



Swachh Vidyalaya Puraskar

Recognizing excellence in
Water, Sanitation and Hygiene
in schools



Instituted by



सत्यमेव जयते

Ministry of Human Resource Development
Government of India





Content

1. Swachh Bharat Swachh Vidyalaya: A National Mission	1
2. Swachh Vidyalaya Puraskar 2016	3
3. Who is eligible for the Awards?	3
4. Methodology for Selection of Schools for the Awards	3
5. Categories of Awards	5
6. Stages and Timelines of the Awards Process	6
Annexure 1: Self-Assessment Format for School level Information	7
Annexure 2: List of Indicators	14
Annexure 3: Scoring Method	15

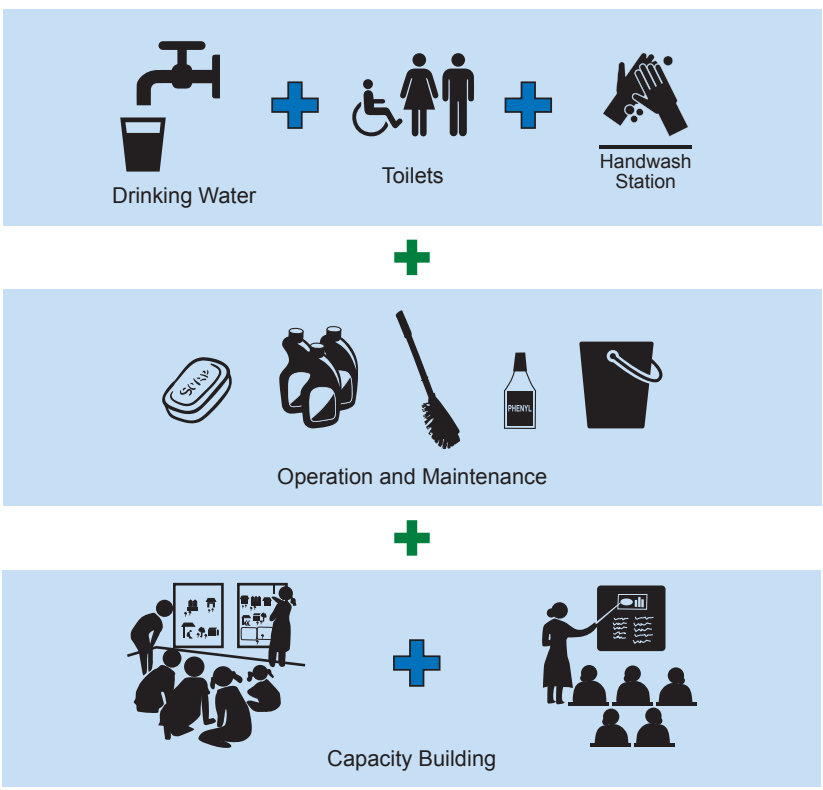




1 Swachh Bharat Swachh Vidyalaya: A National Mission

Water, Sanitation and Hygiene in Schools plays a significant role in determining the health of children, attendance, dropout rate, and learning outcomes. The provision of water, sanitation and hygiene facilities in school secures a healthy school environment and protects children from illness and exclusion. It is a first step towards a healthy physical learning environment, benefiting both learning and health. Children who are healthy and well-nourished can fully participate in school and get the most from the education being imparted.

Figure 1: Swachh Vidyalaya Package



Source: Swachh Vidyalaya Handbook

In 2014, The Ministry of Human Resource Development, Government of India launched 'Swachh Bharat Swachh Vidyalaya' (SBSV) initiative to ensure that all schools in India have access to separate functional toilets for boys and girls. The initiative also has its emphasis on promoting safe and appropriate hygiene practices in schools and behavior among children.

The Swachh Vidyalaya initiative has defined the essential elements of Water, Sanitation and Hygiene in Schools which are categorized under Water, Sanitation, Handwashing with Soap, Operations and Maintenance, Behavior Change Activities and Capacity Building.

