

# SENGUNTHAR

## ARTS AND SCIENCE COLLEGE

### 4.3 IT Infrastructure

#### 4.3.2 IT Facilities

Log Books of the Computer facilities for its maintainence and Upgradation



Since 1991

## SENGUNTHAR ARTS AND SCIENCE COLLEGE

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Recognized under section 2(f) and 12(B) of the UGC Act 1956

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### 4.3.2.4 LOG BOOKS OF THE COMPUTER FACILITIES FOR ITS MAINTENANCE AND UPGRADATION



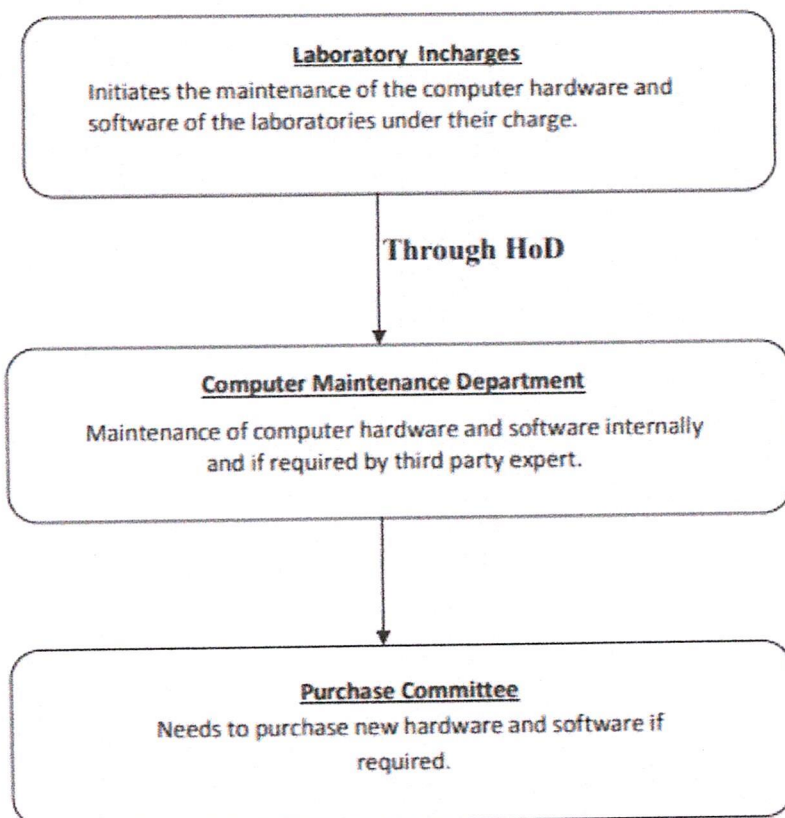
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### Computer Lab Maintenance Policy

#### Maintenance of Computers:

In the institute, Department of Computer Engineering, looks after the maintenance of computer hardware and software. If required third party maintenance experts are called from outside. Following flowchart indicates the standard procedure adopted for the utilization and maintenance of the computer hardware and software.




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**Guidelines for the maintenance of physical infrastructure:**

1. Prepare the routine and preventive maintenance schedule
2. Emergency maintenance shall be completed on priority basis
3. The consolidated report of the yearly maintenance shall be prepared and submitted to higher authorities.
4. Maintenance of systems will be done by lab assistant and the staff members.
5. Execute the maintenance schedule with the support of external agencies(if any)

S.No	Equipment	Routine Check	Monitoring Authority
1	Systems	Lab Assistant and Lab In-Charge	Head of the Computer Science Department
2	Printers	Lab Assistant and Lab In-Charge	Head of the Computer Science Department
3	UPS	Electrician	Head of the Computer Science Department
4	Software	Lab In-Charge and Subject In-charge	Head of the Computer Science Department
5	Internet Connection	Lab Assistant and Lab In-Charge	Head of the Computer Science Department
6	Air Conditioner	Electrician	Head of the Computer Science Department

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### COMPUTER LAB MAINTENANCE

