



SENGUNTHAR ARTS AND SCIENCE COLLEGE

(AFFILIATED TO PERIYAR UNIVERSITY, SALEM AND APPROVED BY AICTE, NEW DELHI)
AN ISO 9001:2015 CERTIFIED INSTITUTION
RECOGNISED UNDER SECTION 2(F) AND 12(B) OF UGC ACT, 1956 AND ACCREDITED BY NAAC
TRUCHENGODE - 637205



AQAR (2021-2022)

CRITERION 4 – INFRASTRUCTURE AND LEARNING RESOURCES

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



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Tiruchengode – 637 205, Namakkal dt., Tamilnadu



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TIRUCHENGODE - 637 205, NAMAKKAL DT, TAMILNADU.

Dr. S. RAVIKUMAR M.Sc., M.E., M.Phil., Ph.D.,
PRINCIPAL

Date:


MAINTENANCE POLICY

The college has established transparent procedures for the utilization and maintenance of all physical, academic support facilities. There are well defined policies for Purchase and Maintenance of facilities. The Laboratories and Library have a detailed SOP aiding the various processes in their daily transactions. The Management allocates budget every year for the repair and maintenance of the college infrastructure facilities with respect to the requirements every year. The Purchase or the Replacement of the equipments is based on the inputs from various stakeholders like students and staff through feedback, maintenance books and suggestion boxes. The requirement for facility upgradation/addition is discussed at different forums of Managing Council members, and College maintenance Committee coordinators meeting with the Principal.

Policy for Maintenance of Physical Facility

- The college maintenance committee oversee the maintenance of the College
- The committee headed by Principal with co- convener , who in turn monitors the work of the support staffs
- The teachers and the students report infrastructural malfunctions through the complaint registers kept in the Administration office.
- The complaint registered are followed up and rectified by in-house maintenance staff
- The supervisor takes care of electrical, plumbing, carpentry or any other related maintenance work of the campus.
- The College has a full time electrician to handle day-to-day issues of malfunction of the electrical equipment.
- The gardener maintains the landscape campus gardens
- The College security operations are supervised by security officers provide security throughout the College campus round the clock

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Scrap Disposal Maintenance Policy

The scrap management is done at the institute level. The Institute follows the policies laid by the Management for disposal of damaged items. The Management strongly insists in following the policy of reduce-reuse-recycle. The condemned items are examined for if they can be reused before discarded as scrap.

Policies of Maintenance Academic & Support Facilities:

- All the departments submits the requirements for library, laboratory etc at the end every academic year. The requirements list the purchases to be made for the next academic year.
- All purchases and service prescriptions are handled by the Department by inviting quotations. Once the purchase is approved by the management and places the order.
- The quotations are prepared by the departments and are presented before Principal for deliberations. It is further presented to Management for final approval. Once sanctioned, it is forwarded for the Purchase.
- Upon receipt of the delivery, it is verified with the invoices and receipt Note is made. An entry is made in the Stock Register.
- All the invoices are forwarded to the Accounts Department for the final settlement with Purchase order
- The Maintenance committee and Heads of the Department is in charge of proper maintenance and upkeep of the Infrastructure. A maintenance register is maintained by each respective laboratories
- The computers, Wi-Fi facilities in classrooms, LAN connectivity is maintained and upgraded regularly the IT team. IT team maintains the contracts with the suppliers of ICT based instrumentation, and up gradation of hardware, and softwares.

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- Issues related to Computers, Servers, Printers, Networking and System security identified by Lab Technicians are reported to IT coordinator through HOD and the support team will clear the issues.

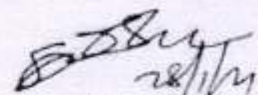
Tenure of the Committee:

The Committee will hold responsibilities for a term of three consecutive academic years.

Periodicity of the meeting:

The Committee will meet atleast twice in an academic year to review the maintenance activities.




