

Physical & Academic Facilities Maintenance

S.No	List of Supporting Documents
1	Software & Hardware Facilities Maintenance
2	Water Purifier (Water Treatment Plant) Maintenance
3	General Maintenance in Each Block
4	Wash Rooms Maintenance in Each Block
5	Seminar Hall Allocation & Maintenance
6	Electrical Maintenance

Geethanjali College of Engineering and Technology

Cheeryal (V), Keesara (M), R.R. Dist., 501301

Complaint Form

Complaint Related to : Software/Hardware/Resources/EZ SCHOOL/FOCUS/Internet
Complaining Person : Dr. S. Radhika (HOD EEE) Dept. : EEE
Date of Complaint : 7/1/2016 Time of Complaint : 10:40am

Complaint : Keyboard and Mouse not working properly.
Please Replace immediately

Did you inform earlier about this problem by Telephone/oral/any other means : Yes/No

If so, whom you informed ? Name of the System Admin OR I/C System Admin

Date on which informed ?

Previous Complaint Number : _____

Complaining Person Signature

HOD Signature

Office Use

Complaint Received By : V.S. Reddy Complaint No. Issued : _____
Date Received : 07.01.2016 Probable Date of Solution : 07.01.2016

Was this problem reported earlier? Yes/No

If so, Complaint Number: _____

Reason for not solving : _____

Current Status : old keyboard mouse replaced with new one.
1. Microsoft keyboard - 1
2. Microsoft mouse - 1

Did you receive a similar problem reported earlier : Nil

After Solving the Complaint

Problem Solution : Received new Keyboard & mouse (Microsoft)

Problem Solved By : Suresh

(Signature with Date and Time)

Signature of Verifying Person (Complaining Authority) :

V.S. Reddy
I/C System Admin

Swe
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Geethanjali College of Engineering and Technology

Cheeryal (V), Keesara (M), R.R. Dist., 501301

Complaint Form

Complaint Related to : Software/ Hardware/ Resources/ E/SCHOOL/ FOCUS/ Internet

Complaining Person : Janeertham M. Sreelakshmi Dept. : CSC

Date of Complaint : _____ Time of Complaint : 26/03/16

Complaint : 4 systems O.S problem & slow installation

Did you inform earlier about this problem by Telephone/oral/any other means : Yes/No

If so, whom you informed ? Name of the System Admin OR I/C System Admin

Date on which informed ?

Previous Complaint Number : _____

Janeertham
Complaining Person Signature

HOD Signature

Office Use

Complaint Received By : _____ Complaint No. Issued : _____

Date Received : _____ Probable Date of Solution : _____

Was this problem reported earlier? Yes/No

If so, Complaint Number: _____

Reason for not solving : _____

Current Status : _____

Did you receive a similar problem reported earlier : _____

After Solving the Complaint

Problem Solution : Solved.

Problem Solved By : P. Kamalakam Reddy system Admin

Kesava 26/03/16
(Signature with Date and Time)

Janeertham
Signature of Verifying Person (Complaining Authority) :

Kesava 26/03/16
I/C System Admin

Sreelakshmi
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Note: Systems are working condition.

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Complaint Form

Complaint Related to : Software/Hardware/Resources/EZ SCHOOL/FOCUS/Internet
Complaining Person : J. Nithin Kumar Dept. : Mechanical Engg.
Date of Complaint : 25/10/21 Time of Complaint : 11:30 PM

Complaint : 11 systems are not working properly (Not responding).
Required New mouset - 11 Nos.

Did you inform earlier about this problem by Telephone/oral/any other means : Yes/No

IP no, whom you informed ? Name of the System Admin OR I/C System Admin (Suresh Kumar)

Date on which informed ? 8/10/2021

Previous Complaint Number : _____

Nithin Kumar
Complaining Person Signature

[Signature]
HOD Signature

Office Use

Complaint Received By : _____ Complaint No. Issued : _____
Date Received : _____ Probable Date of Solution : _____
Was this problem reported earlier? Yes/No
If so, Complaint Number: _____
Reason for not solving : _____
Current Status : _____

Did you receive a similar problem reported earlier : _____

After Solving the Complaint

Problem Solution : _____
Used 10 mouses, 5 repair
Problem Solved By : [Signature]

(Signature with Date and Time)

Signature of Verifying Person (Complaining Authority) :

[Signature]
I/C System Admin

[Signature]
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Complaint Form

Complaint Related to : Software/Hardware/Resources/EZ SCHOOL/FOCUS/Internet
Complaining Person : Dr. Radhika Dora Dept. : EEB
Date of Complaint : 03/06/2018 Time of Complaint : 11:15 Am
Complaint : Mouse is not working properly. kindly replace with new one.

Did you inform earlier about this problem by Telephone/oral/any other means : Yes/No
IP so, whom you informed ? Name of the System Admin OR I/C System Admin Suresh.
Date on which informed ? 02/04/2018
Previous Complaint Number : _____

D. Radhika
Complaining Person Signature
D. Radhika
HOD Signature

Office Use

Complaint Received By : _____ Complaint No. Issued : _____
Date Received : _____ Probable Date of Solution : _____
Was this problem reported earlier? Yes/No
If so, Complaint Number: _____
Reason for not solving : _____
Current Status : _____
Did you receive a similar problem reported earlier : _____

After Solving the Complaint

Problem Solution : _____
Replaced new mouse
Problem Solved By : _____

(Signature with Date and Time)

[Signature]
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Complaint Form

Complaint Related to : Software/Hardware/Resources/EZ SCHOOL/FOCUS/Internet
Complaining Person : S. Poorna Chandu Rao Dept. : EEE
Date of Complaint : 06/9/16 Time of Complaint : 06/9/16

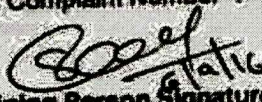
Complaint : System is not working properly


Did you inform earlier about this problem by Telephone/oral/any other means : Yes/No Yes

