



**J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY
(AUTONOMOUS)**

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

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

CRITERION 4 - INFRASTRUCTURE AND LEARNING RESOURCES

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

Mertie 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.

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Principal

**J.K.K. Munirajah College of Technology
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Erode (Dt) - 638 506**



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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.

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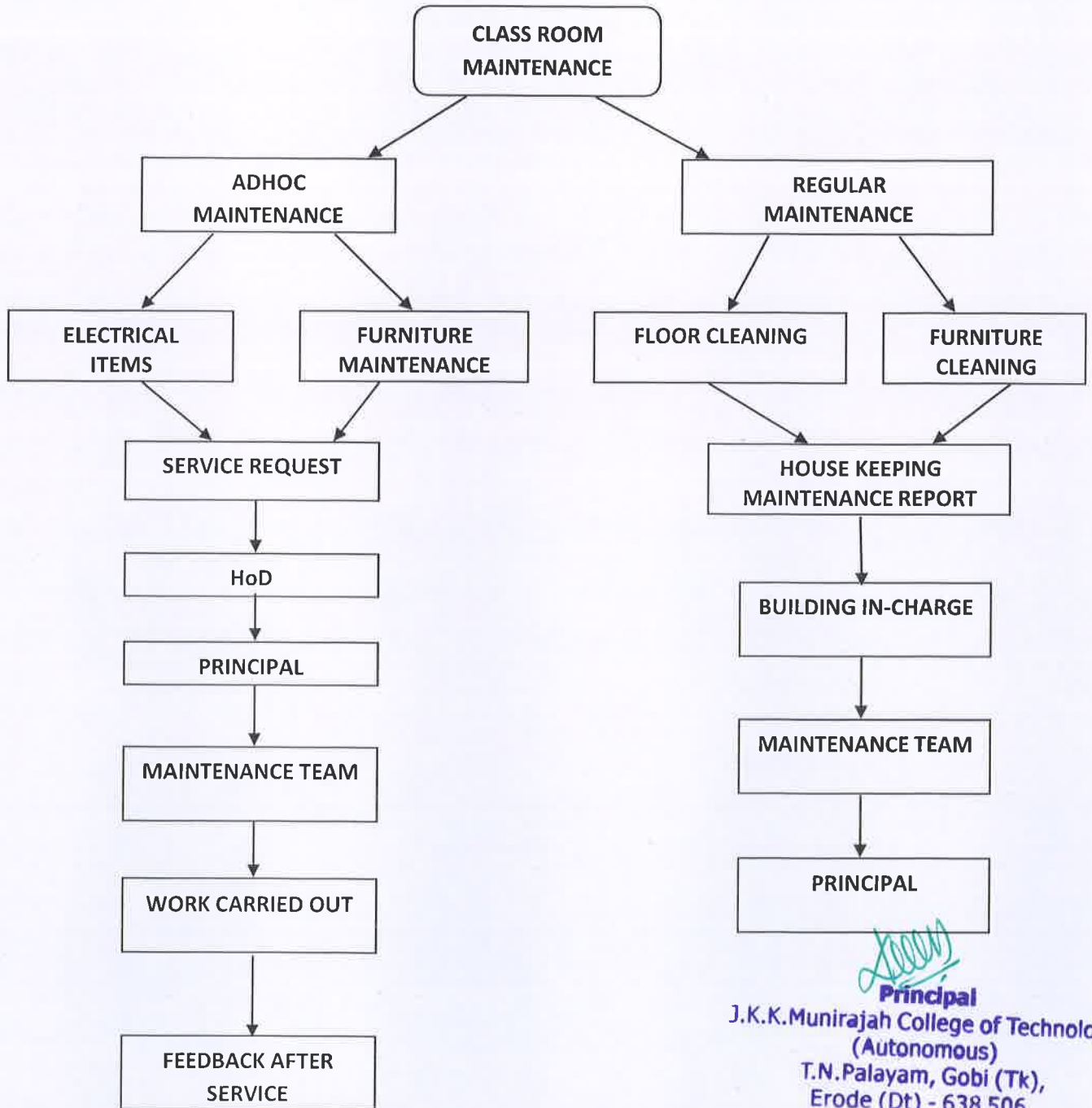
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2. MAINTENANCE OF CLASSROOMS, FURNITURE AND LABORATORIES

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.



