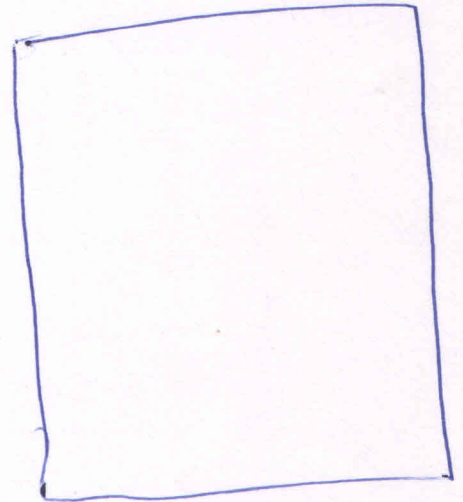


Pune Institute of Engineering and Technology's  
**College of Engineering, Pune**  
**Agenda for the Proposed Building Works Committee Meeting Scheduled**  
**on 26th August 2006**

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**ITEM BWC-01.**

**Confirmation of the minutes of the meeting held on 15<sup>th</sup> October 2005**

The minutes of the BCC meeting held on 15th October 2005 are here by submitted in **Annexure-A** for the approval of the committee.

**ITEM BWC-02.**

**Proposal for the Construction of Classroom Complex with funding given by Government**

A proposal was submitted to Government of Maharashtra in 1999 to request for funds for the construction of class room complex near existing open space near boat club building adjacent to New Instrumentation and E & TC Extension buildings. Government of Maharashtra was pleased to give an administrative approval for the proposed construction work vide Government GR GEC-1097/(383/97)/TechEdu-01 dated 5<sup>th</sup> January 2004 (**Annexure-A**). Estimate for the construction of said classroom complex based on DSR (district Schedule of Rates) for the year 1999-2000 was prepared by PWD, Pune. Government of Maharashtra gave an administrative approval for the construction work and sanctioned an amount of Rs. 4,14,82,300 based on the estimate submitted, subject to following terms and conditions :

- i) Construction work shall not be undertaken unless it is approved by a Secretarial Committee and provision is made in the annual budget.
- ii) Construction of the class room complex would be completed in four years and a provision of budget would be in the proportion 10:30:30:30.
- iii) Budget head for the proposed expenditure would be shown under the appropriate budgetary head of expenditure under Five Year Plan-Buildings and Major Construction Works.

**2.1 Present Status of the Work**

After receipt of administrative approval in 2004, a detailed architectural plan for the proposed building was made at institute level and was discussed with the Deputy Chief Architect, Pune for approval. A site visit was also arranged with then Deputy Chief Government Architect, Pune to explain all the aspects of building plans. The proposed Class Room Complex is planned as G+3 RCC frame structure with class rooms and laboratories on each floor. Provision of 250 capacity Mini Auditorium is made while planning the class room complex. Eight class rooms, two laboratories, three faculty rooms with toilet blocks is planned on each floor. Total built up area of the structure is 4306 m<sup>2</sup> (**Annexure-B**). It is proposed to use ground floor of this building exclusively for First Year students. Laboratories for Physics and Chemistry are planned on the same floor. First floor faculty rooms are proposed for Mathematics Department. Remaining Space is proposed for the Computer and IT Department for their class rooms and laboratories which included computer laboratory exclusively reserved for first year students. Considering scope for future expansion

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while designing the framed structure it is proposed to be designed for a G+5 storied structure with stilt floor for vehicle parking. Keeping in mind the proposed construction of class room complex subsurface exploration work was under taken under on going TEQIP Project to determine the foundation strata, water table level and bearing capacity of soil strata. The work is complete and these details are available with the institute.

As the area of the building is more than 2500 m<sup>2</sup> the proposed building plans were forwarded to Chief Government Architect, Mumbai by Deputy Chief Government Architect, Pune for modifications and his approval. Since 2004 these building plans are under preparation and till date no indication is available when they would be completed and sent for approval of COEP.

**Preparation of plans by Government Architect is causing unwarranted delay and if the plans are not received in time budgetary provision may go as unused this year.** Unless the plans are made available detailed estimate and tenders for the construction work can not be prepared.