It is required that the components of this basic minimum package are commonly understood and used by all schools as a means to achieve desired service levels in water, sanitation and hygiene practices. Following the launch of the initiative, the state, district and local governments as well as schools across the country have significantly improved sanitation facilities in schools. They are striving to improve access and have introduced child friendly designs, maintenance practices, effective monitoring using ICT tools, behavior change communication, new financing options and forging partnerships.

These good practices need to be recognized and shared for accelerating and sustaining the achievements of the Swachh Vidyalaya initiative.



Children are Agents of Change

Schools are an established entry point for learning. They present an opportunity to engage parents and community in general, either through knowledge dissemination via children or through direct engagement and demonstration at the school. Children are fast learners and adapt their behaviour more easily than adults. Children are also effective role models. They may question existing practices in their households and choose to demonstrate good hygiene. What they learn at school is likely to be passed on to their peers and siblings, and to their own children if they become parents.

Source: Swachh Bharat Swachh Vidyalaya Handbook



2

Swachh Vidyalaya Puraskar 2016

The Swachh Vidyalaya Puraskar is instituted by the Ministry of Human Resource Development, Government of India to recognize, inspire and celebrate excellence in sanitation and hygiene practice in Schools. The explicit purpose of the awards is to honor schools that have undertaken significant steps towards fulfilling the mandate of the Swachh Vidyalaya Campaign.

3

Who is eligible for the Awards?

The awards would be open to all Government schools in both rural & urban areas.

4

Methodology for Selection of Schools for the Awards

The process for identifying and recognizing schools for awards is as below:

- I. Schools will register and submit information as per the prescribed format (Annexure 1) made available online (<http://mhrd.gov.in> → Swachh Vidyalaya → Swachh Vidyalaya Puraskar) or by downloading a mobile app, Swachh Vidyalaya Puraskar. The mobile app can be downloaded from Google Play Store or by giving a missed call @ 07097298400. The registration of schools would be done with the U-DISE code of the school.
- II. The website/mobile app is customized to cater to different categories of schools.
- III. Schools are expected to provide accurate information as required in the format.
- IV. The information in the format corresponds to the requirements in Swachh Vidyalaya guidelines. Annexure 2 provides the list of indicators categorized under (a) Water (b) Toilets (c) Handwashing (d) Operations and Maintenance (e) Behavior Change and Capacity building.
- V. Maximum weightage assigned for each of the categories is given in Table 1:

Table 1: Weightage Assigned to Swachh Vidyalaya Sub-categories

Sub-Categories	Maximum Score
Water	22
Toilet	28
Handwashing With Soap	20
Operations And Maintenance	15
Behavior Change And Capacity Building	15
TOTAL	100

- I. The performance of the schools against categories will be scored as per the method given in Annexure 3.
- II. On the basis of the scores obtained, the schools would be given a rating as described in Table 2:

Table 2: School Rating Scheme

Score	Rating	Remarks
90% - 100% of the Norms	Green/*****	Excellent Keep it up!!
75%- 89% adherence to the Norms	Blue/****	Very Good
51% - 74% adherence to the Norms	Yellow/***	Good, but there is a scope for improvement
35%- 50% adherence to norms	Orange/**	Fair, Needs Improvement
Below 35% adherence to the Norms	Red / *	Poor : Needs considerable Improvement

* Each school should score a minimum of orange rating in each of the Sub-categories in order to be eligible for any award.





