



**Requisition from Departments for the maintenance of
IT infrastructure during the year**

2018 – 2019



DEPARTMENT OF MANAGEMENT STUDIES
VIRUDHUNAGAR HINDU NADARS' SENTHIKUMARA NADAR COLLEGE

Virudhunagar - 626 001.

சென்னை

Re-accredited with 'A' Grade Status by NAAC with CGPA of 3.04

★ EDUCATION ★ DISCIPLINE ★ CULTURE

21/06/2018

B.Pavala Kumar
Associate Professor & Head

To

The Secretary,
V.H.N.S.N. College (Autonomous), Virudhunagar.

Through

The Principal,
The Director - SF Courses,
V.H.N.S.N. College (Autonomous), Virudhunagar.

Sir,

SUB: Requisition for replacing New Mother Board & Hard disk Computer Laboratory - reg.

One mother board and two hard disks are not working properly in the MBA Computer Laboratory in the following Systems

S.No	System Name	Item	Model
1	System No - 1	Mother Board Hard disk	Mother Board Model = Intel DH61WW Hard disk Model - SATA
2	System No - 27	Hard disk	Hard disk Model - SATA

It is need to be replaced. I request you to kindly provide us with new Mother Board & Hard Disk at the earliest.

Thanking You.

Regards

B.Pavala Kumar
Head & Lab in Charge
21/6/18

Forwarded to the Secretary through Principal.

21/06/18

21.6.18

To P.G. Lab in charge

Kindly spare 2 hard discs for MBA Lab.

www.mba.vhnsncollege.in
Office : (04562) 280154

E-mail : mba@vhnsncollege.in
mba@vhnsnc.in

HDD available in stock.

Transferred to MBA Department.

27/6/18

From

T.Muthuvijayaraja
Assistant Professor & PG Computer Centre In-charge
Department of Information Technology
V.H.N.S.N College (Autonomous)
Virudhunagar.

To

The Principal
V.H.N.S.N College (Autonomous)
Virudhunagar.

Through

The Director (SF Courses)
V.H.N.S.N College (Autonomous)
Virudhunagar.

Respected Sir,

We are in need of 7 Nos of Mouse to replace the not working mouse. I request you kindly to give permission to use the new peripherals available in stock.

Thanking you

Place: Virudhunagar

Date: 14.6.2018

Yours sincerely



T.Muthuvijayaraja

Forwarded.

M. Muthu
14.06.2018

Ya
14/06/18

From

D.Rajkumar,
Associate Professor & MCA Computer Centre In-charge,
Department of Computer Applications,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Through

The Director (SF Courses),
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Respected Sir,

In our MCA Computer Centre 4 Mouse and 1 Hard disk have problem. I request you sir, kindly arrange to provide the above thing as early as possible.

Thanking You,

Yours faithfully,

Date: 10-07-2018

Place: Virudhunagar

D.Rajkumar
10/07/2018
D.Rajkumar

*May be spared from the P.A. lab stock .
forwarded .*

Shankar
10.7.18

*Yes
P. A. Lab*

To P.A. lab in charge

*kindly spare 4 mouse and 1 HD to
MCA Lab.*

Shankar
11.7.18

*Material available in Stock.
may be issued to MCA Lab*

13.7.18

From

Dr. G. Amudha.

Librarian

VHNSN College (Autonomous)

Virudhunagar.

To

The Principal

VHNSN College (Autonomous)

Virudhunagar.

Respected Sir,

As our library Computer machine has a power supply problem, we are in need of Change SMPS. I kindly request you to do the needful arrangement to repair the same.

Thanking You,

Yours Sincerely,
Dr. Dr.

Date: 14/08/2018.

Mr Ganapathy for remarks
14.8.18

To

P. h. lab in charge.

Kindly spare one SMPS for library

Blind
16.8.18

(PTO)

From.

20/8/2018

Dr. G. Amudha.

Librarian

VHNSN College (Autonomous)
Vizudhunganar.

To.

The Principal,

VHNSN College (Autonomous)
Vizudhunganar.

Respected Sir,

Our library system has a

problem in mother board and we are in necessity

to repair the same. For that, I kindly request

you to approve Rs 800/- to repair the

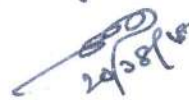
Mother board.

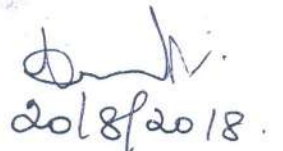
Thanking You,

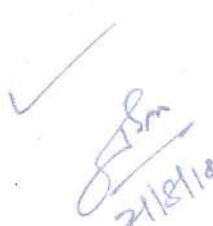
To

The Secretary for permission

Yours Sincerely,


20/8/18


20/8/2018.

✓

21/8/18

To
P.A. lab in charge

Dr. G. Amudha.

librarian

VHNSN College (Autonomous)
Vizudhunganar.

To.

The Principal,
VHNSN College (Autonomous)
Vizudhunganar.

Respected Sir,

Our library system has a
problem in mother board and we are in necessity
to repair the same. For that, I kindly request
you to approve Rs 800/- to repair the
mother board.

Thanking You,

To

The Secretary for permission

Yours Sincerely,


20/8/2018.

✓

21/8/18

~~800~~
20/8/18

To
P.A. lab in charge

Kindly spare one motherboard for the library.


29.8.18



Estd. : 1947

INTERNAL QUALITY ASSURANCE CELL

VIRUDHUNAGAR HINDU NADARS' SENTHIKUMARA NADAR COLLEGE

(An Autonomous Institution Affiliated to Madurai Kamaraj University)

(Re-accredited with 'A' Grade by NAAC)

VIRUDHUNAGAR - 626 001, Tamilnadu.



16.10.2018

To

The Principal,
VHNSN College (Autonomous),
Virudhunagar.

Dear Sir,

We are in need of Windows 10 licensed Operating System for our IQAC. Already we are having one user Operating System for a system. It is for the second system of IQAC.

Already our college has purchased licensed Operating System, one of them may kindly be issued to our IQAC system.

Thanking you,

PA Lab/16 *Yes*
16/10/18

Yours faithfully,


COORDINATOR 16/10/18

From

D.Rajkumar,
Associate Professor & MCA Computer Centre In-charge,
Department of Computer Applications,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Through

The Director (SF Courses),
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Respected Sir,

In our MCA Computer Centre 2 Motherboards and 1 Hard disk have problem. I request you sir, kindly arrange to provide the above thing as early as possible.

Thanking You,

Yours faithfully,

Date: 16-08-2018

Place: Virudhunagar

D.R.
16/08/2018
D.Rajkumar

forwarded.
Chhind
16.8.18
give sender P.C. Lab for the availability
in nrcy
P
16/08/18

To
P.C. Lab in charge

kindly spare 2 mother boards, and 1 Hard disk
Chhind
18.08.18

One mother board of one hard disk transferred to MCA Lab.

P
31-8-18

P
31-8-18

31.08.2018

From

Dr.A.Rajendran

Associate Professor and Head
Research Department of Botany
VHNSN College (Autonomous)
Virudhunagar

To

The Principal

VHNSN College (Autonomous)
Virudhunagar

Dear sir

I wish to inform you that 3 Computers (Sl.No 2, 3, 5, 7) (Room No 40) are not working in condition in our department. Hence, I request you to be kind enough to make necessary arrangements to set right the same at your earliest convenience. Further, I request you provide 8Port Switch for the linking of computers

Thanking you

Yours faithfully

A Rajendran
(A.RAJENDRAN)

*Mrs. Ganapathy for remarks
31/08/18*

System NO	Problem
2	OS Problem system working
3	mother bord Problem
5, 7	OS Problem system working
8	Port Switch in stock in PG Lab

A Ganapathy
3/9/2018

*8 port switch may be supplied from the stock
To the SP Director
05/08/18*

To
PA Lab Ye

*kindly spare one 8 port switch
06.09.18*

(PTD)

26. 09. 2018

From

Dr.A.Sarathi,
Dean-Internal Examinations,
VHNSN College (Autonomous),
Virudhunagar - 626 001

To

The Principal,
VHNSN College (Autonomous),
Virudhunagar - 626 001

Respected Sir,

The D-link switch for networking, in our Dean-Internal office is not working. I request you to kindly replace with a new one.

Thanking you,

PG lab^{1/2}
for study
A
26/09/18

Yours Sincerely,


26/9/2018
(Dr. A. SARATHI)

Note:

8 port switch available in stock.
may be issued to Dean-Internal Section


27/9/18


A
27/9/18

31.08.2018

From
Dr.A.Rajendran
Associate Professor and Head
Research Department of Botany
VHNSN College (Autonomous)
Virudhunagar

To
The Principal
VHNSN College (Autonomous)
Virudhunagar

Dear sir

I wish to inform you that 3 Computers (Sl.No 2, 3, 5, 7) (Room No 40) are not working in condition in our department. Hence, I request you to be kind enough to make necessary arrangements to set right the same at your earliest convenience. Further, I request you provide 8Port Switch for the linking of computers

Thanking you

Yours faithfully

A.Rajendran
(A.RAJENDRAN)

Mrs. Ganapathy for remarks
31/08/18

System NO	Problem
2	OS Problem system working
3	mother board Problem
5, 7	OS Problem system working
8	port Switch in stock in PG lab

A Ganapathy
3/9/2018

8 port switch may be supplied from the stock
To the SF Director
05/09/18

To
PG lab Yc

kindly spare one 8 port switch
06.09.18

(PTD)

O.N

26/10/18

In our college office, Exam Section
Computer key board is not working. our college
Technician Mr. C. Palanikumar attended the repair
work and he suggested new key board was replaced
because the key board is totally damaged. So,
please give permission to change the new
key board.

Submitted for orders.

P. Saravananakumar
(P. SARAVANAKUMAR)
26/10/18

~~Signature~~
(A. Palanikumar)
26/10/18

To The PG Lab/c for availability
26/10/18

To P.G. Lab/c to spare
Issued
26.10.18

Received
P. Saravananakumar
26/10/18

Keyboard available in stock.
May be issued to Exam Section
26/10/18

~~Signature~~
26/10/18

வி.இ.நா.செ.நா. கல்லூரி பரிபாலன சபை, விருதுநகர்

கணக்குப் பிரிவு

அ.கு

05.10.2018

கல்லூரி அலுவலக கணக்குப்பிரிவு இரண்டு கனிணிகளில் உள்ள Key Board, Mouse பழுதடைந்து, சரியாக இயங்கவில்லை. எனவே அதனை சரிசெய்வதற்கு தக்க அனுமதி ஆணை வேண்டி கோப்பு சமர்ப்பிக்கப் படுகின்றது.

தங்கள் உத்தரவிற்றக்காக,

தி. பாலகிருஷ்ணன்

சுவாமிநாதன்

12/10/18

Mr Ganapathy for remarks

12/10/18

Computer keyboard, enter key, ஸ்டீப் Number key
பிழங்கு வாங்குதல்

A Ganapathy

Issue from the stock

To

Re SR Director

12/10/18

To PA Lab Ye

12.10.18

Peripherals Available in Stock.
may be issued to office
15.10.18

From

T.Muthuvijayaraja
Asst.Professor & PG Lab Incharge
Department of Information Technology
VHNSN College (Autonomous)
Virudhunagar

To

The Principal
VHNSN College (Autonomous)
Virudhunagar

Through

The Director (SF Courses)
VHNSN College (Autonomous)
Virudhunagar

Respected Sir,

We are in need of the following peripherals to replace the faulted systems (3 Systems) in our PG Lab.

- 1) Mouse – 5 Nos
- 2) Keyboard – 2 Nos
- 3) RAM – 2Nos (DDR II)
- 4) SMPS – 1 Nos
- 5) HDD – 2 Nos

So I request you kindly to give permission to replace the peripherals available in the stock.

Thanking you.


Virudhunagar

27.12.2018

ForWARDED
Chinnil
28.12.18

Yes
28/12/18

Yours sincerely


27.12.18
T.Muthuvijayaraja

From

D.Rajkumar,
Associate Professor & MCA Computer Centre In-charge,
Department of Computer Applications,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Through

The Director (SF Courses),
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Respected Sir,

In our MCA Computer Centre 5 Mouse have problem. I request you sir, kindly
arrange to provide the mouse as early as possible.

Thanking You,

Yours faithfully,

Date: 26-12-2018

Place: Virudhunagar

D.R. 26/12/2018
D.Rajkumar

Forwarded
blum →
26.12.18

Issue from the storey
D
26/12/18

5 nos of mouse issued to MCA Department.

[Signature]
28.12.18

From

P. Nagendrarvel M.A.,

Placement and Training officer,
V.H.N.S.N. College (Autonomous),
Vindhanagar.

To

The Principal,

V. H. N. S. N. College (Autonomous).

Sir,

The network switch in our cell is not functioning. Please arrange for its replacement.

Thanking you

Yours faithfully,
P. Nagendrarvel.

Vindhanagar,
18-1-19.

Mr Ganapathy for remarks

18/01/19

one 8 port switch issued to Placement cell

23.1.19

28.1.19

28.1.19

27-02-2019

From
Dr.N.AshokKumar
Director (SF Courses)
VHNSN College (Autonomous)
Virudhunagar.

To
The Principal,
VHNSN College (Autonomous)
Virudhunagar.

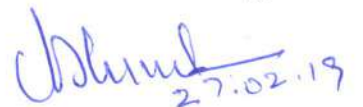
Respected Sir,

I wish to bring to your kind notice that the optical mouse of one system in the Director's office is not working properly. So I request you to make arrangements to replace it with a new one.

Thank you


With regards

Yours Sincerely,


27.02.19
Dr.N.Ashokkumar

Yes

20/02/19

 Mouse available in Stock.

May be issued to Director office.


6.3.19



കമ്പ്യൂട്ടറുടെ അനുബന്ധ UHC ~~Setting~~

Section 20 കമ്പ്യൂട്ടറുകളുടെ മേഖല. അഡ്വൈസ് 2GB Ram
 ലഭിക്കും. Net സൗകര്യമില്ല. Speed അതിയേ
 മിതമാക്കേണ്ടതാണ്. Additional DDR2 (2GB)
Ram ഭാരമേറിയതാണ്. വേണ്ടി അടുത്തിടയിൽ
 ഭാഗ്യമേറിയതായി അനുവദിക്കുന്നു.

എന്നിടയിൽ

an

11/3/19

Yes

01/03/19

Anand

11/3/19

CR Umayyasa mooky

06.03.19

2GB DDR2 RAM available in stock.

may be issued to UHC Section (office)

UHC Section Computer in Net
 സൗകര്യമില്ല.

6.3.19

Anand
 1/3/19.

01/03/19

13.04.2019

From

Dr. P. Sami, M.Sc., M.Phil., Ph.D.,
Dean -Students Service,
V. H. N. Senthikumara Nadar College (Autonomous),
Virudhunagar-626001

To

The Principal
V.H.N. Senthikumara Nadar College (Autonomous),
Virudhunagar-626001

Sir,

Sub: Requisition for change of **mouse** of the system in DSS Office-Reg

@@@@@

I bring it to your kind notice that the **mouse attached** to the desk-top system of my office is not functioning well. I request to place necessary orders to replace the mouse with new one.

Thanking you,

Yours Faithfully

Samir P 13.4.19
(SAMIR P)

PG Lab/c
13/04/19

Mouse available in stock.

May be issued to Dean - Student services

[Signature]
15.4.19

Received

working in good condition

R. Jeyar

24/06/19

B. SALOCIA FERNANDO,
Associate Professor
Department of Botany,
VHNSN College (Autonomous)
Virudhunagar.

To

The Principal
V.H.N.S.N. College (Autonomous)
Virudhunagar.

Respected Sir,

Sub: Requesting - to replace - problematic network switch - Reg

I wish to inform you that there is some problem in the network switch in our department. So I kindly request you to make arrangement to replace the same.

Thanking you.

Virudhunagar

11-06-2019

Your sincerely,

B. Salocia Fernando.
11/06/2019

Mr. P. Ganapathy to attend

11/06/19

Air Tower Cost ₹ 6000/-

To
The Secretary for works

14/06/19

Report:
Lighting problems
Air tower and 24 port
network switch not working.
A. Ganapathy
Get it from
Ph Lab

25/06/19

8 Port Switch in stock in ph lab

Air Tower Cost Rs : 6000/-



Estd. : 1947

INTERNAL QUALITY ASSURANCE CELL

VIRUDHUNAGAR HINDU NADARS' SENTHIKUMARA NADAR COLLEGE

(An Autonomous Institution Affiliated to Madurai Kamaraj University)

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VIRUDHUNAGAR - 626 001, Tamilnadu.



24.06.2019

To

The Principal,
VHNSN College (Autonomous),
Virudhunagar.

Respected Sir,

I wish to bring to your kind notice that the SMPS of one Computer in the IQAC office is not working properly. So I request you to make arrangements to replace it with a new one.

Thanking You.

PH Label for stock remain
24/6/19

Yours faithfully,
[Signature]
24/6/19
CO-ORDINATOR

Smgs available in stock.
May be issued to IQAC
[Signature]
26.6.19

From

Dr.P.Prema
Assistant Professor
Department of Zoology
VHNSN College (Autonomous)
Virudhunagar-626 001.

To

The Principal
VHNSN College (Autonomous)
Virudhunagar-626 001.

Through

The Head
Department of Zoology
VHNSN College (Autonomous)
Virudhunagar-626 001.

Respected sir,

Sub: Requisition to service/change computer hard disk-reg.


In our Department Research laboratory (room no.3) is having a computer for research purpose. Now it is having a problem in the Hard disk. I kindly request you to take necessary steps to service or change hard disk as early as possible.

Thanking you


Virudhunagar

24.06.2019

Yours Faithfully


24/6/19
(P.Prema)

Forwarded,



24/6/2019.

Mr. P. Ganapathy for remarks
24/06/19

Report

320GB Hard Disk Not working To Change New Hard Disk

change with the thing
A Ganapathy
24/06/19

500GB HDD issued to Zoology Research Lab

26.6.19

DEPARTMENT OF MANAGEMENT STUDIES
VIRUDHUNAGAR HINDU NADARS' SENTHIKUMARA NADAR COLLEGE

(An Autonomous Institution Affiliated to Madurai Kamaraj University)

VIRUDHUNAGAR - 626 001.

Re-accredited with 'A' Grade by NAAC

B.Pavala Kumar

25/06/2019

Associate Professor & Head

To

The Principal,

V.H.N.S.N. College (Autonomous), Virudhunagar.

Through

The Director – SF Courses,

V.H.N.S.N. College (Autonomous), Virudhunagar.

SUB: Requisition for Lab login note – req.

The login note in the lab has been utilized. Kindly provide 2 Lab login note for MBA Computer Laboratory.

Thanking You.

Regards

B.Pavala Kumar
Head 25/6/19

Yr
25/6/19

One Extra login Note MBA ~~Dept~~ ^{lab} use.

Received
a C. Pandeeswari



**Requisition from Departments for the maintenance of
IT infrastructure during the year**

2019 – 2020

அ.கு

தீர்மானம் மூலம் கீழ்க்கண்ட விஷயங்களை கண்காணப்பதில்
 உரிம திரைகுடி Computer-ல் பயன்படுத்த உடும் mouse திரைகுடி
 பயன்படுத்தும் சிபிஏ இயங்கிவருவதை. துணைகமிஷனர் mouse திரைகுடி
~~கிடைக்க~~ பார்வைக்கு கீழ்க்கண்ட விஷயத்தை உடனடி கையா
 புரிப்பிக்கப்படுகிறது.

செய்தல் உத்தரவுக்காக,
 S.R. Subramanian
 3/7/19
 (S.R. Subramanian)

இந்த Mouse பார்வை செய்து
 உடனடி உத்தரவு.

3
 3/7/19

Yes, issue it from the stock
 A. Subramanian
 03/07/19

Mouse available in stock.
 2 Nos of Mouse issued to office Accounts Section.

[Signature]
 3.7.19

Received
 2 mouse.
[Signature]
 (K. BALA MURUGAN)
 3.7.19.

From

T.Muthuvijayaraja
Assistant Professor & PG Computer Centre In-charge
Department of Information Technology
V.H.N.S.N College (Autonomous)
Virudhunagar.

To

The Principal
V.H.N.S.N College (Autonomous)
Virudhunagar.

Through

The Director (SF Courses)
V.H.N.S.N College (Autonomous)
Virudhunagar.

Respected Sir,

In our PG Lab 24 port switch is not working. I request you kindly to give permission to replace new 24 port switch available in stock.

Thanking you

Place: Virudhunagar

Date: 5.7.2019

Yours sincerely



T.Muthuvijayaraja

Forwarded
Chinnel
5.7.19

Yes
P
05/07/19

24 port switch issued to Ph Lab



9.7.19

From

D.Rajkumar,
Associate Professor & MCA Computer Centre In-charge,
Department of Computer Applications,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Through

The Director (SF Courses),
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Respected Sir,

In our MCA Computer Centre 3 Mouse and 1 Harddisk have problem. I request you sir, kindly arrange to provide the mouse and Harddisk as early as possible.

Thanking You,

Yours faithfully,

Date: 09-07-2019

Place: Virudhunagar

stock available in Lab.

DR 09/07/2019
D.Rajkumar

Forwarded

Shubh
9-7-19

Yes
Rajkumar

Peripherals available in stock.
Maybe issued to MCA Lab.
12-7-19

3 Nos mouse, 1 No HDD available in Stock
Issued to MCA Department Lab

Received 3 Dell mouse &
one Harddisk seagate 500GB
DR 15/07/2019

From

T.Muthuvijayaraja
Assistant Professor & PG Computer Centre In-charge
Department of Information Technology
V.H.N.S.N College (Autonomous)
Virudhunagar.

To

The Principal
V.H.N.S.N College (Autonomous)
Virudhunagar.

Through

The Director (SF Courses)
V.H.N.S.N College (Autonomous)
Virudhunagar.

Respected Sir,

SMPS in Multimedia Hall system is not working. I request you kindly to give permission to replace new SMPS available in stock.

Thanking you

Place: Virudhunagar

Date: 15.7.2019

Yours sincerely


15.7.19

T.Muthuvijayaraja

Forwarded
Checked
15.7.19

Yes

15/07/19

SMPS available in stock.

Issued to Multimedia Hall.


16-7-19


23/07/19

അയച്ചവർ:

ശ്രീ. ജോർജ്ജ് തോമസ്
അയച്ചവർ മേധാവർ (കോർഡിനേറ്റർ)
എ. ഇ. നെ. എ. നെ. കോളേജ് (കോർഡിനേറ്റർ)
മലപ്പുറം.

പ്രാർത്ഥന :-

മുൻപ്രകാരമുള്ള പ്രശ്നം പരിഹരിക്കാൻ
എ. ഇ. നെ. എ. നെ. കോളേജ് (കോർഡിനേറ്റർ)
മലപ്പുറം

പ്രാർത്ഥനയ്ക്കു വേണ്ടി,

മുൻപ്രകാരമുള്ള പ്രശ്നം പരിഹരിക്കാൻ
8 Port switch ഉപയോഗിച്ചു മരുന്ന്. അതിനായി പ്രശ്നം
പരിഹരിക്കാൻ കഴിയാതെ പോയാൽ അതിൽ അടിയന്തിരമായി

മുൻപ്രകാരമുള്ള
കാഴ്ച: 7.8.18

മുൻപ്രകാരമുള്ള
കോർഡിനേറ്റർ
ശ്രീ. പുത്തൻ

Forwarded
mangalathur 7/8/19

2/11/19

Mr P. Ganapathy
02/08/19

Report

8 Port Internet switch Not working Lighting Problem
A Garabathu

Issue from study
02/08/19

(PIS)

From

Dr. J. ALEXANDER

17.09.19

Asso Prof & Head
Dept of English (SF)

V.H.N.S.N.C

To

THE PRINCIPAL

V.H.N.S.N.C

Through

THE DIRECTOR

V.H.N.S.N.C

Dear Sir,


SUB: Requisition to provide Eight Port Switch
for intercom connection - Reg

In order to install and enable intercom
connection, the Dept of English (SF) needs **Eight**
Port Switch.

Hence I request you to help provide the
Eight Port Switch.

Thank you

Yours sincerely


17/09/19

Forwarded

Chand →
17.9.19

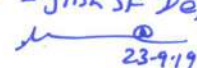
To the stock?

P. Justice

One Eight Port switch available in P.G. Comp. Lab.
Request your permission to provide it to English SF
Department.

Yes
P. Justice

Chand →
12.9.19

8 port switch issued to English SF Department

23-9-19

From

T.Muthuvijayaraja
Assistant Professor & PG Computer Centre In-charge
Department of Information Technology
V.H.N.S.N College (Autonomous)
Virudhunagar.

To

The Principal
V.H.N.S.N College (Autonomous)
Virudhunagar.

Through

The Director (SF Courses)
V.H.N.S.N College (Autonomous)
Virudhunagar.

Respected Sir,

In our PG Lab II 24 port switch is not working. I request you kindly to give permission to replace new 24 port switch available in stock.

Thanking you

Place: Virudhunagar

Date: 20.9.2019

Yours sincerely



T.Muthuvijayaraja

Forwarded
Chinnu
20.09.19

Yes
20/09/19

From

D.Rajkumar,
Associate Professor & MCA Computer Centre In-charge,
Department of Computer Applications,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Through

The Director (SF Courses),
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Respected Sir,

In our MCA Computer Centre 2 Harddisk, 2 SMPS and 2 Mouse have problem. I request you sir, kindly arrange to provide the Harddisk, SMPS and Mouse as early as possible.

Thanking You,

Yours faithfully,

Date: 09-10-2019

Place: Virudhunagar

DRK 09/10/2019
D.Rajkumar

Available in the P.C. Lab. May be spared.

Forwarded

Ushud
9.10.19

Yes
R
09/12/19

2 No HDD, 2 SMPS, 2 No. Mouse
issued to MCA Lab.

Ushud
12.12.19
Received *DRK*
12/12/2019

From

D.Rajkumar,
Head & Associate Professor,
Department of Computer Applications,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Through

The Director (SF Courses),
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Respected Sir,

In our MCA Computer Centre 1 Harddisk and 4 Mouse have problem. I request you sir, kindly arrange to provide the Harddisk and Mouse as early as possible.

Thanking You,

Yours faithfully,

Date: 18-12-2019

Place: Virudhunagar

DRK
18/12/2019
D.Rajkumar

Available in the P.A. Lab.

DRK
18.12.19

Yes, we have from the stock
DRK
18/12/19

1 HDD, 4 Mouses issued to MCA Lab

DRK
23.12.19

*Received one HDD,
4 Mouse.*

DRK
03/01/2020

DRK
04.01.2020

DRK
06/01/20

From

T.Muthuvijayaraja
Assistant Professor & PG Computer Centre In-charge
Department of Information Technology
V.H.N.S.N College (Autonomous)
Virudhunagar.

To

The Principal
V.H.N.S.N College (Autonomous)
Virudhunagar.

Through

The Director (SF Courses)
V.H.N.S.N College (Autonomous)
Virudhunagar.

Respected Sir,

We are in need of 5 Nos of Mouse to replace the not working mouse. I request you kindly to give permission to use the new peripherals available in stock.

