

PROCEEDINGS OF THE COMMISSIONERATE OF COLLEGIATE EDUCATION  
MANGALAGIR::A.P  
PRESENT:DR NARAYANA BHARAT GUPTA I.A.S

Proc.No:03/CCE.AP/ECA/AC-12/2024-25

Date:07-02-2025

Sub: Collegiate Education- Swarna Andhra-Swachha Andhra-  
Nominate a College Nodal Officer to oversee the Swachha  
Andhra Month-wise Activities -Instruction Issued -Reg

- Ref:1.Meeting conducted by Swachha Andhra Corporation held on  
05-02-2025  
2. Proc.No:01/CCE.AP/ECA/AC-12/2024-25 from O/o CCE date 28-01-  
2025  
3. Proc.No:02/CCE.AP/ECA/AC-12/2024-25 from O/o CCE date 06-02-  
2025

\*\*\*\*\*

As per the reference cited above, the Government of Andhra Pradesh has designated the 3<sup>rd</sup> Saturday of every month as Swachhata Day,establishing it as a cleanliness day for the State. Guidelines have been issued for implementation of Swachha Andhra activities.In this regard,Commissionerate of Collegiate Education(CCE) issued Proceedings vide ref(2) and directed all Government and Private Aided Colleges to implement these activities. Further vide ref(3), 26 Government Degree College Principals have been nominated as District Nodal Officers to oversee the month-wse activities at the district level.

All the Principals of Government & Private Aided Colleges requested to a appoint a College Nodal Officer to ensure the implementation of the proposed monthly themes under Swachha -Andhra initiative .The implementation of activities will be monitored at the District and and State level. So take necessary action in implementation of activities and provide report to the department and Government after every month

Further, Principals are requested to provide the college location details and College Nodal officer details in Google spread Sheet link provided here :

Link: [https://docs.google.com/spreadsheets/d/1fIM6Q3tV3A-HsF\\_alGXuHDtkpYzRJavKkmcla7JWFQ8/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1fIM6Q3tV3A-HsF_alGXuHDtkpYzRJavKkmcla7JWFQ8/edit?usp=sharing)

Implementation Plan with Month wise theme is as follows

Swachha Andhra Pradesh- Implementation plan for Government&Private Aided Degree Colleges:

Month&Theme	Action Points for Colleges:	Outcome
February 2025- "Source-Resource" Prevention of Mixing and waste disposal of 3streams at source as a life	<ul style="list-style-type: none"><li>Implement a 3-bin waste segregation system (wet, dry, and hazardous waste) in classrooms and offices.</li><li>Train housekeeping and staff on proper waste disposal.</li><li>Conduct a workshop on</li></ul>	<ul style="list-style-type: none"><li>Reduction in waste contamination</li><li>Improved waste management at the source</li></ul>



