



ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Permanently Affiliated to JNTUK & Accredited by NAAC
Recognized by UGC under Sections 2(f) and 12(B) of UGC Act, 1956

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

REF: ACOE/BWC/2020-21/Constitution of BWC

Dt:09/10/2020

CONVENING ORDER

The undersigned is pleased to constitute the Building and Works Committee (BWC) with the following members for the academic year 2020-21.

S.NO	Name of the person	Designation	Role
1	Dr. A. Ramesh	Principal	Chairman
2	Dr. G. Packiaraj	Associate Professor - H&BS	Coordinator
3	Prof.Ch. Naresh	HOD - CE	Member
4	Prof. K. Manoj Kumar Reddy	HOD - EEE	Member
5	Mr. T.N.V.S. Ramachandran	AO	Member
6	Mr. M. Bhaskar Reddy	Estate Manager, Aditya Educational Institutions	Member
7	Mr. P. Hari krishna	Civil Engineer, Aditya Educational Institutions	Member
8	Mr. K Veeraraju	Electrical Engineer, Aditya Educational Institutions	Member
9	Mr. T. Raghunath	Maintenance Manager, Aditya Educational Institutions	Member

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.


PRINCIPAL

Cc to:

1. All HODs
2. Members BWC
3. Coordinator IQAC



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REF: ACOE/BWC/2020-21/SOP

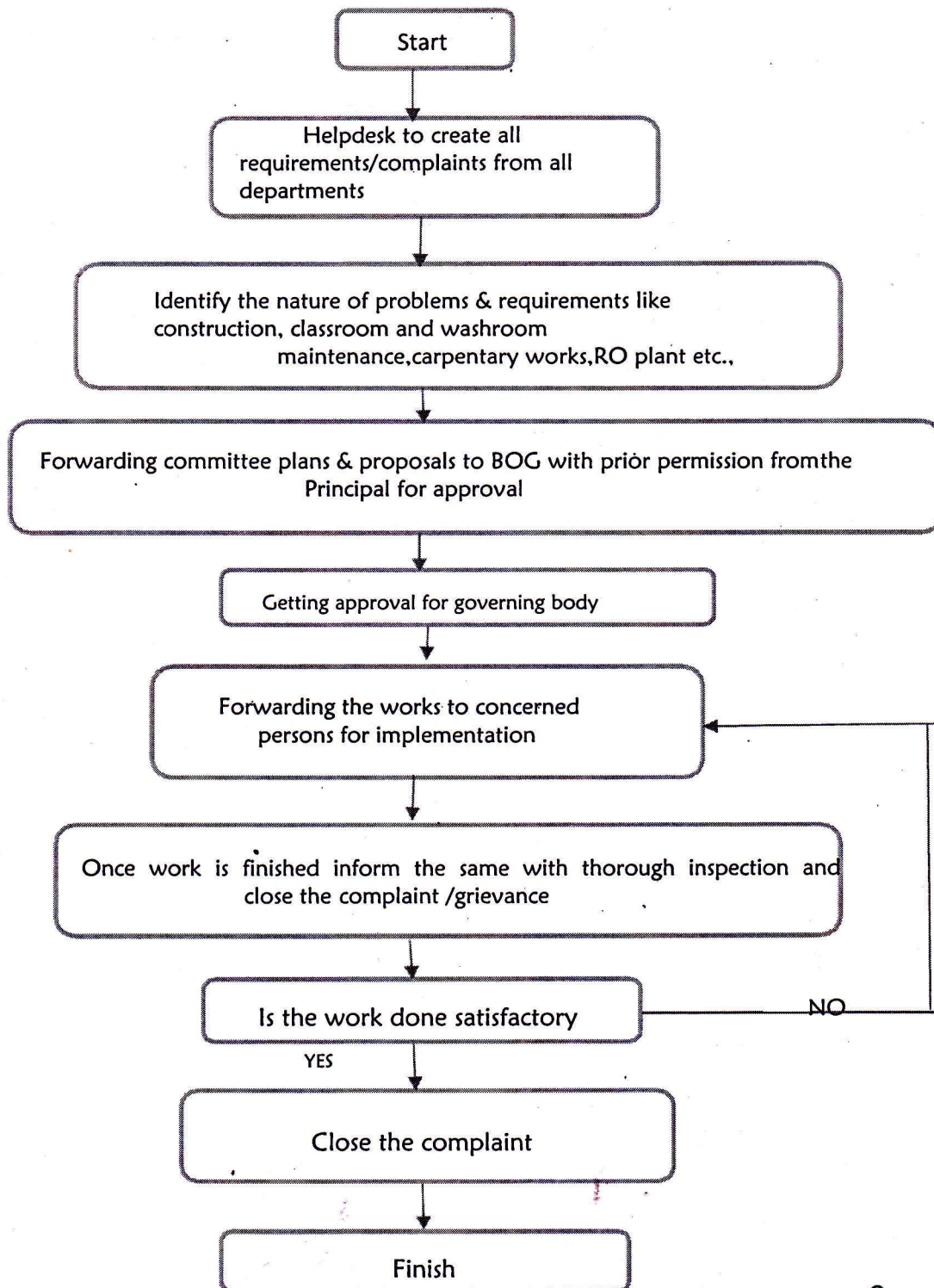
Dt:17/10/2020

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, inform the same after thorough inspection and close the grievance/complaint.