5

Categories of Awards

The awards are categorized at the District level, State and National level

(i) District Level Awards: Open to All Green, Blue and Yellow Rated Schools

- Online (web/ mobile) applications received before the cut-off date will be screened by a District level Committee headed by the District Collector (or her/his appointee) and comprising of District Education officer, three eminent school teachers, Superintendent Engineer (Water supply / PHD), District Health Officer and two members from civil society organizations/NGOs.
- RURAL:
 - a) Three Elementary and Three Secondary schools having the highest overall score with rating not below YELLOW will be selected for the District level Award (Total 6)
 - b) In addition, six schools(three elementary and three secondary) having the highest score in each of the Sub Categories with rating not below GREEN in the sub- category will be selected for sub-category wise awards at the district level(Total 30)
- URBAN:
 - a) Two schools (one elementary and one secondary)having the highest overall score with rating not below YELLOW will be selected for the District level Award (Total 2)
 - b) In addition, two schools(one elementary and one secondary) having the highest score in each of the Sub Categories with rating not below GREEN in the sub-category will be selected for sub-category award at the district level (Total 10).
- The district level committee may get a physical verification of the nominated schools done by a team consisting of school teachers and students in the district. The verification would be done using a check list and by taking photographs.
- Each of the selected schools with highest overall score (Total 8) and each of the schools having the highest score under each sub-category (Total 40) will be awarded with certificate of recognition at district level, provided that all the schools with an overall rating of GREEN would be awarded with a certificate of Recognition.

(ii) State/UT Level Awards: Open for Green and Blue Rated Schools

- Schools selected for District Level Awards with overall rating not less than BLUE will be considered for the State/UT Level Awards. In case the number of Schools in a district having GREEN Rating is more, all the schools having overall GREEN Rating will be considered for State/UT Level Awards.
- These schools will be screened by a State/UT Level Committee headed by the State Education Secretary or her/his nominee and comprising of Director (Education), Director (Health), two eminent school heads (selected by the State Education Secretary), Chief Engineer (Water Supply & PHD), Director (Panchayati Raj), Director (Urban Local Bodies), representatives of Civil Society Organizations as members.
- Twenty Elementary and twenty Secondary schools having the maximum score and rating not less than Blue from urban & rural areas (5 from urban and 15 from rural) will be selected for State/UT Level Awards.

- The State/UT Level Committee may get a physical verification of the selected schools done by a team consisting of school teachers and students in the district. The verification would be done using a check list and taking photographs.
- Each of the 40 schools selected at State/UT level will be awarded with a certificate of recognition.
- The State may also decide to confer these schools with additional grants/funds for incentivizing them.
- A maximum of twenty entries each at Elementary and Secondary level would be considered for the National Level Award.

(iii) National Level Awards : Open to only Green Categories

- 100 schools each at Elementary and Secondary level will be awarded at the National level (30 urban and 70 rural).
- The 40 schools selected for State/UT Level Awards from each state will be considered for National Level Awards.
- 100% physical verification of the nominated schools will be done using a check list and by taking photographs.
- A National level Committee headed by the Secretary(School Education& Literacy) and comprising of Additional Secretary (School Education), Joint Secretary (Ministry of Drinking Water and Sanitation), Joint Secretary (School Education), 3 experts in Schools/ Bilateral agencies/Civil Society Organizations (to be nominated by Secretary(School Education & Literacy) as members will decide the final awardees.
- The best 100 schools both at the Elementary and Secondary levels having the maximum score will be given an award of Rs. 50,000/- as additional School Grant to be utilised as per the School Grant Guidelines for improving Sanitation and hygiene at the national level alongwith a Certificate of Recognition.
- In addition, Certificates of Recognition would be awarded to:
 - a) Best performing Districts (Total 10) that will be judged on the basis of the percentage of the total schools in the district having overall GREEN rating. The districts are expected to make incremental progress every year with the schools having lower ratings moving towards higher rating and the schools already having Green Rating should be able to sustain the same.
- The Expenditure for the National Level Awards will be borne under SSA/RMSA programmes.

