



DHIRAJLAL GANDHI COLLEGE OF TECHNOLOGY

MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

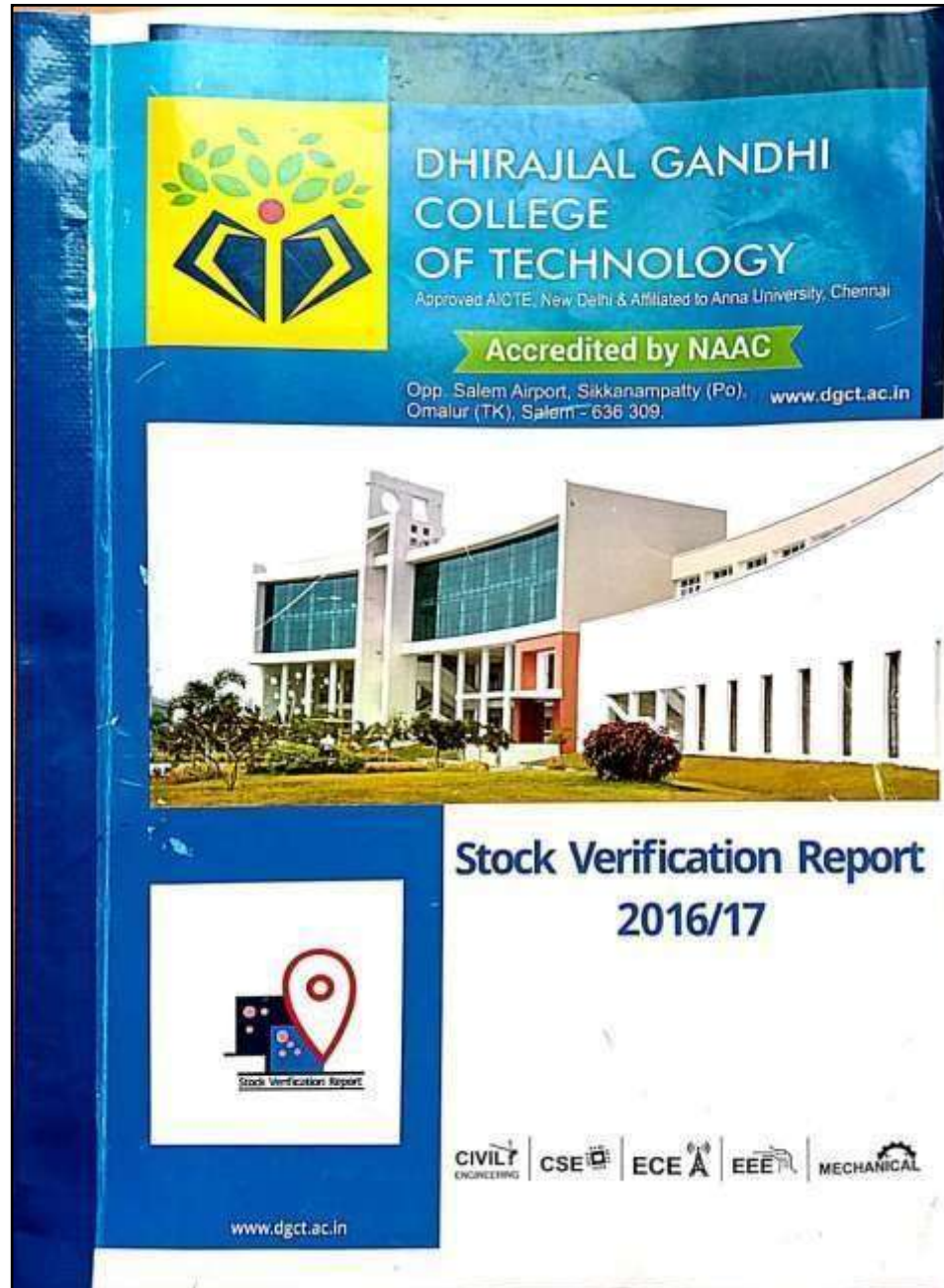
- LABORATORY, LIBRARY, SPORTS COMPLEX, COMPUTERS, CLASSROOMS etc.,

- **Stock verification report (Computer lab)**
- **Laboratory non-consumable register**
- **Laboratory consumable register**
- **Laboratory student entry register**
- **Laboratory maintenance register**
- **Laboratory equipment movement register**
- **Seminar hall / Auditorium booking register**
- **Laboratory cleaning register**
- **Transport maintenance register**
- **Class room maintenance**
- **Computer laboratory maintenance**
- **Electrical maintenance**
- **System service requisition form**
- **Stock verification (Library)**



DHIRAJLAL GANDHI COLLEGE OF TECHNOLOGY

STOCK VERIFICATION REPORT



STOCK VERIFICATION REPORT

DEPARTMENT OF COMPUTER
SCIENCE AND ENGINEERING



DHIRAJLAL GANDHI COLLEGE OF TECHNOLOGY

Annexure - II

STOCK VERIFICATION CERTIFICATE 2016 - 2017

This is to certify that the Annual Inter Departmental physical verification of the Department of Computer Science and Engineering was conducted from 21.06.2017 to 23.06.2017 and found all the items to be physically present except the items mentioned in the list of missing items.

