



# MOHAMED SATHAK A J COLLEGE OF ENGINEERING

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)

Siruseri IT Park, Egattur, Chennai 603 103

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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PRINCIPAL  
MOHAMED SATHAK A.J.COLLEGE OF ENGINEERING  
34, Rajiv Gandhi Road (OMR), Siruseri, IT Park,  
Chennai-603 103.



# MOHAMED SATHAK A J COLLEGE OF ENGINEERING

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)

Siruseri IT Park, Egattur, Chennai 603 103

## MAINTENANCE POLICY

The physical facilities like Classrooms, Laboratories, Library and Sports Infra are available with regular scheduled maintenance and cleaning activities. All academic, administrative and amenity areas are hygienically maintained regularly by maintenance department. Annual stock verification audits are carried out in all the administrative and academic departments.

1. Lab stock register is maintained and updated by the lab faculty in-charge and technicians.
2. Stock verification is verified and inspected by Heads of the Department.
3. Old and outdated equipment, chemicals and instruments are discarded by standard procedure.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 and class rooms are done on a daily basis by sweepers.
7. List of experiments are pasted in the laboratories for the reference of students.
8. Students are given proper instructions to work with the equipment efficiently.
9. All the PCs and related equipments like printers, scanners, etc., are backed up by UPS in regular basis.
10. Computer Lab assistants under the supervision of the System administrator maintain the efficiency of the college computer and accessories.



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## **LABORATORY MAINTENANCE**

All the equipment and machinery of the laboratories are periodically maintained by the lab technicians. If the equipment/machinery is to be serviced during the warranty period, the supplier of the equipment/machinery will be intimated about the repair and it will be serviced either in-house or in the supplier premises based on the nature of the defect. After the warranty period if the equipment/machinery demands service, the technical staff attached to the respective laboratories services the equipment/machinery to the extent possible failing which external expert called for service.

1. All electrical equipment's and installations are checked at beginning 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 every laboratory.
5. All measuring instruments are inspected at start & mid semester.

## **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.



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MOHAMMED SATHAK A.J. CHENNAI STOCK						COLLEGE OF ENGINEERING - 603 103. REGISTER				
Name of the item: COMPUTERS, DESKTOP SYSTEMS										
S. No	Description of the item	Quantity	Rate	Total cost	Name of the supplier	Bill No.	Date of receiving the item	Remarks	Balance	Signature of receiving authority
①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	⑪
1	INTEL DUAL CORE 3.05 GHz PROCESSOR 1 GB RAM, 80GB HARD DISK, PS2 KEY BOARD and PS2 MOUSE 15" CRT MONITOR	3A	21,225.00	511800.00	Tech Media	5148	12/01/2010	PCB - 4 30 Nos of 15" CRT Monitors to be placed in 15" 15" monitor from English Dept for the purpose of online classes		
2	ACER DESKTOP INTEL DUAL CORE 3.33 GHz PROCESSOR 2 GB RAM 320 GB HARD DISK ACER PS2 MOUSE ACER PS2 KEYBOARD 15" CRT MONITOR	01	24,555.71	24,555.71	Eastern Automation Kumar Sulista	72/57 72/57	12/01/2010	PCB - 4 PCB HEAD - 1 CSE HEAD - 1 Academic Guide - 1 Library - 1 Service man - 1		
3	DELL OPTIPLEX 760 DESK TOP INTEL 2.33 GHz PROCESSOR DUAL CORE 2 GB RAM 160 GB HARD DISK DELL USB MOUSE DELL USB KEYBOARD 17" DELL LCD MONITOR	75	2176.33	203224.25	Accl Florida Linda	CHB-10 100125	24/07/2009	Moved from IT Dept Dell desktop system with keyboard & Mouse - 75 nos		
								Communication - 4 office - 4 Placement - 1 Mech HEAD - 1 CSE HEAD - 1 S.S.		

*(Handwritten signature)*

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MOHAMMED SATHAK A.J. CHENNAI STOCK						COLLEGE OF ENGINEERING - 603 103. REGISTER					
Name of the item: Computer Desktop Systems											
S. No	Description of the item	Quantity	Rate Rs.	Total cost Rs.	Name of the supplier	Bill No.	Date of receiving the item	Remarks	Balance	Signature of receiving authority	
①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	⑪	
11	HP Desktop Computer 19 Processor Intel Core i3 4GB RAM 15" Keyboard 15" Mouse 19" Monitor	2/10			Collabharathu		16 May 2018	HP Lab - 26 HP Lab - 26 HP Lab - 26 HP Lab - 26 HP Lab - 26			
12	Dell Desktop Computer i3 Processor 4GB RAM 15" Keyboard 15" Mouse 19" Monitor	100			Pathharathu		26 Nov 2017	HP Lab - 26 HP Lab - 26 HP Lab - 26 HP Lab - 26 HP Lab - 26			

