

ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Permanently Affiliated to JNTUK & Accredited by NAAC
Recognized by UGC under section 2(f) of UGC Act 1956

Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

Ref: ACOE/BWC/2019-2020/Constitution of BWC

Dt:12/06/2019

CONVENING ORDER

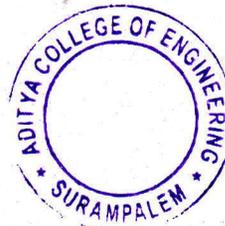
The undersigned is pleased to constitute the Building and Works Committee (BWC) with the following members for the academic year 2019-20.

S. No.	Name of the person	Designation	Role
1	Dr. A. Ramesh	Principal	Chairman
2	Dr. G. Packiaraj	Associate Professor - H&BS	Coordinator
3	Dr. R. Giri Prasad	HOD - CE	Member
4	Mr. K. Manoz Kumar Reddy	HOD - EEE	Member
5	Mr. T.N.V.S. Ramachandran	AO	Member
6	Mr. M. Bhaskar Reddy	Estate manager, Aditya Educational Institutions	Special Invitee
7	Mr. P. Harikrishna	Civil Engineer, Aditya Educational Institutions	Special Invitee
8	Mr. K. Veeraraju	Electrical Engineer, Aditya Educational Institutions	Special Invitee
9	Mr. T. Raghunath	Maintenance manager, Aditya Educational Institutions	Special Invitee

Functions and Responsibilities:

- Prepare phase-wise, comprehensive, time-bound plans to construct new buildings.
- Process the different proposals which involve designing and estimation of the work.
- Monitor the works under construction and routine maintenance of the college.
- Maintain of a helpdesk to register all complaints/problems.
- Taking up a special drive for providing better common facilities like drinking water, electrification, dustbins and wash rooms and campus vigilance.

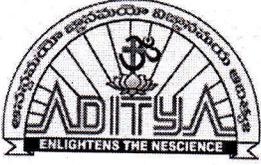
Frequency of Meeting: The committee shall meet at least one time in a year and as and when required.



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Cc to:

1. All HODs
2. Members of BWC
3. Coordinator IAQC



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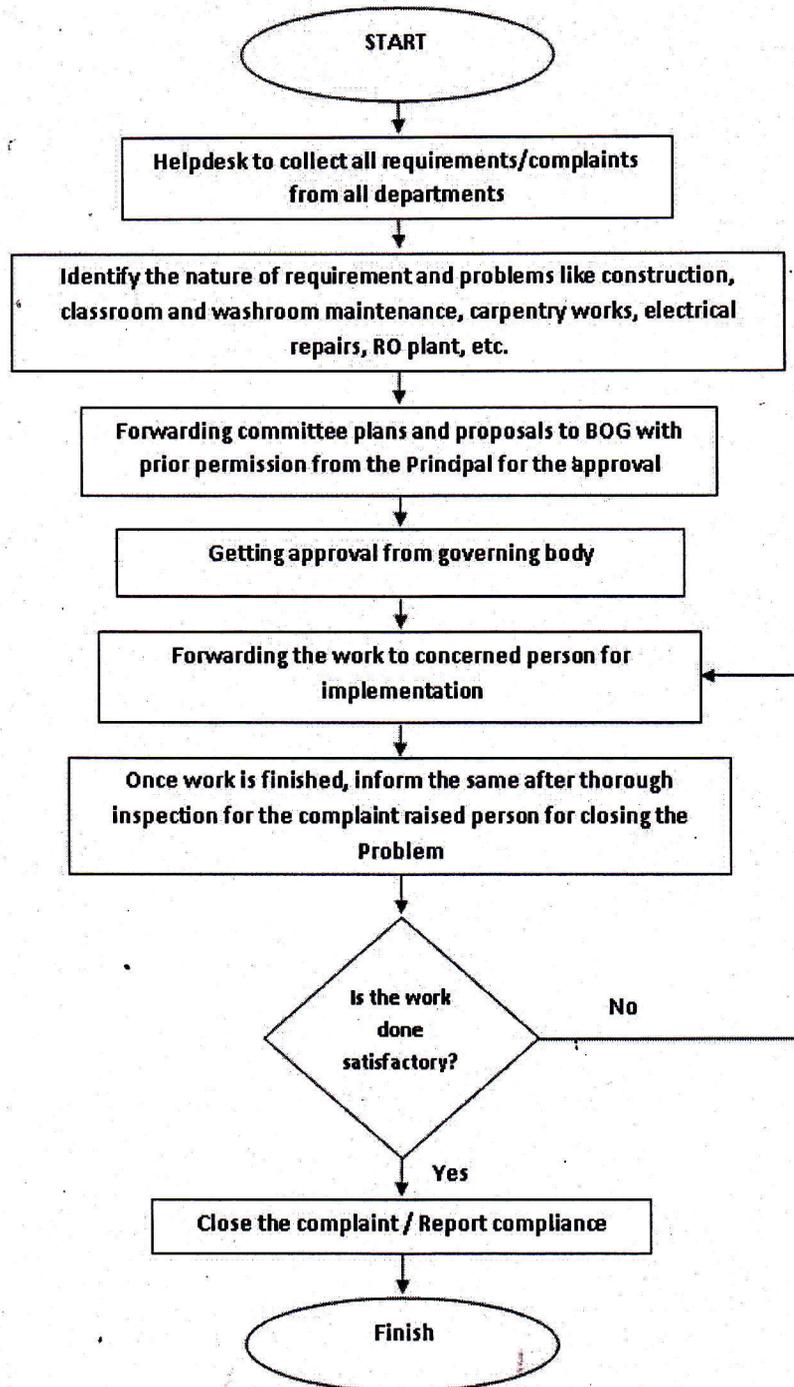
Ref: ACOE/BWC/2019-2020/SOP

Dt:21/06/2019

STANDARD OPERATING PROCEDURE

- Building and Works Committee meeting will be conducted at the beginning of each academic year and as and when required.
- Maintains proper communication between the committee and Heads of all Departments, administration and Maintenance staff to provide the details of requirements/complaints of their concerned departments.
- Identification of Nature of requirement/problem and submit the same to the principal so as to forward to Governing Body for necessary budget approval.
- Processing different proposals, this involves designing and estimation of the works.
- Preparation of action plan for the current activities and get approval.
- Monitoring all the works under construction and routine maintenance of the college and hostel buildings and get the work completed strictly as per schedule.
- Once work is completed, the same will be informed to the complainant, after thorough inspection, for closing the issue.

Flow chart for Building Infrastructure Maintenance



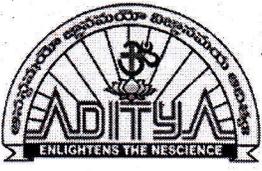
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Ref: ACOE/BWC/2019-2020/1/Circular

Dt: 20/08/2019

CIRCULAR

The Building and Works committee meeting is scheduled to be held on 21/08/2019 at 11.00 AM in the conference room, Ramanujan Bhavan block. All the committee members are requested to attend the meeting.

AGENDA

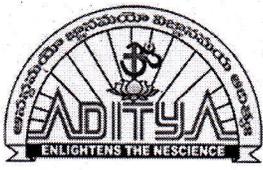
- 1) Regular maintenance works
- 2) Colouring of buiding(s)
- 3) Installation of CCTV camera
- 4) Gardening




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Ref: ACOE/BWC/2019-2020/1/Minutes

Dt:21/08/2019

MINUTES OF MEETING

Date of meeting	21 st August 2019	Duration	11.00 AM to 1.00 PM
Venue	Conference room, First floor, Ramanujan Bhavan		
Reference	ACOE/BWC/2019-2020/1/Circular dated 20 th August 2019		

The meeting of BWC of Aditya College of Engineering held with the following agenda:

- 1) Regular maintenance works
- 2) Colouring of buiding(s)
- 3) Installation of CCTV camera
- 4) Gardening

The Chairman extended a hearty welcome to all the members of Building and Works Committee (BWC).