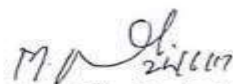

Signature of the Stock Verification In-charge

Name & Designation

(S.NIRMALADEVI, AP / ECE)

Acceptance of the Stock Verification Report 2016-17

This is to certify that the list enclosed by the Stock Verification done by Staff In-charge **S. Nirmaladevi, AP / ECE** and members **Ms. P. Rubini, AP / ECE, Mr. L. Krishnan, AP / Civil, Mr. M.Chandru, AP / Mech and Mr.Maniselvam, AP / Mech**, as missing/ not working / to be disposed is found true to my knowledge.


Signature of the Head of the Department

Annexure - I

Stock Verification Report


Date: 24.06.2017

A) List of Item(s) Missing

S.No.	Name of the stock Book with Number	Page No.	Item No.	Item Description	Quantity	Value
1.	System Stock Reg. No. 06	3	3	Lenovo Tower Type	2	Rs.48,000/-
2.	System Stock Reg. No. 06	22	1	Samsung Laptop (Mechanical)	1	Rs.20,500/-
3.	System Stock Reg. No. 06	22	1	Samsung Laptop Charger (English)	1	Rs.2000/-
Total					4	Rs.70,000/-

B) List of Item(s) Not working & Serviceable (need to service)

S.No.	Name of the stock Book with Number	Page No.	Item No.	Item Description	Quantity	Value (Apprx.)
1.	System Stock Reg. No. 06	3	3	Lenovo Slim type (VLSI Lab)	2	Rs.12,000/-
2.	System Stock Reg. No. 06	3	3	Lenovo Tower Type	4	Rs.48,000/-
3.	System Stock Reg. No. 06	13	1	Acer	1	Rs.6,000/-
3.	Printer Stock Reg. No. 04	5	15	Epson Inkjet Colour Printer (Placement)	1	Rs.3,000/-
Total					8	Rs.69,000/-

 [Stock Verification In-charge]
[S.NIRMALADEVI]
AP/ECE



DHIRAJLAL GANDHI COLLEGE OF TECHNOLOGY

LABORATORY NON-CONSUMABLE REGISTER

DHIRAJLAL GANDHI COLLEGE OF TECHNOLOGY,

SALEM - 636 309.

EQUIPMENT RECEIPT/ STOCK REGISTER

07

S.No.	Date acquisition	Particulars of equipments (Full Specification)	Number acquired	Supplier's Name & Address
1	10.05.13	CENTRE LATHE "DHARA" Brand 4.6' Light Duty with flame hardened bed with 1Hp 3φ motor, R/F Switch, V-Belt with Standard Accessories.	15 (5)	RAJKOT Machine Tools, 56-57, Kallottu Main Rd, Coimbatore.
2	10.05.13	160mm x 3 Jaw 3/φ chuck	12 (2)	-do-
3	10.05.13	200mm x 3 Jaw 3/φ chuck	02	-do-
4	10.05.13	200mm x 4 Jaw Independent chuck	01	-do-
5	10.05.13	Tap & Tapering attachment	02	-do-
6	10.05.13	Steady rest	02	-do-
7	10.05.13	Follow rest	02	-do-
8	10.05.13	Face plate	01	-do-
9	10.05.13	Cutting Tool	20	-do-

Bill No. & Date	Total Cost Rs. Ps.	Date of Payment & Vr. No.	Ledger Folio
074/10.05.13	9,13,012 50	14.5.2013	
	VAT@5% 45,650 00	436	
	TOTAL 9,58,662 50		
074/10.05.13	59,073 00	14.5.2013	
	VAT@5% 2,953 00	436	
	TOTAL 62,026 00		
074/10.05.13	13,095 00	14.5.2013	
	VAT@5% 655 00	436	
	TOTAL 13,750 00		
074/10.05.13	4,995 50	14.5.2013	
	VAT@5% 250 00	436	
	TOTAL 5,245 50		
074/10.05.13	6,600 00	14.5.2013	
	VAT@5% 330 00	436	
	TOTAL 6,930 00		
074/10.05.13	2,800 00	14.5.2013	
	VAT@5% 140 00	436	
	TOTAL 2,940 00		
074/10.05.13	1,900 00		
	VAT@5% 95 00		
	TOTAL 1,995 00		
074/10.05.13	1,400 00		
	VAT@5% 70 00		
	TOTAL 1,470 00		
074/10.05.13	3,000 00		
	VAT@5% 150 00		
	TOTAL 3,150 00		

Shifted to Consumable Register
Vol. 1 Pg 45

Col
Lab I/c

Previous Balance	Total Quantity in hand	Date of Issue	Name of the section to which issued	Indent Number and Date	Quantity issued	Balance on hand	Acknowledgment of the		Remarks
							Lab-in-charge	HOD	
	1						dt		
	5kg						dt		
	10 lit						dt		
	20 lit						dt		
	01						dt		
	7kg						dt		
	1 sub						dt		
	01						dt		
	02						dt		



