



DHIRAJLAL GANDHI COLLEGE OF TECHNOLOGY

MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

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

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



DHIRAJLAL GANDHI COLLEGE OF TECHNOLOGY

STOCK VERIFICATION REPORT

DHIRAJLAL GANDHI COLLEGE OF TECHNOLOGY
Approved AICTE, New Delhi & Affiliated to Anna University, Chennai
Accredited by NAAC
Opp. Salem Airport, Sikkampatty (Po), Omalur (TK), Salem - 636 309. www.dgct.ac.in

Stock Verification Report 2016/17

www.dgct.ac.in

CIVIL ENGINEERING | CSE | ECE | EEE | MECHANICAL

STOCK VERIFICATION REPORT

DEPARTMENT OF COMPUTER
SCIENCE AND ENGINEERING



DHIRAJLAL GANDHI COLLEGE OF TECHNOLOGY

Annexure - II

STOCK VERIFICATION CERTIFICATE 2016 - 2017

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


Signature of the Stock Verification In-charge

Name & Designation

(S.NIRMALADEVI, AP / ECE)

Acceptance of the Stock Verification Report 2016-17

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


Signature of the Head of the Department

Annexure - I

Stock Verification Report


Date: 24.06.2017

A) List of Item(s) Missing

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

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

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

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



DHIRAJLAL GANDHI COLLEGE OF TECHNOLOGY

LABORATORY NON-CONSUMABLE REGISTER

DHIRAJLAL GANDHI COLLEGE OF TECHNOLOGY,
SALEM - 636 309.

EQUIPMENT RECEIPT/ STOCK REGISTER

07

S.No.	Date acquisition	Particulars of equipments (Full Specification)	Number acquired	Supplier's Name & Address
1	10.05.13	CENTRE LATHE "DHARA" Brand 4.6' Light Duty with flame hardened bed with 1Hp 3φ motor, R/F Switch, V-Belt with Standard Accessories.	15 (5) <small>for other 10 used Page no 2</small>	RAJKOT Machine Tools, 56-57, Kastoori Main Rd, Coimbatore.
2	10.05.13	160mm x 3 Jaw 3/4 chuck	12 (2)	-do-
3	10.05.13	200mm x 3 Jaw 3/4 chuck	02	-do-
4	10.05.13	200mm x 4 Jaw Independent chuck	01	-do-
5	10.05.13	Tap & Tapping attachment	02	-do-
6	10.05.13	Steady rest	02	-do-
7	10.05.13	Follow rest	02	-do-
8	10.05.13	Face plate	01	-do-
9	10.05.13	Cutting Tool	20	-do-

Bill No. & Date	Total Cost		Date of Payment & Vr. No.	Ledger Folio
	Rs.	Ps.		
074/10.05.13	9,13,012	50	14.5.2013	✓
	VAT@5%	45,650.00	436	
	TOTAL	9,58,662	50	
074/10.05.13	59,073	00	14.5.2013	✓
	VAT@5%	2,953.00	436	
	TOTAL	62,026	00	
074/10.05.13	13,095	00	14.5.2013	✓
	VAT@5%	655.00	436	
	TOTAL	13,750	00	
074/10.05.13	4,995	50	14.5.2013	✓
	VAT@5%	250.00	436	
	TOTAL	5,245	50	
074/10.05.13	6,600	00	14.5.2013	✓
	VAT@5%	330.00	436	
	TOTAL	6,930	00	
074/10.05.13	2,800	00	14.5.2013	✓
	VAT@5%	140.00	436	
	TOTAL	2,940	00	
074/10.05.13	1,900	00		✓
	VAT@5%	95.00		
	TOTAL	1,995	00	
074/10.05.13	1,400	00		✓
	VAT@5%	70.00		
	TOTAL	1,470	00	
074/10.05.13	3,000	00		✓
	VAT@5%	150.00		
	TOTAL	3,150	00	