#### COMPUTER LABORATORY MAINTENANCE PLAN AND SCHEDULE

Academic Year: 2022 - 23

Semester: <sup>Y</sup>Odd / Even

Person Name : R. Subbannan

Date Issued : 6/9/22

Designation : LAB INCHARGE

Laboratory Name : Lab-2

NO	TASK	DESCRIPTION	DATE	REMARKS
1	Delete Files	Delete Cache & Temporary Files	22/11/22	Delete files
2	Check Errors	Check & Repair HDD-Bad Sectors Errors	22/11/22	Bad sectors errors
3	Analyze data	Defrag & Analyze Storage data and information	22/11/22	analyze data
4	Scan system	Scan System Files & Update Software (antivirus)	7/12/22	antivirus
5	Back up data	Back up registry & System Files	7/12/22	System files
6	Toner Refill	Refill the toner cartridge		
7	Battery check up	Battery Routine Checkup(Distilled Water)	16/12/22	Distilled water
8	Remove programs	Removing Lab Programs before university practical's	16/12/22	

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### COMPUTER LAB MAINTENANCE

#### COMPUTER LABORATORY MAINTENANCE PLAN AND SCHEDULE

Academic Year: 2022-2023

Semester: Odd / Even

Person Name: R. Subhannan

Date Issued : 13/4/2023

Designation : Lab Incharge

Laboratory Name: Lab-2

NO	TASK	DESCRIPTION	DATE	REMARKS
1	Delete Files	Delete Cache & Temporary Files	19/4/23	
2	Check Errors	Check & Repair HDD-Bad Sectors Errors	19/4/23	
3	Analyze data	Defrag & Analyze Storage data and information	24/4/23	
4	Scan system	Scan System Files & Update Software (antivirus)	20/4/23	
5	Back up data	Back up registry & System Files	20/4/23	
6	Toner Refill	Refill the toner cartridge	21/4/23	
7	Battery check up	Battery Routine Checkup(Distilled Water)	-	-
8	Remove programs	Removing Lab Programs before university practical's	24/4/23	

R. Subhannan  
23/4/23

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### COMPUTER LAB MAINTENANCE

#### COMPUTER LABORATORY MAINTENANCE PLAN AND SCHEDULE

Academic Year: 2022-23

Semester:  Odd /  Even

Person Name : R. Subbannan

Date Issued : 6/9/22

Designation : Lab incharge

Laboratory Name : 106-3

NO	TASK	DESCRIPTION	DATE	REMARKS
1	Delete Files	Delete Cache & Temporary Files	22/11/22	Rem file success remove
2	Check Errors	Check & Repair HDD-Bad Sectors Errors	2/11/22	Bad sectors deleted
3	Analyze data	Defrag & Analyze Storage data and information	7/12/22	analyzing data
4	Scan system	Scan System Files & Update Software (antivirus)	7/12/22	update software
5	Back up data	Back up registry & System Files	7/12/22	-
6	Toner Refill	Refill the toner cartridge	10/10/22	Refilled.
7	Battery check up	Battery Routine Checkup(Distilled Water)	16/12/22	distilled water filled
8	Remove programs	Removing Lab Programs before university practical's	16/12/22	lab program removing.

*D. Suresh*

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*L. B. Lakshmi*  
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*S. S. Suresh*  
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*S. S. Suresh*  
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**COMPUTER LABORATORY MAINTENANCE PLAN AND SCHEDULE**

Academic Year: 2022-2023

Semester: Odd / Even

Person Name: R. Subbannan

Date Issued : 11/4/2023

Designation : Lab Incharge

Laboratory Name: Lab-3

NO	TASK	DESCRIPTION	DATE	REMARKS
1	Delete Files	Delete Cache & Temporary Files	19/4/23	
2	Check Errors	Check & Repair HDD-Bad Sectors Errors	19/4/23	
3	Analyze data	Defrag & Analyze Storage data and information	21/4/23	
4	Scan system	Scan System Files & Update Software (antivirus)	20/4/23	
5	Back up data	Back up registry & System Files	24/4/23	
6	Toner Refill	Refill the toner cartridge	20/4/23	
7	Battery check up	Battery Routine Checkup(Distilled Water)	-	-
8	Remove programs	Removing Lab Programs before university practical's	20/4/23	