MOHAMMED SATHAK A.J. CHENNAI STOCK						COLLEGE OF ENGINEERING - 603 103. REGISTER					
Name of the item: COMPUTER DESKTOP SYSTEMS											
S. No	Description of the item	Quantity	Rate Rs.	Total cost Rs.	Name of the supplier	Bill No.	Date of receiving the item	Remarks	Balance	Signature of receiving authority	
①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	⑪	
7	HP Desktop Computer 19 Processor Intel Core i3 4GB RAM 15" Keyboard 15" Mouse 19" Monitor	50	22,000.00	11,00,000.00	Pathharathu	14/178	26/11/17	HP Lab - 26 HP Lab - 26 HP Lab - 26 HP Lab - 26 HP Lab - 26	HP Lab - 26	26/11/17	
8	Dell Desktop Computer i3 Processor 4GB RAM 15" Keyboard 15" Mouse 19" Monitor	25	50,000.00	12,50,000.00	Pathharathu		26/11/17	HP Lab - 26 HP Lab - 26 HP Lab - 26 HP Lab - 26 HP Lab - 26	HP Lab - 26	26/11/17	
9	HP Desktop Computer 19 Processor Intel Core i3 4GB RAM 15" Keyboard 15" Mouse 19" Monitor	25	22,750.00	5,68,750.00	Pathharathu		26/11/17	HP Lab - 26 HP Lab - 26 HP Lab - 26 HP Lab - 26 HP Lab - 26	HP Lab - 26	26/11/17	
10	HP Desktop Computer 19 Processor Intel Core i3 4GB RAM 15" Keyboard 15" Mouse 19" Monitor	30			Pathharathu		26/11/17	HP Lab - 26 HP Lab - 26 HP Lab - 26 HP Lab - 26 HP Lab - 26	HP Lab - 26	26/11/17	

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24				25					
9. FOUR STROKE SINGLE CYLINDER SLOW SPEED				DIESEL ENGINE (BRAKE - ROPE DYNAMOMETER)					
S.NO	DESCRIPTION OF ITEM	QTY	AMOUNT (Rs)	NAME OF SUPPLIER	BILL NO	DATE OF RECEIVING	REMARKS	BALANCE	SIGN
1	FOUR STROKE SINGLE CYLINDER SLOW SPEED DIESEL ENGINE WITH ACCESSORIES (Set) (BRAKE - ROPE DYNAMOMETER)	1	80,974.00	ASIAN ENGINEERING	02/01/07	17/02/2007			
2	Cranking handle	1		ASIAN ENGINEERING					
3	Weight 1 = 10 kg 50x3 = 15 kg 2x2 = 1 kg 1x1 = 1 kg 30 kg Total no. of weights = 30 kg	1 2 1	1 2 1						

Verified on 10/02/08  
 Verified on 14/02/08  
 Verified on 14/02/08

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28		29					
II. ASIAN OIL FRED STEAM BOILER & STEAM TURBINE				PURCHASE			
S.No	DESCRIPTION OF ITEM	QTY	AMOUNT (Rs.)	NAME OF THE SUPPLIER	DATE OF RECEIVING	BALANCE	REMARKS
1	ASIAN OIL FRED STEAM BOILER & STEAM TURBINE (1 set)	1	3,15,000.00 319,000.00 1,29,500.00 673,600.00	ASIAN OIL FRED ENGINEERING, MADRAS	19/04/2007		Verified
2	Water Treatment setup (max = 4 kg/lime stone, max = 500 (salt))	1					Verified
3	Water / steam Tank (200)	1					Verified
4	Electrical Bulbs (watts) (100 watts x 5) = 500 watts (60 x 5) = 300 watts (40 x 1) = 40 watts 540 watts	1 set					Verified
5	HARDNESS TEST KIT CONTENTS • 1 no. - conical flask (100ml) • 3 no. - testy reagents B, S, H (100ml) each • 1 no. - testy reagent i 30ml	1 kit					Verified

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MSATCE / MECH / SM / 1 / 5. 5

**UNIVERSAL TENSILE TESTING MACHINE**  
(40 TON CAPACITY)

S.No	ITEMS / SPECIMAN	Qty	UNIT RATE	Company
1	Mechanical Extensometer	1		Hitech Bedia Controls Ltd. IT Park, Karapagam Avenue R.A. Puram Ch - 600028
2	Dial Gauge	1		Inv. No.: HT/49/2006-07
3	Double Shear test Attachment	1		Verified 3/11/16
	Split bushes			
	12 mm	3		
	16 mm	3		
	5 mm	3		
	20 mm	3	4,24,214.00	
4	Allen keys set 1.5, 2.5, 3, 4, 5, 6, 8, 10 mm	1		Verified 4/11/17
5	Door Lock key	1		
6	End stoppers	2		
7	30 seats for Round Die (25-40 mm)	4		Verified 2/5/2018
8	30 seats for flat thickness (15-30 mm)	4		
9	30 seats for flat (mm)	4		Verified 1/11/18 20/1/2018
10	End stoppers	2		

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## COMPUTER MAINTENANCE

The college has an adequate number of the computers and the necessary software's are installed at different locations. Due to a large number of computers and networking, a separate team- Computer Maintenance Cell (CMC) looks after the proper allotment, use of the computers & IT equipment's, maintenance of computers and networking. The procedure for system maintenance is briefly given below.