## **2.2 Proposed Methodology to Expedite the Construction Activity**

COEP is now an autonomous institute hence the matter was discussed with Director, Technical Education and as per his instructions a letter was given to the Principal Secretary, Higher and Technical Education requesting to transfer the budgetary provision of Rs. 86.96 lakh (**Annexure-C**) to the Director, COEP so that the construction activity can be undertaken on priority. Response is awaited from the Principal Secretary, Higher and Technical Education on this matter.

As the Preparation of Plans and Drawings by the Office of the Chief Government Architect, is taking unprecedented time, **it is proposed to appoint an architect at institute level and get the drawings and detailed estimates prepared so that tendering process can be undertaken at institute level.** As in case of TEQIP Civil Works PWD can just be assigned a job of supervision of works and certification of bills. All the payments for the contractors can be done at institute level with all the checks by a BWC Subcommittee.

Since the selection of contractors is done by the institute Building Works Committee (BWC) it would be possible to invite reputed contractors to undertake these works, which is not possible if the works are handed over to PWD for execution.

As a institute policy if it is decided that PWD is not to be involved in any institute construction activity then a separate Project Management Consultant can be appointed to undertake these activities.

### **2.3 Approval for following is sought from BWC.**

- a) Inviting reputed architects for the Preparation of Plans and preparation of Tender Documents for the Proposed Class Room Complex Building.
- b) Call for Tenders by inviting reputed contractors to bid for the proposed work.
- c) Appoint a Project Management Consultant to supervise the construction activity, ensure quality of work and certify the bills submitted by the Contractor.
- d) Sanction of balance amount of Rs. 3.28 crore from institute funds for the proposed work so that work can be undertaken immediately and completed in reasonable time.
- e) Sanction for necessary Architectural and Project Management Consultant fees for executing the class room complex project.

### **ITEM-BWC-03.**

#### **Proposal for Establishing Institute Estate Office**

College of Engineering Pune is now an autonomous Institute of Government of Maharashtra. Till date all the Building Related activities such as New Constructions and Routine Maintenance Works were looked after by the Superintending Engineer, PWD, Pune through his representatives in the campus. Frequently during the BOG Meetings whenever the issue of Civil Works came for the discussion in the BOG Members expressed that PWD should not be involved in all these activities and Institute Estate Office Should take care of all these activities. This proposal is submitted keeping in mind the opinions expressed by the Members.

#### **3.1 Proposed Structure of the Proposed Estate Office**

The institute Estate office structure would be as indicated in Figure-A1. For instructions/decisions regarding various institute activities Estate officer would contact the Secretary BWC for day to day instructions and Secretary BWC would seek the guidance from the BWC and Director, COEP on various issues.

Institute Estate Officer would be a Civil Engineer selected by the BWC based on the experience in construction related activities. Similarly Jr. Engineer (Electrical) and Jr. Engineer (Civil) would be selected by the BWC on the basis of their experience. All these appointments would be on two year tenure basis.

Other supporting staff like estate clerk, mazdoors, plumber, carpenter, electrician, electrician helper required for the Estate Office would be identified from the available institute staff and Director COEP would issue necessary orders to attach these staff to the institute estate office. Institute Garden and Security would also be attached to the institute estate office for administrative purpose. This would help to have a unity of command in implementing various decisions taken regarding various institute activities.

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### 3.2 Classification of Institute Works

All the Institutional works shall be classified as below

i) **Maintenance works**

These will include annual works involving routine annual maintenance and repairs regardless of the total cost incurred.

ii) **Minor works**

These will include original works, special repairs works and works involving additions and alterations with an estimated cost up to and including rupees three lakh.

iii) **Major works**

These will include original works, special repairs works involving additions and alterations with an estimated cost exceeding rupees three lakh to be designated as 'major works'.

Institute Estate Officer would be responsible for all the works. Works of Minor Repairs as stated above will be dealt by the institute estate office. For other works appropriate agencies would be appointed by BWC. A budgetary provision in the institute annual budget would be made for all the works specified above. A provision for emergency works would be made separately.