style	<b>composting organic waste</b> within the campus. <ul style="list-style-type: none"> <li>• Display posters and signboards educating students and staff on waste segregation.</li> </ul>	
<b>March - "Avoid SUPs, Promote Reusables"</b> Avoid single-use plastics/products & promote suitable reusables	<ul style="list-style-type: none"> <li>• Implement a <b>ban on single-use plastics (SUPs)</b> inside the campus.</li> <li>• Encourage reusable water bottles, cloth bags, and metal cutlery in canteens.</li> <li>• Partner with vendors to <b>replace plastic packaging</b> with eco-friendly materials.</li> <li>• Conduct awareness campaigns on the harmful effects of SUPs.</li> </ul>	<ul style="list-style-type: none"> <li>• Reduction in plastic waste</li> <li>• Increased use of sustainable alternatives</li> </ul>
<b>April - "E-Check"</b> Keeping electronic waste in check & disposing scientifically	<ul style="list-style-type: none"> <li>• Set up <b>e-waste collection points</b> on campus.</li> <li>• Educate students and staff on <b>safe disposal of electronic waste</b>.</li> <li>• Partner with authorized e-waste recyclers for proper disposal.</li> <li>• Organize a seminar on the impact of e-waste and sustainable technology use.</li> </ul>	<ul style="list-style-type: none"> <li>• Safe e-waste disposal</li> <li>• Increased awareness about e-waste hazards</li> </ul>
<b>May - "Neeru-Meeru"</b> Role of citizens in making AP water positive	<ul style="list-style-type: none"> <li>• Install <b>rainwater harvesting systems</b> where feasible.</li> <li>• Conduct an audit of <b>water usage and wastage</b> in the college.</li> <li>• Repair leaking taps and promote water-saving measures.</li> <li>• Educate students on <b>water conservation practices</b> through lectures and posters.</li> </ul>	<ul style="list-style-type: none"> <li>• Improved water conservation practices</li> <li>• Reduced wastage of water</li> </ul>
<b>June - "Beat the Heat"</b> How to beat harsh summers & high temperatures	<ul style="list-style-type: none"> <li>• Plant <b>shade-giving trees and green cover</b> on campus.</li> <li>• Encourage the use of <b>cool roofs or green roofing</b> where possible.</li> <li>• Ensure proper ventilation and air circulation in classrooms and offices.</li> <li>• Organize a seminar on <b>climate change and heat stress management</b>.</li> </ul>	<ul style="list-style-type: none"> <li>• Better heat resilience among students</li> <li>• Reduction in heat-related health issues</li> </ul>

<p><b>July - "Ending Plastic Pollution"</b> In alignment with World Environment Day (WED 2025)</p>	<ul style="list-style-type: none"> <li>• Strengthen <b>plastic-free campus policies</b>.</li> <li>• Conduct <b>awareness drives on plastic pollution</b> and its impact on health.</li> <li>• Organize student competitions on <b>innovative alternatives to plastic</b>.</li> <li>• Reward departments and individuals who actively reduce plastic usage.</li> </ul>	<ul style="list-style-type: none"> <li>• Reduced plastic waste in campus</li> <li>• Contribution to global sustainability goals</li> </ul>
<p><b>August - "Monsoon Hygiene"</b> Preventing flooding &amp; seasonal communicable diseases</p>	<ul style="list-style-type: none"> <li>• Clean stormwater drains and prevent water stagnation.</li> <li>• Conduct <b>mosquito control measures</b> (anti-larval treatments, fogging).</li> <li>• Educate students and staff on <b>waterborne diseases and preventive measures</b>.</li> <li>• Ensure campus surroundings are free from stagnant water.</li> </ul>	<ul style="list-style-type: none"> <li>• Reduction in seasonal diseases</li> <li>• Improved drainage systems</li> </ul>
<p><b>September - "Green AP"</b> Promote green cover through afforestation</p>	<ul style="list-style-type: none"> <li>• Organize <b>tree plantation drives</b> in and around the college.</li> <li>• Encourage faculty and students to adopt trees for maintenance.</li> <li>• Implement <b>vertical gardens and terrace gardening projects</b>.</li> <li>• Conduct awareness sessions on <b>carbon footprint reduction</b>.</li> </ul>	<ul style="list-style-type: none"> <li>• Increased green cover in and around colleges</li> <li>• Improved air quality</li> </ul>
<p><b>October - "Clean Air"</b> Mitigating air pollution &amp; related health issues</p>	<ul style="list-style-type: none"> <li>• Promote <b>carpooling, cycling, and use of public transport</b> among staff and students.</li> <li>• Conduct a <b>"No Vehicle Day"</b> on campus.</li> <li>• Install air-purifying plants in classrooms and office spaces.</li> <li>• Organize expert talks on <b>air pollution and respiratory health</b>.</li> </ul>	<ul style="list-style-type: none"> <li>• Reduced pollution exposure</li> <li>• Healthier air on campuses</li> </ul>
<p><b>November - "Personal &amp; Community Hygiene"</b> Preventing open defecation &amp; improving</p>	<ul style="list-style-type: none"> <li>• Ensure <b>functional and clean washrooms</b> with handwashing facilities.</li> <li>• Conduct awareness campaigns on <b>personal hygiene</b> and sanitation.</li> </ul>	<ul style="list-style-type: none"> <li>• Better community hygiene</li> <li>• Prevention of infections &amp; diseases</li> </ul>



