














St. Mary's College (Autonomous) Thoothukudi
Log Book Maintenance

Date	Complaints	Tamil	Electrician/Computer expert Signature	HOD'S Signature	Rectified Date/Sign	Signature of Secretary
26/6/23	System Cabinet changed 2 UPS Battery changed Anti virus to system Key board changed Monitor Mouse adapter given Need power board			RA	Rectified 26/6/2023	
5/12/23	K7, Anti virus to system (Tamil department)			2		
8/1/24	System not opening			2		
5/2/24	Printer toner ink			2		
19/7/24	Printer repair			2		

Date	Complaints	English	HOD'S Signature	Rectified Date / Sign	Signature of Secretary
2-07-19	II B-A - Fans - 2 more fans are needed I B-A - for each classroom II M.A - 5 chairs - under repair	Room No: B16 Room No: B23	 	D. H. J. rectified - 14.7.19	
9-07-19	Dept. of English - B-11 - Wifi - connection under repair			rectified.	
22-08-19	Dept. of English - B-23 - Three benches ^{are} broken			rectified.	
9-12-19	Dept. of English - I M.A. (E-12) classroom - Fan and light under repair		 12-12-19	rectified.	
29-01-2020	Dept. of English Computers need service Projector lens (II B.A. classroom) under repair Staff room needs a tube light		 29-01-2020	rectified 	
23-09-2021	LCD projector not functioning (II B.A. English, Room no: B16)		 23/09/21	rectified  23/09/21	
30-9-2021	IIB A English Smart Board License Expired new license to be purchased Department Laptop Touch Pad not functioning		 30/09/2021	rectified 09/10/21 	
09-10-21	Department Printer to be repaired Carpentry work in English Department		 30/09/2021 	rectified 09/10/21 rectified 09/10/21	Eng

New license to be purchased
Department Laptop Touch Pad not functioning

Indist Shua
30/09/2021

rectified
09/10/21
Indist Shua

Department Printer to be repaired
Carpentry work in English Department

Indist Shua
30/09/2021
Indist Shua

rectified
09/10/21
rectified
04/11/21

English Department's floor condition is worse.
Needs mending and re-laying.

Indist Shua
12/10/21

not that
urgent
show

A cupboard for placing reference books for
the department

12/10/21

Indist Shua
15/11/21
Received a New
Cupboard on
19.03.22.

Language Lab (Dept. of English Regular)
Teacher's console is not working

14 batteries in the lab need to be replaced
All the systems should be updated.

N. Sennedy

Black spots appear in the monitor
Printer doesn't work

A. Indist Shua

A fan in the Department has to be tightened

A. Indist Shua

rectified
20.11.2021
Indist Shua

LED Projector in third year English (E-16) needs to be
serviced.



M. Hm

Engle

Date	Complaints	English	H.O. Di signature	Rectified date/sign	Signature of Secretary
9-03-22	R.No. - E14 III B.A. English class room Smart Board Software license should be renewed				
10-03-22	(3) DOS - 247 (A.No) II. M.A. English class room - Smart Board Software license should be renewed. The software for computer science dept. laptop be changed to English Dept. laptop. Computer and a Printer.		M. / (P. /)	Received a new Computer and a Printer on 16-03-22	
04-04-2022	No: 205, 247 (II MA English) Condenser to be repaired		Pratishtha		
	No: 212, 246 I MA English		Pratishtha	Condenser repaired on 01-04-2022 Pratishtha	
18-05-2022	One impounded in the per library doesn't have proper key.		Pratishtha	Rectified Pratishtha 18/05/22	
28-07-22	A fan needs to be repaired in the library				

13-05-22	One imbeard in the pt library doesn't have proper key.	marshall	Repaired marshall 18/05/22	48
28-07-22	A fan needs to be repaired in II A.S. English class room	marshall	Repaired marshall	
13-08-22	Staff room electrical work needs to be repaired.	✓ 2/10		
23-09-22	Toner needs to be changed		Toner changed marshall 26/09/22	
2-11-22	AntiViruses to be updated in 3 computers Cartridge to be changed Smart board in II S.A. English class room needs to be checked	marshall	Repaired	
06-03-23	2 Computers - hanging problem 1 computer - Display problem	marshall	Repaired 07/03/2023	
22-06-23	Printer drum to be changed Toner	marshall	Repaired 16/03/2023 marshall 16/03/2023	16/03/23

Date	Complaints	English	Electrician/ Computer etc. Sign.	HOD'S Signature	Rectified Date/Sign	Signature of Secretary
04-01-2024	A fan in the department has to be repaired			Manshar	Rectified 11/01/24	
22-01-24	System not opening Toner needs to be changed			Manshar		
22-01-24	System not opening - toner changed					
22-01-24	System not opening - toner changed					
22-01-24	System not opening - toner changed					
22-01-24	System not opening - toner changed					
22-01-24	System not opening - toner changed					
22-01-24	System not opening - toner changed					

Date	Complaints	History	HOD'S Signature	Rectified Date / Sign.	Signature of Secretary
2.2.2021	I year U.G. R.no. D02 - Fan 1, light-2 II year U.G. R.no. D03 - dustbin III year U.G. R.no. D03 - Fan 1, light-1 P.G. Library F/3235 - light 2 Department F/3236 - 1 light 1	to be repaired	M. A. Khan		
31/12/21	I year UG (Room No D02 - 1 light, 1 fan / switchboard) II year UG (Room No D03 - 2 Fan 1 light / switchboard) III year UG (Room No D04 - 1 Fan 2 P.G. Library - 1 Fan / 2 <u>ky</u> Department - 3 } ✓ Library - 3 } ✓ Labster - 2 } ✓		 11/9/21		
P. D. ... Center ...					