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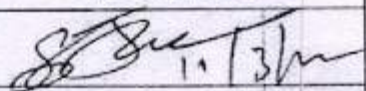
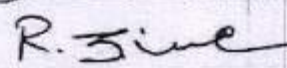
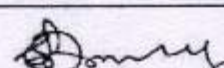
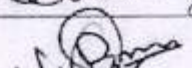
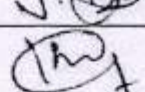
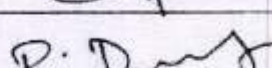
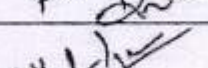
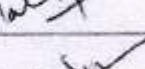
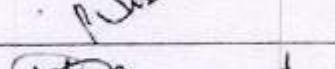
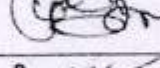
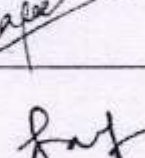


Date: 11.03.2022


Minutes of the meeting of the Sengunthar Arts and Science College Maintenance Committee held on Friday, 11 March, 2022, at 4.45 Pm in Placement cell.

AGENDA

- Review of Previous Meeting.
- To discuss the requirements of Electrical maintenance.
- Plan major annual events in the college, such as annual day, sports events, cultural events, etc.
- To ensure regular maintenance of the building, equipment's of the institute.

S.NO	NAME	SIGNATURE
1.	Dr. S. Ravikuamr (Principal) Convenor	
2.	R.SenthilKumar, Co-Convenor Assistant Professor in Computer Science	
3.	S.Balachandar Assistant Professor in Computer Science	
4.	V.Balasubramaniam Assistant Professor in Computer Science	
5.	K.Vivek Assistant Professor in Biotechnology	
6.	P.Dinesh Assistant Professor in English	
7.	Dr. D. Mahendran Assistant Professor in Botany	
8.	P.RameshKumar Assistant Professor in Electronics	
9.	M.Gopinath Assistant Professor in Mathematics	
10.	R.Rajarajeswari Assistant Professor in Biotechnology	
11.	S.Saravanan Assistant Professor in Economics	

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12.	M.Arunachalam Assistant Professor in English	
13.	K.Chinnadurai Assistant Professor in Mathematics	
14.	T.R.Prakash Assistant Professor in Microbiology	
15.	R.Shanmuga raja Physical Director	
16.	P.Saravanan Assistant Professor in Tamil	
17.	M.Amsavalli Librarian	
18.	S.Sekar Assistant Professor in Commerce CA	

MINUTES OF MEETING

- The Work Completion of Last meeting was discussed.
- Discussed on Electrical requirements, to be fulfilled on next week.
- Committee members asked students to arrange the requirements of various events, like annual day, sports day etc.,
- Ensured the regular activities of Maintenance committee.



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Date: 11.08.2021

Minutes of the meeting of the Sengunthar Arts and Science College Maintenance Committee held on Wednesday, 11 August, 2021, at 1.30 Pm in Placement cell.

AGENDA

- Review of Previous Meeting.
- Plan for the major purchase requirement for this academic year after pandemic period
- To discuss the requirements of chemicals and laboratory things.
- To discuss on Safety and Security.

S.NO	NAME	SIGNATURE
1.	Dr. S. Ravikuamr (Principal) Convenor	
2.	R.SenthilKumar, Co-Convenor Assistant Professor in Computer Science	
3.	S.Balachandar Assistant Professor in Computer Science	
4.	V.Balasubramaniyam Assistant Professor in Computer Science	
5.	K.Vivek Assistant Professor in Biotechnology	
6.	P.Dinesh Assistant Professor in English	
7.	Dr. D. Mahendran Assistant Professor in Botany	
8.	P.RameshKumar Assistant Professor in Electronics	
9.	M.Gopinath Assistant Professor in Mathematics	
10.	R.Rajarajeswari Assistant Professor in Biotechnology	
11.	S.Saravanan Assistant Professor in Economics	
12.	M.Arunachalam Assistant Professor in English	

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13.	K.Chinnadurai Assistant Professor in Mathematics	
14.	T.R.Prakash Assistant Professor in Microbiology	
15.	R.Shanmuga raja Physical Director	
16.	P.Saravanan Assistant Professor in Tamil	
17.	M.Amsavalli Librarian	
18.	S.Sekar Assistant Professor in Commerce CA	

MINUTES OF MEETING

- The Work Completion of Last meeting was discussed.
- The Co convenor assured various departments asking requirements will be completion on priority basis within a month.
- The Safety & Security Coordinator was instructed to ensure all the staffs and students wearing mask compulsory in the college campus.