6

Stages and Timelines of the Awards Process

Submission of application	1 st July - 31 st July, 2016
Selection for awards at the District Level and submission of the results to the State/UT Level	1 st August - 31 st August, 2016
Selection for awards at the State/UT Level	1 st September - 30 th September, 2016
Submission of State/UT Level results to MHRD for National Level selections	by 7 th October, 2016
Selection of school for National award	25 th November, 2016



ANNEXURE 1

Self-Assessment Format for School level Information

Section A: Primary Information

A 1. U-DISE Code:

A 2. Name of School and Address:

A 3. Name of Respondent:

A 4. Designation of Respondent:

- a). Head Master/ Head Mistress
- b). School In-charge
- c). Teacher
- d). Others

A 5. Contact Details of Respondent:

- a). School Phone No:
- b). Mobile No:
- c). Email id:

A 6. Category of school

- a). Primary (1-5)
- b). Primary, Upper primary (1-8)
- c). Primary, Upper primary, Secondary (1-10)
- d). Primary, Upper primary, Secondary/ Higher secondary (1-12)
- e). Upper primary(6-8)
- f). Upper Primary , Secondary (6-10)
- g). Upper primary, Secondary/ Higher secondary (6-12)
- h). Secondary only (9-10)
- i). Secondary/ Higher secondary (9-12)

A.7. Type of School

- a). All boys schools
- b). All girls school
- c). Co-education

A 8. Usage of school premises

- a). Single shift
- b). Double shift

A 9. Year of Establishment of the School _____

A 10. Location of the school

- a). Rural Area
- b). Urban Area

A 11. Type of Board

- a). State
- b). Others _____

A 12. Number of Students enrolled:

- a). Boys _____
- b). Girls _____

A 13. Number of Children with Special Needs:

- a). Boys _____
- b). Girls _____

A 14. Number of Teachers and Staff:

- a). Male _____
- b). Female _____

- Save
- OTP will be generated over sms
- Login using U-DISE and OTP to complete the rest of the survey



SECTION B: ASSESSMENT CATEGORIES

WATER

- Access to Safe and Reliable Drinking Water
- Availability of Water for Use in Toilet and Handwashing

SURVEY

1. What is the source of drinking water in the school?

- Students do not have access to drinking water
- Students bring drinking water from home
- Hand pump / bore well within the school premises
- Filtered/ packaged/ RO/UV water provided by the school
- Treated running water with water storage tank within the school premises

If (a) or (b), then question number 2-4 are not applicable to you. Please go to question number 5

2. What is the quantity of water available in the school for drinking?

- Less than 1.5 litres per student per day
- More than 1.5 litres per person per day throughout the year

3. How is drinking water stored in the school?

- No storage system for storing drinking water
- Container /pitcher
- Container/pitcher with lid and ladle

4. Is the quality of drinking water tested?

- No testing
- Tested once in a year
- Tested twice in a year

5. What is the source of water for use in toilets?

- No water available
- Hand pump/bucket near toilet unit
- Drums/ cement tanks/ plastic containers with water inside the toilet unit
- Continuous water supply through taps inside each toilet unit

6. What is the source of water for hand-washing after using toilets?

- No water
- Hand pump/bucket near hand washing area
- Drums/ cement tanks/ plastic containers with water near hand washing area
- Running water with taps at all the hand washing points

If (a) then question number 19 and 20 are not applicable to you.

7. What is the source of water for hand washing before Mid-Day Meal (MDM) / lunch by students and cooks?

- No water
- Hand pump/bucket near hand washing area
- Drums/ cement tanks/ plastic containers with water near hand washing area
- Running water with taps at all the hand washing points

If (a) then question number 21, 22 and 23 are not applicable to you.

