



## **Cleanliness & Hygiene Committee**

### **1. Description of the Committee:**

The Cleanliness & Hygiene Committee is dedicated to fostering a healthy and hygienic environment within our institution.

Comprised of dedicated faculty, staff, and student representatives, our committee oversees the implementation of rigorous cleanliness protocols across campus facilities.

We strive to uphold the highest standards of sanitation to ensure the well-being of all individuals within our community.

Through regular inspections, educational initiatives, and proactive measures, we aim to cultivate a culture of cleanliness that enhances the overall learning and working experience for everyone at our b-school.

### **2. Purpose of the Committee:**

The purpose of the Cleanliness & Hygiene Committee is to promote and maintain a pristine and sanitary environment throughout our institution.

By establishing comprehensive cleanliness protocols and hygiene standards, the committee aims to safeguard the health and well-being of students, faculty, and staff.

Through proactive measures such as regular inspections, educational campaigns, and collaborative initiatives, we strive to create a campus environment that is conducive to learning, productivity, and overall wellness.

Our goal is to cultivate a culture of cleanliness and hygiene that enhances the quality of life for all members of our b-school community.

### **3. Objectives of the Committee:**

- a) Develop and implement comprehensive cleanliness protocols and hygiene standards across campus facilities.
- b) Conduct regular inspections to ensure compliance with cleanliness guidelines and identify areas for improvement.



- c) Organize educational campaigns and training sessions to promote awareness of hygiene practices among students, faculty, and staff.
- d) Collaborate with relevant departments to address sanitation issues and implement corrective measures as needed.
- e) Evaluate and recommend the adoption of new technologies or strategies to enhance cleanliness and hygiene on campus.
- f) Serve as a resource for individuals seeking information or assistance related to cleanliness and hygiene matters.
- g) Monitor feedback from the b-school community and continually assess the effectiveness of cleanliness initiatives.
- h) Foster a culture of responsibility and accountability for maintaining a clean and hygienic environment among all members of the institution.

**4. Committee Members/ Composition:**

S. No.	Name of Faculty	Designation	Committee Designation
1	Dr.Farhathullah Khan	Director	ChairPerson
2	MOHAMED ARSHADH	HEAD – HUMAN RESOURCES & ADMINISTRATION	Faculty Representative
3	FAIZ AHAMED	SR. ASSISTANT (ADMINISTRATION)	Staff Representative
4	Ms.Khadeeja		Student Representative

**5. Roles and Responsibilities of Members:**

Chairperson:

- Provide leadership and direction to the committee.
- Coordinate meetings and set agendas.
- Serve as the primary point of contact for communication with relevant stakeholders.

Faculty Representatives:

- Actively participate in committee meetings and discussions.
- Contribute expertise and insights from their respective academic disciplines.



- Assist in developing educational materials and initiatives related to cleanliness and hygiene.

**Staff Representatives:**

- Collaborate with faculty and students to implement cleanliness protocols.
- Conduct regular inspections of campus facilities and report findings to the committee.
- Assist in the coordination of cleanliness training sessions and awareness campaigns.

**Student Representatives:**

- Represent the student body and voice their concerns and suggestions regarding cleanliness and hygiene.
- Participate in committee activities, including inspections and educational initiatives.
- Serve as ambassadors for promoting cleanliness and hygiene awareness among fellow students.

**Administrative Support:**

- Provide administrative assistance to the committee, including scheduling meetings and maintaining records.
- Assist in the dissemination of information and communication with the broader campus community.
- Coordinate logistical support for committee activities and initiatives.

**All Members:**

- Adhere to the highest standards of cleanliness and hygiene in their own conduct.
- Actively engage in committee discussions and decision-making processes.
- Collaborate effectively with other committee members and stakeholders to achieve the committee's objectives.

**6. Frequency of Meetings:**

**7. Procedure:**

**Records on Housekeeping Support Staff & Outsourced Janitors:**

**1. Identification of Staff:**

- Gather information on all housekeeping support staff and outsourced janitors working on campus.



2. **Documentation:**
  - Create comprehensive records for each staff member, including personal details, employment status, and assigned areas.
3. **Training Records:**
  - Maintain records of training sessions attended by staff members, focusing on cleanliness protocols and hygiene standards.
4. **Performance Evaluation:**
  - Conduct regular performance evaluations to assess the effectiveness and efficiency of housekeeping staff.
5. **Feedback Mechanism:**
  - Establish a feedback mechanism for reporting any issues or concerns regarding the performance of housekeeping staff.
6. **Continuous Improvement:**
  - Use feedback and performance evaluation data to identify areas for improvement and implement corrective measures.

**A[Start] --> B{Identification of Staff};**

**B --> |Yes| C[Documentation];**

**B --> |No| A;**

**C --> D{Training Records};**

**D --> |Yes| E[Performance Evaluation];**

**D --> |No| C;**

**E --> F{Feedback Mechanism};**

**F --> |Yes| G[Continuous Improvement];**

**F --> |No| E;**

**G --> H[End];**

### **Maintenance of Disabled-Friendly Restrooms:**

1. **Accessibility Assessment:**
  - Conduct an assessment of existing restroom facilities to identify areas for improvement in accessibility for individuals with disabilities.
2. **Modifications and Upgrades:**
  - Implement necessary modifications and upgrades to ensure that restrooms comply with disability access regulations.
3. **Installation of Accessibility Features:**



- Install features such as grab bars, accessible sinks, and wheelchair-accessible stalls to enhance accessibility.
- 4. **Regular Inspections:**
  - Conduct regular inspections of disabled-friendly restrooms to ensure that accessibility features are in good working condition.
- 5. **Feedback Mechanism:**
  - Establish a feedback mechanism for users to report any issues or concerns regarding the accessibility of restrooms.
- 6. **Prompt Resolution of Issues:**
  - Address reported issues promptly and implement corrective measures to maintain the accessibility of restrooms.

**A[Start] --> B{Accessibility Assessment};**

**B --> |Yes| C[Modifications and Upgrades];**

**B --> |No| A;**

**C --> D{Installation of Accessibility Features};**

**D --> E[Regular Inspections];**

**E --> F{Feedback Mechanism};**

**F --> |Yes| G[Prompt Resolution of Issues];**

**F --> |No| E;**

**G -->**

**H[End];**