



**SURANA COLLEGE**  
(AUTONOMOUS)

**2021-22**  
**AQAR**

Annual Quality Assurance Report

**Criterion IV – Infrastructure and Learning Resources**

**Key Indicator – 4.4 Maintenance of Campus Infrastructure**

**Metric No. 4.4.2**

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



ESTD.1995

**SURANA COLLEGE**

**(AUTONOMOUS)**

Moulding Character & Careers

Affiliated to Bangalore University  
Re-accredited by NAAC with A+ Grade  
Recognized under 2(f) & 12(B) of UGC  
Accredited by IAO & Certified by ISO

## ***Certification***

*This is to certify that there are established systems and procedures for maintaining and utilizing physical, academic and support facilities – classrooms, laboratory, library, sports complex, computers, etc. The MOM, AMC and Maintenance Logbook details of the same are appended hereunder: -*

**Bangalore**

**Date: 16-01-2023**

*Bhauziff*

**PRINCIPAL  
SURANA COLLEGE  
# 16, South End Road,  
Bangalore - 560 004.**



ESTD. 1995  
**SURANA COLLEGE**

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**PROCEEDINGS OF THE MEETING OF THE INFRASTRUCTURE  
DEVELOPMENT COMMITTEE OF SURANA COLLEGE HELD ON 18/8/2021 AT  
12.30 PM AT SURANA COLLEGE, NO.16, SOUTH END ROAD, BANGALORE**

Chairperson of the Committee welcomed the members to the meeting and discussed the following Agenda:-

**Agenda.1:** To Read and confirm the minutes of the previous meeting:-  
As per the minutes of the meeting held and 3/8/2020, Funds utilized for the academic year 2020-21 (as per the statement of account attached) is as follows:-

1. Rs.4,73,436/- was spent on Furniture and Fixtures
2. Spent Rs.1,99,892/- on electrical installations
3. Rs.8,78,060/- was spent on Air-condition.
4. Rs.6,52,016/- was spent on repairs and maintenance
5. Rs.55,460/- was spent on Office Equipment
6. Spent Rs.1,821,581/- on Public Address Systems
7. Rs.55,460/- was spent on Motor Vehicle
8. Spent Rs.1,60,216/- was spent towards purchase of Library Books

**Agenda 2:-**To earmark funds for the infrastructure development for 2021-22

The Committee decided to earmark the funds for the purchase/maintenance for the infrastructure development for the academic year 2021-22:

1. Upkeep the assets (including Repairs and Maintenance)... Rs.9,00,000/-
2. Purchase of new equipment (including Lab Equipment) ... Rs.11,00,000/-
3. Furniture, Fixtures & Vehicles ... Rs.6,00,000/-
4. Others, if any

Meeting ended with thanks to the Chair.

MEMBERS PRESENT:

1. SRI.GIRISH.G 
2. SRI.KARUNASEKARA REDDY 
3. SMT.JALAJAKSHI.B.R . 
4. SRI.HARI GOPAL CHARY 
5. DAYARAM (BCA) 



CHAIRPERSON



**AMC Details**

SURANA COLLEGE, BANGALORE - 560004							
AMC & INSURANCE DETAILS FOR 2021-2022							
SOUTH END AND KENGERI CAMPUS							
Payment Date	Voucher No.	Particulars	From	To	Ch.No.	Party Name	Amount Paid
19.08.2022		Kengeri -Building, Computers, Equipments, Furniture etc.	07.09.2021	06.09.2022	Bank of Baroda Online	Bajaj Allianz	14,200
19.08.2022		South End Building, Computers, Equipments, Furniture etc.	07.09.2021	06.09.2022	Bank of Baroda Online	Bajaj Allianz	14,200
02.01.2021	457	Auquanguard -South End Campus	08.01.2021	07.01.2023	404910	Eureka Forbes	21,000
01.09.2022	255	Auquanguard - Kengeri Campus	01.08.2021	31.07.2022	259625	Natural Water Technologies	46,020
20.12.2021	464	AC FOR South End Campus	01.11.2021	31.10.2022	596131	RAO & CO	516,132
25.11.2021	413	Lift for Kengeri	01.11.2021	31.10.2022	259936	Usha Elevators Pvt Ltd	27,500
10.11.2021	388	Lift for South End	01.12.2021	29.11.2022	259893	Omega Elevator	25,725
13.01.2022	569	Micro Data Products	16.01.2022	15.01.2023	259312	Micro Data Products	22,420
1.02.2022	584	DG Set generator- South End -sl.no.XPEM072521	01.02.2022	31.01.2023	259331	Amrutha Engineers	11,210
01.02.2022	584	DG Set generator Kengeri -sl.no.XPEM072521	01.02.2022	31.01.2023	259331	Amrutha Engineers	11,210
27.07.2022	174	Toyota Innova - KA 05 MX 7337	31.07.2022	30.07.2022	259756	TATA AIG Insurance	24,300
10.04.2021	61	Swaraj Mazda-Vehicle Insurance	21.04.2021	20.04.2022	595569	TATA AIG Insurance	45,719