Thanking you

Place: Virudhunagar

Date: 23.12.2019

Yours sincerely


23.12.19

T.Muthuvijayaraja

Available in the P.C. Lab. ✓

Forwarded
Chhul →
23.12.19

Yes
P
23/12/19

Chhul →
06.01.2020

P
06/01/20

27.01.2020

From

Dr. P. Sami, M.Sc., M.Phil., Ph.D.,
Dean -Students Service,
V. H. N. Senthikumara Nadar College (Autonomous),
Virudhunagar-626001

To

The Principal
V.H.N. Senthikumara Nadar College (Autonomous),
Virudhunagar-626001

Sir,

Sub: Requisition for change of **mouse** of the system in DSS Office-Reg

@@@@@

I bring it to your kind notice that the **mouse attached** to the desk-top system of my office is not functioning well. I request to place necessary orders to replace the mouse with new one.

Thanking you,

Yours Faithfully

Ammini P
27.01.2020

Mr A - Gangaiah
A
23/01/20

port

Acer mouse left click NOT working

A Gangaiah
29/01/2020

Mouse is available in the P.H. lab.

Chinn
29.01.2020

Issue from the stock
A
29/01/20

1 No mouse issued to Dean students services.
Entered in the stock register

A
5/2/2020

Received
R. Jeyan

Chinn
10.01.2020
A

அலுவலகத்தில் எனக்கு (AS section)

வழங்கியபட்டுள்ள Computer ல் அதிக Photo களை
பதிவேற்றம் செய்ய தேவையான 'Internal Memory'
இல்லை. எனவே Computer ல் தேவையான
குறைவாகிவிட்டது. இதனை சரிசெய்ய 'Ram' மற்றும்
'Internal Memory' ஐ அதிகப்படுத்தி உங்களின்
அனுமதி வேண்டி கேறிய சமர்ப்பிக்கப்படுகிறது.

உங்களின் அனுமதிக்காக,
V. Janthi Sry.
[V. கனித்தி கோபால்]

சுந்தரி அனுபம்
on
31/1/20


To
The Secretary for order
31/1/20

Report

Ram 4GB, Internal Hard Disk 1TB system கைகளைச் செய்படுவதற்கு
PU lab லில் உள்ளது ~~கைகளைச் செய்படுவதற்கு~~ அதை AS section க்கு அனுமதி கோரப்படுகிறது
அனுமதி வேண்டி

அ.கோபால்

Peripherals available in Stock.
Maybe issued to AS section (office)


20.2.20
20.2.2020
24/2/20

10/02/2020

B.Pavala Kumar
Associate Professor & Head

To

The Principal,
V.H.N.S.N. College (Autonomous), Virudhunagar.

Through

The Director – SF Courses,
V.H.N.S.N. College (Autonomous), Virudhunagar.

Sir,

**SUB: Requisition for replacing New RAM, SMPS & Lan Switch in MBA
Computer Laboratory and Power Room - reg.**

The Computer RAM, SMPS & LAN Switch are not working in the MBA Computer Laboratory and Power Room.

S.No	System Name	Item	Model
1	System (Intel Core 2 Duo) for server Room - SYS-61	RAM- DDR2 Power SMPS	RAM = New RAM 4GB DDR2 / 2 DDR2 SMPS = New SMPS / 2 A B Ram
2	Power Room	8 Port LAN Switch	Switch = New 8 Port LAN Switch

The above items are to be replaced. I request you to kindly provide us with New RAM, SMPS & LAN Switch at the earliest.

All items available in P.C. lab.

Thanking You.

Regards

B.Pavala Kumar
Head & Lab in Charge 10/2/20

Forwarded
10.02.2020

Item from PG Lab
10/2/20

Peripherals available in stock.

Issued to MBA Lab

13.2.20

Received in Good condition
08/13/20

From

Dr. T.Kathirvalavakumar
Head
Department of Computer Science
V.H.N.S.N College(Autonomous)
Virudhunagar.

To

The Principal
V.H.N.S.N College(Autonomous)
Virudhunagar.

Respected Sir,


I wish to bring to your kind notice that SMPS of our department computer is not functioning. I request you kindly to take necessary arrangements to replace it with new SMPS.

Thanking you

Place: Virudhunagar

Date: 12.2.2020

Yours faithfully


Dr. T.Kathirvalavakumar 12/2/20

*PA cable for remains
position & stock
12/2/20*

Stock available in the P.A. lab.

*Checked
13.02.2020*

*Issue from the stock
13/02/20*

one SMPS issued to Computer Science Department

14.2.20

20/2/20

From

Z.Ramya Sushil
Head
Department of Information Technology
V.H.N.S.N College(Autonomous)
Virudhunagar.

To

The Principal
V.H.N.S.N College(Autonomous)
Virudhunagar.

Through

The Director (SF Courses)
V.H.N.S.N College(Autonomous)
Virudhunagar.

Respected Sir,

I wish to bring to your kind notice that keyboard of our department computer is not functioning. I request you kindly to make necessary arrangements to replace it with new keyboard.

Thanking you

Place: Virudhunagar


Date: 12.2.2020


Yours faithfully

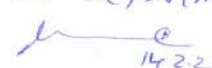

Z.Ramya Sushil

Available in the P.A. lab.

Forwarded


12.02.2020

Issued from the
store

12/02/20

One keyboard issued to IT Department

14.2.20


20/02/20

From

Dr. J. ALEXANDER
Asso Prof + Head
Dept of English (SF)
V.H.N.S.N.C

27.02.20

To
THE PRINCIPAL
V.H.N.S.N.C

Through
THE DIRECTOR
V.H.N.S.N.C

Dear Sir,

SUB: Requisition to repair System in English(SF)
- Reg

The Computer in our department is not working properly. Hence I request you to help do the needful to repair the system.

Thank you

forwarded
J. Alexander
27.02.2020

Yours sincerely


27/02/20

TO Mr. Ganapathy
Technician

27/2/20

Power Problem
SMPS and Hard DISK
Not working
Problem
UG.
A copy
28/2/2020
one smps issued to English(SF) Department.
29/2/2020

To P.G. Lab 1/c
kindly transfer one
SMPS to Engl. (SF)
Dept.
J. Alexander
27.2.2020

From

T.Muthuvijayaraja
Assistant Professor & PG Computer Centre In-charge
Department of Information Technology
V.H.N.S.N College (Autonomous)
Virudhunagar.

To

The Principal
V.H.N.S.N College (Autonomous)
Virudhunagar.

Through

The Director (SF Courses)
V.H.N.S.N College (Autonomous)
Virudhunagar.

Respected Sir,

We are in need of 2 Nos of SMPS for the replacement of smps in not working systems. I request you kindly to give permission to use the new peripherals available in stock.

Thanking you

Place: Virudhunagar

Date: 29.2.2020

Yours sincerely



29.2.2020

T.Muthuvijayaraja

Forwarded
checked →
29.2.2020

Yes
29.2.2020

Forwarded in the stock.
Issued to PG Lab.

6.3.2020

12/03/20

From

13.03.2020

Dr.M.Vigneeswaran
Assistant Professor,
Department of Environmental Science,
VHNSN College (Autonomous),
Virudhunagar.

To

The Principal
VHNSN College (Autonomous),
Virudhunagar.

Through

The Director
SF Courses
VHNSN College (Autonomous),
Virudhunagar.

Dear Sir,

Sub: Request for service assistance on computer in B.Voc Department- reg.

I wish to inform you that, our department computers ^{are} not properly working, so we need for service assistance. Hence I request you to kindly provide the service assistance.

Thanking you,

Yours faithfully,

M. Vigneeswaran
13/3/2020
(Dr.M.Vigneeswaran)

M. Vigneeswaran
13/03/20

Forwarded
Chinn
13.3.2020

8 page
letter.
1.6.20

Report

Power problem SMPS and Mother Board Problem
SMPS in stock per lab
MOTHER BOARD SERVICES COST: 800/-

Chinn
16.3.2020
To the Secretary
for
16/03/20
A. Ganapathy

From

T.Muthuvijayaraja
Assistant Professor & PG Computer Centre In-charge
Department of Information Technology
V.H.N.S.N College(Autonomous)
Virudhunagar.

To

The Principal
V.H.N.S.N College(Autonomous)
Virudhunagar.

Through

The Director (SF Courses)
V.H.N.S.N College(Autonomous)
Virudhunagar.

Respected Sir,

The following E-waste materials in the PG Computer centre ^{maybe} are transferred to UG Computer Centre Dump room. I request you to give permission to transfer the same.

- 1) Monitor - 7 Nos
- 2) Dot matrix printer - 2 Nos
- 3) Laser Printers - 1 Nos
- 4) Other E wastes(Keyboards, Mouse, Wires)

Thanking you

Place: Virudhunagar

Date: 23.3.2020

Yours sincerely


23/3/20

T.Muthuvijayaraja

Forwarded
Chinnu
23.3.2020

Yes
A
23/03/20

From

T.Muthuvijayaraja
Assistant Professor & PG Computer Centre In-charge
Department of Information Technology
V.H.N.S.N College(Autonomous)
Virudhunagar.

To

The Principal
V.H.N.S.N College(Autonomous)
Virudhunagar.

Through

The Director (SF Courses)
V.H.N.S.N College(Autonomous)
Virudhunagar.

Respected Sir,

The following E-waste materials in the PG Computer centre ^{maybe} are transferred to UG Computer Centre Dump room. I request you to give permission to transfer the same.

- 1) Monitor - 7 Nos
- 2) Dot matrix printer - 2 Nos
- 3) Laser Printers - 1 Nos
- 4) Other E wastes(Keyboards, Mouse, Wires)

Thanking you

Place: Virudhunagar


Date: 23.3.2020

Yours sincerely



23.3.20

T.Muthuvijayaraja

Forwarded


23.3.2020

Yes


23/03/20



**Requisition from Departments for the maintenance of
IT infrastructure during the year**

2020 – 2021

From

T.Muthuvijayaraja
Assistant Professor & PG Computer Centre In-charge
Department of Information Technology
V.H.N.S.N College (Autonomous)
Virudhunagar.

To

The Principal
V.H.N.S.N College (Autonomous)
Virudhunagar.

Through

The Director (SF Courses)
V.H.N.S.N College (Autonomous)
Virudhunagar.

Respected Sir,

In IRCB Tower one 8 port switch is not working. I request you kindly to give permission to replace new 8 port switch available in stock.

Thanking you

Place: Virudhunagar

Date: 5.6.2020

Yours sincerely


5.6.2020

T.Muthuvijayaraja

kindly permit to replace it from lie P.A. stock.

Forwarded

Chhind

06.06.2020

Yes


06/06/20

From

T.Muthuvijayaraja
Assistant Professor & PG Computer Centre In-charge
Department of Information Technology
V.H.N.S.N College (Autonomous)
Virudhunagar.

To

The Principal
V.H.N.S.N College (Autonomous)
Virudhunagar.

Through

The SF Coordinator
V.H.N.S.N College (Autonomous)
Virudhunagar.

Respected Sir,


We are in need of WiFi access point to enable WiFi in IRC Block. I request you kindly to make arrangements to purchase the same. Approximate cost is around Rs.5000/-.

Thanking you

Place: Virudhunagar

Date: 13.8.2020


Yours sincerely


13.8.20
T.Muthuvijayaraja

Recommended & Forwarded.


13/08/20

Maybe provided

Forwarded

13/08/20



வி.இ.நா.செ.நா கல்லூரி, விருதுநகர்

கணக்குப்பிரிவு

அ.கு

15-10-2020

கல்லூரி கணக்குப்பிரிவில் உள்ள ஒரு கணினியி SMBS எனும் மின்னணு உதிரி பாகம் பழுதடைந்துள்ளதால், கணினி இயங்கவில்லை. எனவே அதனை சரி செய்வதற்கு தக்க ஆணை வேண்டி கோப்பு பணிந்து சமர்ப்பிக்கப்படுகின்றது.

தங்கள் உத்தரவிற்றக்காக,


(ச.மனோகுமர்)


15/10/20

Issue from the stock
A
15/10/20

Received


1 No SMPS issued to Account Section.

Entered in Stock. P.150, ~~500~~


6-11-20


09/11/20

A
09/11/20

நிலைத் துறை SF Section-ல் 20mm Computer Hard Disk

பிரதான இயங்க விவரம். Hard Disk னை சரி செய்து கொடுக்கப்பட்டது

சிவசகி வேண்டி கோரிய தகவல்களைப் பற்றி.

கருவிகளில் உத்தரவிடப்பட்டது.

J. Yogeswari
15-10-20.

[Handwritten signature]

15/10/20

From from the study

15/10/20

சென்னை கெனரல் கோபால்

சென்னை சிவசகி

One HDD issued to SF section (office)

Entered in Stock P.146

[Handwritten signature]
6/11/20

[Handwritten signature]
09/11/2020

[Handwritten signature]
09/11/20

From

T.Muthuvijayaraja
Assistant Professor & PG Computer Centre In-charge
Department of Information Technology
V.H.N.S.N College (Autonomous)
Virudhunagar.

To

The Principal
V.H.N.S.N College (Autonomous)
Virudhunagar.

Through

The SF Coordinator
V.H.N.S.N College (Autonomous)
Virudhunagar.

Respected Sir,

We are in need of one 8 port switch to replace the not working switch in E-Studio Hall.
I request you kindly to give permission to replace the 8 port switch available in stock.

Thanking you

Place: Virudhunagar

Date: 24.11.2020

Yours sincerely


24.11.20

T.Muthuvijayaraja

Forwarded.
Ch. Arun Prasad
24/11/20

Yes
25/11/20

8 port switch transferred.
Entered in stock register.


28.11.20


01/12/20

From

T.Muthuvijayaraja
Assistant Professor & PG Computer Centre In-charge
Department of Information Technology
V.H.N.S.N College(Autonomous)
Virudhunagar.

To

The Secretary
V.H.N.S.N College (Autonomous)
Virudhunagar.

Through

The Principal
V.H.N.S.N College (Autonomous)
Virudhunagar.

The SF Coordinator
V.H.N.S.N College (Autonomous)
Virudhunagar.

Respected Sir,

We are in need of VGA Splitter for accessing LCD Projector in Multimedia Hall. I request you kindly to make necessary arrangements to purchase the same. Approximate cost of VGA Splitter is around Rs.500 /-.

Thanking you

Place: Virudhunagar

Date: 24.11.2020

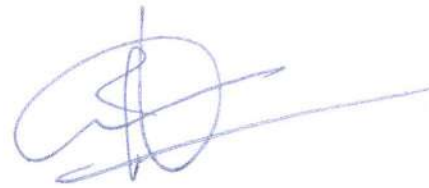
Yours sincerely


24.11.20

T.Muthuvijayaraja

Forwarded

24/11/20



අනුප්‍රාප්ති.

ට.ප. න. අමාත්‍යාංශය
දිග්චිකිතානු කොටස
ව. ස. න. ව. න. කොටස (අධ්‍යක්ෂ)
කොළඹ.

වහුරු

කොටස ලබාදීමේ අවස්ථාව
ව. ස. න. ව. න. කොටස (අධ්‍යක්ෂ)
කොළඹ.

ලේඛනාලේඛන කොටස,

විමර්ශනය. ආපදා දිග්චිකිතානු කොටස (Computer)
මිනිසුන් පරීක්ෂණය කළේ. එමගින් ලබාදීමට ලක්වූ විට
අනුමතයක් ලෙසින් පිටපත් කළේ. අනුමතයක් ලෙසින්
ලබාදීමට.

තරික : 7. 12. 2020

Mr. A. Jayapala
03/12/20

සිසුවා,
07/12/20
(ස. ස. කොටස)

Ref:

System SMPs Not working

SMPs stock in PG lab

Acknowledged
Issue from Stock
03/12/20

One SMPs issued to Tamil department.
Entered in Stock.
8.12.20

A. Jayapala
15/12/20

From

T.Muthuvijayaraja
Assistant Professor & PG Computer Centre In-charge
Department of Information Technology
V.H.N.S.N College (Autonomous)
Virudhunagar.

To

The Principal
V.H.N.S.N College (Autonomous)
Virudhunagar.

Through

The SF Coordinator
V.H.N.S.N College (Autonomous)
Virudhunagar.

Respected Sir,


We are in need 1 No of 24 Port switch for PG Lab III ,1 No of SMPS for replacing the faulted peripherals. I request you kindly to give permission to use the new peripherals available in stock.

Thanking you

Place: Virudhunagar

Date: 31.12.2020

Yours sincerely


31.12.20
T.Muthuvijayaraja

Forwarded.


31/12/20

Yes

02/01/20

24 port switch + 1 no smps replaced.
Entered in stock register.


4.1.2021


04/01/21

B.Pavala Kumar
Associate Professor & Head

05/01/2021

To

The Principal,
V.H.N.S.N. College (Autonomous), Virudhunagar.

Through

The Coordinator – SF Programmes,
V.H.N.S.N. College (Autonomous), Virudhunagar.

Sir,

SUB: Requisition for new mouse in Computer Laboratory – reg.

Five mouse in the MBA computer center is not working properly. I request you to kindly provide us with five (5) new mice at the earliest.

Thanking You.

Regards

B. Pavala Kumar
Head & Lab in Charge 5/1/21

Forwarded.
A. Jay P
Tostol/2021

5 mouses issued to MBA Lab

[Signature]
11-1-21

[Signature]
12/01/21

*5 mouses received &
working in good condition*
B. Pavala Kumar
13-1-21

B.Pavala Kumar
Associate Professor & Head

05/01/2021

To
The Principal,
V.H.N.S.N. College (Autonomous), Virudhunagar.

Through
The Coordinator – SF Programmes,
V.H.N.S.N. College (Autonomous), Virudhunagar.

Sir,

SUB: Requisition for replacing New Mother Board in Computer Laboratory – reg.

One mother board is not working in the MBA Computer Laboratory in the following System

S.No	System Name	Item	Model
1	System -61	Mother Board	Mother Board Model = Intel DG41RQ

It is need to be replaced. I request you to kindly provide us with new Mother Board at the earliest.

Thanking You.

Regards

B. Pavala Kumar
Head & Lab in Charge *5/1/21*

PG Lab for stock?
A. Jayap

Received new motherboard Forwarded.
& it is working in good condition
B. Pavala Kumar
30/3/21
Motherboard available in Stock. We have serviced
DG41RQ motherboard but its not working.
new board may be issued to MBA Lab.
19.3.21
Forwarded to the Principal
Issue from staff for necessary orders.
A. Jayap
19/03/21

From

D.Rajkumar,
Head & Associate Professor,
Department of Computer Applications,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Through

SF Coordinator,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Respected Sir,

In our MCA Computer Centre 2 Hard disk, 3 SMPS and 5 Mouse have problem.
I request you to kindly arrange to provide the Hard disk, SMPS, and Mouse at the earliest.

Thanking You,

Yours faithfully,

Date: 12-01-2021

Place: Virudhunagar

DRK
12/01/2021
D.Rajkumar

Forwarded
(A. King)
12/01/2021
Stock?

2 HDD, 3 SMPS, 5 mouses available in stock.

may be issued to MCA Lab

13.1.21

Received 2HDD, 3SMPS, 5mouse.

DRK
19/01/2021

Issue from stock
13/01/21

(P.T.O)

From

Mr.Z.Ramya Sushil
Associate Professor and Head
Department of Information Technology
VHNSN College (Autonomous)
Virudhunagar

To

The Principal
VHNSN College (Autonomous)
Virudhunagar

Through

The SF Coordinator
VHNSN College (Autonomous)
Virudhunagar

Respected Sir,

Sub: Requisition of Antivirus – Reg.

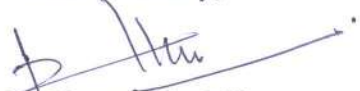
I wish to inform you that we are having 2 no. of systems in our department. But we don't have original antivirus software. Since there is no antivirus software, our pendrives and our softwares are getting affected. Antivirus software may detect, prevent and take action against malicious software in our computer, including viruses. I kindly request you to provide 3 no. of original antivirus software for our system to keep our department data safely.

Thanking you,

Virudhunagar

23.01.2021

Yours Sincerely,


[Mr.Z.Ramya Sushil]

From

T.Muthuvijayaraja
Assistant Professor & PG Computer Centre In-charge
Department of Information Technology
V.H.N.S.N College (Autonomous)
Virudhunagar.

To

The Principal
V.H.N.S.N College (Autonomous)
Virudhunagar.

Through

The SF Coordinator
V.H.N.S.N College (Autonomous)
Virudhunagar.

Respected Sir,

We are in need of 1 No of SMPS for the replacement of smps in not working systems. I request you kindly to give permission to use the new peripherals available in stock.

Thanking you

Place: Virudhunagar

Date: 02.02.2021

Yours sincerely


2.2.21

T.Muthuvijayaraja

forWARDED.


02/02/2021

Yes

02/02/21

From

D.Rajkumar,
Head & Associate Professor, MCA Computer centre i/c,
Department of Computer Applications,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Through

Coordinator SF Programmes,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Respected Sir,

In our MCA Block (for Internet access point) one 24 Port switch is not working. I request you sir, kindly arrange to provide one 24 Port-switch for our MCA Block.

Thanking You,

Yours faithfully,

Date: 15-03-2021

Place: Virudhunagar

D.Rajkumar
15/03/2021
D.Rajkumar

forwarded.

D.Rajkumar
15/03/2021
I have from stock
15/03/21

Entered in the stock register. P.No: 148
24 Port Switch issued to MCA Lab.

30321

D.Rajkumar
30/03/2021
30/03/21



**Requisition from Departments for the maintenance of
IT infrastructure during the year**

2021 – 2022

விருதுநகர் இந்து நாடார்களுக்குப் பாத்தியமான செந்திக்குமார நாடார் கல்லூரி (தன்னாட்சி),
விருதுநகர்

11.06.2021

அ.கு

இப்பவும் நமது கல்லூரி அலுவலகத்தில் கண்காணிப்பாளர் திரு S.C. சங்கரபாண்டியன்
அவர்கள் கம்ப்யூட்டரில் உள்ள Keyboard, CBU பழுதடைந்துள்ளதால் அதற்கு பதிலாக புதிய
Keyboard, CBU மாற்றித் தருவதற்கு அனுமதி வேண்டி கோப்பு சமர்ப்பிக்கப்படுகிறது.

தங்கள் அனுமதிக்காக,

தங்கள் அனுமதி வேண்டியுள்ளது

சு.ச.ச. சங்கரபாண்டியன்

11-6-21

11/6/2021

To The Secretary for ord

11/6/21
[Signature]

Keyboard and mouse Problem
A. Sankarapandian

Keyboard and
mouse stock in PG Lab

Keyboard & Mouse Receiving for PG Lab

11/6/21

[Signature]

[Signature]

From

29-06-2021

A.R. VIJAYA LALITHA M. Sc., M. Phil.,
The Head (i/c),
Department of Microbiology,
V. H. N. Senthikumara Nadar College (Autonomous),
Virudhunagar.

To

The Principal,
V. H. N. Senthikumara Nadar College (Autonomous),
Virudhunagar.

Through

Proper channel

Respected Sir,

Subject: To provide a desktop computer to the lab- Reg.

I wish to bring your kind notice that there is need for a system for the newly arrived projector (under DBT fund) in our department. Hence I humbly request you to do the needful to provide us the same.

Thanking you,

Yours sincerely,

A.R. Vijaya Lalitha
(A.R. VIJAYA LALITHA)

Forwarded.

A. R. Vijaya Lalitha
29/06/21

One System issued to Microbiology
S. I. Arif
06/07/21

System Received in good condition
A.R. Vijaya Lalitha
(A.R. VIJAYA LALITHA)
08/07/21

கல்யாணி அலுவலகத்தில் A5 Section
[Students Attendance Section] பயன்படுத்தி வரும்
Computer's மீட்டர் Hard Disk பயன்படுத்தி உபயோக
 படுத்த முடியாத நிலையில் மீட்டர். அதனை அதனை
அறிமுகம் செய்து உபயோகம் செய்ய Computer உ இயங்க
மேற்க்க உங்களை அனுமதி வேண்டி கோரிய
அனுமதிக்கப்பட்டு உள்ளது.

உங்களை அனுமதிக்க
 V. Janki Jay

சீட்டின் மீட்டர் மீட்டர் பயன்படுத்தி
 26/7/21

Issue from the PG study
 26/07/21

the A5 (Student Attendance Section)
 Computer HardDisk Drive (Z1D0PNBS)
 100GB seagate bought on 01-08-2012
 replaced with New HDD (W9AMFB4W)
 seagate replaced on 26-07-2021

S. Kunt
 03/08/21

Received
 V. Janki Jay
 04/08/21

V. Janki Jay
 04/08/21

26/07/21

From

29/07/2021

R. Lavanya
Assistant Professor of English
Language lab coordinator
VHN Senthikumara Nadar College(Autonomous)
Virudhunagar

To

The Secretary
VHN Senthikumara Nadar College(Autonomous)
Virudhunagar

Through

The Principal
VHN Senthikumara Nadar College(Autonomous)
Virudhunagar

The Coordinator
SF Programmes
VHN Senthikumara Nadar College(Autonomous)
Virudhunagar

Respected sir,

Sub: Requisition to replace SMPS and RAM - Reg

I wish to bring to your kind notice that in the English Language lab system no.24, 26, 27 and 29 are found to be under repair due to SMPS and RAM failure. Hence I request you to help us purchase the following in order to fix the computers for smooth conduct of Lab classes.

Requirements:

- 1. SMPS-2 - 2 numbers
- 2. RAM (2GBDDR2) - 2 numbers.

Thank You

Yours sincerely

R. Lavanya

(R. Lavanya)

Forwarded.
Study?
31/07/21

(R. Lavanya)
29/07/2021

SMPS - 7 NOS & RAM - 2 NOS available in Stock
2 SMPS, 2 RAM may be issued to the English language lab
Yes, it is in stock
To NM
Done 10/08/21
(2) SMPS and
(2) 2GB Ram & record details.
(R. Lavanya)
03/08/21
03/08/21

29/07/21



Estd. : 1947

INTERNAL QUALITY ASSURANCE CELL

VIRUDHUNAGAR HINDU NADARS' SENTHIKUMARA NADAR COLLEGE

(An Autonomous Institution Affiliated to Madurai Kamaraj University)

(Re-accredited with 'A' Grade by NAAC)

VIRUDHUNAGAR - 626 001, Tamilnadu.



02.08.2021

To
The Principal,
VHNSN College (Autonomous),
Virudhunagar.

Dear Sir,

In our IQAC office two mice are not working. Kindly do needful to get two mice in good condition. Kindly treat this as an urgent.

Thanking You.

Yours faithfully,

[Signature]
28/8/21
CO-ORDINATOR

stock?
[Signature]

*Mouse - 1 nos available in Stock
1 mouse may be issued to IQAC*

*S. K. [Signature]
03/08/21*

*Issue it immediately
[Signature]*

*Issue one mouse to IQAC
and record details
[Signature]*

To NM

*Issue One (1) mouse to IQAC
and note down details in registers.*

Mouse - ①

- 1) 1930HS07TFB9 -
- 2) USB mouse temporary -
(use old mouse)

*Received one new mouse
Received one old mouse*

(PN 810-002181)

*USB mouse (New)
S.NO: 2113HS052ymg -*

[Signature]

*M. V. [Signature]
5/8/2021*

[Signature]
*Received new mouse
M. V. [Signature]*

From

17/08/2021

Dr. G Amudha
Librarian,
VHNSN College(Autonomous),
Virudhunagar.

To

The Principal,
VHNSN College(Autonomous),
Virudhunagar.

Respected Sir,

We are in need of **84 switch board** for network connection to data entry at our library. I request you to kindly offer the same to our library.

