

Implementation of 5S Model from Corporate to Educational Institutions

Dr. J. Ashokkumar

Assistant Professor, Department of Management, School of Commerce and Business Management, Central university of Tamil Nadu, Thiruvavur - 610005, Tamilnadu, India

Abstract: *It is focused on the better management of college employees and its facilities through the process of 5's a Japanese technology used in housekeeping index in improving the productivity of the institute. 5S is an approach for workplace organizations it drives workplace efficiency and productivity improvement; it not only helps to identify wastes in the workplace but also creates an environment wherein teams get involved in improvements. The paper explains the importance of a well - organized work place in an educational institute and benefits of 5s that is implemented. This paper also helps in creating a clean and systematic work process in the institute.*

Keywords: Environment, Productivity, Resource Utilization, Workplace Efficiency

1. Introduction

It will help in knowing the process which could help in implementing 5 - S and improve the work place and enhance better environment. This paper will help to know and identify the wastes and also would provide the methods for removing and limit the wastes in the institute which will also help in more systematic work procedures in the college. This 5 - S makes all the members in the college to work towards its principle starting from the dean to even to the cleaning person and also makes the students follow certain rules which help in keeping the place in a well - organized way.

1.1 Overview of 5s Model

It is a set of techniques providing a standard approach to housekeeping within Lean. It is often promoted as being far more than simply housekeeping. The best part of 5S is that it can be adopted by everyone in the educational institute. There are no burdens of complicated tools or difficult data analysis. 5S is a set of practices that needs to be practiced every day until it becomes a habit for every individual in the institute. Whether it is Dean or a cleaner or even the students should practice 5S. 5S is a process of creating and maintaining a safe, well organized and clean environment. Promoting 5S doesn't mean just picking up the waste and throwing it though identifying the wastes is one of its major aspects but the major emphasis is on being organized, and maintaining a designated place for each thing and also implementing the thing that when the things are taken from their respective places they are kept back in the same place from where it was been picked

1.2 5S Models

SEIRI - SORT: Seiri is sorting through the contents of the college environment and removing unnecessary items. SEIRI helps in maintaining a clean place and also helps in improving the productivity. It helps to maintain the clean workplace and improves the efficiency of searching and receiving things, shortens the time of running the operation

SEITON - set in order: "One place for everything and everything in its place" becomes the way of thinking for every member when the second stage of 5 - s implemented. The main aim for this stage is that it helps the people to know the correct place to find the thing for which he/she is searching around. In some cases it is convenient to use different color codes for keeping different things like files, pens, stapler, keyboard, mouse etc.

SEISO - Shine: We know that cleanliness is next to God, this step indicates to keep the place i. e.: the institute clean and neat. Regular cleaning in a proper way helps to identify and eliminate the wastes. During cleaning the cleaning of the computers, floors, toilets, canteen, the store places etc.

This S helps in removing the problems like:

- 1) Defects are less obvious in stuffed cupboards.
- 2) Cabinets do not receive sufficient checkup maintenance and tend to Damage easily.
- 3) Filthy work environments can lower morale and also doesn't give a good environment for studies.
- 4) Ineffective cleanliness leads to some kind of diseases.

SEIKETSU - Standardize: Seiketsu involves in creating visual controls and guidelines for keeping the institute in an organized and orderly place and also keep it clean. In this step very high standard of Housekeeping is been followed. Seiketsu helps to return back and work in a standard order or way. In the institute the human nature being so variable, there is always a chance that the members in the college divert from the practices and go back to their original way of working. Seiketsuis used to prevent all the members of the institute from diverting. Basically this technique is to keep revising the whole process on a regular basis. Standardizing refers to standardized work practices. It refers to not only standardized cleanliness but this also means operating the practices in a consistent and standardized fashion. Everyone knows exactly what his or her responsibilities

SHITSUKE - SUSTAIN: The final stage is that of being discipline. To retain the initial use of S it is needed to sustain and be self - discipline. The way in which management achieves this establishment of ongoing commitment within

the workforce depends, on the culture and discipline they follow from starting. This step increases the consciousness of staff and decreases the number of waste goods and processes; it brings in improvements in the internal communication and also helps in improving the human relations. The regular inspection can be done using check sheets on the basis of which radar graph of %s can be drawn and the estimation of the amount of improvement in the institute can be known, which can be executed by a selected team in every month to have a regular check on the process.

Implementation of 5S Model in College

The implementation process of 5 - S in the college will undergo certain steps that are to be followed very strictly.

The steps that are to be followed for the implementation of 5's are:

- 1) All members in the college must undergo 5 S Housekeeping training
- 2) A vision statement has to be evolved and it should be started with all employees
- 3) Divide the college into convenient zones
- 4) Divide each zone in to certain convenient sub - zones
- 5) Decide on date (s) for launching 5 S in each zone, sub - zone
- 6) Take pledge for the implementation and sustaining the practices
- 7) Apply 5 S phases one by one
- 8) Form internal audit teams
- 9) Carry out audit checks time to time.

