



## 4.4.2

*There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – classrooms, laboratory, library, sports complex, computers, etc.*

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# **INFRASTRUCTURE MAINTENANCE POLICY**

**ADITYA INSTITUTE OF TECHNOLOGY AND  
MANAGEMENT**

**K.Kotturu, Tekkali, Srikakulam District-532201**



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## **1. Introduction**

The college is marching ahead under the able guidance of Chairman Rtn (PHF) Dr. K. Someswara Rao who is a Paediatrician by profession and committed to social service with a special reference to technical education with unstinted support from the Secretary Sri. L.L. Naidu, Director Prof. V.V. Nageswara Rao and other members of the Sri Aditya Educational Society.

Aditya Institute of Technology and Management currently offer 6 U.G programs in the disciplines of ECE, CSE, IT, EEE, CE and MECH, P.G program in MBA, and 6 disciplines of M. Tech. The total sanctioned intake per year is 900 in B. Tech programmes, 60 in MBA and 60 in M. Tech. The college is affiliated to JNTU Kakinada and hence follows the curricula prescribed by the Boards of Studies of the affiliating university. Based on industry and student feedback, the college faculties interact with university in updating the curriculum time to time.

The college has a total built-up area of 3867.79 Sq.m with 69 class rooms, 6 seminar halls of different sizes, and 59 laboratories. The current annual budget of the college is of the order of about Rs. 2803 lakhs. The College Library has about 52,851 volumes of books and has also a Digital Library with 74 journals as hard copies and 243 journals on-line. All the laboratories are provided with the state of art equipment namely computer labs, internet centre, language lab and digital library. The college has 125 KVA, 24 hours power supply from A.P. State Electricity Board. Besides this the college has three generators with a capacity of 325 KVA, 125 KVA and 62 KVA with 30 UPS of total capacity 143.5 KVA to ensure uninterrupted power supply for the smooth functioning of all routine academic activities. Hostel accommodation is available for about 561 boys and 278 girls in separate hostels. Sports facilities are available with play fields in all major games and sports spread over an area of about 5 acres.

The pass percentage has been consistently around 80% right from the inception of the college with some university ranks. The placement record for the previous three years has been laudable about 85% of eligible candidates get placed in various campus recruitment drives. The institute is always quality conscious and got NBA Accreditation for all B.Tech programs and NAAC Accreditation with A+ grade. Its commitment towards quality and growth enabled AITAM to become a TEQIP funded institution, in Andhra Pradesh in 2011.

The management provides whole-hearted support for the improvement of the college in all aspects. About 90 lakhs of rupees are allotted every year for augmenting / modernizing the equipment to pursue M. Tech, Ph. D. works by giving them study leaves and financial assistance. The faculty and students are closely associated with all administrative and academic policy decisions through membership on appropriate committees.

This document provides a management framework and an outline on the allocation of responsibilities to ensure effective use and maintenance of existing infrastructure facilities.

## **2. Maintenance of Physical Facilities**

The physical facilities are maintained by Central Maintenance team associated with Estate Manager, System administrator, Supervisor (Civil works), Supervisor (Electrical works) and Technicians. The services of plumbers, electricians, and computer analysts are available in the campus for the uninterrupted power supply and maintenance of equipment like generator sets, general lighting, power distribution system, solar panels etc. Maintenance of water plumbing plants, sewage and drainage is undertaken by supporting staff. Supervisor (civil works) monitors the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities, staff lounge, students amenity areas, cafeteria and hostel buildings. Transport facilities are monitored and maintained by the Transport Coordinator and team. Annual maintenance of all vehicles is done promptly at the end of the academic year.

### ***2.1. Maintenance of Classrooms, Furniture and Laboratories***

Classrooms with furniture, teaching aids and laboratories are maintained by the respective department staff and attendants under the supervision of department Heads. Laboratory assistants take care of their respective laboratories. The Heads of Departments report to the administration for all the maintenance works periodically. Minor repairs are registered in a ledger maintained in the office and are attended on priority basis. Staff of respective department monitor effective utilisation of the laboratories. Students optimally utilize all classrooms during the daylong working hours and are also mentored to upkeep the furniture.

### ***2.2. Maintenance and Utilisation of Library and Library Resources***

The library staff is clearly instructed in the care and handling of library documents, particularly during processing, shelving and conveyance of documents. The steps taken are as follows:

- Bound volumes are not to be sorted out from their fore edges, as this process weakens the binding.
- Shelves should not be fully packed. A too-full shelf can crack spines and cause damage when a reader tries to remove a volume. Huge volumes need to be kept flat.
- Dust should not be allowed to deposit on the documents because the collection of dust causes staining of documents and promote chemical and biological problems.
- Cleaning and using vacuum should be done regularly and carefully.
- Magnetic discs or documents containing disc(s) should not be kept open or near any magnetic or electric equipment, i.e. tape recorders, air-conditioners, etc. Such materials should be kept in a dust-free, temperature and humidity controlled room.
- Proper pest management is done to minimize the problems caused by insects. Borax or common salt is used to prevent cockroaches. Sodium fluoride is applied to bound volumes to save them from silverfishes.
- Spread of kerosene oil, DDT or gammaxine powder over the affected area can help in removal of termites or white ants.
- Proper cleaning, fumigation and exposure to sunlight to the documents are done to reduce the effect of insects in the library.
- Repellants are used to save materials from Rats.

### ***2.3. Maintenance and Utilisation of Seminar Halls and Auditoria***

Seminar halls and auditoria are under the purview of the civil and electrical technicians and the cleanliness is taken care of by the housekeeping team. Effective utilisation of seminar halls and auditoria for organising academic meetings, seminars, conferences and cultural events is made. For accessing the facilities, the organising faculty/staff member submits a form through HOD and Dean and the date of event is registered and the halls are accessed on priority basis.

### **3. Maintenance of ICT Facilities**

In Campus, E — services team comprising of System administrators, networking administrator and technical staff to maintain the ICT facilities including computers and servers. The annual maintenance includes the required software installation, antivirus and

upgrading. To minimise e-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused. Campus Wi-Fi is maintained by respective centre.

#### **4. Maintenance of Lab Equipment**

The respective faculty members, staff, lab assistants and other service personnel are given responsibility to maintain the equipment under their purview. Stock registers, asset registers, log books, tools and plant registers are maintained by the respective laboratories to report entries and defects arising for rectification. All major repairs are identified and external expertise sought for maintenance of equipment wherever necessary with the permission of the Head of the Institution.

Standard operating procedures for all high end equipment is made available to the users. In-campus, users register in the log books and are responsible for the safe handling of the equipment. Breakage and repair if any, are reported to the Head of Department or the faculty-in-charge as the case may be and suitable measures are taken for speedy functioning of the equipment. Breakage of glassware intended for use by students and scholars is entered in the breakage register and charges levied based on the cost of the equipment payable by the students at the end of the year and by the research scholars at the culmination of the course programme.

##### ***4.1 Maintenance and Utilisation of Advanced Research Lab and the Central Computing Lab***

Advanced research labs with sophisticated equipment are operated for the benefit of the research scholars. They are maintained by a faculty-in-charge who reports to the corresponding Dean/HOD on all matters related to working, maintenance, in-campus service and outsourcing of the equipment. Entry to the labs is through log book registration. Users must duly submit a service requisition form to the concerned HOD. Access to equipment and service for recording analytical and computational data is given on first-cum-first served basis. Same procedure is followed with regard to samples from other institution users

#### **5. Maintenance of Sports and Games Facility**

The sports equipment, fitness equipment, ground and various courts are supervised and maintained by the Physical Directress and Faculty members of Physical Education Department respectively. Extensive equipment in the Gymnasium are maintained. Ground level maintenance is done annually during vacation in addition to the seasonal maintenance

done once in every three months. Grounds men, vendors of Sports goods and students of Physical Education jointly maintain the sports equipment.

## **6. Maintenance of Campus Cleanliness**

Cleaning of the campus areas including the academic and administrative buildings is performed daily in the morning before the regular classes begin with the help of housekeeping team. Toilets are cleaned thrice every day. The whole campus area is maintained by the housekeeping supervisor who will be reporting the completion of work to the Estate Manager.

## **7. Maintenance of other amenities**

The effluent treatment plants and rain water harvesting systems are maintained by the Estate Manager and support staff. The maintenance of equipment for water pumping plants, sewage, elevators are undertaken as per their preventive maintenance schedules and guidelines by the equipment supplier. The campuses are equipped with 24/7 safe and adequate drinking water supply. Fire extinguishers are installed in various blocks and are maintained by the respective departments with the support of technicians. Amenities like canteen and juice shop, stationery, bank and ATM facilities, laundry and reprography accessible for all stakeholders are maintained by respective service providers on annual contract.

Green environmental aspects —Garden, the orchards, bird feeders, solar panels, wind mill, rainwater harvesting systems, and the green house are maintained by the gardeners every day and frequently by the National Service Scheme volunteers as a service activity.

## **8. Annual Stock Checking**

Annual stock checking of furniture, lab equipment, stationery, ICT facilities, sports items and all assets and reporting of repairs is done by designated faculty as a year ending activity and the consolidated report is submitted to the administration to take up necessary actions if required.

## **9. Replacement of Equipment/ Electronics /Computers**

The maintenance comprises actions that are carried out to replace worn out assets. To avoid e-waste, the outdated electronics /computers are put on buy back as per norms and new items are procured.

#### **10. Day to Day Emergency Maintenance**

Day to day maintenance includes daily running repairs, like replacing light bulbs, repairing water leakages, leaking water pipes, taps, valves and cisterns, cleaning blocked drains, repairing locks and door handles and other minor repairs that necessitate day to day maintenance checks are taken care of by the Manager and his team members.



