

## **MAINTENANCE SYSTEM**

1. There is a well-established framework for infrastructure and lab construction management and maintenance. The specifics are listed in the following paragraphs.

### **Maintenance Management**

The construction works, including addition/alterations in the infrastructure and maintenance are managed by the works Engineer. The maintenance work is divided into two categories:

- a. **Minor Repairs:** The Minor Repair group, which is mainly composed of technicians from several divisions at this institution, handles all normal minor repairs.
  - b. **Major Repairs:** Major repairs that go outside of the scope of the in-house repair process are outsourced under the supervision of the Works Engineer.
2. **Maintenance Procedures.** Any infrastructure, equipment, or system that is not in working order must be reported in writing to the Works Engineer or noted in the appropriate Registers at the Main Office. In the event of routine works/repairs, the nature/quantity of work/repair is appraised, and the projected cost is worked up and accomplished. Before any large expenditure is carried out, authorisation from the necessary authorities is sought. Prior to payment, the job is documented and user feedback is obtained.
  3. The unit led by the System Administrator is responsible for all repairs involving computer systems/accessories and network connections.
  4. Preventive/routine maintenance, such as painting the building, is done every three years. All tools and fixtures in the laboratories, as well as furniture and fittings, are repaired as needed. Also, calibration/resetting of lab equipment is done generally once a year.
  5. **Vehicle Maintenance.** For the convenience of students, the college provides 14 buses on various routes. All basic repairs, painting, and other tasks are completed on campus, and major/specialized services are completed in standard/authorized workshops.
  6. **Monitoring of Maintenance.** The Dean (Admin), Principal, and Chairman review the maintenance records on a regular basis to ensure that the maintenance team takes action in a timely manner.

### **Upkeep of Campus**

7. The upkeep of the college campus is accomplished through a constant waste disposal operation. The college's greenery and garden are also well-maintained to keep the campus green.
8. Biogas plants have been placed in both the Men's and Ladies' hostels, and they are both working well. The cooking gas produced by these plants is used in both hostels.



## ELECTRICAL MAINTENANCE REGISTER

Date	Dept / Location	Details of Complaint	Name, Dept, Signature	Action taken	Completion Date
07/10	MBA Director Room	Tube light	Mohanan	Complaint rectified on 11-10-21	11-10-21
7/10	MBA Library	Tube light	Mohanan	Complaint rectified on 13-10-21	13-10-21
28/10/21	ECE Staff Room	Tube Light	Juby Raju	Complaint rectified on 29-10-21	29-10-21
1/11/21	CSE Staff Room CSE Xlabs block Staff room 57 CSE class room (x1005)	One fan is not working one fan is not working Two fans are not working	Giji SH	Complaint rectified on 8-11-21	8-11-21
8/11/21	CE ST classroom	one fan is not working	Nishakshor	Complaint rectified on 18-11-21	18-11-21
22-11-21	MBA Director Room	Tube light Complaint	Hari	Complaint rectified on 22-11-21	22-11-21
23/11/21	Civil. classroom.	3 - Fans not working Tube lights - 3. (2-Fan in C:03 1-Fan in C:02)	Subha Lakshmi	Complaint rectified on 22-12-21	22-12-21





## Electrical Maintenance for the Year 2022

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Date	Dept / Location	Details of Complaint	Name, Dept, Signature	Action taken	Completion Date	Dr.
19/1/2022	CSE Computer Lab 1	2 Fan not working	Deepa Balan CSE Dept			
28/02/2022	Principal Room	AC Not working.		AC serviced & was fixed. Complaint received on 26.1.22	2/2/2022	
2-1-2022	Main office	Fan Not working.	Narayanan M.S.	Complaint received on 26.1.22	24/01/22	
25-02-2022	Library	3 tubelights not working	T.K. Kalyan	Complaint received & verified to work by 28/01/22	28/01/22	
28-02-2022	L.O.H	Fan complaint	Mr. N			
<u>February</u>						
<u>March 2022</u>						
10/03/2022	IQAC Room	1 tubelight not working	Dr. S	Complaint received on 6-3-22	16/3/22	
16/3/2022	Heat Engine Lab	Electrical side & DB Box sound. DB Box	Vinod Kumar B.	Complaint in CSE Lab. Complaint received on 10-4-22	5/4/22	
19/4/22	SCE classroom	Switch board complaint	Nishar Sekhar	Complaint received on 18/4/22	18/4/22	
18/04	New Block (CSE)	UPS Not working	T. J. Joseph	Complaint received on 20/4-22	20/4/22	