Department -3 } ✓
 Library -3 } ✓
 Labtop -2 } ✓

11/9/21

11/9/21

28.9.2021

Pearl Research Centre, History Department
 Door.
 Window in II MA classroom

28/9/21
 30/9/21

28/9/21
 30/9/21

His

Toner - 2 ✓
 Ups - II UG
 department - Computer Ups ✓
 II M.A. Remote & IQ Board

30/9/21

30/9/21

11/8/2021

II MA classroom fan repair ✓

11/8/21

11/8/21

16.03.2022

I UG - D02 - 1 light, Bell sound not hear
 II UG - D03 - 1 light, Fan Sound
 III UG - D04 - 1 light
 II MA ESI Switch Board
 Research - F18 - 1 light
 Department - F20 - 1 light, 1 fan
 2 Keys for new Bearau

16/3/22

16/3/22

His

Date	Complaints	History	HOD'S	Rectified Date / Sign	Signature of Secretary
1.4.22	Computer tables - 3 ✓ toner - 1 ✓ One new Computer table needed ✓ 2 keys for the bureau ✓ Spring repair in the SSA ^{screen} board at UG classroom To install Earth New Computer - No power.		[Signature] 11/4/22 [Signature] 11/4/22		
14.5.22	Computer Plug not functioning Laptop - 2 repair ✓ K7 - 1 ✓ Toner - 2 ✓				
03.08.22	Tube light - II MA class ✓ Centre Computer in the department [Faint text]		[Signature]		
22/08/22	[Faint text]				
22/08/22	[Faint text]				

ALOT

Date	Complaints	NCS Signature	Electrical/ Computer Work Signature	Rectified Date/ NCS Sign	Signature of Secretary
29.8.2022	<p>I UG (D04) - 1 Light ✓ - Switch board ✓ - 1 fan ✓</p> <p>III UG (D04) - Window Hook ✓ Platform broken</p> <p>Antivirus - 6 ✓</p> <p>I MA (F17) - 1 Fan ✓</p> <p>II MA (F21) - 1 Light ✓</p> <p>Dept. Library - 1 fan ✓ - Table Mica</p> <p>Dept. Staff room - 1 Light ✓</p> <p>Dept. Speaker box ✓</p>	<p>29/8/22</p> <p>29/8/22</p>	<p>29/8/22</p>	<p>29/8/22</p>	
9.9.2022	<p>Dept. Library - History - 1 Fan</p> <p>Issue in Computer Plug</p>				

Date	Complaints	History	Electricals/ Computer Unit Signature	HOD'S Signature	Rectified Date / Sign	Signature of Secretary
19.1.23	Library(F19) 1 Fan I M.A. History(F11) Light II BA History (DO4) 1 Fan I UG (DO2) 1 Light 1 Computer Plug Not working properly. Toner - 1 in the department	✓ ✓ ✓ ✓ ✓		Q 19/1/23	Q 23/1/23	
1.2.2023	UPS - 1 for new Desktop Antivirus System updation 1 MA - LCD Projector - repair	✓ ✓		Q 1/2/23	Q Q	
9/3/23	1 MA - 1 Fan repair Pedestal fan - 1 repair	✓		Q 9/3/23 Q 11/4/23	Q 5/4/23	✓ 10/4/23
10.07.23	Tube Light in the department			Q 10/7/23		
31.08.23	Tube lights					












7.1.23	I.M.A. - 1 fan repair Pedestal fan - 1 repair	✓	due 14/5/23 14/23	2/3/23	due 14/5/23
10.07.23	Tube light in the department		due 10/7/23		
31.08.23	Tube lights - 2 in the UG Block 1 Extra light in the III UG class Board in II UG		due 24/8/23		
22.10.23	K7 - 5 Toner - 1 Tube lights - 2		due 23/11/23		
29.1.2024	Library fan - 1 Library - Journal stand - 1 Lib. Rank List board Dept. stand Computer to be handed over to goodhouse Lib. Computer stand		due 29/11/2024		
4.3.2024	Switch board in I.M.A. repair		due 4/3/24		
20/2	20/2	20/2	20/2	20/2	20/2

Date	Complaints	Economics	HOD's Signature	Rectified Date / Sign	Signature of Secretary
12.9.19	IBA Economics Class (R.No: B25-213) fan not working III BA Economics Class (R.No: C1-106) Speaker box not working		DA		
31.8.2021	Department (One Tube light and switch boxes to be replaced) III BA Class room (R.No. C1-106) One Tube light needed.		X Esther Vimala 31/8/2021	X Esther Vimala 21/9/2021	
2.9.2021	Printer		X Esther Vimala 21/9/2021	X Esther Vimala	
25.9.2021	Tube light (Department) Wash Basin Tube (Department)		X Esther Vimala 25/9/2021	DA 23/9/2021	
28.10.2021	File Rack Lock (Department)		X Esther Vimala 18/10/2021	X Esther Vimala 20/10/2021	
14.02.2022	Two UPS (Department) & One Keyboard		X Esther Vimala 14/02/2022	X Esther Vimala 07/02/2022	
31.03.2022	Laptop		X Esther Vimala 31/03/2022		
20.12.2022	Department (Economics) 3 computers and printer not working		DA 20/12/22		
4/7/24	Department (Economics) One tube light		DA 4/7/24	DA 4/7/24	
23/7/24	Speakers not working in IBA Economics & II BA Economics class rooms (R.No B24, B25)		DA 23/7/24		
29/9/24	Notice board in IBA Economics class		DA		

Date	Complaints	Mathe	HOD's Signature	Rectified Date / Sign	Signature of Secretary
24.06.2019	Antivirus Software - Department Computer and Laptop Toner to be replaced in the Department printer		A.P.D.J.	20.06.19 A.P.D.J.	
17.7.2019	Projector - Not functioning in II B.Sc. Mathematics Class room. Need of UPS in II B.Sc. Maths Class room and III B.Sc. Maths Class room		A.P.D.J.	17.7.2019 A.P.D.J.	
14.10.2019	Department Computer Not working		A.P.D.J.	14.10.2019	
31.8.21	3 Mathematics class room fans were not working Water filter in the mathematics department is not		A.P.D.J.	1/9/21	

