



# **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 2019-2020 Academic year**

The College ensures the optimal allocation and utilization of the funds for maintenance of infrastructure and purchase of new equipment. The proposal for the same is submitted to the College. The Purchase Committee of the College reviews the proposal, which is further approved by the Principal.

### **COMPUTER LABORATORY:**

The college has three computer laboratories, which mainly cater to the academic needs of students. The equipment's in computer laboratories are maintained by technical staff. The RVS TCC has appointed five fulltime hardware engineers for the purpose.

The college has appointed Information Technology Instructors for helping the students using these laboratories for academic purposes. These coordinators work under the guidance and supervision of the Head of the Department, other teachers from the department and the coordinators of various courses.

### **LIBRARY:**

The Library of the College is computerized using Koha Software. The Koha support and maintenance is done by the library staff. The hardware related support and maintenance is looked after by the staff appointed by the college. The staff appointed in the Library looks the sweeping, moping and other related works.

The Library has provided OPAC and also Web OPAC for the optimum utilization of Library resources. Links for the easy access of the subscribed and open access data bases is made available on institutional website

### **SPORTS:**

The college has separate play grounds for the sports of Kabaddi, Khokho, Cricket, Basket Ball and Foot Ball. These grounds are maintained by the Civil Contractor appointed by the RVS TCC with the help of professional coaches.

The coaches are given freedom to fix the time slot for the practice of their respective sports on these grounds. The grounds are utilized during the various sports festivals organized by the

  
**Dr. S. VIJAYAN**  
PRINCIPAL  
RVS Technical Campus-Coimbatore  
Kumaran Kottam Campus, Kannampalayam  
Coimbatore-641402.

College. The College has well equipped facilities for indoor games like chess, carom, table tennis, etc. The equipment required for these sports are maintained by inviting the technicians on call basis.

The college also has the gym. The equipments in gymnasium are also maintained by way of inviting the technicians on call basis. The other sports related facilities by circulating notices in the class rooms and displaying it on the notice board of gymkhana and other notice boards in College.

#### **COMPUTERS:**

The College has 645 computers installed in various facilities such as computer laboratory, library, College office, browsing center, IQAC Room, browsing area for students, Reference and Research Room, Examination Room Conference Room, seminar, and the cabins of Principal, Vice Principals, Librarian, Coordinators, etc.

These machines are maintained by the Hardware Support Team appointed by the RVSTCC. All these machines are optimally utilized for academic, administrative and examination related work.

#### **CLASSROOMS:**

The college utilizes the classrooms for conducting lectures and other academic activities such as group discussions, presentations, seminars, workshops, role plays, etc. The maintenance of the classrooms is looked after by the Civil Contractor appointed by the RVS TCC.

  
**Dr. S. VIJAYAN**  
PRINCIPAL  
RVS Technical Campus-Coimbatore  
Kumar Kottam Campus, Kannampalayan  
Coimbatore-641402.

  
Director  
RVS Technical Campus-Coimbatore  
Kumar Kottam Campus, Kannampalayan  
Coimbatore-641402.

**PRINCIPAL**



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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

  
**Dr. S. VIJAYAN**  
PRINCIPAL  
RVS Technical Campus-Coimbatore  
Kumaran Kottam Campus, Kannampalayam  
Coimbatore-641402.





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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.

**Dr. S. VIJAYAN**  
PRINCIPAL

RVS Technical Campus-Coimbatore  
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Coimbatore-641402.



**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 2019-2020

Date: 08/07/2019

## 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. Instructions given to civil maintenance committee to collect and maintain the approval drawing of new construction if any.
2. System administrator informed to install the windows 10 OS to all computers.
3. Garden maintenance committee asked to clean the environment periodically.
4. Maintenance committee informed to clean the toilet and keep a register.
5. Instructions were given to all committee members to prepare a maintenance list in all aspects wherever it required.

  
**Dr. S. VIJAYAN**  
PRINCIPAL  
RVS Technical Campus-Coimbatore  
Kumaran Kottam Campus, Kannampalayam  
Coimbatore-641402.

  
**Principal**  
Director  
RVS Technical Campus-Coimbatore  
Kumaran Kottam Campus, Kannampalayam  
Coimbatore-641402

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

101  
25/11/19

# Stationary

1. A4 Sheet	7 Ream
2. Tag file	39 File
3. Tape - White Brown Botten	8 9
4. Fencil stick	18
5. Eraser	18
6. Pen Eraser	8
7. pin (Small)	18
8. Payson weight	8
9. Stamp pad (Blue)	8
10. Pen Black Blue	89 .9
11. Thread	3
12. Bell pin	3 (Box)
13. Permission Book	9

1. Leave from CSE 12/12/19  
A Kile

14/02/2020

1. STUDENT PROFILE FORM	170	7/14/2020
2. A4 sheet	50	1000
Envelope - Envelop	27	6/5/20 15/2/20

1/1

Dr. S. VIJAYAN  
PRINCIPAL  
RVS Technical Campus-Coimbatore  
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(JBW)



