

SWACHHTA ACTION PLAN
National Skill Training Institute (W)Tura Meghalaya

Sl. No.	Programmes/Schemes/Activities	Date /timeline / In charge
1.	“Swachhata Shapath” by staff and trainees	3.5.2021 D.Kharwanlang, TO
2.	Cleaning of Rooms/Toilets/Corridor and Stairs of Administrative to be done daily	Regular basis Gourav Rai Bhuyan Maintenance I/c
3.	Cleaning of Overhead Water tanks, Cleaning of Sewer lines of entire Campus	-do-
4.	Cleaning of roof and removal of unwanted plants from the roof of entire NSTI Office/Hostel/Residential Area on	-do-
5.	Cleaning/weeding of play grounds fortnightly	-do
6.	All-waste/cartridge to be disposed off separately every quarter after following prescribed safety norms in this respect.	TMB / Store Officer
7.	Weeding out of files to be carried out as per the orders	Record room I/C
8.	All obsolete equipment/furniture to be collected at earmarked centralized space and their disposal to be done on regular basis.	Store Officer
9.	Picking of Polytenes/Waste Material from entire NSTI Campus on regular basis	All trade I/c and faculty
10.	A list of Do`s and Don`t for keeping the work area, homes and public places clean to be prepared and circulated to all officials of the Department.	Establishments section
11.	Care taker / Hostel Superintendent of NSTIs to inspect sanitary facilities in every institution and make a proposal plan for repair and upkeep of the facilities, if required	Quarterly Hostel I/C
12.	Lectures/ Seminars may be organized to highlight the importance of cleanliness and sanitation among trainees, and to encourage and inspire them to continue with the good practices for hygiene and sanitation in NSTIs as well as home.	Tunia Ch Sangma , Quest Alliance
13.	Facilitate cleanest sections.	Quarterly basis D. Kharwanlang, TO, Training IC
14.	Swachhta awareness messages to be posted on the website of the NSTIs and updating of pictures on websites	IT Nodal Gourav Rai Bhuyan , VI COPA
15.	Poster(s)/Slogan Competition/	06 th May 2021 / I/c Aparna Channda VI DM
16.	Essay Competition	10 th May 2021 /I/c Chengme M Marak, TO, BC
17.	Debates & Extempore competition	21 st May Tunia Ch Sangma
18.	Painting Competititon on Theme “Swachh Bharat ”	10 th June 2021 I/c Tame and Bandana
19.	Tree Plantation	5 th June 2021 D.Kharwanlang , TO
20.	Cleaning Drive	2 nd October 2021 i/c Ganesh Kar


 Principal
 National Skill Training Institute
 for Women
 Dakopgre, Tura, Meghalaya.