31.8.21	Mathematics class room fans were not working	1/9/21	1/9/21
11/10/21	Water filter in the mathematics department is not working (top)	1/9/21	1/9/21
10/11/21	No net connection for the past 5 days	1/9/21	1/9/21
22/2/22	Fan is not working in B-11 class room (11/2/22)	1/9/21	1/9/21
30/7/22	projector in 3 mathematics class room and 11 Maths class room not working	1/9/21	1/9/21
11/4/23	P.C - UPS problem (not power on) P.C - UPS problem (no backup) + not Booting P.C - Key board problem (Need to change UPS) P.C - Hard disk failure P.C - panel broken	1/9/21	1/9/21
22.11.23	UPS not working	1/9/21	1/9/21
25.11.23	P.C not able to start	1/9/21	1/9/21

Date	Complaint	HOD's Signature	Electricals / Computer Work Signature	Rectified Date / HOD's Sign	Signature of Secrecary
19.9.22	Antivirus k7 to be renewed for 3 system + 3 laptops	Ans		14.10.22 Ans	Sd/- Initialed
19.10.22	Printer toner fault	Ans		14.10.22 Ans	
27.23	Department (HOD) Switch not working P.C Not working Projector in Room No 314 not working	Ans Ans Ans		15.7.23 Ans	
17.10.23	1 year class room speaker not working	Ans			
5.2.24	k7 to be renewed for 3 system + 3 laptops	Ans			
27.5.24	Printer Toner (to be replaced)	Ans			
14.8.24	Printer toner problem UPS not working	Ans			

Date	Complaints Physics	HOD'S Signature	Postified Date / Sign.	Signature of Secretary
08/07/19	Computer battery - clock - internet connection		08/07/19	
09/07/19	Keyboards - 2 Dark Room Wall painting RAM repaired in one pc			
10/10/19	Tube lights - 3, III physics class room earthing			
15/10/19	Computer repair -> System No. 4 & 6 not opened } System No. 1 & 5 also repaired }		10/10/19	
18/10/19	Toner - for staff system (Toner is repaired - not replaced)		19/10/19	
26/10/19	KT interview for 3 desktop & 1 laptop Settings changed in staff computer			
04/02/2020	System No: 7 -> CPU is not switch on 8 -> Internet is not connected } Printer -> Not working }			
17/01/2020	System No: 2 -> CPU is not switched on 4 -> System is not working 5, 7, 8 & 9 -> Unable to turn power on 10 & 11 -> Toner replacement required		18/01/2020	20/01/2020
2/12/2020	1. Brother Printer not working 2. Brother Scanner not working			

- 4 → System is not working
 5, 7, 8 & 9 → Unable to have print out
 10 & 11 → Total replacement required

12/11/2020

5/12/2020

7/12/2020

1. Brother Printer not working.
2. Laptop Battery - to be changed
3. OS Replacement required
4. KT key (B m's) needed.

7/12/20

20/9/20

16/12/2020

1. System no. 4 → System not working
2. System no. 1, 2, 8 → Unable to have print
3. System no. 1, 8 → Mouse not working
4. System no. 5 → Keyboard required

16/12/20

20/9/20

21/12/2020

- 1 mouse to be replaced
 - 2 monitor to be replaced
 - 4 key board to be replaced
- } (in computer Lab.)

Network connection in smart board Lab.

10/12/20

4/1/21

UPS not working

4/1/21

20/9/20

23/2/21

Printer (both) under repair & it will be repaired but need repair on our facing problems.

23/2/21

01/9/21

- Cabinet needed for CPU
 KT key needed for these system.
 Monitor needed for 2 PC and LAN card needed for 2 system.
 RAM replacement needed for CPU.
 CMOS Battery replacement needed.

01/9/21

20/9/20

Physics

op

and

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Date	Complaints	Head's Signature	Rectified Date/Sign.	Secretary
1/10/21	Hardware to be replaced in one system.		 10/10/21	
16/12/21	Pagapex printer down under repair.		 20/12/21	
11/2/22	Projector ceased to be replaced.			
21/5/22	Turner printer to be replaced.			
30/5/22	Tube light repair			
12/5/22	New toner to be put in the pagapex printer		 24/5/22	
24/8/22	CMOS problem			
"	Sharing problem			
"	Wifi and keyboard not working		 28/8/22	
"	Desktop - CPU problem, also Mother board problem			

Date	Complaints	Head's Signature	Rectified Date/Sign.	Secretary
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Date	Complaints	HOD's Signature	Electronics / Computer Work Sig	Rectified Date / HOD's Sign.	Sign. of Secretary
4/10/22	Five fans to be repaired in II physics class				
5/1/23	Two ^{tube lights} fans to be replaced in physics lab				
11/2/23	1. To repair brother toner. 2. One windows OS problem. 3. CPU-S, Motherboard problem. 4. Mouse - 3 needed. 5. One key board problem.	    	3. CPU taken for repair	2. rectified	
15/	Two tube lights in the lab (physics) Two battery for multimeter	 			
12/7/23	III year class - Smart Board connection				
	Bridge in the department				
	III year class - fan				
	printer				

5.12.23	Staffroom and Lab → 2 Tube light	J			
7/12/23	French Classroom Computer & Projector repair	A			
5/1/24	2 n 3 year classrooms - Tube light	J			
22/9/24	Staffroom Tube light to be need	A			
12/					

