



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 2018-2019 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 2018-2019

Date: 09/07/2018

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 maintain library register for students and staffs separately.
2. Physical director informed to maintain the indoor and outdoor ground periodically.
3. Firefighting equipment maintenance committee requested to verify the expiry date of fire extinguisher and refill the gases.
4. Computer maintenance department informed to update the RAM of all computers.
5. Instructions were given to all committee members to prepare a maintenance list in all aspects wherever it required.




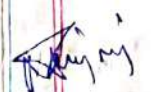

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Principal
Director
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Copy to: 1. The Principal
2. Maintenance Committee members
3. File

Library Maintenance

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| S.NO | Date | Work done | Staff Name | Dept | Signature |
|------|----------|---|-----------------------|-------------------------|---|
| | 9/7/18 | ups checking battery cleaned dis water filled in battery and checking | S. Nairamohamed | Data center |  |
| | 9/7/18 | IP address checking and server checking. | Vinothkumar. | System Admin | - |
| | 12/07/18 | Printer Configuration | Najeem Dhan | System Analyst | A. N. D. H. |
| | 17/7/18 | Electrical Bulbs & cfl bulb and fan checking | S. Thamarai Selvi | Office | S. Thamarai Selvi |
| | 12/07/18 | class notice board. fixed. | V. G. S. | electrician | V. G. S. |
| | 7/8/18 | Two Notice Board fixing | S. Thamarai Selvi | Office | S. Thamarai Selvi |
| | 29/8/18 | Canon AMC checking | P. Anur | Canon Service Center | P. Anur |
| | 31/8/18 | Software checking / Thermal Printer checking | M. P. VINOTH KUMAR | System Admin |  |
| | 04/9/18 | Printer checking | M. P. VINOTH KUMAR | System Admin |  |
| | 08/9/18 | Boys' Boarding Printer checking | Najeem Dhan | System admin | A. N. D. H. |
| | 10/9/18 | Software full Backup and replacing, checking | Vinothkumar. | System Admin |  |
| | 10/9/18 | | | | |

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| RVS TECHNICAL CAMPUS | | | | | | | |
|---|-------------------|------------------------|------------------|------------------|------------------------|---------------|----------------|
| KANNAMPALAYAM, COIMBATORE | | | | | | | |
| COMPUTER SYSTEM PREVENTIVE MAINTENANCE REPORT | | | | | | | |
| DEPARTMENT | | MECHANICAL ENGINEERING | | | | LAB : CAD/CAM | |
| MONTH & YEAR : | | January 2017 | | | | | |
| S.NO | SYSTEM NAME | HARDWARE SETTINGS | ANTIVIRUS STATUS | NETWORK SETTINGS | INTERIORS AND CLEANING | CLEARENCE | BATTERY BACKUP |
| 1 | TCC/MECHC/DEPT/01 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |
| 2 | TCC/MECHC/DEPT/02 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |
| 3 | TCC/MECHC/DEPT/03 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |
| 4 | TCC/MECHC/DEPT/04 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |
| 5 | TCC/MECHC/DEPT/05 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |
| 6 | TCC/MECHC/DEPT/06 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |
| 7 | TCC/MECHC/DEPT/07 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |
| 8 | TCC/MECHC/DEPT/08 | NOT VERIFIED | NOT CLEARED | NOT CLEARED | NOT CLEARED | NOT CLEARED | NOT CHECKED |
| 9 | TCC/MECHC/DEPT/09 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |
| 10 | TCC/MECHC/DEPT/10 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |
| 11 | TCC/MECHC/DEPT/11 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |
| 12 | TCC/MECHC/DEPT/12 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |
| 13 | TCC/MECHC/DEPT/13 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |
| 14 | TCC/MECHC/DEPT/14 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |
| 15 | TCC/MECHC/DEPT/15 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |
| 16 | TCC/MECHC/DEPT/16 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |
| 17 | TCC/MECHC/DEPT/17 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |
| 18 | TCC/MECHC/DEPT/18 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |
| 19 | TCC/MECHC/DEPT/19 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |
| 20 | TCC/MECHC/DEPT/20 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |
| 21 | TCC/MECHC/DEPT/21 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |
| 22 | TCC/MECHC/DEPT/22 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |
| 23 | TCC/MECHC/DEPT/23 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |
| 24 | TCC/MECHC/DEPT/24 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |
| 25 | TCC/MECHC/DEPT/25 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |
| 26 | TCC/MECHC/DEPT/26 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |
| 27 | TCC/MECHC/DEPT/27 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |
| 28 | TCC/MECHC/DEPT/28 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |


