

Subject: Approved Minutes of the 5th meeting of the Building & Works Committee of PEC University of Technology, Chandigarh.

Brief of meeting and participants:

Date	13.10.16 (Thursday)
Time	04:00 P.M.
Venue	Faculty Guest House, PEC Sector-12, Chandigarh
In chair	Director, PEC
List of Participants	<ol style="list-style-type: none"> 1. Prof. N. Sathyamurthy, Director, IISER Mohali 2. Sh. V.K. Jain, S.E., UBHVN Dhulkot 3. Sh. Anup Chauhan, C.E., PWD B&R, Haryana 4. Prof. S.K.Singh, Chairman, Estate & Works 5. Sh. Manish Kumar, Registrar PEC 6. Dr. Sarbjit Singh, Estate Officer-I 7. Prof. Arshdeep Singh, Estate Officer-II 8. Prof. Dheeraj Bharat, Estate Officer-III 9. Sh. P.D. Sharma, University Engineer 10. Ms. Jasdeep, representative of M/s DCPL, Architect (Special Invitee)

The minutes are as below:

Item No.	Item	Decision
1.0	Approval of Draft Minutes of 4 th Meeting of BWC	Noted.
2.0	Action taken report on decisions of 4 th BWC Meeting	Noted.
3.0	Payment to Architect	Noted
4.0	Status of identified/ ongoing/ in consideration works	<p>Noted.</p> <p>Work of Beautification of Railway Engine area may be undertaken, while work of Helicopter area may be put on hold due to pending work of Porch.</p> <p>For works completed in all respects, satisfactory report is to be obtained from concerned user and created facilities should be handed over to the end user.</p> <p>Regarding Development of Society and</p>

		<p>Student Club, the site is required to be handed over to the agency on priority.</p> <p>Tender to provide sculpture base work to be loaded on priority.</p> <p>Tender for the Road work, Computer centre façade, Library entrance work should be loaded on receipt of BOQ from Architect.</p> <p>Design for lift in computer centre is required to be revised by the Architect & to be submitted on priority.</p>
5.0	Allotment of house to Contractual faculty	<p>Approved. The vacant staff quarters available in Campus may be allotted to the contractual faculty after minor repair/ maintenance. The licence fee is required to be deducted.</p> <p>In future it may also be mentioned in guidelines for engagement of contractual faculty that in case accommodation is available, same may be provided on deduction of licence fee.</p>
6.0	Minutes of Meeting to review the works undertaken by Estate.	Noted
6.1	Review of agreement with Architect	<p>Approved as proposed.</p> <p>Revised agreement may be signed</p>
6.2	Delay in completion work	Approved
6.3	Re-Tender	Approved

6.4	Record Keeping	Approved
6.5	Completion Certificates	Approved

Chairman & members expressed following:

1. Where so ever, there is a delay in completion of work, the same needs to be recorded in the agenda note as well as in concerned file with the reason.
2. Where so ever there is a deviation in final expenditure viz a viz estimated cost, same also needs to be recorded in the file as well as in agenda note.
3. It may observed that there is time delay from date of sanction viz a viz award of tender. Time delay is to be avoided & processes are to be strengthened.
4. Certain instances were brought to the notice of BWC, whereby the contractor has not initiated action after allotment of the work BWC observed, that in all such cases action may be initiated as per standard provisions of agreement.
5. The inspection report of Architect was also placed in the meeting, it was decided that all such shortcomings as recorded in the inspection note are to be corrected in time bound manner.
6. It was also recorded that where so ever the requisite action is not done by the respective authority same are to be brought to the notice of Chairman Estate & Works/ Registrar/ Director to avoid any delay.

Meeting Ended with the vote of thanks to Chair

Registrar