DHIRAJLAL GANDHI COLLEGE OF TECHNOLOGY

LABORATORY – STUDENT ENTRY REGISTER

9/9/19 IV A					12/9/19 IV-B F.N					
S.No	DATE	NAME	SYS. NO	IN OUT	Signature	Date	NAME	SYS. NO	IN OUT	Signature
1	09/09/19	K. ARUL MURUGAN	16	2:15	K. Arul	12.9.19	R. Shoban raj	13	10:15	S.P.R.
2	9/9/19	S. Krishnaganth	14	2:15	S. Krishnaganth	12.9.19	P. Sachin	14	10:15	P. Sachin
3	"	P. Manikandan	14	2:15	P. Manikandan	12.9.19	A. Sarankumar	15	10:15	A. Sarankumar
4	9/9/19	A. Kishore Kumar	15	2:15	A. Kishore Kumar	12.9.19	D. Sankaraj	10	10:15	D. Sankaraj
5	9/9/2019	K. Kopp	10	2:15	K. Kopp	12.9.19	Nethyaa S	7	10:19	Nethyaa S
6	9/9/2019	M. Gouri	9	2:15	M. Gouri	12.9.19	Purnalekshmi-N	8	10:15	Purnalekshmi-N
7	9/9/2019	M. Deepika	8	2:15	M. Deepika	12.9.19	Prathiba-M.D	9	10:19	Prathiba-M.D
8	9/9/2019	P. Mahalakshmya	7	2:15	P. Mahalakshmya	12.9.19	Raul Shankar.T	103	10:20	Raul Shankar.T
9	9/9/2019	F.N. Naveen Kumar	34	2:15	F.N. Naveen Kumar	12.9.19	Saven Kumar-R	104	10:18	Saven Kumar-R
10	9/9/19	C. Kothiravan	35	2:15	C. Kothiravan	12.9.19	R. Ranjith Kumar	105	10:19	R. Ranjith Kumar
11	9/9/19	A. Logan	36	2:15	A. Logan	12.9.19	S. Sanja	108	10:19	S. Sanja
12	9/9/19	C.M. Karan Kumar	33	2:15	C.M. Karan Kumar	12.9.19	T. Pradeep Kumar	107	10:19	T. Pradeep Kumar
13	9/9/19	M. Abdul Wahab	32	2:15	M. Abdul Wahab	12.9.19	Q. Ananth Kumar	97	10:19	Q. Ananth Kumar
14	9/9/19	S. Chandru	30	2:15	S. Chandru	12.9.19	S. Praveen Kumar	109	10:19	S. Praveen Kumar
15	9/9/19	T.N. Kumar	23	2:30	T.N. Kumar	12.9.19	S. Sudhish	99	10:19	S. Sudhish
16	9/9/19	R. Divya, Royal.	26	2:30	R. Divya, Royal.	12.9.19	P. Praveen	111	10:19	P. Praveen
17	9/9/19	P. Janani	22	2:30	P. Janani	12.10.19	R. Sri Manan	03	11:30 2:00	R. Sri Manan
18	9/9/19	B. Lopika	22	2:30	B. Lopika	29.10.19	S. Soundappan	02	11:30 2:00	S. Soundappan
19	9/9/19	Keerthana	24	2:15	Keerthana	29.10.19	Arulmuryan	04	11:30 1:00	Arulmuryan
20	9/9/19	Akanya Bharathi	24	2:15	Akanya Bharathi	29.10.19	Jayanathan	05	11:30 1:00	Jayanathan
21	9/9/19	K. Kanimozhi	24	2:15	K. Kanimozhi	29.10.19	Aravinth Surya	06	11:30 1:00	Aravinth Surya
22	9/9/19	K. Durgadevi	20	2:15	K. Durgadevi	29.10.19	Jeeva Harisharan	07	11:30 1:00	Jeeva Harisharan
						29.10.19	Kannan	08	11:30 1:00	Kannan
						29.10.19	Sugumaran	09	11:30 1:00	Sugumaran



DHIRAJLAL GANDHI COLLEGE OF TECHNOLOGY

LABORATORY MAINTENANCE REGISTER

S/NO	Date	Name of the Equipment	Name of maintenance work	working condition	Signature Tech	I/c
1.	7/2/17	1 ϕ Half controlled Inverter	5A Fuse replaced	working	Rm	9/12
2.	28/2/17	3 ϕ Inverter	2A Fuse replaced	working	Rm	9/12
3.	11/3/17	1 ϕ Fully controlled inverter	cro-crocodile pin soldering	working	Rm	9/13
4.	21/3/17	MOSFET based up/down chopper	1 no. of unipolar mosfet	working	Rm	9/13
5.	10/3/17	AC voltage controller	cro-crocodile pin soldering	working	Rm	9/10/13
6.	11/3/17	MOSFET based up/down chopper	cro-crocodile pin soldering	working	Rm	9/11/13
7.	16/3/17	1 ϕ PWM Inverter	cro-crocodile pin soldering	working	Rm	9/16/13
8.	22/2/18	3 ϕ Pwm Inverter	Fuse changed	working	Rm	18/2
9.	5/3/18	1 ϕ PWM voltage controller	Fuse changed	working	Rm	18/3
10.	16/4/18	AC voltage controller	cro-crocodile pin soldering	working	Rm	18/4
11.	22/1/19	cro-crocodile pin soldering step up and down chopper	cro-pin soldering	working	Rm	18/1
12.	7/2/19	Switch mode power supply	Fuse changed	working	Rm	18/2
13.	19/2/19	Step up/down chopper	Fuse changed	working	Rm	18/2
14.	26/2/19	3 ϕ Pwm Inverter	Fuse changed	working	Rm	18/2