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF *MBA*

Problem Reported On : *29/10/20*

Problem Attended On :

Time : *11:00*

Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
<i>1</i>	<i>Fans Problem</i>	<i>A B block Gr. 12 - 29, 34</i>	<i>OK</i> <i>Guondalem</i>

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT ( COUNTER FOIL)

DEPARTMENT OF *Examination*

Problem Reported On : *31/10/2020*

Problem Attended On :

Time :

Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
<i>1</i>	<i>Tube lights are not working at spot room.</i>	<i>Exam cell</i>	<i>OK</i> <i>P. S. S.</i>

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

*31/10/2020*  
*Examinations,*  
*AITAM - Tekkali*

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF *BSECH*  
Problem Reported On: *2.11.20*  
Time: *2.15*

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
①	<i>Not working light</i>	<i>A' Block FF 27 06,</i>	<i>O.K</i>
②	<i>Not working fan and light 3 - 3</i>	<i>B' Block GF 07 (English Lab)</i>	

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF *GHI*  
Problem Reported On:  
Time: *2/11/20. 10.45*

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
	<i>Fan is not working.</i>	<i>1st floor Room 20 GHI</i>	<i>O.K M. Rajulu</i>

Signature of Maintenance Incharge

M. Rajulu  
Signature of Lab Incharge / HOD



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

### DEPARTMENT OF

Problem Reported On:

4/11/20

G.H.I

Problem Attended On:

Time:

10.30 Am.

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	Fan is not working	Room 20-1st floor G.H.I	
2	Fan and light is not working.	Room 47. 2nd floor G.H.I	B. Narayana

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

### DEPARTMENT OF

Problem Reported On:

5/11/20

G.H.I

Problem Attended On:

Time:

10.30 Am

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	Light is not working	1st floor. Room -19	O.K B. Narayana

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF 6/4/20

Problem Reported On:

Time: 10-42 am. G.H I

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	Light is not working	Room 43	OK B. Narayana
2.	fan and light is not working	Room 44	
3	fan is not working	Room 23	

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF G.H I & II

Problem Reported On:

Time: 23/11/20  
10-30 am

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	fan sound problem	Room 28 G.H I	OK M. Rajulu
2	light is not working	Room 22, 17, 4, 18, 30 G.H I	
3	fan is not working	10, 14, 32, 41 G.H 2	

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD



# SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF BOYS HOSTAL-I

Problem Reported On: 25/11/20  
Time: 10-30

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	R.NO. 42 Out side Power Control Main switch not working	BH-I R.NO. 42	OK completed Raj
2.	R.NO. 43 five pin socket switch not working	BH-I R.NO. 43	

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

## ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

### SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF MBA

Problem Reported On: 27/11/2020  
Time: 3.30 PM

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	light not working	Rest Room MBA Dakt GF-31	Objectified Cpanel OK

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD  
Aditya Institute of

## ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

### SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF Management-Room

Problem Reported On: 29/11/2020  
Time:

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
①	Tube light-1	magist	OK
②	Pressure light-1		
③	Stop Resistor-6		

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

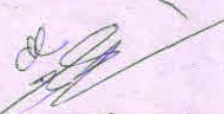
DEPARTMENT OF IT

Problem Reported On : 01-12-2020

Time : 10-15 AM

Problem Attended On :

Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
①	Fans - 3 nos	"B" Block (FF-13)	O.K. 
②	electrical pipe damage	"B" Block (FF-03)	

  
Signature of Maintenance Incharge

  
Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)


DEPARTMENT OF

Problem Reported On : 03-12-2020

Time : 11-00 AM

Problem Attended On :

Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	Sockets & switches not working	C Block CP Lab First-floor FF-15	

  
Signature of Maintenance Incharge

  
Signature of Lab Incharge / HOD  
Dept. of EEE

Aditya Institute of Technology & Management, TEKKALI



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

### DEPARTMENT OF

Problem Reported On:

Time: 10:30 am

GHI

Problem Attended On:

Time:

5/12/20

S.No.	Name of Work / Problem	Location	Action taken / Remarks
	Fan is not working	GHI Room 44	O.K. M. Raju

Signature: [Signature] Maintenance Incharge

Signature of Lab Incharge / HOD: M. Raju 5/12/20

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

### DEPARTMENT OF

Problem Reported On:

Time:

Boys Hostel-I

07/12/20

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	R.NO-78 fan & light is not working	R.NO-78 BH-I	Completed [Signature]
2.	R.NO-74 plug socket problem. new switch board required	R.NO-74 BH-I	

Signature of Maintenance Incharge: [Signature]

Signature of Lab Incharge / HOD: [Signature]



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF Boys Hostel - III  
Problem Reported On: 08/12/20  
Time: 08/12/20

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
11	R.NO. <del>32</del> and 32 Tubelight is not working	BH-III R.NO. 25 and 32	Completed Raj
10	R.NO. 39, light is not working	BH-I R.NO. 39	

Raj  
Signature of Maintenance Incharge

Raj  
Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF Boys Hostel - 3  
Problem Reported On: 9/12/20  
Time: 10-00

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
11	R.NO. 25 tube light is not working	BH-3 R.NO. 25	Completed Raj

Raj  
Signature of Maintenance Incharge

Raj  
Signature of Lab Incharge / HOD



**TEKKALI**  
**SERVICE CALL REPORT (COUNTER FOIL)**

DEPARTMENT OF 12/12/20

Problem Reported On :  
Time: 10.00 am GH 2

Problem Attended On :  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
(1)	Main problem	Room-6 GH 2	OK M. Rajulu
(2)	Light is not working.	Ground floor at steps. GH 2	

  
Signature of Maintenance Incharge

M. Rajulu 12/12/20  
Signature of Lab Incharge / HOD

**ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT**  
**TEKKALI**

**SERVICE CALL REPORT (COUNTER FOIL)**

DEPARTMENT OF 15/12/20

Problem Reported On :  
Time: 10.00 am GH

Problem Attended On :  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
(1)	Light is not working.	Room 21 GH 2	M. Rajulu
(2)	Light (3) are not working. (Round shape lights)	Mess. GH 1	

  
Signature of Maintenance Incharge

M. Rajulu 15/12/20  
Signature of Lab Incharge / HOD


**ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT**  
**TEKKALI**


**SERVICE CALL REPORT (COUNTER FOIL)**


DEPARTMENT OF

Problem Reported On : 16/12/2020  
Time: 10.30 am

Problem Attended On :  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	Fan not working	BF-26	OK 
2	3 Tubelights not working	FF-14-①	
3	wall <del>test</del> pipe		

  
Signature of Maintenance Incharge

  
Signature of Lab Incharge / HOD  
Dept. of ECE  
Aditya Institute ...

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF Boys Hostel-I and III

Problem Reported On: 16/12/20

Time: 10-00

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	R.NO. 18 NO Tube light - BH-I	BH-I R.NO. 18	Completed By
2	R.NO. 18 Tube light is not working -	BH-III R.NO. 10	

*[Signature]*

Signature of Maintenance Incharge

*[Signature]*

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF

Problem Reported On:

Time: 10-00 am

17/12/20

GH 2

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	Light is not working.	Room-26- GH 2	M. Rajulu
2	Light is not working.	1st floor wash room.	

*[Signature]*

Signature of Maintenance Incharge

*[Signature]*

Signature of Lab Incharge / HOD



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI


## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF Boys Hostel-3

Problem Reported On: 18/12/20  
Time: 10-30

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	R-No: 10 Main switch board loose & holder is not working	R.No-10 BH-II	Completed Wing

 Signature of Maintenance Incharge

 Signature of Lab Incharge/HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI


## SERVICE CALL REPORT (COUNTER FOIL)


DEPARTMENT OF Boys Hostel-II

Problem Reported On: 18/12/20  
Time: 10-30

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	fan is not working	R no. 9 BH-2	Completed Wing
2	Tube light is not working and fan is making sound	R no. 14 BH-2	
3	Room no. 18 & 21 Tube lights are not working	18, 21, BH-2	
4	R.No. 30 No light	30, BH-2	

 Signature of Maintenance Incharge

 Signature of Lab Incharge/HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)


### DEPARTMENT OF

Problem Reported On : 24/12/20

Time : 11:00 AM

Problem Attended On :

Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
①	Sacku not working	SF-09 C-17 Leds	

Signature of Maintenance Incharge

Head of the Department  
Dept. of E.E.  
Aditya Institute of Technology &  
Management, TEKKALI

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

### DEPARTMENT OF

Problem Reported On :


Time : 10:30 am

G.H-2

19-12-20

Problem Attended On :

Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
①	Fan is not working.	Room 36. First floor - G.H-2	

Signature of Maintenance Incharge

M. Rajulu 19/12/20  
Signature of Lab Incharge / HOD



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF ECE

Problem Reported On : 02/01/2021

Time : 11:50 AM

Problem Attended On :

Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	wire extence	ECE office	OK ✓ <i>[Signature]</i>

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

Dept. of ECE  
Aditya Institute

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF 'D' Block CSE Dept

Problem Reported On : 05/01/21

Time : 10:00 A.m

Problem Attended On :

Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	Computers(3) power boards not working	FF-16, Advanced programming Lab, D-Block	OK <i>[Signature]</i>
2	Tube light not working		<i>[Signature]</i> 5/1/21

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF - B.S.EIT

Problem Reported On: 7.1.2021  
Time: 10.00

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	Calling Bell Not working	B.S.H HOD Room No F.F - - 24	OK

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF

Problem Reported On: APSSDC  
Time: 10.00 AM 7/1/21

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	F BLOCK 2nd Floor Water Friz 3 pin plug Repair	- F Block APSSDC 2nd Floor	

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

APSSDC - AITAM  
K. Kottur F22 201

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF

Problem Reported On: 7/1/21  
Time: 10-00 AM, GH

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	Light is not working	room - 45 GH I	
2	Light is not working	room - 25 GH II	OK M. Rajulu

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD  
M. Rajulu 7/1/21



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF BOYS HOSTEL - III

Problem Reported On : 7/1/21  
Time :

Problem Attended On :  
Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
✓	R-13 BH - II	Tube light is not working	OK Eug

Signature of Maintenance Incharge

Signature of Lab Incharge/HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF 18/1/21

Problem Reported On : 11-40 am GH  
Time :

Problem Attended On :  
Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	Light is not working	Room-24 GH1	M. Rajulu work completed.

Signature of Maintenance Incharge

Signature of Lab Incharge/HOD M. Rajulu 18/1/21

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF Boys Hostel-3

Problem Reported On: 19/11/21  
Time: 10:30

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	frize 3 pin plug is not working	BH-3 (frize 3 pin)	Completed O E Sury

[Signature]  
Signature of Maintenance Incharge

[Signature]  
Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF Boys Hostel-II

Problem Reported On: 20/11/21  
Time: 10:00

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	R.NO-34 Plug Shocet damage	BH-2 R.NO-34	O E Sury

[Signature]  
Signature of Maintenance Incharge

Signature of Lab Incharge / HOD



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF BOYS HOSTAL-I

Problem Reported On : 21/01/21  
Time : 10-00

Problem Attended On :  
Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	R.NO 20 fan's not working	BH-I R.NO-20	OG Completed By

RA  
Signature of Maintenance Incharge

Raj  
Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF CSE

Problem Reported On : 20-1-2021  
Time : 4-00 PM

Problem Attended On :  
Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	Not supply electric power	D. Block FF-10 CLASS ROOM	OK S. Rambabu N/A

RA  
Signature of Maintenance Incharge

S. Rambabu  
Signature of Lab Incharge / HOD  
Here, Dept. of CSE  
Aditya Institute of  
Technology & Management  
Tekkali-532 201, (A.P.)



