



RVS TECHNICAL CAMPUS – COIMBATORE

Accredited by NAAC, Approved by AICTE New Delhi & Affiliated to Anna University Chennai
Kumaran Kottam Campus, Kannampalayam, Coimbatore – 641 402

Write up for 2017-2018 Academic year

1. Laboratory: Record of maintenance account is maintained by lab technicians, Lab In charge and supervised by HODs of the concerned departments
2. Optimum working condition of all properties/ equipment on the campus is ensured through annual maintenance contracts (AMC). The AMC purview includes maintenance of Generator, Air Conditioners, CCTV cameras and Water Purifiers. Apart from contract workers, the college has trained in - house electricians and plumbers.
3. Computers: Centralized computer laboratory established, ERP software is used for maintaining faculty and students details. Each Department having appropriate computer for their requirements.
4. The campus maintenance is monitored through surveillance Cameras.
5. Periodic reporting on requirements of repairs and maintenance are submitted by the HODs to the Administrative office. The requirements are collectively processed in every semester break so as to keep things ready for the new semester.
6. Regular maintenance of the water cooler and water purifier is done regularly.
7. Updating of software's is done by lab technicians.
8. Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by Institute concern Employees.
9. Adequate in - house staff is employed to meticulously maintain hygiene, cleanliness and infrastructure on the campus so as to provide a congenial learning environment. Classrooms, Staffrooms, Seminar halls and Laboratories, etc are cleaned and maintained regularly by Non - teaching staff assigned for each floor. Wash rooms and rest rooms are well maintained. Dustbins are placed in every floor. The Green Cover of the campus is well maintained by a full time gardener.
10. Department wise annual stock verification is done by concerned Head of the Department


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11. Sports: - Regarding the maintenance of sports equipment the college sports in charge is deputed.

12. Library:- The requirement and list of books is taken from the concerned departments and HOD's are involved in the process. The finalized list of required books is duly approved and signed by the Director. Suggestion box is installed inside the reading room to take users feedback. Continuous feedback helps a lot in introducing new ideas regarding library enrichment. To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam.

13. Every department maintains a stock register for the available equipment. Department wise annual stock verification is done by concerned Head of the Department.


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4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

S. No	Description
1.	Civil Maintenance
2.	Building Maintenance
3.	Maintenance of Department
4.	Maintenance of Laboratories
5.	Maintenance of Library
6.	Maintenance of Sports complex
7.	Maintenance of Computers
8.	Maintenance of Class Rooms
9.	Annual Maintenance Contracts
10.	Fire Fighting Equipments
11.	Security and Garden Maintenance


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Policy / Procedure for Campus Maintenance

Civil Maintenance:

The documents of academic building and hostel building are maintained properly.

Building Maintenance:

RVS TCC maintains a list of buildings to be maintained. The building maintenance is decided based on the discussion with Principal or any other Authority. Repair works are done during college holidays and minor works are carried out when required without disturbing the academic activities. Building maintenance is comprised of plumbing, painting, carpentry and minor construction. The maintenance operation will include all components and systems in the areas like Class rooms, seminar halls, tutorial halls, carpet, floors, walls and ceilings, Doors exterior/interior, Window and Hardware, Restrooms/Plumbing fixtures (Commode, Lavatories, Urinals, restroom partition, mirrors, exhaust fans). Building Maintenance in-charge prepare a schedule for Building inspection. On completion, the inspection observations and actions initiated along with the date are recorded.

Maintenance of Department:

The maintenance of department is carried out by the Head of the Department with the appointed technical staff. The technical staff is accountable to the HOD and efficiently organizes the workforce, maintaining duty files containing details about their individual floor / assigned responsibilities.