Shifted to Consumable Register
Vol. 1 Pg 45

Col'd
Lab I/c



DHIRAJLAL GANDHI COLLEGE OF TECHNOLOGY

LABORATORY CONSUMABLE REGISTER

DHIRAJLAL GANDHI COLLEGE OF TECHNOLOGY SALEM REGISTER OF CONSUMABLES					
S.No	Date of receipt	Description of Articles	Supplier's name & Address	Value (Rs.)	Quantity Purchase
1	31/12/13	Bawal	Bawa Kurugudi Angachi	800	1
2	31/12/13 (96)	Grease	Vamsi oil store	800	5kg
		LOB oil:			
3	31/12/13 (4037)	XHD Plus 20W40	Sri Balaji agencies	2380	10 lit
4	31/12/13	Cutting oil	Lakshmi Trading Cooperation	2800	20 lit
		Car		100	01
5	16/1/13 (59)	cotton Waste	Sri Sivasam Fabrics	500	7 kg
6	16/1/13 (19221)	Tap Silt 12 mm	A.S. Faizulla Bhaiy	1925	1 Silt
7	21/1/14 (19254)	Milling Cutter Machine 3"	A.S. Faizulla Bhaiy	2950	01
		Discard - wheel dresser	"	1050	02

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



DHIRAJLAL GANDHI COLLEGE OF TECHNOLOGY

LABORATORY – STUDENT ENTRY REGISTER

12/07/18 IV "B"
F.V

DATE: _____
PAGE: _____

S.No	Date	NAME	System No	in	out	Sig.
23	10.07.18	Xliveditha.M	10	1:50	4:45	Rudhika.M
24	10.7.18	Rogini.M.	13	1:50	4:45	M. Rogini
25	10.7.18	Ravathi.M.N.	14	1:50	4:45	M.N.Rathi
26	10.7.18	S.Srinithisathian	15	1:50	4:45	S.Srinithisathian
27	10.7.18	R. Soubhosh	18	"	"	R. Soubhosh
28	10.7.18	A. Syed Unish	19	"	"	A. Syed Unish
29	10.7.18	Manoj	16	"	"	Manoj

S.No	Date	NAME	System No	in	out	Sig.
1.	12.7.18	S. Shanmugavel	23	10:00	12:35	S. Shanmugavel
2.	12.7.18	B. Siva Anaya	24	10:00	12:35	B. Siva Anaya
3.	12.7.18	V. Sathish	25	10:00	12:35	V. Sathish
4.	12.7.18	C. SIVA	27	10:00	12:35	C. SIVA
5.	12.7.18	S. Vijaykumar	26	10:00	12:35	S. Vijaykumar
6.	12.7.18	Sasikumar.P	30	10:00	12:35	Sasikumar.P
7.	12.07.2018	Rajiv.M.R	15	10:00	12:35	Rajiv.M.R
8.	12.07.18	Pavithra.N	14	10:00	12:35	Pavithra.N
9.	12.07.18	Vithish kumar.S	13	10:00	12:35	Vithish kumar.S
20	12.07.18	Shanmugi.S	11	10:00	12:35	Shanmugi.S
21.	12.07.18	Soundarya Lakshmi.B	10	10:00	12:35	Soundarya Lakshmi.B
22	12.7.18	S. POOVARDASI	7	10:00	12:35	S. POOVARDASI
23	12.7.18	A. THARINEE	8	10:00	12:35	A. THARINEE
24	12.7.18	S.S. PAVITHRA	9	10:00	12:35	S.S. PAVITHRA
25	12.7.18	P. Anandhan	24	10:00	12:35	P. Anandhan
26	12.7.18	G. Ramamoorthy	25	10:00	12:35	G. Ramamoorthy
27	12/7/18	NIVAS H. R.	2	10.00	12.35	NIVAS H. R.
28	12/7/18	PAMEELABRI. R.	3	10.00	12.35	PAMEELABRI. R.
29	12/7/18	RIZWAN.N	34	10:00	10:35	RIZWAN.N
30	12/7/18	Sugadinesh.K	36	10:00	12:35	Sugadinesh.K
31	12/7/18	Ramki.A	35	10:00	12:35	Ramki.A