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SENGUNTHAR ARTS AND SCIENCE COLLEGE
 [Affiliated to Poonam University, Salem and Approved by AICTE, New Delhi]
 Tiruchengode - 637 205



LAB COMPLAINT REGISTER

Academic Year: 2021-2022 - [70050m]

Date: 25/10/2021

Name of Department	:	<u>Biotechnology</u>
Name of concerned staff member/ Student	:	<u>Maivizhi</u>
Staff/ Student ID	:	
Lab Name	:	<u>PG Biotechnology Lab</u>
Nature of complaint:	:	<u>Centrifuge Only</u>
Brief description of complaint	:	<u>Failure to place the lid on the rotor.</u>
Complaint submission date	:	<u>25/10/2021</u>
Signature of staff member / Lab incharge	:	<u>[Signature]</u>
		<u>[Signature]</u> PRINCIPAL

Official Use Only

Complaint Register No	:	<u>PG BT Lab / 2021-2022 / 003</u>
Assigned to	:	<u>M. Lavanya</u>
Time & Date	:	<u>25/10/2021 @ 12:00 AM</u>
Fault attended date and time	:	<u>29/10/2021</u>
Details of fault	:	<u>Centrifuge down</u>
Action taken	:	<u>The Problem was rectified</u>
Remarks:	<u>The condition was good.</u>	
Signature of HOD		<u>[Signature]</u> PRINCIPAL

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[Signature]
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LAB COMPLAINT REGISTER

Academic Year: 2021-2022 (Even Sem)

Date: 04/04/2022

Name of Department	:	Biotechnology
Name of concerned staff member/Student	:	M. Prathiba
Staff/Student ID	:	1981227
Lab Name	:	PG Biotechnology
Nature of complaint:	:	PH meter
Brief description of complaint	:	can't the value fix, PH meter not working properly
Complaint submission date	:	04/04/2022
Signature of staff member / student	:	
		 Signature of HOD
		 PRINCIPAL

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Complaint Register No	:	PG BT Lab/
Assigned to	:	K. Vivek
Time & Date	:	04/04/2022 @ 11:00 AM
Fault attended date and time	:	07/04/2022
Details of fault	:	PH meter service
Action taken	:	The Problem was rectified
Remarks:		The condition was now good
		 Signature of HOD
		 PRINCIPAL

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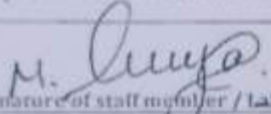
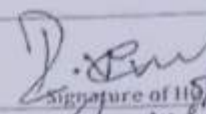
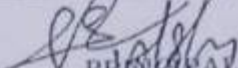
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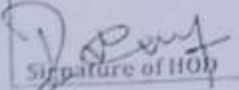

LAB COMPLAINT REGISTER

Academic Year: 2021-2022 [Even Sem]

Date: 17/03/2022

Name of Department	:	Biotechnology
Name of concerned staff member/ Student	:	P. Chaitresh
Staff/ Student ID	:	19B1203
Lab Name	:	P4 Biotechnology
Nature of complaint:	:	ELECTRONIC top loading balance
Brief description of complaint	:	Loos connection can't view the correct value
Complaint submission date	:	17/03/2022
Signature of staff member / Lab incharge	:	
	:	 Signature of HOD
	:	 PRINCIPAL

Official Use Only


Complaint Register No	:	P4 BT Lab 1 / 2021-2022 / 001
Assigned to	:	R. RAJAPRASEKAR
Time & Date	:	17/03/2022 & 11:00AM
Fault attended date and time	:	21/03/2022
Details of fault	:	Electronic top loading balance sensor
Action taken	:	The Problem was rectified
	:	Assigned personnel's Signature
Remarks:	:	The condition was now good.
	:	 Signature of HOD
	:	 PRINCIPAL