Karunasekara Reddy  
Chief Accounts Officer  
Surana College  
Bengaluru - 560 004





**Doc-2 Logbook & other records regarding maintenances work**

**OM FIRE SERVICES**  
*All Types of Fire Extinguishers and Equipments*  
Amruth Nagar Main Road, JP Nagar 9<sup>th</sup> Phase, 19<sup>th</sup> Cross, Near Govt School  
Avalahalli, Anjnapura Post, Bangalore-560062

Date: 08/11/2021

To,  
SURANA COLLAGE,  
# .16, South End Circle Road Basavanagudi  
Bangaluru-560004

Dear Sir,

This is to Certify That The Existing Fire Extinguisher at your premises been Refilled On 08/11/2021 Are Ready To Use for Any Emergency For a Period of One Year From 08/11/2021 To 07/11/2022 ✓

SL.NO	Type of Fire Extinguisher	Qty	Refilling on Date	Next Refilling due Date
1	Refilling of ABC Store Pressure Type 6kg Capacity Fire Extinguisher.	11	08/11/2021	07/11/2022
2	Refilling of Water CO2 Type 9ltr Capacity Fire Extinguisher.	07	08/11/2021	07/11/2022
3	Refilling of ABC (Gas Cartridge) Type 5kg Capacity Fire Extinguisher.	25	08/11/2021	07/11/2022
4	Refilling of ABC (Gas Cartridge) Type 10kg Capacity Fire Extinguisher.	01	08/11/2021	07/11/2022
5	Refilling of Dry Chemical Type 10kg Capacity Fire Extinguisher.	01	08/11/2021	07/11/2022
6	Refilling of Water CO2 Store Pressure Type 9ltr Capacity Fire Extinguisher.	05	08/11/2021	07/11/2022
7	Refilling of Carbon Di oxide type 2kg Capacity fire Extinguisher	16	08/11/2021	07/11/2022
8	Refilling of Carbon Di oxide type 3.5kg Capacity fire Extinguisher	04	08/11/2021	07/11/2022

Thanking you,  
Yours Faithfully


OM FIRE SERVICES

**Fire Extinguishers Maintenance**






**ROUTINE SAFETY INSPECTION REPORT**



**OMEGA ELEVATORS**  
AN ISO 9001 COMPANY




100100611000207425000230050855-01-1

Site Name & Address SURANA COLLEGE, Site @ South End BANGALORE		LR Code	EL000902060
		Service No.	0230050855001
		Service Date time	02/03/2022 10:05:03 ✓
		Report Date time	02/03/2022 10:05:05

Contact Contact	RAJANNA	LR Type	PASSENGER LIFT
Contact No.	+9197****0820	Capacity	04 Passengers
E-mail ID	raj.anna@suranacollege.edu.in	No. of Stops	5
Service Type	SAFETY	No. of Openings	5
		Machine Room / MRL	With Machine Room
		Gear / Gearless	GEARED

Work Start-End Datetime	02/03/2022 10:05:03 - 02/03/2022 12:22:13	Supervisor-QC Datetime	02/03/2022 12:22:13
Service Executive	Purvi A.R - 10260278		
Supervisor			

Mandatory checklist	✓ Ok	✗ Not Ok
GC&R MACHINE AND MOTOR INSPECTION	✓	✗
BRAKE LINER AND OPERATION INSPECTION	✓	✗
INSPECTION OF SHEAVES FOR WEAR AND TEAR	✓	✗
ROPE INSPECTION FOR WEAR & TEAR	✓	✗
EMERGENCY BRAKE RELEASE MECHANISM INSPECTION	✓	✗
O.S.G TRIP INSPECTION & OPERATION	✓	✗
FINAL CUT INSPECTION	✓	✗
OVER TRAVEL SAFETY INSPECTION	✓	✗
LANDING INTERLOCK INSPECTION FOR ALL FLOORS	✓	✗
ALIGNMENT OF LANDING DOOR	✓	✗
LANDING DOOR LINERS CHECKING	✓	✗
CABIN INTERLOCK INSPECTION	✓	✗
ALIGNMENT OF CABIN DOOR	✓	✗
CABIN DOOR LINERS CHECKING	✓	✗
MAXIMUM LEVELLING DIFFERENCE FOUND AT ANY FLOOR	✓	✗
EMERGENCY HOOTER AND PUSH AND TALK OPERATION ON BATTERY BACK UP	✓	✗
GUIDE SHOE LINER INSPECTION	✓	✗
GUIDE SHOE PUMPING INSPECTION	✓	✗
GUIDE BRACKET FASTNER INSPECTION	✓	✗
INSPECTION OF PANEL WIRING AND TIGHTENING WHEREVER REQUIRED	✓	✗
SAFETY DOG OPERATION - DOG CLAMPING AGAINST GUIDE RAIL	✓	✗
LIMIT SWITCH OPERATION CHECKING DURING SAFETY DOG APPLICATION	✓	✗
LIFT CABIN	✓	✗