8. Is there a functional rain water harvesting facility in the school?

- No
- Yes

TOILETS

- Availability of Separate Functional Toilets for boys and girls
- Availability of Separate Functional Urinals for boys and girls
- Functional Toilet Facilities for Children With Special Needs, Teachers and Staff

9. Does the school have separate toilet units (1 toilet seat and 3 urinals) in working condition for boys and girls?

- There are no toilet units for boys and girls in the school
- The same toilet unit is used by boys and girls
- The all boys/ all girls school has toilet units
- If co-education, there is at least one toilet unit each for boys and girls

If (a) then question numbers 10-13 are not applicable to you. Please go to Q. 14

If (b) then question numbers 10 and 11 are not applicable to you. Please go to Q. 12

10. How many toilets in working condition does the school have for boys and girls?

- Boys
- Girls

11. How many urinals does the school have for boys and girls?

- Boys
- Girls

12. Does the school have toilets for Children with Special Needs (CWSN)?

- Toilets are not accessible by CWSN
- There is at least one toilet that is accessible to CWSN
- There is at least one separate toilet for CWSN with ramp and handrail
- The school has at least one separate toilet for CWSN with ramp, handrail, wide door for wheelchair entry and support structure inside toilet.

13. Is the height and size of toilet and urinal facilities suitable for children of all age groups in the school?

- No
- Yes

14. Does the school have separate toilets for Teachers and Staff?

- No toilet
- There is one separate toilet for use by teachers and staff
- There are separate toilets for male and female teachers/ staff
- Teachers and staff use the toilets meant for students

15. Do all the toilets in the school have secure door with latch and cloth hanging hooks?

- No
- Door with latch/bolt only
- Door with latch/bolt and cloth hanging hooks

16. Do all the toilets have roof and proper ventilation for natural light and air?

- No
- Yes

17. Does the school have separate dustbins with lid for disposal of sanitary waste?

- No
- Yes

18. Does the school have an incinerator in working condition for disposal of sanitary waste?

- No
- Yes



HANDWASHING WITH SOAP

- Functional Handwashing with Soap Facilities for Use After Toilet
- Functional Handwashing with Soap Facilities for Use Before Meals

19. Does the school have facility for handwashing after use of toilet?

- No hand washing facility near the toilet units
- Wash basin or hand washing point close to the toilet units
- Wash basin for hand washing either inside or attached to every toilet unit

If (a) then question number 20 is not applicable to you. Please go to Q. 21

20. Does the school provide soaps for hand washing after use of toilets?

- No soaps available
- Soaps are placed under supervision and are available on demand
- Soaps are available at all the hand washing points all the time

21. Does the school have facility for handwashing before Mid-Day Meal (MDM) / lunch where a group of children can practice hand washing at the same time?

- No hand washing facility
- Yes, with water from hand pump/bucket close to dining area
- Yes, with water from taps; indicate number of taps _____

If (a) then question numbers 22-24 are not applicable to you. Please go to Q. 25

22. Does the school provide soaps for handwashing before Mid-Day Meal (MDM) / lunch?

- No soaps available
- Soaps are placed under supervision and are available on demand
- Soaps are available at all the handwashing points at all the times

23. Do all children wash their hands with soap before mid-day meal (MDM)/ Lunch?

- No, not all
- Yes, all children wash their hands with soap

24. Is the height of handwashing facilities suitable for children of all age groups in the school?

- No
- Yes

OPERATIONS AND MAINTENANCE

- Safe Disposal of Solid and Liquid Waste
- Cleaning and Maintenance of School Environment

25. Does the school provide dustbins in each class room, kitchen area, toilets and at other appropriate locations for collection of waste?

- No
- Yes

26. How does the school dispose its solid waste?

- No specific measure
- Pit or municipal/ community bins
- Segregating organic and inorganic waste and disposing both in a pit or municipal/ community bins
- Composts organic waste and disposes inorganic waste in pit or municipal/ community bins

27. How does the school dispose its liquid waste?

- No specific measure
- Drain
- Leach pits
- Septic tank/bio-toilets/Sewer line

28. Is the school premises clean and free of water logging?

- No
- Yes

29. Are the classrooms and teaching areas cleaned daily?

- No
- Yes

30. What is the frequency of cleaning toilets?

- No specific schedule
- Once a week
- Twice in a week
- Daily

31. Are toilets cleaned with appropriate cleaning material?

- Cleaned only with water
- Cleaned atleast once in a month with soaping agent and disinfectant
- Cleaned atleast twice in a week with soaping agent and disinfectant
- Cleaned daily with soaping agent and disinfectant