20/01/2020

S&H	1	CLASS LOG BOOK Chalk Box	12 2 No's	20/01/2020
CCE		Class Log Book Chalk Box	20 No's 2 No's	21/1/20
Mechanical		Class Log Book	20 No's	21/1/20
MCS		Class Log Book Chalk Box	20 No's 2	21/1/20
Agri		Class Log Book Chalk Box	16 No's 2 No's	21/1/20
Civil		Class Log Book Chalk Box	24 No's 2 No's	21/1/20
Auto		Class Log Book Chalk Box	14 No's 11	21/1/20
ECE		Class Log Book	10 No's	21/1/20

Total Record Node - 990  
Record Node

22/02/2020

DLRI	63	10 No's
Auto	132	10 No's
Civil	76	10 No's
CSG	No	10 No's
MCS	8 + 239	10 No's
Nuel	52	10 No's
Civil	16	10 No's
SRH	65	10 No's
	627+8	
Balance	340	Node
Damage	23+4	Note
	20/02/20	
1. CSG	3 Ream	3 Available
	21/02/2020	
Civil		
1. App Sheet	1 Ream	
Leave form &	1 Book	
Permission	1 Book	
Chalk	10 pins	
2. Auto.		
App Sheet	1 Ream	
Leave form &	1/2 Book	
Permission	1/2 Book	
Chalk	10 pins	

இருப்புப் புத்தகம்

59

Pycnometer, Grain porosity Apparatus, Bomb calorimeter.

  
Dr. S. VIJAYAN  
PRINCIPAL  
RVS Technical Campus-Coimbatore  
Kumarapuram Kottam Campus, Kamampalayam  
Coimbatore-641402.



# Library Maintenance

S.No Date

Work Done

Staff

Name

Dept

Signature

22/2/19

10 battery distilled water filled.  
battery cleaned.

Walter  
Nicholas

Databank

By

22/07/19

05 kVA UPS & Battery checked  
UPS make & Battery make checked

Dinesh  
Kumar

Data center

P. R. R.

13/8/19

electrical light checking.

19/11/19

05 kVA UPS & Battery Distilled water  
filled. Input voltage checked. Battery  
Voltage checked.

Dinesh  
Kumar

Data center

P. R. R.

19/11/19

Input main line checking

Devasaj For

By

09/12/19

Power main line checking

R. S. S. Kumar

3/1/20

Library Rack and full checking

Kartheelan P.  
J. M. S. S. Kumar  
R. S. S. Kumar

By

10/1/20

Library cleaning

Gomathi

By

20/1/20

Library front and back cleaning

Gomathi

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RVS Technical Campus-Coimbatore  
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		Rvs tcc central library										Ref.No. F / F.D.S.P06 / 01	
		PREVENTIVE MAINTANCE SCHEDULE - 2019										Issue / Rev.No. 01 / 00	
		Dated.											
S.NO	Equipment Name	JAN	FEB	MAR	APR	MAY	JUN	JLY	AUG	SEP	OCT	NOV	DEC
1	Placing Napkins Balls	11-1-19	15/2/19	14/03/19	15/04/19	16/05/19	17/06/19	18/07/19	19/08/19	15/09/19	16/10/19	14/11/19	16/12/19
		29-1-19	28/2/19	30/03/19	30/04/19	31/05/19	28/06/19	31/07/19	31/08/19	30/09/19	31/10/19	30/11/19	
2	House Keeping	07-01-19	08-2-19	02-03-19	01-4-19	2-5-19	4-6-19	2-07-19	2-08-19	4-9-19	7-10-19	8-11-19	6-12-19
		18-01-19	05-02-19	09-03-19	08-04-19	09-05-19	11-6-19	9-07-19	8-08-19	12-9-19	15-10-19	15-11-19	14-12-19
3	" "	24-01-19	23-02-19	15-03-19	15-04-19	17-5-19	18-6-19	15-07-19	18-08-19	20-9-19	23-10-19	23-11-19	-
		31-01-19		23-03-19	23-04-19	27-5-19	25-6-19	26-07-19	26-08-19	27-9-19	31-10-19	30-11-19	-
4	Cleaning with Soft brush.	24-1-19	28-2-19	30-3-19	30-04-19	31-05-19	28-06-19	31-07-19	31-08-19	30-9-19	31-10-19	30-11-19	-
5													
6													
7													
8													



*Jm*  
Director

RVS Technical Campus-Coimbatore  
Kumaran Kottam Campus, Kannampalayam  
Coimbatore-641402

*Se*  
**Dr. S. VIJAYAN**  
PRINCIPAL  
RVS Technical Campus-Coimbatore  
Kumaran Kottam Campus, Kannampalayam  
Coimbatore-641402.

CAA  
Leave