sanitation	<ul style="list-style-type: none"> <li>• Organize <b>WASH (Water, Sanitation &amp; Hygiene) programs</b> for staff and students.</li> <li>• Install sanitary pad dispensers and incinerators in women's washrooms.</li> </ul>	
December - "Opportunities in Environment" Self-employment & entrepreneurial opportunities in the environment sector	<ul style="list-style-type: none"> <li>• Organize <b>entrepreneurship workshops</b> on waste recycling and green businesses.</li> <li>• Conduct <b>skill development programs</b> for students in environmental sectors.</li> <li>• Invite <b>eco-entrepreneurs and industry experts</b> to share knowledge.</li> <li>• Encourage student startups focused on <b>sustainable solutions</b>.</li> </ul>	<ul style="list-style-type: none"> <li>• Increased interest in environment-based careers</li> <li>• Growth of sustainable businesses</li> </ul>

#### Guidelines to colleges for February month:

#### Micro-Management Points & Monitoring Formats for February (Waste Segregation & Management)

To ensure **effective implementation** of the waste segregation initiative in colleges, the following micro-management points and monitoring formats can be used.

#### Micro-Management Points for Colleges

##### 1. Waste Segregation System Implementation

- Identify **key waste generation points** (canteens, staff rooms, labs, classrooms, offices, hostels).
- Install **color-coded bins** in all identified areas:
  - **Green Bin:** Wet waste (food scraps, garden waste).
  - **Blue Bin:** Dry waste (paper, plastic, metal).
  - **Red Bin:** Hazardous waste (e-waste, medical waste, glass, chemicals).
- ✓ Assign **waste monitoring volunteers** (NSS/NCC/Eco-Club members) for regular checks.
- ✓ Establish **weekly collection schedules** for disposal or composting.

##### 2. Housekeeping & Staff Training on Waste Disposal

- Conduct **orientation sessions** for housekeeping staff and faculty on:
  - Proper waste segregation at source.
  - Handling hazardous waste.
  - Importance of using PPE (gloves, masks) while handling waste.
- ✓ Assign **responsibility zones** to housekeeping staff (hostel, classrooms, canteen, etc.).
- ✓ Conduct **weekly inspections** to ensure adherence to segregation practices.

##### 3. Organic Waste Composting Workshop

- Set up a **composting unit** (bio-composting pit or vermi-composting unit).
- **Demonstrate** composting techniques to students and staff.
- Assign a **responsibility team** (Eco Club/NSS) for managing composting bins.

- Track **daily wet waste** input and monitor decomposition progress.

**4. Awareness & Signage for Students & Staff**

- Install **informative posters** near waste bins explaining proper segregation. groups) for awareness.
- Organize **interactive quizzes and competitions** on waste management.
- Encourage **faculty to discuss waste segregation** in lectures to reinforce awareness.