Thanking you,

Yours Sincerely,

Dr. G. Amudha
17/08/2021

Issue it from stock
S. I. Gupta
17/08/21

Temporarily
Issue the stock to general library

S. I. Gupta
18/08/21

To

NM (8 port switch)
Issue it and get it back after
completion of work. Note it down in a record.

S. I. Gupta
18/08/2021

From

D. K. NAGARAJAN

19-8-2021

Head & Assoc. Professor

Dept. of Zoology
VHNSN College, (Autonomous)
Virudhunagar

To
The Principal
VHNSN College, (Autonomous)
Virudhunagar

Respected Sir, Sub:- to check and set right the CPU of the Computer Reg. regard.

This is for your kind information that the CPU of our department Desktop Computer was not functioning and under repair.

Sir, So I kindly request you to make arrangement to set right the problem at your earliest convenience. It was found that it is having some problems with SMPS in the CPU unit.

Thanking you

Yours faithfully

[Signature] 19/8/21

Dr. K. NAGARAJAN,
M.Sc., M.Phil., B.Ed., PGDCA, Ph. D.,
Head and Associate Professor,
Department of Zoology,
VHNSN College (Autonomous),
VIRUDHUNAGAR - 626 001.

To NM
Immed. Recd.
details.
19/8/21

M. S. S. S. S.
19/8/21

Report:

System SMPS Not working old SMPS Serial No :
SMPS STOCK in PG Lab 2EBSX450WT0T131
Issue from stock 499
New SMPS Serial No :
ZEBFON3450W112019198

Received *[Signature]*

From

19-Aug-2021

S.Karthikeyan,
PG Computer Lab In-charge,
VHNSN College (Autonomous),
Virudhunagar.

To

The Principal,
VHNSN College (Autonomous),
Virudhunagar.

Through

The Coordinator,
SF Courses,
VHNSN College (Autonomous),
Virudhunagar.

Respected Sir,

We are in need of 1 number of 8 port switch for the newly installed tower at IRC Block. I request you kindly to give permission to use the new peripheral available in stock.

Thanking You

Yours Sincerely,

S. Karthikeyan

Forwarded

New 8 port

SN: - RZ2H305004208

G. Arun
24/08/21

Yes

24/08/21

TO

NM

Perme & Record details.

G. Arun
24/08/21

1 number of 8 port switch received.

N. Manimala
24/8/21

(N. Manimala)

24/08/21

From

S.Selvanathan
Head of the Department
Department of Commerce (SF)
VHNSN College (Autonomous)
Virudhunagar

To

The Principal
VHNSN College (Autonomous)
Virudhunagar

Through

The Co-ordinator
Self Finance Programmes
VHNSN College (Autonomous)
Virudhunagar

Respected Sir,

I humbly request you to provide an Internet 8 Port Switch for our department which will be helpful for us to connect the Intercom and wifi modem.

Thanking You,

26.08.2021

Virudhunagar

Yours sincerely,

S. Selva
(S.SELVANATHAN)

forwarded.

(S. Selva) 26/08/21 *Stock?*
(S. Selva) 26/08/21

Stock available (3 nos), may be issued

Yes
(S. Selva) 31/08/21
S. Kunt
27/08/21

Issue One Internet 8 Port Switch & Record in Stock by.

New 8 port switch

S.NO. R22H314061794.

(S. Selva) 02/09/21
Received Appropriately
31/9/2021

(S. Selva) 06/09/21

00

04-08-2021

01004776

Internet ഉപയോഗിക്കുന്നതിന് WiFi device ആവശ്യമാണ് Online class എന്നതിന്

WiFi device വാങ്ങിക്കൊടുക്കാനായി 2000/- രൂപയുടെ ട്രാൻസ്ഫർ നടത്തിയിട്ടുണ്ട്.

ട്രാൻസ്ഫർ ചെയ്ത തുക 2000/- രൂപയുടെ

ട്രാൻസ്ഫർ 2000 x 7 = 14000/-

കമ്പ്യൂട്ടർ സൗകര്യങ്ങൾ

J. Yogeswar

04/8/21

1 BA English SF

2 BSc Maths SF

3 PG History SF

4 UG History

5 B.VOC

6 B.Com SF

7 CO-ORDINATOR

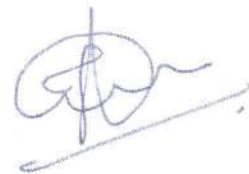
കമ്പ്യൂട്ടർ WiFi Device 7 ഉപകരണങ്ങൾ

പ്രയോജനപ്പെടുത്തുന്നതിന് അനുബന്ധമായി

4/8/21

To be Security for all

04/08/21



From

Dr. N.Prithvikumaran,
Head & Associate Professor,
Department of Physics,
V.H.N.S.N. College (Autonomous),
Virudhunagar

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar

Respected Sir,

Four UPS devices provided for the computer systems in our department are under repair and their batteries are needed to be replaced. I request you to kindly do the needful to replace the same.

With thanks,

Virudhunagar

18-08-2021

Yours sincerely,

N. Prithi

To
The Secretary
18/08/21

Quotation.

[Signature]

mini ups
Battery
cost : 800/-



DEPARTMENT OF BUSINESS ADMINISTRATION

(Recognized as Research Center by Madurai Kamaraj University)

V.H.N. SENTHIKUMARA NADAR COLLEGE (Autonomous)

VIRUDHUNAGAR - 626 001.

25-08-2021

Dr.G.Murugesan

Associate Professor & Head,

To

The Principal,
VHNSN College (Autonomous),
Virudhunagar.

Sir,


SUB: Requisition to replace the existing computer in the department

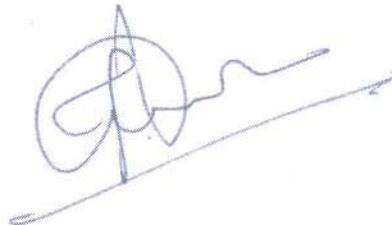
Greetings, the computer accessed by the faculty in the department is outdated with Intel Pentium processor running on Windows XP operating System. The Operating system couldn't be upgraded in the current system. Thus the support for all the Google services is not available in the computer including Google meet and Google classroom. In this regard, kindly provide us a computer with advanced configuration at the earliest for the smooth conduct of online classes.

Thanking you.

To
The Secretary
25/08/21

Yours faithfully,


25/08/21
Dr.G.Murugesan



From

Dr.R. Palaniappan,
SF Co-Ordinator (SF Courses),
VHNSN College (Autonomous),
Virudhunagar.

To

The Principal,
VHNSN College (Autonomous),
Virudhunagar.

Respected Sir,

The UPS Battery in our office is under disrepair. We request you to kindly make necessary arrangements to get it repaired at your earliest convenience.

Thank you

With Regards

Yours faithfully,


Dr.R.Palaniappan

Virudhunagar

31-08-2021

Mr. A. Ganapathy
31-08-21

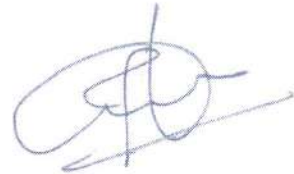
Report

ups Battery Problem

Battery cost : 800/-

A Ganapathy
1/9/21

To The Secretary for order
01/09/21



From

Mr.Z.Ramya Sushil
Associate Professor and Head
Department of Information Technology
VHNSN College (Autonomous)
Virudhunagar

To

The Principal
VHNSN College (Autonomous)
Virudhunagar

Through

The SF Coordinator
VHNSN College (Autonomous)
Virudhunagar

Respected Sir,

Sub: Requisition of UPS – Reg.


I wish to inform you that there is 1 system in Kanagamani Conference Hall of IRCB without UPS. Since there is no UPS connection, we are not able to continue our presentation when power goes off. So I kindly request you to provide us 1 no. of 0.5KVA UPS for uninterrupted working.

Thanking you,

Virudhunagar

2.09.2021

Yours Sincerely,

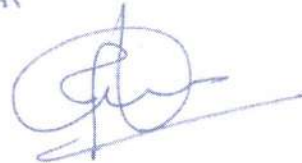

[Mr.Z.Ramya Sushil]

forwarded


2.09.2021

To
The Secretary


02/09/21



06.09.2021

From

Dr. P. Sami, M.Sc., M.Phil., Ph.D.,
Dean - Student Services,
V. H. N. Senthikumara Nadar College (Autonomous),
Virudhunagar-626001

To

The Principal
V.H.N. Senthikumara Nadar College (Autonomous),
Virudhunagar-626001

Respected Sir,

Sub: Requisition for change of UPS Numeric 600 VA of the system in
Dean, Student Services Office-Reg

@@@@@

I bring it to your kind notice that the UPS to the desk-top system of my office is not working. I request to place necessary orders to set right the UPS Numeric 600 VA or replace the UPS with new one.

Thank you,

Yours Faithfully

(Signature)
(SAMI.D)
06/9/2021

Dr.P.SAMI, M.Sc., M.Phil., Ph.D.,
Dean-Students' Services,
V.H.N.Senthikumara Nadar College (Autonomous),
Virudhunagar- 626001

Mr. A. Sainathan
(Signature)

Report

UPS Battery Problem

A Guarantee

Battery cost : 800/-

To the Security for use

(Signature)

Sri Periandavar Swamy Thunai

Dr. K. NAGARAJAN, M. Sc., M.Phil., B.Ed., PGDCA., Ph.D.,
Head & Associate Professor
PG & Research Department of Zoology,
V.H.N. Senthikumara Nadar College (Autonomous)
Virudhunagar - 626001,
Tamil Nadu, INDIA



ESTD : 11.07.1947

DEAN CURRICULUM - SCIENCE

Residence:
"Kollam Kite" Gura Ilam
23-1 F Rajaji Nagar
BB Road
Virudhunagar - 626001,
Tamil Nadu, INDIA

Mobile : 9486746215
8825841750

Email: nagarajan.k@vhnsnc.edu.in
gurunagan@gmail.com

College @: 280154 (04562)



Dr.KN

To
The Principal Avl,
V.H.N.S.N.College (Autonomous)
Virudhunagar

06.09.2021

Respected sir

Sub: LCD Projector service req: regard:

This is for your kind information that we have 2 LCD projectors in our department which have to be utilized for the students. Sir I kindly request you to help us to make utilize those 2 projectors of which one is not working. For the same I kindly request you to sanction and make arrangements to

1. Service one LCD Projector
2. Install one working LCD Projector in the II.M.Sc Zoology class room
3. Relocate the WIFI modem in our department from the HOD room to center of the building

Sir I kindly request you to make set right the above mentioned works at your earliest convenience.

Thanking you

Yours faithfully,

*Mr. N. Pragasam
Asst. Prof.*

[Signature] 6/9/2021

Report 1. one EPSON en-dm33' bcd lamp problem A guarantee

EPSON led lamp cost : 2000/-

2. other bcd install kid

To
The secretary
for order
7/9/21

Install cost : 2000/-
Cost

From

Dr.M.Jeenadas
Assistant Professor and Head
Department of History
V.H.N.S.N.College (Autonomous)
Virudhunagar

To

The Principal
V.H.N.S.N.College (Autonomous)
Virudhunagar

Through

The S F Coordinator
V.H.N.S.N. College (Autonomous)
Virudhunagar

Sir

I request you that kindly make necessary arrangements to provide 8 port switch to connect wireless N300 router in our department.

Thanking you

Virudhunagar

07/09/2021

Yours faithfully

M. Jay
7/9/21

forwarded
(M. Jay)
07/09/21

O.N
07/09/21

Two Eight Port Switch available in the Stock
One may be issued to the history department
Issue
S. Iyengar
14/09/2021
14/09/21

From

Dr.G.Ravi
Associate Professor and Head
Department of History
V.H.N.S.N.College (Autonomous)
Virudhunagar

To

The Principal
V.H.N.S.N.College (Autonomous)
Virudhunagar

Sir

I request you that kindly make necessary arrangements to provide 8 port switch to connect wireless N300 router in our department.

Thanking you

Virudhunagar

07/09/2021

Stock?

P. J. S. T. M.
11/09/21

Yours faithfully


7.9.21

One 8 port Switch available in the stock
one may be issued to the history department

S. Karthi
14/09/2021

Issued
P. J. S. T. M.
14/09/21

From

Dr.R. Palaniappan,
SF Co-Ordinator (SF Courses),
VHNSN College (Autonomous),
Virudhunagar.

To

The Principal,
VHNSN College (Autonomous),
Virudhunagar.

Respected Sir,

I kindly request you to provide a new 8 port switch to connect a system and wifi in our office. So, I request you to kindly make necessary arrangements regarding the same.

Thank you

With Regards

Yours faithfully,

Dr. R. Palaniappan
10/09/2021
Dr.R.Palaniappan

Virudhunagar

09-09-2021

Stock?
11/09/21

8 port switch not available in stock

From
14/09/21

S. Kurup
14/09/2021

From

S.Karthikeyan,
PG Computer Centre Incharge,
VHNSN College (Autonomous),
Virudhunagar.

To

The Principal,
VHNSN College (Autonomous),
Virudhunagar.

Through

The SF Coordinator,
VHNSN College (Autonomous),
Virudhunagar.

Respected Sir,

PG computer labs need the following peripherals for the purpose of replacing the faulty peripherals:

1. Motherboard(Zeb G31)-1 number
2. SMPS-7 numbers
3. 2GB DDR2 RAM-3 numbers
4. 2GB DDR3 RAM-1 number
5. Keyboard-4 numbers
6. Mouse-9 numbers

So I request you to kindly provide permission to use the peripherals available in the stock.

Thanking you

Place: Virudhunagar

Yours Sincerely,

Date: 14/09/2021

forwarded

*A. Arif
14/09/2021*

*Yes
S. Karthikeyan
14/09/2021*



DEPARTMENT OF BUSINESS ADMINISTRATION

[Recognised as Research Centre by Madurai Kamaraj University]

V.H.N. SENTHIKUMARA NADAR COLLEGE [Autonomous]
VIRUDHUNAGAR - 626 001

☎ 04562-280154

✉ winwinbba@gmail.com

🌐 www.vhnsnc.edu.in



Dr.G.MURUGESAN
Head of the Department

Date: 27-09-2021

To
The Principal,
V.H.N.S.N College (Autonomous),
Virudhunagar.

Sir,

The battery of two UPS (Numeric 600EX-V) in our department is not working. Kind do the needful.

Thanking you.

Yours faithfully,

Mr. A. Ganapathy
27/9/21

[Signature]
27/9/21

Report

2 nos of Numeric UPS Battery Problem

Battery cost : $800 \times 2 = 1600/-$

A Ganapathy

To The Secretary for order

[Signature]
28/9/21

[Signature]

From

Dr. N.Prithvikumaran,
Head & Associate Professor,
Department of Physics,
V.H.N.S.N. College (Autonomous),
Virudhunagar

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar

Respected Sir,

The Networking lab established under DST-FIST fund in our department has UPS with battery backup system. Now the batteries got worn out as they had been installed six years back and met out their maximum life expectancy. Hence I request you to kindly make necessary arrangements to replace the batteries at the earliest.

With thanks,

Virudhunagar

28-09-2021

Yours sincerely,

N.Prithi. C

N.B.: The Service report given by the Matrix Power Tech Systems, Chennai regarding the UPS and batteries is attached herewith.

To The Secretary for order
28/09/21

N.Prithi. C

28-9-21



From

D.Rajkumar,
Head & Associate Professor,
MCA Computer Centre i/c,
Department of Computer Applications,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Through

SF Coordinator,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Respected Sir,

In our MCA Computer Centre one 2GB DDR II RAM is not working. I request you to kindly make arrangement for the same.

Thanking You,

Yours faithfully,

Date: 29-09-2021

Place: Virudhunagar

D.Rajkumar
29/09/2021
D.Rajkumar

Forwarded

Chitrap
29/09/2021

Issue from Store

A
29/09/21

From

D.Rajkumar,
Head & Associate Professor,
Department of Computer Applications,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Through

SF Coordinator,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Respected Sir,

In our MCA Block three 0.5KVA UPS is not working (Department System -1, MCA Library -1, and MCA Conference Hall System - 1). I request you to kindly make arrangement to service the UPS.

Thanking You,

Yours faithfully,

Date: 29-09-2021

Place: Virudhunagar

DR 29/09/2021
D.Rajkumar

forwarded

(initials) 29/09/2021

Mr. A. Ganapathy

21/09/21

Report

UPS Numeric battery problem

Battery cost = $800 \times 3 = 2400/-$

AGanapathy

30/09/2021

To the Security for net

21/09/21
[Signature]

From

D.Rajkumar,
Head & Associate Professor,
MCA Computer Centre i/c,
Department of Computer Applications,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Through

SF Coordinator,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Respected Sir,

In our MCA Computer Centre eight motherboards is not working. I request you to kindly make arrangement to purchase the motherboard. (Approximate cost for one motherboard ₹2300)

Thanking You,

Yours faithfully,

Date: 29-09-2021

Place: Virudhunagar

D.Rajkumar
29/09/2021
D.Rajkumar

Forwarded

D.Rajkumar
29/09/2021

To

The Secretary for work

29/09/21

[Signature]

07-10-2021

From

Dr. B. Ravichandran
Head & Associate Professor of Commerce
V.H.N. Senthikumara Nadar College (Autonomous)
Virudhunagar

To

The Principal
V.H.N. Senthikumara Nadar College (Autonomous)
Virudhunagar

Respected Sir,

Sub : Replacement of Splitter – LAN card – requested – reg.

I wish to bring to your kind notice that in Room No.: 33 (Multimedia Classroom) the splitter connecting computer system with the LCD Projector is not functioning. Also LAN card in one Computer system in the Commerce Computer LAB is not working. So, I request you to make necessary arrangement to replace the splitter and the LAN card with new one.

Thanking you,

Yours faithfully,
7.10.21
[Dr. B.RAVICHANDRAN]

Mr. A. Ganapathy
03/10/21

Report

Room No 33: LCD Video Splitter not working

Video Splitter Cost : 600 /-

Room No 34 : Staff System HP Mother board on LAN Driver Problem

use LAN card Driver cost : 300 /-

Total cost : 900 /-

To The Secretary for the

A. Ganapathy
08/10/2021



அனுப்புநர்

தமிழ்த்துறைத் தலைவர்

வி.இ.நா.செ.நா.கல்லூரி (தன்னாட்சி)

விருதுநகர்.

பெறுநர்

கல்லூரி முதல்வர் அவர்கள்

வி.இ.நா.செ.நா.கல்லூரி (தன்னாட்சி)

விருதுநகர்.

மதிப்பிற்குரிய ஐயா,

வணக்கம். எங்கள் துறையில் உள்ள கணினி விசைப் பலகை (Computer key board) பழுதாகி உள்ளது. அதைச் சரிசெய்வதற்கு ஆவன செய்து உதவுமாறு கேட்டுக் கொள்கிறேன்.

நன்றி.

இடம்: விருதுநகர்

நாள்: 08.10.2021

தங்கள் உண்மையுள்ள,



(மு.கா. அண்ணாம்பி)

Dr. A. Paragun
A
08/10/21

Report

logitech k200 keyboard shift and Backspace, a, z key
not working and keyboard inside rubber mat problem

A Paragun
10/11/2021

keyboard stock in pr lab

Old keyboard serial No:

SN: 190534018248

PN: 820 004217

Issue from stock
A
11/11/21

From,

N.G.S. Parameswaran,
Assistant Professor, MBA Computer centre i/c,
Department of Computer Applications,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

To,

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Through,

The SF Coordinator,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Respected Sir.

In our MBA Computer Centre the SMPS in System 57 is not working due to power fluctuation issue. I kindly request you to provide me a SMPS at the earliest.

Thanking You.

Yours faithfully,

N.G.S. Parameswaran,
N.G.S. Parameswaran

Date: 11-10-2021

Place: Virudhunagar

Forwarded

C. Anup
Tutor

Stock?

11/10/21

Stock available - 12 nos
May be issued

S. Anup

13/10/21

Issue

from stock

11/10/21

To

NAM

Issue of Neword Details in
Stock of Bin

C. Anup
21/10/2021

From

D.Rajkumar,
Head & Associate Professor,
Department of Computer Applications,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Through

Coordinator SF Programmes,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Respected Sir,

We are in need of 25 Nos. Windows 10 Pro OS and 3 Computers for our MCA Computer centre. I request you sir, kindly make necessary arrangements for the same.

Thanking You,

Yours Sincerely,

Date: 21-10-2021

Place: Virudhunagar

D.Rajkumar
21/10/2021
D.Rajkumar

The above Windows 10 Pro OS [25 numbers]
and 3 new Computers bought may be
given to MCA LAB.

Forwarded

D. Rajkumar
21/10/2021

Yes
D. Rajkumar
21/10/2021

To

Sk

Some of the rd details.

D. Rajkumar
22/10/2021

From

S. Karthikeyan,
Assistant Professor & PG Computer Centre In-charge,
Department of Information Technology,
V.H.N.S.N College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N College (Autonomous),
Virudhunagar.

Through

The SF Coordinator,
V.H.N.S.N College (Autonomous),
Virudhunagar.

Respected Sir,

PG computer lab needs 5 numbers of computers for the lab upgrade. So I request you to kindly make necessary arrangements for the same.

Thanking you

Place: Virudhunagar

Date: 25/10/2021

Yours Sincerely,

S. Karthikeyan
25/10/21

Forwarded

Ch. Arun P
25/10/21

Yes

A
25/10/21

From

S. Karthikeyan,
Assistant Professor & PG Computer Centre In-charge,
Department of Information Technology,
V.H.N.S.N College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N College (Autonomous),
Virudhunagar.

Through

The SF Coordinator,
V.H.N.S.N College (Autonomous),
Virudhunagar.

Respected Sir,

Hereby I bring to your kind notice that PG computer labs needs the following peripherals for the purpose of replacing the faulty peripherals:

1. Motherboard(Zeb G31)-1 number
2. SMPS-1 number
3. DVD Writer - 1 number

So I request you to kindly provide permission to use the peripherals available in the stock.

Thanking you

Place: Virudhunagar

Date: 25/10/2021

Yours Sincerely,

S. Karthikeyan
25/10/21

forwarded

A. Aravind
25/10/21

Yes
A
25/10/21

29.10.2021

From

Dr. A. Sarathi,
Dean-Internal Examinations,
VHNSN College (Autonomous),
Virudhunagar - 626 001.

To

The Principal,
VHNSN College (Autonomous),
Virudhunagar - 626 001.

Respected Sir,

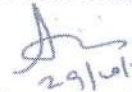
SMPS of a CPU and a LCD Monitor are not working because of the voltage fluctuations caused by the malfunctioning of the UPS.

I request you to be kind enough to replace the SMPS and LCD Monitor and to service the UPS.

Thanking you.

Mr. A. Ganapathy
29/10/21

Yours sincerely,


29/10/21
(Dr. A. SARATHI)

Report: The SMPS and one ^{17A. sinch} LCD Monitor is not working
SMPS is available in PG lab stock and the 17.5
LCD monitor may be purchase. The approximate cost
will Rs 8000/- P. vijayaraj.

To the Secretary

29/10/21



26.10.2021

From

Dr.P.Mehalingam
Placement Officer
V. H. N. Senthikumara Nadar College (Autonomous),
Virudhunagar-626001

To

The Principal
V.H.N. Senthikumara Nadar College (Autonomous),
Virudhunagar-626001

Respected Sir,

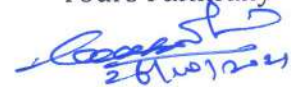
Sub: Requisition for **Network Switch** to Placement Office-Reg

@@@@@

I bring it to your kind notice that the **Network Switch** in Placement office is not functioning and it has to be replaced. I request you to be kind enough to issue necessary orders for the installation of a **Network Switch** in my office.

Thank you,

Yours Faithfully


26/10/2021

SF office
A
26/10/21

To

NM Please me of port switch is
Record details in SR.


26/10/2021

From,

N.G.S. Parameswaran,
Assistant Professor, MBA Computer Centre i/c,
Department of Computer Applications,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

To,

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Through,

The SF Coordinator,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Respected Sir,

In our MBA Lab an 8 port switch in the power room is not working due to power fluctuation. I kindly request you to provide an 8 port switch at the earliest.

Thanking You.

Yours sincerely,

N.G.S. Parameswaran.

N.G.S. Parameswaran

Date: 26-10-2021

Place: Virudhunagar

Forwarded

N. Anil
26/10/21

Study?
26/10/21

One 8 port switch available
in the store.

N. Naba
26/10/21

Issue from the store
26/10/21

(N. Manimala)

To

NN Issue 8 port switch ① and
Record details in SR

N. Anil
26/10/21

13/11/21

From

Dr.J.Vimal Priyan
Head of the Dept of Commerce CA (SF)
VHNSN College (Autonomous)
Virudhunagar.

To

The Principal
VHNSN College (Autonomous)
Virudhunagar.

Through

The Coordinator (SF Courses)
VHNSN College
Virudhunagar.

Respected Sir,

I would like to inform you that our department 8 port network switch board has ruined due to the heavy lightening. Hence we could not connect our WIFI network, so I kindly request you to do the needful.

Station: Virudhunagar

Date : 27 Oct 2021

Yours sincerely,


(Dr.J.Vimal Priyan)

Forwarded

 27/10/21

Issue from the Storey

 27/10/21

27.10.2021

From

B.Salocia Fernando.
Associate Professor and Head,
Department of Botany
V. H. N. Senthikumara Nadar College (Autonomous),
Virudhunagar-626001

To

The Principal
V.H.N. Senthikumara Nadar College (Autonomous),
Virudhunagar-626001

Respected Sir,

Sub: Requisition for **Network Switch** to Botany Department -Reg

@@@@@

I bring it to your kind notice that the **Network Switch** in Botany Department is not functioning and it has to be replaced. I request you to be kind enough to issue necessary orders for the installation of a **Network Switch** in my Department.

Thank you,

Yours Faithfully

B. Salocia Fernando dv.
27/10/21

Stock?
A
20/10/21

Stock available - 3 nos
may be issued

S. Kunt
27/10/21

Issue from the Stock
A
27/10/21

To
N.M.

Issue & Record details in
SR

A. I. M. P.
28/10/21

V.H.N.Senthikumara Nadar College (Autonomous) Virudhunagar
Department of Zoology

From

28-10-2021

Dr.K.Nagarajan
Head & Associate Professor
Research Department of Zoology,
Virudhunagar.

To

The Principal,
V.H.N.Senthikumara Nadar College (Autonomous)
Virudhunagar.

Respected sir,

Sub:- Set right the non-functioning of Zoology WIFI
net work regard: req:

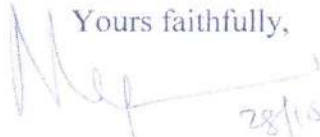
This is for your kind information that the WIFI and Net work
connection in our department is out of order. Following problems have been analysed

1. WIFI out of order
2. Net work switch problem

So I kindly request you to make arrangement to set right the
above mentioned problems as early as possible.

Thanking you

Yours faithfully,


28/10/2021

Dr. K. NAGARAJAN,
M.Sc., M.Phil., B.Ed., P.O.D.A. Ph.D.,
Head and Associate Professor,
Department of Zoology,
V.H.N.S. College (Autonomous),
VIRUDHUNAGAR - 621 001.

Report

8 Port Net work Switch lighting Problem.
Not working

Q No8 of Network Switch in stock for lab

WiFi (2013 Model) lighting Problem NOT WORKING

NO stock

New Dlink N300 WiFi cost Rs: 1600/-

A Guarantee
29/10/21

To The Secretary for


A Guarantee
29/10/21

V.H.N.Senthikumara Nadar College (Autonomous) Virudhunagar
Department of Zoology

From

28-10-2021

Dr.K.Nagarajan
Head & Associate Professor
Research Department of Zoology,
Virudhunagar.

