



**SCHOOL SANITATION REWARD SCHEME (Revised)**  
UNDER  
**TOTAL SANITATION CAMPAIGN**



## **INTRODUCTION**

The Government of Himachal Pradesh has been focusing on a comprehensive strategy to tackle the sanitation challenge based on motivating rural communities to achieve universal sustainable sanitation coverage for the all, through the implementation of the Total Sanitation Campaign (TSC) with the support of all the Stakeholders. In the past there has been a remarkable increase in rural sanitation coverage of the State from less than 30 per cent in 2001 to achieving almost universal coverage in 2011 and at present all the Panchayats in the state have claimed the ODF Status. Under the Nirmal Gram Puraskar (NGP) too, prizes won by Gram Panchayats of Himachal Pradesh have increased from 'nil' in 2005 to 688 Nirmal Gram Panchayats in 2011 i.e. 22 in 2006-07, 245 in 2007-08, 253 in 2008-09 and 168 in 2009-10. Besides above, to further encourage Gram Panchayats who have done excellent work in the field of sanitation, an annual state competition (among the cleanest Gram Panchayats at all the administrative tiers i.e. Block, District, Division and State levels) called *Maharishi Valmiki Sampurna Swachata Puraskar (MVSSP)* is also in implementation in the state since 2007. This competition too, intends to encourage the sustainable sanitation coverage within the rural communities and recognizes and rewards the efforts of the village communities (winners) at the hands of the Hon'ble Chief Minister of Himachal Pradesh each year.

In order to supplement the efforts of the NGP/MVSSP and also to further strengthen the foundation of the ODF society, the State of Himachal Pradesh had in the past enlarged the scope of the Sanitation Campaign by introducing the competition based School Sanitation Reward Scheme based upon School Sanitation and Hygiene Education (SSHE). The foremost intend of initiating such a scheme was to create opportunities at the field level for ensuring better sanitation facilities in the schools so as to inculcate the habit of safe sanitation practices among the future generations.

During the past two years the implementation of the School Sanitation Reward scheme has brought about improvement in availability of sanitation facilities at the School level, hence now to further enlarge the scope of School Sanitation and Hygiene Education (SSHE), it has been decided that this year onwards schools at all levels would be included into the School Sanitation Reward Scheme so that the State could achieve the goal of the sustainable Nirmal Himachal.

## **OBJECTIVE**

This reward scheme would be recognizing those schools which have demonstrated outstanding achievement in School Sanitation and Hygiene Education.

## **ELIGIBILITY CRITERIA**

Any Primary, Middle and High/ Sr. Secondary School of rural area which satisfy the following pre conditions would be eligible to participate and compete in the School Reward Scheme:

- ✓ Co-educational schools having 40 or less than 40 students should have at least 1 toilet unit (Two Toilet seats meant for girls and boys students).
- ✓ Co-educational schools having more than 40 but less than 80 students should have at least one unit (2 toilet seats) and 1 urinal each for boys and girls.
- ✓ School having 80 to 120 students should have at least one urinal for 20 to 40 students in functional status besides having one toilet unit wherein separate toilets and urinals are available for girls and boys.
- ✓ Hand washing facility exists near the toilet in adequate numbers.

- ✓ Water storage facility exists for hand washing and use in toilets.
- ✓ The school has provision for safe drinking water for children.
- ✓ There is a system of solid and liquid waste management in the school.

## **ASSESSMENT PROCEDURE**

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- Assessment Committees will be set up at two levels – Block and District.
- First, the assessment will be undertaken at Block level and two Cleanest Schools will be selected (with rank 1<sup>st</sup> and 2<sup>nd</sup>).
- The block level winners will go on to participate in the District level competition.
- The Block-level assessment will be undertaken by adjoining block Assessment Team and avoiding reciprocal assessment arrangement. Assessment schedule should be furnished by DRDA after getting information from Block Development Officer.
- The District level assessment should be done by District level Assessment Team of the concerned District.
- To apply for the School Reward Scheme, a school should send its application to their Block Development Officer by 6<sup>th</sup> February.
- The concerned Block Development Officer will scrutinize and send final list to the concerned DRDA.
- The District Rural Development Agency will refer the matter to the Block Committee that is supposed to undertake the assessment.
- The assessment teams will visit all the schools that have applied for the School Reward Scheme in the block.
- The team will undertake its assessment as per the prescribed norms and marking criteria and select the Cleanest School in that Block/District based on scores achieved.
- There will be separate committees for assessment of Primary and Middle Schools respectively

Detailed composition of the assessment committees at different levels is given below.