R. Subbannan  
- 27/4/23

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### COMPUTER LAB MAINTENANCE

#### COMPUTER LABORATORY MAINTENANCE PLAN AND SCHEDULE

Academic Year: 2022 - 2023

Semester: <sup>1</sup> Odd / Even

Person Name : P. Natrayan

Date Issued : 6/9/22

Designation : Lab incharge

Laboratory Name : Lab-4

NO	TASK	DESCRIPTION	DATE	REMARKS
1	Delete Files	Delete Cache & Temporary Files	22/11/22	temporary files deleted
2	Check Errors	Check & Repair HDD-Bad Sectors Errors	22/11/22	Bad sectors removed
3	Analyze data	Defrag & Analyze Storage data and information	22/11/22	data analyzed
4	Scan system	Scan System Files & Update Software (antivirus)	7/12/22	software updated
5	Back up data	Back up registry & System Files	7/12/22	System Files
6	Toner Refill	Refill the toner cartridge	11/11/22	-
7	Battery check up	Battery Routine Checkup(Distilled Water)	6/12/22	distilled water filled
8	Remove programs	Removing Lab Programs before university practical's	6/12/22	-

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### COMPUTER LAB MAINTENANCE

#### COMPUTER LABORATORY MAINTENANCE PLAN AND SCHEDULE

Academic Year: 2022-2023

Semester: Odd / Even

Person Name: P. Natrayan

Date Issued : 13/4/2023

Designation : Lab Incharge

Laboratory Name: Lab-4

NO	TASK	DESCRIPTION	DATE	REMARKS
1	Delete Files	Delete Cache & Temporary Files	19/4/23	Temporary files deleted
2	Check Errors	Check & Repair HDD-Bad Sectors Errors	19/4/23	Bad sectors removed.
3	Analyze data	Defrag & Analyze Storage data and information	20/4/23	Data Analyzed
4	Scan system	Scan System Files & Update Software (antivirus)	20/4/23	Software updated
5	Back up data	Back up registry & System Files	20/4/23	Check system file.
6	Toner Refill	Refill the toner cartridge	20/4/23	-
7	Battery check up	Battery Routine Checkup(Distilled Water)	-	-
8	Remove programs	Removing Lab Programs before university practical's	20/4/23	

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### COMPUTER LABORATORY MAINTENANCE PLAN AND SCHEDULE

Academic Year: 2022-23

Semester:  Odd /  Even

Person Name: R. Subbannan

Date Issued : 06/09/22

Designation : Lab incharge

Laboratory Name: Lab-1

NO	TASK	DESCRIPTION	DATE	REMARKS
1	Delete Files	Delete Cache & Temporary Files	22/11/22	Delete cache
2	Check Errors	Check & Repair HDD-Bad Sectors Errors	22/11/22	Bad sector files
3	Analyze data	Defrag & Analyze Storage data and information	22/11/22	Analyze Storage
4	Scan system	Scan System Files & Update Software (antivirus)	7/12/22	Software update
5	Back up data	Back up registry & System Files	7/12/22	-
6	Toner Refill	Refill the toner cartridge		
7	Battery check up	Battery Routine Checkup(Distilled Water)	16/12/22	Distilled water file
8	Remove programs	Removing Lab Programs before university practical's	16/12/22	Program removed

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Academic Year: 2022-2023

Semester: Odd / Even

Person Name: R. Subbannan

Date Issued : 13/4/2023

Designation : Lab Incharge

Laboratory Name: Lab - 1

NO	TASK	DESCRIPTION	DATE	REMARKS
1	Delete Files	Delete Cache & Temporary Files	19/4/23	
2	Check Errors	Check & Repair HDD-Bad Sectors Errors	19/4/23	
3	Analyze data	Defrag & Analyze Storage data and information	20/4/23	
4	Scan system	Scan System Files & Update Software (antivirus)	21/4/23	
5	Back up data	Back up registry & System Files	23/4/23	
6	Toner Refill	Refill the toner cartridge	20/4/23	
7	Battery check up	Battery Routine Checkup(Distilled Water)	-	-
8	Remove programs	Removing Lab Programs before university practical's	19/4/23	

R. Subbannan  
23/4/23  
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23/4/23  
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