



**J.K.K.MUNIRAJAH
COLLEGE OF TECHNOLOGY**

T.N.PALAYAM (PO), GOBI (TK), ERODE (DT) – 638 506
Accredited by NAAC with 'A' Grade




www.jkkmct.edu.in, Landline no: 04285260754 / 260755

CRITERION 4 - INFRASTRUCTURE AND LEARNING RESOURCES

**KEY INDICATOR 4.4- MAINTENANCE OF CAMPUS
INFRASTRUCTURE**

Metrie No 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.	Content	Page. No.
1	Maintenance policy	2
2	Housekeeping maintenance report	8
3	Service request form	12
4	Laboratory maintenance report	14


PRINCIPAL
JKK MUNIRAJAH COLLEGE
OF TECHNOLOGY
T.N. PALAYAM (Po)-638 506.
GOBI (Tk), ERODE (Dt).



**J.K.K.MUNIRAJAH
COLLEGE OF TECHNOLOGY**

T.N.PALAYAM (PO), GOBI (TK), ERODE (DT) – 638 506
Accredited by NAAC with 'A' Grade



www.jkkmct.edu.in, Landline no: 04285260754 / 260755

MAINTENANCE POLICY

1. INTRODUCTION

JKK Munirajah College of Technology owns and operates an extensive infrastructure to deliver its teaching, learning and research programs. The institution has a structured system for maintenance and utilization of class rooms, computers and laboratories in the campus to ensure effective usage of the existing infrastructure facilities.

The physical facilities are maintained by the Maintenance Team, which comprises skilled faculty for supervision and Lab technician for service from Civil, Mechanical, EEE, ECE and Computer Science Departments. The maintenance team is responsible for the uninterrupted power supply, maintenance of equipment like general lighting, power distribution system, solar panels, water pumps, etc.

The request for maintenance is initiated through the service request form available, through which the particulars about the nature of maintenance is informed to the authorities for corrective action. After getting approval for the request, the maintenance team will attend, diagnose the fault and rectify it or else suggest for external services from suppliers or other service providers.

If the service does not come under guarantee/warranty/free service period, quotations are received from the supplier as well as from two other companies. Comparative statement will be prepared and submitted to the Principal with the recommendations of the respective HoD.

The Maintenance Team members monitor the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities, staff lounge, students amenity areas, cafeteria and hostel buildings. Housekeeping services are maintained by the in-house team and available during day time in all working days.

Roadside service and breakdown coverage services are undertaken by external services. Cleaning of vehicles, air filing and small repairs are undertaken by the transport department inside the college. Major repairs are carried out by external automobile garages.