DHIRAJLAL GANDHI COLLEGE OF TECHNOLOGY

LABORATORY EQUIPMENT MOVEMENT REGISTER

Sl no	Date	Serial Number of Equipment	Name of Equipment	Name of the Lab		Qty	Lab Incharge		Equipment Return Date	Working condition after return	Lab Incharge	
				from	To		from	To			from	To
17.	06/3/19	161128768, 766	CRO	PE Lab	ELED Lab	①	R. K. Singh	R. K. Singh	07/3/19	Good	R. K. Singh	R. K. Singh
		16075925, 935	Dual RPS	"	"	②	R. K. Singh	R. K. Singh				
		-	Digital Multimeter	"	"	①						
18.	13/3/19	161128768, 766	CRO	PE Lab	ELED Lab	①	R. K. Singh	R. K. Singh	14/3/19	Good	R. K. Singh	R. K. Singh
		16075925, 935	Dual RPS	"	"	②	R. K. Singh	R. K. Singh				
		-	Digital Multimeter	"	"	①						
19.	20.3.19	161128766 160928943	CRO	PE Lab	ELED Lab	②	R. K. Singh	R. K. Singh	18.3.20	Good	R. K. Singh	R. K. Singh
20	27/6/19	MBG101033948	Digital Multimeter	PE Lab	ELED Lab	①	R. K. Singh	R. K. Singh	22.10.19	Good	R. K. Singh	R. K. Singh
		-	Bread Board	PE Lab	ELED Lab	①	R. K. Singh	R. K. Singh				
21.	8/7/19	MBG4033960 MBG4033937 MDG4033945	Digital Multimeter	PE Lab	C&D Lab	②	R. K. Singh	R. K. Singh	25.10.19	Good	R. K. Singh	R. K. Singh
22	12/10/19	3rd Inverter PMSM motor drive material: VSPM-LED-03	3rd Inverter PMSM motor drive with 3 phase lamp load & power cable.	PE Lab	R&D Lab	①	R. K. Singh	R. K. Singh	18/11/19	Good	R. K. Singh	R. K. Singh
23	12/10/19	77336	single phase Autotof.	PE Lab	R&D Lab	①	R. K. Singh	R. K. Singh	17.2.2020	Good	R. K. Singh	R. K. Singh
24	12/10/19	SN: 996993472	Digital multimeter (Yellow colour)	PE Lab	R&D Lab	①	R. K. Singh	R. K. Singh				

RPS-11/11



DHIRAJLAL GANDHI COLLEGE OF TECHNOLOGY

SEMINAR HALL / AUDITORIUM BOOKING REGISTER

AC / HALL					98	AC Hall	Staff-③	Key
12/19	6/2/19	M. Hema Kumar	project review	Full day	120	AC Hall	Staff ②	R. D. I
4/2/19	5/2/19	R. Boopalan	Class	3, 4, 5 th 6 th 7 th P				
7/2/19	7/2/19	P. Balasubramanian	Presentation	7, 8 th hours	50	AC Hall	Staff ①	Camp
7/2/19	8/2/19	R. Boopalan	Combined class	full day	120	AC Hall	Staff ⑤	R. D. I
8/2/19	8/2/19	M. Suresh Kumar	class	3 rd hr.	60	A/c hall	Staff ①	(Civil Dept Canceled) R. D. I
11/2/19	12/2/19	M. Siva Sankar	Class	5, 6	60	A/c hall	Staff ①	
12-2-19	13-2-19	M. Krishna Dasamy	class	1-4 th hr by	120	A/c hall	Staff ②	Mr
12/2/19	13/2/19	P. Rubini	Class	8 hour	60	A/c hall	Staff	P. Rubini
13/2/19	13-2-19	R. Boopalan	Class	Ant till to 8 hrs	140	A/c hall	Staff ①	R. D. I
14/2/19	14-2-19	N. J. J. J.	class	1 & 2	143	A/c hall	Staff ③	N. J. J.
14-02-19	15-02-19	Bakthya Lakshmi P	Combined Class	Full day	143	A/c Hall	Staff ③	P. Bakthya
18-02-19	18-02-19	D. P. Selvaraj	Di-222-A	6, 7 th hours	50	A/c Hall	1 Staff	Mr
18/2/19	19-2-19	M. Siva Sankar	Workshop A	6 th hour	55	A/c hall	Staff	
18/2/19	20-02-19	M. Siva Sankar	Work Shop	Full session 9-2-00 pm	150	A/c hall	Staff ⑤	
18/2/19	25-02-19	P. PRABHU	Workshop class	1st (1, 2 hour)	150	A/c hall	Staff ②	Mr
	26-02-19			3 4				
20-2-19	07-2-19	M. Siva Sankar	Symposium Workshop	Full day	200	A/c hall	Staff ④	Mr
20-2-19	20-2-19	M. K. Senthil	MT-II Class	7, 8 th hours	71	A/c hall	Staff ①	Mr
20-2-19	21-2-19	G. Subramanian	D-222 class	6 th hour	50	A/c hall	Staff ①	Mr
21-2-19	23-02-19	A. Venugopal	Special class	Full day (9-5)	110	A/c hall	Staff ②	Mr
20-2-19	28-02-19	A. Venugopal	Symposium -19	Full day (9-5)	110	A/c hall	Staff ③	Mr
20-2-19	01-03-19	A. Venugopal		Full day (9-5)	110	A/c hall	Staff ④	Mr