Zone Partition on Floor Basis

These zones can be further divided into certain subzones like:

- 1) Admissions and Operations
- 2) Office and Staff room
- 3) Reception
- 4) Library
- 5) Director's office
- 6) Dean's office
- 7) Class rooms
- 8) Drinking water filter
- 9) Hand washing Place
- 10) Store for unused items
- 11) Staff toilet
- 12) Student toilet

After diving the whole institute into various zones and sub - zones it's important to decide upon the date on which 5S will be implemented in a particular zone or in a particular subzone.

Initial Stages in Implementation of All 5S

SEIRI - sorting: SEIRI is concerned with sorting the items and finding out the necessary and unnecessary items. This phase is mainly to identify the wastes in each zone's and their subzones and to eliminate them. This would reduce the space utilization in the college and also will create more clean and neat environment.

The implementing of this phase has to undergo the following steps:

- 1) Look at all the parts of the college at each and every subzone and identify the items which are not needed and are not necessary.
- 2) Develop a criteria and a particular way of disposing the products.
- 3) Take photographs wherever it is necessary for checking purpose.
- 4) The items are kept by tagging them with different colors.
- 5) This visual display gives the advantage of finding out the unnecessary items easily

SEITON - set in order: SEITON is concerned with keeping the necessary items in correct place so that they can be easily accessed. In this phase every necessary items are kept in a good order and focus on more effective and efficient way of using the storage space. For implementing this phase college needs to undergo the following steps:

- 1) To make sure that all unnecessary things are eliminated from the college.
- 2) As per the requirement the items are kept according to their frequency of usage.
- 3) Inform everyone in the college about the items so that anyone can find it easily.
- 4) The clear list of items and their locations are listed down and kept in lockers and cabinets.
- 5) Each drawers, lockers, cabinets should be labeled properly with the name of the thing kept in it.
- 6) Use labels, color codes to identify the location of the items and use index for indicating the place for files, records and drawings.
- 7) Different lines of different colors give different indications.
- 8) Take photographs "after" to have an analysis of the improvement.
- 9) Complete evaluation can be made by appointing a person in the college who has knowledge regarding this field

SEISO - shine: SEISO is concerned with keeping everything clean and cleaning everything in the college in daily basis and using this to inspect the defects in equipments. This step deals with not only cleaning the toilets, floors, classrooms, seminar hall, libraries, basement and other places but it is also concerned with cleaning the equipments that are been daily used in the college like the

- 1) Computers,
- 2) Lift,
- 3) Fans,
- 4) Lights,
- 5) AC's

This equipment can perform in the best possible way for a long time without getting breakthroughs.

SEIKETSU - Standardize: Seiketsu is concerned with creating visual controls and guidelines for keeping the college in a good organized way. The first three steps of 5S are executed by giving orders to others or by assigning others, but seiketsu enhances these behaviors naturally into every one and makes those as their standard behavior. This phase is mainly implemented to see that the above 3S's are implemented in a proper way and in daily basis.

The steps involved in implementing this phase are

- 1) To decide who is responsible for which particular activity with regard to maintaining the above 3S.
- 2) To prevent the members from returning back to their old practices and implementing those duties into regular day to day activities.
- 3) Check periodically how the 3S are well maintained.

SHITSUKE - Sustain: Shitsuke is concerned with giving training to develop the discipline among all the members of the institute that everyone follows the 5S standards, and it becomes as a part of their life.

Implementing sustains needs to create:

- **Awareness:** create awareness about the 5 pillars to every member in the institute.
- **Time:** Provide enough time to the members to adopt and implement the 5S.
- **Structure:** Structure for implementation of 5s activities
- **Support:** Support the efforts of everyone in terms of Satisfaction and Excitement.

This phase to check that the implemented 5S are been followed on daily basis and becomes a part of the daily activity of every member in the institute starting from the director to the students and even the cleaning staff.

2. Suggestions based on 5s in Different Subzones

Class Rooms

- 1) The whole class room can be divided into 2 rows and these rows are marked using yellow color, so that the tables don't move out of the marked line.
- 2) Each chair is kept inside a yellow color marked box. This marking and arrangement of tables and chairs in a line is done so that they are kept in a well - organized way and the class
- 3) Rooms look neat and clean
- 4) Every room must have a special place for keeping the CPU, KEYBOARD, MOUSE and files, all these can be differentiated by marking places for each of them and labeling them properly.
- 5) Each class rooms must have a dustbin so that students and even faculty can throw the unwanted things in the dustbin which will also have a visual display labeled as trash.
- 6) A box must be made near the board with a lock where the markers and dusters and other required items can be kept and the key of the lock can be given to the class CR's.
- 7) The cleaning of the class rooms have to be done at the end of each day and it should be cleaned as per the check list which has to be checked by someone who holds responsible for class rooms

Floors

- 1) The floors or the pavements or the pathway that connects the classrooms, offices and also the stairs which connects the different floors are very important part as a clean and neat pavement gives a very good image to the college.

