD.

Site :- S. M. Shetty School - Powai

Ground Floor

Daily Checklist

Date :- 29-01-2020



Room No / Class Room	Area	Name of Security	Name of HK / Janitor	Time		H/K Sign	Sup Sign
				In	Out		
	Parking area Sweeping done		Sanjay / Sandeep	7:45	8:00		
	Ground Floor Sweeping done			8:00	8:20		ml
	Backside area, 100 feet		Ranesh	8:00	8:20		
	Washroom cleaned		reshma	10:30	11:00		
	Auditorium cleaned		Sanjay / Vrmika	7:45	7:20		
	Canteen area cleaned		Handa / Shobha	7:45	7:30		
	Reception area & security cabin Sweeping, mopping, dusting done		Sanjay	7:45	7:30		
	Room No. 7 Sweeping, mopping, dusting & Washroom cleaned		Sanjay	8:30	9:00		ml
	Primary cists		Jyoti / hasha	12:30	3:30		

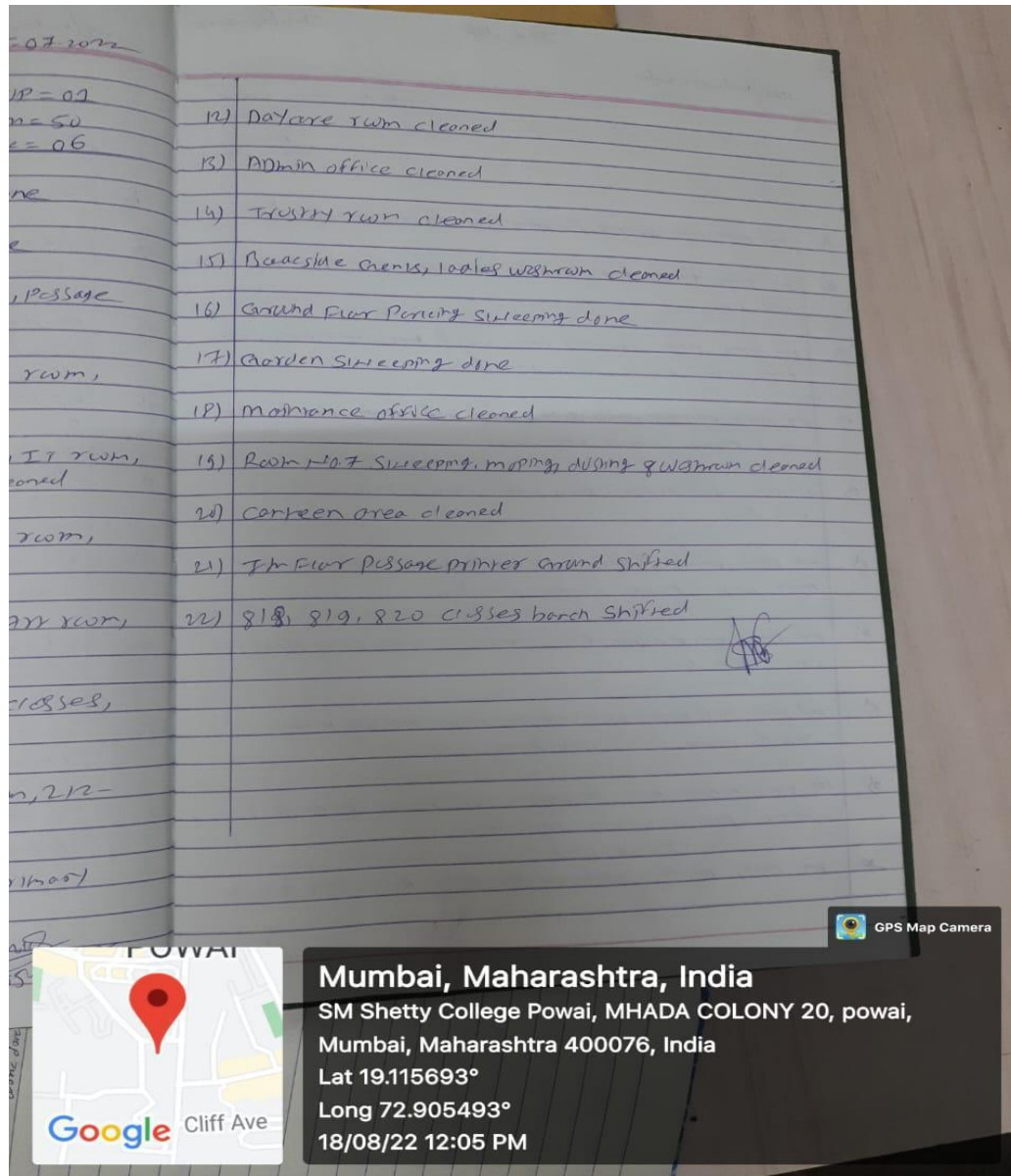



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Sample Schedules Of Water Cooler Cleaning :

Date-12-08-2019

Sr.no	Floor	Date	Qty	Name	Security Sign	Sign
1	8th Floor	12-08-2019	1	2197	2197	
2				2197	2197	
3	7th Floor	-11-	1	2197	2197	
4				2197	2197	
5	6th Floor	-11-	2	2197	2197	
6				2197	2197	
7	5th Floor	-11-	1	2197	2197	
8				2197	2197	
9	4th Floor	-11-	2	2197	2197	
10				2197	2197	
11	3rd Floor	-11-	2	2197	2197	
12				2197	2197	
13	2nd Floor	-11-	2	2197	2197	
14				2197	2197	
15	1st Floor	-11-	1	2197	2197	
16				2197	2197	
17	Ground Floor	-11-	2	2197	2197	
18				2197	2197	
19				2197	2197	
20				2197	2197	
21				2197	2197	
22				2197	2197	
23				2197	2197	
24				2197	2197	
25				2197	2197	
26				2197	2197	
27				2197	2197	
28				2197	2197	
29				2197	2197	
30				2197	2197	
31				2197	2197	

GPS Map Camera

Mumbai, Maharashtra, India