Date	Complaints	Computer Science	HOD'S Signature	Rectified Date / Sign.	Signature of Secretary
15.7.19					
15.10.19	D12 - 2 A.C. comp. for Science class room - Speaker horn is not working		<i>[Signature]</i> 15.4.19	<i>[Signature]</i>	
	Tube light - 2			<i>[Signature]</i>	
	Switch - 2				
12.3.2020	Computer Lab for Current Problem		<i>[Signature]</i> 12/3/2020	<i>[Signature]</i>	
12.3.2020	W/S room Fan Problem				
12.3.2020	Computer Science System Back side box damage		<i>[Signature]</i> 18/3/2020	<i>[Signature]</i>	
9/2/2021	K7 Install - 2 Computers, 2 Laptop		<i>[Signature]</i> 9/2/2021	<i>[Signature]</i>	
2.9.2021	Computer Lab - lights - to be replaced with LED tube.		<i>[Signature]</i> 2/9/2021	<i>[Signature]</i>	
	I B.com D-10 - Fan ✓		<i>[Signature]</i> 2/9/2021	<i>[Signature]</i>	
	II Computer Science - D-10 - Fan ✓		<i>[Signature]</i> 2/9/2021	<i>[Signature]</i>	
12.11.2021	1. Tube lights - 2 - tube checked ✓		<i>[Signature]</i> 12.11.2021	<i>[Signature]</i>	
	2. Generator - battery - to be checked ✓		<i>[Signature]</i> 12.11.2021	<i>[Signature]</i>	
20.11.2021	Lab - A.C. (A2006) - Starter problem		<i>[Signature]</i> 20.11.2021	<i>[Signature]</i>	
Date	Complaints	Computer Science	HOD'S Signature	Rectified Date / Sign.	Signature of Secretary

20.11.2021	2. Generator - Battery : - to be checked. ✓ Lab - AC (AS2006) - Starter problem	10.11.2021 C. Anger 23.11.2021	17.11.2021	
	Generator (AS2006) - Light problem			
Date	Complaints	HOD's Signature	Rectified Date / HOD's Sign.	Sign. of Secretary
8.8.2022	Generator Service	✓	✓	
20.8.2022	UPS own fan repair	✓	8.8.2022	
14.10.2022	Modem repair (New) (To be replaced)	✓	29.8.2022	
19.11.2022	Cable (VGA) projector - III Computer Science	✓	29.8.2022	
30.1.2023	Projector is not working properly - DOS	✓		
11/7/2023	Need 4 Tube Lights	✓		
20/9/2023	AC Stabilizer Problem	S. Chandra	20/9/23	

Computer Science

Date	Complaints	Notes Signature	Rectified Date / Sign	Signature of Secretary
20/6/19	Gas Leakage in Lab	J. Mark Rn	5/7/19 J. Mark Rn	
20/6/19	Carpenter work in Staff room, Lab & Class room	J. Mark Rn	16/8/19 J. Mark Rn	
25/7/19	Tube light no ⑥	J. Mark Rn	29/7/19 J. Mark Rn	
26/8/19	Electrical work in the internet room for DBT Star programme	J. Mark Rn		
31/08/20	Room No: B-20 CFL not working. Lab - B05 : 1 tube light } not working Lab - B04 : 1 tube light }	S. Praveen / S. Praveen	2/9/2021	See attached

Date	Complaints	Notes Signature	Rectified Date / Sign	Signature of Secretary
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Date	Complaints	HOD's Signature	Electrician/ Computer Work Signature	Rectified HOD's Sign.	Signature Secretary
21.09.2022	Broken Glass Window in D15 (French Classroom)	<u>Christina</u>			
10-2-2023	Plink film broken (Room No. B-29) } Fan (non working stuff) } Water pipe leakage (Main lab) }	Shiggy			

Chemistry

Date	Complaints	M.D.'s Signature	Rectified Date / Sign.	Signature of Secretary
5/8/19	Repair required 6 Tube lights - 6 ✓ UPS - 1 ✓ Table fan - 1 ✓ KT - 3 ✓ AC - 3 - Rectified Tap water supply in Tissue culture lab New one made	M.	M. George	
	Table fan - 1 ✓ Audio Visual room - employed - 2 (Sound mixer & control room) Renovation of tissue culture lab Printer drawn	M. G.		
23/3/2020	Computer problems in department	M. George	✓ ✓ ✓	
07/09/21	Computer Lab A/C - Switch loose B. & B. Biology Lab - 2 light, 1 fan repair, Speaker repair Biology Institute room - 1 small bulb Store Room - 1 light	✓ ✓ ✓ ✓	✓ ✓ ↑	
	Biology Class Room 824 - 1 light	✓		

	Biology Institute			
	Store Room	- 1 light	✓	↑
	2 nd yr class Room B14	- 1 light	✓	
	Research Laboratory A13	- 2 light, 1 fan Repairs	Mr. Glory Mr. Henry	↑
08-09-21	New fan, switch board.			↑ Rectified
23-09-21	Fridge Repair		Mr. Glory	
29-09-21	Garden hose		Mr. Glory	
	Antivirus for 11 eleven computers		Mr. Glory	
13/10/21	2 Smart board calibration + service			→ Rectified
2	Podium mic + Amplifier service		Mr. Glory	
3	Ac remote and projector remote batteries		Mr. Glory	
4	1 system cable, 1 system UPS, 1 system service		Mr. Glory	
5	1 VRL cable pin and window curtain for audiovisual room.		Mr. Glory	Rectified
6	AC outlet pipe		Mr. Glory	
22-10-21	water line leak in p4 Lab		Mr. Glory	
	Tissue culture Lab - No water supply			
13-11-21	2 nd yr class, 2 nd yr Lab window Glass		Mr. Henry	
06-01-22	Switch loose, light - 1			Mr. Henry

B

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		How Signed	Rectified
29/02/21	Remedy supplied from brick's substance ⑥ Deep pruning of trees required urgently	M. Ghorq	
	<u>Department of Botany</u>		
19/03/22	Tube light - Staff room, III B.Sc classroom, II M.Sc classroom, B.Sc Lab, Bio-Informatics Lab. Fan - Staff room (close connection in switch) New fans (in B.Sc Lab) Projector - Electrical Problem Amplifier - " }	Jeno	29.03.22 Sr Jeno
29/04/22	3UPS Battery change Trainer kit for Panel Culthi Cord connect change 2 mouse repaired VSB Cable	M. Ghorq	
26/05/22	Repair works to heaters 3 fans, 8 lamps one size checking current		