- 2) Regular cleaning of these spaces should be done to keep it clean and it should be entered in the check list
- 3) The work done must be looked upon by someone to keep the process without any disorder.
- 4) The waste items on the floors must be properly disposed.

Store Room:

- 1) The store room plays very important role as all the items which are unwanted are been kept in that room.
- 2) The items are to be kept with red tag, which shows the less importance of the items.
- 3) The items must be kept in an organized way.
- 4) The items in the store which have not been used for more than 2 - 3 months should be disposed

Rest Room:

- 1) Every floor of our college has a toilet. Cleanliness of the toilets are very important for maintaining a good educational environment and it also gives a good image to the college.
- 2) The toilets must be cleaned regularly that must be cleaned at least thrice in a day and should be done based on the check list and this should be checked by someone regularly.
- 3) The floors or the pavements or the pathway that connects the classrooms, offices and also the stairs which connects the different floors are very important part as a clean and neat pavement gives a very good image to the college.
- 4) Regular cleaning of these spaces should be done to keep it clean and it should be entered in the check list.

Waste Throwing Place:

- 1) The place where the used plates are kept turns very untidy after the lunch and breakfast. College must implement some techniques like:
- 2) If the food given to every student and the staff members are given on plates with a plastic cover, then they can throw the plastic covers in the dustbin allotted for the waste covers and keep the plates in the plastic trays with rows, which would help to keep the place neat and also to keep the used plates in an organized way.

Drinking Water Place:

- 1) In the basement the place where the water filter is been kept along with the glasses has to be improved and worked upon.
- 2) Special marks must be made with different colors to keep the used glasses and unused glasses within the marked place only.
- 3) Keep the water filter in the particular place.
- 4) The marked places must be labeled properly to know the correct thing.
- 5) Visual display for the drinking water must be there.
- 6) There has to be regular cleaning of the place and the glasses to keep it hygienic.
- 7) Regular checkup of the water must be done and should be monitored by someone on a regular basis

Library

- 1) The racks must be labeled properly to give a clear understanding of the particular subject books kept there.
- 2) The news papers table must have specific labels for the particular newspaper.
- 3) The magazines should be kept in their respective places as per the labels.
- 4) The old news papers must be disposed periodically and needs to be kept it in order.

Seminar Hall:

- 1) The seminar hall is the one where all important placements and other presentations take place.
- 2) It needs to improved upon and worked upon.
- 3) The chairs for the delegates and even the chairs for the students must be kept in their place in a proper way.
- 4) The CPU, keyboard, Mouse, Mike all needs to be kept in their respective places with marking them correctly.
- 5) Seminar hall must be cleaned at regular intervals to keep it neat and clean.
- 6) Regular monitoring should be done using check sheets for the cleaning work done in the seminar hall by a responsible person.
- 7) The AC coolers must be kept in a maintained way.

Equipments

- 1) The various equipments used in the college are like the lights, fans, AC's, computers, projectors, lifts etc.
- 2) Proper time to time maintenance must be done for all the equipments for keeping them in good functioning process.
- 3) Not only the outer surface of the equipments should be cleaned but even the inside portion of every individual equipment must be cleaned from time to time.
- 4) The old outdated equipment must be disposed off and must be replaced by new equipments to have good performance from them

Office & Staff Rooms

- 1) The office rooms like Dean's office, Director's office, Account's Office, reception and other are to be kept in a well organized manner so that they look neat and clean and also the staff members can find the required items easily without searching much for them.
- 2) Every office and staffroom must have a dustbin of its own and should have a visual display properly labeled.
- 3) Keep the desks neat and in organized way by keeping the correct thing in its correct place by labeling the desk with names of items where which thing has to be kept.
- 4) The drawers and the cabinets should be labeled properly to make it easy for the members to find the items, the items should be kept in the drawers and cabinets in a manner such that the more frequently used should be kept near the hand while the others can be kept a bit inside.
- 5) Regular cleaning of the drawers and the cabinets must be done.
- 6) Leaning of the office rooms must be done based on a check list which must be monitored by someone who will be responsible for cleaning of the staff rooms.

Dinning

- 1) The dining place is the one where students and teachers and other staff members have their lunch and breakfast. This place is taken very less care and remains very untidy.
- 2) To improve this place college management needs to ensure that:
 - The tables and chairs are to be kept in a organized way by marking lines within which the tables and chairs should be kept, in such a way that the chairs and tables don't come in the path of moving.
 - Keeping the place neat and clean and not throwing the wastes in the tables.
 - Visual display should be at every necessary point to make it clear for every one about the different places of canteen, food, plates, hand wash etc

3. Conclusion

Thus, from looking at the benefits of implementing 5S in the college, the institute must look towards implementing 5S in the college for having a organized and proper place for education. This would also improve the working of each individual as the implementation will make their work easier and it will become easy for them to locate the items they require at the correct time. The implementation of 5S in the college will improve its effectiveness and also give a create image in the eyes of the parents, upcoming students and also recruiters

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