

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/2021-22/Constitution of BWC

Dt:07/08/2021

CONVENING ORDER

The undersigned is pleased to constitute the Building and Works Committee (BWC) with the following members for the academic year 2021-22.

S.NO	Name of the person	Designation	Role
1	Dr. A. Ramesh	Principal	Chairman
2	Dr. V. Swaminathan	Assistant Professor - CE	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

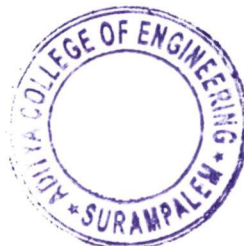
Functions and Responsibilities:

- Prepare comprehensive, time-bound plans to renovate (or) construct buildings phase-wise in accordance with the new developments & requirements.
- Process different proposals which involve designing and estimation of the work.
- Monitor the works under renovation (or) construction for better facilities.
- Monitor routine maintenance of the college.
- Maintain a helpdesk to register all complaints/problems.
- A special drive is to be initiated for providing better common facilities like purified drinking water, electrification, washrooms, and campus vigilance.

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

Cc to:

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



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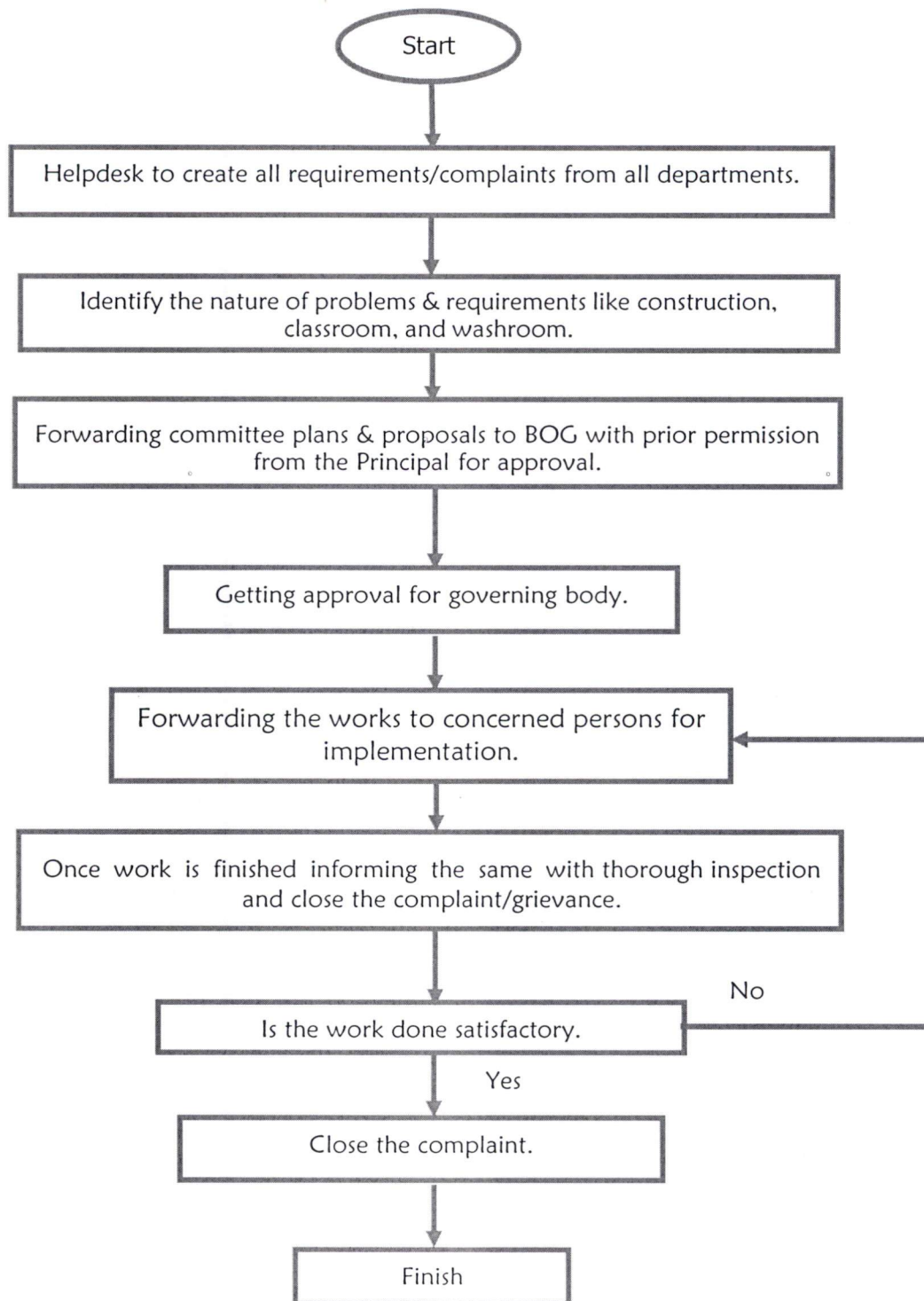
REF: ACOE/BWC/2021-22/SOP

Dt:14/08/2021

STANDARD OPERATING PROCEDURE

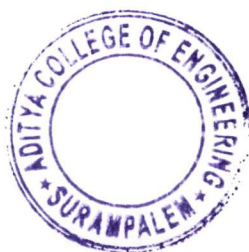
- Building and Works Committee meeting will be conducted at the beginning of each academic year and as and when required.
- Maintains proper communication between the committee and Heads of all Departments, administration, and Maintenance staff to provide the details of requirements/complaints of their 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 which 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 getting the work completed strictly as per schedule.
- Monitoring routine maintenance of the college and hostel buildings.
- Once work is completed, inform the same after thorough inspection and close the grievance/complaint.