MINUTES AND RESOLUTIONS

- To note and approve action taken by the institute on minutes of meeting of Building and Works Committee held on 8th August 2018.

Sl. No.	Agenda Items of meeting	Action
1	Constitution of Building and Works Committee (BWC)	Building and Works Committee was constituted and approved by BOG
2	Notification of Building Works Committee	Notified
3	Confirmation of Draft minutes of meeting of BWC	Approved as proposed
4	Canteen construction	The new canteen construction was executed and completed. The total expenditure is Rs. 3.5 lakhs.
5	Installation of Solar panels	Solar panels were installed on terrace of buildings (Ramanujan bhavan, Newton bhavan and James Watt bhavan with the capacity of 200 KW, 50 KW and 50 KW respectively) The total expenditure is Rs. 1.8 crore.
6	Replica of Pollavaram project	The replica of Pollavaram project was constructed in front of Ramunujan bhavan building by the Civil engineering students. The total allotted area is around 700 m ² . The total expenditure is Rs. 11 lakh.

- To discuss the installation of CCTV camera in the buildings.

The necessities of CCTV cameras to monitor and keep track of activities taking place in the institute have been discussed. The quotations from different service providers have been analysed. It is proposed to buy around 130 cameras to cover the buildings Ramanujan bhavan, Newton bhavan, James Watt bhavan and the premises excluding restricted area.

- To note and discuss the colouring of buildings.

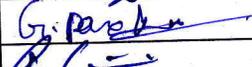
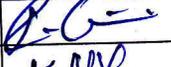
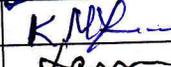
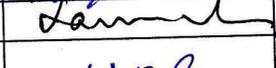
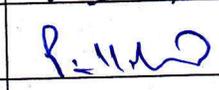
The members of BWC recommended the colouring of buildings wherever required. A complete colouring was suggested for Ramanujan bhavan building. Building supervisors strictly informed to complete the cementing work before colouring;

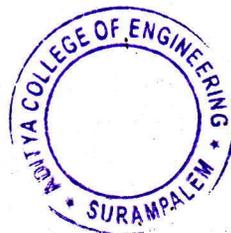
- To discuss the regular maintenance and gardening

The building supervisors were instructed to ensure that the maintenance work is being carried on daily basis. Cleanliness of classrooms and washrooms are regularly monitored. Gardening works like trimming, shaping and reduction are performed as and when required.

The above points were thoroughly debated and forwarded to the Management.

The following members were present in the meeting.

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2	Dr. G. Packiaraj	Associate Professor - H&BS	Coordinator	
3	Dr. R. Giri Prasad	HOD - CE	Member	
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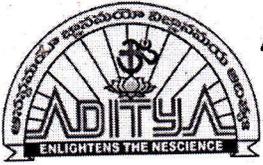
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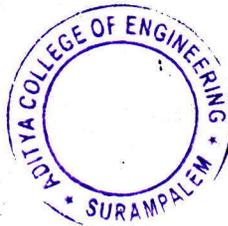
Ref: ACOE/BWC/2019-2020/1/SSP

Dt: 27/08/2019

BUILDING AND WORKS COMMITTEE

STRATEGIC PERSPECTIVE PLAN FOR THE ACADEMIC YEAR 2019-20

S. No.	NATURE OF THE WORK	COMMENCEMENT OF WORK	WORK TO BE COMPLETED
1	Grass cutting	September - 2019	September - 2019
2	Installation of CCTV camera	October - 2019	November - 2019
3	Colouring and repairing	December - 2019	January - 2020
4	Regular Maintenance	On Day To Day Basis Whenever The Complaint Or Grievance Arise	Within A Stipulated Time (1 Or 2 Days)



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