[Signature]
Principal

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FLOW CHART FOR CLASS ROOM MAINTENANCE



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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.

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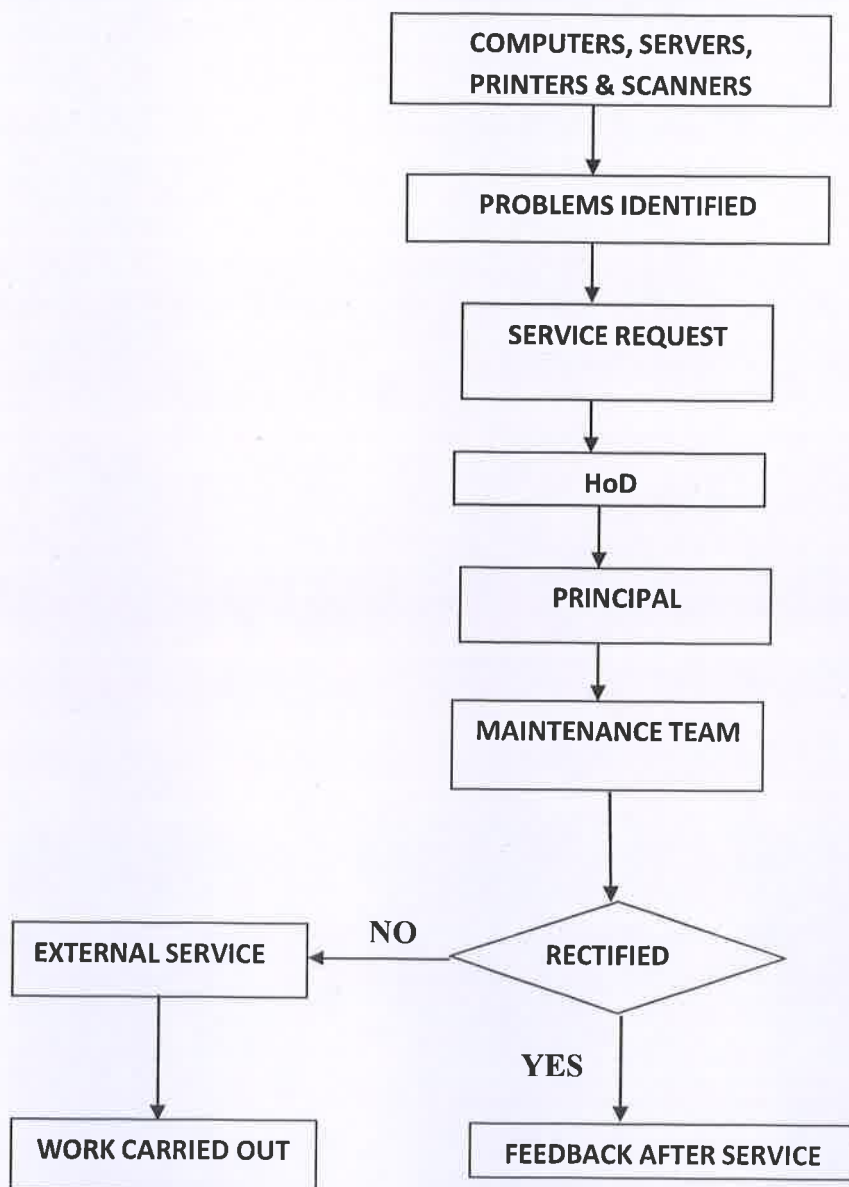


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FLOW CHART FOR COMPUTER MAINTENANCE

