



# AAA COLLEGE OF ENGINEERING & TECHNOLOGY

(Accredited by NAAC with “A” grade) (An ISO 9001: 2015 Certified Institution)  
(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)  
Amathur, Sivakasi - 626 005.

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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## Procedure for Maintenance

The campus holds well established standard systems and procedures for maintaining the physical, academic and support facilities that are governed by the supervision of faculty in-charges in college level. They ensure the various aspects of utilization and maintenance of the physical, academic and support facilities such as maintenance of buildings, laboratories, classrooms, library, computers, etc.

The proper function of equipment in all laboratories is ensured in every semester by the lab technicians and minor repairs such as installing replacement parts are carried out by them as and when they are needed. Then it is recorded in service register. When there is a major repair work, the purchase committee handles the service and maintenance request appropriately by placing an order to the corresponding engineering experts during summer vacation. Stock register is maintained in all laboratories and audits are conducted by stock verification committee to check the availability and working of the equipment every year.

First aid kits are kept in all major laboratories and department to meet any eventuality. Fire extinguishers of ISI mark of adequate capacity and numbers are provided in eye catching spots in the college buildings especially in all laboratories. Fire extinguishers are well maintained and checked periodically and refilling is done well before the due date. The general maintenance procedures followed in the laboratories are as follows.

1. Lab stock register is maintained and updated by the lab faculty in-charge and technicians.
2. Stock verification is verified and inspected by the Heads of the Department.
3. Old and outdated equipment, chemicals and instruments are discarded by following the standard procedure.
4. Proper functioning of equipment in all laboratories is ensured in every semester by the lab technicians.
5. Breakage or repair if any, are reported to the Head of the department and Lab faculty in-charge and appropriate measures are to be taken for quick functioning of the equipment.
6. Floor cleaning of labs are done on a daily basis by sweepers.
7. List of the experiments are pasted in the laboratories for the reference of students.
8. Students are given proper instructions to work with the equipment efficiently.

9. Computer Lab assistants under the supervision of the System administrator maintain the efficiency of the college computer and accessories.
10. All the PCs and related equipment like printers, scanners, etc., are backed up by UPS in regular basis.
11. All the computers are installed with required software at the start of every semester and license is renewed periodically.

*The maintenance of laboratories for various departments is furnished below.*

### COMPUTER PROGRAMMING LABORATORIES

1. Set up weekly updates or automatic updates for computer software
2. All the PCs and related equipment like printers, scanners, etc. are backed by UPS
3. Installation of antivirus program on the computers
4. Back up of computers on a regular basis
5. Hard disc clean-up and defragmentation utilities regularly
6. All computers are checked for applications at the start of semester
7. Frequent maintenance of computers, AC, Printer and other equipment for every 6 months or as and when required.
8. Software license renewal is done as per the license period.
9. Turn off all computers by selecting the shutdown option on the desktop.

### ELECTRICAL AND ELECTRONICS ENGINEERING

#### **Daily maintenance:**

1. Lab technician checks the working condition of the equipment/systems on daily basis.
2. 'Apparatus required' form is maintained in each lab to track the breakage and working of equipment's.
3. Everyday cleaning of equipment and work tables are done by the lab technicians.
4. Floor cleaning of labs are done on a daily basis by housekeeping department of the college.

**Weekly maintenance:**

1. Floor mopping of labs are done twice a week by housekeeping department of the college.
2. The proper working of all the equipment is checked in all the laboratories with the help of the lab assistants and corrective measures are carried out.

**Monthly maintenance:**

1. The monthly maintenance report is maintained for all the laboratories by the concerned lab in charges.
2. Once in three months UPS in charge checks the water level, voltage level and backup of the UPS.

**Yearly maintenance:**

1. Scrap items in the laboratories are identified with the concern of the lab in charges, HOD and inspection committee.
2. After decision by the inspection committee members the scrap items are sent to the scrap yard.
3. Maintenance of battery & UPS in all the laboratories is carried out quarterly.
4. All the 5S (Sort, set in order, Shine, Standardize, and Sustain) is conducted by a team of members to verify cleanliness.
5. Calibration of equipment are done and a report is maintained.

**Preventive maintenance:**

1. The working conditions of the equipment are periodically checked.
2. The students are given instruction in handling the equipment before doing the experiments.
3. Laboratory manual is given to the students which include list of experiments and the procedure of doing the experiments.
4. Stock register is maintained in laboratories and audits are conducted by stock verification committee to check the availability and working of the equipment.
5. Suitable thickness of the wire based on current rating is used in the fuses to avoid the malfunctioning.

6. The working condition of passive elements and transistors is checked by using multi-meter and LCR Meter in all laboratories.
7. The working condition of the ICs is checked using IC tester.
8. UPS back up is provided for all system-based laboratories.

**Breakdown maintenance:**

1. Minor repairs are carried out by the lab technicians. When a major repair occurs, service report is obtained from industry person. Approval for service of equipment is obtained from concerned in charges.
2. Service register is maintained in each laboratory.
3. Breakdown maintenance of the personal computer is done by concerned in charges.

**Ambience:**

The infrastructure and added facilities in the laboratories create the right ambience for the students to conduct experiments in the laboratories.

1. Spacious and well-furnished laboratories with good ventilation and lighting facilities are available.
2. All laboratories are equipped with essential equipment to meet the requirements of the curriculum.
3. For maintaining the overall good ambience, weekly cleaning of equipment and 5S audits are carried out with regular inspection by teams.
4. Equipment specification for all machines is displayed.
5. Identification Number for each equipment is marked on the devices/Equipment/furniture's/tables.
6. Working models and devices in the form of charts are displayed in the laboratories.
7. Do's and Don'ts are displayed in all the laboratories.
8. List of experiments are displayed in all the laboratories.
9. The laboratory manuals prepared are available in both soft and hard copies.
10. Laboratories are utilized beyond the college hours for the convenience of the students and the faculties.

## MECHANICAL ENGINEERING

All the labs in the department are very well equipped with all the equipment/instruments/machines required to conduct every experiment given in the curriculum and beyond.

All the labs are equipped with good technical support staff available during working hours and beyond (as and when required).

1. All electrical equipment's and installations are checked at start of semester
2. All mechanical & electrical machines are inspected at start & mid semester
3. Fire extinguishers are recharged after expiry date.
4. All computers are checked for applications at start of semester in CADD lab.
5. License renewal is done for the software as per the license period in CADD lab.
6. Water sump is cleaned at the regular interval in Thermal Lab.
7. All measuring instruments are inspected at start & mid semester.
8. Calibration of equipment is done every academic year.

### **AMBIENCE**

1. Proper Flooring.
2. Proper Ventilation.
3. Proper lighting and Ceiling fan provided for easy working.
4. High quality machines and equipment are used.

## CIVIL ENGINEERING

All the labs in the department are very well equipped with all the equipment /instruments/machines required to conduct every experiment given in the curriculum and beyond.

All the labs are equipped with good technical support staff available during working hours and beyond (as and when required).

1. All computers are checked for application at start of semester in CADD lab.
2. License renewal is done for the software's as per the license period in CADD lab.
3. Calibrations of dial gauges are done for every academic year.
4. The Equipment's are tested for its working condition in starting and mid of the academic year.

5. Fire Extinguishers are recharged after expiry date.
6. The equipment's are periodically serviced and maintained in every semester.
7. All the equipment is tested before going to work in field.
8. Machines are inspected at start and mid semester
9. The painting to the equipment done to prevent from corrosion.
10. The machines were run frequently to check the working condition.
11. Expiry dates for Chemicals were checked periodically.

### **ELECTRONICS AND COMMUNICATION ENGINEERING**

Students are given instruction in handling the equipment/system/component before the conduct of experiment during their lab sessions so as to maintain equipment/system/component in good condition and the maintenance of labs is depicted as follows.

1. Regular checking of Meters, Cathode Ray Oscilloscope (CRO) and Function Generator (FG) are being carried out and calibration is also done for every month.
2. Components are tested using Digital Multi Meter (DMM) and faulty components are replaced.
3. Regular checking of Dual Power Supply, Digital Storage Oscilloscope (DSO) and FG are done for every month.
4. Linear & Digital ICs are checked using IC Testers and faulty components are replaced.
5. Regular checking of Digital Trainer Kit, Linear and Digital Power Supply will be done for every month.
6. Regular checking of ICs in trainer kits 8085, 8086 and 8051 are done for every two weeks. Then faulty ICs are replaced.
7. All the PCs are backed by UPS in DSP lab.
8. Hard disc clean-up and defragmentation utilities are done regularly in DSP lab.
9. Maintenance of computers, AC and DSP kits are done for every month.
10. Back up of computers on a regular basis in DSP lab.
11. Turning off all computers by selecting the shutdown option on the desktop.
12. Maintenance of computers, AC, Printer and FPGA trainer kits are done for every 6 months.

### **Library usage guidelines**

General maintenance is carried out by 2 Library Assistants.

1. The maintenance of the library is done by the Library staff.
2. A utilization register is used for maintaining the library usage
3. The library staff will make the entry of the issue, return, renewal of books in library using ROVAN software.
4. The library stock is periodically maintained.
5. The library staff will list down the new books to be installed in the library and on the permission from Principal and approval from management it is updated in the library.
6. As per the Head of the Department's recommendation, the new technical books are also updated in the library periodically.
7. Due dates are monitored regularly.
8. Any discrepancy in the return of book, fine amount is collected from the students and faculties.
9. After reading newspapers, journals or special reports, they are kept in appropriate places.
10. Library staff provides the login for access to DELNET or any e-journals.

### **RO Water Maintenance**

1. The plumber replaces all filters every 6-9 months or a maximum of 12 months.
2. Replace RO membrane is done every 24-36 months.
3. Sanitization of the water tanks is done every year.
4. The plumber cleanses and re-assemble the plumbing pipes every 2 years.
5. The plumber replaces and buy new parts whenever necessary.
6. The pressure nozzle is checked at regular intervals.

### **Bus Maintenance**

1. The driver checks the tire pressure at the start.
2. The driver inspects the light-bulbs throughout the vehicle.
3. The cleaner wipes and clean the seats with a damp rag or cloth.
4. The driver checks the fuel level of the bus at the start.