To

The Principal,
V.H.N.Senthikumara Nadar College (Autonomous)
Virudhunagar.

Respected sir,

Sub:- Set right the non-functioning of Zoology WIFI
net work regard: req:

This is for your kind information that the WIFI and Net work
connection in our department is out of order. Following problems have been analysed

1. WIFI out of order
2. Net work switch problem

So I kindly request you to make arrangement to set right the
above mentioned problems as early as possible.

Thanking you

Yours faithfully,

Refer to

8 Port Net work Switch lighting Problem
Not working

Q NOS OF Network Switch in stock 6/16/21

WiFi (2013 Model) lighting Problem NOT working
NO STOCK

New Dlink N300 WiFi Cost Rs : 1600/-

Dr. K. NAGARAJAN,
M.Sc., M.Phil., B.Ed., PGDCA, Ph. D.,
Head and Associate Professor,
Department of Zoology,
VHNSN College (Autonomous),
VIRUDHUNAGAR - 625 001.

To
The Secretary

A Graduate
29/10/21

29.10.2021

From

Dr. A. Sarathi,
Dean-Internal Examinations,
VHNSN College (Autonomous),
Virudhunagar - 626 001.

To

The Principal,
VHNSN College (Autonomous),
Virudhunagar - 626 001.

Respected Sir,

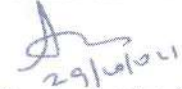
SMPS of a CPU and a LCD Monitor are not working because of the voltage fluctuations caused by the malfunctioning of the UPS.

I request you to be kind enough to replace the SMPS and LCD Monitor and to service the UPS.

Thanking you.

Mr. A. Ganapathy
29/10/21

Yours sincerely,


29/10/21
(Dr. A. SARATHI)

Report: The SMPS and one 17.5 inch LCD Monitor is not working. SMPS is available in PG lab stock and the LCD monitor may be purchase. The approximate cost will Rs 8000/- P. vijayavel.

To the Secretary
29/10/21



From

S.Selvanathan
Head of the Department
Department of Commerce (SF)
VHNSN College (Autonomous)
Virudhunagar

To

The Principal
VHNSN College (Autonomous)
Virudhunagar

Through

The Co-ordinator
Self Finance Programmes
VHNSN College (Autonomous)
Virudhunagar

Respected Sir,

Sub: Requisition of Cartridge for the Department Printer.

I bring to your kind notice that we have received Printer from the UG Lab on 08.10.2021 without a Cartridge in it.

So, I humbly request you to make necessary arrangements to provide us a Cartridge for the printer at your earliest convenience.

Thanking You,

Virudhunagar
29.10.2021

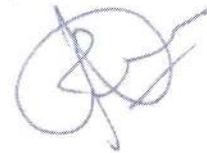
Yours sincerely,


(S.SELVANATHAN)

Forwarded

A. Anup
29/10/2021
To no security for use

HP 1080
Printer 12A cartridge duplicate
Patron cost : 800/-



From

R. Mohan,
Associate professor and Head,
Department of Mathematics,
VHNSN College,
Virudhunagar.

To

The Principal,
VHNSN College,
Virudhunagar.

Respected Sir,

I wish to inform you that in our computer lab. the network switch was burned. I request you to make necessary arrangements to replace the switch.

Thanking you,

Virudhunagar,
1. 11. 2021.

Yours faithfully,
Rushan

Ms. A. Ganapathy
A
08/11/21

Report

8 Port Network switch NOT working

A Ganapathy

One 8 port Network
Switch stock in PG Lab

Issue from stock

A
08/11/21

From

D.Rajkumar,
Head & Associate Professor,
MCA Computer Centre i/c,
Department of Computer Applications,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Through

SF Coordinator,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Respected Sir,

In our MCA Computer Centre one 2GB DDR II RAM and one 2GB DDR III RAM is not working. I request you to kindly make necessary arrangements for the same.

Thanking You,

Yours Sincerely,

Date: 11-11-2021

Place: Virudhunagar

D.Rajkumar
11/11/2021
D.Rajkumar

Forwarded

(K. Rajkumar)
11/11/2021

Issue from stock

R
12/11/21

From

S. Karthikeyan,
Assistant Professor & PG Computer Centre In-charge,
Department of Information Technology,
V.H.N.S.N College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N College (Autonomous),
Virudhunagar.

Through

The SF Coordinator,
V.H.N.S.N College (Autonomous),
Virudhunagar.

Respected Sir,

Hereby I bring to your kind notice that the Intercom in the PG lab is not working. I request you to kindly make arrangements to service the Intercom.

Thanking you

Place: Virudhunagar

Date: 12/11/2021

Yours Sincerely,

S. Karthikeyan
12/11/2021

Forwarded

A. Anup
12/11/2021

Mr P. Vijayavel
12/11/2021

Report: The intercom in PG lab is old model. The approximate cost of analog phone is Rs 1500/-
To the Secretary for order
P. Vijayavel
12/11/2021

From

Dr. M. Mariappan,
Associate Prof. & Head,
Department of Economics,
V H N S N College, (Autonomous),
Virudhunagar.

To

The Principal,
V H N S N College, (Autonomous),
Virudhunagar.

Respected Sir,

Sub.: - **Computer – repair** – requisition – reg.

It is for your kind information that the computer in our department is not functioning, due to the problem in mother board and I request you to kindly do the needful.

Thank you

15.11.2021,
Virudhunagar.

yours faithfully,

M. Mariappan, 15/11/2021
(M. MARIAPPAN)

Mr. A. Ganapathy
15/11/21

DG31D4 → Mother board
DDR 2 → 2GB Ram
(667)

To

center.

MB - ZEB4UG31H11870Q3
RAM - HYMD56HML646CP6 - CF

A. Ganapathy
22/12/2021

A. Ganapathy
22/12/2021

From

Mr.Z.Ramya Sushil,
Head of the Department,
Department of Information Technology,
VHNSN College (Autonomous),
Virudhunagar.

To

The Principal,
VHNSN College (Autonomous),
Virudhunagar.

Through

The SF Coordinator,
VHNSN College (Autonomous),
Virudhunagar.

Respected Sir,

Sub : Requisition of projector in kanagamani conference hall – Reg.

I would like to inform you that projector in the Kanagamani conference hall is having very low light intensity and also lens is not working properly. Since the projector is used from 2001, the clarity of the projector becomes decreased. The person those who are sitting at the back of the hall can't view the content. I wish to inform you that most of our college activities are conducted in kanagamani conference hall. So it would be supportive if you replace the existing projector with new high quality projector. I kindly request you to provide us with the new LCD projector at your earliest convenience.

Thanking you,

Virudhunagar

15.11.2021

Yours Sincerely,


[Mr.Z.Ramya Sushil]

The projector in Kanagamani hall
may be replaced with the new
LCD projector purchased.

forwarded to the Principal
for necessary orders.


15/11/21

From

Mr.Z.Ramya Sushil,
Head of the Department,
Department of Information Technology,
VHNSN College (Autonomous),
Virudhunagar.

To

The Principal,
VHNSN College (Autonomous),
Virudhunagar.

Through

The SF Coordinator,
VHNSN College (Autonomous),
Virudhunagar.

Respected Sir,

Sub: Requisition of cordless mike – reg.

I hereby inform you that cordless mike in the Kanagamani Conference Hall voice clarity is not good and some noises are added with the original voice. It would be supportive if you replace the mike with new one. I kindly request you to provide us with the new cordless mike at your earliest convenience.

Thanking you,

Virudhunagar

15.11.2021

Yours Sincerely,


[Mr.Z.Ramya Sushil]

Forwarded


To

The Secretary





From

S. Karthikeyan,
Assistant Professor & PG Computer Centre In-charge,
Department of Information Technology,
V.H.N.S.N College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N College (Autonomous),
Virudhunagar.

Through

The SF Coordinator,
V.H.N.S.N College (Autonomous),
Virudhunagar.

Respected Sir,

Hereby I bring to your kind notice that the 5 new systems recently purchased need original windows 10 software for its proper functioning. The approximate cost of one software is 10,000. The total cost is estimated to be 50,000. So I request you to kindly provide permission to purchase 5 new windows 10 softwares.

Thanking you

Place: Virudhunagar

Date: 17/11/2021

Yours Sincerely,

S. Karthikeyan
17/11/2021

forwarded

(S. Karthikeyan)
17/11/2021

S.

From

Mr.Z.Ramya Sushil,
Head of the Department,
Department of Information Technology,
VHNSN College (Autonomous),
Virudhunagar.

To

The Principal,
VHNSN College (Autonomous),
Virudhunagar.

Through

The SF Coordinator,
VHNSN College (Autonomous),
Virudhunagar.

Respected Sir,

Sub : Requisition of projector – Reg.


I hereby inform you that already we have given requisition letter to replace the kanagamani conference hall projector due to its poor light intensity. In case of replacing it with the new projector I humbly request you to provide the existing projector to our department if possible.

Thanking you,

Virudhunagar

18.11.2021

Yours Sincerely,


[Mr.Z.Ramya Sushil]

Approved

18/11/2021 *Yes*
18/11/2021

இப்படிப் படி கமிட்டி அங்கீகரிக்கப்பட்ட
கணக்குப் பரிசீலனை உடனடி ஆடி கமிட்டி சிறப்பு இயங்காமை
இப்படிப்பட்ட கமிட்டி சரி செய்து கொடுக்க அங்கீகரிக்க
கொடுக்க முன்வைக்கப்படுகிறது.

மீண்டும் அங்கீகரிக்க
19/11/21

சிறப்பு அங்கீகரிக்கப்பட்ட
G.R. Ly
19/11/21

Mr. A. Gampala
19/11/21

Report
கணக்குப் பரிசீலனை உடனடி Complete mother board services [61 WDD]
பெயர்ச்சி செய்து பின்புள்ள உடனடி Ripples Solution கொடுக்கப்பட்டு
அந்த சரி செய்து கமிட்டி அங்கீகரிக்கப்பட்ட கமிட்டி சரி செய்து
கமிட்டி (61 WDD) mother board வாங்கி கொடுக்க

New mother board (61 WDD)
Cost Rs : 4500/-

A Paraphrase

To
The Secretary for order
29/11/21

[Signature]

To
The Issue of record in stock.

[Signature]
29/10/2022

From

D.Rajkumar,
Head & Associate Professor,
MCA Computer Centre i/c,
Department of Computer Applications,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Through

SF Coordinator,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Respected Sir,

In our MCA Computer Centre we replaced five new foxin motherboards. The not working intel motherboards have 2GB DDR II RAM. The new foxin motherboards support only 2GB DDR III RAM. Hence we need five 2GB DDR III RAM for new foxin motherboards. I request you sir, kindly provide the same.

Thanking You,

Yours Sincerely,

Date: 22-11-2021

Place: Virudhunagar

D.Rajkumar
22/11/2021
D.Rajkumar

Forwarded

(A. Arun)

22/11/2021
Issue from the store
23/11/21

From

D.Rajkumar,
Head & Associate Professor,
MCA Computer Centre i/c,
Department of Computer Applications,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Through

SF Coordinator,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Respected Sir,

In our MCA Computer Centre one SMPS, one Keyboard and five Mouse is not working. I request you sir, kindly provide the same.

Thanking You,

Yours Sincerely,

Date: 22-11-2021

Place: Virudhunagar

D.Rajkumar
22/11/2021
D.Rajkumar

Forwarded

(A. Rajkumar)
22/11/2021

Issue from the store

A
23/11/21

From

Dr.N.Prithivikumaran
Head & Associate Professor of Physics
VHNSN College (Autonomous)
Virudhunagar

To

The Principal,
VHNSN College (Autonomous)
Virudhunagar

Respected Sir,

Hereby I bring to your notice that the following equipments are under repair in our department. I request you to kindly make necessary arrangements to repair or replace them.

1. Splitter switch - 3
2. Network switch - 1

With thanks,

Virudhunagar

23-11-2021

Yours sincerely,

Mr. A. Ganapathy

A
23/11/21

N. Prithi.

Report

Lighting problem Splitter switch is not working.

LED Splitter switch cost: 600/-

A Ganapathy
24/11/21

24 Port Switch Not working ← Issue from shop

A Ganapathy
24/11/21

3 Nos 24 Port Switch stock in PG Lab

To be sent to

A
24/11/21

A Ganapathy
24/11/21

Department of Chemistry
VHNSN College (Autonomous)
Virudhunagar

03.01.2022
Virudhunagar

From
The Head of Department of Chemistry
VHNSN College (Autonomous)
Virudhunagar

To
The Principal
VHNSN College (Autonomous)
Virudhunagar

Respected Sir,

In our Chemistry department conference hall, the computer monitor / CPU very low configuration, slow, outdated not in working condition. Also WiFi modem in our department is very slow, outdated / old one. Our department staff members / invited speakers complained of not working / very slow. So I request you to kindly make arrangement to replace with latest WiFi Modem / CPU with good configuration and memory / Monitor for conducting meetings / Workshops / conferences and also immediately required for academic audit.

Thanking You

Yours Faithfully

C. Karunakaran
(Dr.C.Karunakaran)

03/01/22

Dr. C. KARUNAKARAN, Ph.D., POF(USA)
Head & Associate Prof of Chemistry
VHNSN College (Autonomous)
Virudhunagar - 626 001, (TN).

*Mr P. vijayaraj
03/01/22*

Report:- New system not available in the stock.
old system may be transfer from chemistry lab to
chemistry Conference Hall. wifi modem may be
purchase. The wifi modem cost will be RS 1500/-
To the Secretary for order
P. vijayaraj 5/1/22

From,

N.G.S. Parameswaran,
Assistant Professor, MBA Computer centre i/c,
Department of Computer Applications,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

To,

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Through,

The SF Coordinator,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Respected Sir,

In our MBA Computer Centre, the processor and motherboard in System Number 56 is not working. I kindly request you sir to make arrangement to replace the system as early as possible.

Thanking You.

Date: 24-01-2022

Place: Virudhunagar

Yours Sincerely,

N.G.S. Parameswaran

N.G.S. Parameswaran

*A spare system available in Ph Lab
can be given to MBA Computer Lab.*

Forwarded.

*(Signature)
24/01/2022*

*Yes
(Signature)
24/01/2022*

TO

MM

Insert detail.

*(Signature)
31/01/2022*

From,

N.G.S. Parameswaran,
Assistant Professor, MBA Computer centre/c,
Department of Computer Applications,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

To,

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Through,

The SF Coordinator,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Respected Sir,

In our MBA Computer Centre an SMPS in the system number 33 is not working. I kindly request you sir to make arrangement to replace the SMPS as early as possible.

Thanking You,

Yours sincerely,

Date: 27-01-2022

Place: Virudhunagar

N.G.S. Parameswaran.

N.G.S. PARAMESWARAN

For handed
N.G.S.P
27/01/22

Stock?
N
27/01/22

Report: The SMPS is available in the Ph lab stock
It may be replace to MBA Lab. P. vijayaraj 28/1/22

Issue from the stock

To
NM correct record details
N.G.S.P
28/01/22

N
28/01/22

From

Dr. N. Prithvikumaran

Head & Associate Professor of Physics

V.H.N. Senthikumara Nadar College (Autonomous)

Virudhunagar

To

The Principal,

V.H.N. Senthikumara Nadar College (Autonomous)

Virudhunagar

Respected Sir,

Hereby I request you to kindly **replace the following equipments** which got damaged in the thunder strike in October 2021.

1. Computer system (Room No 9A & 14) - 2 → PG Lab Stock
(with monitor, keyboard and mouse)

2. Splitter switch (Room No 9A, 14 & 17) - 3

3. LCD Projector (Room No 12 & 14) - 2

4. Computer monitor (Staff room & Room No 17) - 2 → PG Lab Stock

Issue from
Stock
22/02/22

To
Kaarti
A. J. P
22/02/22

With thanks,

Virudhunagar

18-02-2022

Technician for remarks
A
18/02/22

Yours sincerely,

N. Prithvi

Report

1. Room No 9A, 14 & 17 ③ Splitter switch Not working
[Splitter switch cost : $700 \times 3 = 2100$]

2. Two Beng Projector Problem one
① one Beng Projector warranty period so one is working (Room No 14 working)
② one Beng Projector Not warranty period
[Mother Board and Power board Problem mini cost :
1000 → LG monitor]

From:

T. Murugesan
Director of Physical Education
VHNSN College (Autonomous)

To:

The Principal
VHNSN College (Autonomous)
Virudhunagar

Respected Sir,

I wish to inform you that computer mouse and keypad not functioned properly. We are facing difficulties in typing and moving the screen. We need mousepad and Blue tooth receiver. So I request you to kindly do the needful.

Thanking you,

Yours truly,
Arun

Virudhunagar
21.02.2022

Mr. X. Jayaraj
Arun

Report

mouse Right click not working and key Board 6 keys not working

Arun

Issue from
study

Arun
22/02/22

✓ keyboard and mouse stock in for lab

wireless bluetooth receiver

2ebronice cost : 400 /-

To

kanthi

Arun
23/02/22

Received,
Arun
02/03/22

அ.கு.

21.02.2022

இப்பவும் கல்லூரி அலுவலகத்தில் தட்டச்சுப் பிரிவில் உள்ள ஒரு கணினியில் Hard disk பழுதடைந்துள்ளது. ஷே Hard diskஐ மாற்றித் தரும்படி தங்கள் அனுமதி வேண்டி கோப்பு சமர்ப்பிக்கப்படுகின்றது.

தங்கள் அனுமதிக்காக

Genyry Hard Disk Genyry முனி
சுபாஷ் வேண்டியது
21/2/22

ந. சசிகா
21/2/22

To
The Secretary for order
2/2/22

To

leave issued record in stock register.

23/02/2022

From

21/02/2022

Dr.G.Amudha

Librarian

VHNSN College(Autonomous)

Virudhunagar

To

The Principal

VHNSN College(Autonomous)

Virudhunagar

Respected Sir,

Our library system-2nos. has the problem in SMPS. I kindly request you to do the needful arrangements to recover the same.

Thanking you,

Yours Sincerely,

[Signature]

21/02/2022

*Lab. Technician for renewal
A
21/02/22*

Report:

The SMPS in General library is not working. Two SMPS may be available in the Pa lab block. It may be transferred.

P. vijayvard

21/2/22

*Yes
A
21/02/22*

To

Kanthe

(A. J. J. / 22/02/22)

From

Dr. N. Prithvikumaran

Head & Associate Professor of Physics

V.H.N. Senthikumara Nadar College (Autonomous)

Virudhunagar

To

The Principal,

V.H.N. Senthikumara Nadar College (Autonomous)

Virudhunagar

Respected Sir,

I would like to bring to your kind notice that the Two 8-port switches (in Room No 8 and 11) in our department are under repair. I request you to kindly make arrangements to replace them.

With thanks,

Virudhunagar

22-02-2022

Yours sincerely,

N. Prithvi

*Mr. A. Ganapathy for remarks
A
22/02/22*

Report

Room NO 8 and Room NO 11 Two 8 Port Switch
Power problem NOT working
A Ganapathy

8 port switch stock in PG lab

*Issue from stock
A
23/02/22*

To

Kanthi

*A. Ganapathy
23/02/22*

From:

T. murugesan
Director of Physical Education
VHNSN College (Autonomous)

To:

The Principal
VHNSN College (Autonomous)
Virudhunagar

Respected Sir,

I wish to inform you that computer mouse and keypad not functioned properly. We are facing difficulties in typing and moving the screen. We need mousepad and Bluetooth receiver. So I request you to kindly do the needful.

Thanking you.

Yours truly,
Arun

Virudhunagar
21.02.2022

Mr. X. Jayaraj
Principal

Report

mouse Right click Not working and Key Board 6 keys Not working

A. Sampath

key board and mouse stock in PFI lab

Wireless bluetooth receiver

ZEBRONICE Cost : 400/-

Already
Keyboard & Mouse

Immed

on. 23.2.22

MP
01/03/22

To
Kanthi

Issue wireless bluetooth & Record details.

A. Jayaraj
Principal

To
The Secretary for
PFI

Recd
02/03/22

From

Dr. N. Prithivikumar
Head & Associate Professor of Physics
V.H.N. Senthikumara Nadar College (Autonomous)
Virudhunagar

To

The Principal,
V.H.N. Senthikumara Nadar College (Autonomous)
Virudhunagar

Respected Sir,

Hereby I request you to kindly replace the following equipments which got damaged in the thunder strike in October 2021.

1. Computer system (Room No 9A & 14) - 2 → PG Lab stock
(with monitor, keyboard and mouse)
2. Splitter switch (Room No 9A, 14 & 17) - 3
3. LCD Projector (Room No 12 & 14) - 2
4. Computer monitor (Staff room & Room No 17) - 2 → PG lab stock

May be in way
from stock
A
18/02/22

With thanks,

Virudhunagar

18-02-2022

Technician for remarks
A
18/02/22

Yours sincerely,

N. Prithivikumar

Report

1. Room No 9A, 14 & 17 ③ Splitter switch not working

[Splitter switch cost : $700 \times 3 = 2100$]

J
18/2

2. Two Benz Projector Problem one

Room No 14
working

① one Benz Projector warranty period so one is working

② one Benz Projector NOT warranty period

[Mother Board and Power board Problem mini cost :
10000 → A Guarantee]

To
The Secretary for
order
A
18/02/22

From

S. Karthikeyan,
Assistant Professor & PG Computer Centre In-charge,
Department of Information Technology,
V.H.N.S.N College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N College (Autonomous),
Virudhunagar.

Through

The SF Coordinator,
V.H.N.S.N College (Autonomous),
Virudhunagar.

Respected Sir,

Hereby I bring to your kind notice that we need 2 new SMPS to replace the not working SMPS in lab-4. So I request you to kindly allow us to use the SMPS available in the stock.

Thanking you

Place: Virudhunagar

Date: 23/02/2022

Yours Sincerely,

S. Karthikeyan
23/02/22

forwarded

A. Jayap
23/02/22

From from study
A
23/02/22

To

Karthikeyan replace the two

A. Jayap
24/02/22

From

D.Rajkumar,
Head & Associate Professor,
MCA Computer Centre i/c,
Department of Computer Applications,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Through

SF Coordinator,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Respected Sir,

We are in need of two motherboards, four keyboards and four mouse for our MCA Computer Centre. I request sir, kindly arrange to provide two motherboards, four keyboards and four mouse.

Thanking You,

Yours Sincerely,

Date: 24-02-2022

Place: Virudhunagar

DR 24/02/2022
D.Rajkumar

Forwarded.

G. Vijay P
24/02/2022

Stock ?

A
24/02/2022

Stock available, may be issued

S. Karthi
28/02/22
Issue from
A
28/02/2022

To Karthi
Immediate
G. Vijay P
24/02/2022

From

Dr. N. RAMAN

Associate Professor of Chemistry
VHNSN College (Autonomous)
Virudhunagar.

To

The Principal
VHNSN College (Autonomous)
Virudhunagar.

Respected Sir,

sub: Requisition to replace the
Network switch no. 24 - Reg.

In our department, the common network
is not working. We come to know that it is
due to the switch no. 24 fault. Hence,
I request you to kindly ^{make arrangement to} replace the
~~fault~~ faulty switch no. 24 ~~and~~ and to solve
the network problem.

Thanking you,

Virudhunagar,
26.2.2022.

Yours faithfully,
N. Raman
for HOD

Mr. P. Vijayaraj for mtr
P. Vijayaraj
26/2/22

REPORT

24 Port Switch Not working

24 Port switch stock in PG lab

A. Ganapathy

To

Kanthi Emmanuel

10/02/22

Issue from shop

P. Vijayaraj
26/2/22

Vijayavel

From

08/03/2022

R. Lavanya
Assistant Professor of English
Language lab coordinator
VHN Senthikumara Nadar College(Autonomous)
Virudhunagar

To

The Secretary
VHN Senthikumara Nadar College(Autonomous)
Virudhunagar

Through

The Principal
VHN Senthikumara Nadar College
Virudhunagar

The Coordinator
SF Programmes
VHN Senthikumara Nadar College
Virudhunagar

Respected sir,

Sub: Requisition for the requirement of Gadgets in English Language Lab - Reg

I wish to bring to your kind notice that the usage of certain gadgets has been inevitable in the English Language lab. Hence, I request you to help us purchase the following in order to fix the computers for the smooth conduct of Lab classes.

Requirements:

- 1. SYSTEM MONITOR - 1 - may be purchase cost will RS 8000/-
- 2. SYSTEM MOTHERBOARD - 1 - May be purchase, cost will RS 5000/-
- 3. SMPS - 1 - Available in the Pa lab stock

P. vijayaram

Thank You

Yours sincerely

R. Lavanya
(R. Lavanya) 08/03/2022

SSR
08/03/2022

*To the Techno van
Put up resources*

Forwarded.

(A. J. J. Foster)

*SMPS - 1 } Available
Monitor - 1 } in
 } stock.*

(A. J. J. Foster)

[Signature]

*Only Motherboard (CS)
to be purchased.
(A. J. J. Foster)*

11/03/2022

From
Dr.P.Mehalingam
Placement and Training Officer
V.H.N.Senthikumara Nadar College (Autonomous)
Virudhunagar

To
The Principal
V.H.N.Senthikumara Nadar College(Autonomous)
Virudhunagar.

Respected Sir,

I wish to inform you sir that Battery in one of our Computer UPS is not working and needs Replacement. Hence, I request you to kindly do the needful and oblige.

Thanking You

Virudhunagar

Date: 11/3/2022

Yours faithfully

[Signature]
11/3/2022

[Signature]
Mr. A Ganapathy for remain
11/3/22

Report

UPS Battery Problem

UPS Battery Cost : 800 /- A Ganapathy

To the Secretary for order
[Signature]
11/3/22

[Signature]

From

21/03/2022

Dr.G Amudha
Librarian
VHNSN College (Autonomous)
Virudhunagar.

To

The Principal,
VHNSN College (Autonomous)
Virudhunagar.

Respected Sir,

Our library Entrance Area system has repaired due to SMPS down. I request you to offer permission for replacing the SMPS in that system.

Thanking you,

Yours Sincerely,

Ms. A. Ganapathy for remark
A
21/03/22

[Signature]
21/03/2022

Report

IS system SMPS NOT working

SMPS stock in PG lab

A Ganapathy

Issue from stock
A
23/03/22

To S.K.

~~Stock~~ Issue of stock details in stock

A. J. P
23/03/2022.

From

Dr. N. RAMAN
Associate Professor of Chemistry
VHNSN College (Autonomous)
Virudhunagar.

To

The Principal
VHNSN College (Autonomous)
Virudhunagar

Respected Sir,

Sub: Requisition to set right
the Printer-Reg.

In ^{my} Inorganic Chemistry Lab, the
printer is [^] again not working. We come to
know that there is fault in ^{toner} donor. Hence,
I request you to kindly make arrangement
to set right the printer.