SM Shetty College Powai, MHADA COLONY 20, powai,
Mumbai, Maharashtra 400076, India
Lat 19.115693°
Long 72.905493°
18/08/22 12:07 PM



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Date - 12-08-2019

WATER COOLER CLEANING REPORT				Name	Security Sign	Sign
Sr.no	Floor	Date	Qty			
1	8th Floor	12-08-2019	1	25th	Chase	
2				25th		
3				25th		
4	7th Floor	-11-	1	25th	Pisibet	
5				25th	Saka	
6	6th Floor	-11-	2	25th	Uwala	
7				25th		
8	5th Floor	-11-	1	25th	Panda	
9				25th		
10	4th Floor	-11-	2	25th	Yara	
11				25th		
12	3rd Floor	-11-	2	25th	Pista	
13				25th	Sanderson	
14	2nd Floor	-11-	2	25th		
15				25th		
16	1st Floor	-11-	1	Anil		
17						
18	Ground Floor	-11-	2			
19						
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30						
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WATER COOLER CLEANING REPORT							
Sr. No	Floor	Date	Qty	Name	Sign	Security Name	Sign
1	8th Floor	15-01-2022	01	2125T			
2	7th Floor	-1-	01	2125T			
3	6th Floor	-1-	02	2125T			m.1250
4	5th Floor	-1-	01	2125T			
5	4th Floor	-1-	02	2125T			
6	3rd Floor	-1-	02	2125T			
7	2nd Floor	-1-	02	2125T			
8	1st Floor	-1-	01	2125T			
1	8th Floor	05-02-22	01	2125T			
2	7th Floor	-1-	01	2125T			
3	6th Floor	-1-	02	2125T			m.1250
4	5th Floor	-1-	01	2125T			
5	4th Floor	-1-	02	2125T			
6	3rd Floor	-1-	02	2125T			
7	2nd Floor	-1-	02	2125T			
8	1st Floor	-1-	01	2125T			
1	8th Floor	07-03-22	01	2125T			
2	7th Floor	-1-	01	2125T			
3	6th Floor	-1-	02	2125T			m.1250
4	5th Floor	-1-	01	2125T			
5	4th Floor	-1-	02	2125T			
6	3rd Floor	-1-	02	2125T			
7	2nd Floor	-1-	02	2125T			
8	1st Floor	-1-	01	2125T			
9	Ground Floor	-1-	01	2125T			