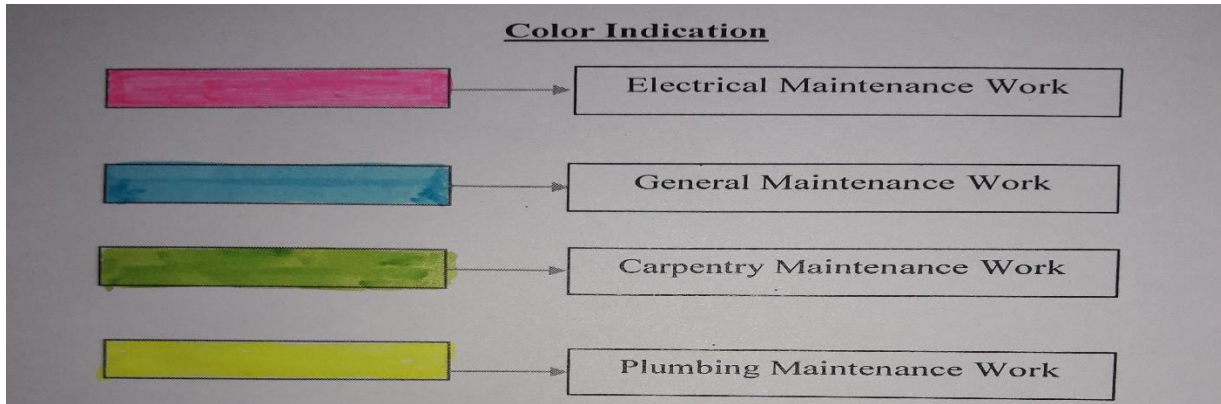


## Sports Maintenance

Sports complex Indoor and Outdoor Games Equipment, Courts, Playground and Gym are maintained by Physical Education Director and the Sweepers of the college. The damaged Sports materials are immediately replaced with new ones.

1. The grounds are maintained at regular intervals by the rollers.
2. The grounds are marked periodically.
3. The gym equipment is cleaned and lubricated properly.
4. The sports equipment is checked and serviced at regular intervals by physical education director.

# General Compliant Register



Date	Type of Complaint	By whom	Location	Reported	Completed Time	Remarks
10-20	Water in Corridor	Concain 2im 4 Bessie	Corridor	11:30 AM	Completed	59
10-20	Water in Corridor	Concain 2im 4 Bessie	Corridor	11:30 AM	Completed	59
10-20	ECE	AC Not working	DSP Lab	9:30 AM	Completed	59
10-20	Optics Shop	Screen loose	main building	11:30 AM	Completed	59
10-20	Unix Lab	FXKVA not working	11:30 AM	Completed	59	
10-20	CAD/CAM Lab	AC not working	9:30 AM	Completed	59	
10-20	OFFICE - ESTB	N. Res. in Printer Problem	1:50 P.M.	Completed	59	
10-20	OFFICE - 100	Leaking pipe	Completed	59	59	
10-20	DISK DRIVE	disk drive	Completed	59	59	
9/12/2020	Xerox	Printer paper jammed	Xerox	9:30 AM	Completed	59
14/12/2020	Board Room	AC not working	OFFICE	12-15	Completed	59
22/10/2020	Board Room	AC not working	Board room	3:45 PM	Completed	59
04/01/2021	OFFICE - Admin	Keyboard to network	OFFICE	1:15 PM	Completed	59
5-01-2021	Extension of Staff Room	Civil Department Staff Room	12-26 PM	Completed	59	
5-01-2021	Civil Department Shrinky	Shrinky table	Chemistry Lab	5-1-2020	Completed	59
05-01-2021	3 phase line extension	Renewable Energy Lab Installation	Cambridge block	2:20 P.M.	Completed	59
06-01-2021	Table light replacement	Faculty Table	CSE Dept	6/1/21 04:50pm	Completed	59

Date	Dep	Type of Complaint	By whom	Location	Register Time	Completion time	Master Head Sign
03 06.1.2021	Civil	Swampor cleaning Cambridge block entrance. Civil Dept. corridors Should be clean. Painting window pane cleaning	Civil	Civil Department corridor	4.40	completed by all electrician signature	K.C. 08/01/21
14 06.1.2021	Civil	4 Staff chairs required	Civil Dept	Civil Department corridor	4.40		
15 06.1.2021	Civil			Civil Staff Room	4.40		
6 07.01.2021	Mech	Remove electrical Connection in table	Electechand	Mech Project Room 22.07	12.30pm	Completed by all electricians	K.C. 03/01/21
27 "	CSE	Combustion block 5th floor R.F.K WPS THP.				Completed by all electricians	K.C. 04/01/21
8 07.01.2021	Physics	Fan, Tubelight needed	Dr. P.C. Lakshmi Kumr	II Floor Oxford Block Faculty club Room	4.00pm	Completed by all electricians	K.C. 04/01/21

129 08.01.2021	E.E.E	Need Power supply with extension box for new EEE research lab	L. Krishnaveni	I floor - off Cambridge Block - Room no: 2151	3.10 P.M.	Completed by all electricians	K.C. 08/01/21
10 08.01.2021	Mech	Remove electrical Connection in table	Electechand	Mech. Dept Micro lab II floor 2209.	4.00 P.M.	Completed by all electricians	K.C. 09/01/21
131 12/01/2021	Admission Ran	Switch board lower cable	Office	Depd 2 floor	12pm.	Completed by all electricians	K.C. 12/01/21
132 12/01/2021	Office	Hall bb	" / M/bath	"	12pm.	Completed by Adi. Electechand	K.C. 12/01/21
133 12/01/2021	2nd floor, Staff room, Mater Dept control block	No load door is not working gibson cooler is not closed	M. Thirupathi,	Halls Dept.	2:05 PM	Completed by all electricians	K.C. 12/01/21
3 18/01/2021	Ground floor Ground floor Ladies Sanitary Toilet - Tubo The light is not light not work	Ground floor ladies sanita Toilet - Tubo light not work	Jaime	Ground floor	11.45 AM	Completed by all electricians	K.C. 19/01/21

Sl. No	Date	Dep	Type of Complaint	By whom	Location	Register time	Completion time	Remarks
4	20/1/2021	Work Lab CBE	UPS not working	CSE Lab Srinikethy	Work Lab	10:00 am	Completed by electrician	K.U. 21/01/21
5.5	21/1/2021	Chemistry Lab.	Power back (offering & backup)	Dr. Manojkumar	Ground Floor (Lab. room)	12:30 PM	12:30 pm	K.U. 21/1/21
6	21/01/2021	EEE	Plumbing Water leakage in HOD Toilet Room	C.SENTHIL KUMAR	Cambridge block First floor	3:00 PM	Completed by electrician	K.U. 21/01/21
7	21/01/2021	EEE	Switch board - No stepped	C.SENTHIL KUMAR	GENTS FACULTY ROOM First floor	3:00 PM	Completed by electrician	K.U. 21/01/21
	23/01/21	EEE	Light Problem	Dhulan S.	Cambridge block Second floor	4:40 PM	Completed by electrician	K.U. 21/01/21
	27/01/21	EEE	Light Problem	Dr. S. Srinivasan	Cambridge block 12:00 AM	2:40 PM	Completed	K.U. 27/01/21
39	28/01/2021	EEE	Tube light not working	Dr. C.SENTHIL KUMAR	2114 HOD/EEE Room	9:50 AM	Completed by electrician	K.U. 28/01/21
40	"	Office	Total Lock	M. Anitha	Oxford Block 5 Floor girls Students	12:20 pm	Completed by electrician	K.U. 28/01/21
41	02/02/2021	Girls' Hostel - Room No-103	AC - Repair is required	Dr. Vasanthi Wifeel	Girls' hostel R-NO-103	9:30 am	Completed by electrician	K.U. 22/02/21
42	3/02/2021	HOD/MECH Room	Fan - Regulator	HOD/ME Dr. P. Srinivasan	HOD/MECH Room:- 2214	9:50 AM	Completed by electrician	K.U. 21/02/21
43	3/02/2021	MECH-depart Research LAB	Tube light & Fan	Dr. AB. Jeen Robert	Research LAB Room - No: 2206	11:50 AM	Completed by electrician	K.U. 03/02/21
44	3/02/2021	Mech. Depart Mechanics LAB	Tube light & Fan	Nagendram	Mechanics Room No: 221	9:50 AM	Completed by electrician	K.U. 03/02/21
45	3/02/2021	Mech. Depart Project LAB	Wall Mounting Fan & Tube light	Dr. G. Vira muthu	Project LAB Room No: 2209	9:50 AM	Completed by electrician	K.U. 03/02/21
46	3/04/2021	EEE	Internet not working	Dr. C.SENTHIL KUMAR	EEE HOD ROOM	10:45 AM		