Vcy

Page 1 of 2

**Lift Maintenance**





*1 Bill AMC charges*  
*act 01-11-2021 To 31-10-2022*  
*maintenance 15% 0*

**RAO & CO HVAC SALES & SERVICES PVT. LTD.**  
FOR NO. **13805**  
COMPLAINT NO.

Call No: 1800 890 3178  
Phone Number: 080-26637697  
+91 9379289849

Call No: 1800 890 3178  
Phone Number: 080-26637697  
+91 9379289849

**FIELD SERVICE REPORT**

**RAO & CO HVAC SALES & SERVICES PVT. LTD.**

Mr. 29/15, 2nd Floor Road, 1st Floor, 1st Block Jayanagar, Bangalore - 560 021.  
Email: info@surana.co.in, Branch Office No. 1052, 1st Floor, 1st Block, 1st Block Jayanagar, Bangalore - 560 021.

NAME: **SURANA COLLAGE** DATE: **8/11/22** NATURE OF COMPLAINTS: **INSTALLATION**  
 TIME IN: **3:20** COMPLETION:   
 TIME OUT: **4:45** WARRANTY:   
 QTY 1 | QTY 2 | QTY 3 | QTY 4: **AMC** DO & CHARGE:   
 ERROR CODE: **MAINT SCHEDULE** MAINT SCHEDULE:   
 FAULT LOCATION: **OFFICE**

TECHNICIAN'S NAME: **Vishnu / gopaling** ASSIST. TECHNICIAN'S NAME: **Prabhu**

TECHNICAL REPORT: **Unit - Outside unit the cooling is done and outdoor unit reset problem (phase reversal) and corrected. Now unit working fine with...**

MODEL NO: **PC-1604** OUTDOOR MODEL NO: **---**

VENUE SIGNATURE: **[Signature]**

Customer satisfaction about services: **Good** (Customer remarks: **ok. Thx**)

*amc charges*

**RAO & CO HVAC SALES & SERVICES PVT. LTD.**  
FOR NO. **14120**  
COMPLAINT NO.

Call No: 1800 890 3178  
Phone Number: 080-26637697  
+91 9379289849

Call No: 1800 890 3178  
Phone Number: 080-26637697  
+91 9379289849

**FIELD SERVICE REPORT**

**RAO & CO HVAC SALES & SERVICES PVT. LTD.**

Mr. 29/15, 2nd Floor Road, 1st Floor, 1st Block Jayanagar, Bangalore - 560 021.  
Email: info@surana.co.in, Branch Office No. 1052, 1st Floor, 1st Block, 1st Block Jayanagar, Bangalore - 560 021.

NAME: **Surana College** DATE: **18/10/2022** NATURE OF COMPLAINTS: **INSTALLATION**  
 TIME IN: **10:45** COMPLETION:   
 TIME OUT: **11:30** WARRANTY:   
 QTY 1 | QTY 2 | QTY 3 | QTY 4: **AMC** DO & CHARGE:   
 ERROR CODE: **MAINT SCHEDULE** MAINT SCHEDULE:   
 FAULT LOCATION: **Surana College - 2nd floor**

TECHNICIAN'S NAME: **AR** ASSIST. TECHNICIAN'S NAME: **Subhasini**

TECHNICAL REPORT: **Plugging the air gaps after AC outdoor unit fan motor shield. After that and separate new replacement unit is working. Condition - at 10/18/22**

MODEL NO: **PC-1604** OUTDOOR MODEL NO: **---**

VENUE SIGNATURE: **[Signature]**

Customer satisfaction about services: **Good** (Customer remarks: **AC motor repairing**)