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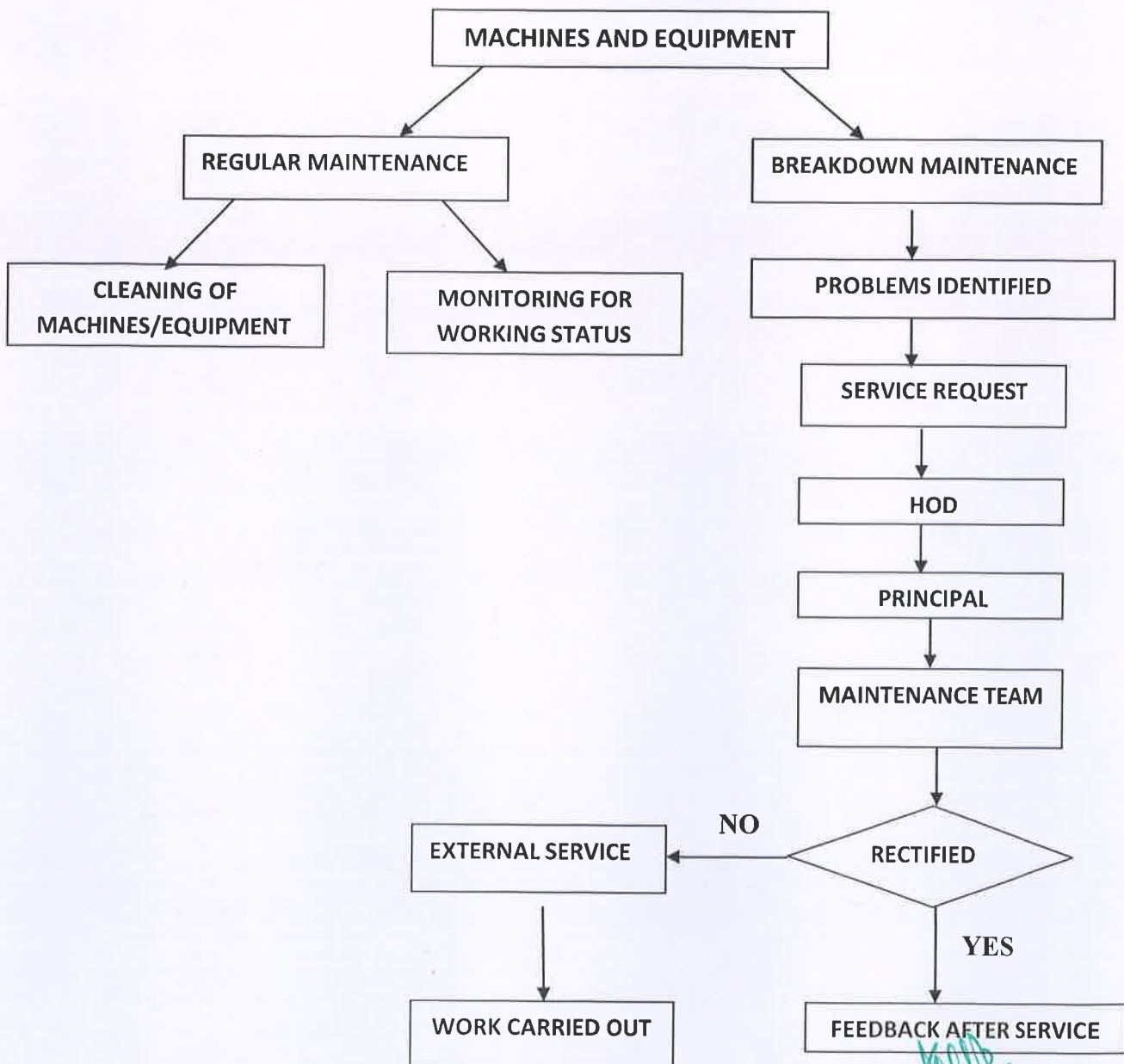
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5. MAINTENANCE OF LABORATORIES EQUIPMENT

The respective faculty members, lab assistants and other service personnel are given responsibility to maintain the equipment's 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

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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.