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Picture of Ground Area Cleaning :




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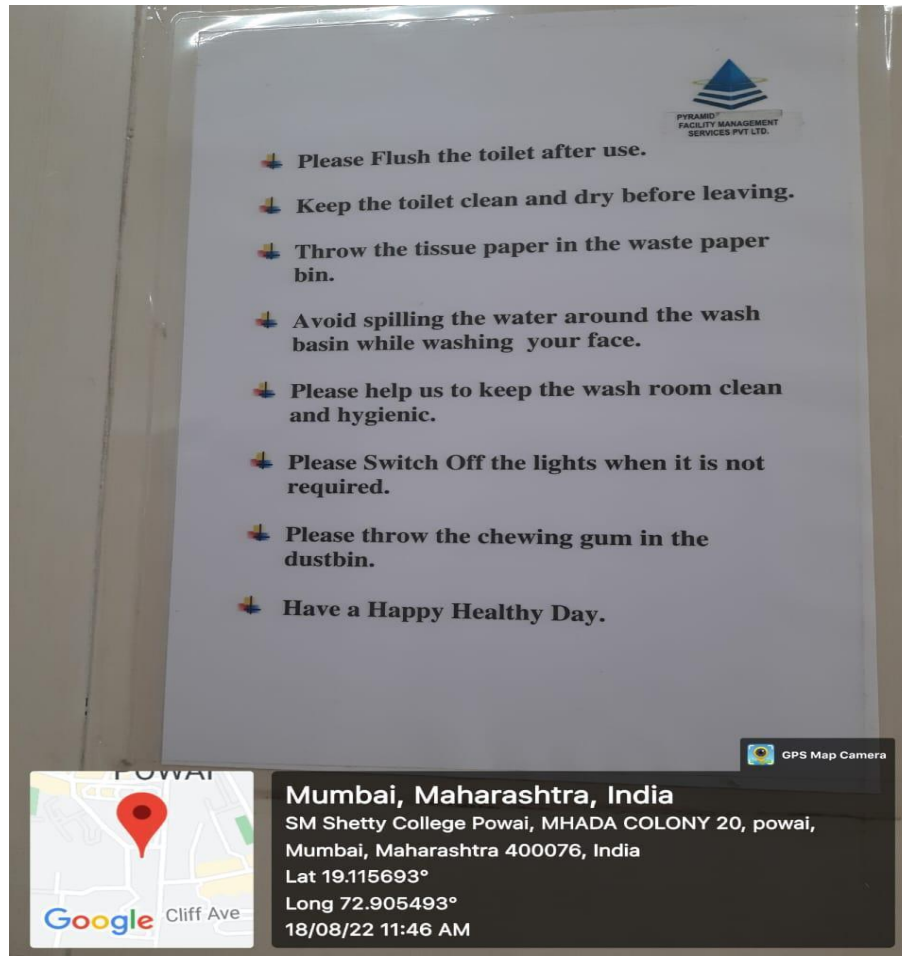
Notices in Washroom :