No	Date	Dept	Type of Complaints	By Whom	Location	Reg Time	Completed Time	Sign of Dept	made hand Sig
7	3/2/2021	offw	Admission Room [Or pad Blk]	Attacked TV	Admission	10:00 AM	Completed by Electrician		K.C. 09/02/21
5	3/2/2021	Exam cell	Exam Room window not close	Exam cell			Completed by electrician		K.C. 09/02/21
	3/2/2021	mech	Room 220y electrical work done	Dr. Gopal Kumar	Room 220y	10:50 AM	Completed by Electrician		K.C. 09/02/21
	6/2/2021	mech	upst room partition	Dr. Gopal Kumar	Room 220y	12:45 PM	Completed by Electrician		K.C. 09/02/21
	8/2/2021	civil	light bulb (100W)	Civil mdr		11:15 AM	By		K.C. 09/02/21
	8/2/2021	CIVIL	Power connection given in plug point at Sittalal	Grid Lab -first floor	Cambridge Hall	11:30 AM	Completed by Electrician		K.C. 09/02/21
	9/9/2021	Ladies hostel	Bathroom light not working	Room no 106	Completed 8/2/2021	7:30 PM	Completed by Electrician		K.C. 09/02/21
4	9/12/2021	Or pad Block	Board Room light not working	First floor	Completed 8/12/2021	3:00 PM	Completed by Electrician	of desk	K.C. 09/02/21
16	9/12/2021	Hostel 2 Boys	Inductive board glass broken	Boys Hostel	9/12/21 10:50 AM	9/12/21 10:30 AM	By		
7	9/12/2021	mech.	Electrical Room no: 2221. Mechatronics Lab. Power plug required and power supply system	Room no 2221.	9/12/21 10:30 AM	"	Completed by Electrician		K.C. 09/02/21
13	9/12/2021	Boys-hostel	Backside of hostel have electrical shorting problem	Boys Hostel	9/12/21	"	Completed by Electrician		K.C. 09/02/21
7	"	Ladies hostel	Common bath room light not working	Ladies hostel Common Bath Room	Common Bath room	10:00 AM	300, complete Power by Electrician 25/02/21		K.C. 09/02/21
	13/2/21	Hostels floor Seminar	A/C not working	Ground floor			Completed by Electrician		K.C. 12/02/21
1	15/2/21	Ladies hostel	wash pan pipe is broken	Ladies hostel Pm-attendant	Ladies hostel	01:05 PM	By Electrician		K.C. 12/02/21
2	17/2/21	Or pad Block	A/C not working	LSS Room	Or pad Block 2 floor	9 AM	Completed by Electrician		K.C. 12/02/21
3	17/2/21	Or pad Block	Electric Point not working	R.M by Shiraj	Admission room	6:45 PM	By	Completed by Electrician	K.C. 12/02/21

No	Date	Dept	Type OF Complaint	By whom	Location	Reg Time	Completed Time	Sign of the Dept	Member Head Sgn
4	24.2.21	Mech	New electric point Each 3 pins 5 places	Mach	2215, 2216 (Fruit mesh near, line)	2.30 pm	Completed by Electrician		KCC 24/02/21
5	24/02/21	SKH	New fan to be fixed - Plug point has to be fixed -	Staff from C1st floor	Nees, Store room	3.00 pm	Completed by Electrician		KCC 24/02/21
	25/02/21	Ladies hostel	Table light not working and fans very slow	Pratik of DTP Pratik Lakshmi	Room no. 111	10.00 am	9.30 Table light Completed Room no. 111 Common bath room vacated light on	Pratik 25/02/21 for completed 21/3/21	KCC 25/02/21
	27/2/21	Xerox	Switch board not working	Jain <del>Pratik</del>	Xerox room	12.30 pm	Completed by Electrician		KCC 27/02/21
	2/3/21	Ladies hostel	A/C is not working and Table light not working	Pratik Lakshmi	Room no. 107	9.40 am	10.45 light completed A/C is not connected	Pratik 25/02/21	KCC 02/03/21
60	"	"	Plug point not working and DTP table point	Pratik Lakshmi	Room no 116	9.40 am	10.45 am Completed	Pratik 21/3/21	KCC 02/03/21
70	2-3-21	Hostel	Room no. 120 2 Fan 9.40 am	K. Pratik Hotel Warden	Boys Hostel	12.30 pm		K. Pratik Hotel Warden	
	2-3-21	EEE							
72	02-03-21	Civil	No water supply in restrooms. Restrooms not closed	Do Skrishna	Cambridge Block, I Floor	2-30 p.m	Completed		KCC 02/03/21
73	02.03.21	Boys Hostel	Water Pumpier Bathroom light 121 - Plug point work done	Hostellers		5:10 PM	Completed by Electrician	KCC	KCC 02/03/21
74	3-3-21	Boys Hostel	Water cooler Both Hostel and Dogsden - not working Want of (Three pin Plug)	Hostel Warden	Boys Hostel	5.30 pm	Completed by Electrician	K. Pratik Hostel Warden	KCC 03/03/21

No	Date	Dept	Type OF Complaint	By Whom	Location	Reg Time	Completed Time	Sign the sheet	make the S
75	4-3-2021	NSS Room NSS	No fan needed	NCS office S. Behanmigan	Cambridge block first floor Satch Dist. for pack	9.15 am	completed by Electrician	S. Beg	KG 09/10
76	4/3/21	Ext call	Hard disk failure to produce noise	Arackkuppil System Admini strator	oxford Block	2.15 pm		M. J. G.	
7	4-3-21	ECE	connection Fan & Extension box needed for (Room No: 2104 ECE AGENTS start and	T. P. N. Ganesan AN/ECE	Room: 2104	3.30 pm	completed by Electricians	P. Balaji	KG 09/10
	4-3-2021	Gen	LED lamp failed in Oxford Block	Divinjal	Oxford	4.10 pm	Completed by Electrician		KG 09/10
	4-3-2021	Gen	LED lamp post is not working	Divinjal	Pres side	4.10 pm	"		
	4-3-2021	CIVIL	Girls restroom not opened in the first floor (Cambridge block) & stalls toilet not cleaned &	U. B. B. D. H. A.	Cambridge Block	12.50 pm		P. J. G.	
291	5/03/2021	Library	no water supply. tube light not working	P. Anubha	Pending hall	5:25 pm			
292	9/3/21	Mech	Water leakage near St 11 HOD room. Water Cooler is not working	M. Divinjal	Oxford Block II floor	1.30 pm	Completed by Electricians		KG 09/10
193	9/3/21	CIVIL	Water cooler in front of Hostel not functioning. 3 Girls Restrooms to be opened in II floor, Cambridge block.	T. Manikandan	Cambridge block II floor.	3.00 pm	Completed by Electrician	P. J. G.	KG 09/10
294	"	OFFICE (Pinnappur)	Tube light	M. Kasthuri	Oxford block I floor	9 AM	Completed by Electrician		KG 09/10
295	10-2-21	Gen	Water supply is not working	Divinjal	West side room	7 pm	Completed by Electrician		KG 09/10
296	10-2-21	Gen	Water supply is not working	"	West side room	7 pm			
177	11-03-21	EEE	Wall mounted fan - 1 No.	HOD	Faculty room first floor	11-AM	Completed by Electrician	P. J. G.	KG 09/10

S.No	Date	Dept	Type of Complaint	By Whom	Location	Req Time	Completed Time	Sign the Dept	Hand Sign
98	11/03/21	111	Switch board not working	H. Ganesan	3rd Floor Renewable Lab	3:00 pm	Completed by Electrician	"gull"	KG 11/03/21
99	13/03/21	Ladies hostel	AC not working	P. Senthil Kumar	Room no 104	3:45 pm	19:00 pm 13/03/21	Received	Completed by Electrician
100	"	"	Center Pipe Problem	"	Ladies hostel	3:45 pm	"	Received	Attend completion
101	"	"	Leak the Cesspool	"	Room no 111	3:30 pm	8/3/21 3:10	Received	KG 13/03/21
102	13/03/21	Server room	AC Cooling issue	S. Aruchian	SERVER room	11:00 AM	Completed	S. Aruchian	KG 13/03/21
103	13/03/21	Admin Dept	Time not working	S. Aruchian	SERVER room	11:05 AM	IT's board fault		KG 13/03/21
104	13/03/21	Gen	STP pump not working	Maniyappa	Boys hostel	10:00 am	Completed by Electrician		KG 13/03/21
105	13/03/21	Gen	STP Pump motor not working	Maniyappa	Cambridge block	10:00 am	Completed by Electrician		KG 13/03/21
106	14/03/21	Gen	STP Pump motor not working	"	STP Plant	10:00 am	Completed by Electrician		KG 13/03/21
107	15/03/21	Gen	Boys hostal power issue	Boys hostal	Natanson	4 pm	Completed by Electrician		KG 15/03/21
108	15/03/21	Gen	STP Pump motor not working	Maniyappa	Cambridge block	10:00 am	Completed by Electrician		KG 15/03/21
109	15/03/21	Gen	Fuse wire was damaged	B. hostal	Natanson	10:00 am	"		KG 15/03/21
110	"	Office	Lib. not working	N. Kasthuri	Cambridge block 2nd floor	10:00 am	Completed		KG 15/03/21
111	15/03/21	Civil	Fan - 1 Tube light 1 Switch board - 1	B. Jagadeeswaran	Room no. 224 Cambridge block	10:30 am	Completed by electrician		KG 15/03/21
112	16/3-21	Hostel	Boys hostal Dining Hall Fan - Switch board contact	K. Prakash	Boys hostal	10:00 am	Completed by Ali F. F.		KG 16/03/21



No	Date	Dept	Type of Complaint	By Whom	Location	Reg Time	Completed Time	Sign the Dept	Maintenace head S.B.
3	15/3/2021	ECE	Projection Fit on -	III year class room	Cambridge block II - First floor	4:00 pm		m. Suresh	
	16/03/2021	Library	Barcode Gun is not working	P. Xindik	Library Entry Gate Entry	2:30 pm		Completed	K. U. 18/03/21
5	18/03/2021	Hostel boys Room - (119)	AC Not Working Tube light (009)	Ajit Kumar, Vinod, Aditya	Boys Hostel	11:00 AM			
	18/03/2021	Hostel boys (119) Room no.	Fan Not Working & Condensed (119)	Manoj, Vinod, Darshil, Ganthan	Boys Hostel	11:00 AM		Completed	K. U. 18/03/21
	19/3/2021	CSE	Tube light (115) Not working.	c. Rajesh	II-year block - G-F	2:00		Completed c. Rajesh	K. U. 18/03/21
	22/03/2021	Under Hostel	Tube light not working	P. Sathish Kumar	Room no 117	9:30	011:30 23/03/21	Completed P. Sathish	K. U. 23/03/21
	22/3/21	Hostel Boys	Tube light not working	Warden	Room no: 115	10:30 am		Completed	
	24/03/2021	Hostel music room	Cleaning	Prasanna Saravanan	Music room		Completed		K. U. 23/03/21
1	25/03/2021	Plaster Cell	Glass should be placed in the partition	R.B. Jeeva Babu	Plaster office	10:15 am			
2	25/03/2021	E-Jatha	Glass should be placed	R.B. Jeeva Babu	E-Jatha Lab	10:15 am			
3	25/03/21	Xerox	Xerox machine Toner from Driver Problem	Jana	Xerox Room	3:45 pm	Completed	M.S.	K. U. 25/03/21
4	26/03/21	Manufacturing Technology Lab	Tool & cutter Grinding machine class not working properly	R. Saravanan	Workshop	09:10 AM	09:10 AM	OK	
5	26/03/21	Plaster Cell	Room should be cleaned and water materials to be removed	R.B. Jeeva Babu	Plaster office	5:20 pm			
6	27/03/21	Exam cell	door push change not worked	T. Rajendrasing	Exam cell	9:25 AM			