IP so, whom you informed ? Name of the System Admin OR VC System Admin

Date on which informed ? Suresh

Previous Complaint Number : —

Complaining Person Signature : 


HOD Signature

Office Use

Complaint Received By : _____ Complaint No. Issued : _____

Date Received : _____ Probable Date of Solution : _____

Was this problem reported earlier? Yes/No

If so, Complaint Number: _____
Reason for not solving : HDD to be replaced by another HDD

Current Status : Shortage of HDD, will replace at the earliest

Did you receive a similar problem reported earlier : _____

After Solving the Complaint


Problem Solutich : _____
HDD replaced, issue resolved

Problem Solved By : _____

(Signature with Date and Time)

Signature of Verifying Person (Complaining Authority) :


I/C System Admin


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Complaint Form

Complaint Related to : Software/ Hardware/ Resources/ EZ SCHOOL/ FOCUS/ Internet
Complaining Person : N SANTHINATH Dept. : EEE
Date of Complaint : 7.1.16 Time of Complaint : 10:00 AM.

Complaint : my system display not working properly

Did you inform earlier about this problem by Telephone/oral/any other means : Yes/ No
If so, whom you informed ? _____ Name of the System Admin OR I/C System Admin
Date on which informed ? 10:00 AM I/c Suresh Ram.
Previous Complaint Number : _____ Vijayalakshmi
[Signature] Complaining Person Signature [Signature] HOD Signature
07/01/2016

Office Use

Complaint Received By : _____ Complaint No. (issued) _____
Date Received : 07-01-16 Probable Date of Solution : 07-01-16
Was this problem reported earlier? Yes/ No
If so, Complaint Number: _____
Reason for not solving : _____
Current Status : problem resolved.

Did you receive a similar problem reported earlier : _____

After Solving the Complaint

Problem Solution : problem resolved
Problem Solved By : _____

(Signature with Date and Time)

Signature of Verifying Person (Complaining Authority) :

[Signature]
I/C System Admin
07.1.16

[Signature]
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Complaint Form

Complaint Related to : Software/Hardware/Resources/EZ SCHOOL/FOCUS/Internet
Complaining Person : N.V. Bharadwaj Dept. : FEE.
Date of Complaint : 7/11/17. Time of Complaint : 7/11/2017.

Complaint : MS office not getting installed.

Did you inform earlier about this problem by Telephone/oral/any other means : Yes/No

IP so, whom you informed Mr. Sub Name of the System Admin OR IC System Admin

Date on which informed ?

Previous Complaint Number : _____

Complaining Person Signature

HOB Signature

Office Use

Complaint Received By : _____ Complaint No. Issued : _____

Date Received : _____ Probable Date of Solution : _____

Was this problem reported earlier? Yes/No

If so, Complaint Number: _____

Reason for not solving : _____

Current Status : _____

Did you receive a similar problem reported earlier : _____

After Solving the Complaint

Problem Solution : Resolved

Problem Solved By : _____

(Signature with Date and Time)

Signature of Verifying Person (Complaining Authority) :

[Signature]
IC System Admin

[Signature]
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Complaint Form

Complaint Related to : Software/ Hardware/ Resources/ EZ SCHOOL/ FOCUS/ Internet
Complaining Person : N.V. Bharadwaj Dept. : EPE
Date of Complaint : 25/2/17 Time of Complaint : 9:19am

Complaint : 7 Systems are not booting in Signal and Systems Lab 2/24/17

Did you inform earlier about this problem by Telephone/oral/any other means : Yes/No

If so, whom you informed ? Name of the System Admin OR IC System Admin

Date on which informed ?

Previous Complaint Number : _____

Complaining Person Signature : [Signature]

[Signature]
HOD Signature

Office Use

Complaint Received By : P. Suresh Complaint No. Issued : _____

Date Received : 25/2/17 Probable Date of Solution : _____

Was this problem reported earlier? Yes/No

If so, Complaint Number: _____

Reason for not solving : _____

Current Status : _____

Did you receive a similar problem reported earlier : _____

After Solving the Complaint

Problem Solution : Installed OS, rebooted

Problem Solved By : _____

(Signature with Date and Time)

Signature of Verifying Person (Complaining Authority):

[Signature]
VC, System Admin

[Signature]
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Complaint Form

Complaint Related to : Software/Hardware/Resources/EZ SCHOOL/FOCUS/Internet
Complaining Person : N.V. Bhatadraj Dept. : EEE
Date of Complaint : 9/02/2017 Time of Complaint : 10:00

Complaint : ① Octave-4.0.8 software installation in Signals and Systems Simulation Lab. (N214) ② 11 Desktop Systems were

Did you inform earlier about this problem by Telephone/oral/any other means : Yes/No required in the lab.

IP so, whom you informed ?

Name of the System Admin OR I/C System Admin

Date on which informed ?

Previous Complaint Number :

Forwarded to
Sys. Admin / Mr. Vijaybhaskar reddy
3/1/17

Complaining Person Signature

HOD Signature

Office Use

Complaint Received By : _____ Complaint No. Issued : _____

Date Received : _____ Probable Date of Solution : _____

Was this problem reported earlier? Yes/No

If so, Complaint Number: _____

Reason for not solving : _____

Current Status : _____

Did you receive a similar problem reported earlier: _____

After Solving the Complaint

Problem Solution : _____

Problem Solved By : _____

(Signature with Date and Time)

Signature of Verifying Person (Complaining Authority) :