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S.N.	DATE	CLASS	STUDENT NAME	NAME OF THE CATEGORY	CITY	STUDENT SIGN.	MARKS	HOD SIGN.	REMARKS
1.	18.10.21	II-M.Sc.	Tharakan, P.	Culture medium	1	P. Tharakan	EE		
2.	19.10.21	II-M.Sc.	Pandey, C.	Conical flask 100ml	1	C. Pandey	EE		
3.	21.10.21	II-M.Sc.	Budhi, M.	Beaker 50ml	1	M. Budhi	EE		
4.	07.11.21	II-M.Sc.	Raghu, D.	Plate 100ml	2	D. Raghu	EE		
5.	08.11.21	II-M.Sc.	Shankar, K.	Tray 100ml	1	K. Shankar	EE		
6.	02.12.21	II-M.Sc.	Annamalai, S.	Culture medium	1	S. Annamalai	EE		
7.	05.12.21	II-M.Sc.	Valligani, S.	Beaker 500ml	1	S. Valligani	EE		
8.	22.12.21	II-M.Sc.	Vasanthakumari, S.	Plate 100ml	1	S. Vasanthakumari	EE		
9.	28.12.21	II-M.Sc.	Krishnakumar, S.	Beaker 50ml	1	S. Krishnakumar	EE		
10.	31.12.21	II-M.Sc.	Vishnu, S.	Tray 100ml	1	S. Vishnu	EE		
11.	07.01.22	II-M.Sc.	Sankar, K.	Plate 100ml	2	K. Sankar	EE		
12.	08.01.22	II-M.Sc.	Tharakan, P.	Conical flask 100ml	1	P. Tharakan	EE		
13.	22.01.22	II-M.Sc.	Sankar, K.	Culture medium	1	K. Sankar	EE		
14.	02.02.22	II-M.Sc.	Sankar, K.	Conical flask 100ml	1	K. Sankar	EE		
15.	03.02.22	II-M.Sc.	Sankar, K.	Plate 100ml	1	K. Sankar	EE		
16.	21.02.22	II-M.Sc.	Tharakan, P.	Beaker 50ml	1	P. Tharakan	EE		
17.	14.06.22	"	"	Conical flask 100ml	1	"	EE		
18.	"	"	Budhi, M.	Tray 100ml	1	M. Budhi	EE		

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S.No	Date	Report/ Complaint	Sign of Complainant	Electrical Department Incharge	Sign of Principal	Action Taken with note	Sign of Principal	Sign of Complainant	Signature of Principal
6	15/9/21	No number of white test tubes is require for Guesthouse	S. Sanyal	25/9/21		Haizen white test tubes 10 lit capacity fixed at Guesthouse			
7	25/9/21	Turner of 20 tube light was not working in Admin. Hse	V. H. Sanyal	25/9/21		Fibre and LED tube light was replaced at admin. block (25/9/21)			
8	29/9/21	Three no of tube light was not working in Electronic lab	T. D. Sanyal	29/9/21		Three no of 20W LED light replaced (29/9/21)			
9	29/9/21	5 nos of CFL bulb was not working Office	V. H. Sanyal	29/9/21		5 nos of 9W LED bulb was replaced at office (29/9/21)			
10	15/10/21	3 nos of tube light is not working in Micro lab	K. P. Sanyal	15/10/21		3 nos of 20W LED tube light replaced (15/10/21)			
11	18/10/21	2 nos of tube light Not working in Biotech lab (U.A)	K. P. Sanyal	18/10/21		2 nos of 20W LED tube light was replaced on 20/10/21			
12	21/10/21	Tube light not working in Micro lab - (A) & Biotech lab - (B)	K. P. Sanyal	21/10/21		2 nos of 20W LED tube light was replaced in Micro lab (A) & Biotech - (B) (21/10/21)			
13	15/11/21	1 nos of tube light was in Ladies Hostel	R. Sanyal	15/11/21		1 nos of tube light replaced (20W LED) 17/11/21			
14	15/11/21	3 nos of tube light was in Office	V. H. Sanyal	15/11/21		3 nos of 20W LED bulb was replaced			
15	20/11/21	Wire damage b/w Elec lab & Biochem lab	S. Sanyal	20/11/21		2 coil wire was replaced in Biochem lab & Elec lab			
16	24/12/21	5HP Motor problem in well	S. Sanyal	24/12/21		Motor coil was repaired			