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Month of April

Date	Dept., Location	Details of Complaint	Name, Dept. Signature	Action taken	Completion Date
18/04/2022	Physics Lab	1 Fan not working Tubelight not working	Abraham <i>Abraham</i>	Complaint verified	21-4-22
21/4/2022	CAD LAB-ME	3 tubelight not working	DOVNY.S <i>DOVNY.S</i>	Problem in electric wiring system repaired	22-4-22
25/4/2022	R-10 Main block	1. Fan working with low speed.	Ciya Paulose <i>Ciya</i>	The speed is a very replace when stock available. Planned.	28/4/22
26/4/2022	MBA	Class No:2 AC Complaint	Mohanan <i>mohan</i>	complaint resolved	28/4/22
28/4/2022	R-10 Main block	Current not available to the point of the projector.	Femi Susan Babu <i>F.</i>	complaint resolved	3/5/22
29/4/22	Material Testing Lab II	1 fan & 1 tube is not working	Athira Lakshmi <i>Athira</i>	complaint verified	3/5/22
29/4/22	Classroom S5	2 Nos of tube light & projector not working	Athira Lakshmi <i>Athira</i>	complaint resolved	6/5/22
29/4/22	Classroom S3-S5	one Tube light & one fan is not working. projector not working	Athira Lakshmi <i>Athira</i>	complaint resolved	6/5/22
29/4/22	Staffroom civil	Need two bulb in toilets.	Athira Lakshmi <i>Athira</i>	complaint resolved	16/6/22





MAY - 2022

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DATE	Dept Location	Details of complaint	Name, Dept, Signature	Action taken	Completion Date
29/4/22	Seminar Hall Civil	Fixing one light in position	Atharalakeshmi A	complaint resolved	16/6/22
05/05/2022	Computer Lab - CS	Four tube, 2 Fan not working. one Plug point is faulty	Aruraj Computer Science	complaint resolved	16/6/22
6/5/22	ECE	Two fans not working in ECE	Aruraj ECE	complaint resolved	16/6/22
7/5/22	Computer Lab - CS	1 AC not working	Aruraj	complaint report to AC mechanic	16/6/22
11/5/22	Lab, Lab	Fan & light not working	Aruraj	complaint resolved	16/6/22
11/5/22	MBA Dept. 1) Seminar Hall AC. 2) Board Room - AC. 3) Director Room AC.	Water leakage into the room during operation. No cooling. No cool water leakage.	NAVIN V. LOITY Asst. Professor. MBA.	complaint report to AC mechanic	18/6/22
13/05/2022	Computer Lab AC not working.	AC not working.	Aruraj	complaint report to AC mechanic.	16/6/22
17/05/2022	MT Lab ME	Two Tube light not working.	Harikumar	complaint resolved	16/6/22
17/05/2022	ME Staff room	4 Fan not working.	Harikumar	complaint resolved	16/6/22
17/05/2022	ME HOD Room	Two light not working.	Donny	complaint resolved	17/5/22
17/05/2022	MT Lab	Cat the coolant motor not functioning.	Donny	complaint report to comp	
23/5/22	MH (Room No. 110)	Fan Not working	JALALUDEEN. J	complaint on received on 25/5/2022	25/5/22