[Signature]
I/C System Admin

[Signature]
PRINCIPAL
HOD

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S No	water tank Location	water tank Capacity	water Tank Quantity	Date of month cleaning	water tank cleaning done	Verified by	Administrative officer
01	Block-1	5000 Ltr	01	01/10/2022	Ces		
02	Block-2	2000 Ltr	01	01/10/2022	Ces		
03	Block-3	5000 Ltr	02	06/10/2022	Ces		
04	Block-4	1000 Ltr	02	02/10/2022	Ces		
05	Block-5	20000 Ltr	01	03/10/2022	Ces		
06	Block-6	5000 Ltr	02	04/10/2022	Ces		
07	Block-7	10000 Ltr	02	02/10/2022	Ces		
08	Block-8	20000 Ltr	01	05/10/2022	Ces		
09	Block-9	5000 Ltr	01	04/10/2022	Ces		
10	Block-9	5000 Ltr	01	04/10/2022	Ces		
11	Block-9	20000 Ltr	02	05/10/2022	Ces		
12	Block-9	5000 Ltr	02	06/10/2022	Ces		
13	Block-9	5000 Ltr	02	02/10/22	N. Chinnay		
14	Block-9	20000 Ltr	01	03/10/22	N. Chinnay		
15	Block-9	5000 Ltr	02	04/10/22	N. Chinnay		

(Signature)

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SNo	Water Tank Location	Water Tank Capacity	Water Tank Quantity	State of Health	Cleaning done by	Verified by	Admin/In-charge of floor	Remarks
01	Block-I	5,000 Ltrs	02	01-01-2021	R. K. S.	CSU		
02	Block-II	5,000 Ltrs	02	05-01-2021	R. K. S.	CSU		
03	Block-III	5,000 Ltrs	02	06-01-2021	R. K. S.	CSU		
04	Block-I	5,000 Ltrs	02	01-02-2021	R. K. S.	CSU		
05	Block-II	5,000 Ltrs	02	02-02-2021	R. K. S.	CSU		
06	Block-III	5,000 Ltrs	02	03-02-2021	R. K. S.	CSU		
07	Block-I	5,000 Ltrs	02	02-03-2021	R. K. S.	CSU		
08	Block-II	5,000 Ltrs	02	02-03-2021	R. K. S.	CSU		
09	Block-III	5,000 Ltrs	02	03-03-2021	R. K. S.	CSU		
10	Block-I	5,000 Ltrs	02	08-04-2021	R. K. S.	CSU		
11	Block-II	5,000 Ltrs	02	06-04-2021	R. K. S.	CSU		
12	Block-III	5,000 Ltrs	02	07-04-2021	R. K. S.	CSU		
13	Block-I	5,000 Ltrs	02	03-05-2021	R. K. S.	CSU		
14	Block-II	5,000 Ltrs	02	04-05-2021	R. K. S.	CSU		
15	Block-III	5,000 Ltrs	02	05-05-2021	R. K. S.	CSU		
16	Block-I	5,000 Ltrs	02	02-06-2021	R. K. S.	CSU		
17	Block-II	5,000 Ltrs	02	03-06-2021	R. K. S.	CSU		
18	Block-III	5,000 Ltrs	02	04-06-2021	R. K. S.	CSU		
19	Block-I	5,000 Ltrs	02	05-07-2021	R. K. S.	CSU		
20	Block-II	5,000 Ltrs	02	06-07-2021	R. K. S.	CSU		
21	Block-III	5,000 Ltrs	02	07-07-2021	R. K. S.	CSU		
22	Block-I	5,000 Ltrs	02	07-08-2021	R. K. S.	CSU		
23	Block-II	5,000 Ltrs	02	03-08-2021	R. K. S.	CSU		
24	Block-III	5,000 Ltrs	02	04-08-2021	R. K. S.	CSU		
25	Block-I	5,000 Ltrs	02	08-09-2021	R. K. S.	CSU		
26	Block-II	5,000 Ltrs	02	08-09-2021	R. K. S.	CSU		
27	Block-III	5,000 Ltrs	02	04-09-2021	R. K. S.	CSU		
28	Block-I	5,000 Ltrs	02	04-10-2021	R. K. S.	CSU		
29	Block-II	5,000 Ltrs	02	07-10-2021	R. K. S.	CSU		
30	Block-III	5,000 Ltrs	02	08-10-2021	R. K. S.	CSU		
31	Block-I	5,000 Ltrs	02	03-11-2021	R. K. S.	CSU		
32	Block-II	5,000 Ltrs	02	09-11-2021	R. K. S.	CSU		
33	Block-III	5,000 Ltrs	02	05-11-2021	R. K. S.	CSU		
34	Block-I	5,000 Ltrs	02	08-12-2021	R. K. S.	CSU		
35	Block-II	5,000 Ltrs	02	02-12-2021	R. K. S.	CSU		
36	Block-III	5,000 Ltrs	02	03-12-2021	R. K. S.	CSU		

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2014 NEW
Maintenance
DELUXE BOOK

MAINTENANCE COMPLAINT BOOK

ADMINISTRATIVE OFFICER
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(Autonomous)
Sy. No. 33 & 34, Cheeryal (V),
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Sl. No. / Date	All Block	Particulars & Problems	Complaint Covered	Status	By Whom
	New Block	Wash Room Tiles Fixing New	New work	Completed on 28/09/2019	
	Block D 2nd floor	Block D 2nd floor Gents Staff wash room water proofing	Repair Tiles Masonry	Completed on 28/09/2019	
	Block D Ground floor	Beilder DBR Staff room Chalkboard Fixing & Plastering work	New work	Completed on 29/09/19	
20/09/19	New Block	Exam Branch external Partition work	New work	Completed on 22/09/2019	
	Block D	Lift Testing work Completed by Block D	New work	Completed	
29/09/2019	Block D	Admny Block Roof Light Replacement	Security Complaint	Completed on 29/09/2019	
	Block D	Staff Gents wash room final fitting	New work	Completed on 29/09/2019	
	Block D	Block D CP Lab D Draw channels Replacement	Lab Asst	Completed on 29/09/2019	
	N/A		Lab	Attempted	

[Signature]