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Biotechnology

Date	Hrs		Shift		Ph		Staff		Staff		Principal
	Room	Room	lab	class	sig	sig	sig	sig	sig	sig	
30.6.2024	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
3.5.2024	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
4.5.2024	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
5.5.2024	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
6.5.2024	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
7.5.2024	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
10.5.2024	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
11.5.2024	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
12.5.2024	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
13.5.2024	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
5.7.2024	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
6.7.2024	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
7.7.2024	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
8.7.2024	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
9.7.2024	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
10.7.2024	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

Biotechnology

Date	Hrs		Shift		Ph		Staff		Staff		Principal
	Room	Room	lab	class	sig	sig	sig	sig	sig	sig	
12.7.2024	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
13.7.2024	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
14.7.2024	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
15.7.2024	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
16.7.2024	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
17.7.2024	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
18.7.2024	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
20.7.2024	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
22.7.2024	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
23.7.2024	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
24.7.2024	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
26.7.2024	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
27.7.2024	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
28.7.2024	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
29.7.2024	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
30.7.2024	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
31.7.2024	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

Biotechnology

Date	Asst	Staff	Pr	Stud	Staff	Principal
	Room	Room	Lab	Class	sig	sig
5.8.2024	✓	✓	✓	✓	V. Ganga	Thy
6.8.2024	✓	✓	✓	✓	V. Ganga	Thy
7.8.2024	✓	✓	✓	✓	V. Ganga	Thy
9.8.2024	✓	✓	✓	✓	V. Ganga	Thy
10.8.2024	✓	✓	✓	✓	V. Ganga	Thy
11.8.2024	✓	✓	✓	✓	V. Ganga	Thy
13.8.2024	✓	✓	✓	✓	V. Ganga	Thy
20.8.2024	✓	✓	✓	✓	V. Ganga	Thy
23.8.2024	✓	✓	✓	✓	V. Ganga	Thy
24.8.2024	✓	✓	✓	✓	V. Ganga	Thy
25.8.2024	✓	✓	✓	✓	V. Ganga	Thy
28.8.2024	✓	✓	✓	✓	V. Ganga	Thy
2.9.2024	✓	✓	✓	✓	V. Ganga	Thy
3.9.2024	✓	✓	✓	✓	V. Ganga	Thy
4.9.2024	✓	✓	✓	✓	V. Ganga	Thy
6.9.2024	✓	✓	✓	✓	V. Ganga	Thy
8.9.2024	✓	✓	✓	✓	V. Ganga	Thy

Biotechnology

Date	Asst	Staff	Pr	Stud	Staff	Principal
	Room	Room	Lab	Class	sig	sig
10.9.2024	✓	✓	✓	✓	Ram	Thy
11.9.2024	✓	✓	✓	✓	Ram	Thy
12.9.2024	✓	✓	✓	✓	Ram	Thy
14.9.2024	✓	✓	✓	✓	Ram	Thy
15.9.2024	✓	✓	✓	✓	Ram	Thy
17.9.2024	✓	✓	✓	✓	Ram	Thy
18.9.2024	✓	✓	✓	✓	Ram	Thy
19.9.2024	✓	✓	✓	✓	Ram	Thy
20.9.2024	✓	✓	✓	✓	Ram	Thy
21.9.2024	✓	✓	✓	✓	Ram	Thy
22.9.2024	✓	✓	✓	✓	Ram	Thy
23.9.2024	✓	✓	✓	✓	Ram	Thy
24.9.2024	✓	✓	✓	✓	Ram	Thy
25.9.2024	✓	✓	✓	✓	Ram	Thy
26.9.2024	✓	✓	✓	✓	Ram	Thy
27.9.2024	✓	✓	✓	✓	Ram	Thy
28.9.2024	✓	✓	✓	✓	Ram	Thy
29.9.2024	✓	✓	✓	✓	Ram	Thy
30.9.2024	✓	✓	✓	✓	Ram	Thy