No	Date	Dept	Type of Complaint	By whom	Location	Reg Time	Completed Time	Sign the Dept	Maintenance Head Sign
7	30/9/21	Civil	hole in a wall need to close	B. Jegathesan	Room no 2202		Completed	[Signature]	K.U. 30/9/21
8	31/3/21	1 Year	Switch board (main) not working	K. Kattarasam	Room No: LMS	9.15 AM	Completed		K.U. 31/3/21
01/04/21	Ladies hostel	Fan is very slow	Purudhulatha	Room no 112	9.35 AM	Completed		K.U. 01/04/21	
02/04/21	boys hostel	Fan not working	Vignesh	Room no 119	3-50	Completed		K.U. 02/04/21	
1	02/04/21	boys hostel	Toilet cleaning	Vimal	Room no 109	3.50 PM			
2	07/04/21	Eng	Browser complaint	P. Bavinthra	110	4.30 PM		[Signature]	
3	18-04-21	Admin	Screen need to fit	S. Anokianji	LH1-1107	10.30	No stock		
7	20/4/21	Office	Office light not work	S. Jothi	Principal Room	9.20	Completed	S. Jothi	K.U. 20/4/21
7	22/4/21	Canon	System not working	Renu-selvi		3.45		Renu-selvi	
36	26-7-21	CSE	To Shift Fan	D. Murugesu	Staff Room	11.30 AM	Completed		K.U. 26/7/21
7	28-7-21	Xerox	No Power	Jeeva	Xerox Room	11.30 AM	Completed	Jeeva	K.U. 28/7/21
8	5-8-21	store	Tube light not work	Jeeva	store	11.00 AM	Completed	Jeeva	K.U. 05/8/21
9	7-8-21	Main block & floor	Tube light not work	Jeeva	Ladies Staff Room	3.00 PM	Completed	Jeeva	K.U. 07/8/21
2	9/8/21	CSE	need switch board	K. Palvay	Dept-Library-CSE	12.30 PM	Completed		K.U. 09/8/21
1	9/8/21	CSE	need Extension board	S. Murugesu	Staff Room (Cambridge Block)	3.30 PM	Completed		K.U. 09/8/21
1	19/8/21	CIVIL	need switch board	V. Brindha	Ladies Staff room (Cambridge block II floor)	11.30 PM	Completed		
1	20/8/21	CSE	switch	N. Panthra	Cambridge ground floor	12.00	Completed		K.U. 20/8/21
20/8/21	CSE	switch		N. Panthra	CSE Hall Cambridge CSE Staff room	01:00	Completed		K.U. 20/8/21
24/8/21	Library	switch not working	P. Arshitha	Library	11:15				

## Electrical Maintenance Register

4		<b>STOCK REGISTER</b>				
NAME OF ARTICLE		RATE		old page - 7		
DATE	PARTICULARS	OPENING STOCK	RECEIPT QUANTITY	TOTAL QUANTITY	ISSUED QUANTITY	CLOSING STOCK
	1793/-				ok ✓	13 ✓
3/10/17	Power house				1	12
						<i>Verified</i>
	Double pole 63A MCB	old page - 8		661/-		
15/9/16	ind year ✓				16 ✓	2 ✓
05/11/16	" " ✓				1 ✓	1 ✓
26/11/16	Secular factory ✓				1 ✓	-
						<i>Verified</i>
	four pole 32A MCB					20
28/7/20	Boy's Hostel				1	19
3/4/20	mineral water				1	18
01/11/20	Secular factory				1	17
15/12/20	main building				2	15
8/01/21	Boy's Hostel				2	13
17/2/21	ind for				1	12
25/02/21	STP				1	11

## Building Maintenance Register

36		STOCK REGISTER				
NAME OF ARTICLE		Cement				
		RATE				
DATE	PARTICULARS	OPENING STOCK	RECEIPT QUANTITY	TOTAL QUANTITY	ISSUED QUANTITY	CLOSING STOCK
7/9/20	factory (avattammydam)		100			100.33
2/9/20	Boy's hostel.				1	102
3/10/20	factory.				70	32
7/10/20	H.O.				60	22
20/10/20	Boy's hostel.				4	18
	out pass					
21/10/20	( Inward pass )		190			208
21/10/20	Boy's hostel				6	192
22/10/20	main building.				1	207
25/10/20	Boy's hostel				60	147
29/10/20	"				60	187
31/10/20	"				60	177
2/11/20	"				60	167
5/11/20	"				10	157
23/11/20	"				15	142
23/11/20	"				3	139
24/11/20	"				60	129
25/11/20	"				20	109
26/11/20	"				60	99
27/11/20	"				5	94
15/12/20	main building.				27	67
16/12/20	main building + Boy's hostel.				20	47
18/12/20	main "				27	20
20/12/20	"				20	0
30/12/20	cement.				120	120
7/1/21	Boy's hostel.				6	114
8/1/21	"				60	104
7/1/21	main building.				5	109
8/1/21	"				2	107
9/1/21	out pass (kula kauli)				60	97
9/1/21	Boy's hostel.				5	92
11/1/21	"				60	82
13/1/21	"				60	72
16/1/21	"				20	52
19/1/21	kula kauli.				30	22
21/1/21	Boy's hostel.				6	12

40 to page - 40

# STOCK REGISTER

RATE old page 36

NAME OF ARTICLE Cement

DATE	PARTICULARS	OPENING STOCK	RECEIPT QUANTITY	TOTAL QUANTITY	ISSUED QUANTITY	CLOSING STOCK
27/01/21	Boy's Hostel → Nettommyalam				2 + 5	12
28/01/21	Ho.		20			5
2/02/21	Ho.		100			25
2/2/21	Boy's Hostel.		21		2	125
5/2/21	main Guildy.		2		2	123
8/2/21	'				2	121
9/2/21	Boy's Hostel.				11	119
10/2/21	old gate.				5	108
11/2/21	main Guildy.				1	103
12/2/21	Boy's Hostel				7	102
13/2/21	'				7	105.95
16/2/21	'				10	81
15/2/21	'				20	78
18/2/21	Road work				15	58
19/2/21	Street light.				15	43
27/2/21	'				5	28
1/3/21	'				3	23
2/3/21	Boy's Hostel.				10	20
10/3/21	Selambur factory.				5	10
11/3/21	U.P. Trading.		140.			5
11/3/21	Boy's Hostel.				8	145
12/3/21	'				5	137
22/3/21	our pass				40	132
23/3/21	Boy's Hostel.				6	92
24/3/21	'				6	86
25/3/21	'				8	80
26/3/21	'				8	72
27/3/21	'				6	64
29/3/21	'				8	58
30/3/21	'				6	50
					8	40
						32

# STOCK REGISTER

43

NAME OF ARTICLE Buffy Blade. RATE \_\_\_\_\_

DATE	PARTICULARS	OPENING STOCK	RECEIPT QUANTITY	TOTAL QUANTITY	ISSUED QUANTITY	CLOSING STOCK	REMARKS
11/2/21	main factory		20			20	✓
12/2/21	common				6	14	
13/2/21	"				1	13	
14/2/21	"				3	10	
12/3/21	and you				2	8	
16/2/21	"				4	4	
11/2/21	4 Brush.		15			15	✓
12/2/21	main factory				7	8	
15/2/21	common				1	7	

## Plumbing Maintenance Register

STOCK REGISTER <span style="float: right;">3</span>							
NAME OF ARTICLE <u>1x 1/2 FT Brass Elbow Cpvc.</u> RATE <u>2.24</u>							
DATE	PARTICULARS	OPENING STOCK	RECEIPT QUANTITY	TOTAL QUANTITY	ISSUED QUANTITY	CLOSING STOCK	REMARKS
						68	
14/6/16	End year				12	56	
7/6/16	Tupen.				1	55	
10/6/16	our pass				3	52	
15/6/16	our pass				2	50	
15/6/16	" "				2	48	
16/6/16	End year				10	38	
1-2-16	girls hostel				1	37	
4/2/16	Retun.				Retun 1	38	
28/7/16	Girls hostel				1	37	
27/10/16	GRASAPATHY Traders	73/-				46	
	Bill - 2086 - RS - 656/-		9X			36	
1/11/16	Audition				10	34	
10/11/16	owner house				2	32	
10/11/16	" "				2	30	
11/11/16	Retun				Retun 1	33	27
8/12/16	End year				2	31	
14/2/17	power house				1	30	
11/7/17	Boys' Hostel				1	29	
8/8/17	our pass				1	28	
18/6/18	our pass				3	25	
30/7/18	End year				2	23	
30/7/18	" "				2	21	
18/8/18	Boys' hostel				2	19	
18/8/18	" "				4	15	
29/9/18	owner house				8	7	
5/2/21	maintain work				2	5	
14/02/21	" "				1	4	

# STOCK REGISTER

11

NAME OF ARTICLE 1" cpvc Tee RATE 25/-

DATE	PARTICULARS	OPENING STOCK	RECEIPT QUANTITY	TOTAL QUANTITY	ISSUED QUANTITY	CLOSING STOCK	REMARKS
						76	
21/6/16	1 <sup>st</sup> year				4	72	
7/6/16	5 year				1	71	
10/6/16	own pass				4	67	
10/6/16	Return				return 1	68	
15/6/16	glory school				3	65	
16/6/16	owner house				1	64	(65)
19/12/16	warden				5	59	
21/4/17	main building				2	57	
8/5/17	own pass				45	12	
18/11/17	Boy's Hostel				2	10	
23/01/18	warden				1	9	
12/2/18	Girls Hostel				1	8	
18/6/18	own pass				3	5	
18/8/18	Boy's Hostel				2	3	
25/8/18	"				1	2	
29/9/18	own house				6	1	
26/10/18	Boy's Hostel				2	1	
31/1/19	warden				2	1	
17/2/19	1 <sup>st</sup> year				1	1	
5/2/21	maintenance work				1	1	



## Painting Register

	12	STOCK REGISTER					
	NAME OF ARTICLE	ASSIAN wood primer 2ltr.	RATE				
DATE	PARTICULARS	OPENING STOCK	RECEIPT QUANTITY	TOTAL QUANTITY	ISSUED QUANTITY	CLOSING STOCK	
						3	
16/1/17	Enamel paint 4ltr (white) 4ltrs enamel.				1	1	
25/2/21	Golden yellow 4ltr. <del>Red</del> yellow				2	3 1	
	Glass primium Enamel 4ltrs. Red			old page - 132 1096/		2	
6/9/17	Red oxide 4ltr. Enamel			old page - 132 1096/	1	1	



## Fire Extinguisher Maintenance



AAA COLLEGE OF ENGINEERING & TECHNOLOGY  
KAMARAJAR EDUCATIONAL ROAD,  
AMATHUR VILLAGE – 626 005,  
SIVAKASI,  
VIRUDHUNAGAR DISTRICT.