Thanking you,

Virudhunagar
26.2.2022

Yours faithfully,
N. Raman

Mr. P. Vijayal for voucher
for HOD

26/2/22

Report

Cannon Printer LBP 3300 Donor Problem

Comfortable Donor Cost: 1300/-

in Royal Complex

To The Secretary of work

A. Anandhasekar

26/2/22

10/11/2022

Vijayaraj

From

08/03/2022

R. Lavanya
Assistant Professor of English
Language lab coordinator
VHN Senthikumara Nadar College(Autonomous)
Virudhunagar

To

The Secretary
VHN Senthikumara Nadar College(Autonomous)
Virudhunagar

Through

The Principal
VHN Senthikumara Nadar College
Virudhunagar

The Coordinator
SF Programmes
VHN Senthikumara Nadar College
Virudhunagar

Respected sir,

Sub: Requisition for the requirement of Gadgets in English Language Lab - Reg

I wish to bring to your kind notice that the usage of certain gadgets has been inevitable in the English Language lab. Hence, I request you to help us purchase the following in order to fix the computers for the smooth conduct of Lab classes.

Requirements:

1. SYSTEM MONITOR - 1 - may be purchase cost will RS 8000/-
2. SYSTEM MOTHERBOARD - 1 - May be purchase, cost will RS 5000/-
3. SMPS - 1 - Available in the Pa lab stock

P. vijayaraj

Thank You

Yours sincerely

R. Lavanya
(R. Lavanya) 08/03/2022

S.S.
08/03/2022

To Lab. Technician
Put up as request

Forwarded.

A. J. Foster

SMPS - 1 } Available
Monitor - 1 } in
 } stock.

A. J. Foster
16/03/2022

[Signature]

Only Motherboard (13)
to be purchased.
A. J. Foster
16/03/2022

Need Quotation

From

Dr.R. Palaniappan,
SF Co-Ordinator (SF Courses),
VHNSN College (Autonomous),
Virudhunagar.

To

The Principal,
VHNSN College (Autonomous),
Virudhunagar.

Respected Sir,

The System UPS (0.5KVA) in our Multimedia Hall is under disrepair. We request you to kindly make necessary arrangements to get it repaired at your earliest convenience.

Thank you

With Regards

Virudhunagar

22-03-2022

Yours faithfully,

Dr.R.Palaniappan

Mr. A. Ganapathy
22/03/22

22/03/22

Report

UPS Battery Problem

Battery Cost : 800/- A Ganapathy

To The Secretary for order

23/03/22

[Signature]

From

Dr.R.Palaniappan,
~~Associate Professor &~~ SF Coordinator,
~~Research Centre in Computer Science,~~
V.H.N.S.N College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N College (Autonomous),
Virudhunagar.

Respected Sir,

Hereby I bring to your kind notice that the 2GB DDR-II RAM in the Multimedia Hall system is not in working condition and needs to be replaced. So I request you to kindly make arrangements to solve this problem at your earliest convenience.

Thanking you

Place: Virudhunagar

Yours Sincerely,

Date: 22/03/2022

Mr. A. Ganapathy for research
A
22/03/22

A. Ganapathy
22/03/2022

[Dr. R. Palaniappan]

Report

Dell Core system 2GB DDR-II Not working

2GB DDR-II Ram stock in PG lab

Issue from stock A Ganapathy
A
23/03/22

From:

Mr.Z.Ramya sushil,
Associate Professor and Head,
Department of Information Technology
VHNSN College(Autonomous)
Virudhunagar

To

The Principal
VHNSN College(Autonomous)
Virudhunagar

Through

The SF Coordinator
VHNSN College(Autonomous)
Virudhunagar

Respected Sir,

Sub: Requisition of Printer Service – Reg.

I would like to inform you that the printer in our department is not working. So, I kindly request you to make an arrangement to service it at your earliest convenience.

Thanking You,


Virudhunagar

23.03.2022

Yours Sincerely,


[Mr.Z.Ramya Sushil]

Forwarded


Mr. A. Ganapathy for remark
23/03/22

Report

PTO



INTERNAL QUALITY ASSURANCE CELL

VIRUDHUNAGAR HINDU NADARS' SENTHIKUMARA NADAR COLLEGE

(An Autonomous Institution Affiliated to Madurai Kamaraj University) (Re-accredited with 'A' Grade by NAAC)

VIRUDHUNAGAR - 626 001, Tamilnadu.



26.03.2022

To
The Principal,
VHNSN College (Autonomous),
Virudhunagar.

Respected Sir,

There is a technical problem in the Computer of our IQAC office, so that it cannot be switch on.
Kindly make arrangement to service the same.

Thanking You.

Mr. A. Ganapathy for services.
A
26/3/22

Yours faithfully,

[Signature]
26/3/22
CO-ORDINATOR

Report

System SMPS Problem

SMPS STOCK in P@lab

Issue

from stock
A
28/03/22

To

Mk

Issue of Award from stock.

[Signature]
28/03/22

28.03.2022

அ.கு

இப்பவும் நமது கல்லூரியில் தட்டச்சர் பிரிவில் உள்ள G. சரவணக்குமா கம்யூட்டர் பழுது அடைந்துள்ளதால் அதனை சரிசெய்ய அனுமதி வேண்டி கோப்பு சமர்ப்பிக்கப்படுகிறது.

தங்கள் அனுமதிக்காக,

சிரீமதி அனுமதி வேண்டுக
28/3/22

த.ச.அ.அ.அ.
28-3-22

Mr. S. Ganapathy for remarks
28/3/22

Report

System power Problem SMPS NOT working

SMPS stock in PG Lab

A. Ganapathy

Issue from stock
28/3/22

TO

Mk

Issue to record from stock.

28/3/22

29/03/2022

அனுப்புநர் :-

க.அமுதா,
நூலகர்,
வி.இ.நா.செ.நா.கல்லூரி (தன்னாட்சி),
விருதுநகர்.

பெறுநர் :-

கல்லூரி முதல்வர் அவர்கள்,
வி.இ.நா.செ.நா.கல்லூரி (தன்னாட்சி),
விருதுநகர்.

மதிப்பிற்குரிய அய்யா,

நமது கல்லூரி நூலகத்தில் Circulation Counter-ல் உள்ள
Computer Key Board பழுதடைந்துள்ளது. மாற்று Computer Key Board
பெறுவதற்கு அனுமதி வழங்குமாறு கேட்டுக் கொள்கின்றேன்.

நன்றி

Mr. A. Ganapathy for remark

31/03/22

இப்படிக்கு

29/03/2022
(க.அமுதா)

Report

logich key board a, s and e, B, 4 key NOT working

key board stock in PGLab

Issue from stock

A Ganapathy

To

S. Karthikeyan
Insert Record details in stock.

A. Ganapathy
31/03/22

11.04.2022

அ.கு

இப்பவும் நமது கல்லூரியில் தட்டச்சர் பிரிவில் உள்ள கம்ப்யூட்டரில் மவுஸ் பழுது
அடைந்துள்ளதால் அதனை சரிசெய்ய அனுமதி வேண்டி கோப்பு சமர்ப்பிக்கப்படுகிறது. (Mouse)

தங்கள் அனுமதிக்காக,

தீவன் அஜய் வேண்டியே

தி.செவ்வாறு

11-4-22

11/4/22

Mr. A. Sarathy for mouse

11/4/22

Report

Logitech mouse right click not working

A Sarathy

mouse stock in PG Lab

Issue from stock

12/04/22

From.
Dr. K. NAGARAJAN
Head & Assoc. Professor
Dept. of Zoology
VANSN College (Autonomous)
Vimudhunagar

12-04-2022

To
The Principal A/c,
VANSN College (Autonomous)
Vimudhunagar

Respected Sir, Sub: - Requisition for our
department Computer Service

This is for your kind information that the Computer system in our research room was under problem. I kindly request you to make arrangements to set right the problems in the computer and also I request you to replace the damaged following Computer accessories with new one

- (1) Computer mouse - 2 numbers
- (2) Computer key board - 1.

Thanking you

Yours faithfully
Nep
12/4/2022

Stacy?

- K. NAGARAJAN



DEPARTMENT OF BUSINESS ADMINISTRATION

[Recognised as Research Centre by Madurai Kamaraj University]

V.H.N. SENTHIKUMARA NADAR COLLEGE [Autonomous]
VIRUDHUNAGAR - 626 001

- ☎ 04562-280154
- ✉ winwinbba@gmail.com
- 🌐 www.vhnsnc.edu.in



18.04.2022

Dr.G.Murugesan
Head and Associate Professor

To
The Principal,
VHNSN College (Autonomous),
Virudhunagar.

Sir,

Sub: Service of adaptor for internet switch and Intercom – Reg.

The adaptor of the internet switch and intercom phone in our department is not functioning properly and it is in need to be replaced. This is for your kind information and necessary action. Kindly do the needful

Thanking you,

Yours faithfully,

*Mr P. vijayavel for renewal
18/4/22*

[Signature]
18/4/22

Report

Lighting Problem Internet Adaptor and Intercom adaptor NOT working
A Gampathy

<u>Inter</u>	Internet adaptor cost	: 1200 /-
	Intercom adaptor cost	: 350 /-
	Total cost	: <u>1550</u>

To The Secretary for order
[Signature]
18/4/22

අනුමැතිය

29.4.2022

අධ්‍යයන මධ්‍යස්ථාන කමිටු අනුමැතිය
 T3 ආරක්ෂක මධ්‍යස්ථාන මධ්‍යස්ථාන
 අධ්‍යක්ෂ ජනරාල් මහත්මයාණනි
 ලැබුණු පිටපතක් මත
 අධ්‍යක්ෂ ජනරාල් මහත්මයාණනි
 අනුමැතිය ලබාදීමට
 අනුමැතිය ලබාදීමට
 අනුමැතිය ලබාදීමට

අධ්‍යක්ෂ ජනරාල් මහත්මයාණනි
 අනුමැතිය ලබාදීමට
 අනුමැතිය ලබාදීමට
 අනුමැතිය ලබාදීමට

අනුමැතිය ලබාදීමට
 අනුමැතිය ලබාදීමට
 අනුමැතිය ලබාදීමට

29/4/22

To The Secretary
 අධ්‍යක්ෂ ජනරාල් මහත්මයාණනි

- Intel Core 2 Duo processor,
- G31 Zebronics motherboard,
- 80 GB hard disk,
- 2GB DDR 2 RAM,
- SAMSUNG CRT Monitor,
- Logitech keyboard,
- Logitech mouse.

To Karthi
 Please this Confirmation CPU
 I check for necessary
 details
 අධ්‍යක්ෂ ජනරාල් මහත්මයාණනි

Get Authorization for
 new system
 අධ්‍යක්ෂ ජනරාල් මහත්මයාණනි



ESTD : 1947

விருதுநகர் இந்து நாடார்கள் செந்திக்குமார் நாடார் கல்லூரி (தன்னாட்சி),
தேசிய தர மறுமதிப்பீட்டின் கீழ் 'ஏ' அந்தஸ்து தகுதி பெற்றது
குறைந்த கட்டணத்தில் உயர்தரக் கல்வி விருதுநகர்.



30.04.2022

அலுவலகக் குறிப்பு

கல்லூரி காசாளர் (Aided) பிரிவில் உள்ள பிரிண்டிங் செய்யும் மிஷினில் (Laser Printer (Canon 2900))
பழுதடைந்து உள்ளதால், இது பிரிண்டிங் மிஷினில் உள்ள பழுதை சரி செய்ய தங்கள் அனுமதி வேண்டிக்
கோப்பு சமர்ப்பிக்கப்படுகின்றது.

தங்கள் உத்தரவிற்காக,

திரு. சிவசுந்தரமணி ராஜ்
30/04/2022

திரு. சிவசுந்தரமணி ராஜ்
30/04/22

To The Secretary for end
30/04/2022

RePost

E:

Canon 2900 printer cartridge fuel ran out

New cartridge cost : 500/-

A. Ramalingam

To The Secretary
30/04/2022

04-05-2022

From

A.Nagavaratharajan
Associate Professor & Centre In-Charge (UG Computer Lab)
VHNSN College (Autonomous)
Virudhunagar.

To

The Principal
VHNSN College (Autonomous)
Virudhunagar.

Through

The Co-ordinator (SF Programmes)
VHNSN College (Autonomous)
Virudhunagar.

Respected Sir,

Sub: New RAM-DDR2 - requested – reg.

I would like to bring to your kind notice that in our UG Computer Lab in System 35 and 36 RAM is not in working condition. So, I request you to make necessary arrangement to replace the RAM with new one (2 Nos).

Thank you,

Yours faithfully,

A. Nagavaratharajan
4.5.22

forwarded

A. Nagavaratharajan
04/05/22

Stock?
A. Nagavaratharajan
04/05/22

Stock available may be issued
S. Karthi
07/05/22

Yes
A. Nagavaratharajan
07/05/22

To
Karthi
Immediate Demand in Stock
A. Nagavaratharajan
07/05/22

13500
15000

17-05-2022

அலுவலகக்குறிப்பு

நமது கல்லூரியில் SF Cash Sectionயில் உள்ள Printer Hp Laser Jet 3050 அடிக்கடி பழுதாகிறது. மேலும் SF Cash Sectionக்கு புதிய Printer வாங்குவதற்கு தங்களின் அனுமதி வேண்டி கோப்பு சமர்ப்பிக்கப்படுகிறது.

தங்களின் உத்தரவிற்காக.

சென்னை அலுவலக செயலாளர்

J. Yogeswarar

17/5/22

₹
1875/-

To
The Secretary for order



Report

~~HP~~ HB Printer, full damaged HP Printer purchased ^{year} 2004

New Purchased Cannon 8900 Printer Cost : 14000/-

A. Ramakrishnan

18/5/22

To
The Secretary





From

S. Karthikeyan,
Assistant Professor & PG Computer Centre In-charge,
Department of Information Technology,
V.H.N.S.N College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N College (Autonomous),
Virudhunagar.

Through

The SF Coordinator,
V.H.N.S.N College (Autonomous),
Virudhunagar.

Respected Sir,

Hereby I bring to your kind notice that the UPS in PG Computer Lab bought during the year 2002 is not in working condition. The service engineers from Matrix systems visited our lab and tested the condition of the UPS and reported that the service cost of the UPS is about Rs.25,000 and they also told us that there is no guarantee of its working after servicing too. They recommend buying a new one. The cost of buying a new UPS is approximately Rs.60,000 and the old UPS is taken back at the cost of Rs.5,000. So I request you to kindly allow us to buy a new UPS.

Thanking you

Place: Virudhunagar

Date: 19/05/2022

Yours Sincerely,

S. Karthikeyan
19/05/22

Forwarded

A. Anup
To the Secretary

Get quotation
for New UPS.

22/5/22

From

S. Karthikeyan
Assistant Professor & PG Computer Centre In-charge
Department of Information Technology
V.H.N.S.N College(Autonomous)
Virudhunagar.

To

The Principal
V.H.N.S.N College (Autonomous)
Virudhunagar.

Through

The SF Coordinator
V.H.N.S.N College (Autonomous)
Virudhunagar.

Respected Sir,

Hereby I bring to your kind notice that we need one 8 port switch to manage the networking issues in lab-II. I request you kindly to give permission to use the new peripheral available in the stock.

Thanking you

Place: Virudhunagar

Yours sincerely

Date: 19/05/2022

S. Karthikeyan
19/05/22

Forwarded

A. Jayapalan
20/05/22

Yes
A. Jayapalan
20/05/22

From

S.RAJEEV GANDHI,
The Head,
Department of Mathematics (SF),
V.H.N.S.N College (AUTONOMOUS),
Virudhunagar.

To

The Principal,
V.H.N.S.N College (AUTONOMOUS),
Virudhunagar.

Through

The SF Coordinator,
V.H.N.S.N College (AUTONOMOUS),
Virudhunagar.

Respected sir,

I wish to inform you that our department intercom phone and printer are not in proper working condition. So kindly do the needful in repairing our intercom phone and printer.

Thanking you

Virudhunagar

02-05-2022.

Yours Truly,

(S.RAJEEV GANDHI)

Forwarded

[Handwritten signature]
A. A. M. P.
10/2/2022

Mr. P. Vijayaraj for remarks
[Handwritten signature]

Report: The intercom adapter is not working in
Math (SF) Dept. The approximate cost will be Rs 350/-

Report: HP 1020 Printer Teflon Roller and Scanner unit and
Printer Refiller. *[Handwritten signature]* Total Cost Rs: 2400/- A. Ganapathy
P. V. Jayaram 15/5/22

From

S. Karthikeyan,
Assistant Professor & PG Computer Centre In-charge,
Department of Information Technology,
V.H.N.S.N College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N College (Autonomous),
Virudhunagar.

Through

The SF Coordinator,
V.H.N.S.N College (Autonomous),
Virudhunagar.

.Respected Sir,

Hereby I bring to your kind notice that we need 1 number of Zebronics Motherboard and 2 numbers of DDR-II RAM to replace the not working peripherals in lab-4. So I request you to kindly allow us to use the spares available in the stock.

Thanking you

Place: Virudhunagar

Date: 12/04/2022

Yours Sincerely,

S. Karthikeyan
12/04/22

forwarded

A. Arul
12/04/2022

Yes
A. Arul

From

13/05/2022

Dr.G.Amudha

Librarian

VHNSN College(Autonomous)

Virudhunagar

To

The Principal

VHNSN College(Autonomous)

Virudhunagar


Respected Sir,

Our college library CCTV Adapter- 2 nos. is not working well. I kindly request you to do the needful arrangement for repairing the same

Thanking you,

Mr Vijayaraj
13/05/22

Yours Sincerely,


13/05/2022

Report:-

In General library DVR Power adapter and camera power adapter is not working. Power adapter cost will
RS 900 x 2 = 1800 RS

P. vijayaraj
16/5/22

4 Pin power adapter

To The Secretary for


16/5/22

From

S. Karthikeyan
Assistant Professor & PG Computer Centre In-charge
Department of Information Technology
V.H.N.S.N College(Autonomous)
Virudhunagar.

To

The Principal
V.H.N.S.N College (Autonomous)
Virudhunagar.

Through

The SF Coordinator
V.H.N.S.N College (Autonomous)
Virudhunagar.

Respected Sir,

Hereby I bring to your kind notice that two Motherboards in Lab-III are not functioning and not able to service it. The approximate buying cost of the two motherboards is about Rs.8,000. So I request you to kindly allow us to buy new motherboards (Zeb-H110 and Zeb-G41).

Thanking you

Place: Virudhunagar

Date: 19/05/2022

Yours sincerely

S. Karthikeyan
19/05/22

Forwarded

A. A. J. P.
20/05/22

To
M. Senthil Kumar
20/05/22

Sr.

SFM

From

Mr.Z.Ramya Sushil,
Head of the Department,
Department of Information Technology,
VHNSN College (Autonomous),
Virudhunagar.

To

The Principal,
VHNSN College (Autonomous),
Virudhunagar.

Through

The SF Coordinator,
VHNSN College (Autonomous),
Virudhunagar.

Respected Sir,

Sub: Requisition of wired mike – reg.

I hereby inform you that wired mike voice clarity in the dais of Kanagamani Conference Hall is not good and some noises are added with the original voice. It would be supportive if you replace the mike with new one. I kindly request you to provide us with the new wired mike at your earliest convenience.

Thanking you,

Virudhunagar
28
20.05.2022

Yours Sincerely,

[Signature]
[Mr.Z.Ramya Sushil]

ON
AHUJAH Mic Rote

Model No: AGN-500 Rs. 3,500/-

M. Maria Michael
12/7/22

(M-MARIA MICHAEL LOURDHUSAMY)

Forwarded

[Signature]
To the Secretary

[Signature]
report



**Requisition from Departments for the maintenance of
IT infrastructure during the year**

2022 – 2023

From

03/06/2022

R. Lavanya
Assistant Professor & Head
Language lab coordinator
VHN Senthikumara Nadar College(Autonomous)
Virudhunagar

To

The Secretary
VHN Senthikumara Nadar College(Autonomous)
Virudhunagar

Through

The Principal
VHN Senthikumara Nadar College
Virudhunagar

The Coordinator
SF Programmes
VHN Senthikumara Nadar College
Virudhunagar

Respected sir,

Sub: Gadgets to be replaced in English language lab – Reg

I wish to bring to your kind notice that a keyboard and a mouse need to be replaced as the USB cable does not match with the motherboard installed in System number – 7.

Requirements:

1. SYSTEM KEYBOARD - 1 No.
2. SYSTEM MOUSE – 1 No.

Thank You

Yours sincerely

R. Lavanya 03/06/2022
(R. Lavanya)

Forwarded

A. Jay P
03/06/2022

Mr. A. Ganesh
03/06/2022

Issue from Study
06/06/22

Report.

In language lab new motherboard installed that system not support PS/2 keyboard and mouse. It may be replace new USB keyboard and mouse. Stock available in the PC lab. P. Vijayapud

From

D.Rajkumar,
Head & Associate Professor,
MCA Computer Centre i/c,
Department of Computer Applications,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Through

Coordinator SF Programmes,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Respected Sir,

We are in need of the following things for our MCA Computer Centre.

1. G41 Motherboard – 1 No.
2. Mouse - 2 Nos.
3. Keyboard – 1 No.
4. 2GB DDR2 RAM – 2 Nos.
5. 2GB DDR3 RAM – 2 Nos.

I request you sir, kindly provide the same.

Thanking You,

Yours Sincerely,

Date: 04-06-2022

Place: Virudhunagar

D.R.
04/06/2022
D.Rajkumar

Stock?

A
04/06/22

Forwarded

A
04/06/2022

Stock available may be issued

Issue from stock
A
06/06/22

S. Kripa
06/06/22

அறிவுரைகள் குறிப்பு

17/6/2022

நின்று காய்வுள்ள தரணைகள் உருதி

அறிவுரைகளின் உரிம இயற்கை Computer & கணினி 22
கற்றல் கற்றல் கற்றல் கற்றல் கற்றல் கற்றல் கற்றல்
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17/6/22

Forwarded

17/6/22

17/6/22

அறிவுரைகள் உரிம கற்றல் கற்றல்

P. Raja
17/06/2022

(P. Raja Mukherjee)

To The Secretary for work

Saldy
21/6/22.

17/6/22

Saldy
18/6/22

Report

One keyboard is stock in PG lab

17/6/2022

23/6/22

Saldy

To
PG Lab
Irene
MP
23/06/2022

A. Sambath

Date: 20.06.2022

From

Dr. A. Sarathi,
Dean-Internal Examinations,
VHNSN College (Autonomous),
Virudhunagar - 626 001.

To


The Principal,
VHNSN College (Autonomous),
Virudhunagar - 626 001.

Respected Sir,

One of the 8 Port switch with wire of LAN connection in our Dean Internal Office is not working. So I request you to kindly make arrangement for service.

Thanking you,

Yours Sincerely,


(A. SARATHI)
20/6/2022

TO
The Technician
Gangotri
write on.
24/6/22


24/06/22

Report

Power Problem 8 port switch Not working

A Gangotri

8 port switch stock in PG lab

Issue

25/06/22

From

Dr. J. Vimal Priyan
Head, Assistant Professor
Department of Commerce CA (SF)
VHNSN College (Autonomous)
Virudhunagar

To

The Principal
VHNSN College (Autonomous)
Virudhunagar

Through

The Co-ordinator - SF Programmes
VHNSN College (Autonomous)
Virudhunagar

Respected Sir,

Sub: Requisition of Wi-Fi, Intercom and Modem replacement - Reg

I wish you to bring this information that our Commerce CA SF department's (Golden Jubilee Block) Wi-Fi, Intercom and Internet Modem switch are not functioning from 17th June 2022 due to heavy thunderstorm. Hence, I request you to make the necessary arrangements to replace the above accessories for our access.

Thanking you.

Yours faithfully,

Margaret
For Head 22/6/22

Place: Virudhunagar

Date: 22/06/2022

Forwarded

A. Anand
22/06/22

Mr P. Vijayavel for remarks
22/06/22

Report

Power Problem & Port Switch Not working
① 8 port switch stock in PG lab

PTO

From

Dr. J. Vimal Priyan
Head, Assistant Professor
Department of Commerce CA (SF)
VHNSN College (Autonomous)
Virudhunagar

To

The Principal
VHNSN College (Autonomous)
Virudhunagar

Through

The Co-ordinator - SF Programmes
VHNSN College (Autonomous)
Virudhunagar

Respected Sir,

Sub: Requisition of Wi-Fi, Intercom and Modem replacement -- Reg

I wish you to bring this information that our Commerce CA SF department's (Golden Jubilee Block) Wi-Fi, Intercom and Internet Modem switch are not functioning from 17th June 2022 due to heavy thunderstorm. Hence, I request you to make the necessary arrangements to replace the above accessories for our access.

Thanking you.

Yours faithfully,

M. K. S. S.
For Head 22/6/22

Place: Virudhunagar

Date: 22/06/2022

B. S. S.

A. S. S.
22/06/22

Mr. P. Vijayaraj for remarks
22/06/22

Report

Power Problem 8 Port Switch Not working
① 8 PORT Switch stock in PG lab

PTO

From

Dr. J. Vimal Priyan
Head, Assistant Professor
Department of Commerce CA (SF)
VHNSN College (Autonomous)
Virudhunagar

To

The Principal
VHNSN College (Autonomous)
Virudhunagar

Through

The Co-ordinator - SF Programmes
VHNSN College (Autonomous)
Virudhunagar

Respected Sir,

Sub: Requisition of Wi-Fi, Intercom and Modem replacement - Reg

I wish you to bring this information that our Commerce CA SF department's (Golden Jubilee Block) Wi-Fi, Intercom and Internet Modem switch are not functioning from 17th June 2022 due to heavy thunderstorm. Hence, I request you to make the necessary arrangements to replace the above accessories for our access.

Thanking you.

Yours faithfully,

Mangala
For Head 22/06/22

Place: Virudhunagar

Date: 22/06/2022

Forwarded

A. Arjo
22/06/2022

Mr. R. Vijayaraj for remarks
22/06/22

Report

Power Problem 8 Port Switch Not working
① 8 port switch stuck in PG block

DTN

From

Dr.M.Kannan
Co Ordinator,
Senthie Studio
V.H.N.S.N.College (Autonomous)
Virudhunagar - 626 001

24/06/2022

To

The Principal
V.H.N.S.N. College (Autonomous)
Virudhunagar - 626 001

Respected Sir

SUB: Request for replace internet 8 port switch :- Reg.

In our Senthie studio computers, we can't connect internet due to the failure of internet 8 port switch. So kindly provide the permission for replace the above said switch.

Thanking you sir,

Yours sincerely,


(M.Kannan)

Issue from the store
M
24/06/22



DEPARTMENT OF BUSINESS ADMINISTRATION

[Recognised as Research Centre by Madurai Kamaraj University]

V.H.N. SENTHIKUMARA NADAR COLLEGE (Autonomous)
VIRUDHUNAGAR - 626 001



- 04562-280154
- winwinbba@gmail.com
- www.vhsnc.edu.in

24.06.2022

Dr.G.Murugesan
Head and Associate Professor

To
The Principal,
VHNSN College (Autonomous),
Virudhunagar.

Sir,

Sub: Requisition of new LCD Projector

There is only one LCD projector which is being used as mobile projector in three classrooms. The first and second year BBA students are learning computer based courses. Hence one more projector would be helpful in facilitating the teaching. In this regard, kindly provide us with a new projector and also fix the old projector in a classroom. Kindly do the needful.

Thanking you,

Yours faithfully,

To
The Security
24/6/22

[Signature]
24/6/22

Report

III year class room install
a projector

lcd		6100
6x4 screen in cost :	4000 /	6m VGA cable : 700
lcd mount kit	2100 /	6m HDMI cable : 700
	<u>6100</u>	
		<u>Total as : 7500</u>

To
The Security
[Signature]
24/6/22

From

S. Karthikeyan,
Assistant Professor & PG Computer Centre In-charge,
Department of Information Technology,
V.H.N.S.N College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N College (Autonomous),
Virudhunagar.