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF

Problem Reported On: 22/01/2021

Time: 10-10Am

Problem Attended On:

Time: 10

S.No.	Name of Work / Problem	Location	Action taken / Remarks
①	Tube light not working	BT FF 04 ✓	ob
②	Sink water pipe not working		

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF

Problem Reported On: 22-01-21

Time: 10:30

Problem Attended On: 22

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	SF-3 Fan Switch	C-Block SF-03 ✓	
2	Sockets & Switches not working	C-Block C-Programming Lab ✓	
3	Window door broken	C-Block Simulation 66 →	

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF Boys Hostel-2 and 3

Problem Reported On: 27/11/21  
Time: 10-00

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	Drinking water pipe leakage	BH-2 (8F)	O.K Gung
2	Acquaguard is not working	BH-3	

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF Boys Hostel-2

Problem Reported On: 27/11/21  
Time: 10-00

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	Fan is not working	R.no. 53 (F/F)	O.K Gung
2	Fan is making sound	R.no. 45	
3	Tube light is not working	R.no. 61	
4	Switch board damage	R.no. 61	
5	Plug socket is not working	R.no. 62	

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF

27/1/21

Problem Reported On :

Time: 10:00 am. G.H.

Problem Attended On :

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	Fan is not working.	G.H. 2 Room 2nd floor. 46	O.K B. Narayan



Signature of Maintenance Incharge

M. Rajulu 27/1/21

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF


ECE

Problem Reported On : 28/1/21

Problem Attended On :

Time: 2:00 PM

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	Fan's not working	SF-21 (1) SF-26 (1)	O.K O.K 



Signature of Maintenance Incharge

D. Rajulu  
Signature of Lab Incharge / HOD

Dept. of ECE  
Aditya Institute of Technology and Management



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF BOYS HOSTAL I and II

Problem Reported On: 28/1/21  
Time: 10-30

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	R.No. 69 fan is not working	BH-I R.No - 69	O.K
2	fan is making sound.	BH-III R.No - 08	

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF

Problem Reported On: 28/1/21  
Time: 10.00 AM

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	Ceiling Fan not working	C-Block SF-03	

Signature of Maintenance Incharge

Head of the Department  
Dept. of E.E.E  
Signature of Lab Incharge / HOD  
Aditya Institute of Technology & Management, TEKKALI.

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF

Problem Reported On :

Time :

B. S. K. I. T  
29.1.21  
4.05 p.m

Problem Attended On :

Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
	Tube light problem	A. Black FF-05 Room. No. 05	ok

Signature of Maintenance Incharge

Head of Department  
Bas  
Adi  
Signature of Lab Incharge / HOD  
And Management Tekkali-532 201

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF

Problem Reported On :

Time :

LIBRARY  
29/1/21  
9.45

Problem Attended On :

Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	Fan Digital	Library	ok
2.	Tube Lights - 2	Library	ok
3.	Switch		ok

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD  
LIBRARIAN-AITAM



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF Boys Hostel I and II  
Problem Reported On: 29/11/21  
Time: 10-30

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	BH-I Hostel Gate Cut side light not working	BH-I	OK G. V. S.
2.	R.NO-23 Plug socket is not working	BH-2 R.NO-23	
3.	R.NO-25 Tube light is not working (no light) R.NO-25	BH-2	

Bas  
Signature of Maintenance Incharge

R. J.  
Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF Boys Hostel  
Problem Reported On:  
Time: 30/11/21

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	R-34 Fans not working R-34 tube light is not working	BH-II	OK Completed G. V. S.

Bas  
Signature of Maintenance Incharge

G. V. S.  
Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF Boys Hostel  
Problem Reported On:  
Time: 30/01/21 11:00

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	R-13 fan is not working	BH-II	OK Completed G. V. S.

Bas  
Signature of Maintenance Incharge

G. V. S.  
Signature of Lab Incharge / HOD



**ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT  
TEKKALI**

**SERVICE CALL REPORT (COUNTER FOIL)**

DEPARTMENT OF Library

Problem Reported On : 19/02/21

Problem Attended On :

Time :

Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	Tube Lights 3	Library	OK problem solved satisfactory

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

Dr. M.V. SUBRA  
LIBRARIAN-ATT

**ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT  
TEKKALI**

**SERVICE CALL REPORT (COUNTER FOIL)**

DEPARTMENT OF CSE

Problem Reported On :

Time :

19-02-2021  
10:00 AM

Problem Attended On :

Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
	Two, Intercom phones are Re Sounds	D-Block HOD office Dept office	OK r.v.c. kethan

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

Head, Dept. of CSE  
Aditya Institute of  
Technology & Management  
Tekkali-532 201, (A.P.)

**ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT  
TEKKALI**

**SERVICE CALL REPORT (COUNTER FOIL)**

DEPARTMENT OF BOYS HOSTAL - I

Problem Reported On : 19/2/21

Time :

10-30

Problem Attended On :

Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	fan is not working	R.NO. 72 (BH-I)	OK Completed By Raj
2	fan is not working	R.NO. 14	
	NO Light (tube)	R.NO. 14	

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

### DEPARTMENT OF

Problem Reported On: 02/02/21  
Time: 4:30 PM

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	Tube light not working	D-Block, CSE Dept.	OK
2	Computers switch board not working 810-4	FF-16 Advanced programming lab	

Signature of Maintenance Incharge

Head, Dept. of CSE  
Aditya Institute of  
Technology & Management  
Tekkali-532 201, (A.P.)  
Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

### DEPARTMENT OF BSE & H

Problem Reported On: 04.02.2021  
Time: 11 A.M

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	Tube light (ceiling) is not working	'B' BLOCK English Lab - G.F-07	OK
2.	A/c is not working		

Signature of Maintenance Incharge

Head, Dept. of BSE & H  
Aditya Institute of Technology & Management  
Tekkali-532 201, (A.P.)  
Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

### DEPARTMENT OF

Problem Reported On: 2/2/21  
Time: 10:35 G.H

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
(1)	Fan is not working	Room-8 G.H 2	OK B. Nirmala M. Raju
(2)	Mess-Cooking shed fan all bolts are loose.	G.H 1 Mess.	



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF

Boys Hostel 1 and II

Problem Reported On:

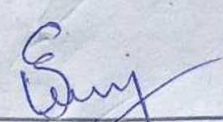
17/2/21


Problem Attended On:

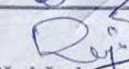
Time:

10.30

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	Fan is not working	R.NO. 33 BH-I	ok 
2	Bathroom switch board loose	R.NO. 7 BH-2	
3	Bathroom switch damage	R.NO. 8 BH-2	
4	Steps corner Round light not working	BH-I (C.F.F.)	

  
Signature of Maintenance Incharge

  
Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF

G.H

Problem Reported On:

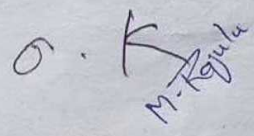
Time:

10.40 am.

Problem Attended On:

Time:

18/2/21

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	No. 5 pin plug for charging.	Room - 3 GH1	O.K. 
2	Fan is not working	Room - 47 GH2	

  
Signature of Maintenance Incharge

M. Rajulu 18/2/21  
Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF BOYS HOSTAL-I

Problem Reported On:

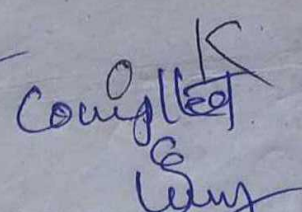
18/2/21

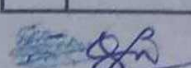
Problem Attended On:

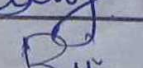
Time:

10.30

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	R.NO. 53 fan switch not working (Direct)	BH-I R.NO. 53	Completed 
2	R.NO. 18 NO tube light and stand loose	BH-I R.NO. 18	

  
Signature of Maintenance Incharge

  
Signature of Lab Incharge / HOD



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF Boys Hostel - I

Problem Reported On: 20/2/21

Time: 10.30

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	R.NO. 52 NO Tube light	R.NO. 52 BH-I	Ok
2	five pin socket loose R.NO. 62	R.NO. 62 BH-I	Ok Completed Wing

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF Boys Hostel

Problem Reported On: 22/02/21

Time:

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
✓ 1	Fan oil leaked - R-72	BH-II	ok
✓ 2	R-35 - plug socket damage	- BH-I	Completed
✓ 3	R-TV-1 Fan is not working	- BH-I	Wing

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF EE

Problem Reported On: 24/2/21

Time: 10.00am

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
①	Tube light not working	WF-08	ok
②	"	WF-09	ok

Signature of Maintenance Incharge

Head of the Department  
Signature of Lab Incharge / HOD  
Aditya Institute of Technology & Management  
TEKKALI



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF

Problem Reported On :

Time: 10.00 am.

Gr. H

27/2/21

Problem Attended On :

Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	NO 3 pin plug point (8X12)	Room-30 Gr H2	B. Nair
2	NO 3 pin plug point (6X12)	Room-16 Gr H1	
3	NO 3 pin plug point (6X12)	Room-39 Gr H1	

Signature of Maintenance Incharge

M. Rajulu 27/2/21  
Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF

Problem Reported On :

Time :

CSB  
27-2-2021

Problem Attended On :

Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	Two Tube lights are not working	D-Block SF-Rest Room Staff Room	OK OK S. Ramkalyan 27/2/21

Signature of Maintenance Incharge

Head, Dept. of CSB  
Signature of Lab Incharge / HOD



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF **BOYS HOSTEL**

Problem Reported On:

Time: 15/02/21

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	R-33 Bath room holder Set loose and bed light holder damage		OK BH-II OK Wey
2	R-31 Fan is not working		

*Bx*  
Signature of Maintenance Incharge

*Wey*  
Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF **BOYS HOSTEL**

Problem Reported On:

Time: 16/02/21

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	Entrance light not working		BH-II
2	Fan is not working - R43		<i>Ch</i> Covered <i>Wey</i>
3	Switch problem - 43		

Signature of Maintenance Incharge

*Wey*  
Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF **EEE**

Problem Reported On:

Time: 16/2/21

Problem Attended On:

Time: 10.00

S.No.	Name of Work / Problem	Location	Action taken / Remarks
①	A.C Problem	SF-01	<i>4</i>
②	" "	FF-15, SF-15	
③	" "	EEE	
④	Fan "	C-Block	OK <i>Wey</i>

*Wey*  
Signature of Maintenance Incharge

*Wey*  
Signature of Lab Incharge / HOD



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF

Problem Reported On :


Time :


BOYS HOSTEL-II  
05/02/21

Problem Attended On :

Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	R-33 plug socket is not working		BH-II ob Wey

  
Signature of Maintenance Incharge

  
Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF Boys Hostel-I

Problem Reported On :


Time :

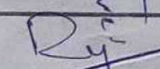
06/2/21  
10-30

Problem Attended On :

Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	R.NO.41 fan is making sound	R.NO.41 BH-I	OK Wey Ry

  
Signature of Maintenance Incharge

  
Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF Boys Hostel I and II

Problem Reported On :

Time :

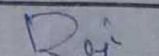
08/2/21  
10-30

Problem Attended On :

Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	R.NO.41 fan is not working	R.NO.41 BH-I	ob
2	R.NO.22 fan is not working	BH-2 R.NO-(22)	ob Wey

  
Signature of Maintenance Incharge

  
Signature of Lab Incharge / HOD



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF

Problem Reported On:

G.H

Problem Attended On:

Time: 10.50 am. 25/2/21

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	Fan is not working	Room-16 G.H.	Ob OK OK M. Rajulu
2.	NO 3 pin plug point (6x12)	Room-16 G.H.	
3.	NO 3 pin plug point (6x12)	Room-28 G.H.	