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Date	Block	Particulars/Problem	Complaint Source	Status	Sign.
06/11/19	New Building	Exam Branch New Building Windows Gap Filling	CoE Complaint	Under Progress	
	New Building	Exam Branch Interior Work Cable Jute Replacement	Staff Complaint	Completed on 06/11/2019	
06/11/19	Block W	1st floor Gents Wash Room water pipe	Alaka Complaint	Completed	
	Block W	Library Urinal Pipe Line Jam.	Alaka Complaint	Completed	
	Block W	Block F 2nd Floor Gents wash Room Tap Replacement	Alaka Complaint	Requested Planter Attempted	
	New Building	Window Lobe Fixing Room No 104	CoE Complaint	Under Progress Completed	
	New Building	3rd Floor Railing Gap filled Fixing	Attendee Complaint	Completed	
	Block I	3rd Floor A/c	Self	Site Completed	

Dammu

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Sliver Date	All floor	Particulars & problems	Completed Source	Status	Sign
	All floor	Windows PPGM work in computer center 1st floor		Completed	
	New Block	Wash Room window Blind fixing work	New work	Completed	
	New Block	Wash Room Wash Basin fixing & furniture work		Under progress	
15/12/19	Block 1	Main Block LED Professor Repair			
	New Block	Exam Branch New Machine Sewing			
	Block 1	Block 1 1st floor Class room Bench repair		Completed	
	Water Pumps	Drinking water Motor problem	Ranidat	Completed	
		Ball Replacement			
		Block 1 Prof Somashekar Rao Sir Cabin lock Replacement		Completed	
		Block 1 1st floor PGD lab lock Replacement			

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Site

Date	All Floors & Block	Particulars & Problems	Complaint		
			Source	Status	Sl. No.
	Block 1	Class Room Benches Shifting lang Room no 104 to 102, 107, 108, 207, 208, 218	Dept HOD.	Completed	
	Block 2	Room no 820 Door Shopper & Door latch opp to (MWE Lab) Beside.	Faculty		
18/1/20	Block 2	2nd Floor CIE Staff Room Duct A/C Outdoor Setup Painting	New Work	Assigned for painting	
18/1	Block 2	Lift Graduate fixing work	New work	Under Progress	
	Block New 1	Chair Shifting to Robotical Lab	IE	Completed	
18/1/20	Block 2	Ground Floor Room No G 18 Door Bolt Setup	HOD Complaint	Completed	
18/1/20	Block 2	Lift Button Replacement	Elad Complaint	Completed	
20/1/20	Block	Ground Floor Gate	Self	Completed	

Danner

Date	All Floors & Blocks	Particulars of Problems	Complaint Source	Status & By
	New Block	Room No in 9 Floor to be Interchanged	AO Sir	
	ECE Block I	New Staff Chairs to be shifted from 1st floor	ECE Faculty	Completed
	Civil Block II	15 Nos New Staff Chairs to be shift from Ground floor	Civil PA	Completed
12/02/20	Block III	Ground Floor Gents Wash Room Tap Replacement	Ayasha	Completed
	Block III	2nd Floor Civil Staff Room Wash Room Paper Line, Clean	Ayasha	Completed
	Block IV	Civil Department Intercepting phone Not working	PA Complaint	Completed
	Block I	ECE Department Intercepting phone Not working	PA Complaint	Completed
12/02/20	New Building	Exam Branch New Staff table Cable	Exam Branch	Completed

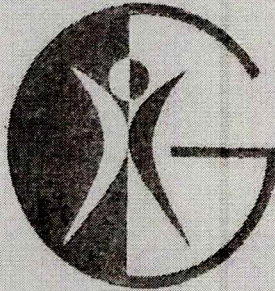
[Signature]

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Srno	Block Dates	Particulars/Problems	Complaint Source, Status etc.
10	Block 26/10/24 ②	Ground Floor Gents wash Urinal Flush Tank Repair	Ayala Complaint Completed 27/10/24
	Block 26/10/24 ②	All Ladies wash Room Tap Cleaning	Ayala Complaint
11	Block 26/10/24 ②	Block ② 2nd floor Gents wash Room Wash Basin Tap Repair	Ayala Complaint
12	Block 26/10/24 ②	Library Gents Wash Room Flush Repair	Ayala Complaint
13	Block 26/10/24 ②	Block 2 2nd floor Water Pipe Line Damage	" Completed on 27/10/24
14	Block 27/10/24 ②	Bridge pipe line leakage	"
15	Block 27/10/24 ②	Flush Tank Repair in Ladies wash Room 2nd floor	" Completed on 27/10/24
16	Block 14/12/24 ① 3rd floor	Block ① Gents Wash Room Tank Repair	Staff Complaint Completed

Damm



Striving Towards Perfection

Geethanjali College of Engg. and Tech.

(AUTONOMOUS)

(Accredited by NBA, Approved by AICTE, New Delhi and Affiliated to JNTU, Hyderabad)
Sy.No. 33 & 34, Cheeryal (V), Keesara (M), Medchal District - 501 301.

Phone : 9182058186, 9182058188, 9182058196.

ALL BLOCKS
WASH ROOM Checklist

Name _____

Danu

Sponsored by
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April

REST ROOM CLEANING CHECK LIST - 2022 Block III

APL/MA

Date	TIME				TOILETS	URINAL	WASH BASIN	TAPS	GARBAGE	DRAIN	IC	REMARKS
	11.00AM	12.30PM	2.30PM	4.00PM								
1/4/2022	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2/4/2022	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3/4/2022	UGADHI HOLIDAY											
4/4/2022	SUNDAY											
5/4/2022	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6/4/2022	BABU JAGJIVAN RAMS BDAY											
7/4/2022	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
8/4/2022	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
9/4/2022	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
10/4/2022	SUNDAY											
11/4/2022	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
12/4/2022	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
13/4/2022	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
14/4/2022	AMBEDKAR JAYANTHI											
15/4/2022	GOOD FRIDAY											
16/4/2022	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
17/4/2022	SUNDAY											
18/4/2022	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
19/4/2022	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
20/4/2022	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
21/4/2022	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
22/4/2022	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
23/4/2022	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
24/4/2022	SUNDAY											
25/4/2022	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
26/4/2022	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
27/4/2022	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
28/4/2022	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
29/4/2022	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
30/4/2022	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
31/4/2022	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