Dr. M. Sekar M.E, PhD, FIE.  
Principal

principal@aacet.ac.in  
www.aacet.ac.in

AAACET/SEC/ 232

Date: 5<sup>th</sup> November 2020

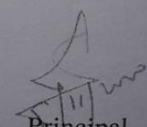
Submitted to the Secretary,

Please arrange to refill the following fire extinguishers.

Sl.No	Location	Details	Qty	Expire Date	Refilling Date
1	Main Building Ground Floor	Main Door West Side North	1	22-11-2020	21-11-2020
2		Main Door West Side South	1	22-11-2020	21-11-2020
3		Generator Room	1	22-11-2020	21-11-2020
4		Chemistry Lab 1012	2	22-11-2020	21-11-2020
5		Computer Lab 1026	1	22-11-2020	21-11-2020
6		Physics Lab 1006	1	22-11-2020	21-11-2020
7		Physics Lab 1007	1	22-11-2020	21-11-2020
8		Physics lab Inside	1	22-11-2020	21-11-2020
9		Lift	1	22-11-2020	21-11-2020
10		Room No.1002	1	22-11-2020	21-11-2020
11		Canteen	1	22-11-2020	21-11-2020
12		Canteen	1	22-11-2020	21-11-2020
13		Computer Lab 1001	1	22-11-2020	21-11-2020
14		Power Room	1	22-11-2020	21-11-2020
15	I Floor	Room No.1101	1	22-11-2020	21-11-2020
16		Room No.1104	1	22-11-2020	21-11-2020
17		Near Room No.1107	1	22-11-2020	21-11-2020
18		Near Room No.1112	1	22-11-2020	21-11-2020
19		Near Room No.1114	1	22-11-2020	21-11-2020
20		South Side Lift (Opp)	1	22-11-2020	21-11-2020
21		Room No.1123	1	22-11-2020	21-11-2020
22		Drawing Hall 1121	1	22-11-2020	21-11-2020
23		Notice Board	1	22-11-2020	21-11-2020
24	II Floor	Staff Room 1221	1	22-11-2020	21-11-2020
25		Room No.1216	1	22-11-2020	21-11-2020
26		Room No.1215	1	22-11-2020	21-11-2020
27		Reading Hall 1208	1	22-11-2020	21-11-2020
28		Library 1206	1	22-11-2020	21-11-2020
29		Lift	1	22-11-2020	21-11-2020
30		Room No.1201	1	22-11-2020	21-11-2020

31		Class Room 1209	1	22-11-2020	21-11-2020
32	II Year Building Ground Floor	Room No.2022	1	22-11-2020	21-11-2020
33		Room No.2031	1	22-11-2020	21-11-2020
34		Room No.2032	1	22-11-2020	21-11-2020
35		Room No.2054	1	22-11-2020	21-11-2020
36		Room No.2051	1	22-11-2020	21-11-2020
37		Room No.2021	1	22-11-2020	21-11-2020
38		Room No.2008	1	22-11-2020	21-11-2020
39		I Floor	Room No.2154	1	22-11-2020
40	Room No.2155 (opp.)		1	22-11-2020	21-11-2020
41	Room No.2131 (Dynamic lab)		1	22-11-2020	21-11-2020
42	Room No.2133		1	22-11-2020	21-11-2020
43	Room No.2109		1	22-11-2020	21-11-2020
44	Room No.2121 (opp.)		1	22-11-2020	21-11-2020
45	Room No.2122 (opp.)		1	22-11-2020	21-11-2020
46	II Floor	Room No.2209	1	22-11-2020	21-11-2020
47		Room No.2255	1	22-11-2020	21-11-2020
48		Room No.2234	1	22-11-2020	21-11-2020
49		Room No.2231	1	22-11-2020	21-11-2020
50		Room No.2222	1	22-11-2020	21-11-2020
51		Room No.2221 (opp.)	1	22-11-2020	21-11-2020
52	Boys Hostel	Varanda	4	22-11-2020	21-11-2020
53		Power Room	1	22-11-2020	21-11-2020
54		Gas Room	1	22-11-2020	21-11-2020
55	Girls Hostel	Power Room	1	22-11-2020	21-11-2020
56	Workshop	Workshop	3	22-11-2020	21-11-2020
57		Chemistry	2	22-11-2020	21-11-2020
58		Computer Centre	1	22-11-2020	21-11-2020
59		HT Room	3	22-11-2020	21-11-2020
		Total	68		

~~12~~

  
 Principal  
**PRINCIPAL**  
 AAA COLLEGE OF ENGG. & TECHNOLOGY  
 SIVAKASI.



AAA COLLEGE OF ENGINEERING & TECHNOLOGY, SIVAKASI

House Keeping Schedule

Name :

Block :


Floor :


Checked by :

DATE	Class Room	Staff Room	Varanda	Lab	Seminar Hall	Toilet				Remarks / Other work	Coordinator	OM	Principal
						9.15	11.15	1.30	4.45				
						Phenol	Water	Phenol	Water				
01-11-2020													
02-11-2020			✓						M.B. Back Side Grooms kit cleaning work				
03-11-2020		✓	✓						M.B. front side cross cutting work				
04-11-2020			✓	✓					and rear building cleaning and cross cutting work				
05-11-2020			✓						AAA rear building front side the work				
06-11-2020									AAA front building cross cutting work				
07-11-2020									AAA - all material missing work				
08-11-2020													
09-11-2020													
10-11-2020													
11-11-2020			✓						M.B. front side grooms kit				
12-11-2020									M.B. front side grooms kit				
13-11-2020									M.B. cleaning work Dining Hall & Varanda kit				
14-11-2020													
15-11-2020													
16-11-2020									M.B. front side grooms kit				
17-11-2020			✓	✓					M.B. front side grooms kit				
18-11-2020	✓	✓	✓	✓					M.B. front side grooms kit				
19-11-2020			✓	✓					M.B. front side grooms kit				
20-11-2020			✓	✓					M.B. front side grooms kit				
21-11-2020			✓	✓					M.B. front side grooms kit				
22-11-2020									SUNDAY				
23-11-2020			✓										
24-11-2020			✓						Cambridge block Top side cleaning work				
25-11-2020			✓						Cambridge block top side cleaning work finished - kit				
26-11-2020			✓						Cambridge block top side cleaning work finished - kit				
27-11-2020	✓	✓	✓	✓					Cambridge block top side cleaning work finished - kit				
28-11-2020									Cambridge block top side cleaning work finished - kit				
29-11-2020									SUNDAY				
30-11-2020			✓						M.B. front side grooms kit				
31-11-2020									M.B. front side grooms kit				


## Requisition Form

### (i) Vehicle Requisition Form

 <b>AAA COLLEGE OF ENGINEERING &amp; TECHNOLOGY</b> KAMARAJAR EDUCATIONAL ROAD, AMATHUR, SIVAKASI 626 005		V2019
<b>REQUISITION FOR VEHICLE</b>		
(Form to be submitted to OM 3 days in advance)		
Purpose	: <u>I Year Induction Programme</u>	
Type of Vehicle	: <u>SKODA</u>	Date of Pick up : <u>03.04.2021, Saturday</u>
No of Persons	: <u>1</u>	Time of Pick up : <u>7.30AM</u>
Name of the Contact Person	: <u>Mr. Sugumar</u>	Place of Pick up : <u>Madurai</u>
Address	: <u>Madurai</u>	Allotted by AO
Contact Phone No	: <u>98409 42455</u>	Driver Name : <u>Mr. Raja</u>
Requested by	: <u>Dr. C. SENTHIL KUMAR</u>	Phone No : <u>96292-25661</u>
Date	: <u>29.03.2021</u>	Head of Account
<u>C. Senthil Kumar</u> HOD <u>29/03/2021</u>		<u>K. C. Senthil Kumar</u> AO

 <b>AAA COLLEGE OF ENGINEERING &amp; TECHNOLOGY</b> KAMARAJAR EDUCATIONAL ROAD, AMATHUR, SIVAKASI 626 005		V1 2019
<b>REQUISITION FOR VEHICLE</b>		
(Form to be submitted to OM 3 days in advance)		
Purpose	: <u>Admission work</u>	
Type of Vehicle	: <u>Scorpio</u>	Date of Pick up : <u>2/9/2020</u>
No of Persons	: <u>2</u>	Time of Pick up : <u>9:30 a.m</u>
Name of the Contact Person	: <u>K. Padmapriya</u>	Place of Pick up : <u>Thirumengalam</u>
Address	: <u>AP. IEC</u>	Allotted by AO
Contact Phone No	: <u>8521822334</u>	Driver Name : <u>D. Muthuraja</u>
Requested by	: <u>K. Padmapriya</u>	Phone No : <u>9843620803</u>
Date	: <u>2/9/2020</u>	Head of Account
<u>K. Padmapriya</u> HOD <u>2/9/2020</u>		<u>K. C. Senthil Kumar</u> AO

(ii) Internet Facility Requisition form

 **AAA College of Engineering and Technology,  
Sivakasi.**


**INTERNET APPLICATION AND DECLARATION**

Submitted to: The Principal Date: 17/3/21

Sir,

I So. Parthasarayanan, (Reg.No. 953719114022),  
Year/Dept. MECH, request you to kindly grant internet access to  
my Mobile / Laptop, Phone No. 9385788031, make Phone, Lap, CAD lab system  
I promise that, I will use the internet facilities only for my academic purposes.