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF ECE

Problem Reported On: 26/02/2021

Problem Attended On:

Time: 9.30 PM

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	Fan not working	4th SF-15, 16	SF 16 OK 2 fans
		12, SF09 (stair)	SF 15 OK
			SF 12
2.	Light problem	SF-15	SF 09 OK
			OK

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD  
Dept. of ECE  
Aditya Institute of

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF CSE (CD Block)

Problem Reported On: 26/02/2021

Problem Attended On:

Time: 05.00 PM

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	Two tube lights not working (1 check pblm)	G.F-09	OK
2.	1-Fan not working		OK
3.	LAND LINE not working		S. Ramkumar

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF *BSQH*

Problem Reported On: *04.02.2021*

Time: *11 AM*

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	A/c is not working.	'E' BLOCK English Lab. F.F-09	<i>OK</i> <i>[Signature]</i>
2.	Provide Pesticides to prevent Pests		
3.	Repair Wheel Chairs		

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF

Problem Reported On: *4-2-2021*

Time: *10:15 AM*

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
①	Tube light not working	HOD ROOM FF08	<i>OK</i> <i>[Signature]</i>
②	System Cables Damaged by insects	GF-10	

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF

Problem Reported On: *5/2/21*

Time: *10-45 am. G.H.*

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	charging plug problem.	Room-32 G.H.1	<i>OK</i> <i>[Signature]</i> <i>B. Narayan</i>
2.	5 pin plug not working and bulb holder broken	Room-9. G.H.2	
3.	2 Tube lights are not working.	Reception G.H.2	

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD



**ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT  
TEKKALI**


**SERVICE CALL REPORT (COUNTER FOIL)**

DEPARTMENT OF E.C.E


Problem Reported On: (4) Four Tube Lights Problem Attended On:

Time: 01/12/2021 - failed

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	Four Tube-lights failed	Ac/DC Lab	OK 

  
Signature of Maintenance Incharge

  
Signature of Lab Incharge / HOD

11/2/2021

**ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT  
TEKKALI**

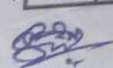
**SERVICE CALL REPORT (COUNTER FOIL)**

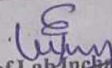
DEPARTMENT OF BOYS HOSTAL

Problem Reported On: 11/02/21 10:00 AM

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
	R-5 tube light is not working		OK BH-I
	Q-25 Fan is not working		BH-III Door Lock Door Lock

  
Signature of Maintenance Incharge

  
Signature of Lab Incharge / HOD

**ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT  
TEKKALI**

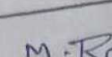
**SERVICE CALL REPORT (COUNTER FOIL)**

DEPARTMENT OF

Problem Reported On: 10-30 am G-14

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	Fan sound.	Room-57 G/H 2nd floor	✓
2.	Fan not working.	Room-8. G/H 2 Ground floor	Door locked. OK M. Raju 11/2/21

  
Signature of Lab Incharge / HOD



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

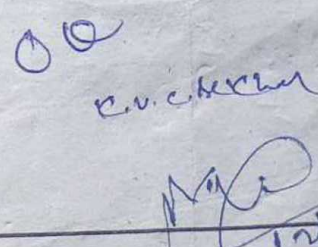
DEPARTMENT OF CSE

Problem Reported On:

Time: 11:00 AM / 12:00 AM

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
	2 Tube light not working (chocker) 2	D-BLOCK GF-9	 12/2/21

  
Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

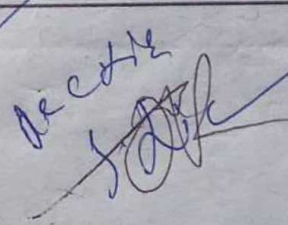
DEPARTMENT OF Boys Hostel - I


Problem Reported On:

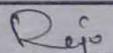
Time: 14/2/21  
10:30

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	Light with frame (stand) Require (Two light)	R.NO-08 BH-I	

  
Signature of Maintenance Incharge

  
Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

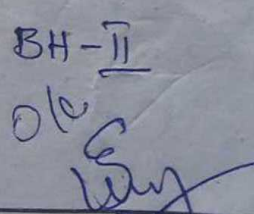
DEPARTMENT OF Boys Hostel


Problem Reported On:

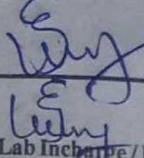
Time: 15/02/21

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	R-45 leaking oil from fan	BH-II	 15/2/21

  
Signature of Maintenance Incharge

  
Signature of Lab Incharge / HOD



**ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT**  
**TEKKALI**  
**SERVICE CALL REPORT (COUNTER FOIL)**

DEPARTMENT OF BS&H  
 Problem Reported On: 24/2/21  
 Time: 24/2/21

Problem Attended On:  
 Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	Prob Replace light Tube light	FF-32 A-Blocc	O/c [Signature]

[Signature]  
 Signature of Maintenance Incharge

[Signature]  
 Signature of Lab Incharge / HOD

**ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT**  
**TEKKALI**  
**SERVICE CALL REPORT (COUNTER FOIL)**

DEPARTMENT OF Boys Hostel-I & III  
 Problem Reported On: 24/2/21  
 Time: 10-30

Problem Attended On:  
 Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	R.No-30 fan is not working	BH-I. R.No-30	O/c Completed by [Signature] Rep [Signature]
2	Common bath room G/f one tube light required	BH-I G/f	
3	R.No-31 Bath room holder not working	BH-III. R.No-31	

[Signature]  
 Signature of Maintenance Incharge

[Signature]  
 Signature of Lab Incharge / HOD

**ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT**  
**TEKKALI**  
**SERVICE CALL REPORT (COUNTER FOIL)**

DEPARTMENT OF BOYS HOSTAL-2  
 Problem Reported On: 25/2/21  
 Time: 10-30

Problem Attended On:  
 Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	R.No-62 fan is running slow	BH-2 R.No-62 (S/f)	O/c [Signature]

[Signature]  
 Signature of Maintenance Incharge

[Signature]  
 Signature of Lab Incharge / HOD



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF

Problem Reported On:

Time: 12:00 am.

G.H

26/2/21

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	Fan is not working.	Room; 16 G.H	O.W. M. Rajulu

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF

Problem Reported On: BOYS HOSTEL

Time: 26/2/21 11:45 AM

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	Main switch Loose	R-20	BH-III
2	Fan is not working		O. Completed Ley

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF BOYS HOSTAL-I and III

Problem Reported On: 27/2/21

Time: 10-30

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	R.NO-61 Light not working	R.NO-61 BH-I	
2.	R.NO-68 fan is running slow	R.NO-68, BH-I	
3.	Common bath room 8 ft NO tube light	BH-I (8 ft)	
4.	R.NO-10 fan Regulator fitting	BH-3 RNO-10	Completed Ley

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF

Problem Reported On :

Time :

BOYS HOSTAL

11/02/21 10:00 AM

Problem Attended On :

Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
	R-43 Plug socket switch is not working		ok BH-II
	R-64 Carinder tube light is not working		ok BH-II Wing

*[Signature]*

Signature of Maintenance Incharge

*[Signature]*

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF

Problem Reported On :

Time :

Boys Hostal-2

02/12/21

10:30

Problem Attended On :

Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	Fan is not working	R-NO-36 BH-2	ok Wing

*[Signature]*

Signature of Maintenance Incharge

*[Signature]*

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF

Problem Reported On :

Time :

BOYS HOSTAL I and II

02/02/21

Problem Attended On :

Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	R-80 Switch damage and socket loose		BH-I ok
2	R-52 Fan Running slow and tube light not working		BH-I ok
3	R-10 Fan is not working		BH-II ok Wing

*[Signature]*

Signature of Maintenance Incharge

*[Signature]*

Signature of Lab Incharge / HOD



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF Boys Hostel II and III

Problem Reported On: 06/3/24  
Time: 10-30

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	R.NO.29 fan is making sound	BH-2, R.NO.29	OK
2.	R.NO.48 fan is making sound	BH-2 R.NO.48	OK
3.	R.NO.36 fan is running slow	BH-3, R.NO.36	OK
4.	water cooler not cooling	BH-3	OK

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF Boys Hostel I, II, III

Problem Reported On: 08/3/24  
Time: 10-30

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	Fans making sound - 48, 54	R.NO.48, 54 BH I	OK 50
2.	fans running slow	R.NO.49, 55 BH I	
3.	fan is not working	R.NO.41 - BH-2	
4.	<del>fan is not working</del>	<del>R.NO.41 - BH-2</del>	
5.	fan is not working	R.NO.32, BH-3	

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF Boys Hostel - I

Problem Reported On: 09/3/24  
Time: 10-30

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	R.NO.22 five pin socket, and Loose. and Two switches are not working	R.NO.22 BH-I	OK Completed By
2.	water cooler (fridge) not cooling	BH-3	

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

### DEPARTMENT OF

Problem Reported On : 15-03-2021  
Time : 11-45 AM

Problem Attended On :  
Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
	Tube light not working	princepal abice GF-29	OK

Signature of Maintenance Incharge

PRINCIPAL  
Signature of Institute Incharge Technology  
& Management  
TEKKALI - 532 201

