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4.3 IT Infrastructure
4.3.2 IT Facilities

Log Books of the Computer facilities for its maintainence and Upgradation

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4.3.2.4 LOG BOOKS OF THE COMPUTER FACILITIES FOR ITS MAINTENANCE AND UPGRADATION
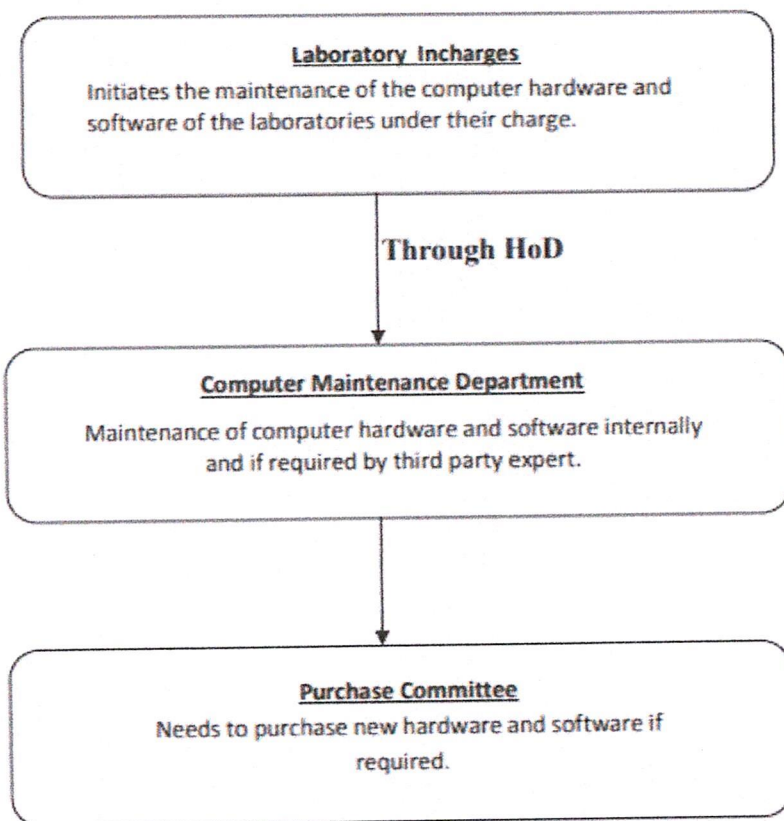
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Computer Lab Maintenance Policy

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.

Laboratory Incharges
Initiates the maintenance of the computer hardware and software of the laboratories under their charge.

Through HoD

Computer Maintenance Department
Maintenance of computer hardware and software internally and if required by third party expert.

Purchase Committee
Needs to purchase new hardware and software if required.

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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: 2023 - 2024

Semester: Odd ✓ / Even

Person Name : Mr. R. Subbannan

Date Issued : 15/9/23

Designation : Lab incharge

Laboratory Name: Lab-1

S. No.	TASK	DESCRIPTION	DATE	REMARKS
1	Delete Files	Delete Cache & Temporary Files	23/11/23	Delete file
2	Check Errors	Check & Repair HDD-Bad Sectors Errors	24/11/23	Check Error
3	Analyze data	Defrag & Analyze Storage data and information	24/11/23	Analyze data
4	Scan system	Scan System Files & Update Software (antivirus)	29/11/23	Scan System
5	Back up data	Back up registry & System Files	7/12/23	System files
6	Toner Refill	Refill the toner cartridge	13/12/23	—
7	Battery check up	Battery Routine Checkup(Distilled Water)	19/12/23	Distilled Water
8	Remove programs	Removing Lab Programs before university practical's	21/12/23	Remove Programs