**PRINCIPAL
JKK MUNIRAJAH COLLEGE
OF TECHNOLOGY
T.N. PALAYAM (Po)-638 506,
GOBI (Tk), ERODE (Dt),**



J.K.K.MUNIRAJAH COLLEGE OF TECHNOLOGY

T.N.PALAYAM (PO), GOBI (TK), ERODE (DT) – 638 506

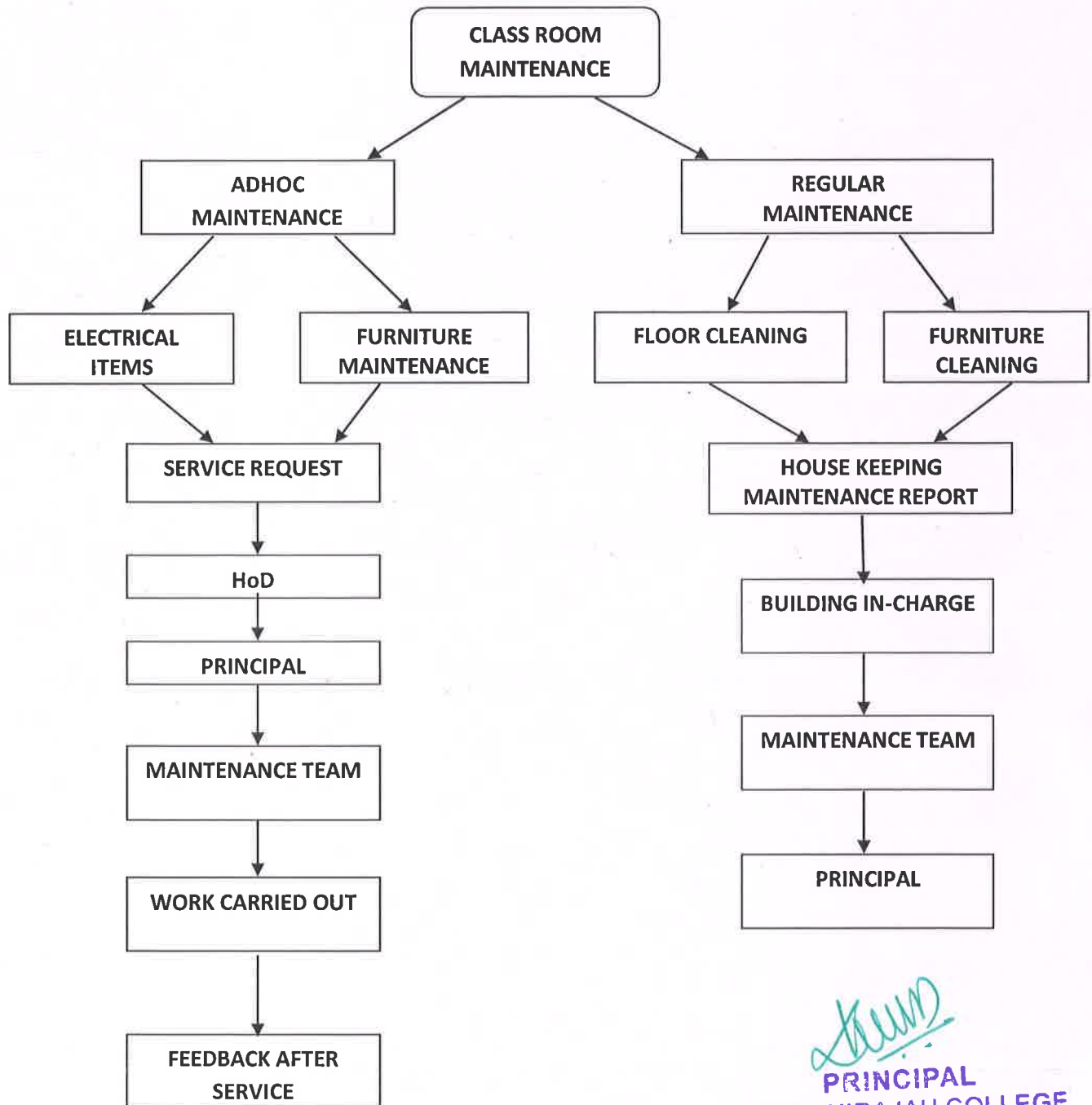
Accredited by NAAC with 'A' Grade

www.jkkmct.edu.in, Landline no: 04285260754 / 260755



2. MAINTENANCE OF CLASSROOMS, FURNITURE AND LABORATORIES

Classrooms with furniture, teaching aids and laboratories are maintained by the respective department faculties and lab assistants. The in-charges and lab assistants take care of their respective laboratories.



FLOW CHART FOR CLASS ROOM MAINTENANCE

[Signature]
PRINCIPAL
JKK MUNIRAJAH COLLEGE
OF TECHNOLOGY
T.N. PALAYAM (Po)-638 506,
GOBI (Tk), ERODE (Dt).



J.K.K.MUNIRAJAH COLLEGE OF TECHNOLOGY

T.N.PALAYAM (PO), GOBI (TK), ERODE (DT) – 638 506

Accredited by NAAC with 'A' Grade

www.jkkmct.edu.in, Landline no: 04285260754 / 260755



3. MAINTENANCE AND UTILIZATION OF LIBRARY

The library staff is clearly instructed in the care and handling of library documents, particularly during processing, shelving and conveyance of documents. The following steps need to be taken:

- Bound volumes are not to be sorted out from their fore edges, as this process weakens the binding.
- Shelves should not be fully packed. A too-full shelf can crack spines and cause damage when a reader tries to remove a volume. Huge volumes need to be kept flat.
- Dust should not be allowed to deposit on the documents because the collection of dust causes staining of documents and promote chemical and biological problems. Cleaning and using vacuum should be done regularly and carefully.
- Magnetic discs or documents containing disc(s) should not be kept open or near any magnetic or electric equipment, i.e. tape recorders, air- conditioners, etc. such materials should be kept in a dust-free, temperature and humidity controlled room.
- Proper pest management is done to minimize the problems caused by insects. Proper cleaning, fumigation and exposure to sunlight to the documents are done to reduce the effect of insects in the library. Repellants are used to save materials from Rats.

4. MAINTENANCE OF COMPUTER FACILITIES

The Computer Science department and Maintenance Team members maintain the computers, printers and servers. The annual maintenance includes the required software installation, antivirus and up gradation is undertaken by the team of technicians coordinated by the system administrator. To minimize-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused. Intercom lines, CCTV and Wi-Fi are maintained by system administration department of the college.

PRINCIPAL
JKK MUNIRAJAH COLLEGE
OF TECHNOLOGY
T.N. PALAYAM (Po)-638 506.
GOBI (Tk), ERODE (Dt).