DHIRAJLAL GANDHI COLLEGE OF TECHNOLOGY

LABORATORY MAINTENANCE REGISTER

Sl NO	Date	Name of the Equipment	Name of maintenance work	working condition	Signature Tech	I/c
1.	7/2/17	1 ϕ Half controlled inverter	5A Fuse replaced	working	Ru	11/2
2.	28/2/17	3 ϕ Inverter	2A Fuse replaced	working	Ru	11/2
3.	11/3/17	1 ϕ Fully controlled inverter	crs-circulite pin soldering	working	Ru	11/3
4.	2/3/17	MOSFET based up/down chopper	1 no of unwar capacitor	working	Ru	11/3
5.	10/3/17	AC voltage controller	crs-circulite pin soldering	working	Ru	10/3
6.	11/3/17	MOSFET based up/down chopper	crs-circulite pin soldering	working	Ru	11/3
7.	16/3/17	1 ϕ PWM Inverter	crs-circulite pin soldering	working	Ru	16/3
8.	22/2/18	3 ϕ Pwm Inverter	Fuse changed	working	Ru	18/2
9.	5/3/18	1 ϕ PWM voltage controller	Fuse changed	working	Ru	18/3
10.	16/4/18	AC voltage controller	crs-circulite pin soldering	working	Ru	18/4
11.	22/1/19	crs-circulite pin soldering stop up and down chopper	crs-pin soldering	working	Ru	19/1
12.	7/2/19	Switch mode power supply	Fuse changed	working	Ru	19/2
13.	19/2/19	Stop up/down chopper	Fuse changed	working	Ru	19/2
14.	26/2/19	3 ϕ Pwm Inverter	Fuse changed	working	Ru	19/2



DHIRAJLAL GANDHI COLLEGE OF TECHNOLOGY

LABORATORY EQUIPMENT MOVEMENT REGISTER

Sl no	Date	Serial Number of Equipment	Name of Equipment	Name of the Lab		Qty	Lab Incharge		Equipment Return Date	Working condition after return	Lab Incharge	
				from	To		from	To			from	To
17.	06/3/19	161125762, 766	CRO	PE Lab	ELED Lab	①						
		16075725, 938	Dual RPS	"	"	②	R. K. J.	07/3/19	Good		R. K. J.	R. K. J.
		-	Digital Multimeter	"	"	③						
18.	13/3/19	161125762, 766	CRO	PE Lab	ELED Lab	①						
		16075524, 938	Dual RPS	"	"	②	R. K. J.	14/3/19	Good		R. K. J.	R. K. J.
		-	Digital Multimeter	"	"	③						
19.	20.3.19	161128766 160928948	CRO	PE Lab	ELED Lab	②	R. K. J.		18.3.20	Good.	R. K. J.	R. K. J.
20	27/6/19	MBG40033948	Digital multimeter	PE Lab	ELED Lab	①	R. K. J.	R. K. J.	22.10.19	Good	R. K. J.	R. K. J.
		-	Bread Board	PE Lab	ELED Lab	②	R. K. J.	R. K. J.				
21.	8/7/19	MBG4033960 MBG4033937 MDG4033945	Digital Multimeter	PE Lab	C&D Lab	②	R. K. J.	R. K. J.	25.10.19	Good	R. K. J.	R. K. J.
22	12/10/19	3 ϕ Inverter PMSM motor drive maters: vspm-140-03	3 ϕ Inverter, PMSM motor drive with 3 phase lamp load & power cable.	PE Lab	R&D Lab	①		R. K. J.	18/1/20	Good	R. K. J.	R. K. J.
23	12/10/19	77336	single phase Autotof.	PE Lab	R&D Lab	①	R. K. J.		17.2.2020	Good	R. K. J.	R. K. J.
24	12/10/19	sln: 996993472	Digital multimeter (yellow colour)	PE Lab	R&D Lab	①	R. K. J.					



