

# Implementation of 5S in College(Shree Mahavir Education Society's Institute of Technology Polytechnic)

Chirag Kishor Kolambe<sup>1</sup>, Prof. Sambhaji Vyankatrao Sagare<sup>2</sup>, Dr. Priyanka Zawar<sup>3</sup>

<sup>1</sup>Student, Department of Mechanical Engineering, Matoshri College of Engineering; Research Centre, Nashik,

<sup>2</sup>Principal, Guide, Shree Mahavir Education Society's Institute of Technology Polytechnic, Nashik

<sup>3</sup>Dean, Guide, Shree Mahavir Education Society's Institute of Technology, Nashik

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**Abstract** - This paper is made on the implementation of 5s in college to improve efficiency and make a continuous improvement in our society and our surroundings. In this paper we share our idea which we have used to carry out the 5s in college which can help you. The 5S is implemented in Shree Mahavir Education Society's Institute of Technology Polytechnic. It has to be observed that it has a greater change in college for staff and students such as efficiency, safety, security, quality, improvement of the machines. 5S Method is analyzed in the workplace and established the 5s sustaining cleaned and well-organized to all thing which is there in college. And other departments of the college are divided into many steps to keep up continuous improvement in college. The process is implemented in every small as well as big organization to keep up the discipline

5	S5	SHINSUKE	SUSTAIN
6	S6		SAFETY (Extra added)

Table:1

**Key Words:** 5s method, college, quality

## 1. INTRODUCTION

5S this method was invented in Japan by Toyota in 1970 by Hiroyuki Hirano. To implant the 5S in any organization we have to study JUST IN TIME and Lean manufacturing to make a plan of the work process. 5s method is connected to "Kaizen" because it means "change for the better". 5s technique is used to achieve the cleanest and standardization of company The benefit of 5S looks good in the company and it gets systematically environment in theAn organization which to lead to productivity, quality, health, and safety in the organization In 5S there five-timeS but now a day we are also using 6S in an organization let see information about this S



Fig 1:5S method

SR NO	5S	JAPAN WORD	ENGLISH WORDS
1	S1	SEIRI	SORT
2	S2	SEITON	SET IN ORDER
3	S3	SEISO	SHINE
4	S4	SEIKETSU	STANDARDIZE

### 1.1 SEIRI(SORT)

In this method, the thing is to sort down. In method all things are plain are sorted down, which help are and to define the product

### 1.2 SEITON (SET IN ORDER)

In this method, all things are set in order in this method all things have given fix position

### 1.3 SEISO(SHINE)

In this method, all things are clean and dust-free

### 1.4 SEIKETSU (STANDARDIZE)

In this method, all the thing get some standardized and make some rule

### 1.5 SHINSUKE (SUSTAIN)

In this method 5S be maintain there, some team and rule are created

### 1.6 SAFETY

In this method safety given the most important

### 2. Organization Introduction

Mahavir Polytechnic was established within the year 1999. It started with the aim to supply high-quality engineering education for the scholar to become productive citizens who continuously contribute to a worldwide and rapid industrial revolution.

### 3. Problem Statement

There were many problems before applying for 5s in college

1. Improve the storage capacity of raw material
2. Waste of time due to lots of student documents
3. Low productivity due to the environment of the floor
4. Present unwanted material
5. No well define a place for the instrument
6. Dusty workplace

### 4. METHODOLOGY

Before applying the 5s method we have trained the staff and make an awareness of 5s tell them the importance of this process

sr no	Department	Lab	Classroom
1	Mechanical Engineering	7	3
2	Electrical Engineering	7	3
3	Computer Engineering	7	3
4	Electronics and Communication Engineering	7	3
5	Civil engineering	7	3

Table: 2 Table college department

### 4.1 S1 SEIRI(SORT)

When first S applies than in college, we focus on the items and workplaces in colleges as shown in the table: 2 for more planning, we have to create a department map which tells everything about the lab and classroom It helps to focus and plan a stage

1. The need for Per department
2. How much funds we need
3. What time it needed

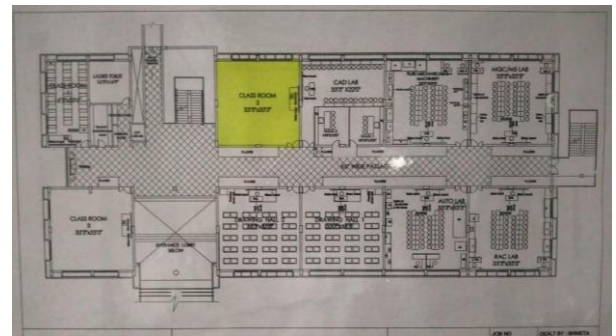


Fig -2: Map of the department

Before implementation, we have made 2 types of tag

1. Needed TAG
2. Un need TAG

Need Tag: This tag is us to identify the needed material which we will go to use in the present months this is in green are created

Un needs Tag: This tag is used to un need things that are in the workplace. This tag is divided into 2 parts