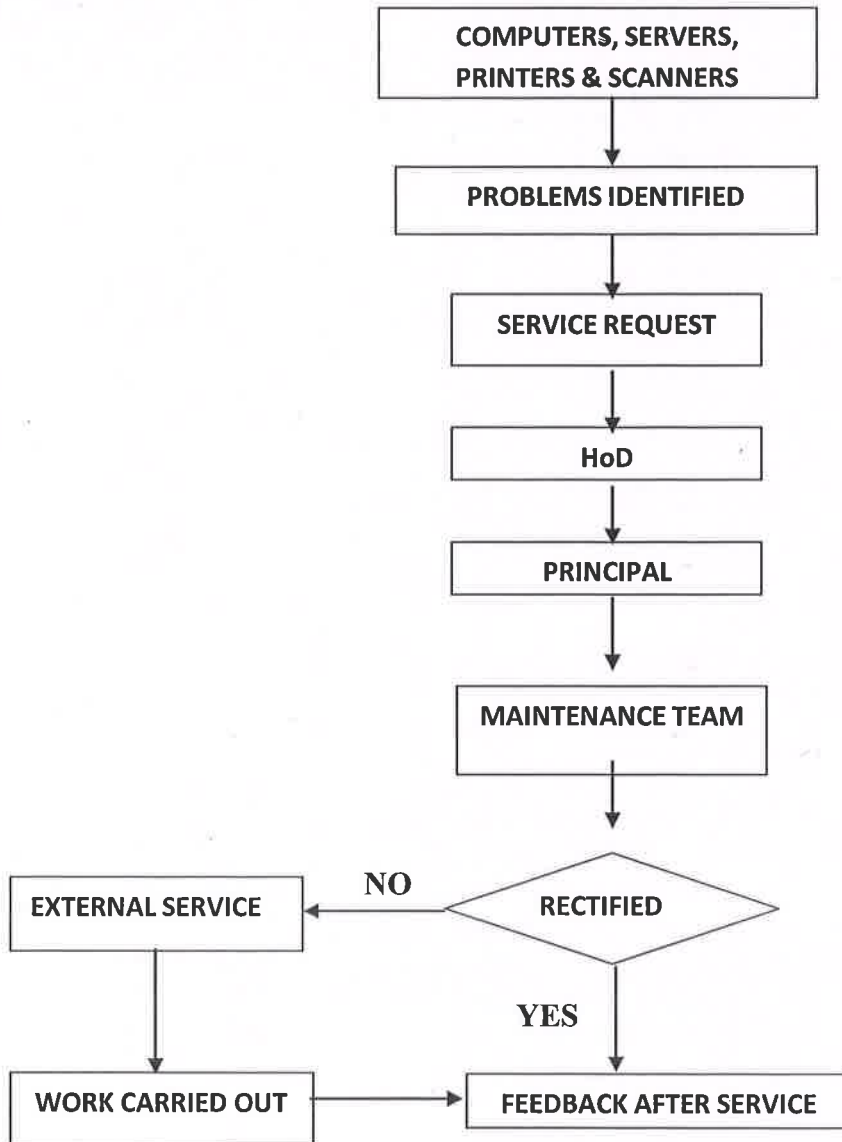


J.K.K.MUNIRAJAH COLLEGE OF TECHNOLOGY


T.N.PALAYAM (PO), GOBI (TK), ERODE (DT) – 638 506
Accredited by NAAC with 'A' Grade



www.jkkmct.edu.in, Landline no: 04285260754 / 260755



FLOW CHART FOR COMPUTER MAINTENANCE


PRINCIPAL
JKK MUNIRAJAH COLLEGE
OF TECHNOLOGY
T.N. PALAYAM (Po)-638 506,
GOBI (Tk), ERODE (Dt).



J.K.K.MUNIRAJAH COLLEGE OF TECHNOLOGY

T.N.PALAYAM (PO), GOBI (TK), ERODE (DT) – 638 506

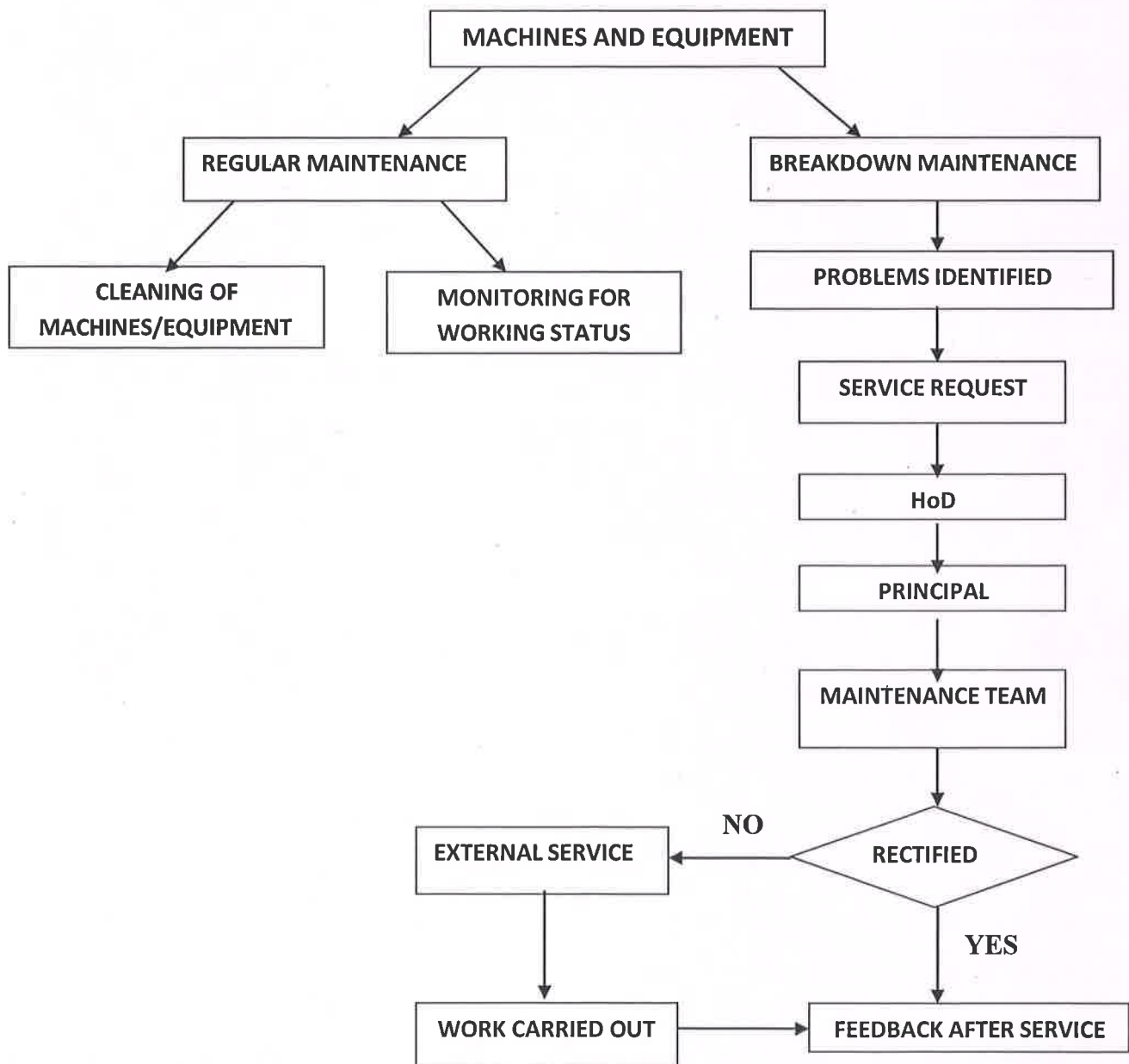
Accredited by NAAC with 'A' Grade

www.jkkmct.edu.in, Landline no: 04285260754 / 260755



5. MAINTENANCE OF LABORATORIES EQUIPMENT

The respective faculty members, lab assistants and other service personnel are given responsibility to maintain the equipments under their purview. Stock registers, maintenance registers and log books are maintained in the respective laboratories to report entries and defects arising for rectification. The lab assistants are provided training to maintain the equipment by the HODs time to time enhancing their technical skills.