[Handwritten Signature]

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April
REST ROOM CLEANING CHECK LIST - 2022 Block (A)

Date	TIME				TOILETS	URINAL	WASH BASIN	TAPS	GARBAGE	MATERIALS	L/C	REMARKS
	11.00AM	12.30PM	2.30PM	4.00PM								
4/2022	<i>Done</i>	<i>Done</i>			✓	✓	✓	✓	✓			<i>Done</i>
4/2022	UGADHI HOLIDAY											
4/2022	SUNDAY											
4/2022					✓	✓	✓	✓	✓			<i>Done</i>
4/2022	BABU JAGJIVAN RAMS BDAY											
4/2022	<i>Done</i>	<i>Done</i>	<i>Done</i>	<i>Done</i>	✓	✓	✓	✓	✓			<i>Done</i>
4/2022	<i>Done</i>	<i>Done</i>	<i>Done</i>	<i>Done</i>	✓	✓	✓	✓	✓			<i>Done</i>
4/2022	<i>Done</i>	<i>Done</i>	<i>Done</i>	<i>Done</i>	✓	✓	✓	✓	✓			<i>Done</i>
4/2022												
4/2022	SUNDAY											
1/4/2022	<i>Done</i>	<i>Done</i>	<i>Done</i>	<i>Done</i>	✓	✓	✓	✓	✓			<i>Done</i>
2/4/2022	<i>Done</i>	<i>Done</i>	<i>Done</i>	<i>Done</i>	✓	✓	✓	✓	✓			<i>Done</i>
3/4/2022	<i>Done</i>	<i>Done</i>	<i>Done</i>	<i>Done</i>	✓	✓	✓	✓	✓			<i>Done</i>
4/4/2022	AMBEDKAR JAYANTHI											
5/4/2022	GOOD FRIDAY											
6/4/2022	<i>Done</i>	<i>Done</i>	<i>Done</i>	<i>Done</i>	✓	✓	✓	✓	✓			<i>Done</i>
7/4/2022	SUNDAY											
8/4/2022	<i>Done</i>	<i>Done</i>	<i>Done</i>	<i>Done</i>	✓	✓	✓	✓	✓			<i>Done</i>
9/4/2022	<i>Done</i>	<i>Done</i>	<i>Done</i>	<i>Done</i>	✓	✓	✓	✓	✓			<i>Done</i>
10/4/2022	<i>Done</i>	<i>Done</i>	<i>Done</i>	<i>Done</i>	✓	✓	✓	✓	✓			<i>Done</i>
11/4/2022	<i>Done</i>	<i>Done</i>	<i>Done</i>	<i>Done</i>	✓	✓	✓	✓	✓			<i>Done</i>
12/4/2022	<i>Done</i>	<i>Done</i>	<i>Done</i>	<i>Done</i>	✓	✓	✓	✓	✓			<i>Done</i>
13/4/2022	<i>Done</i>	<i>Done</i>	<i>Done</i>	<i>Done</i>	✓	✓	✓	✓	✓			<i>Done</i>
14/4/2022	SUNDAY											
15/4/2022	<i>Done</i>	<i>Done</i>	<i>Done</i>	<i>Done</i>	✓	✓	✓	✓	✓			<i>Done</i>
16/4/2022	<i>Done</i>	<i>Done</i>	<i>Done</i>	<i>Done</i>	✓	✓	✓	✓	✓			<i>Done</i>
17/4/2022	<i>Done</i>	<i>Done</i>	<i>Done</i>	<i>Done</i>	✓	✓	✓	✓	✓			<i>Done</i>
18/4/2022	<i>Done</i>	<i>Done</i>	<i>Done</i>	<i>Done</i>	✓	✓	✓	✓	✓			<i>Done</i>
19/4/2022	<i>Done</i>	<i>Done</i>	<i>Done</i>	<i>Done</i>	✓	✓	✓	✓	✓			<i>Done</i>

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Done

Geethanjali College of Engineering & Technology
Maintenance Section

Application for seminar Hall booking

No: SHM05 Date: 26/10/2024

Program / Event Coordinator: S. Raju Department: Civil Designation: Asst. Prof.

Description of Seminar Hall Required, in order of preference: 1. Mechanics Seminar Hall (SH-3) 2. Block-D

Name of Program / Event: NBA ... archive visit No. Of Expected Participants: 30

Whether Program / Event Approved by Principal (Enclosed copy of approval) Yes / No

Date Required: 28, 29, 30, 31st october Time From: 9:00 AM To: 5:00 PM

Special Requirements (if any):

Program / Event Coordinator's Signature [Signature] HOD [Signature]

For Use by Admin

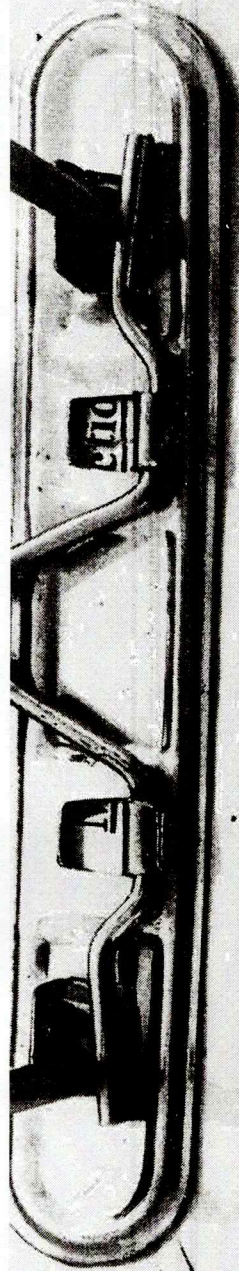
Whether booking conformed: Yes / No On Date: 28/10/24 From Time: 9:00 AM To: 5:00 PM Register Entry Ref: [Blank]

Remarks: Approved SH No 05 Block D I/C Maintenance [Signature] Admin Officer [Signature]

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[Signature]



No: CD No 25

Date: 12/06

Program / Event Coordinator: Dr. S. Kallisar Department: E.C.E. Designation: Assoc. Prof.