Yellow tag: This tag is given to thing which we will need after some time

Red tag: This tag is given to things which are unwanted to college or department

NEEDED MATERIAL		OUT OF SERVICE		UNWANTED	
NAME	CHECK	NAME	CHECK	NAME	CHECK
FILE NAME		FILE NAME		FILE NAME	
SECTION		SECTION		SECTION	
YEAR		YEAR		YEAR	
DEPARTMENT		DEPARTMENT		DEPARTMENT	
SIGN OF GIVER		SIGN OF GIVER		SIGN OF GIVER	
SIGN OF CHECKER		SIGN OF CHECKER		SIGN OF CHECKER	

FIG 3: TAG S

**Guideline of S1**

Step 1: Launch a tags project in order format see the map of the department and define the workplace where to start

Step 2: Remove anything from a workplace

Step 3: Identify the tags and where to use and for what to use

Step 4; Put the thing in the giving box s and put a tag in the given box

Step 5: Forward the box to the checker and he will verify the thing which is in the box and sign the tag

Step 6: Maintain the record of all things which are in yellow, red, green tags because it will help in the future to find it

Step 7: Keep the yellow tag boxes in the storeroom

Step 8: Throw the unnecessary items which cannot fit in the red tag also and keep the red tag boxes in red tag area and put the list of all things before entering in the red tag area which will help the person to find the things

**4.2 S2 SEITON (SET IN ORDER)**

This is second process of 5S in this method we have analysis the store items form the department and put given box as we see in the 4.1 section. In this process every staff has given a training and motivated them due this process .As we all know that S2 improve the workplace visual management this process in invented by Van pattern 2006.Let see some guideline that we provide to staff members S2 is very popular process .It encourage the efficiency, safety, effective store team

**Guideline**

1. Mark the place where we have to keep the team
2. Put the name
3. Make a fix box or line where the we have to put the object like cupboard, and etc.
4. Visual control
5. Do not keep the item like rack and shelf together

This process is used to keep the things in its place in a given order in which the management team is decided there we have divided the thing into 3 parts red, yellow.

**Green tag box**

1. Red tag box go-to red tag area

2. Yellow tag box go to the storeroom
3. The green tag box go to the specific department

To understand the S2 concept I show you a photo which we have done in S2



In this picture, you will see everything is in its right position and it is the right place as you see we have to throw unwanted material.

In S2 we have given a name code to everything which will help us to define the thing fast which does not waste our time the name of the thing stated for its department letter and also we provide a color code to file



In this picture as you see we have given the CODE and color code to the thing which looks clean and good

**4.3 S3 SEISO (SHINE)**

This possesses everything and the department and lab will clean and there will be no dust due to this every instrument will look clean. This process helps us to establish a good environment which led to an improvement in work



Student bag Keeping shelf

In this picture as you the cleans, we have done to maintain the best environment this known as an S3 process like this we have a clean college and every corner of the college

This process is done by every staff member in the company which lead to better teamwork due to this process keeps contagious they make 2 types of thing

1. 5S zone
2. 5S Schedules

The 5S zone makes a list of people who are responsible for their workplace. In 5S schedules make a timetable on the day or time this process will happen. As you see in fig 4



Tobacco spitting near the behind the door

#### 4.4 S4 SEIKETSU (STANDARDIZE)

S4 process is used for making a standardized in the company which lead to good working conduction of 5S now how to apply this process in college we have to make some rules like day wise cleaning chart which is filled by the head of the department this chart help to keep cleaning in college and also keep the maintains in the department by this S4 process we have regular maintenance of machine as well as department daily needs by this process we can easily define the problems which will be going to come in the way

4S CHART		STAGE 4		Day of cleaning	Thursday
				Day of maintance	Friday
Day of cleaning		Day of maintance			
Staff of cleaning name				Sign HOD	
staff of maintance names				Sign principle	

Fig 4

We have introduced any type of symbol to tell the process and restriction of some things



like this type of symbol we have put in college

#### 4.5 S5 SHITSUKE(SUSTAIN)

S5 is used to maintain the 5s in college, but how we will maintain this process in college by some following step we have done this

1. Training the employees and make awareness about the 5S
2. Making the habit of continual improvement
3. Maintain the standardization
4. Making team for monitoring the process

S5 is maintained due to the monitoring process

As we all know that every process is easy to implement, but it is hard to maintain this process, we will apply some rule in it because of this we can maintain the process

#### 5. CONCLUSIONS

In this paper, we were to study and implement the 5S as we see in this paper. 5S is implemented to give directions to the team in college. 5S increase the efficiency of work and stop wasting the time because everything is in order is a good one. 5S is the most effective way to implement the standardization of college

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**BIOGRAPHIES**



**Name:** Chirag kishor kolambe

**Department:** Mechanical engineering

**Qualification:**

1) Diploma: Shree Mahavir Education Society's Institute of Technology Polytechnic, Nashik

2) Engineering: (Appear) TE Matoshri College of Engineering; Research Centre, Nashik



**Name:** Prof. Sambhaji Vyankatrao Sagare

**Department:** Mechanical engineering

**Position:** Principal

**College:** Shree Mahavir Education Society's Institute of Technology Polytechnic, Nashik

**Qualification:** Phd appear



**Name:** Dr. Priyanka Zavar

**Position:** DEAN

**College:** Shree Mahavir Education Society's Institute of Technology Nashik

**Qualification:** Phd

This 5S project is carried under leadership of Dr. Priyanka Zavar



Pictures of after implementation of 5S

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