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

### DEPARTMENT OF BOYS HOSTAL

Problem Reported On : 15/3/21  
Time : 10-30

Problem Attended On :  
Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	fan is not working R.NO.65	(BH-2) 65RM	OK
2.	R.NO.47 fan is making sound (Three 62w switches are not working)	R.NO.47 BH-I	OK
3.	Mess Two water coolers are Electrical		Done action

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

### DEPARTMENT OF EEE

Problem Reported On : 19-03-2021  
Time : 3:00pm

Problem Attended On :  
Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	Fans slow running GF-10 (05 NOS)		
2.	Tube light not working - GF-8		
3.	Fan not working FF-9		

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

### DEPARTMENT OF

Problem Reported On: IT

Time: 06.03.21

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
①	A/C not working	NET lab	OK
②	A/C windows damaged	"	OK
③	Keyboard desks	B-Block	

Signature of Maintenance Incharge

Head of Department  
Signature of Lab Incharge/HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

### DEPARTMENT OF

Problem Reported On: G.H

Time: 10.30 am

6/3/21

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	Fan is not working	Room-26-GH2	OK
2	Fan is not working	Mess.	OK M. Rajulu

Signature of Maintenance Incharge

M. Rajulu 6/3/21  
Signature of Lab Incharge/HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

### DEPARTMENT OF

Problem Reported On: G.H

Time: 10.30 am

2/3/21

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	Fan sound problem	Room 49. GH2	OK
2	Fan sound problem	Room 50 GH2	OK
3	Fan sound problem	Room 43 GH2	OK
4	NO 3 pin plug point (6x12)	Room 25 GH1	M. Rajulu

Signature of Maintenance Incharge

M. Rajulu 2/3/21  
Signature of Lab Incharge/HOD



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF Boys Hostel I and II

Problem Reported On: 01/3/21  
Time: 10:30

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	R.No. 78 fan is not working	R.No. 78 BH-2	Ok
2.	R.No. 10 fan is running slow	BH-2 R.No. 10	Ok
3.	R.No. 65 fan is running slow	BH-2 R.No. 65	Ok
4.	five pin switch not working properly.	R.No. 27 BH-I	Ok

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF CSE (D'Block)

Problem Reported On: 2-3-2021  
Time: 10:00 A.M

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	one fan Not working	D-Block FF-9 CLASS ROOM	Ok S. Ramakrishna

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF BSEIT

Problem Reported On: 03.03-21  
Time: 2:30 P.M

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
	Tube light Not working	FF-05 'A' Block	Ok

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF BOYS HOSTAL-3 (MESS)

Problem Reported On: 04/3/21  
Time: 10-30

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	Mess water coolers are not working properly (not cooling)	Mess	<i>Done</i> <i>Re-ct'd</i>

*SA*  
Signature of Maintenance Incharge

*Reg*  
Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF BOYS HOSTAL-3 (MESS)

Problem Reported On: 04/3/21  
Time: 10-30

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	Two fan are not working	Mess BH-3	<i>Completed</i> <i>Sing</i>

*SA*  
Signature of Maintenance Incharge

*Reg*  
Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF CSE

Problem Reported On: 06-03-2021  
Time: 10:00 A.M

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	Ac fan not working, due to that coal air not coming.	D-Block SF-23	<i>Olc</i> <i>NC</i> <i>4/3/21</i>

*SA*  
Signature of Maintenance Incharge

*Reg*  
Signature of Lab Incharge / HOD



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF ~~ECE~~

Problem Reported On : 12/3/21

Problem Attended On :

Time : 11:30

Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	Fan Sound -	SF-26	OK
2.	Tube light	PF-18	OK
3.	Fan <sup>not working</sup> Problem	SF-16	

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD  
Head of the Department  
Department of ECE  
Aditya Institute of Technology and Management

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF ~~ECE~~

Problem Reported On : 12/3/21

Problem Attended On :

Time : 11:00

Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	Switch Board Socket problem	SF-33	OK
2.	Fan slow - (socket problem)	SF-34	OK

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD  
Head of the Department  
Department of ECE  
Aditya Institute of Technology and Management

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF BOYS HOSTAL - I

Problem Reported On : 12/3/21

Problem Attended On :

Time :

Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	Fan Running Very slow R.No. 82	BH-2, R.No. 82	OK Wing Rip
2.	Fan Running Very slow R.No. 29	BH-2, R.No. 29	
3.	Fan Running Slow R.No. 22	BH-3, R.No. 22	
4.	Fan blade is broken R.No. 48	BH-I R.No. 48	

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF Boys Hostel-I & II

Problem Reported On: 23/3/21

Time: 10:30

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	R.No. 22 socket damage	BH-I	OB
2.	Main gate corridor tube light is not working	BH-II	OB
3.	Near R.55 (LED) light is not working	BH-II	OB

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF ECB

Problem Reported On: 24/03/21

Time: 2:00 PM

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	FAN Not working Tubelight Not working	P.D.C Lab S.F-18	
2.	Two of fan's not working Tubelight working	P.D.C Lab S.F-18	

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF

Problem Reported On:

Time: 10:00 am.

G.H.

25/3/21

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	Fan is moving slowly	Room 31	
2.	Fan is moving slowly	Room 41	

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

### DEPARTMENT OF

Problem Reported On:

Time:

G.H. 20/3/21

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	Fan is not working.	Room - 44 G.H. II	M. Rajulu
2.	Ground floor corner light problem	G.H. - II	

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

### DEPARTMENT OF Boys HOSTAL - II and III

Problem Reported On:

Time:

20/3/21  
10:30

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	R.N.O. 52 socket loose. (G.H.) BH-2	BH-2 R.N.O. 52 (G.H.)	G. S. S.
2.	G.H. Tube light not working	BH-3 (G.H.)	
3.	Mess outside tube light not working	Mess (Hand wash)	
4.	Water coolers not cooling	Mess (1)	
		BH-3 (first floor) - (1)	R. S.

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

### DEPARTMENT OF

Problem Reported On:

Time:

G.H. 23/3/21

Problem Attended On:

Time:

No.	Name of Work / Problem	Location	Action taken / Remarks
1.	Fan is not working	Room 49 - G.H. 2	O. B.
2.	Light is not working	Room 3 - G.H. 2	O. B.
3.	Ground floor corner light is not working	G.H. 2 at Room 19	O. B.

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF Boys Hostel - I and II

Problem Reported On: 27/3/21  
Time: 10-30

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	S/f Bathroom light is not working	BH-I S/f.	ok
2.	<del>R.No. 10</del> near R.No. 10 LED Light is not working	BH-I	ok
3.	Near Wifi (Gang Box) damage	BH-II	ok

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF Boys Hostel - 2

Problem Reported On: 27/3/21  
Time: 10-30

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	R.No. 42 fan is making sound	BH-2 R.No. 42	ok
2.	R.No. 45 fan is not working	BH-2, R.No. 45 (not working)	ok
3.	R.No. 06 fan pipe required.	BH-3	ok

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF CSE -

Problem Reported On: 29/3/21  
Time: 3:00 PM D Block

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	Light not working	D Block	ok
2.	Intercom phone not working	HOD, SW Room FF-14	ok

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD  
Head, Dept. of CSE  
Aditya Institute of  
Technology & Man



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF

Problem Reported On :

29/3/21

Problem Attended On :

Time :

10-20 am

G.H

Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	Fan is moving slowly	Room 31	G.H I OK S. Nijhar
2	Fan is moving slowly	Room-44	
3	Fan is moving slowly and make sound	Room 18	
		G.H II	

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF

Problem Reported On :

Boys Hostel

Time :

30/3/21

Problem Attended On :

Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	R-25 Fan sound problem		BH-I
2	R-62 Fan Nut bolt loose		BH-I
3	R-66 tube light not working		BH-I
4	R-62 Fan is running slow		BH-II
5	R-65 Fan not working		BH-II

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF Boys Hostel - I

Problem Reported On :

31/3/21

Problem Attended On :

Time :

10-30

Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	R.NO. 12 Light is not working	BH-I R.NO. 12	OK S. Nijhar
2	R.NO. 62 fan is running slow	BH-2	

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

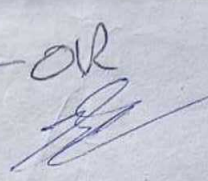
DEPARTMENT OF *IT*

Problem Reported On: *1-3-2021*

Time: *9:31*

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
<i>1-</i>	<i>Switch board problem</i>	<i>B-block (EE-13) Itlab-2</i>	<i>OK</i> 

Signature of Maintenance Incharge

Head of the Department  
Signature of Lab Incharge / HOD  
Aditya Institute of

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

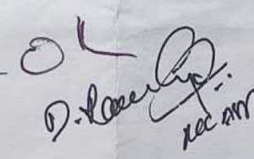
DEPARTMENT OF *Polytechnic*

Problem Reported On: *01/03/2021*

Time:

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
<i>1</i>	<i>Tube light, Fan not working</i>	<i>Diploma Office B/SF/11</i>	<i>OK</i>  <i>recdmt</i>

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD  
*ny. Director*  
**Polytechnic**

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

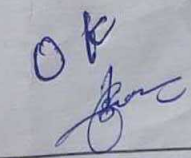
DEPARTMENT OF *ECE*

Problem Reported On: *01-03-2021*

Time: *10:30 AM*

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
<i>1-</i>	<i>Fan's not working - 1. Fan - Not working 2. Fan - Sound</i>	<i>SF-21 (Evening Session Preea)</i>	<i>OK</i> <i>OK</i> 

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF Boys Hostel-I

Problem Reported On: 05/4/21  
Time: 10:30

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	Near R.NO. 77 Corridor LED (Round) light is not working	BH-I	Work completed Wing

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF

Problem Reported On: 7/4/2021  
Time: 10:25 AM

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
	Split AC-1 window AC-1 Both are not working	Server Room A block FF 17	OK Murti

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF Boys Hostel- I and II

Problem Reported On: 07/4/21  
Time: 10:00

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	Light is not working.	R.NO. TV-2, BH-I	6 X Completed Wing
2.	fan is running slow	R.NO. 08, BH-3	

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

### DEPARTMENT OF

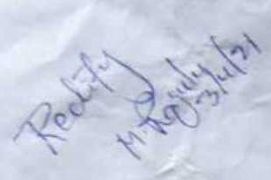
Problem Reported On:

Time: 10:45 am

G.H. 3/4/21

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	Fan is not working	Room - 43 GHI	 M. Rajulu 3/4/21
	Light is not working	Room - 29 GHI	

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

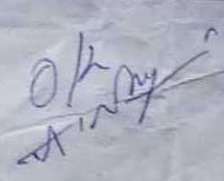
### DEPARTMENT OF

Problem Reported On: 03/4/21

Time: 10-30

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	Fan is not working	BH-I R-no-04	 M. Rajulu

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

### DEPARTMENT OF

Problem Reported On:

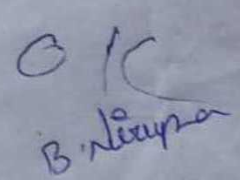
Time: 10:30 am

G.H.