Through

The SF Coordinator,
V.H.N.S.N College (Autonomous),
Virudhunagar.

Respected Sir,

Hereby I bring to your kind notice that PG lab needs the following peripherals to replace the not working components: SMPS-4 numbers, Mouse-3 numbers and Keyboard-2 numbers. I request you to kindly allow us to use the spares available in the stock.

Thanking you

Place: Virudhunagar

Date: 01-07-2022

Yours Sincerely,

S. Karthi

Forwarded
A. J. J. J.
01/07/2022
Yes
01/07/2022

Dr. T. Kathirvalambkumar,
Associate Professor & Head,
Research Centre in Computer Science,
V.H.N.S.N. College (Autonomous)
Virudhunagar

To

The Principal,
V.H.N.S.N. College (Autonomous)
Virudhunagar.

Dear sir

The CCTV in the IREB is not
working. Kindly do needful to
service the same.

Thank you,

Yours sincerely,

Virudhunagar,

5-7-22.



Mr. P. Vijayaraj



Refer IREB Formt Hd Camera Ringing Problem
Not working A Sanalota
To: Security for ...

09.07.2022

From

Dr. P. Sami, M.Sc., M.Phil., Ph.D.,
Dean - Student Services,
V. H. N. Senthikumara Nadar College (Autonomous),
Virudhunagar-626001

To

The Principal
V.H.N. Senthikumara Nadar College (Autonomous),
Virudhunagar-626001

Respected Sir,

Sub: Requisition for change of UPS Numeric 600 VA of the system in
Dean, Student Services Office-Reg

@@@@@

I bring it to your kind notice that the UPS to the desk-top system of my office is not responding and is found not working. I request you to issue necessary orders to replace the UPS-Numeric 600 VA with new one.

Thank you,

Yours Faithfully

To
The Secretary
09/07/22

(Signature)
SAMI P
9/7/2022

(Signature)

Report

UPS Numeric Battery Problem

Battery Cost : 850/-

A Parlaty

To the Secretary
(Signature)
09/07/22

18-07-2022

From

A.Nagavaratharajan
Associate Professor & Centre In-Charge (UG Computer Lab)
VHNSN College (Autonomous)
Virudhunagar.

To

The Principal
VHNSN College (Autonomous)
Virudhunagar.

Through

The Co-ordinator (SF Programmes)
VHNSN College (Autonomous)
Virudhunagar.

Respected Sir,

Sub : UG Computer Lab – UPS 2 Nos. – Not working - intimated – reg.

I would like to bring to your kind notice that in our UG Computer Lab the UPS 2 Nos. were not working. So, I request you to make necessary arrangement to replace them with new one.

order
UPS-1 (6kVA)
Battery-10.
Thank you,

Forwarded

A. Arul
18/07/22

Yours faithfully,

A. Arul
18.7.22

UPS Purchased in the year 2012
Battery purchased during 2013.

To
The Secretary

18/07/22

J.



VIRUDHUNAGAR HINDU NADARS' SENTHIKUMARA NADAR COLLEGE
(An Autonomous Institution, Affiliated to Madurai Kamaraj University)
Re-accredited with 'A' Grade by NAAC
VIRUDHUNAGAR.



Dr. R. Kabilar

Head and Associate Professor

PG & Research centre in English

VHNSN College (Autonomous)

Virudhunagar - 626001

Mobile: 9629630113

Mail ID: kabilar@vhnsnc.edu.in

Date: 19.07.2022

To

The Principal

VHNSN College (Autonomous)

Virudhunagar

Respected Sir,

I request you to provide the Research Centre with the following things.

List of items needed and repairs needed

1. Computer Mouse - 2
2. Repairing a Computer

Kindly direct a technician to have the computer repaired.

Thank you for the consideration.

Yours Truly,

Mr. A. Ganapathy
19/07/2022

[Signature]
Dr. R. Kabilar 19/07/2022

Report

2 HP mouse right click Not working

System OS problem OS installing system working monitor Not working.

Mouse stock in PG lab

CRT monitor is available in PG lab

To be security for over
[Signature]
A Ganapathy

-புதுகள் சீர்து கூடலர் தெரிக்கிறார் கூடலர் கல்யாணி
(கூடலர்) சீர்து புதுகள்.

பெண்கள் சீர்து

பெண்கள் சீர்து

புது: 21/07/22

புது கல்யாணியின் பெண்கள் சீர்தியில்
மாணவிகள் குடிக்காக wifi வசதி பயன்படுத்தப்பட்டு
வந்தது. சீர்துபாது சீர்துலைய switch படுத்தல்து
வந்தது. சீர்துலால் மாணவிகள் குடிக்காக
wifi-ஐ சீர்துலது சீர்துலதற்கு சீர்துலதில் பெண்கள்
சீர்துலது பெண்கள் சீர்துலது பயன்படுத்த சீர்துலதப்படுத்த
சீர்துலதில் சீர்துலதிகளாக

~~சீர்துலதில் சீர்துலதிகளாக~~
21/7/22

சீர்துலதில் சீர்துலதிகளாக
சீ.சீ.மது

பெண்கள் சீர்துலது -
wifi பயன்படுத்த switch மூலம் -
சீர்துலது சீர்துலது பெண்கள் -
சீர்துலதிகளாக.

21/7/22

To The Security for and
21/7/22

8 Port Switch available in PA Lab Stock,
may be issued

S. K. M. P.
25/07/22

Issue from stock
25/07/22

അയോജനം

23/7/22

പുതുക്കിയ അയോജനങ്ങൾ. A2 ~~set~~ section of
20000 കോഡ് നമ്പർ SMPS ലഭിക്കാൻ കഴിയാതെ പോകാൻ
കാരണമായിട്ടുണ്ട്. കൂടുതൽ അയോജനങ്ങൾ ലഭിക്കാൻ
പ്രയത്നം ചെയ്യും.

SMPS ലഭിക്കാൻ കഴിയാതെ പോകാൻ
കാരണമായിട്ടുണ്ട്. കൂടുതൽ അയോജനങ്ങൾ
ലഭിക്കാൻ പ്രയത്നം ചെയ്യും.

ഭാഗ്യം കൈമാറിയതിന്
P. Anwar
(P. Anwar) 23/7/22

A
23/7/22

To The Secretary for order
[Signature]
23/7/22

[Signature]

SMPS available in PG Lab Stock,
may be issued

S. Kutty
25/07/22

Issue from Stock
[Signature]
25/7/22

25-07-2022

From
Dr. B. Ravichandran
Head & Associate Professor
Department of Commerce
V.H.N.S.N.College (Autonomous)
Virudhunagar

To
The Principal
V.H.N.S.N.College (Autonomous)
Virudhunagar

Respected Sir,

Sub : New Printer cartridge, New Splitter box for projector – requested – reg.

I bring to your kind notice that in Room No.34 Cartridge of HP 1020 Laser printer cartridge is in damaged condition and also in Room No.21 the Splitter box for LCD Projector is not functioning. So, I request you to make necessary arrangements to replace with new cartridge for the Laser printer and new Splitter box for the LCD Projector.

Thank you,

Yours faithfully,

[Signature]
25-7-22

To
The Secretary for over
25/7/22

[Signature]

Report

HP 1020 Printer 12A cartridge Cost : 750 /-

Vides splitter box Cost : 700 /-

1450 /-

To
The Secretary for permission
28/7/22

[Signature]

From

B. Salocia Fernando
Associate Professor & Head
Department of Botany
VHNSN College (Autonomous)
Virudhunagar.

To

The Principal
VHNSN College (Autonomous)
Virudhunagar.

Respected Sir,

Sub : Requesting for- Computer system, CPU and internet connection service - regarding

In our Department, due to thunder the receiver of wi.fi is burnt. So our system as well as net connection is not working. Hence I request you to be kind enough to make arrangements to rectify the fault.

Thank you

Virudhunagar

26-07-2022

Yours sincerely

B. Salocia Fernando
26/07/2022

N. Paropalky
26/07/22

Forwarded To

The secretary for order to rectify the problem

23DPI(A)

Report

Ubuntu tower NOT working and 8 Port switch and one ~~mother~~ system mother board NOT working A.Gan

(23DPI)

Ubuntu tower cost : 7500/-

Ubuntu tower adapter cost : 1000/-

8 Port switch in stock in PG lab

System motherboard services in Vast It modular services cost : 2000/-

A. Ganobte

From

D.Rajkumar,
Head & Associate Professor,
MCA Computer Centre i/c,
Department of Computer Applications,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Through

Coordinator SF Programmes,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Respected Sir,

We are in need of the following things for our MCA Computer Centre.

1. G41 Motherboard - 1 No.
2. Mouse - 3 Nos.
3. Keyboard - 1 No.
4. 2GB DDR2 RAM - 1 No.
5. Hard disk - 1 No.
6. SMPS - 2 Nos.

I request you sir, kindly provide the same.

Thanking You,

Date: 26-07-2022

Place: Virudhunagar

Yours Sincerely,

DRK
26/07/2022
D.Rajkumar

Forwarded
Stock?
26/07/22

Exact mouse in for
the stock
27/07/22

Motherboard, Keyboard, RAM, Harddisk & SMPS available in the stock
Mouse not available in the stock

S. K. V. S.
27/07/22

From

D.Rajkumar,
Head & Associate Professor,
MCA Computer Centre i/c,
Department of Computer Applications,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Through

Coordinator SF Programmes,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Respected Sir,

We are in need of the following things for our MCA Computer Centre.

1. G41 Motherboard - 1 No.
2. Mouse - 3 Nos.
3. Keyboard - 1 No.
4. 2GB DDR2 RAM - 1 No.
5. Hard disk - 1 No.
6. SMPS - 2 Nos.

I request you sir, kindly provide the same.

Thanking You,

Date: 26-07-2022

Place: Virudhunagar

Yours Sincerely,

DRA
26/07/2022
D.Rajkumar

Forwarded

Stock?

26/07/2022

Exact mouse in the stock
23/07/2022

*Motherboard, Keyboard, RAM, Harddisk & SMPS available in the stock
Mouse not available in the stock*

From

B.Salocia Fernando
Associate Professor & Head
Department of Botany
VHNSN College (Autonomous)
Virudhunagar.

To

The Principal
VHNSN College (Autonomous)
Virudhunagar.

Respected Sir,

Sub : Requesting for- Computer system, CPU and internet connection service - regarding

In our Department, due to thunder the receiver of wi.fi is burnt. So our system as well as net connection is not working. Hence I request you to be kind enough to make arrangements to rectify the fault.

Thank you

Virudhunagar

26-07-2022

Yours sincerely

B. Salocia Fernando

26/07/2022

*N. Parappaly
26/07/22*

*Forwarded
To*

the secretary for order to rectify the problem

23DPI(A)

Report

Ubnt tower not working and 8 port switch and

one ~~mother~~ system mother board not working A.Gar

(23DPI)

Ubnt tower cost : 7500/-

Ubnt tower adapter cost : 1000/-

8 port switch in stock in PG lab

System motherboard services in
Vasht It modular

services cost : 2000/-

[Signature]

A.Garobee

From

Dr. N.Prithivikumaran
Head & Associate Professor,
Department of Physics,
V.H.N.Senthikumara Nadar College (Autonomous) Virudhunagar

To

The Principal,
V.H.N.Senthikumara Nadar College (Autonomous)
Virudhunagar

Respected Sir,

Sub: Servicing of Internet connection switches – reg.,

I would like to bring to your kind knowledge that the 24-port internet network switch installed in our department (Room No 11 – Network lab) is not working. I request you to kindly do the needful to get it serviced at the earliest so as to enable us to use the net facility in our department.

With thanks,

Virudhunagar

28-07-2022

Ms. A. Ganapathy
28/7/22

Yours sincerely,

N. Prithivik

Report

Room No 11 24 port switch Lighting Problem Not working
A Ganapathy

24 port switch stock in PG lab
Issue from stock
28/7/22



VIRUDHUNAGAR HINDU NADARS' SENTHIKUMARA NADAR COLLEGE
(An Autonomous Institution, Affiliated to Madurai Kamaraj University)
Re-accredited with 'A' Grade by NAAC
VIRUDHUNAGAR.



Dr. R. Kabilar

Head and Associate Professor

PG & Research centre in English

Mobile: 9629630113

Mail ID: kabilar@vhnsnc.edu.in

Date: 04.08.2022

To

The Principal

V.H.N.S.N. College (Autonomous)

Virudhunagar – 626 001

Respected Sir,

I request you to provide the Research Centre with the following things.

List of items needed and repairs needed


1. Hard Disk – 1
2. Repairing a Computer

Kindly direct a technician to have the computer repaired.

Thank you for the consideration.

PSO
Mr. Ganapathi
04/08/22

Yours Truly,


(Dr. R. Kabilar) 4/8/2022

Report: 250 hard Disk seagate Not working
(Purchased year 2012)

New hard Disk in PG lab stock

Done from stock
R
10/08/22

From

Mr.Z.Ramya Sushil
Associate Professor and Head
Department of Information Technology
VHNSN College Autonomous)
Virudhunagar

To

The Principal
VHNSN College (Autonomous)
Virudhunagar

Through

The Coordinator
SF Programmes
VHNSN College (Autonomous)
Virudhunagar

Respected Sir,

Sub: Requisition of servicing UPS battery- Reg.


I would like to inform you that our department UPS battery is getting down. We are losing our work in between when power goes off. So, I kindly request you to make a necessary arrangement to service it with new battery at your earliest convenience.

Thanking you,

Virudhunagar

04.08.2022


Yours Sincerely,


[Mr.Z.Ramya Sushil]

forwarded


04/08/2022

ON
20
04/11/22

Report
0.5kVA PS Battery Not working A quantity
Battery Cost : 900/-
To be sent


From

Dr.S.RAJEEV GANDHI,
The Head,
Department of Mathematics (SF),
V.H.N.S.N College (AUTONOMOUS),
Virudhunagar.

To

The Principal,
V.H.N.S.N College (AUTONOMOUS),
Virudhunagar.

Through

The SF Coordinator,
V.H.N.S.N College (AUTONOMOUS),
Virudhunagar.

Respected sir,

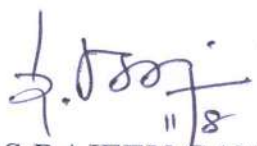
I wish to inform you that our department Network switch is not in proper working condition. So kindly do the needful in repairing our Network switch.

Thanking you

Virudhunagar

Yours Truly,

11-08-2022


(Dr.S.RAJEEV GANDHI)

Forwarded



Mr. X - Europe

Report

8 Port Switch Lighting Problem

Not working

A Guarantee

8 Port Switch stock in PG Lab



From

18/08/2022

R. Lavanya
Assistant Professor & Head
Department of English(SF)
VHN Senthikumara Nadar College(Autonomous)
Virudhunagar

To

The Secretary
VHN Senthikumara Nadar College(Autonomous)
Virudhunagar

Through

The Principal
VHN Senthikumara Nadar College(Autonomous)
Virudhunagar

Respected sir,

Sub: Gadgets need to be repaired in Department of English(SF) - Reg

I wish to bring to your kind notice that in the Department of English(SF) the system which we are utilising to handle theory classes is not functioning properly. Hence, I request you to help us fix the system in our department for the smooth conduct of classes.

Gadgets need to be fixed:

1) System - CPU (Motherboard)

Thank You

Yours sincerely

R. Lavanya
(R. Lavanya) 18/08/2022

Mr. A. Ganapathy
18/08/22

Forwarded
(R. Lavanya)
18/08/22

Report

2 CPU Motherboard not working and no spare available.
New Motherboard APPX. Cost Rs 3000/-
C. P. Senthikumara Nadar
18/08/22

To be security for order
18/08/22
[Signature]

18/08/2022

From
Dr.P.Mehalingam
Placement and Training Officer
V.H.N.Senthikumara Nadar College (Autonomous)
Virudhunagar

To
The Principal
V.H.N.Senthikumara Nadar College(Autonomous)
Virudhunagar.

Respected Sir,

I wish to inform you sir that of our printer is not working and needs Replacement. Hence, I request you to kindly do the needful and oblige.

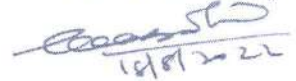
Thanking You

Virudhunagar

Date:

To
N Secy
18/08/22

Yours faithfully


18/08/22



Report

HP 1020 Printer Mother board Not working

To change old Printer Mother board Printer working

Printer cartridge full damaged

A Ganapathy

Printer cartridge cost : 650/- To Secy for



25/08/22

அனுப்புநர்

தமிழ்த்துறைத் தலைவர்

வி.இ.நா.செ.நா.கல்லூரி (தன்னாட்சி)

விருதுநகர்.

பெறுநர்

கல்லூரி முதல்வர் அவர்கள்

வி.இ.நா.செ.நா.கல்லூரி (தன்னாட்சி)

விருதுநகர்.

மதிப்பிற்குரிய ஐயா,


வணக்கம். எங்கள் துறையில் உள்ள இணையத்திற்கான கருவி (D-Link Box) பழுதாகி உள்ளதால் இணையம் கிடைக்கவில்லை. தயவுசெய்து இதனைச் சரிசெய்வதற்கு ஆவன செய்து உதவுமாறு கேட்டுக் கொள்கிறேன்.

நன்றி.

இடம்: விருதுநகர்

நாள்: 21.08.2022

தங்கள் உண்மையுள்ள,


21/8/22
(வ.இ.நா.செ.நா.கல்.)


Mr. S. Ganapathy for
Removal
21/8/22

Report

D link 8 port switch Not working

A Ganapathy

8Port switch stock in 99 lab

Issue from stock
A
22/8/22

From

Dr.R. Palaniappan,
SF Co-Ordinator (SF Courses),
VHNSN College (Autonomous),
Virudhunagar.

To

The Principal,
VHNSN College (Autonomous),
Virudhunagar.

Respected Sir,

The UPS Battery in our office is under disrepair. We request you to kindly make necessary arrangements to get it repaired at your earliest convenience.

Thank you

With Regards

Virudhunagar

22-08-2022

Yours faithfully,

[Signature]
Dr.R.Palaniappan

Nos
22/8/22

[Signature]
Mr. A. Ganapathy
22/08/22

Report

• 5 kVA UPS Battery Problem

A Ganapathy

Battery Cost : 900/-

To the Secretary for work
[Signature]
22/08/22

24/08/2022

From

Dr.G Amudha
Librarian
VHNSN College(Autonomous)
Virudhunagar.

To

The Principal,
VHNSN College(Autonomous)
Virudhunagar.


Respected Sir,

Our College Library is in need of Mouse – 3 Nos. - 1USB Mouse for CCTV Footage and ordinary Mouse- 2 Nos. So I kindly request you to offer mouse – 3 nos. for our library.

Thanking You,

Yours faithfully,

Mr. A. Ganapathy
A
24/08/2022


24/08/2022

Report

3 mouse ~~2 x 1~~

3 mouse right click NOT working

A Ganapathy

3 Mouse stock in PG lab

Ime

for stock
A
25/08/2022

24-08-2022

From
Dr. B. Ravichandran
Head & Associate Professor
Department of Commerce
V.H.N.S.N.College (Autonomous)
Virudhunagar

To
The Principal
V.H.N.S.N.College (Autonomous)
Virudhunagar

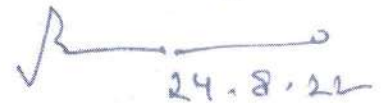
Respected Sir,

Sub : 8 - Port Network Switch , Wi-Fi Router – requested – reg.

I bring to your kind notice that in our department Wi-Fi router and 8-Port Network Switch is not functioning. So, I request you to make necessary arrangements to replace with new 8-Port Network Switch and Wi-Fi Router.

Thank You,

Yours faithfully,


24.8.22

[Dr.B.RAVICHANDRAN]

Mr. A. Ganapathy
A
24/08/22

Report

Lighting Problem 8 Port Switch and wifi Not working

A Ganapathy

8 Port switch stock in PG lab

wifi Router Cost : 1300/-

Issue from the store
To The Security for work
22/08/22

24-08-2022

From
Dr. B. Ravichandran
Head & Associate Professor
Department of Commerce
V.H.N.S.N.College (Autonomous)
Virudhunagar

To
The Principal
V.H.N.S.N.College (Autonomous)
Virudhunagar

Respected Sir,

Sub : 8 - Port Network Switch , Wi-Fi Router – requested – reg.

I bring to your kind notice that in our department Wi-Fi router and 8-Port Network Switch is not functioning. So, I request you to make necessary arrangements to replace with new 8-Port Network Switch and Wi-Fi Router.

Thank You.

Yours faithfully,


24.8.22

[Dr.B.RAVICHANDRAN]

Mr. A. Ganapathy
A
24/08/22

Report

Lighting Problem 8 Port Switch and Wifi Not working

A Ganapathy

8 Port switch stock in PG lab

wifi Router Cost : 1300/-

Issue from the store

To The Secretary for work

23/08/22



VIRUDHUNAGAR HINDU NADARS' SENTHIKUMARA NADAR COLLEGE

(An Autonomous Institution, Affiliated to Madurai Kamaraj University)

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VIRUDHUNAGAR.



Dr. R. Kabilar

Head and Associate Professor

PG & Research centre in English

VHNSN College (Autonomous)

Virudhunagar – 626001

Mobile: 9629630113

Mail ID: kabilar@vhnsnc.edu.in

Date: 27.08.2022

To

The Secretary

V. H. N. S. N. College (Autonomous)

Virudhunagar

Through

The Principal

V. H. N. S. N. College (Autonomous)

Virudhunagar

Respected Sir,

I request you to provide Wi-Fi connectivity to the Department of English.

Thanks

Yours truly

From

B.Salocia Fernando
Associate Professor & Head
Department of Botany
VHNSN College (Autonomous)
Virudhunagar.

To

The Principal
VHNSN College (Autonomous)
Virudhunagar.

Respected Sir,

Sub : Requesting for- internet connection service rectification - regarding

I wish to bring your notice that in our Department, the net connection is not working. Hence I request you to be kind enough to make arrangements to rectify the same.

Thank you

Virudhunagar

30-08-2022

Yours sincerely

B. Salocia Fernando
30/08/2022

Ms. A. Srinivas
30/08/22

Report

Dlink wifi NOT working lighting Problem

A Ganadote

Dlink wifi Cost : 1300/-

To be sent for work
open
De

From

D.Rajkumar,
Head & Associate Professor,
Department of Computer Applications,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Through

Coordinator SF Programmes,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Respected Sir,

The intercom of our Computer Applications department is not working.

I request you sir, kindly make arrangement to service the intercom at your earliest convenience.

Thanking You,

Yours sincerely,

Date: 01-09-2022

Place: Virudhunagar

[Signature]
D.Rajkumar

Report: The intercom in MCA Department is not working. It may be replaced with new one. A proximate cost will be Rs 5000/- p. vijayand

From

S. Karthikeyan,
Assistant Professor & PG Computer Centre In-charge,
Department of Information Technology,
V.H.N.S.N College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N College (Autonomous),
Virudhunagar.

Through

The SF Coordinator,
V.H.N.S.N College (Autonomous),
Virudhunagar.

Respected Sir,

Hereby I bring to your kind notice that PG lab needs the following peripherals to replace the not working components in Lab-4: SMPS-3 numbers, Harddisk-1 number, Mouse-1 number, Keyboard-1 number and USB DVD Writer-1 number. So I request you to kindly allow us to use the spares available in the stock.

Thanking you

Place: Virudhunagar

Date: 02-09-2022

Yours Sincerely,

S. Karthikeyan
02/09/22

Forwarded

(S. Karthikeyan)
03/09/2022

Yes
03/09/22

From

S. Karthikeyan,
Assistant Professor & PG Computer Centre In-charge,
Department of Information Technology,
V.H.N.S.N College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N College (Autonomous),
Virudhunagar.

Through

The SF Coordinator,
V.H.N.S.N College (Autonomous),
Virudhunagar.

Respected Sir,

Hereby I bring to your kind notice that the johnpro wireless mic in the PG lab is not working and is not serviceable, so it is necessary to buy a new one. The approximate cost of the Ahuja AWM-700U2 mic is around Rs.7,000/- Hence I request you to kindly make necessary arrangements to purchase a new mic.

Thanking you

Place: Virudhunagar

Date: 03/09/2022

Yours Sincerely,

S. Karthikeyan
03/09/22

Forwarded

03/09/2022

To
re security

03/09/22

ON

7-9-22.

Computer. இப்படி குழு காங்கிரஸ் அமைப்பு அமைப்பை 2 மீ
அமைப்பை இப்படி அமைப்பை அமைப்பை அமைப்பை அமைப்பை
அமைப்பை அமைப்பை அமைப்பை அமைப்பை அமைப்பை அமைப்பை
அமைப்பை அமைப்பை அமைப்பை அமைப்பை அமைப்பை அமைப்பை

J. Yogeswari
 7/9/22

சு
சு

Mr. A. Ganapathy
சு

Report

Intel I5 system DDR III 4G Ram Not
 Working A Ganapathy

DDR III 4G Ram stock in PG lab
 In for stock
சு

From

Dr.R. Palaniappan,
SF Co-Ordinator (SF Programmes),
VHNSN College (Autonomous),
Virudhunagar.

To

The Principal,
VHNSN College (Autonomous),
Virudhunagar.

Respected Sir,

The 8 port switch in our office is under disrepair. We request you to kindly make necessary arrangements to replace a new 8 port switch. The 8 port switch is now available in the PG Lab stock.

Thank you

With Regards

Virudhunagar

07-09-2022

Yours sincerely,

D. Palaniappan
07/09/2022
Dr.R.Palaniappan

*Im from store
20/09/22*

*N/S
7/9/22*

From

Dr. N.Prithivikumaran,
Head & Associate Professor,
Department of Physics,
V.H.N.S.N. College (Autonomous),
Virudhunagar

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar

Respected Sir,

I would like to inform you that the computer system in the I M.Sc. Class (Room No. 9A) of our department is not working and the mother board needs to be changed as per the technician's advice. I request you to kindly do the needful to repair the same.

With thanks,

Virudhunagar
08-09-2022

Yours sincerely,

To
Mr. A. Ganapathy
29/9/22

N. Prithivikumar

Report

Intee Pentime iv mother board & Power Problem
Not working No services in mother board board

A Ganapathy

mother board Cost : 2500/-

To The Secretary for order
12/9/22
[Signature]

From

S. Karthikeyan,
Assistant Professor & PG Computer Centre In-charge,
Department of Information Technology,
V.H.N.S.N College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N College (Autonomous),
Virudhunagar.

Through

The SF Coordinator,
V.H.N.S.N College (Autonomous),
Virudhunagar.

Respected Sir,

Hereby I bring to your kind notice that the LAN cables in the PG lab4 are damaged and not able to connect a few systems to the server, to make these systems operational we need one 8 port switch. So I request you to kindly allow us to use the spare available in the stock.

Thanking you

Place: Virudhunagar

Date: 09/09/2022

Yours Sincerely,

S. Karthikeyan
09/09/22

Forwarded

A. Anand
12/09/2022

Yes
12/09/22

From

S. Karthikeyan,
Assistant Professor & PG Computer Centre In-charge,
Department of Information Technology,
V.H.N.S.N College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N College (Autonomous),
Virudhunagar.

Through

The SF Coordinator,
V.H.N.S.N College (Autonomous),
Virudhunagar.