	2 mouse cages + 1 mouse USB cables			
05/08/22	Repair works to bio-class			
	3 fans, 8 lamps, one sink, checking current supply to tissue culture lab	Mr. Garry	done Mr. Garry	
14/10/22	connections to UV lamp Automatic air conditions	St. Jeno.		
02/01/23	K7 Antivirus software updates for all 40 department computers	Mr. Garry	done Mr. Garry	the 10/1/23
06/01/23	12 light, Gasster repair - 1, sink - 1, lab - 2, light - 2 + 1 mirror - 2			
13/03/23	Tissue culture lab to repair	Mr. Garry		

Date	Complaints	HOD's Signature	Rectified Date / Sign	Signature of Secretary
19.6.19.	Virtual lab Computers - 5 KY antivirus - (3) Toner for the printer Aquarium aeration - (repair)	Jamun Bangla	26.7.19 19.8.19	
11.7.19.	UPS - (repair) - Dept 2 & M.S. Class room. Tube lights - 13 (repair) Switch board in the open air auditorium (repair) A.T. M.S. Class room	Jamun Bangla	26.7.19	
19.8.19.	Incubator plug - repair	Jamun Bangla	24.8.19	
6.9.19.	Computer (to check the condition)	Jamun Bangla	19.9.19	
16.10.19.	Wiring facilities to support 3.A.C. in Virtual laboratory Tube light - 1, Fan - 1 in Partition - Laminar flow hood. Tube light - 1 - wet lab. Tube light (Repair) - Instrumentation Room, HOD Room I.B.S. Fish tank. Fan (Repair) - Renovated Class room.	Jamun Bangla	24.10.19 19.11.19	
18.11.19.	3 computers - check 2 KY antivirus. Interactive board - data - connection - check 2 antivirus.	Jamun Bangla	26.11.19	

Tube light (Repair) - Instrumentation Room, HOD Room
I B Sc, Fish tank.
Fan (Repair) - Renovated Class room.

Jamin Panga Jamin Panga
23.1.20

12-12-19. 3 Computers - Check 2 KY antivirus.
Interactive board - System - Connection - Check 2 antivirus.

Jamin Panga Jamin Panga
25.11.19

4-12-20 Ceiling Repair - I B Sc Lab. ✓
Wash basins - I B Sc - B B Sc & M.Sc. Lab ✓
- Drainage

Jamin Panga Jamin Panga
22.12.20

13-2-2020 USB Hub (4) ✓
Switch board (M.Sc) - Repair ✓
Switch board (Store Room) - Repair
Pedestal Fan switch - Repair ✓
tube lights - b.

Jamin Panga Jamin Panga
Jamin Panga
Jamin Panga
7.9.2021

4/2/2020 Toner - fill.
Dept. Computers - 2 - Repair.

Jamin Panga Jamin Panga
19.02.2021
- 3 corrected.
20.02.2021

11-12-2020 Virtual lab - wet wall.
UPS - 2 (Virtual lab)
Projector bulb - Virtual lab
Battery (sound) - I B Sc. Class room
Computer (Kyantrino) - Staff room.

Jamin Panga Jamin Panga
18.01.2021
- 1 battery changed.
19.01.2021
- 1 battery changed.
20.01.2021
- Battery changed.
21.01.2021
Jamin Panga Jamin Panga
13.01.2021

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Date	Complaints	HOD's Sign	Rectified date / sign	Signature
19.01.2021	M.Phil. Churner (2 files broken)	<u>Hemant Singh</u>		
2.02.2021	Smart board - Fix (Mr. Regan) & Internet connection. Ky - antivirus - 3 systems in Virtual Lab R + Laptop - (Mr. Balu)	<u>Hemant Singh</u>	<u>Hemant Singh</u>	
11.03.2021	I.M.Sc. - projector (repair)	<u>Hemant Singh</u>		
16.08.2021	Fan (staff room) - repair ✓ Pedestal fan - 1. repair (new) ✓ Glass door (staff room) - repair ✓ Fish tank light - repair ✓ M.Phil scholar room window - repair ✓ Chemical cupboard - glass - repair ✓ B.Sc. lab window - jammed ✓ I.M.Sc. window - repair ✓ Tube lights - 8 repair ✓		<u>Hemant Singh</u> 26.8.2021 <u>Hemant Singh</u> 24.8.21 <u>Hemant Singh</u> 26.8.2021 <u>Hemant Singh</u> 28.8.2021 [<u>Hemant Singh</u> 24.8.21 <u>Hemant Singh</u> 28.8.2021 <u>Hemant Singh</u> 16.9.2021 <u>Hemant Singh</u> 7.9.21	
7.09.2021	Stabilizer (Refrigerator), std - 1 ✓ Cement fish tank (with cover) - 3, 1-repair ✓ switch board - repair ✓ Chromatography chamber plug - repair ✓ Museum - glass broken ✓	<u>Hemant Singh</u>	<u>Hemant Singh</u> 24.9.21	
		<u>Hemant Singh</u>	<u>Hemant Singh</u>	