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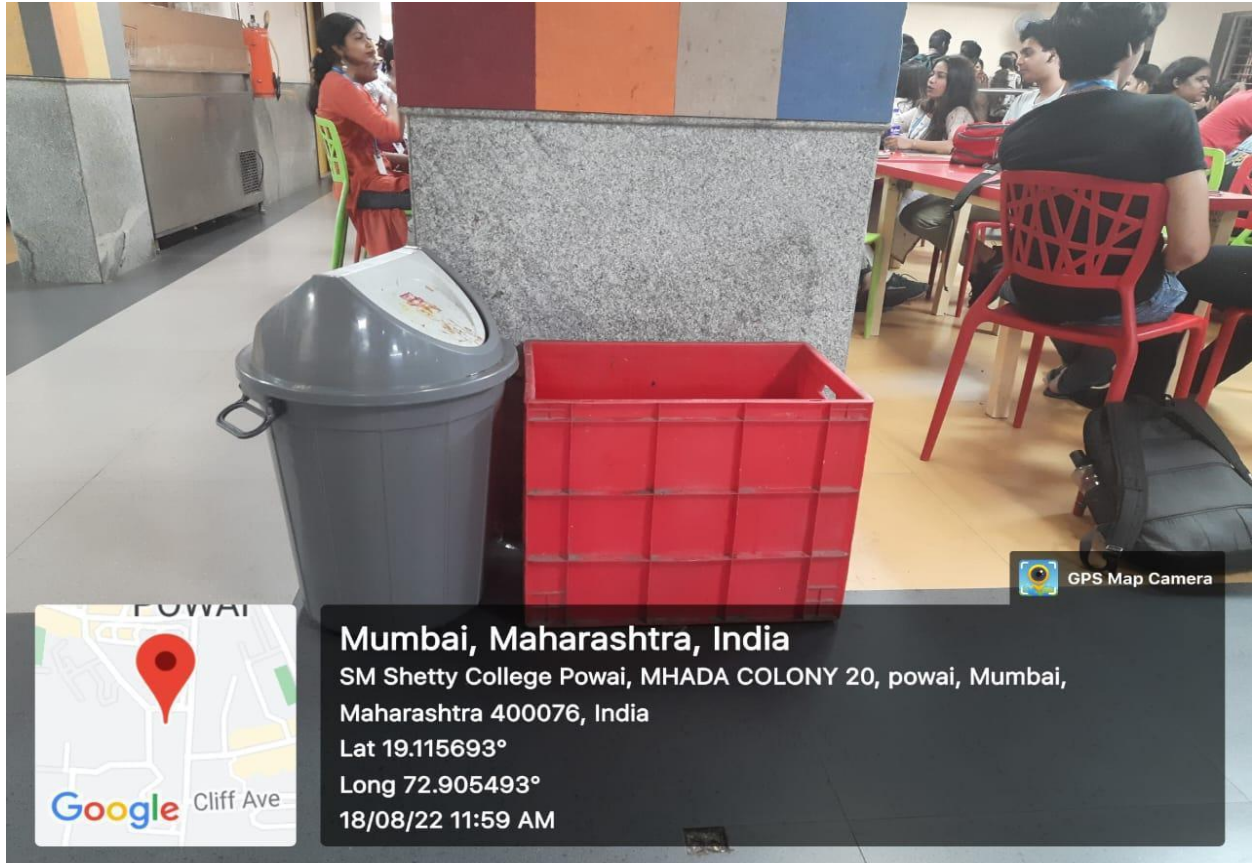

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Separate Bins Placed in Cafeteria :



Mumbai, Maharashtra, India


SM Shetty College Powai, MHADA COLONY 20, powai, Mumbai,
Maharashtra 400076, India

Lat 19.115693°

Long 72.905493°

18/08/22 11:59 AM




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Trash Bin In Library :





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Awareness Notices In Library :


IMPORTANT NOTICE

- NO EATABLES, COLD DRINKS, TEA, COFFEE ETC. ARE ALLOWED INSIDE THE LIBRARY & TEACHER'S CORNER.
- STUDENTS ARE NOT ALLOWED IN THE TEACHER'S CORNER.
- FANS, LIGHTS, COMPUTERS, & ACs SHOULD BE SWITCHED OFF AFTER EVERY USE.