Maintenance of Laboratories:

The lab in charge maintains the respective laboratories with the help of lab technician under the instruction of the HODs. As per the university requirement, the instruments which need service are communicated to the equipment supplier after getting permission from the HOD and Principal. The technician from the equipment supplier inspects the lab and gives quotation. After getting approval from the concerned person repair works are done. Every department maintains a stock register for the available equipment and their maintenance. Stock verification is conducted annually at the end of every year. The Housekeeping team adequately employs the in-house staff to meticulously maintain hygiene, cleanliness, and infrastructure on the campus to provide a congenial learning environment. Classrooms, Staffrooms, Seminar halls, and Laboratories, etc. are cleaned and maintained regularly by housekeeping staff assigned for each floor.

Maintenance of Library:

The library is maintained with a librarian and adequate number of trained staffs. Besides the central library, every department has its own library at the department level. The functioning of the library is automated with the use of library software. Barcode-based membership and issue of books are maintained. An annual stock verification system exists and damaged books are periodically removed from the stocks. Wherever feasible, the books are preserved through binding. Periodically pest control is carried out to prevent damages by infestation and also to maintain hygiene.

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Maintenance of Sports complex:

The physical education director maintains the tracks and ground by cutting down the grass and weeds. The maintenance department ensures periodic cleaning of sports equipment poles by way of anti-rusting, painting, and lubrication of equipment from time to time.

Maintenance of Computers:

The system administrator maintains and upgrades the computer systems whenever they receive request. In addition, lab assistants under the supervision of the system administrator, maintain the working of the institution's computers and accessories.

Maintenance of Classrooms:

The institution has set up a committee for the maintenance of infrastructure. From each department, HOD's submits the requirement list for each academic year to the principal. Based on the department budget, the management allocates the fund. The institution development fund is utilized for the maintenance and repair of furniture and other electrical equipment. There are technicians, masons, plumbers, carpenters deputed by management/daily labors for the building maintenance. The supervisor ensures the maintenance of classrooms and related infrastructure.

Annual Maintenance Contracts:

The annual maintenance contracts (AMC) are followed to ensure the working condition of all water supply equipment and machinery on the college. The AMC take over the maintenance of Generator, Water Purifiers, Biogas plant, and solar power plant.

Fire Fighting Equipments:

The supervisor periodically inspects fire extinguishers placed at different places of the college: buildings, laboratories, hostels, offices, etc. to check their functioning. The refilling steps are taken before the expiry date. The students and staffs are given awareness to use the fire extinguishers.

Security and Garden Maintenance:

The institution has a security system at multiple stages like entrance security, gate security, Hostel security under a security officer. They are entrusted to take care of the security of the buildings, equipment, and infrastructure. Night shift securities also there. Adequate numbers of gardeners are employed for maintaining the gardens and other greenery like lawns, other green spaces, and seasonal flowers.

Electrical Maintenance

Includes all electrical facilities in academic blocks, hostels, Generator, Air conditioners etc. Electrician / Office manager maintain a list of electrical devices that require regular maintenance. Any complaint on electrical repairs is recorded in the register maintained at the power house. The electrical repairs are rectified based on the complaints recorded in the register. A maintenance schedule for electrical devices is prepared and maintained by the Electrician. The maintenance carried out is also recorded.



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GENERAL MAINTENANCE COMMITTEE

Creation of the committee:

Every development is possible when it is continuously monitored and maintained. Our RVS Technical Campus has strong maintenance group members for developing and maintaining institutions infrastructure. This committee carries out the requirements as well as purchase and preventive measures to be taken for each academic year.

Objectives:

- To ensure proper maintenance of both physical and academic facilities.
- To prepare a list for building maintenance and to carry out repair works.
- To monitor and record periodical cleaning of class room, Laboratory and toilets.
- To ensure maintenance of electrical works, safety equipment's, garden and general maintenance.

Policy for Maintenance:

- Prepare a list for the repair works to be done.
- Listing out the need and specification of the repaired items.
- Preparation of budget for the work/equipment's by collecting quotation from the contractor/manufacturer.
- Get proper permission from the management.
- After getting permission for the repair work/service, call the contractor/supplier to carry out.
- Monitor the repair work/supply and install/service works done by the person as per our requirements.
- For supply/purchase of equipment's or tools, proper entries are done like gate pass and invoice is filed.
- After the completion of work, bills are filed and entries made at Maintenance register.