**Monitoring & Reporting Formats**

**1. Daily Waste Segregation Log (Housekeeping Staff)**

Date	Location	Green Bin (kg)	Blue Bin (kg)	Red Bin (kg)	Issues Noted	Signature
ForEx: 01-Feb	Canteen	3.5 kg	2.0 kg	0.5 kg	Red bin missing	Staff Name
02-Feb	Library	1.0 kg	0.8 kg	0.2 kg	Properly segregated	Staff Name

**2. Training Attendance Sheet (For Staff & Housekeeping)**

Date	Topic Covered	Trainer Name	No. of Participants	Feedback Rating (1-5)	Remarks
For Ex:05-Feb	Waste Segregation	Dr. XYZ	20	4.5	Need more practical sessions
12-Feb	Composting	Mr. ABC	15	4.0	More bins required

**3. Monthly Compliance Checklist (For Administration)**

Criteria	Yes/No	Remarks	Action Required	Deadline	Responsible Person
For Ex:3-bin system installed?	Yes	Bins placed across campus	-	-	Admin Officer
Housekeeping trained?	No	Pending for one shift	Schedule training	10-Feb	Facility Manager
For Ex:Composting started?	Yes	Organic waste collected	Need signage near pits	15-Feb	Eco Club Lead
Posters displayed?	No	Few areas missing	Print more posters	08-Feb	Student Coordinator

**4. Compost Monitoring Sheet**

Date	Wet Waste Added (kg)	Compost Status (Decomposing/Ready)	Any Issues?	Managed By



For Ex:10-Feb	5 kg	Decomposing	No issues	Eco Club
15-Feb	6 kg	Decomposing	Slight odor	Need aeration

**Review & Follow-Up**

- Conduct a **weekly review meeting** with housekeeping, staff, and student representatives.
- Identify **non-compliance areas** and take corrective actions.
- Submit **monthly progress reports** to the college administration.
- Recognize and **reward best-performing departments** to encourage participation.

**Monitoring & Reporting Formats**

**1. Daily Waste Segregation Log (Housekeeping Staff)**

Date	Location	Green Bin (kg)	Blue Bin (kg)	Red Bin (kg)	Issues Noted	Signature
For Ex:01-Feb	Canteen	3.5 kg	2.0 kg	0.5 kg	Red bin missing	Staff Name
02-Feb	Library	1.0 kg	0.8 kg	0.2 kg	Properly segregated	Staff Name

**2. Training Attendance Sheet (For Staff & Housekeeping)**

Date	Topic Covered	Trainer Name	No. of Participants	Feedback Rating (1-5)	Remarks
For ex:05-Feb	Waste Segregation	Dr. XYZ	20	4.5	Need more practical sessions
12-Feb	Composting	Mr. ABC	15	4.0	More bins required

**3. Monthly Compliance Checklist (For Administration)**

Criteria	Yes/No	Remarks	Action Required	Deadline	Responsible Person
For Ex:3-bin system installed?	Yes	Bins placed across campus	-	-	Admin Officer
Housekeeping trained?	No	Pending for one shift	Schedule training	10-Feb	Facility Manager
Composting started?	Yes	Organic waste collected	Need signage near pits	15-Feb	Eco Club Lead
Posters displayed?	No	Few areas missing	Print more posters	08-Feb	Student Coordinator

**4. Compost Monitoring Sheet**

Date	Wet Waste Added (kg)	Compost Status (Decomposing/Ready)	Any Issues?	Managed By
For Ex:10-Feb	5 kg	Decomposing	No issues	Eco Club
15-Feb	6 kg	Decomposing	Slight odor	Need aeration

#### Review & Follow-Up

- Conduct a **weekly review meeting** with housekeeping, staff, and student representatives.
- Identify **non-compliance areas** and take corrective actions.
- Submit **monthly progress reports** to the college administration.
- Recognize and **reward best-performing departments** to encourage participation.

Principals are requested to follow the February Month Guidelines execute the activities, prepare a detailed report along with photos and the required formats as specified above and submit the report to the District Nodal officer as well as to the CCE at cce.eca12@gmail.com

**Sd/-Dr Narayana Bhart Gupta I.A.S**  
**Director of Collegiate Education**

**To**

The Regional Joint Directors of Guntur, Rajahmundry and Kadapa for Information

The Principals of Government and Private Aided Degree Colleges in QA.P

**//Attested//**

  
**Dr C. Krishna** 7/2/25  
**Joint Director**