5/4/21

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	Fan is not working.	Room 15 GHI	 B. N. Srinivas

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF

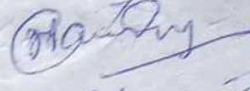
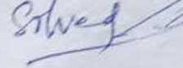
Problem Reported On :

Time :

DT (01/4/2021)  
01:52 PM

Problem Attended On :

Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	AC Window Repair	gt-10	 
2.	Light	Net Lab	

Signature of Maintenance Incharge

Head of the Department

Signature of Lab Incharge/HOD

Aditya Institute of Technology & Management

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

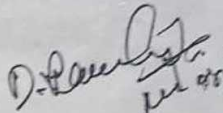

DEPARTMENT OF Polytechnic (Diploma)

Problem Reported On : 01/04/2021

Time :

Problem Attended On :

Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	A.C. Not working	SF-12 (Dy. Director Office room)	 
2	Switch Board for (Zerox Machine)	SF-11 (Office Room)	

Signature of Maintenance Incharge

Signature of Lab Incharge/HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF Training & Placement


Problem Reported On :

Time :

1/4/2021

Problem Attended On :

Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1)	4 AC's Not Working	Pamathi Lab (D-Block)	

Signature of Maintenance Incharge

Signature of Lab Incharge/HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF ECE

Problem Reported On: 11/4/2021

Time: 11:00 AM

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	Fan not working Sales From Sandy.	BT-05 SF ST-26	

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD  
Head of the Department  
Department of ECE

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF BOYS HOSTEL

Problem Reported On: 01/04/2021

Time:

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	R-79 Fan making sound		BH-I OK Completed By

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF

Problem Reported On:

Time: 11:40 am

G.H. 2/4/21

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	Fan burn and not working.	Room 49, G.H II	OK B. Nigam

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD  
M. Ravi 2/4/21



**ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT  
TEKKALI**

**SERVICE CALL REPORT (COUNTER FOIL)**

**DEPARTMENT OF**

Problem Reported On :

Time: 10.45 am.

G.H. 19/4/21

Problem Attended On :

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	Light is not working.	Room-8 G.H.I	OK B. Nirmala

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

M. R. Ravi 19/4/21



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF

Problem Reported On: 9-4-2021

Time: 10:00 AM

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
①	A/c not working of HOD Room	"B" Block FF08	Done PC Cable + Board

Signature of Maintenance Incharge

7842436373

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF Boys Hostel-3

Problem Reported On: 09/4/21

Time: 10:00

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	Tube light is not working	BH-3 R.NO 31	Completed

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF Boys Hostel-

Problem Reported On: 15/4/21

Time:

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	fan is not working	BH-1 R.NO-43	OK
2.	fan wing break and <del>is</del> Running slow	BH-1 R.NO 24	OK Completed
3.	fan is not working	BH-2 (R.NO-08)	OK

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF CSE

Problem Reported On : 22/06/21  
Time :

Problem Attended On :  
Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	Tube lights — 2 No's	Data Analytics Lab (FF-23)	OK
2.	Power sockets — 4 No's	(D-block) 1 Floor	OK
3.	Keyboard cables — 3 No's		

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF

Problem Reported On : 14-06-21

Problem Attended On :

Time : 9:00 am

Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	Fan	1	Repaired & cleaned all fans
2.	Tube light	2	
3.	3 pen plugs Cable (Cable)	3	

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD  
Dr. M.V. SUBBARAO  
LIBRARIAN-AITAM



**ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT  
TEKKALI**

**SERVICE CALL REPORT ( COUNTER FOIL)**

DEPARTMENT OF Exam cell.


Problem Reported On :

Time :

20/06/21

Problem Attended On :

Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	Fixing of Tubelight over the seating arrangement of CE.	ExamCell	

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

**ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT  
TEKKALI**

**SERVICE CALL REPORT (COUNTER FOIL)**

DEPARTMENT OF

Problem Reported On :

Time :

10:00 AM "D" Block  
22/6/21

Problem Attended On :

Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
11	Rest Rooms Exhaust fan not working	"D" Block SF-14	OK S. Ramesh

Signature of Maintenance Incharge

**Dr. Ch. RAMESH**

B.Tech, M.Tech, Ph.D  
Signature of Lab Incharge / HOD  
Professor, Dept. of CSE

Aditya Institute of Technology and Mgt.  
TEKKALI, Srirangapatna, Dist.



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF CSE ('D' Block)

Problem Reported On: 9/11/2020  
Time: 9:30 A.M

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1)	Drinking water TOP Problem - 1	'D' Block	OK S. Ramkumar 9/11/20
2)	Drinking water Pipes Problem - 2	Second Floor	

Signature of Maintenance Incharge

Head, Dept. of CSE  
Aditya Institute of  
Technology & Management  
Tekkali-532 201, (A.P.)

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF CSE ('D' Block)

Problem Reported On: 20/11/20  
Time: 10:00 AM

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1)	Drinking Water Pipe Breakage - SF		OK S. Ramkumar 20/11/20

Signature of Maintenance Incharge

Head, Dept. of CSE  
Aditya Institute of  
Technology & Management  
Tekkali-532 201, (A.P.)



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

### DEPARTMENT OF

Problem Reported On :

Time: 11-00 am 24/11/20 G7 H 2

Problem Attended On :

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
	Solar system glass broken water leak.	G7 H 2	B. Narayana

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

### DEPARTMENT OF CSE (CD Block)

Problem Reported On :

Time: 24/11/2020 10:00 A.M

Problem Attended On :

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1)	Drinking water Pipe Brinking	SF	Completed

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD  
Head, Dept. of CSE  
Aditya Institute of  
Technology and Management  
Tekkali-532 201, (A.P.)



**ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT**  
TEKKALI  
SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF IT

Problem Reported On: 01-12-2020  
Time: 10-15 Am

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
①	water leakage in the staff room	'B' Block FF 03	ok
②	Water Leakage Drinking Water Pipe P-1123	- Diploma	

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

**ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT**  
TEKKALI  
SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF Boys Hostel III & II

Problem Reported On: 07/12/20  
Time: 10-00

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
①	VIP Dining Hall Tap leakage	BH-3	Fleumer work is completed E. Leaky
2	R.NO.01 <del>Hot water</del> Tap leakage	R.NO.1 BH-3	
③	R.NO.64 tap is broken	R.NO.64 BH-2	

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

**ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT**  
TEKKALI  
SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF Boys Hostel - III

Problem Reported On: 07/12/20  
Time: 10-00

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	R.NO.21 Bath room Tap is broken	BH-3 R.NO.21	Fleumer work is completed E. Leaky

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF Boys Hostel - I and II

Problem Reported On: 28/12/20

Time: 10-30

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	Attached bath room tap broken	BH-2 R.NO-61 (5/f)	Solved C. over
2.	Common bath room tap loose	BH-I (4/f)	

*[Signature]*

Signature of Maintenance Incharge

*[Signature]*

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF 30/12/20

Problem Reported On: GH.

Time: 10-00 am.

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	Solar system problem.	GH I.	M. Rajulu 30/12/20
2.	Hot water tap is broken.	GH I - 1st floor.	
3.	Tap leak	GH II - 1st floor.	

*[Signature]*

Signature of Maintenance Incharge

M. Rajulu 30/12/20

Signature of Lab Incharge / HOD



**ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT  
TEKKALI**

**SERVICE CALL REPORT (COUNTER FOIL)**

DEPARTMENT OF

Problem Reported On:

Time:

APSSD

11-15 am

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
	F Block Second Floor Boys Left Room Lister Ledger problem push top problem.		

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

**ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT  
TEKKALI**

**SERVICE CALL REPORT (COUNTER FOIL)**

DEPARTMENT OF

Problem Reported On:

Time:

Boys Hostel-I

21/12/20

10-00

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	Wash basin Pipe leakage	BH-I	

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

**ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT  
TEKKALI**

**SERVICE CALL REPORT (COUNTER FOIL)**

DEPARTMENT OF

Problem Reported On:

Time:

Boys Hostel-III

23/12/20

10-00

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	R.NO-16 Plus Tank Problem	BH-III R NO-16	Plumber work is completed G. Lakshmi

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF Mess and BH-I

Problem Reported On: 16/12/20  
Time: 10:00

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	BH-I side bath room tap water Leakage Problem	BH-I Glf	problem Solved S. Debn
2.	AC Aquaguard Pipe Leakage Problem	BH-III Mess	

[Signature]  
Signature of Maintenance Incharge

[Signature]  
Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF ECE

Problem Reported On: 16/12/20  
Time: 10:45

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	wash basin pipe	student toilet (SF)	<u>[Signature]</u>
2.	"	hod side near corridor	

[Signature]  
Signature of Maintenance Incharge

[Signature]  
Signature of Lab Incharge / HOD  
Dept. of ECE  
Aditya Institute

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF G.H.I

Problem Reported On:  
Time: 10:00 am

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
	Aquaguard water pipe leak	Mess. G.H.I	Completed. M. Rajulu 16/12/20

[Signature]  
Signature of Maintenance Incharge

[Signature]  
Signature of Lab Incharge / HOD  
M. Rajulu 16/12/20



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF

Problem Reported On:

Time:

APSSDC

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
	D F Block, Boy's Rest Room pipe like leakage Fire Extinguisher Water outlet pipe leakage		

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF

Problem Reported On:

Time:

BOYS HOSTAL-II

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	Lavatory out side pipe damage	BH-II	Reactive
2.	Mess front side hand wash Tap Cap Problem	Mess	S. done

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF

Problem Reported On:

Time:

Gr. H

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	Tap is broken	2nd floor Gr H I	Completed M. Rajulu 16/12/20

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF **EEB**

Problem Reported On : **5/1/21**

Problem Attended On :

Time :

Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	Urinal Tap Water Tap	Gents Toilet - IInd floor - Floorlock	
2	Water Filter <sup>P.P.</sup> backing	B-Block - IInd floor	
3	Bathroom Water Tap leaking	C-Block - Ground Floor (Gents Toilet)	

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

**H.O.D.-EEB Dept.**

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF **BH-3**

Problem Reported On : **05/1/21**

Time : **11-00**

Problem Attended On :

Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	Hostel-3 Motor under Ground pipeline damage	Hostel-3	Repaired S. Shiva

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF **Boys Hostel-3**

Problem Reported On : **08/1/21**

Time : **10-00**

Problem Attended On :

Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	Acquaguard is not working. water not coming	BH-3	Repaired S. Shiva
2	Mess front side Two water taps loose water leakage	Mess (front side)	

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

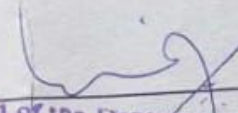
DEPARTMENT OF EE


Problem Reported On : 25/1/21

Time : 12:01 AM

Problem Attended On :

Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
①	Drinking water Tap Damage	C-Block 1st floor	Check C.B. 