Student Signature P. Senthil Kumar 17/3/2021  
So. Parthasarayanan Recommended by  
(HOD / AC / Class Advisor)

 **AAA College of Engineering and Technology,  
Sivakasi.**

**INTERNET APPLICATION AND DECLARATION**

Submitted to: The Principal Date: 17.12.2020


Sir,

I KRISHNAVENT.R, (Reg.No. 953718106010),  
Year/Dept. II / ECE, request you to kindly grant internet access to  
my Mobile / Laptop, Phone No. 9384556129, make Samsung J2  
I promise that, I will use the internet facilities only for my academic purposes.

R. Krishnaveni S. J. Prizero  
Student Signature Recommended by  
(HOD / AC / Class Advisor)



**(iii) Seminar Hall Requisition Form**



AAA College of Engineering of Engineering  
Sivakasi

**Requisition Slip for Venue**

1. Name of the Staff : S. SARAVANAN

2. Name of the Department : EEE

3. Venue needed : Main block Seminar Hall/ New block Seminar Hall (G.F)/New block Seminar Hall (F.F)  
*(Tick the relevant venue)*

4. Date & Time of the Programme : Date: 31.03.2021 & 01.04.2021 Day: Wednesday & Thursday  
Time: From 9:00am To 4:40pm

5. Name of the Programme : Symposium & workshop

6. Podium : Yes/No

7. LCD requirement : Yes/No (Laptop /LCD Remote /Remote pointer)  
*(If yes tick whichever required)*

8. Audio requirement : Yes/No (Hand mic/ Collar mic)  
*(If yes tick whichever required)*

9. Video : Yes/No

10. Photo : Yes/No

11. Seating arrangement : Yes/No (Number required: 7)

12. Electrical arrangement : Yes/No (A/c /Audio control/Special lighting)  
*(Tick whichever required)*

13. Snacks/Tea : Yes/No (Number required : \_\_\_\_ Snacks, \_\_\_\_ Tea)

14. Any other requirement (specify) :

Staff: *[Signature]* 24/03/2021

HOD: *[Signature]* 24/03/2021

*[Signature]*  
PRINCIPAL

---

**FOR OFFICE USE:**

S.No	Arrangement	Staff i/c.	Signature
1	Podium		
2	LCD		
3	Audio		
4	Video		
5	Photo		
6	Seating		
7	Electrical		
8	Snacks/Tea		
9	Any other		

**(iv) Stationery Requisition Form**

**AAA COLLEGE OF ENGINEERING & TECHNOLOGY, SIVAKASI.**  
**STATIONERY REQUISITION FORM**

Ref No. : ..... Date : 05/01/2022

Staff Name : P. Mohanraj Department : Electrical

Sl.No.	Item	Issued Qty.	Remarks	Entry Page No.
1.	Expost lap (BIS)	1 No.	Part of STP Pencil	

No. of item Received : 01/-

P. Mohanraj  
 Staff Signature
 

 HOD
 


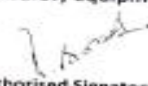
[Signature]  
 Incharge
 

[Signature]  
 Principal

## Bill Copies

### Fire Extinguisher Refilling Bill

*Bill*

<b>SUDHA SAFETY EQUIPMENT</b>		P.K.S.A. Arumugan Nadar Road, Sivakasi - 626 123			
To: M/S. AAA COLLEGE OF ENGINEERING AND TECHNOLOGY, AMATHUR POST, SIVAKASI - 626005		INV No. 165 Date : 23.11.2020			
Sl.No.	Description	Qty	unit	Rate	Amount
1	ABC 6 Kg Fire Extinguisher Refilling	37	NoS	500.00	18500.00
2	FOAM 9 LTR Fire Extinguisher Refilling	4	NoS	500.00	2000.00
3	DCP 5 KG Fire Extinguisher Refilling	2	NoS	500.00	1000.00
4	CO2 2KG Fire Extinguisher Refilling	9	NoS	500.00	4500.00
5	CO2 4.5 KG Fire Extinguisher Refilling	1	NoS	500.00	500.00
				Total Amount	<b>26500.00</b>
I/We hereby certify that my/our Registration certificate under GAT ACT is in force on the date on which the sale of the goods specified in this Bill / Cash Memorandum is made by me / us and memorandum has been affected by me in a regular course of my / our business				Taxable Basic Value	<b>26500.00</b>
				SGST @ 9%	2385.00
				CGST @ 9%	2385.00
				Gross Amount	<b>31270.00</b>
				Net Value	<b>31270.00</b>
Company's GST No. 33APQPR5891FZZA					
Prepared by	Checked by	For Sudha Safety Equipment  Authorized Signatory			

*Siva*  
*M. S. A.*  
*23/11/2020*

# UPS Maintenance Bill

**SUN POWER CONTROL**  
6/21, Venkatraman Street, Chinna Chokkikulam, Madurai - 2. Ph. : 0452 - 4374203, 4360203  
Email : sunpowercontrol@gmail.com

<b>SUN POWER CONTROL</b> UPS AND STABILISERS	<b>DELTA</b> ASP	<b>FIELD SERVICE REPORT</b>			
<b>HELP LINE : +91-98423 70080</b>		<input type="checkbox"/> AMC <input type="checkbox"/> WARRANTY <input checked="" type="checkbox"/> POST WARRANTY			
Customer Name & Address : <b>0000 village,</b>		Engineer's Name	<b>P. Pantham Panimalar</b>		
Ms <b>Amathias, Karamangur</b>		Date of Complaint	<b>27/11/2020</b>		
<b>Salai, Sivakasi, Viruthangur</b>		Time of Complaint	<b>2:00 PM</b>		
District: <b>Tamilnadu</b>		Equipment	<b>online VFI</b>		
Name of the Person: <b>Mr. M. Sekhar Prinsup</b>		Model	<b>Transformer 2000</b>		
Phone No. <b>04562 - 251111</b>		Battery Make / AH	<b>Exeltech, 22Ah</b>		
Nature of Complaint / Fault Reported:		UPS Installed on	<b>-</b>		
<b>UPS not support after</b>		SI. No. Equipment	<b>-</b>		
<b>power fail.</b>		Observation and Work Done : <b>Done</b>			
<p>UPS and batteries checked UPS has the INO AC fan found faulty. Now replaced new AC fan. UPS side is normal. but all the batteries are found faulty. so please need to be replace all the batteries (7 years old batteries)</p>					
IP Single Phase Volts & Amps	VP Single Phase Volts & Amps	O/P Single Volts & Amps	DC Bus	Batt. Volts & Amps	N - E Volt
PN: 230VA: 4A : 230VA: 4A NE: 2V	RY: - RN: 230V RA: 3A YB: - YN: - YA: Nil BR: - BN: - BA: 4A	PN: 230V PA: 3A	220V	100V	0V
Spare Used: <input checked="" type="checkbox"/> Spares to be Billed <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO    Service Charges to be Billed <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					
SI.No.	Description			Qty.	Price
	1 NO AC Fan			1NO	-
Total					
Customer's Remarks		Service Engineer's Name		Billing Details	
<p>The above work of enginee... charges as indicated</p> <p><b>P. Pantham Panimalar</b> Cashier</p>		<p><b>P. Pantham Panimalar</b> 92421 88868</p> <p>Service Engineer's Signature</p>			

# Cabin Partition Bill

## KUMAR Decorators

Ho : College Road,  
VSVN Polytechnic (opp),  
Virudhunagar.

98651 72223  
93643 72223

M. SENTHIL KUMAR

Date : 20.11.2021.

*Partition-225*

To,  
AAA COLLEGE OF ENGINEERING AND TECHNOLOGY,  
AMATHUR

SUB: Estimation for Aluminium partition work and Sliding Door work .  
Site at - AAA college- Main building.

Sl no	Details	unit	L	H	No's	Quantity 1	Rate	Net amount
1	ALUMINIUM PARTITION [FULL]							
	Main Building- Faculty room	S/F	19.50	12.50	1	243.75		
	Ded- S.Door	S/F	7.00	3.00	-1	-21.00		
	<b>TOTAL</b>	S/F				<b>222.75</b>	<b>275.00</b>	<b>50118.75</b>
								<b>61256.25</b>
2	Sliding DOOR	S/F	3.00	7.00	1	21.00	<b>350.00</b>	<b>7350.00</b>
3	Sliding Gear wheel set	No's			1	1.00	1450.00	1450.00
4	NEW ALUMINIUM PARTITION [HALF]							
	Main Building- Office room	S/F	11.00	4.00	3	132.00		
		S/F	15.50	4.00	1	62.00		
		S/F	14.00	4.00	1	56.00		
		S/F	26.00	4.00	1	104.00		
		S/F	13.00	6.00	1	78.00		
	Ded- open	S/F	2.50	4.00	-4	-40.00		
	<b>Total s/f</b>					<b>392.00</b>	<b>275.00</b>	<b>107800.00</b>
5	ALUMINIUM PARTITION- [REMOVE WORK]	S/F	7.50	4.00	2	60.00		
	<b>Total s/f</b>	S/F	4.50	4.00	1	18.00		
						<b>78.00</b>	<b>10.00</b>	<b>780.00</b>
	<b>Total amount</b>							<b>178636.25</b>

147898.75  
0.25  
147899.00

# KUMAR Decorators

Ho : College Road,  
VSVN Polytechnic (opp),  
Virudhunagar.