15/9/23

LAB IN-CHARGE

HOD 15/9/23

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COMPUTER LAB MAINTENANCE

COMPUTER LABORATORY MAINTENANCE PLAN AND SCHEDULE

Academic Year: 2023 - 2024   **Semester:** Odd / Even ✓

Person Name : Mr. R. Subbaoran   **Date Issued** : 18/9/23

Designation : Lab incharge   **Laboratory Name:** Lab-2

S. No.	TASK	DESCRIPTION	DATE	REMARKS
1	Delete Files	Delete Cache & Temporary Files	23/11/23	Files Deleted
2	Check Errors	Check & Repair HDD-Bad Sectors Errors	24/11/23	Check Errors
3	Analyze data	Defrag & Analyze Storage data and information	25/11/23	Data analyze
4	Scan system	Scan System Files & Update Software (antivirus)	28/11/23	—
5	Back up data	Back up registry & System Files	8/12/23	—
6	Toner Refill	Refill the toner cartridge	14/12/23	—
7	Battery check up	Battery Routine Checkup(Distilled Water)	20/12/23	—
8	Remove programs	Removing Lab Programs before university practical's	22/12/23	Remove programs

18/9/23

LAB IN-CHARGE   **HOD** 18/9/23

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COMPUTER LAB MAINTENANCE

COMPUTER LABORATORY MAINTENANCE PLAN AND SCHEDULE

Academic Year: 2023-2024   **Semester:** Odd / Even

Person Name : Mr. R. Subbarman   **Date Issued** : 18/9/23

Designation : Lab incharge   **Laboratory Name:** Lab-3

S. No.	TASK	DESCRIPTION	DATE	REMARKS
1	Delete Files	Delete Cache & Temporary Files	23/11/23	Files Deleted
2	Check Errors	Check & Repair HDD-Bad Sectors Errors	24/11/23	Check errors
3	Analyze data	Defrag & Analyze Storage data and information	25/11/23	Analyze data
4	Scan system	Scan System Files & Update Software (antivirus)	28/11/23	Scan System
5	Back up data	Back up registry & System Files	8/12/23	—
6	Toner Refill	Refill the toner cartridge	14/12/23	—
7	Battery check up	Battery Routine Checkup(Distilled Water)	20/12/23	—
8	Remove programs	Removing Lab Programs before university practical's	22/12/23	Remove Programs

LAB IN-CHARGE   13/9/23

HOD   18/9/23

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COMPUTER LABORATORY MAINTENANCE PLAN AND SCHEDULE

Academic Year: 2023-2024   **Semester:** Odd / Even

Person Name : Mr. P. Natrayan   **Date Issued** : 15/9/23

Designation : Lab incharge   **Laboratory Name:** Lab-4

S. No.	TASK	DESCRIPTION	DATE	REMARKS
1	Delete Files	Delete Cache & Temporary Files	23/11/23	Files deleted
2	Check Errors	Check & Repair HDD-Bad Sectors Errors	24/11/23	Error checking
3	Analyze data	Defrag & Analyze Storage data and information	25/11/23	Data Analyze
4	Scan system	Scan System Files & Update Software (antivirus)	29/11/23	—
5	Back up data	Back up registry & System Files	7/12/23	Backup data
6	Toner Refill	Refill the toner cartridge	13/12/23	—
7	Battery check up	Battery Routine Checkup(Distilled Water)	19/12/23	—
8	Remove programs	Removing Lab Programs before university practical's	21/12/23	Remove Programs

LAB IN-CHARGE

HOD 15/9/23

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COMPUTER LAB MAINTENANCE

COMPUTER LABORATORY MAINTENANCE PLAN AND SCHEDULE

Academic Year: 2023-2024

Semester: Odd / Even ✓

Person Name : Mr. R. Subbannan

Date Issued : 04/04/24

Designation : Lab incharge

Laboratory Name: Lab-1

S. No.	TASK	DESCRIPTION	DATE	REMARKS
1	Delete Files	Delete Cache & Temporary Files	15/4/24	Files deleted
2	Check Errors	Check & Repair HDD-Bad Sectors Errors	16/4/24	Check Error
3	Analyze data	Defrag & Analyze Storage data and information	18/4/24	Analyze data
4	Scan system	Scan System Files & Update Software (antivirus)	22/4/24	—
5	Back up data	Back up registry & System Files	24/4/24	—
6	Toner Refill	Refill the toner cartridge	26/4/24	—
7	Battery check up	Battery Routine Checkup(Distilled Water)	29/4/24	—
8	Remove programs	Removing Lab Programs before university practical's	30/4/24	Remove programs