### 3.3. Role and Responsibilities of the Proposed Estate Office

- i) Officer appointed by the BWC shall be designated as **Institute Estate Officer**. He will coordinate all the activities related with the Civil and Electrical works of the institute with various agencies such as PMC, State PWD, Revenue Department, State Deputy Chief Architect, Contractors and Architects appointed by the Institute for its various works.
- ii) He will be responsible for preparing various advertisements for civil and electrical works, prepare various estimates, Tender Papers, Advertisements related with civil and electrical works, procedures for short listing of the Architects and Contractors etc. and submit it to the Secretary BWC for approval of the BWC and BOG.
- iii) He will report to Secretary, BWC for his instructions and day to day working normally once a week unless otherwise the matter is of urgent nature.
- iv) Faculty Members and HoDs will submit their various Civil and Electrical work and maintenance requests to the Estate Officer who in consultation with the secretary BWC shall give appropriate instructions to the concerned. Without approval from BWC no maintenance or minor works shall be undertaken in any department of the institute. For emergency maintenance works not exceeding a value of Rs. 10,000/-, Secretary BWC, would take the Director's approval. Director's prior approval shall be mandatory before undertaking all emergency works.
- v) Furniture being issue related with BWC all the existing Furniture DSRs related with existing furniture, infrastructure of the institute will be kept in the custody of the Institute Estate Officer and no additions or alterations in the moveable or immovable property of

- the Institute shall be carried out without approval from BWC and in turn BOG.
- vi) Procurement of New Furniture shall be responsibility of the Institute Estate Officer who shall seek the approval from BWC and Finance Committee for any purchases of these items.
- vii) Institute Estate Officer shall circulate a note to all the HOD's in the Month of December every year calling for departmental requirements of Annual Maintenance Works. Estate Officer will inspect the proposed works on site and will prepare a maintenance budget for these works and will forward them to BWC for approval. After approval, Secretary BWC will submit (in the Month of January every year) the annual requirements to the finance committee for the budgetary provision in the Institute Annual Budget. Same procedure will be followed for the Major and Minor Works to be undertaken by the Institute.
- viii) Prepare a short list of Architects, Civil and Electrical Contractors and Specialized agencies as per the directives of the BWC.

### 3.4. Annual Financial Requirements for the Establishing the Estate Office

Sr. No.	Details	Salary P.M in Rs	Total annual Salary in Rs
1.	Estate Officer of the rank of Deputy Engineer	25000/-	3,00,000
2	Jr. Engineer Civil	20,000	2,40,000
	Jr. Engineer Electrical	20,000/-	2,40,000
	Technical Assistant	15,000/-	1,80,000
	Clerical Assistant*	8,000/-	96,000
	Electrician, Carpenter, Mason, Plumber	8,000/-	3,84,000
	Mazdoor (4 nos.)	5500/-	2,64,000
		Total Rs.	17,04,000
Rs. Seventeen Lakh four thousand only			

To identified and taken from the existing institute staff hence at present there will not be any additional burden for this staff. Figure-A-1 indicates the proposed structure for the COEP Estate Office.

ITEM- BWC-04

**Proposal for the Renovation of Rector's Bungalow in COEP Hostel to Convert in to Director's Official Residence**

Principal's Existing Bungalow is about 120 years old and due to increase in Traffic volume on the road in front of the institute it not possible to use for the residential purpose. Therefore it is proposed to convert existing Chief Rectors Bungalow in to Directors Official Residence. To convert the Bungalow as Directors Official Residence some essential changes like change in flooring, painting, repairs to the toilets, electric wiring etc. is necessary. The bungalow was surveyed and a list of essential works which are absolutely necessary to bring the bungalow to minimum living standard to the post of Director are undertaken. The present Bungalow is also 120 years old and a part of heritage. The Brief Summery of Items of Work which are essential are as below. The absolutely necessary repairs works as listed would be carried out keeping in mind the heritage importance of the structure.

Sr. No.	Details	Cost in Rs.
1.	Flooring	2,72,523
2.	Ceiling AMF	1,78,438
3.	Painting	49,700
4	Renewal of toilets and Kitchen and eletrification	1,67,000
	Total Cost Rs. Say	6,50,000

Permission may please be granted to undertake the above essential works and issue the work orders after calling for the tenders at institute level as done for the TEQIP.

ITEM- BWC-05

**Submission of Report by Mr. Kiran Kalamdani**

Shri Kiran Kalamdani was appointed as Consultant in order to prepare a action plan for the conservation of Main Building of the institute with the approval of BOG. Mr. Kalamdani has submitted his final report on 18th August 2006. The report submitted by Mr. Kalamdani is circulated here with for the comments and suggestions of the committee members.