Description of Seminar Hall Required, in order of preference: 1. CSE Seminar Hall 2. (II Floor) 3. Prof.

Name of Program / Event: Presentation on Research Methodology No. Of Expected Participants: 45

Whether Program / Event Approved by Principal
(Enclose copy of approval) Yes / No

Date Required: 16.06.2022 Time From: 1:30 P.M. To: 3:00 P.M.

Special Requirements (if any):

Program / Event Coordinator's Signature S. Vallisree

HOD Ba

For Use by Admin

Whether booking confirmed: Yes / No On (Date): 17/06/22

From: 1:30pm To: 3:00pm Register Entry R: 25
(Time)

Remarks:

N. Dhanu
I/C Maintenance

Dhanu
Admin Officer

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Geethanjali College of Engineering & Technology

Maintenance Section

Application for seminar Hall booking

No: SA No 04

Date: 16/05

Program / Event Coordinator: Dr. R.V. Sugg Department: E.C.E Designation: Asst. Prof

Description of Seminar Hall Required, in order of preference: 1. Seminar hall
2. above ground 3.

Name of Program / Event: Python No. Of Expected Participants: 250

Whether Program / Event Approved by Principal (Enclose copy of approval) Yes / No

Date Required: 18/05/2022 & 19/5/22 Time From: 1:00pm To: 3:30pm

Special Requirements (if any): Mike, Projector, P.C.

Program / Event Coordinator's Signature [Signature] 16/5/22

For Use by Admin

US [Signature]

Whether booking confirmed: Yes / No On (Date): 16/05/22 From: 1:00pm To: 3:30pm Register E (Time)

Remarks:

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[Signature]
Admin

[Signature]

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Cheeryal (V), Keesara (M), Medchal Dist., 501301

Electrical Maintenance Complaint Form

Complaining Person : S. Yagnasul Dept. : ECE
Date of Complaint : 11/2/21 Time of Complaint : 3:20 PM

Complaint : 315 3rd floor - Light, 113 1st floor - Light
105 1st floor - 2 Fans, 108/1 Fan Regulator

Did you inform earlier about this problem by Telephone/oral/any other means : Yes/No

IP so, whom you informed ? Name of the Electrician

Date on which informed ?

Previous Complaint Number : _____

[Signature]
Complaining Person Signature

[Signature]
HOD Signature

Office Use

Complaint Received By : _____ Complaint No. Issued : _____

Date Received : _____ Probable Date of Solution : _____

Was this problem reported earlier? Yes/No

If so, Complaint Number : _____

Reason for not solving : _____

Current Status : _____

Material Required : _____

Did you receive a similar problem reported earlier : _____

After Solving the Complaint

Problem Solution : work completed on

Problem Solved By : 10/2022/21

[Signature]
(Signature with Date and Time)

Signature of Verifying Person (Complaining Authority)
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289

Electrical Maintenance Complaint Form

Complaining Person : D. Vivekanand Dept. : E.C.E.
Date of Complaint : 05/2/2021 Time of Complaint : 10.20 a.m.

Complaint : ② Tube lights not working in Lab-D
Room No. 317, 318

Did you Inform earlier about this problem by Telephone/oral/any other means : Yes/No

IP so, whom you informed ? Name of the Electrician

Date on which informed ?

Previous Complaint Number : _____

D. Vivekanand
Complaining Person Signature

for DVR Reddy
HOD Signature

Office Use

Complaint Received By : _____ Complaint No. Issued : _____

Date Received : _____ Probable Date of Solution : _____

Was this problem reported earlier? Yes/No

If so, Complaint Number : _____

Reason for not solving : _____

Current Status : _____

Material Required : _____

Did you receive a similar problem reported earlier : _____

After Solving the Complaint

Problem Solution : _____

work completed on

16/02/21

Problem Solved By : _____

M. J. Kumar
(Signature with Date and Time)

Signature of Verifying Person (Complaining Authority) :

S. R. Reddy
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D. Vivekanand

Geethanjali College of Engineering and Technology

Cheeryal (V), Keesara (M), Medchal Dist., 501301

444

Electrical Maintenance Complaint Form

Complaining Person : V. Kotruswasi Dept. : CSE
Date of Complaint : 03/01/20 Time of Complaint : 11:46

Complaint : power socket (3)
Block-II cp lab-II

Did you Inform earlier about this problem by Telephone/oral/any other means : Yes/No

IP so, whom you informed ? Name of the Electrician

Date on which informed ?

Previous Complaint Number : G. Ramesh

[Signature] **Complaining Person Signature** **HOD Signature**

Office Use

Complaint Received By : _____ Complaint No. Issued _____

Date Received : _____ Probable Date of Solution : _____

Was this problem reported earlier? Yes/No

If so, Complaint Number : _____

Reason for not solving : _____

Current Status : _____

Material Required : _____

Did you receive a similar problem reported earlier : _____

After Solving the Complaint

Problem Solution : Replaced New sockets

Problem Solved By : _____

[Signature]
(Signature with Date and Time)

Signature of Verifying Person (Complaining Authority) : [Signature] I/C Electrical Maintenance HOD

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[Signature]

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445

Electrical Maintenance Complaint Form

Complaining Person : G. Venkatesham Dept. : FE

Date of Complaint : 24/01/2020 Time of Complaint : _____

Complaint : Tube lights (3) [Engineering Physics Lab-I]

Did you inform earlier about this problem by Telephone/oral/any other means : Yes/No