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Academic Year 2017-2018

Date: 03/07/2017

MINUTES OF MEETING OF THE MAINTENANCE COMMITTEE

MAINTENANCE COMMITTEE MEMBERS

Sl. No	Name of the staff	Designation / Dept.	Responsibility
1.	Dr. Y. Robinson	Principal	Chairman
2.	Dr. A. G. Mohan Das Gandhi	HoD / Civil	Civil & Building maintenance
3.	Mr. V. Rangasamy	Chief Librarian	Library maintenance
4.	Mr. V. Ponnaruselvan	Physical Director	Sports maintenance
5.	Mr. M.P. Vinoth Kumar	System Administrator	Computer maintenance
6.	Mr. S. Thirumoorthi	Chief Security officer	Security maintenance
7.	Mr. V. Gopinath	Electrical Engineer	Electrical maintenance
8.	Dr. D. Rajkumar	HoD / Agriculture	Garden maintenance
9.	Mr. V. Ponnaruselvan	Physical Director	Fire Fighting equipment maintenance

The following points are discussed in maintenance committee meeting,

1. Library in charge asked to update the text books and e-journals for the current year.
2. Physical director informed to replace the old sports equipment.
3. Firefighting maintenance committee requested to ensure the presents of firefighting equipment at laboratories and required places.
4. Computer maintenance department informed to update the antivirus and software.
5. AMC committee advised to repair water purifiers.
6. Security in charge informed to keep the record of all students and staffs in and out time.


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Principal
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Copy to:

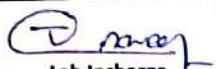
1. The Principal
2. Maintenance Committee members
3. File

S.No	Date	DEPT. & Lab Room - NUMBER & NAME.	Open Time	Staff Name	SIGN	CLOSING TIME	Staff NAME	SIGN
16.	7/7/17	524, 523, 520, 519,	8:58	Suganthapriya/ Kanthika				
17)	8/7/17	524	8:40	Suganthapriya K		5:25pm	S. Kanagathir	
18)	10/07/17	524	8:45	Suganthapriya K		5:25pm	S. Kanagathir	
19)	11/07/17	524	8:45	Suganthapriya K.		5:25pm	S. Kanagathir	
20)	12/07/17	524	8:45	Suganthapriya K		5:20pm	S. Kanagathir	
21)	13/07/17	524	8:45	Suganthapriya K		5:25pm	S. Kanagathir	
22)	14/07/17	524	8:45	Suganthapriya K.		5:30pm	S. Kanagathir	
23)	15/07/17	524	8:45	Suganthapriya K.		5:25pm	S. Kanagathir	

24.	17.07.17	524	8:45	Suganthapriya K.		5:25pm	S. Kanagathir	
25.	18.07.17	524	8:45	Suganthapriya K.		5:25pm	S. Kanagathir	
26.	19.07.17	524	8:45	Suganthapriya K.		5:25pm	S. Kanagathir	
	20/7/17	524	8:45	Suganthapriya K.		5:25pm	S. Kanagathir	
	21/7/17	524,	6:45 am	V. Balasundaram				
	24/7/17	524	8:45	Suganthapriya K.		5:20pm	S. Kanagathir	
	25/7/17	524	8:45	Suganthapriya K		5:30pm	S. Kanagathir	
	26/7/17	524	8:45	Suganthapriya K		5:30pm	S. Kanagathir	
	27/7/17	524	8:45	Suganthapriya K.		5:30pm	S. Kanagathir	
	28/7/17	524	8:45	Suganthapriya K.		5:30pm	S. Kanagathir	
	29/7/17	524	8:50	Suganthapriya K.		5:30pm	S. Kanagathir	
	31/7/17	524	8:45	Suganthapriya K		5:30pm	S. Kanagathir	