BEHAVIOR CHANGE AND CAPACITY BUILDING

- Hygiene Practices by students and cooks of mid-day meal
- Hygiene Education in School

32. Does the school have at least 2 teachers trained in sanitation and hygiene education?

- a). No
- b). Yes

33. Does the school have a Child cabinet (Bal Sansad) that takes an active role in promoting sanitation and hygiene practices?

- a). No
- b). Yes

34. Who supervises the cleaning and maintenance of the toilets in the school?

- a). No one in particular
- b). Team of teachers, staff and child cabinet members

35. Who supervises the practice of daily handwashing with soap by students and cooks before Mid-Day Meal (MDM) / lunch?

- a). No one in particular
- b). Teacher/ staff member
- c). Dedicated team of teachers/ staff members
- d). Dedicated team of teachers/staff members and child cabinet members

36. Does the school take up safe hygiene and sanitation education including awareness on hand-washing during morning assembly and in school clubs?

- a). No
- b). Yes

37. Is menstrual health management discussed with girl students?

- a). No girl students in upper primary and high school
- b). No, it is not discussed
- c). Yes, at least once in 3 months
- d). Yes, at least once in 2 months
- e). Yes, at least once every month

38. Does the school regularly conducts cultural programs and competitions (Essay, painting, debate) on hygiene and sanitation?

- a). No
- b). Yes

39. Does the school display and use Water, Sanitation and Hygiene related posters and materials for promoting hygiene education?

- a). No
- b). Yes

PHOTOS

- a). Front view of the school and premises
- b). Separate functional toilets for boys and girls
- c). Functional toilets for CWSN
- d). Incinerator for disposal of sanitary waste
- e). Facilities for handwashing with soap after use of toilets and before mid-day meal/ lunch.

ANNEXURE 2

List of Indicators

S.No.	Categories	Indicators
I	Water	Access to Safe and Reliable Drinking Water
		Availability of Water for Use in Toilet
II	Toilets	Availability of Separate Functional Toilets for boys and girls
		Availability of Separate Functional Urinals for boys and girls
		Functional Toilet Facilities for Children With Special Needs, Teachers and Staff
III	Handwashing with Soap	Functional Handwashing Facilities for Use After Toilet
		Functional Handwashing Facilities for Use Before Meals
IV	Operations and Maintenance	Safe Disposal of Solid and Liquid Waste
		Cleaning and Maintenance of School Environment
V	Behavior Change and Capacity Building	Hygiene Education in School
		Hygiene Practices by students and cooks of Mid-Day Meal (MDM) / lunch





ANNEXURE 3

Scoring Method

Assessment Categories	Maximum Score
Water (Q.1-8)	22
Toilet (Q. 9-18)	28
Handwashing With Soap (Q. 19-24)	20
Operations And Maintenance (Q. 25-31)	15
Behavior Change And Capacity Building (Q. 32-39)	15
Total	100

Category Of Schools	Maximum Score
Co-ed, UP, HS	100
Co-ed, PS (Q. 17, 18, 37 are not relevant)	95
All boys schools (Q. 9, 10b, 11b, 17, 18, 37 are not relevant)	86
All girls schools, PS (Q. 9, 10a, 11a, 17, 18, 37 are not relevant)	86
All girls, UP, HS (Q.9, 10a, 11a are not relevant)	91



With technical support of:



Administrative Staff College of India
Bella Vista, Hyderabad 500082
Telephone: +91 40 66534221
Website: www.asci.org.in



United Nations Children's Fund
India Country Office
UNICEF House, 73, Lodi Estate, New Delhi 110003
Telephone: +91 11 24690401
Website: www.unicef.in