

Sarvajanik Education Society
Sarvajanik College of Engineering & Technology, Surat
Computer Engineering Department

**Celebration of “Swachchhata Abhiyaan” on occasion of Mahatma Gandhi Jayanti
(3rd October, 2016)**

“THE CLEAN PERSON IS NOT THE ONE THAT RUNS AWAY FROM DIRT BUT ONE WHO
TAKES THE TIME AND EFFORT TO CLEAN UP A DIRTY ENVIRONMENT.”

On the occasion of Mahatma Gandhi Jyanti, the department celebrated the “Swachchhata Abhiyaan”. We spend almost 8 hours per day in the college. One of the preliminary requirements is to have clean and hygienic environment to preserve health of all the stakeholders. To maintain clean and hygienic environment in the department, the students of UG and PG programmes, faculty members, lab assistants and lab attendants participated in the event and cleaned the labs, classrooms and other areas in the department as per the following activity plan.

Responsible Person	Time	Tasks to be Carried Out
Faculty Members	10.45 AM to 11.45 AM	Disposal of unnecessary material like papers, CD, files, answer sheets (submit to attendants), extra books (consult departmental library committee).
	11.45 AM to 12.45 PM	Cleaning of your official belongings such as cupboard, table, chair, cabin cube, stationary, etc.
	1.30 PM to 2.30 PM	Removal of unnecessary data from your desktop. Subsequently, kindly take back up of cleaned data.
	2.30 PM to 4.00 PM	Kindly help or provide your valuable inputs to lab assistants/attendants to complete their tasks.
Lab Assistants	10.45 AM to 12.45 PM	Cleaning of server rooms: <ul style="list-style-type: none"> • Removal of extra/rough papers. • Proper arrangement of all official files. • Cleaning of your official belongings such as cupboard, table, chair, cushion, cabin cube, stationary, etc.
	1.30 PM to 2.30 PM	Verification of hardware, peripherals and accessories.
	2.30 PM to 4.00 PM	<ul style="list-style-type: none"> • Cleaning/Maintenance of all servers. • Cleaning and servicing of Lab PCs and laptops.
Attendants	10.45 AM to 12.45 PM	Lab cleaning such as cleaning of furniture and lab PCs, floor cleaning, window and glass

		<p>cleaning, removal of the excess material from the lab, etc.</p> <p>** Each attendant will have to clean two labs. ** Lab in-charges are requested to visit lab periodically during this slot to keep track of the same task.</p>
	1.30 PM to 3.00 PM	<ul style="list-style-type: none"> • Removal of extra items from each departmental cupboard. • Proper arrangement and tagging of remaining items in each departmental cupboard including lab cupboards (for tagging, please take help of cleanliness committee/lab assistants).
	3.00 PM to 4.00 PM	Cleaning of corridors and notice boards.
Students	10.45 AM to 12.45 PM	<ul style="list-style-type: none"> • Cleaning of classrooms: cleaning of floor, benches, black/white board, chalk/duster stand, projector screen, table, windows, curtains, etc. • Cleaning of corridor and notice boards
	1.30 PM to 4.00 PM	Help lab assistants/lab attendants in department cleaning work.

All stakeholders participated with great enthusiasm and worked together to clean the department. In order to make the entire nation clean, we started by cleaning our own surroundings.







Cleanliness Committee
Computer Engg. Dept.,
SCET.