



ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to JNTUK, Kakinada

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/2018-2019/Constitution of BWC

Dt:04/06/2018

CONVENING ORDER

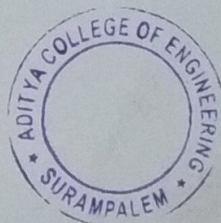
The undersigned is pleased to constitute the Building and Works Committee (BWC) with the following members for the academic year 2018-19.

S. No.	Name of the person	Designation	Role
1	Dr. T.K. Rama Krishna Rao	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. T. 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 involves 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 once in a year and as and when required.

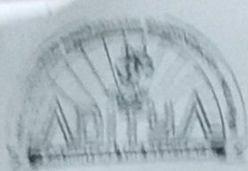


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Cc to:

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



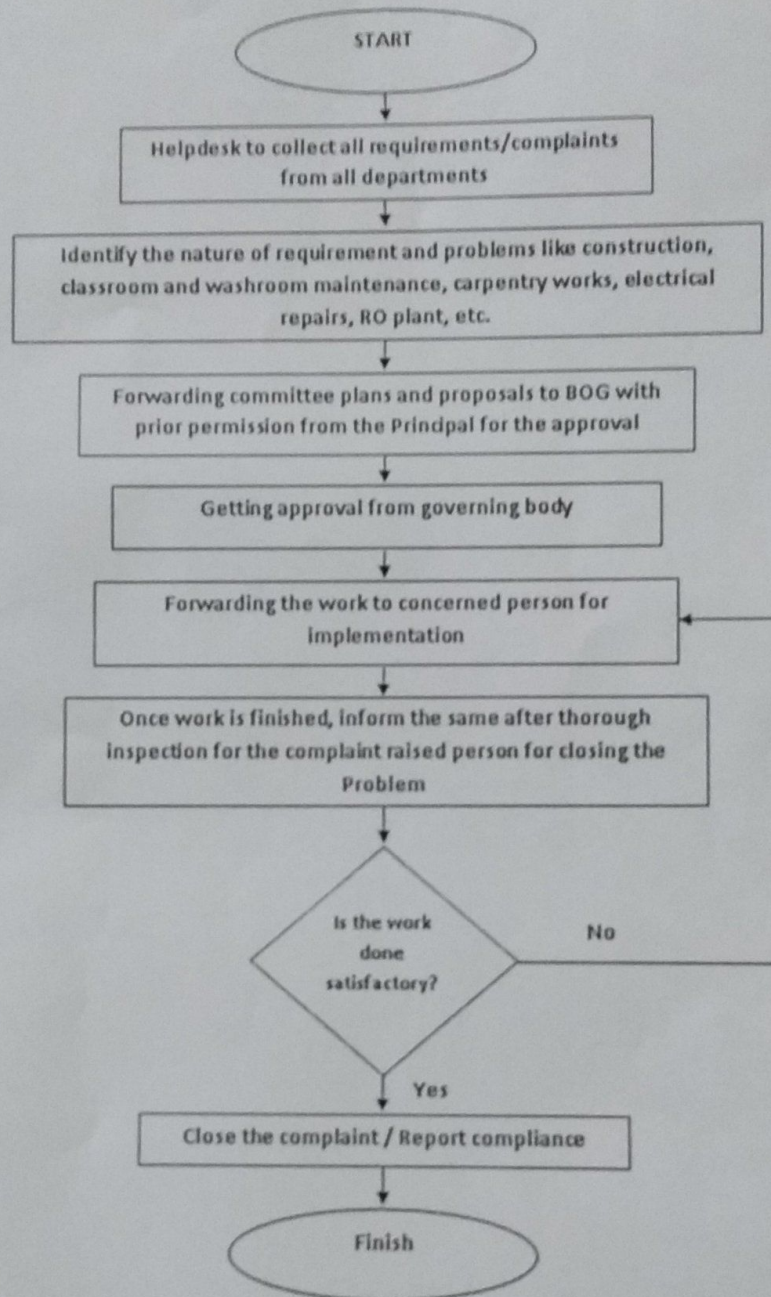
Ref: ACOE/BWC/2018-2019/SOP

Dr:11/06/2018

STANDARD OPERATING PROCEDURE

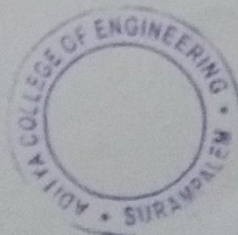
- Building and Works Committee meeting will be conducted at the beginning of each academic year and as and when required.
- Maintains proper Communication between the committee and Heads of all Departments, Administration and Maintenance staff to provide the details of requirements/complaints of their 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.