Biotechnology

Date	HOD		Staff		Ph		stud	staff	Principal
	Room	Room	Lab	Class	sig	sig	sig	sig	sig
1-10-2024	✓	✓	✓	✓	A.Paul				
2-10-2024	✓	✓	✓	✓	A.Paul				
3-10-2024	✓	✓	✓	✓	A.Paul				
4-10-2024	✓	✓	✓	✓	A.Paul				
5-10-2024	✓	✓	✓	✓	A.Paul				
6-10-2024	✓	✓	✓	✓	A.Paul				
28-10-2024	✓	✓	✓	✓	A.Paul				
25-10-2024	✓	✓	✓	✓	A.Paul				
1-11-2024	✓	✓	✓	✓	A.Paul				
2-11-2024	✓	✓	✓	✓	A.Paul				
8-11-2024	✓	✓	✓	✓	A.Paul				
9-11-2024	✓	✓	✓	✓	A.Paul				
10-11-2024	✓	✓	✓	✓	A.Paul				
11-11-2024	✓	✓	✓	✓	A.Paul				
12-11-2024	✓	✓	✓	✓	A.Paul				
13-11-2024	✓	✓	✓	✓	A.Paul				
15-11-2024	✓	✓	✓	✓	A.Paul				
16-11-2024	✓	✓	✓	✓	A.Paul				

Biotechnology

Date	HOD		Staff		Ph		stud	staff	Principal
	Room	Room	Lab	Class	sig	sig	sig	sig	sig
17-11-2024	✓	✓	✓	✓	K.Dhs				
18-11-2024	✓	✓	✓	✓	K.Dhs				
19-11-2024	✓	✓	✓	✓	K.Dhs				
22-11-2024	✓	✓	✓	✓	K.Dhs				
23-11-2024	✓	✓	✓	✓	K.Dhs				
24-11-2024	✓	✓	✓	✓	K.Dhs				
25-11-2024	✓	✓	✓	✓	K.Dhs				
26-11-2024	✓	✓	✓	✓	K.Dhs				
27-11-2024	✓	✓	✓	✓	K.Dhs				
28-11-2024	✓	✓	✓	✓	K.Dhs				
29-11-2024	✓	✓	✓	✓	K.Dhs				
30-11-2024	✓	✓	✓	✓	K.Dhs				
1-12-2024	✓	✓	✓	✓	K.Dhs				
2-12-2024	✓	✓	✓	✓	K.Dhs				
3-12-2024	✓	✓	✓	✓	K.Dhs				
4-12-2024	✓	✓	✓	✓	K.Dhs				
6-12-2024	✓	✓	✓	✓	K.Dhs				
7-12-2024	✓	✓	✓	✓	K.Dhs				

Biotechnology

2022

Date	HOD	staff	Pr	staff	Principals
Room	Room	tdb	class	sig	sig
8.12.2021	✓	✓	✓	✓	D. Staff Prin
9.12.2021	✓	✓	✓	✓	D. Staff Prin
10.12.2021	✓	✓	✓	✓	D. Staff Prin
11.12.2021	✓	✓	✓	✓	D. Staff Prin
13.12.2021	✓	✓	✓	✓	D. Staff Prin
14.12.2021	✓	✓	✓	✓	D. Staff Prin
15.12.2021	✓	✓	✓	✓	D. Staff Prin
16.12.2021	✓	✓	✓	✓	D. Staff Prin
17.12.2021	✓	✓	✓	✓	D. Staff Prin
18.12.2021	✓	✓	✓	✓	D. Staff Prin
20.12.2021	✓	✓	✓	✓	D. Staff Prin
21.12.2021	✓	✓	✓	✓	D. Staff Prin
22.12.2021	✓	✓	✓	✓	D. Staff Prin
23.12.2021	✓	✓	✓	✓	D. Staff Prin
24.12.2021	✓	✓	✓	✓	D. Staff Prin
27.12.2021	✓	✓	✓	✓	D. Staff Prin
28.12.2021	✓	✓	✓	✓	D. Staff Prin
29.12.2021	✓	✓	✓	✓	D. Staff Prin

Date	HOD	staff	Pr	staff	Principals
Room	Room	class	lab	sig	sig
30.12.2021	✓	✓	✓	✓	D. Staff Prin
31.12.2021	✓	✓	✓	✓	D. Staff Prin