



Internal Quality Assurance Cell PANCH PARGANA KISAN COLLEGE, BUNDU

Standard Operating Procedures

Building Committee

The Building Committee at PPK College, Bundu, is tasked with overseeing the planning, development, and maintenance of the college's infrastructure and physical facilities. The committee plays a vital role in ensuring that the campus environment is conducive to learning, teaching, and overall academic growth. This includes managing construction projects, building renovations, ensuring compliance with safety regulations, and maintaining the overall upkeep of college buildings and facilities.

These SOPs are designed to standardize the committee's processes, clarify roles and responsibilities, and ensure that all activities related to building development and maintenance are carried out efficiently, transparently, and in line with the college's goals and standards.

2. Objective

The primary objectives of the Building Committee are as follows:

- To plan, develop, and oversee construction and renovation projects on campus.
 - To ensure that the college's buildings comply with safety, health, and environmental regulations.
 - To maintain the structural integrity of campus facilities and ensure their continued functionality.
 - To manage the budget for building projects and ensure the efficient allocation of resources.
 - To advise the college management on long-term infrastructure needs and improvements.
 - To ensure that facilities meet the academic and extracurricular needs of students and faculty.
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3. Monitoring Progress: The committee will monitor the implementation of corrective actions and ensure that the building improvements are completed on time and within budget. Follow-up inspections may be scheduled to verify the completion and quality of work.



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4. Documentation

Proper documentation is essential for ensuring transparency, accountability, and consistency in building management. The following documentation procedures will be followed:

4.1 Meeting Records

- **Minutes of Meetings:** Detailed minutes will be recorded during every Building Committee meeting. These minutes will include key discussions, decisions made, and action items. Minutes will be circulated to all committee members within [3 days] after the meeting.
- **Meeting Agenda:** An agenda will be prepared and shared with committee members prior to each meeting to ensure organized and focused discussions.

4.4 Action Plans and Follow-Up

- **Action Plan Records:** The committee will maintain records of action plans created after audits, including timelines, responsible parties, and progress reports.
- **Follow-Up Reports:** Reports on the status of ongoing construction or renovation projects, as well as follow-up inspections, will be documented to track the implementation of recommendations.

5. Review and Amendments

The Building Committee will review these SOPs on an annual basis to ensure that they remain relevant and effective. Any amendments or updates to the SOPs will be discussed and approved by the committee during a formal meeting before being implemented.

A.K.M
Convener

Pankaj Kumar
Coordinator, IQAC
IQAC
Coordinator
Panch Pargana Kisan College
Bundu

Bendu
Principal
PRINCIPAL
Panch Pargana Kisan College
Bundu