Respected Sir,

Hereby I bring to your kind notice that Two Motherboards in the PG lab are not working and are not serviceable, so it is necessary to buy a new one. The approximate cost of the two Zebronic G41 Motherboard is around Rs.5000/- Hence I request you to kindly make necessary arrangements to purchase a new motherboard.

Thanking you

Place: Virudhunagar

Date: 09/09/2022

Yours Sincerely,

S. Karthikeyan
09/09/22

Forwarded

P. Karthikeyan
12/09/2022

To
The Secretary
12/09/22

S.

From

P. Vijayavel
M.C.A Computer Centre
V.H.N.S.N. College (Autonomous),
Virudhunagar.

To

The Secretary,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Through

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Coordinator SF Programmes,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Respected Sir,

Our college conduct many programmes (College Functions Recording, Youtube Live Streaming, Webinar). We are in need of One Laptop to recording the above programmes. I request you sir, kindly make arrangement for the same at your convenience. (Approximate cost Rs. 50,000/-)

Thanking You,

Date: 13-09-2022
Place: Virudhunagar

Yours sincerely,

P. Vijayavel

Forwarded

A. Anj P
13/09/2022

14/09/22

[Signature]

Department of Chemistry
VHNSN College (Autonomous)
Virudhunagar - 626001

14.09.2022

From
The Head of Department of Chemistry
VHNSN College (Autonomous)
Virudhunagar

To
The Principal
VHNSN College (Autonomous)
Virudhunagar

Respected Sir,

Sub: Request to fit projectors in the classroom – reg

We are happy to inform you that our College Chemistry Alumni visited and donated two audio-visual projector sets and one portable projector to our department (to convert the classroom into smart classroom) for the benefit of students. So, I request you to kindly make arrangement to fit the two sets in the classrooms at earliest.

With Thanks

Yours Faithfully
C. Karunakaran
(Dr.C.KARUNAKARAN)
14/09/22

Dr. C. KARUNAKARAN, Ph.D., PDF(USA)
Head & Associate Prof. of Chemistry
VHNSN College (Autonomous)
Virudhunagar - 626 001. (TN).

To
The Secretary
14/09/22

[Handwritten signature]
14/9/22

15.09.2022

From

Dr. P. Sami, M.Sc., M.Phil., Ph.D.,
Dean -Student Services,
V. H. N. Senthikumara Nadar College (Autonomous),
Virudhunagar-626001

To

The Principal
V.H.N. Senthikumara Nadar College (Autonomous),
Virudhunagar-626001

Sir,

Sub: Requisition for **new Computer** to Dean-Student Services Office-Reg
@@@@@

I bring it to your kind notice that the Computer system used in my office has to be updated. It is used for official purposes and the O.s is very old and not supporting many operations. Hence, I request you to be kind enough to issue necessary orders for the installation of a **new Computer system with latest configuration** in my office.

Thank you,

Yours Faithfully

Mr. A. Ganapathy for remark
A
15/9/22

Samir P
(SAMI.P) 15/9/2022

Report

Acce system 2013 Motherboard and hard Disk Not working
Properly so change to new system
A Ganapathy

New system Cost : 26000/-
I3 system :

To
The Secretary
15/9/22
A

அ.சு.

16.09.2022

இப்பவும் நமது கல்லூரி அலுவலகத்தில் அலுவலகக் கண்காணிப்பாளருக்கு Intercom புதியதாக ஒன்று தேவைப்படுகிறது. எனவே அதற்கு தங்கள் அனுமதி வேண்டி கோப்பு சமர்ப்பிக்கப்படுகிறது.

தங்கள் அனுமதிக்காக

மேயர் ~~கண~~ Inter Com ஒன்று
ஒன்று தரவேண்டி கோப்பை
16/9/22

சு. சைனிபா
16-9-22

To The Security Officer
16/9/22
சு.

ON

2022-9-9

இப்படி 368 கிளிக் உணர்த்தினால் 6 சிசிடி
Camera உருக்கியதற்கு சமீபநிலை சிசிடி உணர்த்த
பெற முடியும்.

சமீபநிலை உத்தரவிடப்பட்டது

J. Yogeswari
19/9/22
1918/m

To the Secretary for...

[Signature]

[Signature]

Camera = 6 NOS

4 Part }
APat } 2 NOS



INTERNAL QUALITY ASSURANCE CELL

VIRUDHUNAGAR HINDU NADARS' SENTHIKUMARA NADAR COLLEGE

(An Autonomous Institution Affiliated to Madurai Kamaraj University) (Re-accredited with 'A' Grade by NAAC)

VIRUDHUNAGAR - 626 001, Tamilnadu.



20-09-2022

To
The Principal,
VHNSN College (Autonomous),
Virudhunagar.

Respected Sir,

There is a technical problem in the Acer Monitor in our IQAC office. Kindly make arrangement to service the same.

Thanking You.

Mr. A. Paragay
20/09/22

Yours faithfully,

20/9/22
CO-ORDINATOR

Report

Acer 18in monitor LCD ~~not~~ Display full black not working
LCD monitor NO service in VAS PIT

A. Paragay

New Acer 21in monitor Cost : 10000/-

To
The Secretary
22/09/22

From

B.Salocia Fernando
Associate Professor & Head
Department of Botany
VHNSN College (Autonomous)
Virudhunagar.

To

The Principal
VHNSN College (Autonomous)
Virudhunagar.

Respected Sir,

Sub : Requesting for- intercom connection service rectification - regarding

I wish to bring your notice that in our Department, the intercom is not working.
Hence I request you to be kind enough to make arrangements to rectify the same.

Thank you

Virudhunagar
21-09-2022

Yours sincerely

B. Salocia Fernando
21/09/2022

No. 10/2022
DATE

Report

Botany Dept Intercom Lighting Problem Not working
A. Prabakaran

New IB Intercom Cost : 5500/-

To be ready for work
4/10/22

[Signature]

26-09-2022

From

Dr. B. Ravichandran
Head & Associate Professor
Department of Commerce
V.H.N.S.N.College (Autonomous)
Virudhunagar

To

The Principal
V.H.N.S.N.College (Autonomous)
Virudhunagar

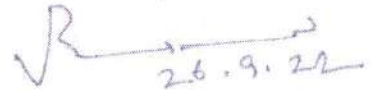
Respected Sir,

Sub : Intercom – requested – reg.

I bring to your kind notice that in our department, Intercom is not functioning. So, I request you to make necessary arrangement to replace the same.

Thank You,

Yours faithfully,


26.9.22

[Dr.B.RAVICHANDRAN]

Mr. P. Vijayavel
A
26/09/22

Report

Commerce Intercom Lighting Problem Not working

A. Ramalingam

New IB Intercom Cost : 5500/-

To
The Secretary for work
27/9/22



From

Dr. S. Prakash,
Dean - Internal,
VHNSN College (Autonomous),
Virudhunagar – 626 001.

To

The Principal,
VHNSN College (Autonomous),
Virudhunagar – 626 001.

Respected Sir,

In our Dean Internal office we are in need of an external hard disk for the data backup storage purpose. So I request you to kindly provide an external hard disk of capacity 1TB.

Thank you,

Virudhunagar,

7/10/2022.

Yours Faithfully,

S. Prakash

*To
The Secretary*

[Signature]
02/10/22

[Signature]

From

S. Karthikeyan,
Assistant Professor & PG Computer Centre In-charge,
Department of Information Technology,
V.H.N.S.N College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N College (Autonomous),
Virudhunagar.

Through

The SF Coordinator,
V.H.N.S.N College (Autonomous),
Virudhunagar.

Respected Sir,

Hereby I bring to your kind notice that PG lab needs the following peripherals to replace the not working components in Lab-4: SMPS-1 number, Mouse-1 number, and Keyboard-1 number. So I request you to kindly allow us to use the spares available in the stock.

Thanking you

Place: Virudhunagar

Date: 14-10-2022

Yours Sincerely,

S. Karthikeyan
14/10/22

For wanted

D. J. J. J.
14/10/22

Yes

14/10/22

From

S. Karthikeyan,
Assistant Professor & PG Computer Centre In-charge,
Department of Information Technology,
V.H.N.S.N College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N College (Autonomous),
Virudhunagar.

Through

The SF Coordinator,
V.H.N.S.N College (Autonomous),
Virudhunagar.

Respected Sir,

Hereby I bring to your kind notice that PG lab needs the following peripherals to replace the not working components in PG Lab I,II and III: SMPS-3 numbers, Mouse-10 numbers, and 2GB DDR2 RAM -5 numbers. So I request you to kindly allow us to use the spares available in the stock.

Thanking you

Place: Virudhunagar

Date: 27-10-2022

Yours Sincerely,

S. Karthikeyan
27/10/22

Forwarded

A. Karthikeyan
27/10/22

From the
27/10/22

From

S. Karthikeyan,
Assistant Professor & PG Computer Centre In-charge,
Department of Information Technology,
V.H.N.S.N College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N College (Autonomous),
Virudhunagar.

Through

The SF Coordinator,
V.H.N.S.N College (Autonomous),
Virudhunagar.

Respected Sir,

Hereby I bring to your kind notice that the systems in PG lab IV are outdated and not able to handle advanced softwares and students face a lot of difficulties. If we upgrade the RAMs then we are able to maintain better performance. To do so we are in need of the following peripherals.

S.No	Peripherals	Required Quantity	Approximate cost of each(Rs.)
1.	2GB DDR 2 RAM (667 MHz, PC53000-25330)	50	700
2.	2GB DDR 3 RAM (1 Rx8, PC3-10600U-999)	16	700
3.	4GB DDR 3 RAM (1333 DIMM)	1	1,200

The approximate cost of all peripherals is around Rs. 47,400/-. I request you to kindly make necessary arrangements for the upgrade at your earliest convenience.

Thanking you

Place: Virudhunagar

Date: 27-10-2022

Yours Sincerely,

Forwarded
To The Secretary order
27/10/22
[Signature]

S. Karthikeyan
27/10/22

From
Dr. K. NAGARAJAN
Head & Assoc. Professor
Dept. of Zoology,
VHNSN College (Autonomous),
Virudhunagar.

28-10-2022

To
The Principal A/c,
VHNSN College (Autonomous),
Virudhunagar

Respected sir, Sub: Change of UPS & mouse

Due to continuous usage
the following Computer gadgets has
gone out of order in our Research room

1) Mouse


2) UPS

Sir I kindly request
you to make an arrangement to change
the above mentioned gadgets with a new
one as early as possible.

Thanking you

Yours faithfully

Mr. N. Ganapathy
28/10/22


28/10/22
Dr. K. NAGARAJAN,
M.Sc., M.Phil., B.Ed., PGDCA, Ph. D.,
Head and Associate Professor,
Department of Zoology,
VHNSN College (Autonomous),
VIRUDHUNAGAR - 625 001.

Report

1) 1 kVA OFF line UPS Battery Problem and
0.5 kVA OFF line UPS Battery Problem
2) mouse right click Not working A Garaboty

mouse stock in PG Lab PTO

31-10-2022

From
Dr. B. Ravichandran
Head & Associate Professor
Department of Commerce
V.H.N.S.N.College (Autonomous)
Virudhunagar

To
The Principal
V.H.N.S.N.College (Autonomous)
Virudhunagar

Respected Sir,

We request you to provide the following Computer Accessories for connecting LCD Projector in Room No.21.

1. HDMI Cable
2. VGA Cable
3. USB LAN Card

Thank You,

Yours faithfully,

To The Secretary
3/10/22




31.10.22
[Dr.B.RAVICHANDRAN]

Q.6

Buy Foreign Deposits from 23rd Nov 2022

Computer more usage from 23rd Nov from the same company

of company to be issued

from 23rd Nov

3rd Nov from the same company

3
11/11/22

S. Rajaguru
(S-RAJAGURU)

Study?
Physical
Retention

Stock available, May be Issued

S. K. Gupta
02/11/22

Forwarded
Order
Retention

Issue from the stock
Retention

08-11-2022

From

Dr.M.Balaji
Associate Professor & Head,
Department of Management Studies,
VHNSN College (Autonomous), Virudhunagar.

To

The Principal,
VHNSN College (Autonomous), Virudhunagar.

Through

The Coordinator, SF Programmes,
VHNSN College (Autonomous), Virudhunagar.

Respected Sir

SUB: Requisition for Replacing UPS battery for the computer in our department

We would like to inform you that the UPS battery connected to the computer in our M.B.A. Department faculty room is under out of power back up. Hence I kindly request you to replace the UPS battery and make it useable for our routine official purposes at the earliest.

Thanking You

Yours faithfully,

M. M. 
2/11/2022

Dr.M.Balaji

Forwarded

08/11/22

To The Secretary




From

10-11-2022

Dr. A. Ganesh Kumar,
Head & Assistant Professor,
Department of B.Voc. (EVS & FSQM),
Virudhunagar Hindu Nadars' Senthikumara Nadar College (Autonomous),
Virudhunagar.

To

The Principal,
Virudhunagar Hindu Nadars' Senthikumara Nadar College (Autonomous),
Virudhunagar.

Through

The Coordinator,
SF Programmes,
Virudhunagar Hindu Nadars' Senthikumara Nadar College (Autonomous),
Virudhunagar.

Respected Sir,

Sub: Request for change the computer hard disc in B.Voc Department— reg.

I submit to state that, in our department the computer hard disc is malfunctioning and keyboard also not working properly. Hence I request you to kindly provide the service assistance and permission to change both the computer hard disc and keyboard.

Thanking you,

Yours sincerely

Dr. Ganesh Kumar
10/11/2022

(Dr. A. Ganesh Kumar)

Forwarded

A. Ganesh Kumar
10/11/22

Mr. A. Ganapathy for remarks

A
10/11/22

Report

Hard Disk NOT working and key board 4 keys NOT work

Hard Disk Stock in PG lab

key board stock in PG lab

Time for Stock

A
10/11/22

A. Ganapathy

11.11.2022

From
Dr.P.Mehalingam,
Assistant Professor
V.H.N.Senthikumara Nadar College (Autonomous),
Virudhunagar – 626 001.

To
The Principal,
V.H.N.Senthikumara Nadar College (Autonomous),
Virudhunagar.

Respected Sir,

As we are in need of **8 Port Link Switch** for our Department Computer lab, I humbly request you to be kind enough to do the needful and oblige.

Thanking you

Yours faithfully

Virudhunagar

[Signature]
11/11/2022

PA's for study?
[Signature]
11/11/22

Stock available may be issued

S. K. A.
14/11/22

Issue from the stock
[Signature]
16/11/22

PO

SK
Issue from stock of record
[Signature]
16/11/22

வி. இ. நா. செ. நா. கல்லூரி, விருதுநகர்.

கணக்குப்பிரிவு

அ. கு

12-11-2022

நமது கல்லூரி அலுவலக, கணக்குப்பிரிவில் உள்ள கணினியில் விசைப்பலகை
1 (Keyboard) பழுதடைந்த நிலையில் உள்ளது. அதனை மாற்றுவதற்க்கு தக்க ஆணை
வேண்டி கோப்பு சமர்ப்பிக்கப்படுகின்றது.

தங்கள் உத்தரவிற்றக்காக,

PG Lab for stock!

P
12/11/22


(C. N. Srinivasan)

Stock available, may be issued.

S. Kant
14/11/22

Issue from the stock

P
14/11/22

To

issue &
Kant's record in stock


16/11/22

விடுதலைக் கிழக்கு மூலம் செந்திகுமார மூலம்
கல்யாணி [நண்ணல்கள்] விடுதலை
மணிகள் கிழக்கு

தாள் : 15/11/22

அலுவலகக் கிழக்கு

நமது கல்யாணியின் மணிகள் விடுதலை
மணிகளின் பாதுகாப்பிற்காக இரண்டு கண்காணியை
கேள்வா கேள்விய்படுகிறது. அனைத்துமே சிந்தனை
மாங்கிவதற்கு சுவர்களின் மேலாண்மை அதுமே
வேண்டி இக்கேள்வியை பணிக்குக் கொடுக்கப்படுகிறது.

cd. edlagulak...
15/11/22
விடுதலைக்கப்பலாள்

சுவர்களின் மீது நகல்களாக
செ. சிமதி

15/11/22

To The Secretary for road

S...

15/11/22

Camera : 2
Adapt : 1

ON

16-11-2022

Maths (Res) 3 ഗവൺമെന്റ് മെമ്പർഷിപ്പ് Chemistry, Zoology,
CC TV
Camera ലിങ്ക് Adaptor
മെമ്പർഷിപ്പ് ഗവൺമെന്റ് മെമ്പർഷിപ്പ് ലിങ്ക് Adaptor

ഗവൺമെന്റ് മെമ്പർഷിപ്പ്

J. Yogeswar

16/11/22.

16/11/22

To The Secretary for school

16/11/22

J. Yogeswar

$$\text{Camera} \rightarrow 3 \left. \vphantom{\begin{matrix} 3 \\ 1 \end{matrix}} \right\} + 2 = 5$$

$$\text{Adaptor} \rightarrow 1 \left. \vphantom{\begin{matrix} 3 \\ 1 \end{matrix}} \right\} + 1 = 2$$

17-11-2022

From

Dr.M.Balaji
Associate Professor & Head,
Department of Management Studies,
VHNSN College (Autonomous), Virudhunagar.

To

The Principal,
VHNSN College (Autonomous), Virudhunagar.

Through

The Coordinator, SF Programmes,
VHNSN College (Autonomous), Virudhunagar.

Respected Sir

SUB: Requisition for replacing change Lan switch 16 port in M.B.A. department faculty room

We would like to inform you that the **change Lan switch 16 port** in M.B.A. Department faculty room which is connected to the cctv camera and wifi to M.B.A. Department under out of order. Hence I kindly request you to replace the **change Lan switch 16 port** and make it useable for our routine official purposes at the earliest.

Thanking You

Yours faithfully,



Dr.M.Balaji

Forwarded



Instead of a 16 port switch
2 Eight Port switches
issued.



To be ready






DEPARTMENT OF BUSINESS ADMINISTRATION

[Recognised as Research Centre by Madurai Kamaraj University]

V.H.N. SENTHIKUMARA NADAR COLLEGE (Autonomous)
VIRUDHUNAGAR - 626 001



☎ 04562-280154

✉ winwinbba@gmail.com

🌐 www.vhnsnc.edu.in

18.11.2022

Dr.G.Murugesan

Head and Associate Professor

To

The Principal,
VHNSN College (Autonomous),
Virudhunagar.

Sir,

Sub: Replacement of Intercom device – Reg.

The intercom phone in our department is not functioning properly and it is in need to be replaced. This is for your kind information and necessary action. Kindly do the needful.

Thanking you,

Yours faithfully,

*Mr. P. Vijayaraj
18/11/22*

*[Signature]
18/11/22*

Repost The intercom phone is not working in BBA Dept. It's not serviceable and it's also very old one. So it may replace with new IP phone. Approximate cost will be RS 5000/- (Phone + Power adapter)
P. vijayaraj

To The Secretary for work

*28/11/22
[Signature]*

From

Mr.Z.Ramya Sushil
Associate Professor and Head
Department of Information Technology
VHNSN College(Autonomous)
Virudhunagar

To

The Principal
VHNSN College(Autonomous)
Virudhunagar

Through

The Coordinator
SF Programmes
VHNSN College(Autonomous)
Virudhunagar

Respected Sir,

Sub: Requisition of new printer for our department – Reg.


I would like to inform you that mother board, Power supply unit and coil unit of printer - Canon LBP3300 in our department is not working. The printer was serviced by Royal Computer, Virudhunagar on 13.10.2022. They said that the damaged parts of the printer cannot be rectified. Since the printer becomes unserviceable, we need new printer to carry out all our department printing work. So, I kindly request you to provide us new printer at your earliest convenience.

Thanking you,


Virudhunagar

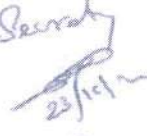

18.11.2022

Yours Sincerely,


[Mr.Z.Ramya Sushil]

Forwarded


22/11/22

To
The Secretary

23/11/22


From

Dr.G.Murugesan
Head and Associate Professor
Department of Business Administration
VHNSN College (Autonomous)
Virudhunagar

To

The Principal
VHNSN College (Autonomous)
Virudhunagar

Respected Sir,

I bring to your notice that an **Internet 8 Port Switch** was failed to operate and I humbly request you to assist someone to repair it at your earliest convenience.

Thank you,

Virudhunagar

22.11.2022

Yours sincerely


(Dr.G.MURUGESAN)

Ms. A. Ganapathy
22/11/22

Report

Internet 8 Port Not working

A Ganapathy

8 Port Switch stock in PG lab

Issue from Stock


28/11/22

23-11-2022

From

A.Nagavaratharajan
Associate Professor & Centre In-Charge (UG Computer Lab)
VHNSN College (Autonomous)
Virudhunagar.

To

The Principal
VHNSN College (Autonomous)
Virudhunagar.

Through

The Co-ordinator (SF Programmes)
VHNSN College (Autonomous)
Virudhunagar.

Respected Sir,

Sub : Computer Accessories - requested – reg.

We are in need of the following Computer Accessories for the UG Computer Lab. So, I request you to issue the same.

- | | |
|---------------------|--------|
| 1. Motherboard H110 | 1 No. |
| 2. RAM DDR2 2GB | 3 Nos. |
| 3. SMPS | 2 Nos. |
| 4. USB DVD Drive | 1 No. |
| 5. Keyboard | 3 Nos. |
| 6. Mouse | 3 Nos. |

Department of Chemistry
VHNSN College (Autonomous)
Virudhunagar - 626001

From

Head of the Department of Chemistry
VHNSN College (Autonomous)
Virudhunagar

To

The Principal
VHNSN College (Autonomous)
Virudhunagar

Respected Sir,

In the instrumentation room of our department, the UV and FT-IR instruments connected computer system is not working at present due to hard disk problem. So I request you to kindly arrange to change the hard disk and rectify the problem.

With thanks

Yours Faithfully

C. Karunan
(Dr.C.KARUNAKARAN)

28/11/22

Mr. A. Ganapathy for remarks

A
28/11/22

Report

Intel Pentium 250GB Hard Disk full not working

SSD 128GB - ~~56~~ Hard Disk stock in PG lab

A Ganapathy

Yes
change the hard disk

By
30/11/22

06-12-2022

அலுவலகக்குறிப்பு

நமது கல்லூரியிலுள்ள Student Co-Optex Storeல் அலுவலகர்கள் பணிபுரியவதற்காக கம்ப்யூட்டர் மற்றும் இணையதளவசதி தேவைப்படுவதால் கீழ்க்கண்ட உபகரணங்கள் தேவைப்படுகிறது.

1.8 - port switch – 1

2.SMPS – 2

3.RAM 4GB DDRA3 – 1

4.Keyboard and Mouse – 1

மேற்கண்ட உபகரணங்கள் வழங்குவதற்கு தங்களின் அனுமதி ஆணை வேண்டி கோப்பு சமர்ப்பிக்கப்படுகிறது.

தங்களின் உத்தரவிற்காக,

N.Nogayeni
6/12/22

J.Jogeswar
6/12/22

செய்து
6/12/22

To
The Secretary
6/12/22

அனுப்புநர்

கா.பூதீதர்,
தமிழ்த்துறைத் தலைவர் (சுயநிதி),
வி.இ.நா செந்திக்குமாரநாடார் கல்லூரி, (தன்னாட்சி)
விருதுநகர்.

பெறுநர்

முதல்வர் அவர்கள்,
வி.இ.நா செந்திக்குமாரநாடார் கல்லூரி, (தன்னாட்சி)
விருதுநகர்.

வழி

ஒருங்கிணைப்பாளர் அவர்கள்,
வி.இ.நா செந்திக்குமாரநாடார் கல்லூரி, (தன்னாட்சி)
விருதுநகர்

பொருள் : பழுதாகி உள்ள துறைக் கம்ப்யூட்டரைச் சரி செய்ய வேண்டுகல்
- தொடர்பாக

மதிப்பிற்குரிய ஐயா,

வணக்கம். எமது துறையில் உள்ள கம்ப்யூட்டர் பழுதானதால்
பயன்படுத்த முடியாமல் உள்ளது. அதனைச் சரி செய்து பயன்பாட்டிற்குக்
கொண்டு வர தக்க ஆவண செய்ய வேண்டுமாறு கேட்டுக் கொள்கிறேன்

நன்றி ,

விருதுநகர்,

09.12.2022.

தங்கள் உண்மையுள்ள



Forwarded

A. A. 70
09/12/22

Mr. A. Parappan

09/12/22

Report

SMPs NOT working

A. A. 70

Yes rectify the problem

SMPs stock in PG lab





From

Dr. J. Vimal Priyan
Head and Assistant Professor
Department of Commerce (CA) SF
VHNSN College (Autonomous)
Virudhunagar

To

The Principal
VHNSN College (Autonomous)
Virudhunagar

Through

The Coordinator
Self-Finance Programmes
VHNSN College (Autonomous)
Virudhunagar

Respected Sir,

Sub: Requisition 8 port network Switch replacement - Reg

I wish you to bring this information that our Commerce CA SF department's (Golden Jubilee Block) 8 port network switch is not functioning due to Power fluctuation. Hence, I request you to make the necessary arrangements to replace the above accessory for our access.

Thanking you.

Yours Sincerely,


[Dr. J. Vimal Priyan]

Place: Virudhunagar

Date: 09/12/2022

Forwarded


09/12/22

Stock - Pa lab/c
09/12/22

Issue for Stock
13/12/22

8 port switch not available in the stock

S. K. K. K.
13/12/22

From

Dr. J. Vimal Priyan
Head and Assistant Professor
Department of Commerce (CA) SF
VHNSN College (Autonomous)
Virudhunagar

To

The Principal
VHNSN College (Autonomous)
Virudhunagar

Through

The Coordinator
Self-Finance Programmes
VHNSN College (Autonomous)
Virudhunagar

Respected Sir,

Sub: Requisition Computer System components (PC) Requirement - Reg

I wish you to bring this information that our Commerce CA SF department's (Golden Jubilee Block) staff room's computer system (PC) is not functioning due to Power fluctuation. Hence, I request that you to provide the following components to our department for our access.

1. SMPS
2. Key Board
3. Mouse
4. UPS

Thanking you.

Yours Sincerely,


[Dr. J. Vimal Priyan]

Place: Virudhunagar

Date: 12/12/2022

Forwarded
Placable
Stock?
12/12/22
12/12/22
To Security from
13/12/22
SMPS, Keyboard & mouse available in the stock, UPS not available
S. K. P.
13/12/22

From

Dr. J. Vimal Priyan
Head and Assistant Professor
Department of Commerce (CA) SF
VHNSN College (Autonomous)
Virudhunagar

To

The Principal
VHNSN College (Autonomous)
Virudhunagar

Through

The Coordinator
Self-Finance Programmes
VHNSN College (Autonomous)
Virudhunagar

Respected Sir,

Sub: Requisition Computer System components (PC) Requirement - Reg

I wish you to bring this information that our Commerce CA SF department's (Golden Jubilee Block) staff room's computer system (PC) is not functioning due to Power fluctuation. Hence, I request that you to provide the following components to our department for our access.

1. SMPS
2. Key Board
3. Mouse
4. UPS

Thanking you.

Yours Sincerely,

[Signature]
[Dr. J. Vimal Priyan]

Place: Virudhunagar

Date: 12/12/2022

Forwarded
Pls check
Study?
12/12/22
in the stock, UPS not available
S. K. [Signature]
13/12/22
To security from
13/12/22

From

Dr.R. Palaniappan,
SF Co-Ordinator (SF Programmes),
VHNSN College (Autonomous),
Virudhunagar.