DHIRAJLAL GANDHI COLLEGE OF TECHNOLOGY

SEMINAR HALL / AUDITORIUM BOOKING REGISTER

AC / HALL				98	Ac Hall	Staff-③	Key
4/2/19	6/2/19	M. Hemakumar	Project review	120	Ac Hall	Staff ②	R. D. J.
4/2/19	5/2/19	R. Boopalan	Class				
7/2/19	7/2/19	P. Balasubramanian	Presentation	50	Ac Hall	Staff ①	Comp
7/2/19	8/2/19	R. Boopalan	Combined class	130	Ac Hall	Staff ⑤	R. D. J.
8/2/19	8/2/19	M. Suresh Kumar	Class	60	A/c hall	Staff ①	(Civil Dept Canceled) R. D. J.
11/2/19	12/2/19	M. Sivasubramanian	Class	60	A/c hall	Staff ①	
12-2-19	13-2-19	M. Krishna Dasamy	class	140	A/c hall	Staff ②	Key
12/2/19	12/2/19	P. Rubini	Class	60	A/c hall	Staff	P. Rubini
13/2/19	13-2-19	R. Boopalan	Class	140	A/c hall	Staff ①	R. D. J.
14/2/19	14-2-19	N. J. Jambin	class	143	A/c hall	Staff ②	N. J. J.
14-02-19	14-02-19	Barkhya Lakshmi P	Combined Class	143	A/c Hall	Staffs ②	P. Barkhya
18-02-19	18-02-19	Dr. P. Subramanian	DI-222-A	50	A/c Hall	1 Staff	Key
18/2/19	19-2-19	M. Sivasubramanian	Workshop A class	55	A/c hall	Staff	
18/2/19	20-02-19	M. Sivasubramanian	Work Shop	150	A/c hall	Staff ②	
18/2/19	25-02-19 and 26-02-19	P. PRADHAN	Workshop class	150	A/c hall	Staff ②	Key
20-2-19	01-2-19	M. Sivasubramanian	Symposium Workshop	200	A/c hall	Staff ④	Key
20-2-19	20-2-19	M. K. Sankar	MT-II Class	71	A/c hall	Staff ①	M. K. Sankar
20-2-19	2-2-19	G. Subramanian	DI-222 class	50	A/c hall	Staff ①	Key
20-2-19	23-02-19	A. Venugopal	Special class	110	A/c hall	Staff ①	Key
20-2-19	28-02-19	A. Venugopal	Symposium -19	110	A/c hall	Staff ①	Key
20-2-19	01-03-19	A. Venugopal	Symposium -19	110	A/c hall	Staff ④	Key



DHIRAJLAL GANDHI COLLEGE OF TECHNOLOGY

LABORATORY CLEANING REGISTER

01	01/12/20	G216 Thermal Lab	R. Ranjith	11:00	12:00	Cleaned	
02	01/12/20	G15 MCT Lab	R. Ranjith	12:00	1:00	Cleaned	
03	01/12/20	G113 CNC Lab	m.chandrasekhar	1:00	1:30pm	Cleaned	
04	01-12-20	G9 Dom-Lab	S. Suresh	3:00	3:30pm	Cleaned	
05							
1	2/12/20	G19 SOM LAB	m. Rameshwarani	11:00	11:30	Cleaned	
2	2/12/20	G21 CAD LAB	m. Chandrasekhar	11:30	12:45	Cleaned	
	2/12/20	G9 MT-Lab	S. Suresh	12:45	1:30	Cleaned	
4	2/12/20	G22 CPT-Lab	M. Mohan Kumar	3:00	3:30	Cleaned	
05							
1.	3-12-20	G17 Hydraulic Lab	M. K. Narasimhan	11:00	11:45	Cleaned	
2.	3-12-20	G9 MT-Lab	S. Suresh	11:45	12:30	Cleaned	
3	3/12/20	Dom Lab	R. Mani	12:30	1:00	Cleaned	
4	3/12/20	G13 CNC Lab	m. Chandrasekhar	1:00pm	1:30pm	Cleaned	
5	4/12/2020	G16 THERMAL LAB	A. INBASEKARA	10:30	11:00	Cleaned	
6	04/12/2020	G13 CNC Lab	m. Chandrasekhar	11:00	11:30	Cleaned	
7.	04/12/2020	G17 FM Lab	S. Balamurali	11:30	12:00	Cleaned	
8	04/12/2020	G17 Staff Cabin	S. Balamurali	12:00	1:00	Cleaned	
9.	04/12/2020	G05 CISCO Lab	S. Vijayakumar	3:00	4:00	Cleaned	
10	05/12/2020	G92 Examcell	S. Soniya	11:00	11:30	Cleaned	
11	05/12/2020	G13 CNC Lab	m. Chandrasekhar	11:30	12:00	Cleaned	
12	05/12/20	G19 SOM Lab	S. Balamurali	3:00	3:15	Cleaned	
13.	05/12/20	G11 FM Lab	S. Balamurali	3:15	4:00	Cleaned	
4	05/12/20	G15 RECH LAB	A. INBASEKARA	4:00	5:00	Cleaned	
1	07/12/20	G23 FM Lab	R. Saravanan	12:00	12:30	Cleaned	
2	07/12/20	G13 CNC Lab	m. Chandrasekhar	12:30	1:00	Cleaned	
3	07/12/2020	G26 FM-Lab	M. Mohan Kumar	3:00	4:00	Cleaned	
01	08/12/20	G19 SOM Lab	S. Balamurali	11:00	11:30	Cleaned	
02	08/12/20	G14 CAD Lab	M. Mohan Kumar	11:30	12:30	Cleaned	



