



PINGLA THANA MAHAVIDYALAYA

NAAC Accredited B grade College (2nd Cycle)

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No.- PTM/Policy/2021-2022

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Procedures and policies for maintaining and utilizing physical, academic and support facilities (2021-2022)

The Governing Body of our college formed different sub-committees for maintaining and utilising physical, academic and support facilities. The committees are Academic sub-committee, Finance Sub-committee, Development Sub-committee, Repairs and Maintenance sub-committee, ICT sub-committee, Laboratory sub-committee, Library sub-committee, Purchase Sub-committee, PF Sub-committee, Service Book Sub-committee, Students' Welfare Sub-committee, Sports Sub-committee, Cultural Sub-committee, ICC, Womens' Cell.

- i. The Academic sub-committee looks after the matters relating to all academic matters including Academic Audit and Academic Calendar.
 - ii. The Finance Sub-committee looks after the matters relating to all financial activities.
 - iii. The Development sub-committee takes care of construction mainly for new construction
 - iv. The Repairs and Maintenance sub-committee looks after the matter relating to repair and maintenance of all buildings and for renovation. E-Tender is invited under the guidance of an engineer not below the rank of assistant engineer.
 - v. The Laboratory sub-committee is assigned to supervise all departments with laboratory facilities namely, Department of Geography, Department of Physics, Department of Chemistry, Department of Zoology, Department of Botany, Department of Physiology and Department of Geography. The Physics department, Chemistry department, Botany department, Zoology department and Geography department have laboratory assistants for smooth functioning of the laboratories.
 - vi. All decisions relating to purchase of books and journals are taken by the Library Sub-committee. The Librarian is the convener of the Library sub-committee.
 - vii. The Department of Physical Education has a Gym attendant who looks after the playground, multi-gym and all types of sports equipments.
 - viii. For water purifiers and other equipment, the college has annual maintenance schemes with different agencies.
 - ix. Students' Welfare Sub-committee, Sports Sub-committee and Cultural Sub-committee look after the sports, cultural affairs and others students related affairs.
 - x. PF Sub-committee and Service Book Sub-committee maintain PF and Service Book of all whole time teaching and non-teaching staff.
 - xi. ICT sub-committee ensures IT enabled classes for the benefit of the students.
 - xii. The college website is maintained by an agency.
- Decisions of all the sub committees are approved by the Finance Sub-committee and the Governing Body of the college.