7.09.2021	Cement fish tanks (with covers)	-3, 1-repair	<i>Amir Pasha</i> 20.09.21	<i>20.09.21</i>
14.9.2021	M.Sc. Lab - switch board - repair ✓ Chromatography chamber plug - repair ✓ Museum - glass broken ✓		<i>Amir Pasha</i> 14.9.2021	<i>20.09.2021</i>
24.9.2021	Computer in the dept - (Reboot - - -) - repair (working now) ✓ fan condenser - 4 ✓		<i>Amir Pasha</i> 24.9.2021	<i>20.09.2021</i>
25.09.21	Extension Board - 1 ✓		<i>Amir Pasha</i> 25.09.21	
25.09.21	Cable - (2 B.Sc. classroom) ✓		<i>Amir Pasha</i> 25.09.21	
4.10.2021	Interactive board - eraser - not working ✓ (connected) letter - displayed ✓ pen		<i>Amir Pasha</i> 4.10.2021	<i>4.10.2021</i>
8.10.2021	Computer in the Dept - repair ✓		<i>Amir Pasha</i> 8.10.2021	
21.10.2021	Computer in the Dept - check ✓ + printer, UPS. ✓		<i>Amir Pasha</i> 21.10.2021	<i>21.10.2021</i>
	LCD projection in I.M.Sc. class - check			
	Wash basin in TII you lab - repair - 2 complete (1-not yet)		<i>Amir Pasha</i> 21.10.2021	<i>21.10.21</i>
	White wash in Dept ✓			
25.10.2021	I.M.Sc. - Pipe - to be fit properly ✓ M.Sc. Lab - White wash behind the door ✓ M.Sc. Varanda - Tube light ✓ M.Sc. Lab - Small white board with stand. M.Sc. Lab - Switch board near hot air oven. M.Sc. Lab - Extension board - 2 B.Sc. Lab - Wire repair Near staff room - cupboards - lock ✓ Staff room - Notice board - cushion ✓		<i>Amir Pasha</i> 25.10.21	<i>25.10.21</i>

Date	Complaints	HOD's Signature	Rectified date & Sign.	Signature of Secretary
11-12-21	Fish tank - cleaning - Aerator - repair.	<u>Shamir Parag</u> 20.12.21		
16-2-2022	Cartridge for printer - 1. ✓	<u>Shamir Parag</u> 8.12.21	<u>Shamir Parag</u> 21.12.21	
	Interactive Board - (ppt only)		<u>Shamir Parag</u>	
	Ky in Dept system should be activated			
	Tube lights - 3.			
	pH meter, colorimeter, PCR - Repair.	<u>Shamir Parag</u> 16.2.2022		
21-3-2022	Fan - Iqn. B.Sc. Classroom ✓	<u>Shamir Parag</u> 21.3.2022	<u>Shamir Parag</u> 25.3.2022	
28-3-2022	Fan - III gr Classroom			
	Switch board - B.Sc. Lab.			
	Glass broken in the cupboard - Staff room.	<u>Shamir Parag</u> 28.3.2022	<u>Shamir Parag</u>	
15-5-2022	Computer keyboard & mouse - repair (Staff room)			
	Cupboard - door repair			
	Cupboard - lock			
	Switch board - 1 } in Aquaculture unit	<u>Shamir Parag</u> 13.5.2022		
	Tube lights - 2 }			
06.04.2022	M.Sc Lab, Tube light (Repair) 2			
	Fish tank tube light 2			
	B.Sc Lab, Tube light 2			
		<u>X. Shreyas</u>	<u>X. Shreyas</u> 6.06.2022	

26.06.2022	M.Sc Lab. Tube light (Repair) 2 Fish tank tube light 2 II B.Sc Lab Tube light (Repair) 1 Library and chemical cupboard (New - wooden) Ph.D Scholar room - Bureau lock and key (Repair) M.Sc Lab - Wash basin (Repair) II B.Sc Lab - Pipe (Repair)	X. Subhagany 06/06/2022	X. Subhagany 06.06.2022
19.07.2022	Pg. Lab. wetlab - new pipes connection - wall + drinking water I.M.Sc. Fan repair - blow and bound ✓ Pg. Library fan - blow ✓ Dept. Cupboard lock repair Fish tank - wooden base	X. Subhagany 19/07/2022	X. Subhagany 04.07.2022
10.8.2022	Fan (New) - III B.Sc. Lab & I B.Sc. Lab. Slab near wash basin - II B.Sc. Lab.	Harini Ponnappa 10.8.2022	X. Subhagany
23.08.2022	2 Fans (new) installation in the I B.Sc. Lab. Switches for the fans with wiring white wash in the hall house	X. Subhagany 23/8/2022	X. Subhagany

Date	Complaints	HRD's signature	(Electrician/ computer work) Signature	Rectified Date/ Month/ Sign	Sign of Secretary
12.09.2022	I B. Sc Lab pipe repair	X. Cheluge Hany 12.09.2022	C. Arisimwe	X. Cheluge Hany 12.09.2022	
10.10.2022	Chemical Capboard door repair S. 4-Sc Smart Board Mouse	X. Cheluge Hany 10.10.2022	C. Arisimwe 11.10.2022	X. Cheluge Hany	
20.10.2022	III B-Sc Lab. Pipes to be replaced (black) Tape (new)	X. Cheluge Hany 20.10.2022	C. Arisimwe	X. Cheluge Hany 21.10.2022	
01.11.2022	Window Smart Room Dept. HOD Table gap closing	X. Cheluge Hany 01/11/2022			
02.11.2022	Printer Toner fill Monitor Dept. computer	X. Cheluge Hany 02/11/2022		X. Cheluge Hany	
03.11.2022	II B-Sc Lab Speaker repair	X. Cheluge Hany 03/11/2022			
16.11.2022	Dept. System Cant be switched on	X. Cheluge Hany 16/11/2022		X. Cheluge Hany	
14.12.2022	Fish tank light - 5 Fish tank stand (old) repair	X. Cheluge Hany 14/12/2022			
	Adopter			X. Cheluge Hany	

14.12.2022	Fish tank light - 5 Fish tank stand (old) repair	X. Chinyang 19/12/2022		
06.08.2023	Adopter		X. Chinyang	
06.08.2023	Tube light 2 Virtual Room Projector Remote ctrl 1	X. Chinyang 06-08-2023	X. Chinyang	
15.04.2023	Mouse and chord	X. Chinyang 18/04/2023	X. Chinyang	
23.08.2023	Mouse wires Printer plug point Wi-Fi not available	X. Chinyang 23/08/2023	X. Chinyang	
06.07.2023	Extension board 3 Fish tank light 2		X. Chinyang	the minutes
25.09.2023	LED Projector (In I.B.S class) can't be switched on	X. Chinyang 25/09/2023		