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HOUSEKEEPING MAINTENANCE REPORT

SRE BARANE Staff Attendance for the month of

2023 ஆம் ஆண்டு டிசம்பர்

மாநகரத்தின் பணியாளர் வருகைப் பத்திரை

NOVEMBER 2023.

Sl. No.	வரி No.	வயர் Name	புரூப் Designation	வாக்கி வேலை நேரம் Working hours	நிமிசம்										NO. OF DAYS WORKED	NO. OF DAYS LEVE	REMARKS	
					1	2	3	4	5	6	7	8	9	10				
01	பாண்டியன்				X	X	X	X	X	X	X	X	X	X	X	X	X	
02	செல்வம்				X	X	X	X	X	X	X	X	X	X	X	X	X	
03	செல்வம்				X	X	X	X	X	X	X	X	X	X	X	X	X	
04	செல்வம்				X	X	X	X	X	X	X	X	X	X	X	X	X	
05	செல்வம்				X	X	X	X	X	X	X	X	X	X	X	X	X	
06	செல்வம்				X	X	X	X	X	X	X	X	X	X	X	X	X	
07	செல்வம்				X	X	X	X	X	X	X	X	X	X	X	X	X	
08	செல்வம்				X	X	X	X	X	X	X	X	X	X	X	X	X	
09	செல்வம்				X	X	X	X	X	X	X	X	X	X	X	X	X	
10	செல்வம்				X	X	X	X	X	X	X	X	X	X	X	X	X	
11	செல்வம்				X	X	X	X	X	X	X	X	X	X	X	X	X	
12	செல்வம்				X	X	X	X	X	X	X	X	X	X	X	X	X	
13	செல்வம்				X	X	X	X	X	X	X	X	X	X	X	X	X	
14	செல்வம்				X	X	X	X	X	X	X	X	X	X	X	X	X	
15	செல்வம்				X	X	X	X	X	X	X	X	X	X	X	X	X	
16	செல்வம்				X	X	X	X	X	X	X	X	X	X	X	X	X	
17	செல்வம்				X	X	X	X	X	X	X	X	X	X	X	X	X	
18	செல்வம்				X	X	X	X	X	X	X	X	X	X	X	X	X	
19	செல்வம்				X	X	X	X	X	X	X	X	X	X	X	X	X	
20	செல்வம்				X	X	X	X	X	X	X	X	X	X	X	X	X	
21	செல்வம்				X	X	X	X	X	X	X	X	X	X	X	X	X	
22	செல்வம்				X	X	X	X	X	X	X	X	X	X	X	X	X	
23	செல்வம்				X	X	X	X	X	X	X	X	X	X	X	X	X	
24	செல்வம்				X	X	X	X	X	X	X	X	X	X	X	X	X	
25	செல்வம்				X	X	X	X	X	X	X	X	X	X	X	X	X	



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

NAME & FLOOR	Bakkiam		Bindu		Pappa	
TIME	9.00 TO 10.00	10.00 TO 11.00	11.00 TO 12.00	12.00 TO 1.00	2.00 TO 3.00	3.00 TO 4.00
DAYS/TR	1	2	3	4	5	6
WEDNESDAY 5/3/24	← CC3 Lab cleaned →	← CC3 Lab cleaned →	← 303 - class room cleaned →	← 303 - class room cleaned →	MCA Class Room cleaned	→
STAFF NAME	(N. SATHISHAN)	(S. SATHISHAN)	S. SATHISHAN		R. Vanithamani	R. Vanithamani
THURSDAY 6/3/24	← CC3 Lab cleaned →	← CC3 Lab cleaned →	← 203 Class room cleaned →	← 203 Class room cleaned →	401, 402, 403	class room cleaned
STAFF NAME	← S. SATHISHAN →	← S. SATHISHAN →	P. Poojya Priya	P. Poojya Priya	P. Venuvoni	
FRIDAY 7/3/24	← CC1 Lab cleaned →	← CC1 Lab cleaned →	← Server room cleaned →	← Server room cleaned →	← 201, 203 class room cleaned →	→
STAFF NAME	S. SATHISHAN	S. SATHISHAN	N. SATHISHAN	N. SATHISHAN	← S. SATHISHAN →	
SATURDAY 8/3/24	← 301 Class room cleaned →	← 301 Class room cleaned →	← Physics lab cleaned →	← Physics lab cleaned →	← 303 Class room cleaned →	→
STAFF NAME	S. SATHISHAN	S. SATHISHAN	Neelaveni A	Neelaveni A	P. POORNAPRIYA	
MONDAY 10/3/24	← ECE Lab cleaned →	← ECE Lab cleaned →	← ME Class room cleaned →	← ME Class room cleaned →	← LITTING cleaned →	← 308 class room cleaned →
STAFF NAME	U. SATHISHAN	U. SATHISHAN	K. RATHI KA	K. RATHI KA	N. SATHISHAN	S. SATHISHAN
TUESDAY 11/3/24	← Mech lab cleaned →	← Mech lab cleaned →	← 303 - class room cleaned →	← 303 - class room cleaned →	← CC3 Lab cleaned →	→
STAFF NAME	S. SATHISHAN	S. SATHISHAN	S. SATHISHAN	S. SATHISHAN	Dr. S. Anand Kumar	S. SATHISHAN