### **Composition of Block Level Assessment Team**

This committee will be selected and notified by the Deputy Commissioner / DRDA.

- Three School Teachers
- Pradhan of NGP or MVSSP winner Gram Panchayat
- One member from the reputed local NGO / Block Coordinator/ Official from the Block

### **Composition of District Level Assessment Team**

This committee will be selected and notified by the Deputy Commissioner/ DRDA.

- Three School Head Masters
- Pradhan of NGP or MVSSP winner Gram Panchayat
- One member from the reputed local NGO / District Coordinator/ Official from the DRDA

For decision making, a quorum of at least 03 members is compulsory. The decision of the committee will be based on the average of marks given by all the members of the committee. The concerned Deputy Director (Education both Higher/ Elementary) / DRDA will ensure that the respective level committees are fully sensitized about their task and will also carry out its orientation.

## USE OF PRIZE AMOUNT

The winners should use the prize money for sanitation facilities in the school premises.

The expenditures on orientations, TA / DA for assessment can be met out of funds available under TSC from IEC Head or funds released by the department.

## INCENTIVE PATTERN

Award	Level	Prize	Incentive Pattern
Cleanest Primary School	District	1 <sup>st</sup> Prize	✓ Certificate of Appreciation ✓ Cash Award of Rs. 50000
	Block	1 <sup>st</sup> Prize	✓ Certificate of Appreciation ✓ Cash Award of Rs. 20000
		2 <sup>nd</sup> Prize	✓ Certificate of Appreciation ✓ Cash Award of Rs. 10000
Cleanest Middle School	District	1 <sup>st</sup> Prize	✓ Certificate of Appreciation ✓ Cash Award of Rs. 50000
Cleanest Middle School	Block	1 <sup>st</sup> Prize	✓ Certificate of Appreciation ✓ Cash Award of Rs. 20000
		2 <sup>nd</sup> Prize	✓ Certificate of Appreciation ✓ Cash Award of Rs. 10000
Cleanest High/Sr. Sec. School	District	1 <sup>st</sup> Prize	✓ Certificate of Appreciation ✓ Cash Award of Rs. 50000
	Block	1 <sup>st</sup> Prize	✓ Certificate of Appreciation ✓ Cash Award of Rs. 20000
		2 <sup>nd</sup> Prize	✓ Certificate of Appreciation ✓ Cash Award of Rs. 10000

- **Awards to be distributed at District level function on 15th April (Himachal Day)**
- *Winner at District Level cannot participate in the competition for next 3 Years*
- *Block level winners will participate at the block level, but can win prizes only at the district level (i.e. if they win at the block level, they will not receive a prize, but will go on to compete at the district level)*

## TIMELINE

The competition can take place from **February to 15<sup>th</sup> April, Himachal Day** as per the time lines given below:

6 <sup>th</sup> February	Submission of Application at Block Level
7 <sup>th</sup> Feb.. – 10 <sup>th</sup> Feb..	Scrutinizing of Applications by the concerned Development Block
13 <sup>th</sup> Feb.-9 <sup>th</sup> March	Block level Assessment by teams
12 <sup>st</sup> March	Announcement of Block level winners
14 <sup>th</sup> March- 29 <sup>th</sup> March	District Level Assessment by teams
30 <sup>th</sup> March	Announcement of District level winners
3 15 <sup>th</sup> April (Himachal Day)	Prize giving away during the Himachal Day Function

