

HOUSE KEEPING COMMITTEE

The House keeping committee is formed to work for the benefit and welfare of the general staff, students and the institute.

Objectives:

- ❖ To ensure a clean institute overall.
- ❖ To ensure a good environment to conduct classes and exams.
- ❖ To ensure clean toilet and sanitation conditions.
- ❖ To mentor and orientate housekeeping and janitors.
- ❖ To provide tea and coffee for the housekeeping and janitors during working hours.

Procedure:

- ❖ The staffs are encouraged to give suggestions to improve the overall cleanliness of the institute.
- ❖ The management provides guidelines of how the institute must be maintained.
- ❖ The management provides the purchase mechanism of cleaning products and duration for cleaning.
- ❖ The management must frame audits and checklists.

Responsibilities:

- ❖ Ensure favorable clean working environment for members of staff and students.
- ❖ Arrange for regular meetings regarding cleanliness to all housekeeping staff.
- ❖ Mentor and orientate housekeeping staff.
- ❖ Audits are done properly every week.
- ❖ Provide sanitary and cleaning products replacements for toilets without fail.

Frequency of Meetings:

Once every Semester

Committee membership details:

Committee Role	Designation
Chairperson	Director
Convener	Director / Professor / Associate Professor (Academics/Administration)
Members	2 Assistant Professors 1 Non-teaching clerical staff

Committee Members:

Name	Designation	Role
Dr. D.Nisar Ahmed	Director	Chairperson
Dr. Major. Zahid Hussain	Additional Director (Admin)	Convener
Mrs. Saipriya.B	Assistant Professor	Member
Mr. M.S.Siranjeevi	Assistant Professor	Member
Mr. Abdul samad	Senior Accountant	Member