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SCAVENGER WORK ALLOTTED DETAILS

NAME & FLOOR	Safar						
	9.00 TO 10.00	10.00 TO 11.00	11.00 TO 12.00	12.00 TO 1.00	2.00 TO 3.00	3.00 TO 4.00	4.00 TO 4.20
WEDNESDAY 12/2/24	CC 2 Lab & Class room cleaned P. Purna	CC 3 Lab Cleaned P. Sireeta			ECE class room cleaned		Civil HOD Room cleaned
THURSDAY 13/2/24	P. PARNAPRIYA CC 1 Lab Cleaned P. Sireeta	P. SASIRETA Civil Class room cleaned P. Sireeta			U. SASIRETA EEE Class room cleaned		M. Mohanraj EEE HOD room cleaned
FRIDAY 14/2/24	P. SASIRETA Mech class room cleaned	P. REENA CC 3 Lab cleaned			M. Mohanraj CC 2 Lab & class room cleaned		205 class room cleaned
SATURDAY 15/2/24	S. SRIRAM 201, 202, 206 class room cleaned	E. Ananth MCA Class room cleaned			S. Dharmaraj H01, H02, H03 class room cleaned		P. SASIRETA Bid lab cleaned
MONDAY 17/2/24	Physic Lab Cleaned	Physic Lab Cleaned			P. VIKRAM CC 1 Lab cleaned		Senior Room cleaned
TUESDAY 18/2/24	Neelaveni CC 3 Lab cleaned	M. S. SURESH ME class room cleaned			L. DHARMA HIS class room cleaned		N. Senthil 208, 205 class room cleaned
	M. S. SURESH	L. KARTHICA	J. K. K. W. L.		S. DHARMA		

(Handwritten signature)

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LABORATORY MAINTENANCE REPORT

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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	-	Bolt, Nut replacement	-
3.	Computer center 3	-	Hard disk checking	-	Bolt, Nut replacement	-
4.	Computer center 4	-	RAM checking	Cleaning	-	-
5.	UPS	-	-	-	Calibration	-
6.	Computer center 1	-	RAM extracting	-	-	-
7.	Computer center 2	-	UPS checking	-	-	Calibration
8.	Computer center 3	-	Hard disk checking	-	Calibration	-
9.	Computer center 4	-	RAM changing	-	Calibration	-
10.	Computer center 1	-	Software installation	-	Calibration	-
11.	Computer center 2	-	RAM checking	Calibration	-	-
12.	Computer center 3	-	UPS checking	-	-	-
13.	Computer center 4	-	Software installation	-	-	Calibration

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14.	UPS	-	UPS checking	-	-	-
15.	Computer center 1	-	UPS checking	Calibration	Calibraion	-
16.	Computer center 2	-	Software installation	Calibration	Calibration	
17.	Computer center 3	-	Software installation	-	-	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 changing	Calibration	Calibration	-
22.	Computer center 3	-	Hard disk checking	-	Calibration	-
23.	Computer center 4	-	RAM checking	-	-	Calibration
24.	UPS	-	UPS checking	-	-	-