FLOW CHART FOR MACHINES AND EQUIPMENT MAINTENANCE

PRINCIPAL
JKK MUNIRAJAH COLLEGE
OF TECHNOLOGY
T.N. PALAYAM (Po)-638 506.
GOBI (Tk), ERODE (Dt).



**J.K.K.MUNIRAJAH
COLLEGE OF TECHNOLOGY**

T.N.PALAYAM (PO), GOBI (TK), ERODE (DT) – 638 506

Accredited by NAAC with 'A' Grade

www.jkkmct.edu.in, Landline no: 04285260754 / 260755



6. MAINTENANCE OF OTHER AMENITIES

RO consumables, membranes, filter and chemical which are to be replaced /recharged is covered within the annual maintenance contract made with the company. Cleaning of the tank is done once in three months to prevent fouling smell and deterioration/impairment in the taste of the water. The campus is equipped with 24/7 safe and adequate drinking water supply using water purifiers under Maintenance of supplier and in-house technicians.

Regular maintenance of water coolers and air conditioners are done by the in house team and major repairs are attended from external service providers. The tanks of the water coolers, filters and outdoor units of air conditioners are cleaned every month.

Fire-extinguishers are installed in various blocks are maintained by the respective departments. Amenities like canteen, stationery shop and reprography accessible for all stakeholders are maintained by respective service providers. Our campuses are under surveillance and the facility is taken care of by the system administrator and with the service providers.

7. ANNUAL STOCK CHECKING

Annual stock checking of furniture, lab equipment, and stationery and reporting of repairs is done by lab in charges as a year ending activity and reported to the administration.

8. DAY TO DAY EMERGENCY MAINTENANCE

Day to day maintenance includes daily running repairs, like replacing light bulbs, repairing water leakages - leaking water pipes, taps, valves and cisterns, cleaning blocked drains, repairing locks and door handles and other minor repairs that necessitate day to day maintenance checks are taken care of by the team members.

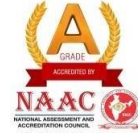
PRINCIPAL
JKK MUNIRAJAH COLLEGE
OF TECHNOLOGY
T.N. PALAYAM (Po)-638 506.
GOBI (Tk), ERODE (Dt).



J.K.K. MUNIRAJHCOLLEGE OF TECHNOLOGY

Approved by AICTE, New Delhi And Affiliated to Anna University, Chennai.

Accredited by NAAC with "A" grade



T.N. Palayam (Po), Gobi (Tk), Erode (Dt) – 638 506

SCAVENGER'S ATTENDANCE SHEET

REGISTER OF ATTENDANCE FOR THE MONTH OF

October 2022

Name of the College: J.K.K. Munirajah College of Technology

Place: T.N. Palayam

S.No	NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1.	Bakiyam	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
2.	Bindu	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
3.	Valliammal	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
4.	Manjula	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
5.	Ramkathal	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
6.	Veeralakshmi	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
7.	Rani	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
8.	Alarachu	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
9.	Thangamani	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
10.	Jaya	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
11.	Giribudam	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
12.	Eamasari	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
13.	Ranganam	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
14.	Vijayar	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
15.	Radhika	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
16.	Thulasi	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
	No of Presents																															
	Incharge Signature																															

20000
PRINCIPAL
JKK MUNIRAJH COLLEGE
OF TECHNOLOGY
T.N. PALAYAM (PO)-638506.
GOBI (TK), ERODE (DT).



J.K.K. MUNIRAJHCOLLEGE OF TECHNOLOGY

Approved by AICTE, New Delhi And Affiliated to Anna University, Chennai.

Accredited by NAAC with "A" grade




T.N. Palayam (Po), Gobi (Tk), Erode (Dt) – 638 506

SCAVENGER'S ATTENDANCE SHEET

REGISTER OF ATTENDANCE FOR THE MONTH OF February 2022

Place: T.N. Palayam

Name of the College: J.K.K. Munirajah College of Technology

S.No	NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1.	Bakkiyam	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
2.	Bindu	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
3.	Valliammal	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
4.	Manjula	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
5.	Rasathal	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
6.	Vesalaksani	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
7.	Rani	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
8.	Alandu	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
9.	Thongamani	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10.	Jeyo	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
11.	Gurusamy	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
12.	Eswaran	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
13.	Rangasamy	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
14.	Vijayan	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
15.	Radha	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
16.	Thulashi	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
No. of Presents																																
Incharge Signature		 PRINCIPAL JKK MUNIRAJAH COLLEGE OF TECHNOLOGY T.N. PALAYAM (Pb)-638-506																														



J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY

Approved by AICTE, New Delhi And Affiliated to Anna University, Chennai.

Accredited by NAAC with "A" grade



T.N. Palayam (Po), Gobi (Tk), Erode (Dt) – 638 506

SCAVENGER FORM

J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY, T.N. PALAYAM, GOBI - 638506
SCAVENGER WORK ALLOTTED DETAILS

NAME & FLOOR	9:00-9:50	9:50-10:50	11:00-11:50	11:50-1:15	2:00-2:40	2:40-3:30	3:40-4:30	OFFICE
TIME								
DAYS/HR	1	2	3	4	5	6	7	
WEDNESDAY 10/5/22	1st floor cleared R.S	1st floor cleared R.S	3rd floor cleared R.S	→	For Lab cleaning CANTONMENT	SOM lab cleaned Duff		
STAFF NAME	R.COOLIA		HAD-USELVA		K. S. RAMESH		S. DEEPA	
THURSDAY	1st floor cleared R.S	→	1st floor cleared R.S	City cleaning R.S	Highway lab / Survey lab cleaned [Cleaning]		complete lab	
STAFF NAME	R.COOLIA		R.COOLIA	M. S. VISWANATHAN	P.REENA		P. JAYANTHI	
FRIDAY 12/5/22	1st floor cleared R.S	→	EEE Dept. class room 306 & 307 cleared. D.S	→	Exam cell cleaning works, snacks providing		Tea and	
STAFF NAME	R.COOLIA		C. SIVASUBRAMANIAM					



J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY

Approved by AICTE, New Delhi And Affiliated to Anna University, Chennai.