Flow chart for Building Infrastructure Maintenance



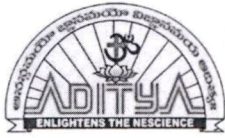
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REF: ACOE/BWC/2021-2022/1/CIRCULAR

Dt:23/08/2021

CIRCULAR

The Building and Works committee meeting is scheduled to be held on 27/08/2021 at 2.00 PM in the conference room, Ramanujan Bhavan block. All the committee members are requested to attend the meeting.

AGENDA

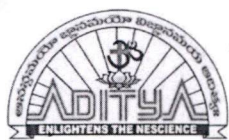
- 1) Construction/Renovation of existing lab(s)
- 2) Renovation of Various cells in the campus
- 3) Renovation of Staff Dining halls and Girls Waiting Halls
- 4) Regular maintenance works
- 5) Gardening

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REF: ACOE/BWC/2021-2022/1/Minutes

Dt:27/08/2021

MINUTES OF MEETING

Date of meeting	27th August 2021	Duration	2:00 PM-3.00 P.M
Venue	Conference room, First floor, Ramanujan Bhavan		
Reference	ACOE/BWC/2021-2022/1/Circular dated 23rd August 2021		

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

- 1) Construction/Renovation of existing lab(s)
- 2) Renovation of Various cells in the campus
- 3) Renovation of Staff Dining halls and Girls and Waiting Halls
- 4) Regular maintenance works
- 5) 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 7th November 2020.

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 and Works Committee.	Notified.
3	Confirmation of Draft minutes of meeting of BWC.	Approved as proposed.
4	Renovation of lab space	The lab area in various laboratories have been renovated in Ramanujan bhavan with a total expenditure of 20 lakhs.
5	Renovation of Staff Dining Hall, Training and Placement Cell, Alumni Association, Boys and Girls Waiting halls.	The rooms at various locations are being renovated in Ramanujan Bhavan, Newton Bhavan and James watt Bhavan with an expenditure of 15 lakhs.
6	Renovation of R&D cell, Alumni Association, EDC cell and Career Development Cell and staff rooms.	The Staff rooms and various Cells are renovated at various locations in Ramanujan Bhavan with an expenditure of 10 lakhs.

- To discuss the renovation/construction of lab(s)

It is proposed to construct new lab(s) or renovate the existing labs to provide better facilities to keep in pace with the new developments & requirements in the Engineering Stream.


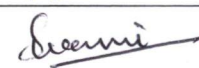

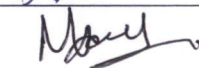
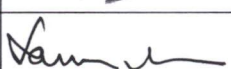
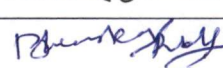
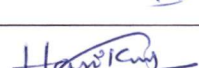
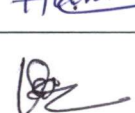
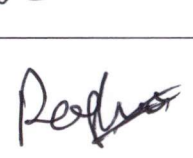
- To discuss the regular maintenance and gardening

The building supervisors were instructed to ensure that the maintenance work is being carried out daily. The cleanliness of classrooms and washrooms is 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. V. Swaminathan	Assistant Professor - CE	Coordinator	
3	Prof. Ch. Naresh	HOD – CE	Member	
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Coordinator BWC

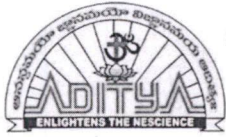



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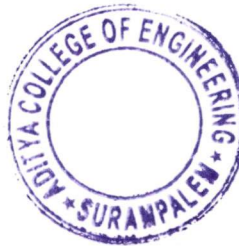
REF: ACOE/BWC/2021-2022/1/SSP

Dt:07/09/2021

BUILDING AND WORKS COMMITTEE

STRATEGIC PERSPECTIVE PLAN FOR THE ACADEMIC YEAR 2021-22

S.NO.	NATURE OF WORK	COMMENCEMENT OF WORK	WORK TO BE COMPLETED
1	Grass cutting & garden maintenance	Whenever required on dailybasis	Whenever required on dailybasis
2	Construction/ Renovation of labs	October -2021	December 2021
3	Regular Maintenance	Day to day whenever complaint is raised	Within a stipulatedtime(or) 2 days



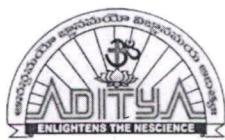
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REF: ACOE/BWC/2021-2022/1/AT

Dt:30/05/2022

BUILDING AND WORKS COMMITTEE

ACTION TAKEN REPORT FOR THE ACADEMIC YEAR 2021- 22

S.NO	NATURE OF WORK	ACTION	STATUS
1	Grass cutting & garden maintenance	Whenever required on daily basis	Accomplished
2	Construction/ Renovation of new labs	Plan to renovate/construct new lab(s) by December	Completed
3	Regular Maintenance	Day to day whenever complaint is raised	Accomplished



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