

EVALUATION CRITERIA

Please note that this document is for reference for filling the online self- assessment. The online form will ask the following questions and require photo uploads. Please be sure to have all the answers and photographs ready before filling the online application.

DO NOT send a hard copy of the form to any MCGM ward office. Only self-assessment forms duly filled and submitted online at the link mentioned below will be considered for evaluation.

Any self- assessment forms submitted in other forms will not be considered for evaluation.

Find the survey - <https://www.unitedwaymumbai.org/mcgmsurvekshan>

Step 1.

Participants of the respective categories, qualifying as per the criteria mentioned hereinabove are invited to submit a self-nomination for the ranking exercise. For this, they must fill up the separate online forms available for each of the categories on this website, along with suitable supporting documents as mentioned in the form, in relevant places. **(Last date for online form submission)**

Note: Applications with incomplete information will be rejected without intimation to the participant. Also, any false information and claim made in the application form will lead to disqualification.

Note: The self-nomination forms for some of the categories are long and require the upload of relevant supporting documents / photographs to substantiate the filled responses Therefore, we recommend that the participants first download and print the PDF form **(The form is available on the next page of this document)**, fill it up by hand, while gathering all the relevant supporting documents/ photographs. Once ready with complete information, the participants are recommended to return to this webpage and fill in the relevant online application form, to submit their self-nomination.

Step 2.

The applications will be shortlisted based on the scores earned through the self-nomination. These shortlisted nominations will be further assessed by a team of field investigators appointed by United Way Mumbai. The shortlisted participants may be intimated by the United Way Mumbai team on the day of the assessment itself.

Step 3.

The MCGM will announce the final rankings based on the on-field evaluation and validation of the self-nominations. The rewards for the category is as given below;

Swachh Municipal School Rs.50,000/- cash and a certificate of appreciation

Swachh Private School

Rs.50,000/- cash and a certificate of appreciation

1. Name of School :			
2. Complete postal Address: Name of the building: Complete address: Street name: locality/area: Landmark: Pin code:			
3. Name of Municipal Ward:			
4. Type of School	Municipal School	Government Aided Private School	Un-Aided Private School
5. Name of School Principal:		6. Contact Number:	
7. Name and Designation of the applicant :		Name: _____ Designation: _____ _____ Contact Number: _____	
8. What is the total strength of children in the school	Less than 1000	Between 1001 to 3000	3001 and above
9. School building	Single storey building	Multi storey building (upto 7 floors)	Multi storey building (more than 7 floors)
INFRASTRUCTURE AND MAINTENANCE			
10	Boundary wall surrounding the school		

10a	Is there a boundary wall surrounding the residential complex	Yes	No			
10b	Is the boundary wall painted inside and outside?	Yes	No	Painted only one of the sides		
10c	Condition of the compound wall	Good condition	Partly broken	Dilapidated condition		
11	Entrance & Exit gate					
11a	The entrance and exit gate is made up of	Metal grill with a door		Metal grill along with sliding	Cement entrance with a gate	Just a cement structure and no gate
	Condition of the entrance/ exit gate	Good condition		Broken gate		
11b	The entrance and exit gate is cleaned	Once everyday	Once a week	Sometimes. (Frequency not fixed)		Never
12	Corridors in the school					
12a	Corridors are cleaned (swept and mopped)	Once in a day	Once a week	Sometimes. (Frequency not fixed)	never cleaned	
12b	Are there murals / wall painting/ posters/ charts on cleanliness put up on the walls of corridors?			Yes	No	
12d	Condition of the paint and the plaster of the corridor walls	Well painted and plastered	Paint worn off but has good plaster	Paint worn off and plaster damaged		
12e	Please upload the photos of the corridor, if there are more than one corridor, please share multiple photographs and name them clearly.					
13	Staircase and Lift at the school (This question should not appear if answer to Q.					
13b	Stairs are cleaned (swept and mopped)	Once a day	weekly	No fixed frequency	Not cleaned at all	
13c	Condition of the staircase			Very good condition		Damaged Condition