Accredited by NAAC with "A" grade

T.N. Palayam (Po), Gobi (Tk), Erode (Dt) – 638 506



<p>ATURDAY 13/5/22</p>	<p>II floor cleaned DS</p>	<p>III floor cleaned DS</p>	<p>IV floor cleaned DS</p>	<p>401, 402, 403, 411 409 cleaning & mopping.</p>
<p>STAFF NAME</p>	<p>C. P. GOUDU →</p>	<p>E. Ananth</p>	<p>M. Esayy →</p>	<p>→</p>
<p>MONDAY 15/5/22</p>	<p>II floor cleaned DS</p>	<p>III floor cleaned DS</p>	<p>IV floor cleaned DS</p>	<p>Cr, CS lab cleaning</p>
<p>STAFF NAME</p>	<p>C. P. GOUDU →</p>	<p>← Hall NO 501 & 502 cleaned DS</p>	<p>← CC, CS lab cleaning</p>	<p>←</p>
<p>TUESDAY 16/5/22</p>	<p>← New CCS lab cleaning DS</p>	<p>← CCs lab cleaning DS</p>	<p>← floor cleaning</p>	<p>←</p>
<p>STAFF NAME</p>	<p>← P. GOUDU →</p>	<p>← P. GOUDU →</p>	<p>← P. GOUDU →</p>	<p>←</p>


PRINCIPAL
J.K.K. MUNIRAJAH COLLEGE
OF TECHNOLOGY
T.N. PALAYAM (Po)-638506.
GOBI (Tk), ERODE (Dt).



J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY

Approved by AICTE, New Delhi And Affiliated to Anna University, Chennai.

Accredited by NAAC with "A" grade



T.N. Palayam (Po), Gobi (Tk), Erode (Dt) – 638 506

J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY, T.N. PALAYAM, GOBI - 638506
 SCAVENGER WORK ALLOTTED DETAILS

11/11/22
 11:00-11:50

Nov-22

NAME & FLOOR	9.00-9.50	9.50-10.50	11.00-11.50	11.50-1.15	2.00-2.40	2.40-3.30	3.40-4.30	OFFICE
TIME	1	2	3	4	5	6	7	
DAYS/HR								
WEDNESDAY								
16/11/22	Exam cell Exam hall Cleaning works	3rd floor Cleaning work	Exam cell Tea & Snacks providing	Exam cell Cleaning works	Physics Lab Cleaning	Srinivasan		
STAFF NAME								
THURSDAY								
17/11/22	Exam cell Cleaning works	2nd floor Cleaning work	Exam cell Tea & Snacks providing	Exam cell Cleaning works	CP	CP	CP	
STAFF NAME								
FRIDAY								
18/11/22	Exam hall Cleaning works	3rd floor Cleaning work	Exam cell Tea & Snacks providing	Exam cell Cleaning works	COF Room Cleaning	Room Cleaning Dharani		
STAFF NAME								



J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY

Approved by AICTE, New Delhi And Affiliated to Anna University, Chennai.

Accredited by NAAC with "A" grade



T.N. Palayam (Po), Gobi (Tk), Erode (Dt) – 638 506

J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY, T.N. PALAYAM, GOBI - 638506
SCAVENGER WORK ALLOTTED DETAILS

JAN-23

NAME & FLOOR	9:00-9:50	9:50-10:50	11:00-11:50	11:50-1:15	1:15-2:00	2:00-2:40	2:40-3:30	3:40-4:30	OFFICE
DAYS/HR	1	2	3	4	5	6	7		
WEDNESDAY 11/1/23	1st floor	cleaning room, Beard room	Chem lab cleaning	M. Perumal	M. Perumal	cleaning room	cleaning room	cleaning room	
THURSDAY 12/1/23	1st floor	cleaning room, Beard room	cleaning room	M. Perumal	M. Perumal	cleaning room	cleaning room	cleaning room	
FRIDAY 13/1/23	1st floor	cleaning room, Beard room	cleaning room	M. Perumal	M. Perumal	cleaning room	cleaning room	cleaning room	



J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY

Approved by AICTE, New Delhi And Affiliated to Anna University, Chennai.

Accredited by NAAC with "A" grade

T.N. Palayam (Po), Gobi (Tk), Erode (Dt) – 638 506



SATURDAY 14/1/23	Principal Gym Room	Gym Room	Gym Room	Gym Room	Gym Room	Gym Room
STAFF NAME	P. Phyllis	P. Phyllis	P. Phyllis	P. Phyllis	P. Phyllis	P. Phyllis
MONDAY 16/1/23	Principal Gym Room	Board Room Exam cell arrangement	Board Room Exam cell arrangement	Board Room Exam cell arrangement	Board Room Exam cell arrangement	Board Room Exam cell arrangement
STAFF NAME	S. Gowri Shankar	S. Keeshtanga	S. Keeshtanga	S. Keeshtanga	S. Keeshtanga	S. Keeshtanga
TUESDAY 17/1/23	Principal Gym Room	Board Room Exam cell arrangement	Board Room Exam cell arrangement	Board Room Exam cell arrangement	Board Room Exam cell arrangement	Board Room Exam cell arrangement
STAFF NAME	S. Gowri Shankar	S. Keeshtanga	S. Keeshtanga	S. Keeshtanga	S. Keeshtanga	S. Keeshtanga

PRINCIPAL
JKK MUNIRAJAH COLLEGE
OF TECHNOLOGY
T.N. PALAYAM (Po)-638 506
GOBI (TK), ERODE (Dt).



