

**Smt. Binzani Mahila Mahavidyalaya, Nagpur**  
**Guidelines of Monitoring Cleanliness in the Institution**

It has been observed that quality standards of Cleanliness and Hygiene in the college campus need to be raised. Regular Cleaning and Maintenance of the Classrooms&Laboratories, Principal's Office, Vice Principal Room, IQAC Room, Staffroom, Library, Canteen and surrounding campus is utmost priority of IQAC. Hence, IQAC suggests following guidelines for ensuring hygiene and cleanliness and timely monitoring of the same-

1. Cleanliness and maintenance of hygiene of the college campus is the responsibility of class 4 employees and support staff.
2. Head of the institution will distribute this responsibility among the Class 4 employees and support staff the college.
3. Superintendent /Office in-charge will set a cleanliness system and schedule. It will be mandatory for concerned person to follow it. He/she will report to Superintendent /Office in-charge weekly.
4. Superintendent /Office in-charge will keep a record of cleanliness activities.
5. If Superintendent /Office in-charge finds that the assigned work is not done for more than a week, he/she will bring this to Principal's Notice.
6. Principal shall look into the matter and shall take necessary action to ensure the system working properly.
7. Teachers can be asked to report if cleanliness issue they observed, if any.
8. It will be Principal's discretion to modify or change the task and schedule assigned to any of the Class 4 employees and support staff.

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