Date	Complaints	HOD's	Electrical/computer/lasted Date	Date
14.03.2023	Notice board in the department - glass door Cupboard - Hole to be sealed Rack door Flux doors repair work Tubelight M.Sc Lab 2 Library + guestroom room 2 8 III B.Sc Lab 1 I B.Sc Lab -2		X. Shilpa Singh 9/03/2023	
18.03.2023	Department Modem repair Ky Antivirus M.Sc water bath - Shock Fish tank repair		X. Shilpa Singh 18/03/2023	
19.03.2023	Sink tube repair M.Sc Lab		X. Shilpa Singh 19/03/2023	
27.03.2023	Department Printer repair		X. Shilpa Singh 27/03/2023	

Date	Complaints	Computer/ Cablevision work. Sign.	Head's Signature	Rectified Date / Sign.	Signature of Secretary.
31.08.21	<p>I. B. Com. UPS is not connected.</p> <p>II M. Com. Smart Board is not functioning.</p> <p>II M. Com. UPS Problem.</p> <p>PQ. Library - 2 Printers not working.</p> <p>2. VPS " " "</p>		<p>Yes</p> <p>Red</p> <p>Red</p> <p>31/8/21.</p> <p>Red</p>		
17.9.2021	II B. Com - Projector is not working		Question	verified 17/9/21	
23-9-21	II B. G. English - LCD Projector not functioning (Room no: B15)				
1.10.21	<p>✓ 1. Steps - Fix Tiles.</p> <p>✓ 2. Cabband - Fix tiles (we have tiles)</p> <p>✓ 3. Two Tube Lights.</p> <p>✓ 4. Plug points - Remove old</p> <p>5. Fan - I. B. Com. for Teachers.</p> <p>✓ 6. Door for cabband.</p> <p>7. Name board for Teachers.</p>		<p>Light</p> <p>" "</p>	Reddish	
	penal for dept. repair work - please send	✓	1/10/21.		

6. Door for cupboard.

7. Name board for Teachers

8. Carpenter for depth repair work - please send

1/08/21

25.10.21 Two Tones for Painter.

6.11.21. Computer case problem / not starting

22.11.21. J. M.com - Sound Box, One Tube light
M.com library - 2 cupboard key problems.
Need new cupboard.

22.12.21 Printer is not working in H.H. Staff room

07.5.22 I.H.com. Small Board is not working.
II H.com. Projector is too dull.

Research Room - Computer is not booting / starting
Library computer, mouse, one key board is not working

27.8.22. Dept. Modem and UPS not working.

2. E.H.com. Projector is not giving clear picture.

3. Library mouse, one computer and one key board is not working.

4. I.H.com. One Tube light is not working.

5. Wifi connection to II & II B.com. class rooms.

6. New projector to II B.com class room

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Handwritten notes in red ink at the bottom of the page, including dates and names.

		Computer/ Electronic work - Sign.	MD's Sign.	Rectified MD's Info / Sign.	Signature of Satisfactory
30.1.2022	Anti virus in dept. computer - expired.		Yash Patel	Done	
02.04.2022	Printer in I.M. Com - not working		Shree (for H.D)	✓ Yash	
19.01.2023	Toner in Department computer		Yash Patel	Done	
24.1.2023	I.M. Com Class - Fan not working properly		Ram (for H.D)	Done	
16.2.2023	I.M. Com. class UPS not working.		Yash Patel	✓	
07.3.2023	Staff Room - 1 fan not working properly		Ram		
24.3.23	I.M. Com Class - 1 fan not working		Ram		
27.3.23.	I.M. Com Class - 1 fan not working.		Yash Patel.		
13.10.23	Anti virus in dept computer - expired. Toner in dept computer. Dept desktop - UPS not working. Dept laptop - not working.		Ram		

Date	Complaints	HOD'S Signature	Rectified Date / Sign	Page No.
21/7/19	Switch Board → Well water (Ground) Tube Light, fan → Equipment Room Tube Light, fan → Department Lamp - 2 → Table Tennis Room fan Lamp → Gymnasium Lamp → Entrance of the ground		- 22/7/19 22/7/19 - - -	1 2 3 4 5 6
25/9/21	Department → Light & fan Equipment Room → Light & fan Table Tennis Room } - Light (Lamp - 1)	Chirley A Chirley A Chirley A	27/9/21 27/9/21 27/9/21	7 8 9
28/7/21	Motor under ground (P.V.C.) → Near Endos Gymnasium → Light & fan	Chirley A Chirley A	27/10/21 27/10/21	10 11
12/10/21	Vandal / painting work on the wood bench and Corbonds	Chirley A		12
23/10/21	Tube light near gymnasium	Chirley A	21/10/21	13

Date	Complaints	WFO's System	Rectified Date/Sign	Signature of Secretary
29/7/19	Internet connection problem	WFO	2/8/19	WFO
20/8/19	LAN connection problem, + UPS issue, Server Slow. Action taken:- Work started 22/8/19, LAN network, wiring done UPS- 6 (single battery) + 1 (double battery), Server- 4GB Ram fixed. J- Monitor turned - adaptor changed - for last system for 2 of work done done	WFO	6/9/19	WFO
24/2/2020 Rajiv K.	Tube lights of fan (ceiling) repair - Action taken: fan removed & taken for work (2/2/2020) Tube lights changed & 1 choker replaced (2/2/2020)	WFO	2/2/2020	WFO
16/12/2020	1) Printer - Toner - black line. (Booth)	WFO	16/12/2020	WFO
	2) Lib-system + OFAC (2) - shut down - on/print alt + Antivirus - Jan 2021	WFO	16/12/2020	WFO
	3) Digital cong - system - UPS down -	WFO	16/12/2020	WFO
	4) 9+2 - 11 system - Antivirus -	WFO	16/12/2020	WFO
	5) Xerox - paper jam	WFO	16/12/2020	WFO
18.12.2020	6) Monitor - 4 NOS	WFO	16/12/2020	WFO
27.1.2020	Tube light - repair	WFO	27.1.20	WFO
25/8/2021	Tube light - Repair fan - Repair	WFO	25/8/2021	WFO