DHIRAJLAL GANDHI COLLEGE OF TECHNOLOGY

TRANSPORT MAINTENANCE REGISTER

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

Coolant - rali/bus
 ✓
 D. G. S.

Sheet : A11

Sl.No.	Bus No.	Reg No.	Apr-18	May-18	June-18	July-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Total Amount	
1	1	TN30 AP 0181	1940	1500	10100	22150		2119	34751	9293		2595	955	515	93916	
2	2	TN30 AP 0601		160				19225	1270		1520	1195	200	10262	64032	
3	3	TN30 AW 8467				530		1000	970		210	240			2950	
4	4	TN30 AW 8444					120	200	11765	550		1130		1840	15905	
5	5	TN30 AW 8624								320		11500			11830	
6	6	TN30 AW 9897		120	960	1650	140	10600	12255	450	140	230	710		27255	
7	7	TN30 AW 9893	10797	1498		1115	390	885	800		100			900	15665	
8	8	TN30 AW 9880			920											
9	9	TN30 AV 9488	60			440						11500	570	18021	31011	
10	10	TN30 AV 9513			1280	330		260			150	400			21310	
11	11	TN30 AV 9589	14250				390	30	5750		50	710	550		20200	
12	12	TN30 AV 9570	1430	300	858	2430		280	2700	30	245	9995			27890	
13	13	TN30 AV 9609	2650	255			2360	310		618		2460			13896	
14	14	TN30 AV 9552	400			40	120	2695	100	740	120	1428	10300	80	21903	
15	15	TN30 AV 9531	1380		9325	630		1530			10325	6100	110	3776	21081	
16	17	TN30 BZ 0132	480				280	30		6511		530	60	80	32528	
17	18	TN30 BZ 6224		4516	370			200						37822	61672	
18	19	TN30 BZ 8800	3182		310	80		690		150		60	730	60	6026	
19	20	TN30 BZ 8802	640	120	1780	120			450	86533		11500	30	120	102445	
20	21	TN30 BZ 8807	800	7653	11750	730	120					60		320	3490	
21	22	TN30 BZ 8812	20	7144	400					1414	1320		19838	430	44055	
22	23	TN30 BZ 8815	8176	5848	160	400		30		1630		230	19528	150	29132	
23	24	TN30 BZ 8852			23930	50		430	180	240	100	740		420	16694	
24	25	TN30 BZ 8858	400		90		60	60	30	60	31635	2940	60		58215	
25	26	TN30 BZ 8874	30			1110	600			25711	1471	100	22935	60	52777	
26	27	TN30 BZ 8887	8506	30		230	200	630		211	1350		1670	80	4431	
27	28	TN30 BX 7410			400			6360	1750	300				80	18136	
28	29	TN30 BX 7372	400			400		30		200	430	1180				
29	30	TN30 BX 7452	400			400		25060		200	430	250	1230	150	2690	
30	31	TN30 BW 9752	105	240	1690	240	120		400		685	800	2192		29977	
Common Maintenance			4370	4200	2700	6100		400			200	220	2052	210	5292	
Total			61036	33584	67023	37705	5410	80294	79981	3260	2375	5270	2653	57760	91855	
			11802	11838	11500			2710	148226	7500	143776	52426	78263	82373	163656	965992