## INDICATORS FOR ASSESSMENT

### A) The basis for selecting the cleanest school -

Sr. No	Indicator	Max. Score	Score Recorded
<b>A Availability, use and upkeep of Toilet facility</b>			
(i)	Availability of adequate toilet facilities (seats) in functional status	10	
(ii)	Availability of adequate urinal facilities in functional status	10	
(ii)	The toilet constructed are of environmentally safe technology	10	
(iii)	Regular use of school toilets by all the children and knowledge regarding sanitation	5	
(iv)	Regular maintenance of toilets in Schools	5	
<b>Sub-Total</b>		<b>40</b>	
<b>B Availability of Water</b>			
(i)	Availability of water for sanitary use	05	
(ii)	Provision of Hand washing facility near to toilets	05	
(iii)	Availability of safe drinking water for the children	05	
<b>Sub-Total</b>		<b>15</b>	
<b>C Solid &amp; Liquid Waste Management in Schools</b>			
(i)	Effective disposal of solid waste	10	
(ii)	Effective liquid waste management	5	
<b>Sub-Total</b>		<b>15</b>	
<b>D Institutional Provisions made for Sustainability</b>			
(i)	Existence of active SMC at the School Level	05	
(ii)	Existence of active student committee for maintenance of Cleanliness in school premises	05	
(lii)	Participation of ECO Clubs, NSS in sanitation related activities	05	
(iv)	Provision for toiletries for usage in the school toilet (regular/monthly basis) based upon Number of children -One soap for Minimum of 20 students - Availability of Material for toilet cleaning	05	
(v)	Camps conducted by the School Children for creating awareness in the Gram Panchayat. One mark for each camp subject to maximum of 5 marks.	05	
(vi)	Organized arrangements for the hand washing before taking mid day meal	05	
<b>Sub Total</b>		<b>30</b>	
<b>GRAND TOTAL</b>		<b>100</b>	

**Detail Scoring System during Assessment –  
Children friendly nature of the toilets should also be considered; e.g. size of pans, height of doors, locks, hand washing stations, etc.**

Sr. No	Indicator	Max. Score	Score Recorded
<b>A</b>	<b>Availability, use and upkeep of toilet facility</b>		
<b>A</b>	<p><b>Availability, use and upkeep of toilet facility</b></p> <p>(i) Co-educational schools having 40 or less than 40 students should have at least 1 toilet unit (Two Toilet seats meant for Girls and Boys students). <b>OR</b></p> <p>(i) Co-educational schools having more than 40 but less than 80 students should have at least one unit (2 toilet seats) and 1 urinal each for boys and girls. <b>OR</b></p> <p>(i) (a) Availability of adequate Toilet facilities (seats) in functional status</p> <ul style="list-style-type: none"> <li>- If one toilet seat is provided for up to 120 students, separately for boys and girls each, then 10 points</li> <li>- If one toilet seat is provided for 121 to 150 students, Separately for boys and girls each, then 8 points</li> <li>- If one toilet seat is provided for &gt; than 151 students, separately for boys and girls each, then 5 points</li> <li>- If no separate facility for boys and girls is available and only one unit exists for both then irrespective of number of students then 0 points</li> </ul> <p>(b) Availability of adequate Urinal facilities in functional status</p> <ul style="list-style-type: none"> <li>- If one urinal unit (one footrest and one compartment in cases of boys and one separate ladies urinal pan in case of girls) is provided for upto 40 students, separately for boys and girls each, then 10 points</li> <li>- If one urinal unit (one footrest and one compartment in cases of boys and one separate ladies urinal pan in case of girls) is provided for 41 to 80 students, separately for boys and girls each, then 8 points</li> <li>- If one urinal unit (one footrest and one compartment in cases of boys and one separate ladies urinal pan in case of girls) is provided for upto &gt; 81 students, separately for boys and girls each, then 5 points</li> <li>- If no separate facility is available and if is reported that toilets are being used then irrespective of number of students, then 5 points</li> </ul>	<p>20</p> <p>20</p> <p>10</p> <p>20</p> <p>10</p>	