DHIRAJLAL GANDHI COLLEGE OF TECHNOLOGY

LABORATORY CLEANING REGISTER

01	01/12/20	G16 Thermal Lab	R. Ranjith	11:00	12:00	Cleaned	SH
02	01/12/20	G15 MCT Lab	R. Ranjith	12:00	1:00	Cleaned	SH
03	01/12/20	G13 CNC Lab	m. Chandrasekhar	1:00	1:30pm	Cleaned	m. ch
04	01-12-20	G9 Dom- Lab	S. Suresh	3:00	3:30pm	Cleaned	SH
5							
1	2/12/20	G19 SOM LAB	m. Rameshwar	11:00	11:30	Cleaned	SH
2	2/12/20	G21 CAD LAB	m. Chandrasekhar	11:30	12:45	Cleaned	SH
	2/12/20	G9 MT- Lab	S. Suresh	12:45	1:30	Cleaned	SH
4	2/12/20	G22 CPT- Lab	m. Mohan Kumar	3:00	3:30	Cleaned	m. ch
5							
1	3-12-20	G17 Hydraulic Lab	m. Chandrasekhar	11:00	11:45	Cleaned	SH
2	3-12-20	G9 MT- Lab	S. Suresh	11:45	12:30	Cleaned	SH
3	3/12/20	Dom Lab	R. Mani	12:30	1:00	Cleaned	SH
4	3/12/20	G13 CNC Lab	m. Chandrasekhar	1:00pm	1:30pm	Cleaned	m. ch
5	4/12/2020	G16 THERMAL LAB	A. INBASEKARAN	10:30	11:00	Cleaned	SH
6	04/12/2020	G13 CNC Lab	m. Chandrasekhar	11:00	11:30	Cleaned	m. ch
7	04/12/2020	G17 FMT Lab	S. Balasubramani	11:30	12:00	Cleaned	SH
8	04/12/2020	G17 Staff Cabin	S. Balasubramani	12:00	1:00	Cleaned	SH
9	04/12/2020	G05 EISCO Lab	S. Vijayakumar	3:00	4:00	Cleaned	SH
10	05/12/2020	G92 Examcell	S. Soniya	11:00	11:30	Cleaned	SH
11	05/12/2020	G13 CNC Lab	m. Chandrasekhar	11:30	12:00	Cleaned	m. ch
12	05/12/20	G19 SOM Lab	S. Balasubramani	3:00	3:15	Cleaned	SH
13	05/12/20	G17 FMT Lab	S. Balasubramani	3:15	4:00	Cleaned	SH
14	05/12/20	G15 TECH LAB	A. INBASEKARAN	4:00	5:00	Cleaned	SH



DHIRAJLAL GANDHI COLLEGE OF TECHNOLOGY

TRANSPORT MAINTENANCE REGISTER

Dhirajlal Gandhi College of Technology, Salem
Department of Transport
Monthly Maintenance Details - 2018-2019

Coolant - 1000 / bus

↓
Signature

Sheet : A11

Sl.No.	Bus No.	Reg No.	Apr-18	May-18	June-18	July-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Total Amount
1	1	TN30 AP 0181	3940	1500	10100	22150		2419	34751	9293		8595	955	515	93916
2	2	TN30 AP 0601		160				19235	1270		1520	495	200	40262	64032
3	3	TN30 AW 8467				530		1000	970		210	240			2950
4	4	TN30 AW 8444					120	200	14765	550		1130		1840	15905
5	5	TN30 AW 8624								320		11500			11830
6	6	TN30 AW 9897		120	960	1650	140	10600	12255	450	140	230	710		27255
7	7	TN30 AW 9893	10797	1498		1115	390	885	800	295	100			900	15665
8	8	TN30 AW 9880			920							11500	570	18021	31011
9	9	TN30 AV 9488	60			440		260			150	400			21310
10	10	TN30 AV 9513			1280	330		30	5750		50	710	550		20200
11	11	TN30 AV 9589	14250				390	280	2700	20	245	9995			27890
12	12	TN30 AV 9570	1430	300	858	2430		310		618		2460			13896
13	13	TN30 AV 9609	2650	255			2360	2695	100	740	120	1488	10300	80	21903
14	14	TN30 AV 9552	400			40	120	210			10325	6100	110	3776	21081
15	15	TN30 AV 9531	13802		9325	630		1530		6511		530	60	80	32528
16	17	TN30 BZ 0132	480				280	300							32528
17	18	TN30 BZ 6224		4516	370			200		150		60	730		61672
18	19	TN30 BZ 8800	3182		310	80		690		86533		11500	30	60	6086
19	20	TN30 BZ 8802	640	120	1780	120			450					120	102445
20	21	TN30 BZ 8807	800	7653	11750	730	120					60		320	3490
21	22	TN30 BZ 8812	20	7144	400			30		1414	1320		19838	430	44055
22	23	TN30 BZ 8815	8176	5848	160	400		430	180	1630		230	19528	150	29132
23	24	TN30 BZ 8852			23930	50	60	60	30	240	100	740		420	16694
24	25	TN30 BZ 8858	400		90		1110	600		60	31635	2940	60		58825
25	26	TN30 BZ 8874	30	30		230	200	630		25711	14712	100	22935	60	52777
26	27	TN30 BZ 8887	8506			40		6360	1750	211	1350		1670	80	4431
27	28	TN30 BX 7410			400			30		300		1180			18136
28	29	TN30 BX 7372	400			400		25060		200	430	250	1230	150	2690
29	30	TN30 BX 7452	400		1690	240	120		400	200	685	800	2192		29977
30	31	TN30 BW 9752	105	240				400			200	220	2052	210	5292
Common Maintenance			4370	4200	2700	6100		270	6130	5750	3260	2375	5270	2653	3398
Total			61036	33584	67023	37705	5410	80294	79981	3260	2375	5270	1940	57760	99855
											52426	78263	82373	163656	965992