Daily routine follow up visit for each lab and check whether the system is working or Not. In case if there is any problem, the user/department will submit a request form to CMC, and then CMC team addresses the issues.

Sl. No.	Department	Date of Toner Used	Date of Toner Empty/Received	Signature
1.	Mech HOD	01/11/2021		[Signature]
2.	IQAC	01/11/2021		
3.	Office	16/11/2021		
4.	mizamaran/cco	17/11/2021	17/11/2021	[Signature]
5.	Principal	18/11/2021	18/11/21	[Signature] 18/11/21
6.	EEE HOD	17/11/2021	19/11/21	[Signature] 19/11/21
7.	Swathi (PF System)	22/11/2021	23/11/21	[Signature]
8.	V. Vigneshwar (Admin)	01/12/2021	01/12/21	[Signature]
9.	LIBRARY	06/12/2021	06/12/21	N [Signature]
10.	Online Exam	09/12/2021	09/12/21	NSL
11.				
12.	Examcell	10/12/2021	10/12/21	[Signature]
13.	Admin Office (PF)	10/12/2021	10/12/21	[Signature]
14.	Mechanical	12/12/2021	12/12/21	[Signature]

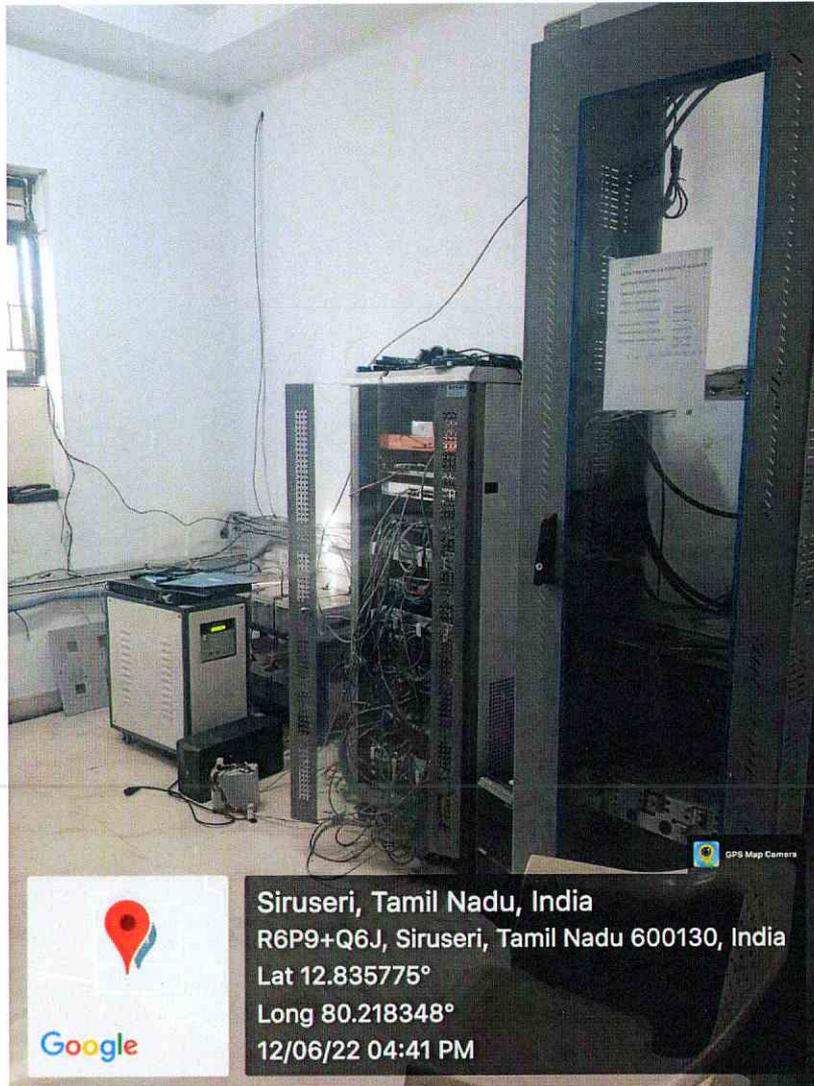
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MOHAMED SATHAK A J COLLEGE OF ENGINEERING, Chennai - 603103