**AC Maintenance**





**AMRUTA ENGINEERS**  
Authorised Sales, Service & Spares Dealer for  
**ASHOK LEYLAND INDUSTRIAL ENGINES**  
Site No.7, 11th Cross, Andrahalli Main Road, Hegganahalli, Peerya 2nd Stage,  
Vishwaneedam Post, Bengaluru-560 091

**SERVICE REPORT- ANNUAL MAINTENANCE CONTRACT**

Report No.	23707	Service Eng. Name	P. Ravi Kumar	Date	15-6-21
Customer Name & Address	Surana College, South end Circle, Bangalore.				
Contact Person Name		Contact No.			
Engine Sr. No.		Engine Model			
Alternator Make/ Model /Sr. No.		KVA Rating			
Operating Hours		Attended Date	15-6-21		

**Check Point : General Information**

Log Book Availability / Maintenance			
DG Room Ventilation	OK	NOT OK	
DG Room Cleanliness	OK	NOT OK	
Last Oil Service Carried out on			
Fuel Tank Cleaning Done on	REQUIRED		NOT REQUIRED
Exhaust piping cleaning done on	REQUIRED		NOT REQUIRED
Painting of the DG set done on	REQUIRED		NOT REQUIRED

**Check Point : Air System**

Air Cleaner element replaced on			
Air cleaner Element / Bowl for cleanliness	OK	NOT OK	
Vacuum Indicator	OK	NOT OK	
Pre-Cleaner Dust Pan	OK	NOT OK	
Condition of Air Cleaner Hood	OK	NOT OK	
Loose/ Cracked Hoses and Clamps	OK	NOT OK	

**Check Point : Exhaust System**

Condition of the Thermal Insulation			
Condition of the Silencer	OK	NOT OK	
Condition of the Rain Cap	OK	NOT OK	
Condition of the Exhaust Bellow	OK	NOT OK	
Check for any Exhaust leakages	OK	NOT OK	

**Check Point : Lubricating oil System**

Lube Oil Level			
Lube Oil Leakage	OK	NOT OK	
Condition of Dipstick	OK	NOT OK	
Condition of the Oil filter Cap	OK	NOT OK	
Engine oil Used-specify- Brand & Grade	OK	NOT OK	

**Check Point : Elect. Starting System.**

Battery Condition			
Battery Terminal Cleanliness	OK	NOT OK	
Battery Electrolyte level	OK	NOT OK	
Battery Charge/ Alternator Operating	OK	NOT OK	
	OK	NOT OK	

YOU PROPOSE ANYTHING, WE ACCOMPLISH EVERYTHING  
**Customer Care Nos. : 9066021291 / 9066021292**

New Battery Changed  
15/6/2021  
P.T.O.

**Generator Maintenance**









**AMRUTA ENGINEERS**

CUSTOMER CARE No.: 9066021291



**AMRUTA ENGINEERS**  
H.O. & Works: 15th No. 1, 2nd Cross,  
Anandhall Near Road, Hebbalhalli,  
Konyak 2nd Stage, Whitefield Post, Bengaluru 560060



**ASHOK LEYLAND**  
Appl. Syst. Maint. Cent.

**Field Service Report**

SERVICE REPORT NO: 45-53  
Date: 25/9/21

Customer Name: Surana College  
Site Address: Southend Circle  
Person Contacted: \_\_\_\_\_ Contact No: \_\_\_\_\_

Call Log No./Date/Time	DEM	Engine Serial	Engine Model	CG No.
		<u>xPHM475503</u>	<u>P480</u>	
Rated RPM	Application	Equipment Make	Equip Model	Equip Sr. No.
<u>1500</u>	<u>D/G</u>	<u>Stamford</u>		
Failed Hours	Total Hours	Rating	Called Attended	Time Attended
	<u>1172</u>	<u>125</u>	<u>25/9/21</u>	<u>2:00</u>
Description of the Service / Complaint				
<u>AMC</u>				
Observation / Analysis				
<u>Checked the oil level &amp; coolant level, &amp; belt tension &amp; Battery distilled water level found ok</u>				
Actions Taken / Jobs Carried Out				
<u>Start the D/G tested on running found ok</u>				
Follow Up Actions Recommended				
<u>25/9/21</u>				
Customer Remarks if any				

**Generator Maintenance**





CUSTOMER CARE No.: 9066021291

**HINDUJA ENGINEERS** **Field Service Report** **ASHOK LEYLAND**

SE & Works : 100 No. 7, 10th Cross,  
Bentley Main Road, Hegganahalli,  
Bangalore, Karnataka, India. Bangalore 560 021

SERVICE REPORT NO. \_\_\_\_\_  
Date: 28/12/2021

Customer Name: The principle, Surana College  
Address: South End Circle, Bengaluru-560004  
Person Contacted: Mr. RAJAN Contact No: 9449551626