77

143776
7500

Signature



DHIRAJLAL GANDHI COLLEGE OF TECHNOLOGY

CLASS ROOM MAINTENANCE REGISTER

CLASS ROOM MAINTENANCE									
23.11.2020	HoD	Civil	M. Hithy	9.10	9.20	Cleaned			
23.11.2020	F20D	Civil	M. Hithy	9.10	9.20	Cleaned			
23.11.2020	F20D	Civil	M. Hithy	9.30	10.00	Cleaned			
23.11.2020	F23	EEE	P. Srinivasan	11.00	11.30	Cleaned			
23.11.2020	F26	Mech	C. Sankar	11.45	12.00	Cleaned			
23.11.2020	F24	Mech	C. Sankar	12.05	12.15	Cleaned			
23.11.2020	F27	Mech	C. Sankar	12.15	12.30	Cleaned			
23.11.2020	F27	Mech	N. Kamesh	12.45	3.00	Cleaned			
24.11.20	F05	CSE	M. Babulishan			Cleaned			
24.11.20	F06	CSE	M. Babulishan			Cleaned			
24.11.20	F07	CSE	M. Babulishan			Cleaned			
26.11.20	F20B	HoD	M. Hithy	10.30	10.40	Cleaned			
26.11.20	F20B	Civil	M. Hithy	10.40	10.50	Cleaned			
26.11.20	F20D	Civil	M. Hithy	10.50	11.00	Cleaned			
26.11.20	F26	Mech	M. Siva Sankar	11.00	11.30	Cleaned			
26.11.20	F26	Mech	M. Siva Sankar	11.30	11.45	Cleaned			
26.11.20	F27	Mech	M. Siva Sankar	11.45	12.00	Cleaned			
26.11.20	F07	Mech	M. Siva Sankar	12.00	12.30	Cleaned			
26.11.20	F23	EEE	J. Suresh Babu	3.30	4.00	Cleaned			
26.11.20	F11	Mech	V. Vinodh	4.15	4.45	Cleaned			
27.11.20	F4	ECE Dean	S. Jeevitha	9.00	9.30	Cleaned			
27.11.20	F1	LDC Lab	S. Jeevitha	9.30	10.00	Cleaned			
27.11.20	F3	upLab	S. Jeevitha	11.00	11.30	Cleaned			
27.11.20	F05	EEE	M. Babulishan	11.45	12.00	Cleaned			
27.11.20	F06	CSE	M. Babulishan	12.05	12.15	Cleaned			
27.11.20	F07	CSE	M. Babulishan	12.15	12.30	Cleaned			
27.11.20	F26	Mech	R. Devayani	3.30	4.00	Cleaned			
27.11.20	F27	Mech	R. Devayani	4.00	4.30	Cleaned			
28.11.20	F26	Mech	M. Siva Sankar	9.10	9.30	Cleaned			
28.11.20	F26	Mech	M. Siva Sankar	9.30	9.45	Cleaned			
28.11.20	F27	Mech	M. Siva Sankar	9.45	10.00	Cleaned			
30.11.20	F11	Mech	N. Kamesh	11.00	11.30	Cleaned			
30.11.20	F13	Mech	V. Vinodh	12.00	12.30	Cleaned			
30.11.20	F20	Mech	P. R. Leethika	12.30	1.00	Cleaned			
1.12.20	F26	Mech	M. Siva Sankar	9.10	9.30	Cleaned			
1.12.20	F26	Mech	M. Siva Sankar	9.30	9.45	Cleaned			
1.12.20	F27	Mech	M. Siva Sankar	9.45	10.00	Cleaned			
1.12.20	F1	EEE	S. Jeevitha	11.00	11.30	Cleaned			
1.12.20	F2	EEE	S. Jeevitha	11.30	12.00	Cleaned			
1.12.20	F3	EEE	S. Jeevitha	12.00	12.30	Cleaned			
1.12.20	F4	EEE	S. Jeevitha	12.30	12.45	Cleaned			
01.12.2020	F01	Civil	S. Arun Kumar	03.30	03.50	Cleaned			
01.12.2020	F02	Civil	S. Arun Kumar	03.50	4.00	Cleaned			
01.12.2020	F03	Civil	S. Arun Kumar	04.00	04.20	Cleaned			
01.12.2020	F04	Civil	S. Arun Kumar	04.20	04.45	Cleaned			