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|----|-------------------|--------------|------------|------------|------------|------------|-------------|
| 29 | TCC/MECHC/DEPT/29 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |
| 30 | TCC/MECHC/DEPT/30 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |
| 31 | TCC/MECHC/DEPT/31 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |
| 32 | TCC/MECHC/DEPT/32 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |
| 33 | TCC/MECHC/DEPT/33 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |
| 34 | TCC/MECHC/DEPT/34 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |
| 35 | TCC/MECHC/DEPT/35 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |
| 36 | TCC/MECHC/DEPT/36 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |
| 37 | TCC/MECHC/DEPT/37 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |
| 38 | TCC/MECHC/DEPT/38 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |
| 39 | TCC/MECHC/DEPT/39 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |
| 40 | TCC/MECHC/DEPT/40 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |
| 41 | TCC/MECHC/DEPT/41 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |
| 42 | TCC/MECHC/DEPT/42 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |
| 43 | TCC/MECHC/DEPT/43 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |
| 44 | TCC/MECHC/DEPT/44 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |
| 45 | TCC/MECHC/DEPT/45 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |
| 46 | TCC/MECHC/DEPT/46 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |
| 47 | TCC/MECHC/DEPT/47 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |
| 48 | TCC/MECHC/DEPT/48 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |
| 49 | TCC/MECHC/DEPT/49 | NOT VERIFIED | NOTUPDATED | NOTCHECKED | NOTCLEANED | NOTCLEARED | NOT CHECKED |
| 50 | TCC/MECHC/DEPT/50 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |
| 51 | TCC/MECHC/DEPT/51 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |
| 52 | TCC/MECHC/DEPT/52 | VERIFIED | UPDATED | CHECKED | CLEANED | CLEARED | CHECKED |
| 53 | TCC/MECHC/DEPT/53 | NOT VERIFIED | NOTUPDATED | NOTCHECKED | NOTCLEANED | NOTCLEARED | NOT CHECKED |
| 54 | TCC/MECHC/DEPT/54 | NOT VERIFIED | NOTUPDATED | NOTCHECKED | NOTCLEANED | NOTCLEARED | NOT CHECKED |
| 55 | TCC/MECHC/DEPT/55 | NOT VERIFIED | NOTUPDATED | NOTCHECKED | NOTCLEANED | NOTCLEARED | NOT CHECKED |
| 56 | TCC/MECHC/DEPT/56 | NOT VERIFIED | NOTUPDATED | NOTCHECKED | NOTCLEANED | NOTCLEARED | NOT CHECKED |
| 57 | TCC/MECHC/DEPT/57 | NOT VERIFIED | NOTUPDATED | NOTCHECKED | NOTCLEANED | NOTCLEARED | NOT CHECKED |
| 58 | TCC/MECHC/DEPT/58 | NOT VERIFIED | NOTUPDATED | NOTCHECKED | NOTCLEANED | NOTCLEARED | NOT CHECKED |
| 59 | TCC/MECHC/DEPT/59 | NOT VERIFIED | NOTUPDATED | NOTCHECKED | NOTCLEANED | NOTCLEARED | NOT CHECKED |
| 60 | TCC/MECHC/DEPT/60 | NOT VERIFIED | NOTUPDATED | NOTCHECKED | NOTCLEANED | NOTCLEARED | NOT CHECKED |


LAB INCHARGE


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HOD



RVS TECHNICAL CAMPUS
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LABORATORY CLEANING DETAILS

DEPARTMENT: MECHAICAL ENGINEERING

LAB: CAD/CAM

| S.No | Cleaned On | Lab Technician | Lab Incharge Signature | Remark |
|------|------------|----------------|------------------------|---------|
| 71 | 5/07/2018 | M. K. T. K. | | Cleaned |
| 72 | 18/07/2018 | M. K. T. K. | | Cleaned |
| 73 | 26/07/2018 | M. K. T. K. | | Cleaned |
| 74 | 31/08/2018 | M. K. T. K. | | Cleaned |
| 75 | 16/08/2018 | M. K. T. K. | | Cleaned |
| 76 | 23/08/2018 | M. K. T. K. | | Cleaned |
| 77 | 06/09/2018 | M. K. T. K. | | Cleaned |
| 78 | 14/09/2018 | M. K. T. K. | | Cleaned |
| 79 | 20/09/2018 | M. K. T. K. | | Cleaned |
| 80 | 27/09/2018 | M. K. T. K. | | Cleaned |
| 81 | 11/10/2018 | M. K. T. K. | | Cleaned |
| 82 | 25/10/2018 | M. K. T. K. | | Cleaned |
| 83 | 31/10/2018 | M. K. T. K. | | Cleaned |
| 84 | 08/10/2018 | M. K. T. K. | | Cleaned |
| 85 | 15/10/2018 | M. K. T. K. | | Cleaned |
| 86 | 24/10/2018 | M. K. T. K. | | Cleaned |
| 87 | 21/10/2018 | M. K. T. K. | | Cleaned |
| 88 | 20/10/2018 | M. K. T. K. | | Cleaned |
| 89 | 10/01/2019 | M. K. T. K. | | Cleaned |
| 90 | 24/01/2019 | M. K. T. K. | | Cleaned |
| 91 | 08/02/2019 | M. K. T. K. | | Cleaned |
| 92 | 26/02/2019 | M. K. T. K. | | Cleaned |
| 93 | 02/03/2019 | M. K. T. K. | | Cleaned |
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System Maintenance

| | Date | Issue | Action taken | Remarks |
|-----|------------|---|--|------------|
| 7. | 7-8-2018 | OS open problem 2/o signal is not working | OS is installation 2/o signal not occurred solved. | ✓ |
| 8. | 10-9-2018 | Mother board problem Video card problem | Mother board problem solved video card changed | ✓ |
| 9. | 12-10-2018 | CPU is not working power input problem | CPU replaced Given to service center to change issue SPS. | ✓ |
| 10. | 4-11-2018 | Monitor signal input is problem Monitor power supply system not working | Monitor signal solved. Monitor power supply system not occurred. | ✓ |
| 11. | 15-12-2018 | Autocad software install problem LAN cable; network cables are not working | Autocad software installation. LAN cable, network cables some systems changes | ✓ |
| 12. | 20-1-2019 | Which software using in lab. Autocad software license failed problem | Softwares are searching and note the details. Autocad license problem solved. | ✓ Muthu |