



# ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Permanently Affiliated to JNTUK, Accredited by NBA & 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.

Dt:14/06/2023

REF: ACOE/BWC/2023-24/Constitution of BWC

## CONVENING ORDER

The undersigned is pleased to constitute the Building and Works Committee (BWC) with the following members for the academic year 2023-24.

S.NO.	Name of the person	Designation	Role
1	Dr. A. Ramesh	Principal	Chairman
2	Mr. M.Naresh	Associate Professor - H&BS	Coordinator
3	Dr. V. Swaminathan	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

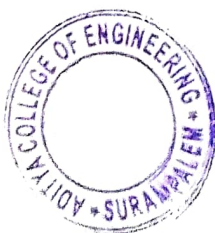
### Functions and Responsibilities:

- o Prepare comprehensive, time-bound plans to renovate (or) construct buildings phase-wise in accordance with the new developments & requirements.
- o Process different proposals which involve designing and estimation of the work.
- o Monitor the works under renovation (or) construction for better facilities.
- o Monitor routine maintenance of the college.
- o Maintain a helpdesk to register all complaints/problems.
- o Taking up a special drive for providing better common facilities like 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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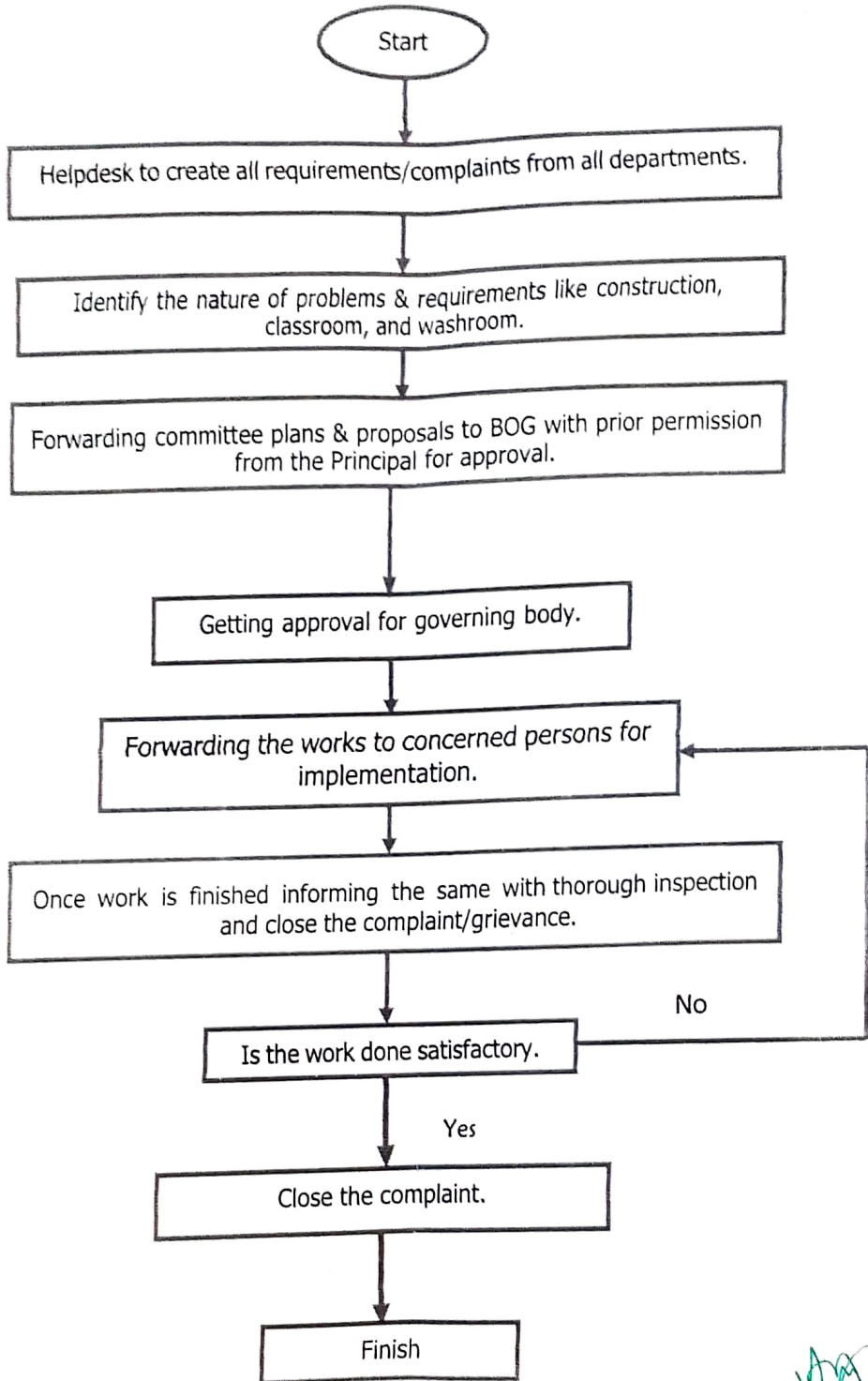
Dt:21/06/2023