BY ORDER

Mumbai, Maharashtra, India
Flat no. 104 A Wing 24 MHADA Building Satyam CHS, near SM Shetty School Powai, MHADA Colony 20, Powai, Mumbai, Maharashtra 400076, India
Lat 19.11578°
Long 72.905471°
18/08/22 03:02 PM

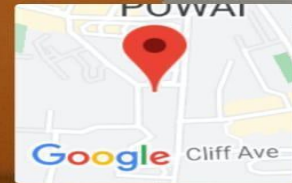



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Mumbai, Maharashtra, India

Flat no. 104 A Wing 24 MHADA Building Satyam CHS, near
SM Shetty School Powai, MHADA Colony 20, Powai, Mumbai,
Maharashtra 400076, India
Lat 19.115779°
Long 72.905472°
18/08/22 03:02 PM



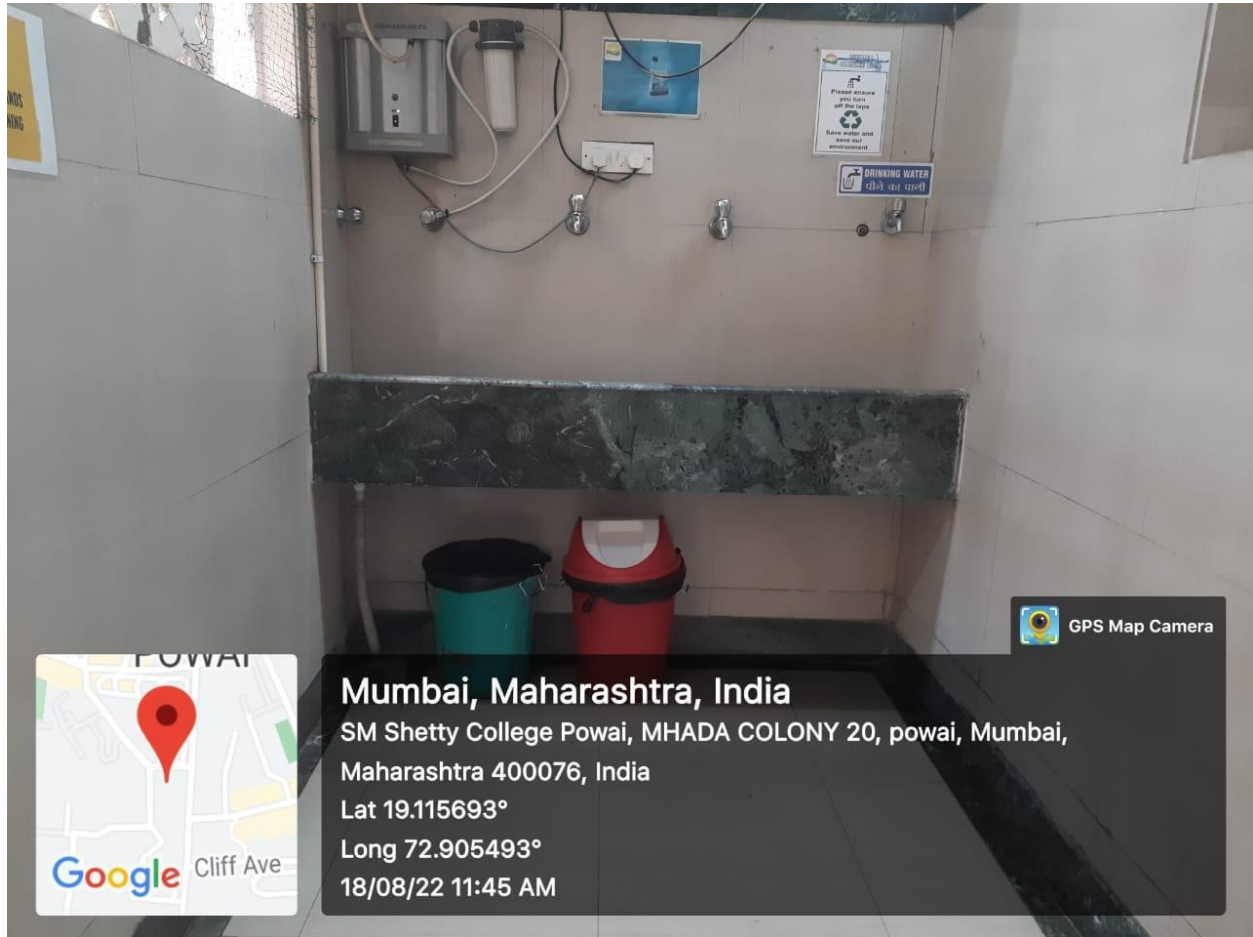

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Dry and Wet Waste Segregated Bins Near Drinking Water Area