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Date	Dept, Location	Details of complaint	Name, Dept, Signature	Action taken	Completion Date	Dean Admin.
24-5-22	MBA	Generator not working	Mohanan MBA	Complaint received 25/5/22	25/5/22	
9/5/22	MBA	AC complaint	Mohan MBA	Complaint reported & repaired 25/5/22	25/5/22	
16/6/2022	Hostel	Room No. 108. Two tube not working.	JALALUDDIN M. Jaleel	Complaint received	20/6/22	
17-6-2022	Drivers Room	Current 206W 480V 60Hz	V. Sasi	Complaint received	20/6/2022	
22/6/2022	Computer Lab	Lab 2 and 3 AC complaint	Anuraj	Complaint received	24/6/22	
28/6/22	ECG Seminar Hall	Wiring complaint, Plug complaint	Anuraj & Pankaj			
13-7-22	Hostel	Room No. 221 Fan not working.	JALALUDDIN Jaleel	Complaint received	22/7/22	Shri Prasad R. Spt.
14/7/22	Computer Lab	Fan System Power Failure	Anuraj	Complaint received	19/7/22	
19/7	Basic Mechanical Work Shop	Metal cutting Saw not working	Radhakrishnan 'Belp'	Complaint received	26-7-22	
19/7	Dept. of Civil Engg.	Have no power supply in the Dept	Anand Sareendran Nair	Complaint received	24/7/22	
19/07/2022	Library	3 tubes complaint (tube light)	Ti-Kody	Complaint received	30/8/22	





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Date	Dept, Location	Details of Complaint	Name, Dept, Signature	Action taken	Completion Date
02/07/2022	Chemistry Lab	Pls provide a supply light connection in Toilet	K.S. Raju	Complaint received	30/8/22
22/7/2022	Masjid	2 Fans not working	Talaludeen		14/9/22
8/8/2022	Hostel Guest Room	tube & light.	Talaludeen	Complaint received	14/9/22
	Room - 107	tube			
	Room - 306	Fan			
11/8/2022	ECE, Staff room (HOD room)	Tubelight not working	Sonia K S ECE	Complaint received	27/12/22
16/8/2022	Hostel Warden room Office	No electricity	Talaludeen	Demose in circuit breaker. Complaint	23/08/2022
16/8/2022	Civil Seminar Hall	one A.C is not working (ET Error)	Athira Lakshmi	Complaint reported to PE Technical	17-8-22
		one light & one fan is not working	Athira Lakshmi	Complaint received	
17/8/2022	ECE Dept	Digital Lab power socket is broken	Rejitha Raj.		
9/9/22	Hostel MH			Complaint received	14/9/22
	Room - 212	Tube			
	" 213	Tube			
	" 214	Fan			
	221, 203				
	306	Fan			





## GENERAL MAINTENANCE REGISTER

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Date	Dept / Location	Description of requirement	Name of Staff Signature	Action taken / maintenance
12/03/21	Chemistry Lab	Tile Broken	Rajin Raju Antis change	Repaired
15/3/21	MBA			
23/3/21	L-04 (ECE dept)	Window glass broken in the class room (L-04)	Archana R	NO of windows inspected and details enter on 31/11/21
21/04/21	Physical Education	The barbed wire fence around the volleyball court are sloping - Nicely in the rain of the previous day and will collapse to the ground if not. Work not completed.	AMARAJ J. J.	
7/7/2021	Board Room	Toilet Faucet is leaking and need replacement	Jiny B. Jim	entrusted to Mr. Vinod Rectified
07/10/21	MBA	Water Tank cleaning.		
	HO D Room	Toilet Pipe leak.	MBA (M) mohan	Rectified & Completed except water tank cleaning
	<del>Hostel</del> Hostel Bath Room	Bath Room leak		
08/11/21	ECE, Seminar Hall	Tile Broken, Window glass Complaint	Amish SP	10 No of window glass broken & 50 sq ft of Tiles to be replaced.