## LAB SERVICE VISIT REPORT

Date of the Visit: 15/11/2021

Name of the System support Admin: Mr. M. Velmurugan

S.No	Name of the Lab	Total No of System Allotted	Total No. In Working Condition					Total No. In Service required					Sign of Lab Incharge	Sign of Concern Dept HOD
			System	Mouse	KB	Monitor	Printer	System	Mouse	KB	Monitor	Printer		
1	3-D Printing lab	10	8	10	10	10	-	2	-	-	-	-	[Signature]	[Signature]
2	Altair lab	20	19	20	20	20	1	1	-	-	-	-	[Signature]	[Signature]
3														
4														
5														
6														
7														
8														
9														
Details of System on Fault:		<ul style="list-style-type: none"> <li>* SHPS Problem.</li> <li>* Mother Board Problem.</li> <li>* OS Problem.</li> </ul>												
[Signature]		[Signature]										[Signature]		
Sign of System Admin		Sign of IOD/CSE										Principal		

[Signature]

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MOHAMED SATHAK A J COLLEGE OF ENGINEERING, Chennai - 603103

## LAB SERVICE VISIT REPORT

Date of the Visit: 15/12/20

Name of the System support Admin: Mr. M. Velumagan

S.No	Name of the Lab	Total No of System Allotted	Total No. In Working Condition					Total No. In Service required					Sign of Lab Incharge	Sign of Concern Dept HOD
			System	Mouse	KB	Monitor	Printer	System	Mouse	KB	Monitor	Printer		
1	3D Printing lab	10	7	10	10	10	-	3	-	-	-	-	<i>[Signature]</i>	<i>[Signature]</i>
2														
3														
4														
5														
6														
7														
8														
9														
Details of System on Fault:		<p>* SMPS Problem.</p> <p>* Board Problem.</p>												
Sign of System Admin		Sign of HOD/CSE										Principal		

*[Signature]*

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MOHAMED SATHAK A J COLLEGE OF ENGINEERING, Chennai - 603103

## LAB SERVICE VISIT REPORT

Date of the Visit: 17/08/2020

Name of the System support Admin: Mr. Velourangan. M.

S.No	Name of the Lab	Total No of System Allotted	Total No. In Working Condition					Total No. In Service required					Sign of Lab Incharge	Sign of Concern Dept HOD
			System	Mouse	KB	Monitor	Printer	System	Mouse	KB	Monitor	Printer		
1	CNC Machining lab	10	8	10	10	09	-	2	-	-	1	-	<i>[Signature]</i>	<i>[Signature]</i>
2														
3														
4														
5														
6														
7														
8														
9														
Details of System on Fault:		<ul style="list-style-type: none"> <li>* Monitor Problem.</li> <li>* Power Cable Problem.</li> <li>* SMPS Problem.</li> </ul>												
Sign of System Admin		Sign of HOD/CSE										Principal		

*[Signature]*

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Chennai-603 103.



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Siruseri IT Park, Egattur, Chennai 603 103

## MOHAMED SATHAK A J COLLEGE OF ENGINEERING, Chennai - 603103

### LAB SERVICE VISIT REPORT

Date of the Visit: 21-10-2020

Name of the System support Admin: Mr. Velmurugan. M

S.No	Name of the Lab	Total No of System Allotted	Total No. In Working Condition					Total No. In Service required					Sign of Lab Incharge	Sign of Concern Dept HOD
			System	Mouse	KB	Monitor	Printer	System	Mouse	KB	Monitor	Printer		
1	Altan lab	20	18	20	20	20	1	2	-	-	-	-	[Signature]	[Signature]
2														
3														
4														
5														
6														
7														
8														
9														

Details of System on Fault:

- \* S.M.P.S Problem.
- \* Board Problem.

Sign of System Admin: [Signature]

Sign of MOD/CSE: [Signature]

Principal: [Signature] 21/10/2020

[Signature]

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## LIBRARY MAINTENANCE

Maintenance activities are carried out periodically to keep library clean and usable. The activities like fumigation, preservation of books from insects, dusting and shelving of reading materials on regular basis are done by the library assistants with the help of housekeeping staff. The necessary binding and repair works are done for the damaged books and annual stock verification is carried out regularly.



## MOHAMED SATHAK AJ COLLEGE OF ENGINEERING

Siruseri IT Park, Egattur, Chennai - 603 103.

Ph: 27470021, 23, 24 & 25 Fax: 27470022

Dr.G.Balasubramaniyam  
Librarian – Central Library  
MSAJCE  
LIB/SER/28/MARCH/2019

16.05.2019

To,  
M/S SRI JAYAM PRINTERS  
24, OMR IT HIGHWAY  
NAVALUR  
CHENNAI 603 130

*f. H. H. H.*

Dear sir,

We are sending herewith 4 Questions Bank for binding. We request you to kindly bind the same and return it on or before 30.05.2019. The cost of the binding and the specifications are given below.