J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY

Approved by AICTE, New Delhi And Affiliated to Anna University, Chennai.

Accredited by NAAC with "A" grade

T.N. Palayam (Po), Gobi (Tk), Erode (Dt) – 638 506



SERVICE REQUEST FORM

J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY
Approved by AICTE, New Delhi And Affiliated to Anna University, Chennai.
T.N. Palayam (Po), Gobi (Tk), Erode (Dt) – 638 506

SERVICE REQUIREMENT FORM

Date : 4/6/22

Name of the staff : S.M. PRANESH
 Designation / Department : AP / EEE
 Work place : Library & Digital Library & MBA class room
 Name of the equipment / work : UPS wiring & projector switch box wiring.
 Whom to attend : Electrician
 Requested time completion : 9:00 AM TO 3 PM & 4:00 PM TO 6:00 PM
 Suggestion / Recommendation (If any) : completed.
 Signature of staff :
 Signature of HOD :

Recommended by
PRINCIPAL
JKK MUNIRAJAH COLLEGE
OF TECHNOLOGY
T.N. PALAYAM (Po)-638 506.
GOBI (TK), ERODE (Dt).

FEEDBACK AFTER SERVICE

Attended by : K. Suresh
 Working status : completed.
 Remarks : Nil
 Verified by :

Signature of principal
PRINCIPAL
JKK MUNIRAJAH COLLEGE
OF TECHNOLOGY
T.N. PALAYAM (Po)-638 506.
GOBI (TK), ERODE (Dt).



J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY

Approved by AICTE, New Delhi And Affiliated to Anna University, Chennai.

Accredited by NAAC with "A" grade

T.N. Palayam (Po), Gobi (Tk), Erode (Dt) – 638 506



J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY

Approved by AICTE, New Delhi And Affiliated to Anna University, Chennai.

T.N. Palayam (Po), Gobi (Tk), Erode (Dt) – 638 506



SERVICE REQUIREMENT FORM

Date : 25/11/23

Name of the staff : S.M. PRANESH

Designation / Department : AP IEEB

Work place : Engineering college 202 class Room

Name of the equipment / work : Projector cable changing work

Whom to attend : Electrician & Plumber. Dining hall wash basin changing

Requested time completion : 9:15 AM TO 10:30 AM & 10:30 AM to 11:00 AM

Suggestion / Recommendation (If any) : NO

Signature of staff : *[Signature]* 25/11/23

Signature of HOD :

Recommended by

PRINCIPAL

JKK MUNIRAJAH COLLEGE
OF TECHNOLOGY
T.N. PALAYAM (Po)-638 506,
GOBI (TK), ERODE (Dt).

FEEDBACK AFTER SERVICE

Attended by : K. Suresh & Kandhasamy.

Working status : completed

Remarks : Nil

Verified by : *[Signature]* 25/11/23

Signature of principal

PRINCIPAL

JKK MUNIRAJAH COLLEGE
OF TECHNOLOGY
T.N. PALAYAM (Po)-638 506,
GOBI (TK), ERODE (Dt).



J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY

Approved by AICTE, New Delhi And Affiliated to Anna University, Chennai.

Accredited by NAAC with "A" grade

T.N. Palayam (Po), Gobi (Tk), Erode (Dt) – 638 506



LABORATORY MAINTENANCE REPORT



J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY

Approved by AICTE, New Delhi And Affiliated to Anna University, Chennai.

Accredited by NAAC with "A" grade

T.N. Palayam (Po), Gobi (Tk), Erode (Dt) – 638 506



LABORATORY ROUTINE MAINTENANCE SCHEDULE DEPARTMENT OF COMPUTER SCIENCE ENGINEERING & INFORMATION TECHNOLOGY COMPUTER CENTERS 1, 2, 3 & 4

S.No	Name of the Equipment/ Apparatus	Frequency of Maintenance				
		Daily	Weekly	Monthly	Half-yearly	Yearly
1	Computer center 1	-	Hard disk checking	-	Bolt, Nut replacement	-
2	Computer center 2	-	Hard disk checking	-	-	-
3	Computer center 3	-	Hard disk checking	-	-	-
4	Computer center 4	-	RAM cleaning	cleaning	-	-
5	UPS	-	Software cleaning	-	calibration	-
6	Computer center 1	-	RAM cleaning	-	-	-
7	Computer center 2	-	UPS checking	-	-	calibration
8	Computer center 3	-	Hard disk checking	-	calibration	-
9	Computer center 4	-	RAM cleaning	-	calibration	-
10	Computer center 1	-	UPS checking	-	calibration	-
11	Computer center 2	-	RAM cleaning	calibration	-	-
12	Computer center 3	-	UPS checking	-	-	-
13	Computer center 4	-	Software cleaning	-	-	calibration
14	UPS	-	UPS checking	-	-	-

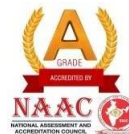


J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY

Approved by AICTE, New Delhi And Affiliated to Anna University, Chennai.

Accredited by NAAC with "A" grade

T.N. Palayam (Po), Gobi (Tk), Erode (Dt) – 638 506



J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY

Approved by AICTE, New Delhi And Affiliated to Anna University, Chennai.

Accredited by NAAC with "A" grade

T.N. Palayam (Po), Gobi (Tk), Erode (Dt) – 638 506



15	Computer center 1	-	UPS checking	calibration	calibration	-
16	Computer center 2	-	Software cleaning	calibration	calibration	-
17	Computer center 3	-	Software cleaning	-		calibration
18	Computer center 4	-	UPS checking	-	calibration	-
19	UPS	-	Hard disk checking	-	-	-
20	Computer center 1	-	UPS checking	calibration	calibration	-
21	Computer center 2	-	RAM cleaning	calibration	calibration	-
22	Computer center 3	-	Hard disk checking	-	calibration	-
23	Computer center 4	-	RAM cleaning	-	-	calibration
24	UPS	-	UPS checking	-	-	-

p. d. m. r.
LAB IN-CHARGE

S. K. S.
24/11/14
HOD/CSE

Stew
PRINCIPAL



J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY

Approved by AICTE, New Delhi And Affiliated to Anna University, Chennai.