04/4/24

LAB IN-CHARGE

HOD 4/4/24

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COMPUTER LAB MAINTENANCE

COMPUTER LABORATORY MAINTENANCE PLAN AND SCHEDULE

Academic Year: 2023 - 2024   **Semester:** Odd / Even ✓

Person Name : Mr. R. Subbannan   **Date Issued** : 03-04-2024

Designation : Lab incharge   **Laboratory Name:** Lab-2

S. No.	TASK	DESCRIPTION	DATE	REMARKS
1	Delete Files	Delete Cache & Temporary Files	11/4/24	Delete file
2	Check Errors	Check & Repair HDD-Bad Sectors Errors	15/4/24	Error Checking
3	Analyze data	Defrag & Analyze Storage data and information	18/4/24	Data analyze
4	Scan system	Scan System Files & Update Software (antivirus)	19/4/24	—
5	Back up data	Back up registry & System Files	24/4/24	—
6	Toner Refill	Refill the toner cartridge	25/4/24	—
7	Battery check up	Battery Routine Checkup(Distilled Water)	29/4/24	Distilled Water
8	Remove programs	Removing Lab Programs before university practical's	30/4/24	Remove Programs

LAB IN-CHARGE   **HOD**   **PRINCIPAL**
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COMPUTER LABORATORY MAINTENANCE PLAN AND SCHEDULE

Academic Year: 2023 - 2024   **Semester:** Odd / Even

Person Name : Mr. R. Subbannan   **Date Issued** : 04-04-2024

Designation : Lab incharge   **Laboratory Name:** Lab-3

S. No.	TASK	DESCRIPTION	DATE	REMARKS
1	Delete Files	Delete Cache & Temporary Files	15/4/24	Delete file
2	Check Errors	Check & Repair HDD-Bad Sectors Errors	16/4/24	Check Errors
3	Analyze data	Defrag & Analyze Storage data and information	18/4/24	Analyze data
4	Scan system	Scan System Files & Update Software (antivirus)	22/4/24	—
5	Back up data	Back up registry & System Files	24/4/24	—
6	Toner Refill	Refill the toner cartridge	26/4/24	—
7	Battery check up	Battery Routine Checkup(Distilled Water)	29/4/24	—
8	Remove programs	Removing Lab Programs before university practical's	30/4/24	Remove program

LAB IN-CHARGE   **HOD**

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COMPUTER LAB MAINTENANCE

COMPUTER LABORATORY MAINTENANCE PLAN AND SCHEDULE

Academic Year: 2023-2024   **Semester: Odd / Even** ✓

Person Name : Mr. P. Natrayan   **Date Issued** : 03-04-2024

Designation : Lab-incharge   **Laboratory Name:** Lab-I

S. No.	TASK	DESCRIPTION	DATE	REMARKS
1	Delete Files	Delete Cache & Temporary Files	11/4/24	File deleted
2	Check Errors	Check & Repair HDD-Bad Sectors Errors	15/4/24	Error Check
3	Analyze data	Defrag & Analyze Storage data and information	18/4/24	Analyze data
4	Scan system	Scan System Files & Update Software (antivirus)	19/4/24	—
5	Back up data	Back up registry & System Files	24/4/24	—
6	Toner Refill	Refill the toner cartridge	25/4/24	—
7	Battery check up	Battery Routine Checkup(Distilled Water)	29/4/24	Distilled Water
8	Remove programs	Removing Lab Programs before university practical's	30/4/24	Remove Programs

LAB IN-CHARGE   **HOD** 3/7/3   **PRINCIPAL**
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