IP so, whom you informed ? Name of the Electrician makeesh

Date on which informed ? 23/01/2020

Previous Complaint Number : _____

[Signature]
Complaining Person Signature

[Signature]
HOD Signature

Office Use

Complaint Received By : _____ Complaint No. Issued : _____

Date Received : _____ Probable Date of Solution : _____

Was this problem reported earlier? Yes/No

If so, Complaint Number : _____

Reason for not solving : _____

Current Status : _____

Material Required : _____

Did you receive a similar problem reported earlier : _____

After Solving the Complaint

Problem Solution : problem completed on 24/01/20

Problem Solved By : tube lights - 03 nos

[Signature]
(Signature with Date and Time)

Signature of Verifying Person (Complaining Authority) : _____ I/C Electrical Maintenance [Signature] HOD

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[Signature]

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278

Electrical Maintenance Complaint Form

Complaining Person : Driver (Ramesh) Dept. : Driver

Date of Complaint : 05/10/19 Time of Complaint : 11:50 AM

Complaint : ceiling fans are not working (2)

Did you Inform earlier about this problem by Telephone/oral/any other means : Yes/No

IP so, whom you informed ? Name of the Electrician

Date on which informed ? 5/12/19

Previous Complaint Number : _____

B. S. S. S.
Complaining Person Signature

May 5/12/19
HOD Signature

Office Use

Complaint Received By : _____ Complaint No. Issued _____

Date Received : _____ Probable Date of Solution : _____

Was this problem reported earlier? Yes/No

If so, Complaint Number : _____

Reason for not solving : _____

Current Status : _____

Material Required : _____

Did you receive a similar problem reported earlier : _____

After Solving the Complaint

Problem Solution : _____

replaced on 05/12/19

Problem Solved By : Pran Pradyan

[Signature]
(Signature with Date and Time)

Signature of Verifying Person (Complaining Authority) : I/C Electrical Maintenance [Signature] HOD

[Signature]

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947

Electrical Maintenance Complaint Form

Complaining Person : N. Harsh Kumar Dept. : Admin

Date of Complaint : 22/11/2019 Time of Complaint : _____

Complaint : Block @ 1st Floor Gents Toilet Tube Light
& Block @ 1st Floor Gents Toilet Tube Light
Replacement

Did you inform earlier about this problem by Telephone/oral/any other means : Yes/No

IP so, whom you informed ? _____ Name of the Electrician _____

Date on which informed ? _____

Previous Complaint Number : _____

N. Harsh Kumar
Complaining Person Signature

[Signature]
HOD Signature

Office Use

Complaint Received By : _____ Complaint No. Issued _____

Date Received : _____ Probable Date of Solution : _____

Was this problem reported earlier? Yes/No

If so, Complaint Number : _____

Reason for not solving : _____

Current Status : _____

Material Required : _____

Did you receive a similar problem reported earlier : _____

After Solving the Complaint

Problem Solution : Block - I 1st Floor Tube Light Change
on 23/11/19.

Problem Solved By : _____

[Signature]
(Signature with Date and Time)

Signature of Verifying Person (Complaining Authority) : _____ /C Electrical Maintenance HOD

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Complaint Form

Complaint Related to : Software/Hardware/Resources/EZ SCHOOL/FOCUS/Internet
Complaining Person : A. Rama devi Dept. : ECF
Date of Complaint : 21/12/19 Time of Complaint : 9:50 am

Complaint : One Tube light is not working in Ac Lab
Room No 214, II floor, Block-I

Did you inform earlier about this problem by Telephone/oral/any other means : Yes/No

IP so, whom you informed ? Name of the System Admin OR I/C System Admin

Date on which informed ?

Previous Complaint Number : _____

quda

Complaining Person Signature

Be

HOD Signature

Office Use

Complaint Received By : _____ Complaint No. Issued : _____

Date Received : _____ Probable Date of Solution : _____

Was this problem reported earlier? Yes/No

If so, Complaint Number: _____

Reason for not solving : _____

Current Status : _____

Did you receive a similar problem reported earlier : _____

After Solving the Complaint

Problem Solution : _____

Problem Solved By : _____

[Signature]

(Signature with Date and Time)

Signature of Verifying Person (Complaining Authority) :

I/C System Admin

HOD

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532

Electrical Maintenance Complaint Form

Complaining Person : D. Ramachandru Dept. : Civil
Date of Complaint : 12/10/18 Time of Complaint : 10:30 am

Complaint : one fan in Civil Computer lab is not working.

Did you Inform earlier about this problem by Telephone/oral/any other means : Yes/No

IP so, whom you informed ? Name of the Electrician

Date on which informed ?

Previous Complaint Number : _____

Complaining Person Signature P. U

P. U 12/10/18
HOD Signature

Office Use

Complaint Received By : _____ Complaint No. Issued _____

Date Received : _____ Probable Date of Solution : _____

Was this problem reported earlier? Yes/No

If so, Complaint Number : _____

Reason for not solving : _____

Current Status : _____

Material Required : _____

Did you receive a similar problem reported earlier : _____

After Solving the Complaint

Problem Solution : Work is completed then Fan being bolet

Problem Solved By : Prabha New one Replac

Prabha
(Signature with Date and Time)

Signature of Verifying Person (Complaining Authority) :

Prabha
ADMINISTRATIVE OFFICER
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I/C Electrical Maintenance

She
PRINCIPAL

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Cheeryal (V), Keesara (M), Medchal Dist., 501301

926

Electrical Maintenance Complaint Form

Requesting
Complaining Person : N. HARISH KUMAR Dept. : 29/10/2018
Date of Complaint : 29/10/2018 Time of Complaint : 9:30AM

Complaint : Requesting for New Extension Box with
3 core cable & 25 meters wire

Did you Inform earlier about this problem by Telephone/oral/any other means : Yes/No

IP so, whom you informed ? _____ Name of the Electrician Mahesh.