  
Signature of Maintenance Incharge

Head of the Department  
Signature of Lab Incharge / HOD  
Aditya Institute of Technology & Management, TEKKALI

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

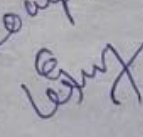
DEPARTMENT OF Boys Hostel-3


Problem Reported On : 25/1/21

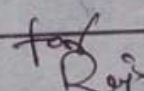
Time : 10:30

Problem Attended On :

Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1-	R.NO. 38 Bath room two in one Tap is broken	BH-3 R.NO-38	Plumber work completed 

  
Signature of Maintenance Incharge

  
Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

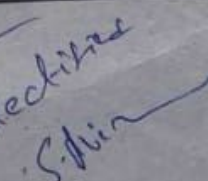
DEPARTMENT OF Boys Hostel-II


Problem Reported On : 25/1/21

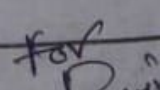
Time : 10:30

Problem Attended On :

Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1-	Common bath room Tap broken and Lavatory room tap is not working (steal tap)	BH-2 (G/F)	Rectified 
2-	Acqua Guard is not working	BH-2	

  
Signature of Maintenance Incharge

  
Signature of Lab Incharge / HOD



**ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT  
TEKKALI  
SERVICE CALL REPORT (COUNTER FOIL)**

**DEPARTMENT OF** BOYS HOSTAL - III

Problem Reported On: 19/11/21  
Time: 10:30

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	R.NO-02 & 10 PLUS TANK Problem	- BH-3 R.NOS- 02 and -10	<i>S. N</i>

*[Signature]*  
Signature of Maintenance Incharge

*[Signature]*  
Signature of Lab Incharge / HOD

**ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT  
TEKKALI**

**SERVICE CALL REPORT (COUNTER FOIL)**

**DEPARTMENT OF** Polytech

Problem Reported On: 22/01/2021

Problem Attended On:

Time:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	Water leaked for Refrigerator	'B' Block 2nd floor Diploma	<i>Ranching</i>

*[Signature]*  
Signature of Maintenance Incharge

*[Signature]*  
Signature of Lab Incharge / HOD

**Dy. Director  
Polytechnic**

**ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT  
TEKKALI**

**SERVICE CALL REPORT (COUNTER FOIL)**

**DEPARTMENT OF** EE

Problem Reported On: 23/11/21

Problem Attended On:

Time: 12:00 PM

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	Drinking Water supply not coming	E-Block 2nd floor	<i>[Signature]</i>

*[Signature]*  
Signature of Maintenance Incharge

*[Signature]*  
Head of the Department  
Signature of Lab Incharge / HOD  
**Dep. Dir. EE**  
Aditya Institute of Technology & Management  
TEKKALI



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF BOYS HOSTEL

Problem Reported On : 15/02/21  
Time :

Problem Attended On :  
Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	Ground Floor left side bath Room tap Damage		BH-I ✓ Rij

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF BOYS HOSTEL

Problem Reported On : 16/02/21  
Time :

Problem Attended On :  
Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	1st Floor left side Wash basin Water Pipe damage		BH-I ✓
2	R-33 Flush tank is damaged		BH-II ✓ near S. Jadh

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF

Problem Reported On : G.H 17/2/21  
Time : 2.10 pm.

Problem Attended On :  
Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	Wash room tap is broken	G.H 2 1st floor.	Rectified 17/2/21

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

**ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT  
TEKKALI**

**SERVICE CALL REPORT (COUNTER FOIL)**

DEPARTMENT OF CIVIL  
Problem Reported On: 10/02/21  
Time: 1:00pm

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	Drinking Water not Supply	E-Block CIVIL Dept	OK R. V. Patil

[Signature]  
Signature of Maintenance Incharge

[Signature]  
Head of the Department  
Department of Civil Engineering  
AITAM, TEKKALI.

**ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT  
TEKKALI**

**SERVICE CALL REPORT (COUNTER FOIL)**

DEPARTMENT OF BOYS HOSTEL  
Problem Reported On: 13/02/21  
Time:

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	R-6 Water is sinking in the - R-6	Plumber	BH-III plumber work is completed

[Signature]  
Signature of Maintenance Incharge

[Signature]  
Signature of Lab Incharge/HOD

**ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT  
TEKKALI**

**SERVICE CALL REPORT (COUNTER FOIL)**

DEPARTMENT OF BCE  
Problem Reported On: 13/2/21  
Time: 12:00

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	Staff Toilet Top problem,	SF-31 staff toilet.	<u>[Signature]</u> 13/2/21 (12:10)
2.	Drinking water Beshin pipe	SF- Corridor HOD	

[Signature]  
Signature of Maintenance Incharge

[Signature] 13/2/21  
Signature of Lab Incharge/HOD  
Dept. of BCE



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF

5/2/21

Problem Reported On:

Time:

10-45 am.

G.H.

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	Tap leak problem	Room-9 G.H.2	B. Nirmala
2	Hot water tap not working.	Ground floor - G.H.2	
3	Hot water tap leak	1st floor - G.H.2	

Signature of Maintenance Incharge

M. Rajulu 5/2/21  
Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF

CIVIL ENGG.

Problem Reported On:

Time:

Problem Attended On:

Time:

05-02-21

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	Water Basin (Sink) Pipe problem	E BLOCK GROUND FLOOR	OK A. Rajendran

Signature of Maintenance Incharge

Signature of Head of the Department  
Department of Civil Engineering  
AITAM, TEKKALI

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF Boys Hostel - I

Problem Reported On:

Time:

06/2/21

10-30

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	S/f. Left side Bathroom tap Damage	BH-I	Rectified S. Raju

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF **BOYS HOSTEL**

Problem Reported On: **02/02/21**  
Time:

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	R-1 Hand wash <del>area</del> water (corridor) wall broken		BH-III - completed - b

*[Signature]*  
Signature of Maintenance Incharge

*[Signature]*  
Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF

Problem Reported On: **10:35 am**  
Time:

**GT-H**  
**2/2/21**

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	attached washroom water flowing sink plate broken.	Room - 31 GT-H2	<i>[Signature]</i>

*[Signature]*  
Signature of Maintenance Incharge

*[Signature]*  
Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF **GCE**

Problem Reported On: **3/2/2021**  
Time: **11:20 am**

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	Drinking water ward Broken Problem. (water tap)	SF - A' Rha HOD sir side Corridor.	<i>[Signature]</i>

*[Signature]*  
Signature of Maintenance Incharge

*[Signature]*  
Signature of Lab Incharge / HOD

**Dept. of Ec**  
**Aditya Institute**



**ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT**  
**TEKKALI**

**SERVICE CALL REPORT (COUNTER FOIL)**

DEPARTMENT OF

Problem Reported On:

Time: 11-00 am.

30/1/21

GH2

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	Hot water Tap is broken	2nd floor - GH2 ✓	M. Rajulu 30/1/21
2.	wash basin Tap is broken	2nd floor - GH2 ✓	
3.	wash basin Tap is broken	1st floor - GH2 ✓	

4. Solar system is not working.

Signature of Maintenance Incharge

M. Rajulu 30/1/21  
Signature of Lab Incharge / HOD



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF EE

Problem Reported On: 17/02/21

Time: 09:00 hrs

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
01)	1st Floor GENTS Bathroom Original joint PIPE (Push Button) Not work	A1 Block 1st Floor	OK <u>Siddharth</u>

[Signature]  
Signature of Maintenance Incharge

[Signature]  
Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF Boys Hostel

Problem Reported On: 19/2/21

Time: 10:30

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	Bathroom hand Pressure pipe is not working	R.No. 22 (BH-III)	<u>[Signature]</u>
2.	Water tap is not working properly	R.No. 16 (BH-III)	

[Signature]  
Signature of Maintenance Incharge

[Signature]  
Signature of Lab Incharge / HC

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF

Problem Reported On: BOYS HOSTEL

Time: 22/02/21

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	Single common tap broken	both room 1st Floor	BH-I <u>[Signature]</u>
2	prize water is not coming		BH-II <u>[Signature]</u>

[Signature]  
Signature of Maintenance Incharge

[Signature]  
Signature of Lab Incharge / HOD



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

### DEPARTMENT OF

Problem Reported On:

Time: 10.30 am. 22/3/21 G.H

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
①	Friz is loudly sound not cooling.	G.H.2	OK M. Rajulu



Signature of Maintenance Incharge

M. Rajulu 22/3/21  
Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

### DEPARTMENT OF

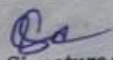
Problem Reported On:

Time: 10.30 am. 22/3/21 G.H

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
①	Tap is broken	Ground floor G.H.2	Rectify M. Rajulu 22/3/21



Signature of Maintenance Incharge

M. Rajulu 22/3/21  
Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

### DEPARTMENT OF

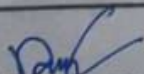
Problem Reported On:

Time: 10.30 am. 29/3/21 G.H

Problem Attended On:

Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
①	Tap is broken in washroom.	2nd floor G.H. I	Rectify M. Rajulu 29/3/21



M. Rajulu 29/3/21  
Signature of Lab Incharge / HOD



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF

Problem Reported On: 06/3/21  
Time: 10-30

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	Common bath room tap loose	BH-I	Rectified S.D.
2.	Common bath room tap broken (st)	BH-II	

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF

Problem Reported On: 09/3/21  
Time: 10-30

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	BH-I Back side Bathroom waste water manual over flow	BH-I	Rectified S.D.