RVS TECHNICAL CAMPUS							
KANNAMPALAYAM, COIMBATORE							
COMPUTER SYSTEM PREVENTIVE MAINTENANCE REPORT							
DEPARTMENT : MECHANICAL ENGINEERING						LAB : CAD/CAM	
MONTH & YEAR : July 2017							
S.NO	SYSTEM NAME	HARDWARE	ANTIVIRUS	NETWORK	INTERIORS	CLEARANCE	BATTERY
1	TCC/MECH/CADL/01	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
2	TCC/MECH/CADL/02	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
3	TCC/MECH/CADL/03	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
4	TCC/MECH/CADL/04	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
5	TCC/MECH/CADL/05	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
6	TCC/MECH/CADL/06	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
7	TCC/MECH/CADL/07	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
8	TCC/MECH/CADL/08	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
9	TCC/MECH/CADL/09	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
10	TCC/MECH/CADL/10	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
11	TCC/MECH/CADL/11	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
12	TCC/MECH/CADL/12	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
13	TCC/MECH/CADL/13	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
14	TCC/MECH/CADL/14	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
15	TCC/MECH/CADL/15	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
16	TCC/MECH/CADL/16	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
17	TCC/MECH/CADL/17	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
18	TCC/MECH/CADL/18	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
19	TCC/MECH/CADL/19	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
20	TCC/MECH/CADL/20	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
21	TCC/MECH/CADL/21	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
22	TCC/MECH/CADL/22	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
23	TCC/MECH/CADL/23	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
24	TCC/MECH/CADL/24	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
25	TCC/MECH/CADL/25	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
26	TCC/MECH/CADL/26	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
27	TCC/MECH/CADL/27	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
28	TCC/MECH/CADL/28	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
29	TCC/MECH/CADL/29	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
30	TCC/MECH/CADL/30	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
31	TCC/MECH/CADL/31	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
32	TCC/MECH/CADL/32	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
33	TCC/MECH/CADL/33	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
34	TCC/MECH/CADL/34	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
35	TCC/MECH/CADL/35	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
36	TCC/MECH/CADL/36	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
37	TCC/MECH/CADL/37	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
38	TCC/MECH/CADL/38	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
39	TCC/MECH/CADL/39	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
40	TCC/MECH/CADL/40	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
41	TCC/MECH/CADL/41	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
42	TCC/MECH/CADL/42	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
43	TCC/MECH/CADL/43	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED

44	TCC/MECH/CADL/44	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
45	TCC/MECH/CADL/45	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
46	TCC/MECH/CADL/46	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
47	TCC/MECH/CADL/47	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
48	TCC/MECH/CADL/48	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
49	TCC/MECH/CADL/49	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
50	TCC/MECH/CADL/50	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
51	TCC/MECH/CADL/51	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
52	TCC/MECH/CADL/52	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
53	TCC/MECH/CADL/53	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
54	TCC/MECH/CADL/54	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
55	TCC/MECH/CADL/55	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
56	TCC/MECH/CADL/56	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
57	TCC/MECH/CADL/57	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
58	TCC/MECH/CADL/58	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
59	TCC/MECH/CADL/59	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED
60	TCC/MECH/CADL/60	VERFIED	UPDATED	CHECKED	CLEANED	CLEARED	CHECKED


Lab Incharge
[T. Navas Kumar]


HoD


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RVS TECHNICAL CAMPUS
KANNAMPALAYAM, COIMBATORE
LABORATORY CLEANING DETAILS