18-12-2020 4) MONITOR - 4 NOS
27-1-2020 Tube light - repair

K. Smiley 27.1.20

26/8/2021 Tube light - Repair
fan - Repair
CCTV - Service
31/9/2021 Toner - printer (Brother model) - By Mr. K. S. Rani & done
Dot Matrix - ribbon - ? - Not done

4/10/2021 Tiles - repair -

12/11/2021 3. Tubelight
10-12-2021 Tube light - 1 Repair

22/12/2021 LAN connection error - Xerox m2

6/10/2022 LAN Error - Xerox m2c
Library Software
No internet
Printer Jam

Report: LAN connection wire solved,
UPS to be fixed near Network switch box. (Monday)
Monitor or antivirus need to be fixed (to be done)
(and 3 can be done after students come back after dededown)

2/3/2022 - CPU - button Not working (lobby)
Barcode scanner - wire - LAN connection

17/5/2022 7 tube lights + 1 fan Not working (blinking)

26/8/21 27/9/2021

1/9/2021

4/10/2021

K. Smiley P. Narayana Acha

M. M. M. (3 staff)

22/12/21 26/12/21

4/1/22

2/3/2022

17/5/2022

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15m working

Date	Complaints	Hoo's Sign	Rectified by	Signature of Sec
10/08/22	4 tubelight - Not working 1 fan - repair 1 white new fan for Librarian Carbon	Onfile 10/8/22		
26/8/22	New CPU not able to switch? ON mode	Onfile 26/8/22	Rectified Onfile 26/8/22	
8/10/22	Library Store room - No 2 electrical supply (Switch board & bulbs available) Informed Sec - 20/10/22 & has done.	Onfile 1/10/22	Rectified Onfile 20/10/22	
24/10/22	2-Light for Store room - required (Already informed Sec.)	Onfile 24/10/22		
1/11/22	Carpenter - 2 High - 2 windows in Store room, + 4 lock (glass) for glass doors + 25 lock & key (small) or reference cupboards	Onfile	x much work done	
18/1/23	4 lights of 4 fans not working Signor - Searching - Action be Carried out	Onfile 18/1/23		

Date	Complaints	Hoo's Sign	Rectification done by	Pending work	Signature + Date
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Signature of Secretary - Action be
Carried out

4/11/23

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Date	Complaints	Hoo's sign	Rectification due by on Dt.	Pending work	Signat + Date
23/1/2023	- Bonade - Headcase (Regan work) - 3 UPS, 1 keyboard, 1 mouse, 1 PC not working	On 23/1/23	On 23/1/23	—	On 29/1/23
15/3/23	Separate light switch for Librarian's Cabin	On 15/3/23	On 15/3/23		On 15/3/23
1/8/23	3 tube lights & 1 fan in under repair	On 1/8/23	On 1/8/23		
7/12/23	- computer not working - Librarian system - MS - office not working + Antivirus tool (Inground Secretary) - called repair not working & xerox etc not connected	On 7/12/23	On 7/12/23		
30/9/24	I. B.Sc. Lab - Tube light - 3 fan - 1. II B.Sc. Lab - Tube light - 1 Museum - Tube light - 1 P. H.Sc. Zoo - Tube light - 2 Scholar Room (Zoo) - Tube light - 1. Zoo Library - Tube light - 2 H.Sc. Zoo Lab - Tube light - 1	On 30/9/24	On 30/9/24		

Date	Complaints	Signature	Rectified Date / Sign	Signature of Secretary
29/06/19	i) Teachers Toilet - 3 Tab ii) Canteen over Sinter Tank - exhaust fan exhaust fan exhaust fan Disabling.	A. J. J. J.		
04/02/21	Temple toilet (Western) - door does not lock - lock to be set right }	Rana	5/2/21 JH	
12/09/21	<u>NCC Room</u> System is not working (functioning)	Rana	rectified Rana	

Date	Complaint	Signature	Rectified Date/Sign	Signature of the Secretary
13-05-2019	1) Computer Lab 2 (Madona Block) - A/C 2) SSC Dept - computers Antivirus update. 3) Computer Lab software updates	<i>[Signature]</i>		
2-08-2019	1) MHRM 2 fans are repair 2) MHRM tubelight is not working	<i>[Signature]</i>	<i>Done</i> <i>27/8/19</i>	
11-5-2020	PG Chemistry Lab - 4 Tube lights. Checking the wiring.	<i>[Signature]</i>		
18-10-2021	MHRM Staff computer keyboard is not working	<i>Done</i>	<i>28/10/21</i> <i>Done</i>	
22-10-2021	1) MHRM classroom - 2 tubelights are not working	<i>Done</i>	<i>23/10/21</i> <i>Done</i>	

Date	Complaints	Electrician / Computer work Sign	Minister's Signature	Received Date / Sign	Signature of Secretary
07.09.2019	1. Anti Virus - Two System.		X. Mary Minda		
15.10.19	2. Tube light - Repair (Deora 8th)				
19.04.22	Staff Office Fan - Repair		B. J. J. J.		
19.04.22	Principal				
02/09/2022	Mole Akka Computer Service	02/09/22	P. B.	P. B.	
16/11/2022	central computer Lab key board Trayon		X. D. Susila		
28/03/2023	printer central computer Lab. 2 mouse. 2 key board 1 Monitor repair. 1 system HDD. 1 system Motherboard problem		X. J. Susila		

*File
closed*

Date	Complaints	Signature	Rectified Date / Sign	Signature of Secondary
14.10.2019	1. Printer has to be checked. 2. Scanner doesn't work. 3. One of the computers doesn't work.	S. Suresh Kumar		
28.2.2020	1. Two tubelights have to be repaired. 2. Antivirus packages have to be updated for 2 systems. 3. Battery of the UPS has to be checked. 4. In need of a steel Bureau for storage of files.	S. Suresh Kumar		