30 New Year 2022

General maintenance for 1st

January					
Date	DPT Location	Description of requirement	Name of Staff / Signatures	Action taken Maintenance	Done / Administration
10/2/2022	New Block - Physics Lab	Selling Sheet Broken	K.A. Abraham	Informed to Dean (A.S.D.)	
				Replaced (A.S.D.)	
22/02/2022	ME HOD Room	Ventilation repairing		"	
07/03/22	ME HOD Room window broken			"	
17/3/22	ECE dept -	→ Bathroom maintenance near Seminar hall → Ventilation repairing Glass replace		Maintenance Done (A.S.D.)	
24/03/22	ME Department Seminar hall Tiles Damage	Tiles Damage		Arranged for replace Replaced. (A.S.D.)	
7/4/2022	Maintenance of Bathroom in ladies toilet in ECE department - URGENT cleaning of Bathroom.	Bathroom door latch		Bathroom maintenance Done (A.S.D.)	
30.04.2022	Black board - fixing Problems. EEE Dept. Class Room E02 Electrical block.	Black board - fell down. - Hanging only one board.	Nannad.K.		





Date	DAD / Location	Description of work	Name of Staff Signature	Action taken / M maintenance
20/04/2022	Physics Lab	Fits Broken Roof Ceiling Broken	Abraham Abraham	Rectified / <i>Abraham</i>
20/4/2022	Electrical Machines Lab ECE Dept.	Flooring tiles broken in several places.	Prasad. J Instructor ECE Dept <i>Prasad</i>	
26/4/2022	MBA	water cooler complaint	Mohanan moh	
29.6.22	Laboratory & workshop (Civil)	Sheet roof leakage.	<i>Ansari</i>	
"	Window & Dept. of Civil	Window Glass for 3 windows		
		Bench Repair (5 no) Ceiling repair in C.I. room & staff room		
		One window to be replaced. Toilet room (tower Bolt of door)		
11/5/22	LOS, ECE Dept.	Window repair.		
12/5/22	HOD room, ECE	Flooring tiles are broken	<i>Vinod C</i> Vinod C	Rectified / <i>Ansari</i>





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Date	Dept / Location	Description of Complaint	Name of Staff Signature	Action taken i/c maintenance
22/6/2022	C.S Department New block	Room No. 6, 7 Door Lock Mill All Rooms window lock to be fitted.	Anuraj <u>Anuraj</u>	Inspected & sent for repair
22/6/2022	Computer Lab.	Lab 1 - Door Complaint Lab 3 - false ceiling to be repaired.	Anuraj <u>Anuraj</u>	Inspected & sent for repair
28/6/2022	ECE Dept, Seminar Hall L05, L04	Window Frame complaint	Mr. J. J. J.	
11/8/2022	Hoskl Mens	Window glass - 202 204, 209, 306 (Room No)	J. J. J. <u>J. J. J.</u>	
10/08/2022	L05 and ECE Seminar Hall	wind complaint	Anuraj S.P.	
11/8/2022	Chemistry Lab	Chemistry Lab Pipe / Leak	K.S. Rajin <u>K.S. Rajin</u>	
16/8/22	Environmental Eng Lab civil	Termite <del>effect</del> <sup>attack</sup> on 2 windows	Athira Lakshmi <u>Athira Lakshmi</u>	
16/8/22	Seminar Hall (Civil)	Ceiling water leakage	Athira Lakshmi <u>Athira Lakshmi</u>	Entrusted labours to repair
17/8/22	ECE dept CIRCUITS LAB	Lab cabin door broken lab tables mica broken	Azeelane <u>Azeelane</u>	
17/08/2022	"	White Board in Commu- cation lab <del>not fixed</del> (want to fix on wall)	Rajin.	