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REPORT ON CLEANLINESS INITIATIVES:

The institution has a state of the art infrastructure. Several steps have been taken to maintain a healthy and hygienic campus.

Cleanliness and hygiene has been deployed via several ways to all the infrastructure and facilities which are a part of the institution.

The institution has:

1. Classrooms
2. Laboratory facilities
3. Library
4. Girls Washroom
5. Boys Washroom
6. Girls Common Room
7. Boys Common Room
8. Audio Visual Room
9. Conference Room
10. Auditorium
11. Open Area / Corridors
12. Ground
13. Cafeteria
14. Staff Room
15. Office

For keeping the campus clean, the institution has a contract with **Pyramid Facility Management Services(Ind.) Pvt.Ltd.** Mumbai.

Listed below are the services offered by them

Daily Services

- Removal of waste material/garbage from the dustbins,buckets,mugs and entire premises including the toilets,open areas/lawns and gardens etc.
- Dusting and vacuuming of furniture,cup-boards , telephone instruments, and doors,windows , ventilators,blinds and glass partition using glass cleaning chemicals to keep all such articles dust free during morning time
- Cleaning and scrubbing of toilets,wash basins,sanitary fittings using detergents,deodorants and disinfectants on a continuous basis.
- Cleaning /mopping of floor area by detergents , disinfectants , etc. in the morning or as and when required during the day.
- Provision of toiletries in the toilets in the morning after daily check up
- Vacuum cleaning / washing of carpets wherever provided at the Institute



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Weekly Services

- Mechanical washing and scrubbing of floor area with detergents,dust removing chemicals and polishing of the floor areas etc.
- Removal of cobwebs,dust ,termites ,insects,pests etc.
- Windows sponging and cleaning
- Keeping ceiling and table/pedestal fans,air -conditioning grills dust free
- Cleaning of dustbins and buckets with detergents
- Up keeping of partition glasses and panes with utmost care and by application of glass cleaning chemicals
- Deep cleaning of sanitary wares with approved detergents
- Polishing and oiling of door closers,door handles,and other brass fittings with Silvo/Brasso lubricants.Dusting and cleaning of Murals,Sceneries ,Photo frames ,idols,etc.
- Polishing of taps and other steel fittings in the toilets Silvo/Brasso
- Specialized cleaning of computers,peripherals ,hardware ,telephones, workstations and other sophisticated equipments as per direction of the Management

Cleanliness Measures for Classrooms , Laboratory facilities :

Every classroom has trash-bins

Timely cleaning by the cleaning/housekeeping staff of the classroom and its furnishings

Cleaning of computers and other hardware

Cleanliness Measure for Library :

Library has trash bins

Time cleaning by the cleaning/housekeeping staff

Awareness posters emphasizing on no eatables, cold drink,tea and coffee are allowed

Cleanliness Measures for Girls washroom , boys washroom , girls common room , boys common room :

All washrooms and common room has trash bins

Regular cleaning by the janitors using disinfectants

Separate trash bins for sanitary pads disposal

Cleanliness measures in Audio Visual Room,Conference Room,Auditorium,Staff Room,Office,Open Area ,Lobby :

Trash bins are kept

Timely cleaning by the cleaning/housekeeping staff



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Cleanliness measure for Cafeteria :

Separate Bins are kept to dispose used plates and waste
Regular cleaning of tables and chairs

Cleanliness measures for Ground:

Regular cleaning of ground by the cleaning staff.

Cleanliness and Maintenance of Drinking water area :

Dry waste and wet waste bins are kept near the water area.
Regular cleaning of the water cooler.




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