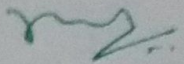
Flow chart for Building Infrastructure Maintenance



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Ref: ACOE/BWC/2018-2019/1/Circular

DT: 07/08/2018

CIRCULAR

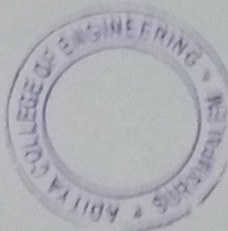
The Building and Works committee meeting is scheduled to be held on 08/08/2018 at 2.00 PM in the conference room, Ramanujan Bhavan block. All the committee members are requested to attend the meeting.


AGENDA

- 1) Regular maintenance works
- 2) Painting work in corridors and classrooms
- 3) Canteen construction
- 4) Gardening
- 5) Installation of Solar power plant
- 6) Construction of replica of Polavaram National project

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Ref: ACOE/BWC/2018-2019/1/Minutes

01/08/2018

MINUTES OF MEETING

Date of meeting	08 th August 2018	Duration	2.00 PM to 5.00 PM
Venue	Conference room, First floor, Ramanujan Bhavan		
Reference	ACOE/BWC/2018-2019/1/Circular dated 7 th August 2018		

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

- 1) Regular maintenance works
- 2) Painting work in corridors and classrooms
- 3) Canteen construction
- 4) Gardening
- 5) Installation of Solar panel
- 6) Construction of replica of Polavaram National project

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 14th July 2017.

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 the drafted minutes of meeting of BWC	Approved as proposed
4	Upgradation of canteen work by concrete flooring and furniture outside the canteen	The proposal has been noted and approved
5	Minor work proposal of renovation of cabins/partition in staff rooms.	The staffrooms cabins renovation work was executed and completed. Total expenditure is Rs. 6 lakhs.

- To discuss the present status of Infrastructure/civil work available in the institute.

The member secretary represented the present status of the infrastructure available in the institute and also submitted the proposal to the management. Committee members suggested for colouring of main building Ramanujan Bhavan.

- To note and discuss the construction of new canteen.

The proposal for the new canteen building was approved by BOG. The work has been initiated and the estimated cost is Rs. 3.5 lacks, including main construction, electrical appliances and the concrete furniture outside the canteen.

- To discuss the installation of solar panels on the terrace of the buildings.

The BOG motivated to implement eco-friendly practices and developing a clean and green campus. The proposal for the purchase of solar panels has been approved. The plan of action and the cost for installation of solar panels was discussed in detail.

- To note and discuss the Polavaram miniature, a Student project funded by the college.

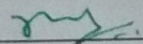
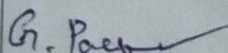
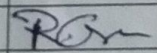
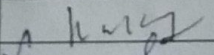
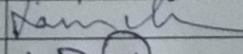
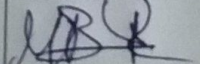
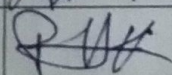
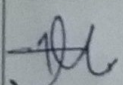
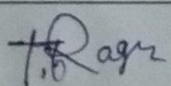
The construction of model of Polavaram project proposed by civil students has been motivated and supported by BOG. The committee suggested that area of around 700 m² is to be allotted in front of Ramanujan Bhavan building. The plan of action and the cost of construction were discussed in detail.

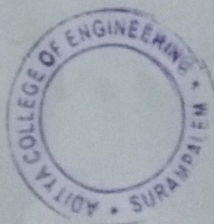
- To discuss the regular maintenance of classrooms and washrooms

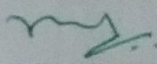
Building supervisors were instructed to follow up the things to maintain neat and clean classrooms and washrooms. Grass cutting and plant trimming were suggested.

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

The following members were present in the meeting.

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1	Dr. T.K. Rama Krishna Rao	Principal	Chairman	
2	Dr. G. Packiaraj	Associate Professor - H&BS	Coordinator	
3	Dr. R.Giri Prasad	HOD - CE	Member	
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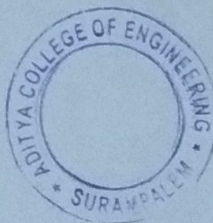
Ref: ACOE/BWC/2018-2019/1/SSP

Dt:10/08/2018

BUILDING AND WORKS COMMITTEE

STRATEGIC PERSPECTIVE PLAN FOR THE ACADEMIC YEAR 2018-19

S.NO	NATURE OF THE WORK	COMMENCEMENT OF WORK	WORK TO BE COMPLETED
1.	Painting Work in Corridors and Class Rooms	November -2018	Feburay-2019
2.	Installation of Solar Power Plant	November -2018	March-2019
3.	Construction of Replica of Polavaram National Project	November -2018	March-2019
4.	Gardening	October-2018	December-2018
5.	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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