Cost details,  
(Below 11.5" X 8.5")

4 X 80 = 240 Rs

Binding Specifications

- Chart paper for side covers.
- No edge cutting for re-binding books.
- Cross section stitching

Yours faithfully

*Dr. G. Balasubramaniyam*  
Dr.G.Balasubramaniyam  
Librarian – Central Library  
MSAJCE

*Dr. G. Balasubramaniyam*

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## PRIMO CHAIR MANUFACTURE

SALES & SERVICE



No 1, 3<sup>rd</sup> Street, Thirukumarapuram, Arumbakkam,  
Chennai 600106

### INVOICE

PRI/SER/034/MARCH/2019

17/05/2019

To,

MOHAMED SATHAK AJ COLLEGE OF ENGINEERING,  
OMR IT HIGHWAY SIRUSERI CHENNAI

SI NO	Description	QTY	RATE	AMOUNT (Rs)
1.	Rolling chair rollers	60	170	10200
2.	Push back lever	60	10	600
3.	Service Charge	1	800	800
	Total			11600

Amount chargeable in Rupees Eleven thousand and six hundred only.

#### Payment terms

1. After Receiving our invoice

*P. Sathak*  
INCHARGE 17.5.2019.

*[Signature]*

*[Signature]*

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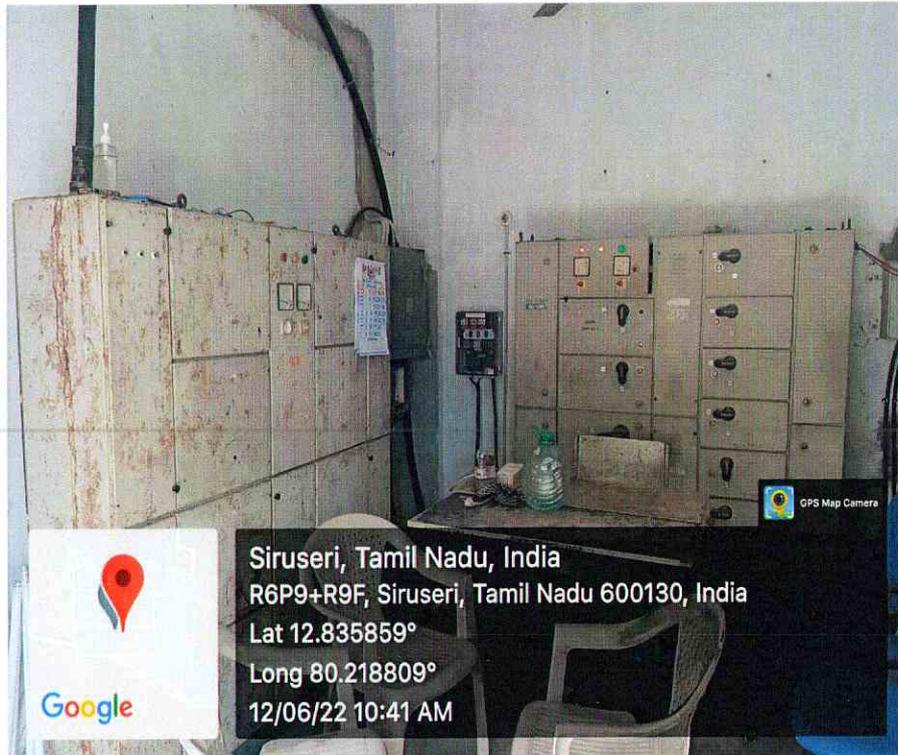
## **MOHAMED SATHAK A J COLLEGE OF ENGINEERING**

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### **ELECTRICAL MAINTENANCE**

Power supply is maintained by our electricians round the clock. Three generators (250 KVA, 125 KVA and 100 KVA) are available in the campus to handle the occasional power shut down. All the generators and UPS are periodically serviced and maintained. In case of any electrical issues within the campus, service request raised by the user is addressed by internal maintenance team members.



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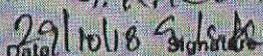
<h2>APS ACTIVE POWER SERVICE</h2> <p>DEALER FOR CUMMINS, KIRLOSKAR, LEYLAND, CATERPILLAR ENGINE SALES &amp; SERVICE</p>						
No.15/7, Vel Amrudha Towers, Nallana Mudhall Street, Royapettah, Chennai - 600 014. Ph : 2813 0992, 2813 0595 Ext - 43. Contact Cell No. 98402 44523, 98402 24833 E-mail : apschennai14@gmail.com						
FIELD SERVICE REPORT	REPORT NO.	Gluelsr/aps/2019		DATE 17/09/2019		
Customer Name & Address	m/s. Mohamed Sathak A.J. College hostel IT Hierarchy, Siruseri					
Person contacted (Name & Designation)	Mr. Ishan.					
Engine Serial No.	6R1080TA	Hours	-		Date In Service	
Engine Model	Kirloskar	Attended on Date	17/9/19	D	M	
Type of Service	AMC	AMC No.				
Customer Complaint			Parameters for Genset			
'GENERAL CHECK INSPECTION' (100 KVA)			KW			
			PF			
			AMP			
Carried Out General check up on 17/9/19. Checked all necessary systems. Cleaned necessary units. Started and tested the engine running condition normal. Sound and smoke normal.			Engine Performance Checks			
			Water Temp		72°C	
			Lube Temp		60°C	
			Low Idle RPM		-	
			Lube Pressure		-	
			High Idle RPM		1800	
Lube Pressure		50				
Full Load RPM		-				
Service Representative Name G.K. Kannan		Customer Remarks				
Date 17/9/19 Signature						
		Signature				
CUSTOMER						