Accredited by NAAC with "A" grade

T.N. Palayam (Po), Gobi (Tk), Erode (Dt) – 638 506



J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY

Approved by AICTE, New Delhi And Affiliated to Anna University, Chennai.

Accredited by NAAC with "A" grade

T.N. Palayam (Po), Gobi (Tk), Erode (Dt) – 638 506



LABORATORY ROUTINE MAINTENANCE SCHEDULE

DEPARTMENT OF CIVIL ENGINEERING

CONCRETE AND HIGHWAY ENGINEERING LABORATORY

S.No	Name of the Equipment/ Apparatus	Frequency of Maintenance				
		Daily	Weekly	Monthly	Half-yearly	Yearly
1	Cube mould	-	Oiling	-	Bold,Nut replacement	-
2	Cylindrical mould	-	Oiling	-	Bold,Nut replacement	-
3	Prism mould	-	Oiling	-	Bold,Nut replacement	-
4	Sieve	-	-	cleaning	-	-
5	Aggregate impact testing machine	-	cleaning	-	calibration	-
6	Blains air permeability apparatus	-	cleaning	-	-	-
7	Bitumen penetrometer	-	cleaning	-	-	calibration
8	Ring and Ball apparatus	-	cleaning	-	calibration	-
9	Bitumen viscometer	-	cleaning	-	calibration	-
10	Hot air oven	-	cleaning	-	calibration	-
11	Bitumen extraction	-	cleaning	calibration	-	-
12	Specific gravity bottle	-	cleaning	-	-	-
13	Digital weighting balance	-	-	-	-	calibration
14	Concrete mixer	-	cleaning	Oiling	-	-
15	Marshall stability testing machine	-	cleaning	-	calibration	-



J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY

Approved by AICTE, New Delhi And Affiliated to Anna University, Chennai.

Accredited by NAAC with "A" grade

T.N. Palayam (Po), Gobi (Tk), Erode (Dt) – 638 506



J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY

Approved by AICTE, New Delhi And Affiliated to Anna University, Chennai.

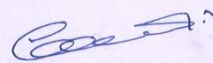
Accredited by NAAC with "A" grade

T.N. Palayam (Po), Gobi (Tk), Erode (Dt) – 638 506



16	Vibrating table	-	cleaning	-	calibration	-
17	Trowels and planners	-	cleaning	-		-
18	Vee bee consistometer	-	-	Oiling	calibration	-
19	Slump cone apparatus	-	Oiling	-	-	-
20	Ductility testing machine	-	cleaning	Oiling	calibration	-
21	Flakiness index or dial gauge	-	-	cleaning	-	-
22	Los angeles abrasion testing machine	-	-	-	calibration	-


LAB IN-CHARGE


HOD/CIVIL


PRINCIPAL

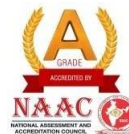


J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY

Approved by AICTE, New Delhi And Affiliated to Anna University, Chennai.

Accredited by NAAC with "A" grade

T.N. Palayam (Po), Gobi (Tk), Erode (Dt) – 638 506



J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY

Approved by AICTE, New Delhi And Affiliated to Anna University, Chennai.

Accredited by NAAC with "A" grade

T.N. Palayam (Po), Gobi (Tk), Erode (Dt) – 638 506



LABORATORY ROUTINE MAINTENANCE SCHEDULE

DEPARTMENT OF ELECTRONIC AND COMMUNICATION ENGINEERING

VLSI LABORATORY

S.No	Name of the Equipment/ Apparatus	Frequency of Maintenance					Lab Incharge
		Daily	Weekly	Monthly	Half-yearly	Yearly	
1	Xilinx/Altera/equivalent FPGA Boards	-	-	-	-	Servicing	<i>[Signature]</i>
2	Personal Computer	-	-	-	-	Servicing, Keyboard, Mouse replacement	<i>[Signature]</i>
3	70MHz DSO and 50 MHz Arbitrary Function Generator/ signal generator	-	-	-	-	Calibration & Servicing	<i>[Signature]</i>
4	Power Supplies (0 – 30V/3A)(0-30V/3A)(0- 5V/3A) (+/-15V)	-	-	-	-	Calibration & Servicing	<i>[Signature]</i>
5	70MHz DSO and 50 MHz Arbitrary Function Generator/ signal generator	-	-	-	-	Calibration & Servicing	<i>[Signature]</i>

[Signature]
HOD/ECE

[Signature]
PRINCIPAL



J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY

Approved by AICTE, New Delhi And Affiliated to Anna University, Chennai.

Accredited by NAAC with "A" grade

T.N. Palayam (Po), Gobi (Tk), Erode (Dt) – 638 506



J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY

Approved by AICTE, New Delhi And Affiliated to Anna University, Chennai.

