



School of Planning and Architecture Vijayawada
(Office of the Director)

No.F-05/SPAV/Dir/EMC/38

Dt: 12th February, 2024

Office Order

The **Estate Management Cell (EMC)** has been established with an immediate effect, for day to day repairs & maintenance of damaged items, maintenance & monitoring of estate affairs, up keeping & upliftment of campus environment, etc. The EMC consisting of the following members:

- 1) **Shri P Pramod**, Assistant Engineer cum Project Officer (Civil)
- 2) **Shri N Rajeev**, Junior Engineer (Civil)
- 3) **Shri M Gopinadh**, Junior Engineer (Elec.)
- 4) **Shri B Bhanu Prakash Reddy**, M.S.A (clerical assistance)
- 5) **Shri V Venkatanarayana**, Lab Attendant (general maintenance assistance)
- 6) **Technical Assistance - Civil** (through outsourcing agency)
- 7) **Technical Assistance - Electrical** (through outsourcing agency)
- 8) **Technical Assistance - Plumbing** (through outsourcing agency)

Shri P Pramod, AEPO (Civil) shall act as "Engineer In-Charge (EIC)" to the Estate Management Cell and the other staff from S.No. (2) to (8) have to report to the Engineer In-Charge.

Roles and Responsibilities of the EMC:

- 1) EMC shall monitor & supervise the Housekeeping & Gardening personnel and all physical infrastructure of the Campus.
- 2) Any additions, alterations, renovations and modification works of SPAV have to be dealt by the Cell. This cell also has to be look after the Annual Maintenance Contracts Works (AMCs) and other maintenance & repair works related to building/equipment of labs etc. A few of them are listed below:
 - a) Sewage Treatment Plant (STP)
 - b) Water Treatment Plant (WTP)
 - c) Heating, Ventilation and Air Conditioning (HVAC)
 - d) Solar Panels / Power System
 - e) Solar Hot Water System
 - f) Pest Control
 - g) Lifts
 - h) Split / Window ACs

(P.T.O)

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- i) Firefighting System
 - j) Solid Waste Management
 - k) UPS Batters / Systems
 - l) Play fields
 - m) Reverse Osmosis (RO) Plant
 - n) Rodent Free Mechanism
 - o) Vermiculture and Horticulture
 - p) DG Sets
 - q) Maintenance of Electricals, Seepage / Drainage and water supply lines
 - r) Maintenance of in-house Electrical sub-station
 - s) Rainwater Harvesting
etc.,
- 3) Day to day repairs & maintenance of damaged items such as furniture, civil, electrical etc. as intimated by the departments/sections, such items have to be estimate and process for procurement, other than the items covered in AMCs.
 - 4) The EMC shall prepare the estimates, terms & conditions for floating the tenders by following GFR and sending proposals to GeM officials after obtaining the approval of Competent Authority through Registrar on the basis of the drawings & specifications prepared by Campus Development Committee (CDC) for procuring of items viz. furniture, civil, electrical, housekeeping material and gardening items and if any.
 - 5) The proposals will come from various departments/sections through proper channel to EMC (*Department to Dean P & D, in consultation with CDC, in principal approval to be taken by Dean P & D, so that drawings & specifications can be prepared by CDC*). The CDC has to ensure the quality of work, inspection and certification.
 - 6) Three months before the completion of maintenance period or in advance to the completion of maintenance period, the AMC related file has to be initiated by EMC, so that the smooth taking over/handing over for executing the same vendor/new vendor.

Inspection:

Regular inspections to all AMC related items to be conducted and report to be submitted to Competent Authority for every month. Any repair/restoration items to be identified within shortest period, items to be repaired/procured/installed for the users without delay.

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Any garbage in common areas, lobbies, corners, play fields etc. should be cleaned promptly and identify appropriate place for dustbins. Also upkeep of furniture in class rooms, studios, lecture halls, exhibition hall, washrooms etc.. to be reviewed monthly with HoD(s).

For every month, a review meeting should be conducted, called by the Registrar, where Dean (P&D), CDC unit, EMC unit will attend to review the developmental programs by CDC and maintenance/repairs works by EMC, accordingly minutes to be submitted to Competent Authority by Dean (P&D) and Registrar.

Nevertheless, the Estate Management Cell (EMC) has to work as per the instructions of the Registrar with the approval of the Competent Authority from time to time. The Engineer In-Charge (EIC) will report to the Registrar for day to day matters and movement of file etc.

Henceforth, these orders supersedes all the earlier orders issued wherein faculty members were assigned the additional responsibilities mentioned in Item No.1 & 2 i.e. AMCs and deployment / monitoring of manpower related works only.

Prof. Dr. Srikonda Ramesh
Director

To
Estate Management Cell (EMC)

Copy to

1. Registrar
 2. Dean Planning and Development
 3. CDC Unit
 4. All Deans and Heads
 5. Chief Warden and all Wardens
 6. All concerned
 7. Mess In-Charge
 8. Assistant Registrars
 9. Deputy Librarian
 10. IT Section
 11. OOF
- } for necessary action please.