# MOHAMED SATHAK A J COLLEGE OF ENGINEERING

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)

Siruseri IT Park, Egattur, Chennai 603 103

<h2>APS ACTIVE POWER SERVICE</h2> <p>DEALER FOR CUMMINS, KIRLOSKAR, LEYLAND, CATERPILLAR ENGINE SALES &amp; SERVICE</p>							
No.157, Val Amrudha Towers, Nallana Mudhall Street, Royapettah, Chennai - 600 014. Ph : 2813 0992, 2813 0595 Ext - 43. Contact Cell No. 98402 44523, 98402 24833 E-mail : apschennai14@gmail.com							
FIELD SERVICE REPORT	REPORT NO.	GKK/SR/090/2018			DATE 29/10/18		
Customer Name & Address	M/s. Mohamed Sathak A.J. College Hostel, IT Highway, Siruseri, Chennai						
Person contacted (Name & Designation)	MR. Ishan						
Engine Serial No.	6R10807A	Hours	2122	Date In Service			
Engine Model	Kirloskar	Attended on Date	29/10/18	D	M	Y	
Type of Service	AMC	AMC No.					
Customer Complaint "GENERAL CHECK INSPECTION" (100KW D.C. set)				Parameters for Genset			
				KW			
				PF			
				AMP			
Carried out General check up on 29/10/18. Inspected all necessary systems found normal. Started and tested the engine running condition normal sound and Smoke normal.				Engine Performance Checks			
				Water Temp	60°C		
				Lube Temp	50°C		
				Low Idle RPM			
				Lube Pressure			
				High Idle RPM	1500		
Lube Pressure	5.0						
Full Load RPM	1500						
Service Representative Name	G. K. Kannan						
Date	29/10/18						
Signature	 Signature						
CUSTOMER							



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FIELD SERVICE REPORT	REPORT NO.	GK/158/03/2016			DATE 29/6/16		
Customer Name & Address	m/s. Mohamed Sathak A.J. College hostel IT Highway, Siruseri.						
Person contacted (Name & Designation)	MR. Ishan.						
Engine Serial No.	6R1080TA	Hours	-	Date in Service			
Engine Model	100kva	Attended on Date	29/6/16	D	M	Y	
Type of Service	Amc	AMC No.					
Customer Complaint				Parameters for Genset			
				KW			
"GENERAL CHECK INSPECTION" (100 KVA D.G. set)				PF			
				AMP			
Carried out general check up On 29/06/2016. Checked all necessary Systems found normal. Started and tested the engine Running condition normal. Sound and smoke normal.				Engine Performance Checks			
				Water Temp	50°C		
				Lube Temp	50°C		
				Low Idle RPM	—		
				Lube Pressure	—		
				High Idle RPM	1560		
Lube Pressure	4.6						
Full Load RPM	1500						
Service Representative Name	G.K. Kannan		Customer Remarks				
Date	29/6/16	Signature	Ishan Signature				
CUSTOMER							

*Ishan*



# MOHAMED SATHAK A J COLLEGE OF ENGINEERING

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## APS ACTIVE POWER SERVICE

DEALER FOR CUMMINS, KIRLOSKAR, LEYLAND, CATERPILLAR ENGINE SALES & SERVICE

No.15/7, Vel Amrudha Towers, Nallana Mudhali Street, Royapettah, Chennai - 600 014. Ph : 2813 0992, 2813 0595 Ext - 43.

Contact Cell No. 98402 44523, 98402 24833, E-mail : apschennai14@gmail.com

APS/SER/072/MAR/2020

02-03-2020

TO

M/S. MOHAMED SATHAK A.J.COLLEGE OF ENGINEERING .,  
O M R Road, I T Highway,  
Egattur, chennai.

**Subject: Renewal of Annual Maintenance Contract for Your Subject Engines  
250 KVA, 125 KVA, 100 KVA KIRLOSKAR & CUMMINS DG Sets  
Period From February- 2020 to January- 2021-reg.**

Dear Sir,

With reference to the Annual Maintenance Contract cited under reference above.  
We are herewith enclosing our Annual Maintenance Contract form in duplicate  
duly signed by us. As taken of acceptance kindly return back duplicate copy of  
the same duly signed by you along with payment as mentioned therein to enable  
us to proceed further.