98651 72223,  
93643 72223,

M. SENTHIL KUMAR,

Date : 26.01.2021

To,  
AAA COLLEGE OF ENGINEERING AND TECHNOLOGY,  
AMATHUR

SUB: Estimation for Aluminium partition work and Sliding Door work .  
Site at - AAA college- 2nd Block.

sl no	Details	unit	L	H	No's	Quantity 1	Rate	Net amount
1	FULLALUMINIUM PARTITION							
	2ND YEAR BLOCK- ROOM NO- 2013	S/F	6.00	12.00	1	72.00	✓	
	ROOM NO- 2113	S/F	6.00	12.00	1	72.00	✓	
	ROOM NO- 2213	S/F	6.00	8.00	1	48.00	✓	
	Room no- 2234	S/F	10.00	8.00	1	80.00		
		S/F	11.00	8.00	1	88.00		
	Ded- open	S/F	3.00	7.00	-1	-21.00	✓	
							225	
						339.00	<del>275.00</del>	93225.00
								76275.00
2	HALF ALUMINIUM PARTITION							
a	2ND YEAR BLOCK- ROOM NO- 2016	S/F	7.00	4.00	2 ✓	56.00	✓	
		S/F	7.00	4.00	1 ✓	28.00		
	Ded- open	S/F	2.50	4.00	-2	-20.00		
b	2ND YEAR BLOCK- ROOM NO- 2116	S/F	7.00	4.00	2 ✓	56.00		
		S/F	7.00	4.00	1 ✓	28.00		
	Ded- open	S/F	2.50	4.00	-2	-20.00		
c	2ND YEAR BLOCK- ROOM NO- 2216	S/F	12.00	4.00	2	96.00	✓	
		S/F	8.00	4.00	1	32.00	✓	
	Ded- open	S/F	2.50	4.00	-2	-20.00		
d	Room no- 2004	S/F	10.50	4.00	1	42.00	✓	
	Ded- open	S/F	2.50	4.00	-1	-10.00		
						0.00		
e	Room no- 2104	S/F	10.50	4.00	1	42.00	✓	
	Ded- open	S/F	2.50	4.00	-1	-10.00		

# KUMAR Decorators

98651 72223  
93643 72223

Ho : College Road,  
VSVN Polytechnic (opp),  
Virudhunagar.

M. SENTHIL KUMAR

Date : 22.01.2021.

f	Room No- 2015, 2115, 2215	S/F	8.50	4.00	3	102.00		
		S/F	9.50	4.00	3	114.00		
		S/F	7.00	4.00	6	168.00		
		S/F	9.00	4.00	6	216.00	✓	
		S/F	9.50	4.00	3	114.00		
	Ded- open	S/F	7.00	4.00	6	168.00		
		S/F	2.50	4.00	-15	-150.00		
g	Room no- 2252	S/F	8.00	4.00	4	128.00	✓	
		S/F	8.50	4.00	5	170.00	✓	
	Ded- open	S/F	2.50	4.00	-5	-50.00		
h	Room no- 2053	S/F	10.00	4.00	1	40.00	✓	
		S/F	11.00	4.00	1	44.00	✓	
	Ded- open	S/F	2.50	4.00	-1	-10.00		
	Total s/f					1354.00	225/-	304-650.00
							275.00	372350.00
3	TOILET DOOR- SLIDING DOOR							
	Room no- 2025 & 2027	S/F	3.00	8.00	2	48.00	✓	
	Room no- 2125 & 2127	S/F	3.00	8.00	2	48.00	✓	
	Room no- 2226 & 2228	S/F	3.00	8.00	2	48.00	✓	
	Total s/f					144.00	350.00	50400.00
4	Toilet door- Sliding Gear wheel set	No's	6.00			6.00	1450.00	8700.00
5	TOILET DOOR- outer frame	R/f	3.00		6	18.00		
		R/f	8.00		12	96.00		
	Total R/f					114.00	88.00	10032.00
	Total amount							534707.00

NOT required

450057.00

# Water Plant Maintenance Bill

## BILL OF SUPPLY

<b>ESSAAR ENGINEERS</b> D.NO : 87,SRI VIGNESH NAGAR, ARUMUGAM ROAD, SIVAKASI-626128, GSTIN/UIN: 33BKBPR4210F1ZO PH : 9003934619 E-Mail : essaarpowerengineers@gmail.com		Invoice No : 11	Dated : 21.04.2021	
<b>Buyer</b> AAA College of Engineering and Technology, Amattur, Sivakasi.		Delivery Note :	Mode/Terms of Payment	
		Supplier's Ref :	Other Reference(s)	
		Buyer's Order No :	Dated :	
		Despatch Document No	Delivery Note Date	
		Despatched Through	Destination	
S.No	Description of Goods	Quantity	Rate	Amount
1	20" Jumbo Housing	1	1600.00	1600.00
2	Plumbing Fittings	1	140.00	140.00
3	Service Charge  (Mineral Water Plant)	1	750.00	750.00
Option Availing the Compounding Below 75 Lakhs Turnover. Tax Paid Under Section 10/GST		Verified S. Rajan		
Amount In Words		Total Value	2490.00	
Two Thousand Four Hundred and Ninety Only		Tax	-	
		Round Off	-	
		Grand Total	2490.00	
Terms & Condition : 1. Payment should be made as per the terms agreed. 2. Interest 24% will be charged after due date. 3. Goods once sold, will not be taken back or exchanged. 4. Subject to Sivakasi Jurisdiction. 5. No refund of Sales Tax.		For ESSAAR ENGINEERS, S. Rajan Authorized Signatory		



## EB Maintenance Bill

(DUPLICATE)

GSTIN: 33AADPT0017H1ZQ      PH: 0422-2314495, 2319345  
 PAN: AADPT0017H      MOBILE: 98430 70945

### TANDEM ENTERPRISES

16, Vinayagar Kovil Street, Krishnaswamy Nagar, Coimbatore - 641045  
 Phone : 0422-2314495, 2319345, Mobile : 98430 70945  
 Service Tax Regn.No.: AADPT0017HST001  
 E-mail : tandemindia@gmail.com; tandemcoimbatore@gmail.com

#### SERVICE INVOICE

To: AAA College of Engineering & Technology, Kamarajar Educational Road, Amathur Via, Sivakasi. State Name : Tamil Nadu State Code : 33	Payment Terms : Credit Bill No : E 751 Date : 23/11/2020
--	--

S.No	Description	SAC Code	Qty	Rate	Amount	Tax %
1	High Vacuum Streamline Filtration Of Transformer Oil	998717	1065 Lit	2.50	2662.50	18
2	Di - Electric Strength Test Report	998346	2 Nos	100.00	200.00	18
3	Acidity Analysis Test Report	998346	2 Nos	150.00	300.00	18
4	Testing Of Earth Electrodes	998346	15 Nos	100.00	1500.00	18
5	Testing And Calibration Of Earth Fault Relays	998346	1 Nos	350.00	350.00	18
6	Testing And Calibration Of Over Load Coils Of ACB (L&T)	998346	1 Nos	1000.00	1000.00	18
7	Transport Charges For Filter And Test Kits (dividing Basis)	996799	1 Trip	1250.00	1250.00	18
<b>Total</b>					<b>7262.50</b>	

taxable Value	CGST%	AMT	SGST%	AMT	NET%	AMT
7262.50	9.00	653.62	9.00	653.62	18.00	1307.24

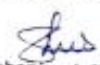
Total Tax Amount : 1307.24  
Rounded Off : 0.26

**E. & O.E.      Net Amount : 8570.00**

Rupees Eight Thousand Five Hundred And Seventy Only

Our Bank Details:  
 A/c Name : TANDEM ENTERPRISES  
 Bank Name: INDIAN BANK, Trichy Road, Coimbatore-641045  
 A/c No : 712339738  
 RTGS Code : IDIB000C071

Work done on 21.11.2020

For TANDEM ENTERPRISES  
  
 Authorised Signatory

## HT Power Maintenance bill

GSTIN: 33ARDPR5539F12R TIN No. : 33494982421 IT PAN No. ARDPR 5539F	<b>TAX INVOICE</b> <div style="border: 1px solid black; width: 50px; height: 15px; margin: 5px auto;"></div>	ORIGINAL FOR RECIPIENT <b>99944 52092</b> Email : jrengineeringmdu@yahoo.co.in Service Tax RCNo. ARDPR 5539F SD001 No. JR/L/24/20-21 Date : 19/12/2020
<b>J. R. ENGINEERING</b> Electrical Engineers, Consultants, Traders, EA Grade Licensed Contractors, 346, North Meel Street, (Upstairs) Opp.to. Maniammal School, Madurai - 625 001.		

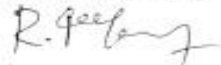
Ref: Nil  
 To  
 M/s. AAA College of Engineering & Technology,  
 Amalur,  
 Sivakasi.

Party's GSTIN No. Nil (Party's own use)

Sub: Electrical installations of voltage exceeding 650V and up to and inclusive of 33KV  
 at your plant - Regulation 30 inspection for the year 2020-21 co-ordination works -  
 Service charges - Quotation - Reg.

Sl No.	SAC CODE	DETAILS	Rate		Qty	Unit	Amount	
			Rs.	Ps.			Rs.	Ps.
1	SAC 9983	Engineering service charges only for co-ordination works towards the arrangement for inspection under Regulation-30 of Central Electricity Authority (Measures relating to Safety and Electric supply) Regulation '2010' getting defects report and issuing necessary reply report etc.	20,000.00		1	Job	20,000.00	
<b>TOTAL</b>							20,000.00	
CGST 9%							1,800.00	
SGST 9%							1,800.00	
<b>TOTAL</b>							23,600.00	
Round off							0.00	
<b>GRAND TOTAL</b>							23,600.00	

/Rupees Twenty Three Thousand Six Hundred Only/

For J.R.ENGINEERING  
  
 For PROPRIETOR

*E. Anandhan*  
*P. 20/12/20*

*27/12/20*

*KG*  
*20/12/20*

We undertake the erection of HV/MV Transformers, L/F, Generators, Switch Panel Boards, Motors, Capacitors, Cable works and Light fittings etc.

- ★ Subject to Madurai Jurisdiction only
- ★ Interest @ 18% will be charged after the period noted in Order / Quotation
- ★ We undertake EB liaison work

GST No 33ARDPR5539F1ZR  
IT PAN No. ARDPR 5539F

Tax Invoice

## J. R. ENGINEERING

Electrical Engineers, Consultants, Traders,  
EA Grade Licensed Contractors,

346, North Maai Street, (Upstairs) Opp.to. Maniammai School,  
Madurai - 625 001.