Accredited by NAAC with "A" grade

T.N. Palayam (Po), Gobi (Tk), Erode (Dt) – 638 506



LABORATORY ROUTINE MAINTENANCE SCHEDULE DEPARTMENT OF MECHANICAL ENGINEERING MANUFACTURING TECHNOLOGY LABORATORY

S.No	Name of the Equipment/ Apparatus	Frequency of Maintenance				
		Daily	Weekly	Monthly	Half-yearly	Yearly
1	Centre Lathes	-	Oiling	-	Bold,Nut replacement	-
2	Shaper	-	Oiling	-	Bold,Nut replacement	-
3	Horizontal Milling Machine	-	Oiling	-	Bold,Nut replacement	-
4	Vertical Milling Machine	-	-	cleaning	-	-
5	Surface Grinding Machine	-	cleaning	-	calibration	-
6	Cylindrical Grinding Machine	-	cleaning	-	-	-
7	Radial Drilling Machine	-	cleaning	-	-	calibration
8	Lathe Tool Dynamometer	-	cleaning	-	calibration	-
9	Milling Tool Dynamometer	-	cleaning	-	calibration	-
10	Gear Hobbling Machine	-	cleaning	-	calibration	-
11	Gear Shaping Machine	-	cleaning	calibration	-	-
12	Arc welding transform	-	cleaning	-	-	-
13	Oxygen and Acetylene gas cylinders	-	-	-	Refill gas	calibration


LAB IN-CHARGE


HOD/MECH


PRINCIPAL



J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY

Approved by AICTE, New Delhi And Affiliated to Anna University, Chennai.

Accredited by NAAC with "A" grade

T.N. Palayam (Po), Gobi (Tk), Erode (Dt) – 638 506



J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY
Approved by AICTE, New Delhi And Affiliated to Anna University, Chennai.
T.N. Palayam (Po), Gobi (Tk), Erode (Dt) – 638 506



LABORATORY MAINTENANCE REPORT

Department : CIVIL ENGINEERING

Academic year : 2022-23

S.no	Date	Name of the Laboratory	Equipment details	Internal /External	Bill no	Amount	Lab in-charge sign	HOD sign	Principal sign	Remarks
1.	21-12-22	Waste Water Analysis Lab	Turbidity Apparatus, Dumpy level	INTERNAL	-	-	P. Muthu 21/12/22	[Signature]	[Signature]	
2.	16.01.23	Survey Lab	SOIL MECHANICS PERMEABILITY APPARATUS	INTERNAL	-	-	P. Muthu 16/1/23	[Signature]	[Signature]	
3.	15.03.23	LABORATORY	APPARATUS	INTERNAL	-	-	G. J. V 15.3.23	[Signature]	[Signature]	
4.	18.04.23	CONCRETE & HIGHWAY LAB	DUCTILITY MAINTENANCE	INTERNAL	-	-	M. J. S 18/4/23	[Signature]	[Signature]	



J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY

Approved by AICTE, New Delhi And Affiliated to Anna University, Chennai.

Accredited by NAAC with "A" grade

T.N. Palayam (Po), Gobi (Tk), Erode (Dt) – 638 506



J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY
Approved by AICTE, New Delhi And Affiliated to Anna University, Chennai.
T.N. Palayam (Po), Gobi (Tk), Erode (Dt) – 638 506



LABORATORY MAINTENANCE REPORT

Department : **E E E**

Academic year : **2022-2023**

S.no	Date	Name of the Laboratory	Equipment details	Internal /External	Bill no	Amount	Lab in-charge sign	HOD sign	Principal sign	Remarks
1.	20/1/23	ELECTRICAL MACHINES-I & II	Auto Transformer	Internal	-	-	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
2	25/1/23	Electronics Devices & Circuits Lab	DC Ammeter	Internal			<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
3.	25/1/23	Control & Instrumentation Lab	Software Installation	Internal			<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
4.	30/1/23	Linear Integrated Circuits Lab	Function Generator	Internal			<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
5	16/2/23	ELECTRICAL MACHINES-I & II	2, 3, 4 Phase motor	Internal	-	-	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
6	22/2/23	POWER ELECTRONICS AND DRIVES	RPS & Voltmeter	Internal	-	-	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	



J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY

Approved by AICTE, New Delhi And Affiliated to Anna University, Chennai.

Accredited by NAAC with "A" grade

T.N. Palayam (Po), Gobi (Tk), Erode (Dt) – 638 506



J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY

Approved by AICTE, New Delhi And Affiliated to Anna University, Chennai.

T.N. Palayam (Po), Gobi (Tk), Erode (Dt) – 638 506



WORKDONE SLIP FOR ELECTRICIAN AND PLUMBER

DATE: 4/6/22

S.no	Time From - To	Place	Nature of work	Work complete or not	Electrician and plumber sign
1.	9:00 AM To 3:00 PM	Library & Digital Library	UPS wiring work	completed	Kit
2.	3:00 PM To 4:00 PM	Engineering I, II Floor	urinal Tube changing work	completed	Kit
3.	4:00 PM To 6:00 PM	MBA classroom & mechanical class room	Projector switch box wiring work	completed	Kit

ELECTRICAL
INCHARGE SIGN

[Signature]
4/6/22

[Signature]
PRINCIPAL



J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY

Approved by AICTE, New Delhi And Affiliated to Anna University, Chennai.

Accredited by NAAC with "A" grade

T.N. Palayam (Po), Gobi (Tk), Erode (Dt) – 638 506



J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY

Approved by AICTE, New Delhi And Affiliated to Anna University, Chennai.

T.N. Palayam (Po), Gobi (Tk), Erode (Dt) – 638 506



WORKDONE SLIP FOR ELECTRICIAN AND PLUMBER

DATE = 25/1/23

S.no	Time From - To	Place	Nature of work	Work complete or not	Electrician and plumber sign
1.	9:15 AM TO 10:30 AM	Engineering	202 Classroom Projector cable changing work	Completed	Ust
2.	10:30 AM TO 11:00 AM	Engineering	Dining hall wash basin tap cleaning work	Completed,	Ust
3.	11:00 AM TO 1:30 PM	Aari Girls Hostel	Solar pipeline waste water pipe fixing work	Completed,	Ust
4.	2:00 PM TO 5:00 PM	BOYS Hostel	front side Portico LED tube fixing work one staff room ceiling light fixing work	Completed.	Ust

ELECTRICAL
INCHARGE SIGN

[Signature]
25/1/23

[Signature]
PRINCIPAL