DHIRAJLAL GANDHI COLLEGE OF TECHNOLOGY

COMPUTER MAINTENANCE REGISTER

S.No	Date	System No.	Problem Identified	Action Taken	Service Attended by	Lab Incharge sign
1.	03/01/20	05	Memory not working properly.	cleaned memory and changed to another slot	P.M. J.F.	
2.	07/01/2020	04	Virus affected the Chrome browser	Reset from setting in chrome	P.M. J.F.	
3.	08/01/20	04	Power switch button broken	Replaced switch button.	P.M. J.F.	
4.	27/01/20	15	Harddisk running slowly	Harddisk may be bad sector / zero filling used to check hard disk.	P.M. J.F.	
5.	30/01/20	07	Monitor not display	Repaired the system monitor	P.M. J.F.	
6.	11/02/20	02	Mouse not working	Mouse replaced.	P.M. J.F.	
7.	17/02/20	09	Blue screen error	cleaned memory and changed to another slot.	P.M. J.F.	
8.	19/02/20	14	System dead condition	disk changed from 02	P.M. J.F.	
9.	24/02/20	20	Shutdown problem	unwanted services changed in manual	P.M. J.F.	



DHIRAJLAL GANDHI COLLEGE OF TECHNOLOGY

ELECTRICAL MAINTENANCE FILE

TAMIL Elevators

TAMIL ELEVATORS

BREAK DOWN REPORT

289

CUSTOMER NAME : Dhirajlal Gandhi College B/D Report No. 289
ADDRESS : Salem Date : 04.02.20

TYPE OF B/D

1. Lift not working
- ✓ 2. Lift working with problems
3. Repeated break down

AREA OF B/D

- ✓ 1. Doors / licks
2. M/c Room equipment
3. Controller : Relays wiring
4. Controller : PCB's
5. Trailing cable / shaft wiring
6. OSG / Safety gear / Safety CKT's
7. Incoming power supply
8. Others
9. Incoming main switch / overload trip
10. User Attention

Remark / Details

+ Brakes malfunction.

+ 3rd floor Landing Contact safety Problem.

low voltage / one phase failure / unbalance voltage
Phase link / phase reverse

RECTIFICATION

- ✓ 1. Rectified - working
2. Shut down for want of material
3. OK on call
4. Attention needed during servicing

Parts replaced :

Customer reported on (date & time) 04.02.20 at 10.00 PM
Team arrival time at site 2.00 PM & 04.02.20
Lift put back in operation at 3.20 PM & 04.02.20

Technician / Engineer Signature [Signature]
Customer Signature [Signature]

DHIRAJLAL GANDHI COLLEGE OF TECHNOLOGY, SALEM

Department of EEE

Estimation for Electrical rework

03-07-2019

Submitted to the Secretary/Principal

The following electrical materials are needed for electrical rework. So kindly do the needful.

Sl. No.	Electrical mater	Qty	Unit Price (Approx) Rs.	Amount Rs.
1	2.5sq mm wire	1coil	1650	1650
2	1sqmm wire	1coil	650	650
3	1" casing pipe	10 Nos	38	380
4	1" wooden screw	100 Nos	1.00	100
5	Rawall plug	10 packet	10	100
6	Insulation tap roll	20 Nos	10	200
7	LED tube light (bajaj)	10 Nos	320	3200
8	Fan Bullet bolt	4	65	260
9	Fan Capacitor	30	35	1050
Total Rs.				7590

Get quotation and complete

dy

Submitted to the Principal

Submitted to the Secretary

S. SENTHILKUMAR
Electrical Maintenance



DHIRAJLAL GANDHI COLLEGE OF TECHNOLOGY

Tax Invoice

(ORIGINAL FOR RECEIPT)



SREE KUMAR AGENCIES
PLOT NO. 18, ARTHANAGAR NAGAR,
OPP. BOWLING STAND NEAR JY. ALURU,
SALEM - 636 004
Phone : 0427-2443403, 9842726731
GSTIN: 33AANPV5323G122
State Name : Tamil Nadu, Code : 33
E-Mail : sreekumaragencies@yahoo.co

Invoice No. **SKA14388/19-20**
Delivery Note
Supplier's Ref
Buyer's Order No.
Dispatch Document No. **PH: 9500551018**
Despatched through **DIRECT BY MR. VETRIVEL**
Terms of Delivery

Date: **4-Jul-2019**
Mode/Terms of Payment
CREDIT SALES
Other Reference(s)
S2 R1
Date:

Buyer
DHIRAJLAL GANDHI COLLEGE OF TECHNOLOGY
DHIRAJLAL COLLEGE OF TECHNOLOGY
SIKKAMPATTY, OPP. TO AIR PORT
SALEM
MOB: 04290-233333
GSTIN: 33AABTD4962D121
State Name : Tamil Nadu, Code : 33

Contact person : **87591-17250 ACCOUNTANT**
E-Mail : **dhirajlaco4@gmail.com**

Sl. No.	Description of Goods	HSN/SAC	CGST Rate	Quantity	Rate	per	Amount
1	RR SUPEREX 1.050MM 1100V CABLE (180 Mtr) BLACK	8544	18 %	1 ROLL	1,266.04		1,266.04
2	RR SUPEREX 2.550MM 1100V CABLE (180 Mtr) RED	8544	18 %	1 ROLL	3,047.92		3,047.92
3	CASING CASING DIAMOND 25mm	7913	18 %	18/1200	48.00		480.00
4	METAL SCREW 1"	7318	18 %	100 NO	0.60		60.00
5	TAPE ROLL	8540	18 %	10 NO	15.00		150.00
6	LUXER LED TUBE 20W T8 4FT WH	8405	12 %	10 NO	267.85		2,678.50
7	BULLET HOOK 10	7016	10 %	4 NO	35.00		140.00
8	HAVELLS 2.5 MFD CAPACITOR	8532	18 %	30 NO	21.18		635.40
9	CABLE TIE 250MM	3923	18 %	100 NO	1.75		175.00
10	RAWAL PLUG	8536	18 %	1 NO	7.50		7.50
							8,870.36
							CGST
							SGST
							ROUND OFF
							699.98
							699.98
							(-)-0.32