(77)

D. G. S.



CLASS ROOM MAINTENANCE REGISTER

CLASS ROOM MAINTENANCE																
23-11-2020	HOA	Civil	M.Hetty	9:10	9:20	Cleaned	by	27-11-20	F-5	EME	M. Babalishan	11:15	12:15	cleaned	Pat.	
23-11-2020	FRUB	Civil	M.Hetty	9:10	9:20	Cleaned	by	27-11-20	F-6	DT	M. Babalishan	12:15	12:45	cleaned	Pat.	
23-11-2020	F20	Civil	M.Hetty	9:30	10:00	Cleaned	by	27-11-20	F-7	ME	M. Babalishan	3:00	3:30	cleaned	Pat.	
23-11-2020	F23	EEE	B. Sankararaman	11:00	11:30	Cleaned	Pat.	27-11-20	3rd Lab	CIVIL	P. Devayani	3:30	4:00	cleaned	Pat.	
23-11-2020	F26	Mech	C. Sankararas	11:45	12:05	} cleaned	Pat.	27-11-20	5th Lab	CIVIL	P. Devayani	4:00	4:30	cleaned	Pat.	
23-11-2020	F26	Mech	C. Sankararas	12:05	12:15											
23-11-2020	F27	Mech	C. Sankararas	12:15	12:30											
23-11-20	F27	Mech	N. Kannappan	02:45	3:00	Cleaned	Pat.									
24-11-20	F05	CSE	M. Babalishan			Cleaned	M. Pat.	20-11-20	F26	Mech	M. Sivasankaran	9:15	9:30	cleaned	Pat.	
24-11-20	F26	CSE	OT. Babalishan	8:45	to	cleaned	M. Pat.	20-11-20	F27	Mech	"	9:30	9:45	cleaned	Pat.	
24-11-20	F07	CSE	M. Babalishan	4:30		cleaned	OT. Pat.	20-11-20	F27	Mech	"	9:45	10:00	cleaned	Pat.	
26-11-20	F26	Mech	M.Hetty	10:30	10:40	Cleaned	by	30-11-20	F11	Mech	N. Kannappan	1:00	1:30	cleaned	Pat.	
26-11-20	F26	Civil	"	10:40	5:00	Cleaned	by	30-11-20	F13	Mech	V. Vinithra	12:00	12:30	cleaned	Pat.	
26-11-20	F20	Civil	"	10:50	11:00	Cleaned	by	30-11-20	F20	Mech	P. R. Leethika	10:50	1:10	cleaned	Pat.	
26-11-20	F26	Mech	M. Sivasankaran	11:00	11:30	Cleaned	Pat.	1-12-20	F26	Mech	M. Sivasankaran	9:15	9:30	cleaned	Pat.	
26-11-20	F26	Mech	M. Sivasankaran	11:30	11:45	Cleaned	Pat.	1-12-20	F26	Mech	M. Sivasankaran	9:30	9:45	cleaned	Pat.	
26-11-20	F22	Mech	M. Sivasankaran	11:45	12:00	Cleaned	Pat.	1-12-20	F27	Mech	M. Sivasankaran	9:45	10:00	cleaned	Pat.	
26-11-20	F07	Mech	M. Sivasankaran	12:00	12:30	Cleaned	Pat.	1-12-20	F1	ECE	S. Jesuvaraj	11:00	11:30	cleaned	Pat.	
26-11-20	F23	EEE	J. Suresh Babu	3:30	4:00	Cleaned	Pat.	1-12-20	F2	ECE	S. Jesuvaraj	11:30	12:00	cleaned	Pat.	
26-11-20	F11	Mech	V. Vinithra	4:15	4:45	Cleaned	Pat.	1-12-20	F3	ECE	S. Jesuvaraj	12:00	12:30	cleaned	Pat.	
27-11-20	F4	ECE Lab	S. Jesuvaraj	9:00	9:30	Cleaned	S. Pat.	01-12-2020	F26	Civil	S. Arun Kumar	03:10	03:30	cleaned	Pat.	
27-11-20	F1	LCC Lab	S. Jesuvaraj	9:30	10:00	Cleaned	S. Pat.	01-12-2020	Computer Lab	Civil	S. Arun Kumar	03:30	4:00	cleaned	Pat.	
27-11-20	F3	upLab	S. Jesuvaraj	11:00	11:30	Cleaned	S. Pat.	01-12-2020	3rd Lab	Civil	S. Arun Kumar	04:00	04:20	cleaned	Pat.	
								01-12-2020	5th Lab	Civil	S. Arun Kumar	04:20	04:45	cleaned	Pat.	