13e	Is there a lift in your school?	Yes			No	
13f	How often is the lift cleaned (swept and mopped)	Daily	Weekly	Sometimes (No fixed frequency)		Not cleaned at all
14	Playground/ garden/ lawn area					
14a	Is there a playground within the school premise?	Yes	No			
14b	Playground/ Garden/ Lawn is cleaned (swept)	Daily	Weekly	Less than weekly		
15	Cleaning equipment					
15a	Do you have adequate cleaning equipment?			Yes	No	
15b	Tick on the cleaning tools which is available with the school 1. Broom 2. Dustpan 3. Bucket 4. Floor Mop with handle 5. Floor Scrubbers 6. Disinfectants 7. Glass Cleaner 8. Furniture Cleaner 9. Rubber Gloves 10. Toilet Brush 11. Others, please specify _____					
16	Cleanliness of the classrooms					
16a	Classrooms are cleaned (swept)	Daily	Alternate Days	Weekly	Sometimes (no fixed frequency)	
16b	Do you have dedicated housekeeping staff for cleaning the school premise	Yes	No			
17	Canteen facility within the school premise?					
17a	Is there a canteen facility within the school premise?			Yes	No	
17b	How frequently is the Canteen cleaned (swept and mopped)			Multiple times a day		Once Everyday

17c	Do you train the canteen staff in personal hygiene & waste management?		Yes	No
17d	Are there separate (labelled) dustbins for food waste and other d=waste?	Yes separate bins are available	No. Only common bins are available	No dustbins in or near the canteen
18	Waste Management			
18a	Are there dustbins kept in each class?		Yes	No
	Are there separate (colour coded or labelled) dustbins in the classrooms for dry and wet waste?		Yes	No
18b	Waste is collected from the classroom	Everyday	Alternate days	Once a week
18c	Are children taught about waste segregation and management (about dry waste and wet waste)?		Yes	No
19	Composting Wet Waste			
19b	Composting wet waste	The School have the composting facility within the school premise	The School outsources wet waste for composting	The School does not have mechanism and place for composting
19a	The School has the equipment and place for carrying out composting	Yes	No	
19c	Students engaged in cleanliness drives within in school	Yes		No
19d	Are there any special efforts for recycling the dry waste?	Yes		No
20	Toilet facility			
	Number of toilets seats available			
	Number of standalone urinals available			
20a	Is their common toilet facility for helping/ maintenance/ non-teaching/ visitors staff		Yes	No
20b	Is there a separate toilet facility for male and female staff, and for persons with disability		Yes	No
	Are toilets child friendly?		Yes	No

21	Is there availability of the following in toilets for the teachers, non-teaching staff and the students– Please tick		21a. bucket	21b. A mug		21c. Soap/ liquid soap		21d. Tap water	
			Yes	No	Yes	No	Yes	No	Yes
21e	Toilets for children are cleaned	Once everyday	Twice a day (morning and afternoon)		Thrice a day (Morning, afternoon and evening)				
21f	Toilet facilities available for students	Separate facilities available for girls and boys, with at least one disabled friendly facility	Separate facilities available for boys and girls, without any disabled friendly facility						
22	Hand washing facility:								
22a	Is there a separate hand washing station for the children? (other than facility in the toilets)	Yes	No						
22b	Is there running water supply available?	Yes	No.						
22c	Is there soap/ liquid soap available?	Yes	No						
22	Drinking Water facility								
22a	Do you have a drinking water facility with filtration?	Yes	No						
22b	How many water coolers/water filters/taps do you have?								
22c	How often cleaning of the water tank is carried out?	Once in a month	Once in a quarter	Once in 6 months	Once in a year				
	Does the school have Annual Maintenance Contract signed up for these filters?	Yes	No						

Photos

Upload photos of entrance and exit gate