Date on which informed ? 29/10/2018

Previous Complaint Number : _____

N. [Signature]
Complaining Person Signature

[Signature]
HOD Signature

Office Use

Complaint Received By : _____ Complaint No. Issued _____

Date Received : _____ Probable Date of Solution : _____

Was this problem reported earlier? _____ Yes/No

If so, Complaint Number : _____

Reason for not solving : _____

Current Status : _____

Material Required : _____

Did you receive a similar problem reported earlier : _____

After Solving the Complaint

Problem Solution : _____

Problem Solved By : 3 core cable 4x4 Gang Box and 25 meters
wire Switches and Sheets Fixed

[Signature]

(Signature with Date and Time)

Signature of Verifying Person (Complaining Authority) :

I/C Electrical Maintenance

HOD

ADMINISTRATIVE OFFICER
GEETHANJALI COLLEGE OF
ENGINEERING AND TECHNOLOGY
(Autonomous)
Sy. No. 33 & 34, Cheeryal (V),
Keesara (M), Medchal Dist. (T.S.) - 501 301

PRINCIPAL [Signature]
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Cheeryal (V), Keesara (M), Medchal Dist. (T.S.) - 501 301.

Geethanjali College of Engineering and Technology

Cheeryal (V), Keesara (M), Medchal Dist., 501301

723

Electrical Maintenance Complaint Form

Complaining Person : ENGINEERING WORKSHOP (Incharge) Dept. : ME
Date of Complaint : 26/10/18 Time of Complaint : AN
Complaint : Short Circuit of MCB switch. & it needs to change of switch.

Did you Inform earlier about this problem by Telephone/oral/any other means : Yes/No

IP so, whom you informed ? _____ Name of the Electrician MAHESH

Date on which informed ? 26/10/18

Previous Complaint Number : _____

[Signature] (B.V. Sraavan)
Complaining Person Signature

[Signature]
HOD Signature

Office Use

Complaint Received By : _____ Complaint No. Issued _____

Date Received : _____ Probable Date of Solution : _____

Was this problem reported earlier? _____ Yes/No

If so, Complaint Number : _____

Reason for not solving : _____

Current Status : _____

Material Required : _____

Did you receive a similar problem reported earlier : _____

After Solving the Complaint

Problem Solution : work completed 2 am's power supply fixed.

Problem Solved By : _____

[Signature]
(Signature with Date and Time)

Signature of Verifying Person (Complaining Authority) : _____ I/C Electrical Maintenance [Signature] HOD

[Signature]

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707

Electrical Maintenance Complaint Form

Complaining Person : Y. Vandhoo Dept. : Mechanical
Date of Complaint : 7/10/17 Time of Complaint : 3:00

Complaint : Fans are not working in TI-A class room
Room No - 311, In Mech Staff Room & New
tube light, 1 tube not working

Did you inform earlier about this problem by Telephone/oral/any other means? Yes No

IP so, whom you informed? _____ Name of the Electrician

Date on which informed? _____

Previous Complaint Number : _____

[Signature]
Complaining Person Signature

[Signature]
HOD Signature

Office Use

Complaint Received By : _____ Complaint No. Issued _____

Date Received : _____ Probable Date of Solution : _____

Was this problem reported earlier? _____ Yes/No

If so, Complaint Number : _____

Reason for not solving : _____

Current Status : _____

Material Required : _____

Did you receive a similar problem reported earlier : _____

After Solving the Complaint

Problem Solution : 3 Fans, 2 Regulators fixing completed
& New tube light, 1 tube fixing

Problem Solved By : Completed.

[Signature]
(Signature with Date and Time)

Signature of Verifying Person (Complaining Authority) : _____ I/C Electrical Maintenance _____ HOD _____

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502

Electrical Maintenance Complaint Form

Complaining Person : V. GOUTHAM Dept. : CIVIL

Date of Complaint : 08/09/2017 Time of Complaint : 2:30 PM

Complaint : Sony projector not working.

Did you Inform earlier about this problem by Telephone/oral/any other means : Yes/No

IP so, whom you informed ? Name of the Electrician

Date on which informed ?

Previous Complaint Number : _____

[Signature]
Complaining Person Signature

[Signature]
HOD Signature

Office Use

Complaint Received By : _____ Complaint No. Issued : _____

Date Received : _____ Probable Date of Solution : _____

Was this problem reported earlier? Yes/No

If so, Complaint Number : _____

Reason for not solving : _____

Current Status : _____

Material Required : _____

Did you receive a similar problem reported earlier : _____

After Solving the Complaint

Problem Solution : _____

Problem Solved By : Storax person

(Signature with Date and Time)

Signature of Verifying Person (Complaining Authority) :
[Signature]
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204

Electrical Maintenance Complaint Form

Complaining Person : T. Abhilash Dept. : placement
Date of Complaint : 25/07/2017 Time of Complaint : 12:20 PM

Complaint : Interruption of power supply in the attached lab for CRT Online Exam every Monday, Tuesday, Wednesday

Did you Inform earlier about this problem by Telephone/oral/any other means : Yes/No

IP so, whom you informed ? Name of the Electrician

Date on which informed ?

Previous Complaint Number : _____

T. Abk
Complaining Person Signature

HOD Signature

Complaint Received By : Prinavani Office Use
Date Received : 25/7/17 Complaint No. Issued : 22/17/2017
Probable Date of Solution : _____

Was this problem reported earlier? Yes/No

If so, Complaint Number : _____

Reason for not solving : All the mentioned labs are equipped with UPS.

Current Status : In case of power failure, generators will be switched

Material Required : on with delay of 10 min (max)
ies.

Did you receive a similar problem reported earlier : _____

After Solving the Complaint

Problem Solution : Completed the work

Problem Solved By : _____

T. Abk
(Signature with Date and Time)

Signature of Verifying Person (Complaining Authority) :

Prinavani
I/C Electrical Maintenance

HOD

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