DEPARTMENT: MECHAICAL ENGINEERING

LAB: CAD/CAM

S.No	Cleaned On	Lab Technician	Lab Incharge Signature	Remark
41	17/11/17	AKhi. A		Clened
42	29/11/17	AKhi. A		clened
43	5/12/17	AKhi. A		clened ✓
44	15/12/17	AKhi. A		clened
45	21/12/17	AKhi. A		clened
46	26/12/17	AKhi. A		clened
47	4/01/18	AKhi. A		clened
48	10/01/2018	N. Kantik		cleaneed
49	16/01/2018	N. Kantik		Cleaneed ✓
50	22/01/2018	N. Kantik		cleaneed
51	28/01/2018	N. Kantik		cleaneed
52	05/02/2018	N. Kantik		cleaneed
53	12/02/2018	N. Kantik		cleaneed
54	20/02/2018	N. Kantik		cleaneed
55	27/02/2018	N. Kantik		cleaneed
56	06/03/2018	N. Kantik		cleaneed
57	14/03/2018	N. Kantik		cleaneed
58	21/03/2018	N. Kantik		cleaneed
59	28/03/2018	N. Kantik		Cleaneed ✓
60	04/04/2018	N. Kantik		cleaneed
61	12/04/2018	N. Kantik		Cleaneed
62	20/04/2018	N. Kantik		Cleaneed
63	26/04/2018	N. Kantik		cleaneed
64	03/05/2018	N. Kantik		cleaneed
65	17/05/2018	N. Kantik		cleaneed
66	24/05/2018	N. Kantik		cleaneed
67	31/05/2018	N. Kantik		cleaneed
68	6/06/2018	N. Kantik		cleaneed
69	20/06/2018	N. Kantik		cleaneed
70	29/06/2018	N. Kantik		Cleaneed

Amr

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System Maintenance

	DATE	Issue	Action Taken	Remarks
1.	10-2-2018	Ram pbn System Slow & Restart pbn	Ram Cleared System restart pbn Solved	✓
2.	11-3-2018	Keyboard problem Sharing is not working	Keyboard problem Solved Network cable changed	✓
3.	12-4-2018	Creo Software Not working	Creo Software installed	✓
4.	15-5-2018	CPU power problem Hard disk problem Network for cables are not working	power problem solved Hard disk problem rehabilitated network for cables	✓
5.	17-6-2018	Ansys Software problem I/O cable problem	Ansys Software installation I/O Cables changed	✓
6.	12-7-2018	Projector is not working (damaged) System slow problem	Given to maintenance prof service solved system problem	✓

Library Maintenance

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Sl.No.	Date	Work Done	Staff Name	Dept	Signature
51	05/06/17	network problem is can. problem. checked	J. Maria Pradeep	CS &	J. Maria Pradeep
52	05/6/17	Switching on and off the system and UPS on. checking net connection.	K. Bibin Das	LIB.	K. Bibin Das
53	15/06/17	Keyboard and power cable checking and service	M.P. VINODHAR	SNC	M.P. VINODHAR
54	19/6/17	UPS battery cleaned and Distilled water checked.	Naina Mohamed	Datacenter	Naina Mohamed
55	30/6/17	Keyboard checking	M.P. VINODHAR	SNC	M.P. VINODHAR
56	3/7/17	Switch on and off the system and UPS. etc. System cleaned.	Bibin	LIB	Bibin
57	7/7/17	Aluminium window Glass Fixing work.	Vignesh	Aluminium Vignesh work	Vignesh
58	13/7/17	UPS battery cleaned and Distilled water checked	Naina Mohamed.	Datacenter	Naina Mohamed
59	15/7/17	General checkup system maintenance	M.P. VINODHAR	SNC	M.P. VINODHAR
60	20/7/17	UPS & battery line checked. all battery. Voltage checked.	Naina Mohamed	Datacenter	Naina Mohamed
61	26/7/17	Delnet systems cleaning & checking	K. Bibin Das	LIB	K. Bibin Das
62	28/7/17	Battery checkup	Naina Mohamed	Datacenter	Naina Mohamed
63	10/8/17	Network cable checking	M.P. VINODHAR	SNC	M.P. VINODHAR

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