E. Raj
Raj

LAB IN-CHARGE

[Signature]

HOD/CSE

[Signature]

PRINCIPAL

Principal
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LABORATORY ROUTINE MAINTENANCE SCHEDULE
DEPARTMENT OF AUTOMOBILE ENGINEERING
AUTOMOTIVE ELECTRICS AND ELECTRONICS LABORATORY

S.No.	Name of the Equipment/ Apparatus	Frequency of Maintenance				
		Daily	Weekly	Monthly	Half - yearly	Yearly
1.	Battery, hydrometer, voltage tester	-		Distilled Water refilling	Battery charging	-
2.	Starter, motor regulator, cutout	-		Checking the winding	Bolt, Nut replacement	-
3.	Distributor, ignition coil, spark plug	-	Oiling	-	-	
4.	Auto electrical wiring system	-	-	Cleaning	-	Spark Plug Replacement
5.	Rectifiers, filters	-	Cleaning	-	Calibration	-
6.	Bread board, logic gates IC's	-	Cleaning	-	-	-
7.	Amplifier	-	Cleaning	-	-	-
8.	IC timer	-	Cleaning	-	Calibration	-
9.	Datalogger	-	Cleaning	-	Calibration	-
10.	8085trainer kit	-	Cleaning	-	Calibration	-
11.	ADC interface board	-	Cleaning	Calibration	-	-
12.	DAC interface board	-	Cleaning	Calibration	-	-
13.	Sensors like RTD, Loadcell, LVDT	-	-	-	-	Calibration
14.	Actuation like steppermotor	-	Cleaning	Oiling	-	-


LAB IN-CHARGE


HOD/AUTO


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LAB YEARLY SERVICE MAINTENANCE REPORT



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Laboratory Maintenance Report

Department: **EEE**

Academic Year: **2023 - 2024**

S.No	Date	Name of the Laboratory	Equipment Details	Internal / External	Bill No	Amount	Lab In Charge Sign	HOD Sign	Principal Sign	Remarks
1	08/08/23	Electrical Machines Lab	Shunt motor	Internal	-	-				
2	01/09/23	Electronics Lab	RPS	Internal	-	-				
3	13/11/23	Power system Simulation Lab	SMPS	Internal	-	-				
4	22/11/24	Power Electronics Drives	SCR KIT	Internal	-	-				
5	14/2/24	Control system Laboratory	LAMP & Rheostat	External	-	-				
6	20/3/24	Electric Devices Lab	Power supply	Internal	-	-				



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SERVICE REQUEST FORM

J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY

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SERVICE REQUIREMENT FORM

Date : 07/08/23

Name of the staff : S.M. PRANESH
Designation / Department : AP/ EEE
Work place : J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY,
COMPUTER LAB (CCL)
Name of the equipment / work : VPS service
Whom to attend : k. suresh
Requested time completion : 2 hrs
Suggestion / Recommendation (If any) : Income supply triped.
Signature of staff :
Signature of HOD : C. Jayaraman
07/08/23

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 : 3LA MCB changed.
Verified by : S.M. PRANESH
AP/EEE

Signature of principal

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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 REQUIREMENT FORM

Date : 14/02/24

Name of the staff : S.M. PRANESH
Designation / Department : AP IREE
Work place : Engg. college Boys Hostel.
Name of the equipment / work : FAN & tube light changed.
Whom to attend : K. Suresh & Kandhasamy.
Requested time completion : 1 hr.
Suggestion / Recommendation (If any) : FAN winding problem & LED Driver failure
Signature of staff : 
Signature of HOD : C. Gayathri
14/02/24

Recommended by

PRINCIPAL

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FEEDBACK AFTER SERVICE

Attended by : K. Suresh & Kandhasamy.
Working status : Rectified the problem
Remarks : completed the work.
Verified by : S.M. PRANESH
AP IREE

Signature of principal

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