COMPUTER MAINTENANCE REGISTER

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



DHIRAJLAL GANDHI COLLEGE OF TECHNOLOGY

ELECTRICAL MAINTENANCE FILE



TAMIL
Elevators

TAMIL ELEVATORS

BREAK DOWN REPORT

289

CUSTOMER NAME : Dhirajlal Gandhi College B/D Report No. _____

ADDRESS : Salem Date : 04.02.20

TYPE OF B/D	Remark / Details
1. Lift not working	+ Beards malfunction.
✓ 2. Lift working with problems	
3. Repeated break down	

AREA OF B/D	Remark / Details
✓ 1. Doors / licks	+ 3rd floor covering connect
2. M/c Room equipment	swassy problem.
3. Controller : Relays wiring	
4. Controller : PCB's	
5. Trailing cable / shaft wiring	
6. OSG / Safety gear / Safety CKT's	
7. Incoming power supply	
low voltage / one phase failure / unbalance voltage Phase link / phase reverse	
8. Others	
9. Incoming main switch / overload trip	
10. User Attention	

RECTIFICATION

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

Customer reported on (date & time) 04-02-20 10.00 PM

Team arrival time at site 2.00 PM & 04-02-20

Lift put back in operation at 3.20 PM & 04-02-20

[Signature]

Technician / Engineer
Signature

[Signature]

Customer Signature

DHIRAJLAL GANDHI COLLEGE OF TECHNOLOGY, SALEM

Department of EEE

Estimation for Electrical rework

03-07-2019

Submitted to the Secretary/Principal

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

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

Get quotation and complete

[Signature]
(S.SENTHILKUMAR)
Electrical Maintenance

Submited to the Principal

[Signature]

Submitted to the Secretary

[Signature]



DHIRAJLAL GANDHI COLLEGE OF TECHNOLOGY

Tax Invoice (ORIGINAL FOR RECEIPT)

SREE KUMAR AGENCIES PLOT NO. 18, ARTHANARI NAGAR, OPP. BUS STAND NEAR JY. ALUKKAL, SALEM - 636 006 Phone : 0427-2443403, 9842726731 GSTIN/UIN : 33AANPV0323Q122 State Name : Tamil Nadu, Code : 33 E-Mail : sreekumaragencies@gmail.com	Invoice No SKA4388/19-20 Date 4-Jul-2019 Delivery Note Model/Terms of Payment CREDIT SALES Other Reference(s) S2 R1 Buyer's Order No. Date	Buyer DHIRAJLAL GANDHI COLLEGE OF TECHNOLOGY DHIRAJLAL COLLEGE OF TECHNOLOGY SIKKAMPATTY, OPP. TO AIR PORT SALEM MOE : 04290-233333 GSTIN/UIN : 33AABTD4962D121 State Name : Tamil Nadu, Code : 33 Contact person : 87591-17250 ACCOUNTANT E-Mail : dhivimacc4@gmail.com
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Sl. No.	Description of Goods	HSN/SAC	CGST Rate	Quantity	Rate	per	Amount
1	RR SUPREX 1.0SQMM 1100V CABLE (180 Mtr) BLACK	8544	18 %	1 ROLL	1,266.04		1,266.04
2	RR SUPREX 2.5SQMM 1100V CABLE (180 Mtr) RED	8544	18 %	1 ROLL	3,047.92		3,047.92
3	CASING CASING DIAMOND 25mm	7313	18 %	100 NO	48.00		480.00
4	METAL SCREW 1"	7318	18 %	100 NO	0.60		60.00
5	TAPE ROLL	8540	18 %	10 NO	15.00		150.00
6	LUXER LED TUBE 20W T8 4FT WH	8405	12 %	10 NO	267.85		2,678.50
7	BULLET HOOK 10	7016	10 %	4 NO	35.00		140.00
8	MINI BULBS 2.5 MFD CAPACITOR	8532	18 %	30 NO	21.18		635.40
9	CABLE TIE 250MM	3923	18 %	100 NO	1.75		175.00
10	RAWAL PLUG	8536	18 %	1 NO	7.50		7.50
Total							8,870.36
CGST							699.98
SGST							699.98
ROUND OFF							(-)0.32
Total							10,070.00
Amount in words							TEN THOUSAND SEVENTY ONLY