## COMPUTER MAINTENANCE REGISTER

DATE	DEPT / LOCATION	DESCRIPTION OF COMPLAINT	NAMED SIGNATURE	ACTION TAKEN	CLEARANCE DATE	DEAN
18						
19/7/21	Computer Lab	SPSS (Train)				
19/7/21	MIM (Director Edin)	New Point & Requirement	Shahli B	Reported to Dean		
11	MIM Computer Lab	System Maintenance	Shahli B	27 Systems are working fine now. Software installed.	19/3/21.	
22/7/21	Office	System not working	Hari	System is unserviceable		
11/10/21	ME Dept / MT Lab	System not working.	Ravi	Power Supply Complaint		
12/3-10-21	Admin. Office.	System not working	Ravi	Motherboard Replaced with New System	02/11/21.	
28/11/21	ME Dept / S7 classroom	Projected not projected working	Ravi	Lens problem. Requested to the dealer.		
	ME Dept / 502 number -	502 number phone not working		Phone replaced with New one	26/11/21.	
	Phone not working					
25/11/21	MBA. Officer Room	'UPS' Complaint	Mohanan mom.	Complaint Solved.	26/11/21.	
2/12/21	ECE dept Systems Lab	UPS complaint (So Bell is not ringing)	Archana 2/12/21	Forwarded to Electrical Dept	2/12/21	



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Date	DEPT / Location	Description of Complaint	Name (Compl.)	Action taken	Clearance date
22/06/2022	CS Department / New block	Room No. 6 and 5 Projector Complaint	Anuraj	Motherboard Complaint not repairable informed to M/o Avul	21/7/22 (Per (2022))
1/7/2022	ME Department: MT Lab.	MT Lab Computer Complaint	A. J.	Motherboard Complaint	
14/7/22	CE Department (S <sub>6</sub> classroom)	Projector Complaint	A.	Lens Complaint	
16/8/22	CE Department	Land phone STAFF ROOM, 8 HOD room is not working	Atharababu	Telephone replaced with new	20/8/22 (Per (2022))
25/08/2022	STAFF ROOM 2 System	System not working	Saumya latha	Motherboard Complaint	
29/08/2022	CS LAB Projection (Info CW)	Not working	Sneha K S	Lens Complaint	Not repairable
12/09/2022	ME Department MO1, MO3 class room projector	Not Working	Dorraj	Board Complaint, Projector lens Complaint	Replaced the Projector
30/09/2022	ME Department ups complaint	ups servicing	Dorraj	Informed to the technician	Replaced with new batteries 10/10/22
29/09/2022	CE Department S <sub>5</sub> projector (class room) (Col)	not working properly	Bismi M. Buhari	Projector replaced (motherboard issue)	Projector replaced
28/11/22	Office (Administrative)	Phone is not working (2301703)	Itani	EPABX problem	Replaced the EPABX. 5/12/22
				Temporary EPABX installed	
17/01/2023	CP Lab RLE Dept	Computers: System No. 1, 8, 12, 17, 28 not working & mps 18 Motherboard problem No. 20, 12, 28 have monitor problem	Nandakumar		





20 'IT' Complaints for the Year 2022

January

Date	Dept / Location	Description of Complaint	Name & Signature	Action taken	Clearance Date
11-02-22	MBA	Over head Projector Complaint - Seminar Hall (MBA)	M. B. Mubanao MBA	VGA cable problem - Temporarily cleared the issue.	15/2/22 B. S. (RENT)
02-03-2022	Library	System complaint	T. K. K. K.	checked, motherboard complaint Replaced with new upgraded CPU. Problem solved.	4/3/22 14/3/22 B. S. (RENT)
31/03/2022	MBA Library	Printed tonner needed	D. K. K. K.	Toner given to Mohan on 1/4/2022.	1/4/22 B. S. (RENT)
12/04/2022	ME STAFF ROOMS	Printed Complaint	B. S. (RENT)	Printer repair Motherboard Complaint. Replaced the motherboard.	5/5/22 B. S. (RENT)
26/4/2022	MBA	Land Phone Complaint	U. S. K. K. Mohan		
29/4/22	Civil (SA, SE, SE classrooms)	projector is not working	A. K. K. K. Atharababu	Inform to the technician Arslan Systems Problem Solved	06/5/22 B. S. (RENT)
09/5/22	Room No: R-09, R-10. Main Block.	Projector is not working	A. K. K. K. Shebana	1. Inform to the technician Arslan Systems. 2. Electrical issues informed to principal. 3. Line problem rectified. Now the projector is working fine.	23/5/22 B. S. (RENT)