(ii)	The toilet and urinals constructed are of environmentally safe technology <ul style="list-style-type: none"> <li>- If two pit toilet / septic tank technology is used then 5 points and if urinals are provided with soak pits then additional 5 points – total 10 points</li> <li>- If the toilet and urinal units are drained into open then 0 points</li> </ul>	10	
(iii)	Regular use of school toilets by all the children and knowledge regarding sanitation <ul style="list-style-type: none"> <li>- Through interview of the students it should be assessed</li> </ul>	5	
(iv)	Regular maintenance of toilets in Schools <ul style="list-style-type: none"> <li>- Through interview of the students and school staff it should be assessed</li> <li>- It should also be assessed that what mechanism exists for the regular maintenance</li> </ul>	5	
<b>Sub-Total</b>		<b>40</b>	
<b>B Availability of Water</b>			
(i)	Availability of water for sanitary use <ul style="list-style-type: none"> <li>- If storage facility is available near the toilets along with water in it then 5 points</li> <li>- If storage facility is not available but the water is carried from nearby place then 3 points should be given</li> <li>- If no water facility is available near the toilet then 0 points</li> </ul>	05	
(ii)	Provision of Hand washing facility near to toilets <ul style="list-style-type: none"> <li>- If facility is available near the toilets with wash basin and or bucket and soap / ash with proper provision of suitable height for hand washing by students availability of flowing water then 5 points</li> <li>- If any other facility other than wash basin is available (like bucket etc) then 3 points</li> <li>- If no hand washing facility is available then 0 points</li> </ul>	05	
(iii)	Availability of safe drinking water for the children <ul style="list-style-type: none"> <li>- If drinking water is made available then 5 points</li> <li>- If drinking water is not available then 0 points</li> </ul>	05	
<b>Sub-Total</b>		<b>15</b>	
<b>C Solid &amp; Liquid Waste Management in Schools</b>			
(i)	Effective disposal of solid waste <ul style="list-style-type: none"> <li>- If dust bins are available within the school premises and are disposed off safely through compost pits etc then 10 points.</li> <li>- If no disposal mechanism is available then can be 5 points</li> <li>- If not available then 0 point</li> </ul>	10	
(ii)	Effective liquid waste management <ul style="list-style-type: none"> <li>- If soak pits/any other alternate are available within the school premises wherever there is flow of water takes place like wash basin, drinking water facility, washing &amp; cleaning places in the school, hand pump platforms etc or if waste water is flown to the flower plants etc then 5 points</li> <li>- If above arrangement does not exist then 0 points</li> </ul>	5	
<b>Sub-Total</b>		<b>15</b>	

<b>D</b>	<b>Institutional provisions made for Sustainability</b>		
(i)	Existence of active SMC at the School Level	05	
(ii)	Existence of active student committee for maintenance of Cleanliness in school premises	05	
(lii)	Participation of ECO Clubs, NSS in sanitation related activities	05	
(iv)	Provision for toiletries for usage in the school toilet (regular/monthly basis) based upon Number of children -One soap for Minimum of 20 students -Availability of Material for toilet cleaning	05	
(v)	Camps conducted by the School Children for creating awareness in the Gram Panchayat area One mark for each camp subject to maximum of 5 marks.	05	
(vi)	Organized arrangements for the hand washing before taking mid day meal	05	
<b>Sub-Total</b>		<b>30</b>	
<b>Total</b>		<b>100</b>	

## Application Form - Cleanest School

1. Name of the School -
2. Type of School - Primary / Middle/High/Sr. Sec.
3. Gram Panchayat -
4. Block - District -
5. Number of Students & Availability of Toilet Facilities (Toilet Seats) and Urinals

S. N.	Category	Nos	Toilet Seats	Urinals
1	Girls			
2	Boys			
3	Total			

6. Availability of Water for Sanitary Use - **Yes / No**

If Yes, then what is the storage mechanism  
Overhead of Ground level Tank / Tap / Hand Pump /  
Drum / Others

7. Availability of Hand Washing Facility

- a. Wash Basin with soap / ash - **Yes / No**
- b. Bucket with soap / ash - **Yes / No**
- c. Direct Tap with soap / ash - **Yes / No**

8. Availability of Safe Drinking Water - **Yes / No**

9. Solid Waste Management Mechanism in the School Premises

- a. Provision of Dust Bins - **Yes / No**
- b. Provision of Pits for waste - **Yes / No**
- c. Others (Please specify)

10. Liquid Waste Management Mechanism in the School Premises

- a. Provision of Soak Pits - **Yes / No**
- b. Drains into open - **Yes / No**
- c. Others (Please specify)

11. Hygienic & Aesthetic Maintenance of School Premises

- a. Slogan Writing – Sanitation Messages - **Yes / No**
- b. Flower Plantation in School Premises - **Yes / No**

12. Existence of School Sanitation Committee / Eco-Clubs - **Yes / No**

**Signature with Seal**

School Principal/Head Master / Mistress