Electrical work

Company's Bank Details: Bank Name : SYNDICATE BANK A/C NO:2031 A/c No. : 6281140002031 Branch & IFSC Code : SALEM TOWN & SYNB0005281	Prepared by S2 Verified by R1 Authorized Signatory
-----------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------

SUBJECT TO SALEM JURISDICTION
This is a Computer Generated Invoice

<h2 style="margin: 0;">Tamil Elevators</h2> <p style="margin: 5px 0;">Jaisri Enclave, 2/22, vivegananthar nagar, K M S Garden, saradha college road, Salem-636007. Ph: 0427-4050306 MOBILE:9786506306, 9843522986.</p>	SERVICE REPORT Date: <u>04.02.20</u> Nature of Service: <u>labour service</u> Service mechanic : <u>JwanDhanu - S</u>
Customer: <u>Thirajlal Gandhi College</u> <u>Salem</u>	
Nature of Service / Item Replaced: <u>labour</u> Service carried out for the month of <u>Feb - 20</u>	
Item which requires Customer Attention: <u>ARD checked ok</u>	
Office use only.	 Customer Signature
Regd. Office: 2/371, Second Colony, Thuraiyur Main Road, Senjeri, Perambalur-621107.	



DHIRAJLAL GANDHI COLLEGE OF TECHNOLOGY

SYSTEM SERVICE REQUISITION FORM

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



DHIRAJLAL GANDHI COLLEGE OF TECHNOLOGY

LIBRARY MAINTENANCE – STOCK VERIFICATION

Annexure – II

STOCK VERIFICATION CERTIFICATE 2019-2020

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

Signature of the Stock Verification In-charge

(M.K.GOPINATH – AP/CHEMISTRY)

Acceptance of the stock Verification Report 2019-2020

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

LIBRARIAN

(Mr.S.BASKARAN)

LIBRARY HEAD

(Mr.K.GOPINATH/AP/CHEMISTRY)



Sports Maintenance



DHIRAJLAL GANDHI COLLEGE OF TECHNOLOGY
DEPARTMENT OF PHYSICAL EDUCATION

Date: 12-11-2019

Consumables Sports Material List

S.No	Material Name	No. of Materials	Condition
1	Fencing Mask	3	Good
2	Boxing Head Gear	3	
3	Chess Clock	1	Service Needed
4	Chess Board	7	New-2, Old-6
5	Basket Ball	2	New
6	Ball Badminton Ball	12	
7	Badminton Net	3	
8	Stump	3	
9	Badminton Rocket	3	Old
10	TT Bat	2	
11	Chinesh Chuker Board	1	Coin Missing
12	Starting Block	1	New
13	Air Pump	1	Good
14	Hammer Sting	1	New
15	Discuss	1	
16	Basketball Ring Net	1 Set	
17	Table Tennis Net	1 Set	
18	Takewando Pad	2	
19	Hand Ball Net	3	
20	Punching Glow	2	Good
21	Boxing Ball	1	Blade Broken
22	Fencing Epec	1	
23	Saber	1	
24	Foil	1	

P. Deep
Physical Director
for

for
AO

A
Principal

Secretary
Secretary