

## C-MET Swachhta Pakhwada (1<sup>st</sup> February to 15<sup>th</sup> February 2019) Activities

S. No.	Date	Physical Action
1.	01.02.2019	<ul style="list-style-type: none"> <li>• Display of Swachhta banner and posters at main gate of the laboratory and at other important locations</li> <li>• Cleanliness drive message on C-MET website and Electronic display at the entrance of respective laboratories</li> <li>• Pledge taking and briefing about general awareness and importance of cleanliness</li> <li>• Electronic message circulation to all staff</li> </ul>
2	01.02.2019	<ul style="list-style-type: none"> <li>• Constitution of different Internal Committees of 3 members for taking up cleanliness in the premises of labs.</li> <li>• Poster competition about swachhta</li> <li>• Competition of lab clean among various PI labs at each centre.</li> </ul>
3	01.02.2019	<ul style="list-style-type: none"> <li>• Hosting of messages at official website, Electronic Display, Intranet etc. about the cleanliness drive</li> </ul>
4.	02.02.2019 to 08.02.2019	<ul style="list-style-type: none"> <li>• Cleanliness drive</li> <li>• Weeding out, removal of old /unused files/registers as per Gol procedures, etc.</li> <li>• Removal of old/ unserviceable furniture&amp; other items and deposit in the store.</li> <li>• Disposal by taking necessary course of action for e-waste disposal.</li> </ul>
5.	09.02.2019 to 15.02.2019	<ul style="list-style-type: none"> <li>• Cleanliness drive by the committee of campus.</li> <li>• Cleanliness of individual labs.</li> <li>• Removing of biodegradable and hazardous chemical waste from labs.</li> <li>• Segregation of chemicals based on their reactivity and labelling.</li> <li>• Removal of old/unused/ Unusable items and deposit to the store.</li> <li>• Cleaning of garden</li> <li>• Ranking for different PI labs based on cleanness by committee</li> </ul>
6.	01.02.2019 to 15.02.2019	<ul style="list-style-type: none"> <li>• The photos of the activities to be taken appropriately and sent to HQ</li> <li>• Photos showing before and after Swachhta Pakhwada</li> </ul>
7.	15.02.2019	<ul style="list-style-type: none"> <li>• The Internal committees constituted may also review Divyang access to toilets within the labs. The Chairman of the internal committee may submit a report to Directors on the activities accomplished during the pakhwada and suggest measures for further necessary action, if any.</li> <li>• Fledge by staff to maintain the cleanness through the year.</li> </ul>