REF: ACOE/BWC/2023-24/SOP

## STANDARD OPERATING PROCEDURE

- Building and Works Committee meetings 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 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



Cc to:

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



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REF: ACOE/BWC/2023-2024/1/CIRCULAR

Dt: 06/09/2023

## CIRCULAR

The Building and Works committee meeting is scheduled to be held on 08/09/2023 at 2.00 PM in the conference room, Ramanujan Bhavan block. All the committee members are requested to attend the meeting.

### AGENDA

- 1) Renovation of Principal office and HOD rooms/Staff cabins.
- 2) Renovation of existing lab(s) and classrooms
- 3) Construction of new Computer lab(s) in Ramanujan Bhavan
- 4) Regular maintenance works
- 5) Gardening



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2. Members of BWC
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REF: ACOE/BWC/2023-2024/1/Minutes

Dt:08/09/2023

## MINUTES OF MEETING

Date of meeting	08th September 2023	Duration	2:00 PM-3.00 P.M
Venue	Conference room, First floor, Ramanujan Bhavan		
Reference	ACOE/BWC/2023-2024/1/Circular dated 06th September 2023		

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

- 1) Renovation of Principal office and HOD rooms/Staff cabins.
- 2) Renovation of existing lab(s) and classrooms
- 3) Construction of new Computer lab(s) in Ramanujan Bhavan
- 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 09th July 2022.
- 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.

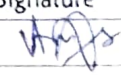
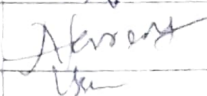

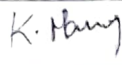

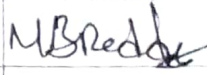
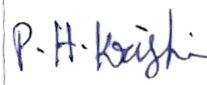

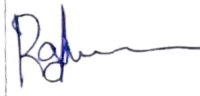
S.no	Agenda Items of meeting	Action
1	Constitution of Building and Works Committee (BWC)	Building and Works Committee was constituted.
2	Notification of Building and Works Committee	Notified
3	Confirmation of Draft minutes of meeting of BWC	Approved as proposed
4	Proposed to construct a new computer lab in Ramanujan Bhavan	The lab area in various laboratories have been renovated in Ramanujan bhavan with a total expenditure of 15 lakhs.
5	Proposed to construct a new computer lab in Newton bhavan	A new lab is to be constructed in the ground floor at Newton Bhavan with a total expenditure of 40 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.

The above points were thoroughly discussed and submitted to the Principal.

The following members were present at the meeting.

S.No.	Name of the person	Designation	Role	Signature
1	Dr. A. Ramesh	Principal	Chairman	
2	Mr. M.Naresh	Assistant Professor – H&BS	Coordinator	
3	Dr. V. Swaminathan	HOD – CE	Member	
4	Prof. K. Manoj Kumar Reddy	HOD – EEE	Member	
5	Mr. T.N.V.S. Ramachandran	AO	Member	
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9	Mr. Raghunath	Maintenance Manager, Aditya Educational Institutions	Member	

  
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Coordinator BWC

Cc to:

1. All HoDs
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REF: ACOE/BWC/2023-2024/1/SSP

Dt:16/09/2023

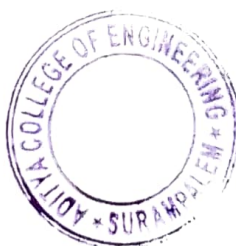
## BUILDING AND WORKS COMMITTEE

### STRATEGIC PERSPECTIVE PLAN FOR THE ACADEMIC YEAR 2023-24

S.NO	NATURE OF WORK	COMMENCEMENT OF WORK	WORK TO BE COMPLETED
1	Grass cutting & garden maintenance	Whenever required on daily basis	Whenever required on daily basis
2	Construction/ Renovation of labs	September 2023	October-2023
3	Regular Maintenance	Day to day whenever complaint is raised	With in a stipulated time(or) 2 days

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