Thanking you and assuring you of our best services at all times.

Yours Faithfully,

For ACTIVE POWER SERVICE,

  
Manager

Encl. As above





# MOHAMED SATHAK A J COLLEGE OF ENGINEERING

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**CASH / CREDIT BILL**

## APS ACTIVE POWER SERVICE

DEALER FOR CUMMINS, KIRLOSKAR, LEYLAND,  
CATERPILLAR ENGINE SALES & SERVICE

No.15/7, Vel Amrudha Towers, Nallana Mudhall Street, Royapettah, Chennai - 600 014.  
Ph : 2813 0992, 2813 0595 Ext - 43. E-mail : apschennai14@gmail.com

SL.No. 171 Date : 13/5/2019

To : Mrs. Mohamed Sathak A.J. College of Engineering,  
IT Park way, Siruseri,  
Chennai

Sl.No	PARTICULARS	Qty	RATE		AMOUNT		
			Rs	P.	Rs	P.	
1.	Lub oil filter	2	684.23		1368	46	
2.	Fuel filter (primary)	1	168.75		168	75	
3.	Fuel filter (secondary)	1	175.48		175	48	
4.	Hose	1	782.81		782	81	
5.	Radiator Coolant	2	1262.00		2524	00	
6.	GULF Superfleet Engine oil 15W40 (20 Ltrs)	2	5400.00		10800	00	
7.	GULF Superfleet Engine oil (5Ltr)	1	1350.00		1350	00	
8.	Transport charges	1	800.00		800	00	
TOTAL						17969.50	

Rupees Seventeen thousand nine hundred sixty nine only) For ACTIVE POWER SERVICE

*G. S. K.*



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Siruseri IT Park, Egattur, Chennai 603 103

OM SRI SAI RAM THUNAI  
**S S POWER STATION**

HD: 254/1, MK STALIN ST THALAMBUR ROAD NAVALLUR CHENNAI-600130 7200529492 / 9864988786		<b>INVOICE</b>		GST # 33AAFPV6019B1ZZ BANK - STATE BANK OF INDIA A/C - 67275255629 SHOLINGANALLUR BR IFSC CODE - SBIN0021226		
CONSIGNEE : MR/MISS/M/S: MOHAMED SATHAK A J COLLEGE OF ENGINEERING OMR SIRUSERI CHENNAI-603103		BILL#4335		PO NO. / DELIVERY DATE DELIVERY PERSON PAYMENT BATTERY SIZE PARTY GSTIN#		
SELF CHECK						
SI NO.	PRODUCT DESCRIPTION	QTY	UNIT RATE	GST 28 %	PER RATE	BASIC AMT
1	EXIDE XP 1500	2	26600.00	5818.75	13300	20781.25
GRAND TOTAL		2	26600.00	5818.75		20781.25
SGST 14%						2909.38
CGST 14%						2909.38
SCRAP 18% 4NDS						11200.00
TOTAL AMT						15400.00

PAPER LESS WARRANTY  
DIAL - 1800 103 5454 FOR WARRANTY REGISTRATION

**S S POWER STATION**  
MOHAMED SATHAK A J COLLEGE OF ENGINEERING  
THALAMBUR ROAD NAVALLUR  
CHENNAI-600130

RECEIVERS SIGN & SEAL

AUTHORIZED DISTRIBUTOR & DEALER

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**PRINCIPAL**  
**MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING**  
34, Rajiv Gandhi Road (OMR), Siruseri,  
Chennai-603 103.



## MOHAMED SATHAK A J COLLEGE OF ENGINEERING

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Siruseri IT Park, Egattur, Chennai 603 103

### CAMPUS MAINTENANCE

1. The Fire extinguisher refilling, lift, Sewage Treatment Plant, RO Plant, Transport are serviced regularly.





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## RO WATER MAINTENANCE

1. Sanitization of the water tanks done every year.
2. The plumbers replace and buy new parts whenever necessary.
3. The pressure nozzle is checked at regular intervals.

	Part Done		Part Done
First floor - Toilet 2 Tab Bath room 1		3 <sup>rd</sup> floor - Bathroom 1 Tab Toilet 1 Tab	
3 <sup>rd</sup> floor - Bath room 1 Tab Toilet 1 Tab		Work Completed Total Tab	
8/4/22		Hostel - 1 wing - Tab - 11	Hostel Warden 9/4/22
Hostel 2		Hostel - 2	
First floor - Bathroom 2 Tab Toilet 3 Tab		Using Tab - 14	
Ground floor - Bath room 2 Toilet 3		Drinking water broken for Men Work Completed	
First 2 <sup>nd</sup> floor - Bathroom 1 Tab Toilet 1 Tab		Work Completed	



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04/01/22	05/01/22
① Architect college R.O. plant motor Struck. rectified.	Hostel-II - Ground floor worked along with Carpenter mahan.
② Nursing college wash basin tap leak rectified.	mazed water line pipe changed.
③ S.T.P. flouva oil changed.	wash Basin Tap in chemistry lab leak arrested and dummy done.
④ R.O. plant Back wash done.	R.O. water Back wash done in Nachiyar Canteen vessel cleaning place tap leak rectified.
⑤ Hostel-II Sump motor air released.	
⑥ STP Back wash done.	