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF

Problem Reported On: 22/3/21  
Time: 10-30

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	RNO 12 TAP water is not coming	BH-3 RNO-12	Rectified S.D.
2.	1st Common bath room tap broken	BH-2 (H.F)	

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF Boys Hostel-2

Problem Reported On: 03/4/21  
Time: 10:30

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	Tap is broken (attached bath room)	R.No. 31 BH-2	
2.	Common bath room are Tap loose.	(S/F)-BH-2	
3.	Wash basin center Tap leakage.	BH-2 (G/F)	
4.	Acquaguard water control switch is not working		Meas

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF GH

Problem Reported On: 15/04/21  
Time: 11:30

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1.	Wash room Tub lights - 2 problem		B. Nirmala

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF BOYS HOSTEL

Problem Reported On: 22/04/21  
Time:

Problem Attended On:  
Time:

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	Tap is not working II Floor First room both room		BH-I ✓ R-18 Decided
2	Common both rooms three (3) tap & broken I Floor / Ground Floor		BH-I ✓ Sath

Signature of Maintenance Incharge

Signature of Lab Incharge / HOD



# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI


## SERVICE CALL REPORT (COUNTER FOIL)

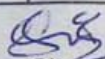
DEPARTMENT OF E.C.E

Problem Reported On : Ladies Toilets (FF-04) Problem Attended On :

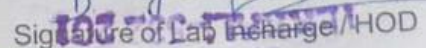
Time : 10.30 AM / 5/21

Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1,	NO comode	A/FF-04 ✓	
2,	Tap leakage	" ✓	
3,	water Blocked in Toilets.	" ✓	
4	Washberan pipe	stiff with R (SR) ✓	



Signature of Maintenance Incharge

  
Signature of Lab Incharge/HOD

# ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT TEKKALI

## SERVICE CALL REPORT (COUNTER FOIL)

DEPARTMENT OF APSSDC - E block

Problem Reported On :

Problem Attended On :

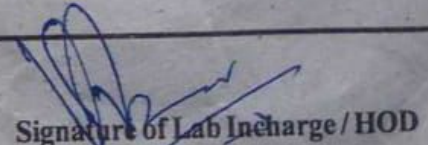
Time : 1:30 PM / 5/21

Time :

S.No.	Name of Work / Problem	Location	Action taken / Remarks
1	Water problem	APSSDC E block	
2	sink damaged		
3	Tap problem		



Signature of Maintenance Incharge

  
Signature of Lab Incharge/HOD



Date: 28/01/21

TO  
The Admin Incharge  
AITAM  
TEKKALI

Sub: Lenovo monitor and D-Link not working.

Sir,

I am (Y. APPALARAJU) a computer programmer in  
eee department. In my computer lab 3 lenovo  
monitors, one mother board and D-Link switch  
(1226g) are not working. please replace <sup>all</sup> ~~these~~

Thanking you sir,

yours faithfully,

Y. Appalaraju

Forwarded to system admin  
(Hemasunder)

*[Signature]*  
28/1/2021  
(J. Prishadha Rao)

Head of the Department  
Dept. of E.E.E.  
Aithya Institute of Technology &  
Management, TEKKALI

To  
The Director,  
AITAM, Tekkali.  
Respected Sir,

Sub: - Request for replacement of computer key board mouse – CGC - Reg.

I am (S. Bhaskara Babu) working as Asst. Professor (Student Counselor) in our esteemed organization from 02/08/2010.

I was given a Lenovo Desktop, Keyboard and Mouse in 2010. I would like to bring to your kind notice that after several years of usage, the keyboard became stiff and it is not supporting properly. Sroller of the mouse is also not in working condition. As I am also looking after CGC, Alumni, R & D & EBSB cells proper equipment with latest configuration is a much needed for me to complete the tasks on time. Desktop system is in good condition, hence it is not required at present.

Apart from the above, if possible I also request you to provide a printer (Now a days, funding agencies and JNTU are asking for the scanned documents).

I request you to kindly grant the required accessories for completing the assigned tasks on time.

Thanking you,

Yours sincerely,



(Bhaskara Babu Sutthroy)

505 - 200 000  
7/3/21

Forwarded  
Sutthroy

provide keyboard &  
mouse to

7/3/21  
(1. prasad)



Tekkali

Date: 12/03/2021

To

The Incharge  
System Admin Department  
AITAM  
Tekkali

From

R. Chandramohan  
Campus Soft I/C  
Parentthi hob.  
AITAM  
Tekkali

Respected Sir,  
Sub: Request for Keeping the System of  
Parentthi hob in Workgroup Reg.

I (R. CHANDRAMOHAN) Campus Soft I/C. Working in  
Parentthi hob. During the company exams and has  
classes, Facing lot of issues. I cannot able to verify  
the problems due to the Systems in the college domain  
So, I kindly request you to keep the Systems in  
workgroup only.

Thank you Sir

Yours Sincerely  
R. Chandramohan

  
In-Charge (Finishing School)  
AITAM  
TEKKALI

V. Sankar

V. Sankar  
Training & Placement Officer  
AITAM, Tekkali

Sir  
13/3/21

30/03/2021

To,  
The System Administrator  
AITAM, TEKKALI,

**Subject: Requesting you to provide hardware components and internet access at Student Activity Center.**

Respected Sir,

We are the team of SAC writing this letter to request you to provide us the following hardware and access to Internet for the smooth functioning of Learning Activities of Club students in our Student Activity Center.

We attached the tabular details of requirements for your reference. Please consider our request and do the needful at the earliest possible.

S.No	Hardware Name	Quantity
1	Power Cables for Desktop	2
2	VGA Cable for Desktop	1
3	Wired Mouse	3
4	Epson Printer	1


mouse  
three

Thanking You Sir,

Regards,

  
(J.Suresh Kumar)

In charge, SAC

  
24/03/2021  
(T. P. Prabhakar)



**ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT, TEKKALI  
DEPARTMENT OF NBA**

**Tekkali,  
Date: 16-02-21.**

**To**

**The Incharge,  
Systems Administration Dept.,  
AITAM,  
Tekkali.**

**Sir,**

**NBA office computer hard disk are not working properly. So please arrange the new Hard disk.**

**Yours Sincerely**



**Dr. Ch. Ramesh  
Associate Dean, IQAC**

*provide hard disk immediately  
(B. Venkatesh Rao)  
76/2/2021  
(T. prabhakaran)*

TO

Dt: 02-02-2021,  
Tekkali.

The System Admin Incharge,  
AITAM College,  
Tekkali.

Sub: Required 2 motherboards  
and 8 monitors.

Sir,


I (K. Prasad Babu) working as Computer  
programmer in CSE Dept. Sir in my Lab (Systems  
programming lab) systems not working properly. because  
of Two motherboards problem and 8 monitor display  
problem. so please solve this problem as early as  
possible.

Thanking you Sir

please rectify the  
problems at the earliest

Yours faithfully

K. Prasad Babu,  
Programmer,  
CSE.

  
Head, Dept. of CSE  
Aditya Institute of  
Technology & Management  
Tekkali-532 201, (A.P.)



Tekkali

Dt: 06/04/21

To

The Director,

AITAM

Tekkali

Sub: Request to provide Laptop to placement  
cell to conduct technical training

Respected Sir,

In order to provide trainings to students in  
latest technologies like AWS, GCP, ML, AI, Salesforce etc,  
we need a laptop with 8GB RAM, I5 Processor, 1TB HDD  
In this regard, herewith requesting you to provide the  
same as early as possible. A sample quotation for  
two laptop models is attached with this letter for your  
kind perusal.

Thanking You,

Yours faithfully,

Pranath

(Dr. M NVSS Kumar)

TPO

Pranath  
20/4/21

Date: 04-04-2021

To  
The Director  
ADTAM  
TEIKALI

Respected Sir,

WE, D. PAVANI & B.N.W. MURRY PATNAIK  
are working in Your office. For Transfer certificates  
and Student related certificates were ~~for~~ preparing  
by us. But due to Hard Disk Problem it is taking  
long time to issued certificates within the time.  
Therefore we are herewith requesting You to ~~rebuild~~ replace  
the system and we need our 2 systems can be  
Process the T.C and Other certificates with the both systems

Thanking You Sir,

(Forwarded to B. Jangam)  
Sys. Admin

Sis a over over  
by

Yours faithfully,

-Pavani B.N.W. Murry Patnaik

(D. Pavani)

(B.N.W. MURRY PATNAIK)



Dt. 31.12.2020

To

The System Admin Purchase

AITAM

Pekruli

Dear Sir,

Sub: Request for replacement of  
System mouse. Reg

I am here with request/you to  
replace my system mouse for @ regular  
use. present my mouse is not working.

Thanking you Sir

Yours faithfully



V. S. N. Prasad  
Assistant to the Officer

Date: 04.02.2021

To  
The Incharge,  
System Admin Dept.  
AITAM, Tekkali.

Sir,

Sub: Regarding 2 Computers, 2 Monitors, Ram, UPS – BS&H Department.

For smooth working of the Department, there is a requirement of 2 Monitors & a Ram at BS&H Department Library and a UPS for the computer assigned to Physics In charge at E-Block. Two new Computers for Head of Department (HoD) BS&H and Clerk BS&H Department to be replaced the old Dell Computers.

Forwarded to T. Bujang  
(Signature)  
21/2/21  
(T. Bujang)

  
HoD, BS&H

Head of the Department  
Basic Science and Humanities  
Aditya Institute of Technology  
And Management Tekkali-532 201



Tekkali

Date: 20-02-21.

To

The Director,  
Aditya Institute of Technology and Management,  
Tekkali,  
Srikakulam.

Sub: Requisition - LCD Projector - New Projector - .. regd.

Sir

I am, N. Murali, working as Assistant Professor of English and Lab-In-charge of English Language Lab, Block-E. I am very sorry to bring to your kind notice about poor functioning of LCD projector that has been provided by the esteemed management of our college for which we would be grateful. The above said projector has been in very good functioning condition. But, Now it has lost its projecting quality and its screening quality.

Hence, I request your highness to kindly consider my plea and take an immediate action by providing a Good projector (i.e. New) for smooth running of lab-sessions for which we would be grateful to you.

Thanking you Sir,

(Incharge)

20/2/21

0-30

Yours faithfully,

N. Murali

(N. Murali)

Asst. Professor

Lab-In-charge (E-Block)

Tekkali,  
Dt: 24/07/21

To,  
The System Incharge,  
AITAM,  
Tekkali.

Sub: Two mice are not working.

Sir,

I (programmer) CSE Dept. In

Advanced programming lab (FF-16, D Block)

two mice are not working properly, the  
so please replace the mice. *provide the about the  
make techi result*

Thanking you,

Yours faithfully,  
A.V. Santosh Kumar  
Programmer,  
CSE Dept.

Dear Sir  
Pl plume this matter

Head, Dept. of CSE  
Aditya Institute of  
Technology & Management  
Tekkali-532 201, (A.P.)

24/07/21