Log No. / Class / Type	OEM	Engine Serial	Engine Model	CG No.	
1500	DG	411MA35503	AL411D1016		
Rated RPM	Application	Equipment Make	Equip Model	Equip Cr. No.	
1500	DG	SHB	SHB	CA150	
Failed Hours	Total Hours	Rating	Dated Attended	Time Attended	Type of Service Warranty / Part / AMC
	1181	185	28/12/2021	12-45	L

Description of the Service / Complaint: Avoid engine oil service

Observation / Analysis: engine & checkup

Actions Taken / Jobs Carried Out: Replaced old engine oil & filter oil & replaced air filter & replaced water pump & replaced oil cooler & replaced oil cooler fan & replaced oil cooler fan motor & replaced oil cooler fan motor capacitor & replaced oil cooler fan motor capacitor

Smoke Condition	Load Voltage (Volts)	Load Current (amps)	Load Frequency (Hz)	Load (KW)
N	415	415	415	
50		0	0	

Follow Up Actions Recommended: -

Customer Remarks if any: D.G. oil Replacing on 22/12/21

Dealer Service Engineer Name: Chandhan  
Signature: [Signature]  
Phone No: 9449551626  
Completed Date: 28/12/21  
Completed Time: \_\_\_\_\_

Customer Name: [Name]  
Signature: [Signature]  
Phone No: \_\_\_\_\_  
Seal: \_\_\_\_\_

HINDUJA GROUP

SSI Reg No	290202100047	Bank & Branch	BOI-Yeshwanthpur
FBO Code	BKID0005403	A/C No	842830110000009

Generator Maintenance

No:16, South End Road, Bengaluru-560004 &, No: CA 17, Kengeri Satellite Town, Bengaluru-560060



080-26642292  
080-26541095



www.suranacollege.edu.in



iqac@suranacollege.edu.in



INVOICE

**AMRUTA ENGINEERS**  
R.S. & Works - Site No. 7, 11th Cross,  
Anandhalli Main Road, Hegganahalli,  
Pump & Dam Stage, Vidyarajanna Park, Bengaluru-560 002

**CUSTOMER CARE No.:** 9066021291

**Field Service Report**

**ASHOK LEYLAND**  
Aggi Jeet. Hamari Jeet.

**SERVICE REPORT NO.**  
Date: 30/03/2022 **0567**

Customer Name: **SURANA college**  
Site Address: **No 16 South I End Circle**  
Person Contacted: \_\_\_\_\_ Contact No: **7892 949847**

Call Log No./Date/Time	OEM	Engine Serial	Engine Model	DG No.
	<b>SHANMUGO</b>	<b>YPM1475503</b>	<b>ALUP6082G4</b>	
Rated RPM	Application	Equipment Make	Equip Model	Equip Sr. No.
<b>1500</b>	<b>D/G</b>	<b>STANFORD</b>	<b>K17H4V1</b>	<b>07072409</b>
Failed Hours	Total Hours	Rating	Dated Attended	Time Attended
	<b>1197 HRS</b>	<b>125 KVA</b>	<b>30/03/2022</b>	
Type of Service: <input checked="" type="checkbox"/> Warranty / <input type="checkbox"/> Paid / <input type="checkbox"/> AMC				

Description of the Service / Complaint: **(AMC, SOURCE)**

Observation / Analysis: **Checked the said checked engine oil & Records confirm water & Battery levels in water & Air filter & fuel line checked ok**

Actions Taken / Jobs Carried Out: **Start the engine check the running condition found ok**

*8 number steps*

**NOT BEHIND THE COOLANT OIL WATER 10 LTR / H always Recharge H2O2**

Smoke Condition	<b>N</b>	Load Voltage (Volts)	<b>415</b>
Coolant Temperature (°C)	<b>60</b>	Load Current (amps)	
Oil Temperature (°C)		Load Frequency (Hz)	<b>50</b>
Lube Oil Pressure Bar/Kg/cm <sup>2</sup>	<b>4</b>	Load (KW)	

Follow Up Actions Recommended: \_\_\_\_\_

Customer Remarks if any: \_\_\_\_\_

Dealer Service Engineer Name: **SANESHIN HANNA/RUPESH HANNA**

Signature: \_\_\_\_\_

Phone No: **8123421003**

Completed Date: \_\_\_\_\_

Completed Time: \_\_\_\_\_

Customer Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone No: **30/3/22**

Seal: \_\_\_\_\_

**HINDUJA GROUP**

**Generator Maintenance**