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## **MOHAMED SATHAK A J COLLEGE OF ENGINEERING**

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### **TRANSPORT MAINTENANCE**

1. The driver checks the tyre pressure at the start.
2. The driver inspects the light bulbs throughout the vehicle.
3. The cleaner wipes and clean the seats with damp rag or cloth.
4. The driver checks the fuel level of the bust at the start.
5. The mechanics are checking all the buses at regular interval.

**PRINCIPAL**

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**MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING**  
34, Rajiv Gandhi Salai, SIPCOT IT Park, Siruseri  
Chennai - 603 103

### VEHICLE MAINTENANCE PROCEDURE

S.No	Particulars
1	Engine Oil Checkup
2	Gear Oil Checkup
3	Grown Oil Checkup
4	Coolant Oil Checkup
5	Power Steering Oil Checkup
6	Break Oil Checkup
7	Break Hose Checkup
8	Clutch Plate Checkup
9	Break Checkup
10	Joint Checkup
11	Air Leak Checkup
12	Lining Checkup
13	Tie Rod End Checkup
14	Pull and Push Rod Checkup
15	Breather Hose Checkup
16	Valve Checkup
17	Fan Belt Checkup
18	Dynamo Checkup
19	Self motor Checkup
20	Battery Checkup
21	Head Lamp Checkup
22	Roof Light Checkup
23	Indicator Checkup
24	Break Light Checkup
25	Wiper Blade Checkup
26	Reverse Light Checkup

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## CLASSROOM MAINTENANCE

Regular maintenance of fans & lights, floor cleaning of classrooms and staff rooms are cleaned regularly.

Sl No	Date	Floor & Room Number	Status	Remarks
1.	20/1/2022	II Floor 308, 309, 311 312, 321, 324	Class rooms & floor cleaned	<i>[Signature]</i>
2.	21/1/22	II floor Ex-Cell ITAC Room TC Room	Rooms cleaned	<i>[Signature]</i>
3	22/1/22	Mech Staff Room, 225 324, 322	Class Rooms cleaned	<i>[Signature]</i>
4	22/1/22	SEH Staff Room	Room cleaned	<i>[Signature]</i>
5.	24/1/22	EEE Staff Room, 308, 309, 311, 321, 324	Rooms cleaned	<i>[Signature]</i>
6	25/1/22	Civil Staff Room TC Room, ITAC Room	Class Room & floor cleaned	<i>[Signature]</i>
7.	27/1/2022	S.H. Physics lab, Exam cell Dynamics lab	Rooms cleaned	<i>[Signature]</i>
8	28/1/2022	321, 324, 325, Mech staff room - ECE Staff room	Rooms cleaned	<i>[Signature]</i>
9	1/2/22	S.H. Staff room & ITAC	Rooms cleaned	<i>[Signature]</i>

*[Handwritten Signature]*

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## MOHAMED SATHAK AJ COLLEGE OF ENGINEERING

Siruseri IT Park, Egattur, Chennai - 603 103

Ph: 27470021, 23, 24 & 25 Fax: 27470022

### Floor & Class Room Cleaning Maintenance Register

Sl No	Date	Floor & Room Number	Status	Remarks
1	4/3/22	II floor Francess 311, 312, 208, 309 Class Rooms cleaned	Class Rooms cleaned	S.R.
2	4/3/22	Physics lab mat Dom Lab	cleaned	A. Vijayaraj
3	16/3/22	IT Lab Room, civil department class Room cleaned	Class Rooms cleaned	H.K.S.
4	16/3/22	ECG Staff Room 325, 321, 322, 321	Rooms cleaned	J.S.
5	16/3/22	ECG Staff Room, 306 302, 307, 308	Rooms cleaned	T.S.
6	12/3/22	Physics Lab, Dom Lab Mech Dept	Rooms cleaned	A. Vijayaraj
7	17/3/22	ASS class room (307, 308, 309, 311 & 312)	Rooms cleaned	A. Vijayaraj

PRINCIPAL

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### GENERAL MAINTENANCE (Green Campus)

The college has an Environmental Policy, based on that the volunteers of NSS and YRC organized Mass Cleaning Day and Tree Plantation in regular intervals for maintaining the campus clean and green. Usage of plastic item banned in the campus for maintaining the carbon free campus. The Entry of vehicles are restricted inside the college.



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