99944 52092  
98436 89404

Email : jrengineeringmdu@yahoo.co.in

No: JRM/62/20-21  
25/11/2020

Date :

Ref: Our quotation No.Nil date 21-11-2020  
To

M/s. AAA College of Engineering & Technology,  
Amathur,  
Sivakasi.

Party's GSTIN No.Nil (Party's own use)

Sub: Electrical installations of voltage above 650V, up to & inclusive of 33KV at your college campus -  
Break down of 11KV DP structure - Rectification works - Supply of electrical accessories - Reg

Sl No	HSN CODE	DETAILS Supply only, of the following	Rate		Qty	Unit	Amount	
			Rs.	Ps.			Rs.	Ps.
1	8535	9KV rms SKA lightning arrester & delivery at your campus	900.00		3	Nos	2,700.00	
TOTAL							2,700.00	
CGST 9%							243.00	
SGST 9%							243.00	
TOTAL							3,186.00	
Round off							0.00	
GRAND TOTAL							3,186.00	

/Rupees Three Thousand One Hundred and Eighty Six Only/

For J.R.ENGINEERING

PROPRIETOR

Laboratory Maintenance (Boiler service Bill)

# K7

## ENGINEERING SERVICES

1/169, Middle Street, T. Ayyankottai (P.o), T. Vadipetty (TK)  
Madurai - 625 221. Email : rajankeesavan1@gmail.com

☎ 97860 71211  
98421 50603

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Steam Boilers | Hot Water Generators |  
Hot Air Generators | Thermic Fluid Heaters |  
Mono Bloc Burners | Bo Plants & Softners, Filters |  
Electrical Panel Works | Auto Cadd Drawing Works

Invoice No : 006

Date : 19/06/2020

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Ms. AAA college of Engineering & Technology  
Amethur, Sivakasi, 626123

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S.NO	DESCRIPTION	Qty	Rate	Amount	
				Rs.	P.
<u>Diesel fired steam boiler work</u> <u>600g/hr capacity laboratory use</u>					
1.	Diesel hose 1mtr long	2nos	1800	3600	
2.	Value set assy for } water pump.	6nos	200	1200	
3.	3 days service charge.	3days	1800	4200	
TOTAL					9000/-

---

Rupees Nine thousand only.

For **K7** ENGINEERING SERVICES  
P. Kesavanayan

# Library Maintenance Bill

Tax Invoice						Duplicate
<b>AK Furniture</b> 117 I, T.P. Mills Road Cotton Market Rajapalayam GSTIN U.N: 33AARFA7368Q1ZK E-Mail: akfurncorp@gmail.com		Invoice No. <b>CS 185 /2019-20</b>		Dated <b>18-Mar-20</b>		
		Delivery Note <b>CS 185 /2019-20</b>		Mode/Terms of Payment		
		Supplier's Ref.		Other Reference(s)		
Buyer: <b>Chindia Granites (P) Ltd.,</b>  Sivakasi.		Buyer's Order No.		Dated		
		Party's GSTIN NO. 33AABCC5839MIZG		Delivery Note Date		
		Despatched through		Destination <b>Sivakasi.</b>		
PIN : 90470 41135						
Sl NO.	Description of Goods	HSN/SAC	Qty	Rate Per Piece	Disc Per Piece	Amount
1	Library Shelf	9403	8.00	5900.00		47200.00
	ADD CGST 9%					4248.00
	ADD SGST 9%					4248.00
	Round Off (-)					
	<b>Total</b>		8.00			55696.00
INR : Fifty Five Thousand Six Hundred and Ninty Six Only						
<b>HSN / SAC</b>		9403		Taxable Value		
				<b>Total</b>		
				47200.00		
Company's PAN : <b>AARFA7368Q</b>		Company's Bank Details		Canara Bank ( Rajapalayam )		
		Bank Name:		0957261010543		
		A.C No.:		Rajapalayam & CNRB0000957		
		Branch & IFS Code:				
Declaration						
We declare that this invoice shows the actual price of the goods described and that all the particulars are true and correct.						
This is a Computer Generated Invoice						

## Newspaper reading stand and Book supporter Bill



# PHILTECH LIBRARY SERVICES

*Library Requisites Suppliers*

Pulickalkavala P.O., Kottayam – 686 515, Kerala

Phone: 0481 - 2457800 Mob: 9447322300, Email: philtechlib@gmail.com

GSTN: 32BINPP3838F1Z4

### QUOTATION

Name & Address of the Customer

Principal AAA College of Engineering & Technology Sivakasi Tamilnadu	Qtn No. & Date PLS/31R/2020-21. 23/10/2020
---	---

Sl. No.	Commodity/items	Qty Nos.	Unit price	Amount	GST (%)	GST Amount	Total Amount	
1	Book Supporter – PL 146 (Small Size)	50	120.00	6000.00	12	720.00	6720	00
2	Newspaper Reading Stand – PL 236	1	2850.00	2850.00	18	513.00	3363	00
Total							10083	00
Discount							300	00
Parcel Charge							600	00
Grand Total							10383	00
INR Ten Thousand Three Hundred and Eighty Three Only								

### TERMS & CONDITIONS

- The above grand total is inclusive of all charges
- Delivery : Within 7 days from the date of P.O.
- Payment terms : Full Payment in Advance  
In favour of Philtech Library Services  
Name of Bank : FEDERAL BANK  
Branch : Pulickalkavala  
IFSC No. : FDRL0001215  
Account No. : 12155500003023  
60 days
- Validity

Authorized Signatory  
With status

For Philtech Library Services

  
Manager

## Lift Maintenance Bill

# A

## GREEMENT FOR

# OTIS MAINTENANCE

Contract Category: GOLD

Contract No: MR6491

Date: 2.12.2021

Free Service Expiry Date:

BETWEEN

OTIS ELEVATOR COMPANY (INDIA) LIMITED	CUSTOMER
	AAA Engineering College Amalthur Village, Vusuthunagar Dist, Sivakasi - 626005, TamilNadu.
Site Address	Details of Equipment
	Machine No. R00 6491/92.  Model Gen2. Comfort.

This contract shall commence from December 2021 and shall continue thereafter until terminated.

### Scope of Otis Maintenance

**1. Otis Responsibilities:**

- (a) Otis will use trained and appropriately skilled personnel which it directly employs and/or supervises. They will be qualified to keep the Equipment properly adjusted and they will use all reasonable care to maintain the Equipment in efficient, reliable and safe operating condition.
- (b) **Planned Maintenance:** Otis will in accordance with the terms hereof, regularly examine, lubricate and adjust the Equipment and generally carry out planned maintenance in a systematic and controlled manner using Otis developed techniques and expertise. The frequency of examination will depend on the type of equipment and its location.
- (c) **Repair Or Replace Parts:** Otis will at its option, repair or replace any parts detailed in the following section 2 which, in its opinion are defective. Parts will be furnished by Otis on an exchange basis under which the replaced parts become the property of Otis. However Otis will not make any replacements, renewals, or repairs necessitated by any obsolete or discontinued part of the Unit(s) or by reason of any cause beyond our control (except ordinary wear and tear) including, but not limited to, fire, explosion, theft, floods, water, weather, earthquake, vandalism, misuse, Civil works, improper earthing, improper or temporary power supply, or repairs by others.
- (d) Parts replacement of Otis-make will be valid for 15 years from date of handover from new installation subject to 15 years of continuous Otis maintenance contract with the Customer. This will not be applicable for replacement of parts belonging to third party equipment manufacturer or where the services have not been continuously provided for 15 years by Otis to customer.

**2. Equipment Covered:**

- (a) Renew all wire ropes and chains (where fitted) as often as required to maintain an adequate factor of safety, to equalize the tension on all hoisting ropes, repair or replace conductor cables and hoist way and machine room elevator wiring.

Otis Elevator Company (India) Limited

1 of 8

  
Customer

**OTIS**

**CONTRACT PRICE**

Contract no	No of units	AMC start date	Payment Terms	Basic Price	Taxes/GST Extra as applicable	Total
MR6491	2 Nos	Dec 2021	Ann Yearly	1,38,915	25,005	Rs 1,63,920/-

Contract price (In words) One lakh Sixty three thousand Nine hundred and twenty

Accepted by **THE CUSTOMER**

**OTIS ELEVATOR COMPANY (INDIA) LIMITED**

BY : Dr. P. Ganesan

BY : \_\_\_\_\_

SIGNATURE : 

SIGNATURE : \_\_\_\_\_

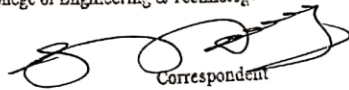
TITLE : CORRESPONDENT

TITLE : \_\_\_\_\_

DATE : \_\_\_\_\_

DATE : \_\_\_\_\_

For AAA College of Engineering & Technology

  
Correspondent

**For any assistance, Call OTIS LINE  
Toll Free Number : 1800-103-0055 / 1800-22-7777**

Visit us at: [www.otis.com](http://www.otis.com)



## Vehicle Maintenance Bill

GSTIN : 33ABXPR9061Q1ZG  
Cell : 94431 03708

P.  
PSK

230428  
Cell: 97510 46646  
97510 46647

# YESKAY AUTOMOBILES

Dealers in Automobiles Spares  
519-C, Thiruthangal Road, SIVAKASI - 626 123.

No. 4603

DELIVERY NOTE

Date: 9-10-21

M/s. AAA College  
TN67AR0299

Qty	Particulars	Rate	Amount	
			Rs.	Ps.
1 NO	E Carret Rear Bluerch		890	
4 no	M 14x1.5x60 Bolt & Lock Nut	60	240	
4 no	Spring washer	3	12	
1 NO	M 10x1.5x60 Bolt & Lock Nut		30	
1 NO	Spring pin 57g		100	
4 no	Shim Thick	8	32	
4 no	Shim Nice	6	24	
1 NO	Washer Clon	10	10	
2 NO	13MM Nut		10	

Received the above Goods in Good condition.

① No of last work

Bill No.

3

6  
1376

Customer's Signature

X Selvam

100  
02/10/21