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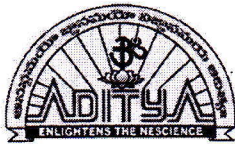
Flow chart for Building Infrastructure Maintenance



Cc to:

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REF: ACOE/BWC/2020-2021/1/CIRCULAR

Dt:05/11/2020

CIRCULAR

The Building and Works committee meeting is scheduled to be held on 07/11/2020 at 10.00 AM in the conference room, Ramanujan Bhavan block. All the committee members are requested to attend the meeting.

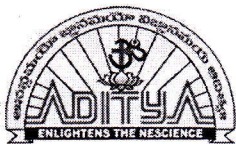
AGENDA

- 1) Regular maintenance works
- 2) Renovation of lab space
- 3) Gardening

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REF: ACOE/BWC/2020-2021/1/Minutes

Dt:07/11/2020

MINUTES OF MEETING

Date of meeting	07th November 2020	Duration	10:00 AM-10.30 A.M
Venue	Conference room, First floor, Ramanujan Bhavan		
Reference	ACOE/BWC/2020-2021/1/Circular dated 05th November 2020		

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

- 1) Regular maintenance works
- 2) Renovation of lab space
- 3) 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 21th August 2019.

S.No	Agenda Items of meeting	Action
1	Constitution of Building and Works Committee (BWC)	Building and Works Committee was constituted
2	Notification of Building Works committee	Notified
3	Confirmation of Draft minutes of meeting of BWC	Approved as proposed
4	Installation of CCTV cameras	CCTV cameras have been installed in Ramanujan bhavan, Newton bhavan , James Watt bhavan and college premises with a . total expenditure of 17.5lakh
5	Colouring of building(s)	The buildings have been coloured

- To discuss the renovation of lab space

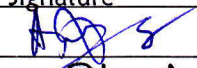
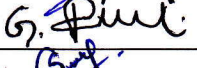
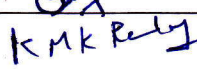
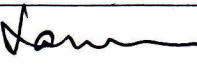
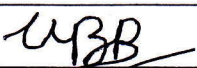
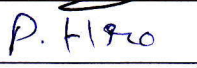
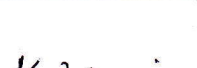
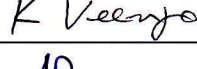

The necessity for upgradation of lab space to provide better facilities for students as well as faculty has been discussed. It is proposed to renovate the lab space.

- 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 discussed and submitted to the Principal.

The following members were present in the meeting

s.no	Name of the person	Designation	Role	Signature
1	Dr. A. Ramesh	Principal	Chairman	
2	Dr. G. Packiaraj	Associate Professor - H&BS	Coordinator	
3	Prof. Ch. Naresh	HOD - CE	Member	
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5	Mr. T.N.V.S. Ramachandran	AO	Member	
6	Mr. M. Bhaskar Reddy	Estate Manager, Aditya Educational Institution	Member	
7	Mr. P. Harikrishna	Civil Engineer, Aditya Educational Institutions	Member	
8	Mr. K Veeraraju	Electrical Engineer, Aditya Educational Institutions.	Member	
9	Mr. Raghunath	Maintenance Manager, Aditya Educational Institutions	Member	


PRINCIPAL


Coordinator BWC

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REF: ACOE/BWC/2020-2021/1/SSP

Dt:12/11/2020

BUILDING AND WORKS COMMITTEE

STRATEGIC PERSPECTIVE PLAN FOR THE ACADEMIC YEAR 2020- 21

S.NO	NATURE OF WORK	COMMENCEMENT OF WORK	WORK TO BE COMPLETED
1	Grass cutting & garden maintainance	Whenever required on daily basis	Whenever required on daily basis
2	Renovation of lab space	January -2021	March-2021
3	Regular Maintenance	Day to day whenever complaint is raised	With in a stipulated time(or) 2 days

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REF: ACOE/BWC/2020-2021/1/AT

Dt:29/06/2021

BUILDING AND WORKS COMMITTEE

ACTION TAKEN REPORT FOR THE ACADEMIC YEAR 2020- 21

S.NO	NATURE OF WORK	ACTION	STATUS
1	Grass cutting & garden maintainance	Whenever required on daily basis	Accomplished
2	Renovation of lab space	Plan to renovate the lab space by march	Completed
3	Regular Maintenance	Day to day whenever complaint is raised	Accomplished


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