Electrical work

Total

₹ 10,070.00

INR & OF

Amount Charged (in words)

INR Ten Thousand Seventy Only

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

Company's Bank Details
Bank Name : **SYNDICATE BANK** A/C NO: 2031
A/c No. : **62811400002031**
Branch & IFSC Code : **SALEM TOWN & SYNB0006281**

Customer's Sign and Signature

M. Vetrivel

Prepared by *S2*
Verified by *R1*

for SREE KUMAR AGENCIES

Authorized Signatory

SUBJECT TO SALEM JURISDICTION

This is a Computer Generated Invoice

TAMIL Elevators	SERVICE REPORT
Date: <u>04-02-20</u>	
Nature of Service: <u>labour service</u>	
Service mechanic: <u>Sureshbabu S</u>	
Customer: <u>Thirajlal Gandhi College</u> <u>email</u> <u>Salem</u>	
Nature of Service / Item Replaced: <u>labour</u> Service carried out for the month of <u>Feb-20</u>	
Item which requires Customer Attention: <u>APD Checked ok</u>	
Office use only.	
	<i>[Signature]</i> Customer Signature
Regd. Office: 2/371, Second Colony, Thuraiyur Main Road, Senjeri, Perambalur-621107.	



DHIRAJLAL GANDHI COLLEGE OF TECHNOLOGY

SYSTEM SERVICE REQUISITION FORM

DHIRAJLAL GANDHI COLLEGE OF TECHNOLOGY		
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING		
EQUIPMENT / SERVICE REQUISITION		
Requisition Details:		
Department:	ECE	
Name of the Laboratory:	NI Academy Lab	
Date:	18.09.2019	
Name of the Staff In-charge:	MR. R. PRABHAKAR, AP/ECE	
Equipment Requisition Details:		
Details of the Equipment (Computer, Printer, etc.):	Computer - 5 Nos	
No. of Items:		
Service Requisition Details: (Please tick the appropriate option):		
Internet Connectivity / FTP Services / Networking Issues / Computer Service /		
Software requirement / Printer Service / Add-on accessories / Others (give details)		
Particulars of the Service	No. of items taken for service (if any)	Previous service details
Name of equipment: Computer	1. HDD Replaced	Problem Identified:
5 Nos	TWO computer	Service Date: 09.8.18
Make: Lenovo	2. RAM updated	Service attended by:
Problem Identified:	one pc	MT. MURUGAN
	3. snips Replaced	
	two computer	
Staff In-charge (Requesting Dept)		
The above mentioned request can be processed on/before 19.09.2019.		
(S. VIJAYAKUMAR AP/CSE)		
Lab Co-ordinator / CSE S. Vijay 19/09/19.		
This is to certify that the requested service was carried out and the problems were rectified.		
This is also certified that the equipment /software is working in good condition.		
Service Attended by (Lab Technician/CSE) MT. MURUGAN		
Service Date with Name: 19.09.19.		
HOD-CSE/PRINCIPAL		
HOD (Requesting Dept)		



DHIRAJLAL GANDHI COLLEGE OF TECHNOLOGY

LIBRARY MAINTENANCE – STOCK VERIFICATION

Annexure – II

STOCK VERIFICATION CERTIFICATE 2019-2020

This is to certify that the Annual Inter Departmental physical verification of LIBRARY Department was conducted by from 18.06.2019 to 05.07.2019 and found all the items to be physically present except the items mentioned in the list of missing items.


Signature of the Stock Verification In-charge

(M.K.GOPINATH – AP/CHEMISTRY)

Acceptance of the stock Verification Report 2019-2020

This is to certify that the list enclosed by the Stock Verification Staff – In-charge Mr.K.Gopinath AP/Chemistry, Members Mr.K.Selvakumar – AP/Chem, Mr.Arul – AP/ECE, Ms.L.Suganyadevi – AP/Maths, Ms.S.Nalini- AP/Maths, Mr.R.Jayakumar- AP/Physics, M.Poornima- AP/Eng, M.Sasikala -AP/CSE, P.Priya- AP/Maths, M.Kaitha-AP/CSE, A.Priya,S.Priyanka,E.Puspha- AP/Civil, M.Chandru,C.Palani,U.T.Vinothraj,N.Maniselvam,P.Sathishkumar- AP/Mech, D.Viji-AP/Physics, P.R.Karthick-AP, R.Aravindh, K.M.Karthika,E.Sathya AP/EEE as missing/ not working/ to be disposed is found true to my Knowledge.


LIBRARIAN

(Mr.S.BASKARAN)


LIBRARY HEAD

(Mr.K.GOPINATH/AP/CHEMISTRY)