To

The Principal,
VHNSN College (Autonomous),
Virudhunagar.

Respected Sir,

The Computer in our office is under disrepair. We request you to kindly make necessary arrangements to get it repaired at your earliest convenience.

Thank you

With Regards

Virudhunagar

16-12-2022

Yours sincerely,

Dr. R. Palaniappan
16/12/22
Dr.R.Palaniappan

Mr. A. Ganapathy
A
16/12/22

Report

Computer SMPS is not working.
SMPS Stock in PU Lab.

C. Palaniappan
21/12/22.

Issue from Stock
A
21/12/22

From

D.Rajkumar,
Head & Associate Professor,
Department of Computer Applications,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Through

Coordinator SF Programmes,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Respected Sir,

We are in need of LCD Projector for handling the classes through ICT enabled teaching for our MCA Students. In this regard, we request you to provide us with one LCD Projector so as to enable the faculties to do ICT enabled teaching in the I MCA class room.

Thanking You.

Date: 19-12-2022
Place: Virudhunagar

Yours sincerely,

D.Rajkumar
19/12/2022
D.Rajkumar

Forwarded

D.Rajkumar
19/12/22

Issue from a stock

P
19/12/22

[Red Stamp]

From

D.Rajkumar,
Head & Associate Professor,
Department of Computer Applications,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Through

Coordinator SF Programmes,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Respected Sir,

We are in need of one LCD projector screen along with ceiling mounting kit to fix the projector screen in I MCA Class room. Kindly provide the same at your earliest convenience.

Thanking You,

Date: 19-12-2022
Place: Virudhunagar

Yours sincerely,

D.Rajkumar
19/12/2022
D.Rajkumar

Forwarded

Chandrayan
19/12/22

To
The Secretary
19/12/22

[Red Signature]

ON

20-12-2022

മൂല്യം നൂറ് രൂപയിൽ. മുൻപുള്ള കമ്പ്യൂട്ടർ സർവ്വീസുകൾക്ക് Computer and
Monthes Board. മുൻപുള്ള കമ്പ്യൂട്ടർ സർവ്വീസുകൾക്ക് Monthes.
Board മുൻപുള്ള കമ്പ്യൂട്ടർ സർവ്വീസുകൾക്ക് 7000/- രൂപയിൽ Monthes
Monthes Board മുൻപുള്ള കമ്പ്യൂട്ടർ സർവ്വീസുകൾക്ക് Monthes
Board മുൻപുള്ള കമ്പ്യൂട്ടർ സർവ്വീസുകൾക്ക്

മുൻപുള്ള കമ്പ്യൂട്ടർ സർവ്വീസുകൾക്ക്
 J. Yogeswar
 20/12/22

To
 The Secretary for and
 20/12/22

[Handwritten signature]

ON

20-12-2022

நமது கல்லூரி அலுவலகத்தில் உள்ள Internet Main Access Point பழுதடையும் தருவாயில் உள்ளதால் அதை புதியதாக மாற்றுவதற்கு தங்களின் அனுமதி ஆணை வேண்டி கோப்பு சமர்ப்பிக்கப்படுகிறது.

தங்களின் உத்தரவிற்காக,

N-Nagarami
20/12/2022

J. Yogeswarar
20/12/22

20/12/22

Stock Available in our Ph Lab

forwarded


20/12/22

Yes


20/12/22



From

R. Lavanya
Assistant Professor & Head
Department of English(SF)
VHN Senthikumara Nadar College (Autonomous)
Virudhunagar

21/12/2022
Virudhunagar

To

The Principal
VHN Senthikumara Nadar College (Autonomous)
Virudhunagar

Through

The Coordinator
SF Programmes
VHN Senthikumara Nadar College (Autonomous)
Virudhunagar

Respected sir

SUB: Requirement of gadgets in the Department of English(SF)-reg

I wish to bring to your kind notice that the newly installed motherboard in the CPU does not support the old keyboard and the mouse. The motherboard has only USB options. Hence we are in need of USB Keyboard and USB Mouse for the smooth functioning of the computer. Also we need Network 8 Port Switch for uninterrupted Network supply. Kindly do the needful.

Gadgets Required:

- 1) USB Keyboard - 1Nos
- 2) USB Mouse - 1 Nos
- 3) Network 8 Port Switch - 1 Nos

Thank You

Yours sincerely,

R. Lavanya 21/12/2022
(R.Lavanya)

Forwarded
Pr. Lavanya
21/12/22
stacy?
A. Lavanya
21/12/22

USB Keyboard & USB Mouse available, may be issued
8 port Switch not available →
S. K. K. P.
23/12/22
To be security for ...
23/12/22

From

R. Lavanya
Assistant Professor & Head
Department of English(SF)
VHN Senthikumara Nadar College (Autonomous)
Virudhunagar

21/12/2022
Virudhunagar

To

The Principal
VHN Senthikumara Nadar College (Autonomous)
Virudhunagar

Through

The Coordinator
SF Programmes
VHN Senthikumara Nadar College (Autonomous)
Virudhunagar

Respected sir

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I wish to bring to your kind notice that the newly installed motherboard in the CPU does not support the old keyboard and the mouse. The motherboard has only USB options. Hence we are in need of USB Keyboard and USB Mouse for the smooth functioning of the computer. Also we need Network 8 Port Switch for uninterrupted Network supply. Kindly do the needful.

Gadgets Required:

- 1) USB Keyboard - 1Nos
- 2) USB Mouse - 1 Nos
- 3) Network 8 Port Switch - 1 Nos

Thank You

Yours sincerely,

R. Lavanya 21/12/2022
(R.Lavanya)

Forwarded

stacy?

21/12/22

(R. Lavanya)
21/12/22

USB Keyboard & USB Mouse available, may be issued
8port Switch not available →

S. K. K.
23/12/22

may be issued from the store
To be security for an

[Signature]

23/12/22

From

D.Rajkumar,
Head & Associate Professor,
MCA Computer Centre i/c,
Department of Computer Applications,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Through

Coordinator SF Programmes,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Respected Sir,

We are in need of the following things for our MCA Computer Centre.

1. H55 Motherboard – 2 Nos.
2. 2GB DDR3 RAM – 2 Nos.
3. Keyboard – 2 Nos.
4. Mouse - 5 Nos.
5. 2GB DDR2 RAM – 2 Nos.
6. Hard disk - 1 No.

I request you sir, kindly provide the same.

Thanking You,

Yours Sincerely,

Date: 22-12-2022

Place: Virudhunagar

D.Rajkumar
22/12/2022
D.Rajkumar

Forwarded

Issue from Stock
22/12/22

26-12-2022

From

Dr. G Amudha
Librarian,
VHNSN College(Autonomous),
Virudhunagar.

To

The Principal,
VHNSN College(Autonomous),
Virudhunagar.

Respected Sir,

We are in need of **8-Port Switch** for network connection to data entry at our library. I request you to kindly offer the same to our library.

Thanking you,

Yours Sincerely,

[Signature]
26/12/2022

Study?

A
26/12/22

The above mentioned switch is available at the library. The same has been availed by the librarian during the stock verification in a "Temporary" basis, now they request us to keep them in a "Permanent" basis

S. K. Arif
28/12/22

Forwarded

A. Arif
Yes
A
28/12/22



INTERNAL QUALITY ASSURANCE CELL

VIRUDHUNAGAR HINDU NADARS' SENTHIKUMARA NADAR COLLEGE

(An Autonomous Institution Affiliated to Madurai Kamaraj University) (Re-accredited with 'A' Grade by NAAC)

VIRUDHUNAGAR - 626 001, Tamilnadu.



27-12-2022

To
The Principal,
VHNSN College (Autonomous),
Virudhunagar.

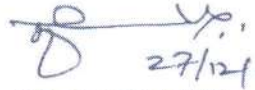
Respected Sir,

One of the Computer in the IQAC office is with the Core 2 Duo Processor and with the OS Windows XP. This system cannot be upgraded. So higher end OS cannot be installed. In the Windows XP environment browser cannot be opened. This system was purchased in 2007. Kindly replace this computer with a good configuration computer.

Thanking You.

Yours faithfully,

To
The Secretary
27/12/22


27/12/22
CO-ORDINATOR

From,

N.G.S. Parameswaran,
Assistant Professor, MBA Computer centre i/c,
Department of Computer Applications,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

To,

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Through,

The SF Coordinator,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Respected Sir,

In the I MBA Classroom the System Number 64 and the projector VGA Cable is not working. I kindly request you sir to make arrangement to replace the system and the cable as early as possible.

Thanking You.

Date: 27-12-2022

Place: Virudhunagar

Yours Sincerely,

N.G.S. Parameswaran
N.G.S. PARAMESWARAN

One ^{extra} system available in our COE office maybe given to
I M.B.A Classroom. VGA cable maybe purchased.
Forwarded.

G. Jayaraj
27/12/22

Transfer from COE office

VGA cable may be purchased from
the school office
To all hands for order



From

S. Karthikeyan,
Assistant Professor & PG Computer Centre In-charge,
Department of Information Technology,
V.H.N.S.N College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N College (Autonomous),
Virudhunagar.

Through

The SF Coordinator,
V.H.N.S.N College (Autonomous),
Virudhunagar.

Respected Sir,

Hereby I bring to your kind notice that PG lab needs the following peripherals to replace the not working components in PG Lab IV: SMPS-3 numbers, Mouse-2 numbers, SSD Hard Disk - 1 number and Keyboard -1 numbers. So I request you to kindly allow us to use the spares available in the stock.

Thanking you

Place: Virudhunagar

Date: 29-12-2022

Yours Sincerely,

S. Karthikeyan
29/12/22

Approved

A. Karthikeyan
29/12/22

Yes

A
29/12/22

From

S. Karthikeyan,
Assistant Professor & PG Computer Centre In-charge,
Department of Information Technology,
V.H.N.S.N College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N College (Autonomous),
Virudhunagar.

Through

The SF Coordinator,
V.H.N.S.N College (Autonomous),
Virudhunagar.

Respected Sir,

Hereby I bring to your kind notice that PG computer lab is having a minimum number of licensed operating systems. To upgrade the systems in a phased manner, we wish to upgrade the systems in PG lab-3 with the original windows 10 pro software since the systems are recently purchased. The cost of buying new windows 10 pro software for 7 systems is approximately Rs.32,200/-. So I request you to kindly make arrangements to upgrade the lab at your earliest convenience.

Thanking you

Place: Virudhunagar

Date: 02-01-2023

Yours Sincerely,

S. Karthikeyan
02/01/23

Forwarded

[Signature]
02/01/23

To The Secretary

[Signature]
02/01/23

[Signature]

200000
50000

150000

From
Mrs. B. Salocia Fernando
Head and Associate Professor
Department of Botany
VHNSN College (Autonomous)
Virudhunagar-626 001.

02.01.2023

To
The Principal
VHNSN College(Autonomous)
Virudhunagar.

Respected Sir,

We have given our LCD projector to get serviced. After it get serviced, we would like that to be get fixed in our II M.Sc Botany Classroom Hence I request you to be kind enough to grant permission for the same.

Thanking you.

Yours faithfully,


02/01/2023
(B.SALOCIA FERNANDO)

To
The Secretary

02/01/23



விருதுநகர் இந்து நாடார்கள் செந்திக்குமார நாடார் கல்லூரி (தன்னாட்சி),
விருதுநகர்.

அ.கு.

05.01.2023

இப்பவும் நமது கல்லூரி அலுவலகத்தில் புதியதாக கட்டியிருக்கும் Reception ரூமிற்கு
8 Port Switch for Internet, புதிய Intercom 1ம் தேவைப்படுவதால் அதனை வழங்குவதற்கு
அனுமதி ஆணை வேண்டி கோப்பு சமர்ப்பிக்கப்படுகிறது.

தங்கள் அனுமதிக்காக.

முன் அனுமதி
5/1/23

சு.சுவாமிநாதன்
5-1-23

To The Security for order
5/1/23

5/1/23

விருதுநகர் இந்து நாடார்கள் செந்திக்குமார நாடார் கல்லூரி (தன்னாட்சி),
விருதுநகர்.

அ.கு.

05.01.2023

இப்பவும் நமது கல்லூரி அலுவலகத்தில் புதியதாக கட்டியிருக்கும் Reception ரூமிற்கு
8 Port Switch for Internet, புதிய Intercom 1ம் தேவைப்படுவதால் அதனை வழங்குவதற்கு
அனுமதி ஆணை வேண்டி கோப்பு சமர்ப்பிக்கப்படுகிறது.

தங்கள் அனுமதிக்காக,

சுமன் அருளிச்சா
5/1/23

சு.ச.நவனாம்பேரி
5-1-23

To The Security for order
சு.ச.நவனாம்பேரி

சு.

From

S. Karthikeyan,
Assistant Professor & PG Computer Centre In-charge,
Department of Information Technology,
V.H.N.S.N College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N College (Autonomous),
Virudhunagar.

Through

The SF Coordinator,
V.H.N.S.N College (Autonomous),
Virudhunagar.

Respected Sir,

Hereby I bring to your kind notice that the 8 port network switch situated near the B.Ed college gate is not working and needs to be replaced. So I request you to kindly allow us to use the network switch available in the stock.

Thanking you

Place: Virudhunagar

Date: 19-01-2023

Yours Sincerely,

S. Karthikeyan
19/01/23

Forwarded

(A. Karthikeyan)
19/01/23

Yes

19/01/23

23.01.2023

From,

Dr. P. SAMI, M.Sc., M.Phil., Ph.D.,
Associate Professor of chemistry & Dean-Student Services,
V.H.N. Senthikumara Nadar college (Autonomous),
Virudhunagar-626001

To

THE PRINCIPAL,
V.H.N. Senthikumara Nadar college (Autonomous),
Virudhunagar-626001

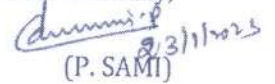
Respected Sir,



SUB: Requisition for Back-up Battery for my office Computer-Reg
@@@@@

Thank you very much for sanction the new computer to my office with latest version. The computer is installed in the Dean-Student Services Office and it needs the battery for the UPS power backup. I request you to place necessary orders to get a battery for the UPS of my office.

Thank you,

Yours faithfully,


(P. SAMI) 23/01/23

To
The Secretary

23/01/23


28.01.23

ജിയാനാ ദിവി

മുഖ്യ മന്ത്രി മുഖ്യ മന്ത്രി മുഖ്യ മന്ത്രി
മുഖ്യ മന്ത്രി, മുഖ്യ മന്ത്രി
മുഖ്യ മന്ത്രി മുഖ്യ മന്ത്രി

മുഖ്യ മന്ത്രി മുഖ്യ മന്ത്രി
28/1/23

PR
(R.VANNA PERUMAL)

To The Secretary for order
28/1/23

To be
used for
P.G. Lab.

PR

From

Dr. B. Ravichandran
Head & Associate Professor
Department of Commerce
V.H.N.S.N College(Autonomous)
Virudhunagar.

To

The Secretary
V.H.N.S.N College(Autonomous)
Virudhunagar.

Through

The Principal
V.H.N.S.N College(Autonomous)
Virudhunagar.

Respected Sir,

We are very happy to inform you that in our department Room No.21 is renovated as a conference hall by the support of Commerce Alumni Association.

For the new conference hall we need the following equipments and chairs.

AC	1	Projector	-	1	→ stock in PG lab
	2	Computer	-	1	→ Rs 30000/-
AC	3	Audio System	-	1	
AC	4	Podium	-	1	→ Rs 125000/-
	5	Chairs	-	150 Nos.	
	6	VIP Chairs	-	5 Nos.	
VR	7	Table	-	2 Nos.	

We request you to provide the above requirements for the efficient functioning of our new conference hall.

Thanking You

Yours faithfully

Virudhunagar

08.02.2023

Ravichandran
8.2.23

[Dr. B. RAVICHANDRAN]

1. Projector LCD stock in PG lab

Issue from stock
8/2/23

A. Ganabotla

From

Dr. B. Ravichandran
Head & Associate Professor
Department of Commerce
V.H.N.S.N College(Autonomous)
Virudhunagar.

To

The Secretary
V.H.N.S.N College(Autonomous)
Virudhunagar.

Through

The Principal
V.H.N.S.N College(Autonomous)
Virudhunagar.

Respected Sir,

We are very happy to inform you that in our department Room No.21 is renovated as a conference hall by the support of Commerce Alumni Association.

For the new conference hall we need the following equipments and chairs.

- | | | | |
|-----------------|---|----------|-------------------|
| 1. Projector | - | 1 | → stock in PG lab |
| 2. Computer | - | 1 | → Rs 30000/- |
| 3. Audio System | - | 1 | |
| 4. Podium | - | 1 | |
| 5. Chairs | - | 150 Nos. | |
| 6. VIP Chairs | - | 5 Nos. | |
| 7. Table | - | 2 Nos. | |

We request you to provide the above requirements for the efficient functioning of our new conference hall.

Thanking You

Yours faithfully

Virudhunagar

08.02.2023

[Dr. B. RAVICHANDRAN]

1. Projector LCD stock in PG lab

Issue from the stock
A
08/02/23

A. Ganabotla

From

S. Karthikeyan,
Assistant Professor & PG Computer Centre In-charge,
Department of Information Technology,
V.H.N.S.N College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N College (Autonomous),
Virudhunagar.

Through

The SF Coordinator,
V.H.N.S.N College (Autonomous),
Virudhunagar.

Respected Sir,

Hereby I bring to your kind notice that PG lab needs the following peripherals to replace the not working components in PG Lab IV: Mouse-4 numbers. So I request you to kindly allow us to use the spares available in the stock.

Thanking you

Place: Virudhunagar

Date: 08/02/2023

Yours Sincerely,

S. Karthikeyan
08/02/23

Forwarded
A. Jayaraj
08/02/23
Yes
08/02/23

From

22/02/2023

Dr.G.Amudha

Librarian

VHNSN College(Autonomous)

Virudhunagar

To

The Principal

VHNSN College(Autonomous)

Virudhunagar


Respected Sir,

One of Our library system has the problem in RAM. I kindly request you to do the needful arrangements to recover the same.

Thanking you.

Yours Sincerely.

Mr. A. Ganapathy
A
22/02/23


22/02/2023

Report

DDR 2 GB Ram NOT working

A Ganapathy

DDR 2 GB Ram stock in PG lab

Issue from Stock
A
24/02/23

From

Dr.N.Prithivikumaran
Head & Associate Professor of Physics
V.H.N.Senthikumara Nadar College (Autonomous)
Virudhunagar

To

The Principal,
V.H.N.Senthikumara Nadar College (Autonomous)
Virudhunagar

Respected Sir,

In order to provide internet connection to our Physics alumni Lecture hall and Research laboratories in our department we are in need of **two 8-port switch** and a **24-port switch**. I request you to kindly provide us the same.

With thanks,

Virudhunagar

23-02-2023

Yours sincerely,

N.P.N.L

Stock?

PA Cab'le
A
24/02/23

Stock available, may be issued

S. K. K. P.
25/02/23

Issue from Stock
A
25/02/23

From

Dr. K. Nagarajan
Associate Professor and Head
Department of Zoology
VHNSN College (Autonomous)
Virudhunagar

To

The Principal
VHNSN College (Autonomous)
Virudhunagar

Respected Sir,

Sub: Requisition to replace network card in the computer – reg.

I wish to bring to your kind notice that the network card in one of the computers of our department is out of order. I request you to make arrangements to replace it with a new one at the earliest.

Thank you.

Yours faithfully
K. Nagarajan
(K. NAGARAJAN) 25/2/23

Virudhunagar
25-02-2023

Dr. K. NAGARAJAN,
M.Sc., M.Phil., B.Ed., PGDCA, Ph. D.,
Head and Associate Professor,
Department of Zoology,
VHNSN College (Autonomous),
VIRUDHUNAGAR - 626 001.

Mr. A. Ganapathy
27/2/23

Report

~~one~~ On mother board lan card Not working

A Ganapathy

USB lan card Cost : 400/-

To the Secretary
A Ganapathy
27/2/23

Q

03.03.2023

From
Dr.P.Mehalingam
Assistant Professor and PFMS Nodal Officer
VHN Senthikumara Nadar College (Autonomous)
Virudhunagar

To
The Principal
VHN Senthikumara Nadar College (Autonomous)
Virudhunagar

Respected sir

I wish to inform you sir that Computer keyboard is not working properly. Hence, I humbly request you to kind enough to replace the same at your earliest convenience.

Thanking you

Yours faithfully

2/3/23

study
P.A. bh
P
03/03/23


3/3/2023
(P.MEHALINGAM)

Stock available may be issued

S. K. P
06/03/23

Issue from study
P
06/03/23

From

T.Murugesan
Director of Physical Education
V.H.N.S.N.College (Autonomous)
Virudhunagar

To

The Principal
V.H.N.S.N.College (Autonomous)
Virudhunagar

Respected Sir,

I wish to bring to your kind notice that, Computer UPS in our department of physical education is not functioned and the monitor screen also display with black dots. So I request you to kindly grant order to do the repairing work.

Thanking You,

Virudhunagar

08.03.2023

Yours truly,

(Signature)
08/03/2023

Mr. A. Ganapathy
(Signature)
08/03/23

Report : UPS Battery Problem

A Ganapathy

UPS Battery Cost : 850/-

Monitor No services and monitor no stock in lab

monitor 18' ~~cost~~ Cost : 7000/-

To
The Secretary for work
(Signature)
16/03/23

(Signature)

From

D.Rajkumar,
Head & Associate Professor,
MCA Computer Centre i/c,
Department of Computer Applications,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

To

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Through

Coordinator SF Programmes,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Respected Sir,

In our MCA computer centre one 24 Port switch is not working. I request you sir,
kindly arrange to provide one 24 Port switch for our MCA Computer Centre.

Thanking You,

Yours Sincerely,

Date: 16-03-2023

Place: Virudhunagar

D.Rajkumar

DRK
16/03/2023

Forwarded

Ch. J. J.
16/03/23

24 port Switch is available in our lab stock.

Yes
A
17/03/23

sup
16/03/23

13/03/2023

From

Dr.J.Vimal Priyan.,
Head & Assistant Professor of Commerce CA (SF)
V.H.N.S.N. College (Autonomous)
Virudhunagar.

To

The Principal
V.H.N.S.N. College (Autonomous)
Virudhunagar.

Through

The Coordinator
SF- Courses
V.H.N.S.N. College (Autonomous)
Virudhunagar.

Respected Sir,

Sub: Requisition of new Mouse Device- reg

I bring to your kind notice that,Our department mouse device was not functioning properly. So,I kindly request you to replace with new Mouse device.

Thanking you,

Yours Sincerely,

Vimal Priyan

Forwarded

A. J. P.
13/03/23

stock?

A.
13/03/23

Issue from the stock

A.
14/03/23

Stock available may be issued

S. I. K. P.
14/03/23

[Red signature]

15.03.2023

From

R.Mohan,
Associate professor and Head,
Department of Mathematics,
VHNSN College,
Virudhunagar.

To

The Principal,
VHNSN College,
Virudhunagar.

Respected Sir,

We have planned to fix LCD projector in the Mathematics Model Lab. So I request you to provide the necessary kit to fix the LCD projector.

Thanking you,

Yours faithfully,

R.Mohan

To
The Secretary

[Signature]
15/03/23

[Signature]

LCD Projector kit : 2000

15m VGA cable : 1200

15m HDMI cable : 1200

4400

From
Dr. B. Ravichandran
Head & Associate Professor
Department of Commerce
V.H.N. Senthikumara Nadar College(Autonomous)
Virudhunagar.

To
The Principal
V.H.N. Senthikumara Nadar College(Autonomous)
Virudhunagar.

Respected Sir,

We request you to make necessary arrangement for the installation of the LCD projector (used in Room No.21) in the room number 23 in our department.

Thanking You

Virudhunagar
17.03.2023

Yours faithfully



[Dr. B. RAVICHANDRAN]

To
The Secretary
17/03/23



VGA Cable 15m - 1200 NT
HTMA cable 15m+ - 1200 NT
Projector kid . 2000
6x4 screen 1V : 5000

9400

21-03-2023

From

A.Nagavaratharajan
Associate Professor & Centre In-Charge (UG Computer Lab)
VHNSN College (Autonomous)
Virudhunagar.

To

The Principal
VHNSN College (Autonomous)
Virudhunagar.

Through

The Co-ordinator (SF Programmes)
VHNSN College (Autonomous)
Virudhunagar.

Respected Sir,

Sub: New Hard disk - requested – reg.

I would like to bring to your kind notice that in our UG Computer Lab in System no-66 Hard disk is not in working condition. So, I request you to make necessary arrangement to replace the hard disk with new one.

Thank you,

Yours faithfully,

Forwarded

A. Ganapathy
21/03/23

Mr. A. Ganapathy

A
22/03/23

From Store
A
23/03/23

250 Hard Disk NOT working A Ganapathy

SSD Hard Disk in stock PG lab

From.

N.G.S.Parameswaran,
Assistant Professor, MBA Computer centre i/c,
Department of Computer Applications,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

To,

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Through,

The Coordinator – SF Programmes,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Respected Sir,

In our MBA Computer Centre an 8 port switch is not working due to power fluctuation issue. So, I kindly request you to provide an 8 port switch for our MBA Computer Centre.

Thanking You.

Yours Sincerely,

N.G.S. Parameswaran.

N.G.S.PARAMESWARAN

Date: 24-03-2023

Place: Virudhunagar

*8 port switch
Available in stock*

Forwarded

*(A. I. J. F.)
24/03/23*

Item from stock

24/03/23

From

Dr.N.Prithivikumaran
Head & Associate Professor of Physics
V.H.N.Senthikumara Nadar College (Autonomous)
Virudhunagar

To

The Principal,
V.H.N.Senthikumara Nadar College (Autonomous)
Virudhunagar

Respected Sir,

In view of effective implementation of ICT based teaching and learning we are in need of **Three LCD projectors and three computer systems** to be installed in the classrooms of the department of Physics. I request you to kindly provide us the same which will be much beneficial to our students as well as faculties.

With thanks,

Virudhunagar
30-03-2023

Yours sincerely,

N.P.K.

From

R.Mohan,
Associate professor and Head,
Department of Mathematics,
VHNSN College,
Virudhunagar.

To

The Principal,
VHNSN College,
Virudhunagar.

30/03/23

Respected Sir,

We are in need of a computer system for the Mathematics Model Lab to use LCD projector. So I request you to provide a computer system.

Thanking you.

Virudhunagar,
30.03.2023

Yours faithfully,



From.

N.G.S. Parameswaran,
Assistant Professor, MBA Computer centre i/c,
Department of Computer Applications,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

To,

The Principal,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Through,

The Coordinator – SF Programmes,
V.H.N.S.N. College (Autonomous),
Virudhunagar.

Respected Sir,

In our MBA Computer Centre Two 24 port switches are not working due to power fluctuation issue. So, I kindly request you to provide Two 24 port switches for our MBA Computer Centre.

Thanking You.

Date: 08-04-2023

Place: Virudhunagar

Yours Sincerely,

N.G.S. Parameswaran.
N.G.S. PARAMESWARAN

Forwarded:

A. Angil
08/04/23

To The Secretary
08/04/23



04.05.2023

அ.கு

இப்பவும் நமது கல்லூரியில் தட்டச்சர் பிரிவில் உள்ள கம்ப்யூட்டரில் ^{Manila} மவுஸ் பழுது அடைந்துள்ளதால் அதனை சரிசெய்ய அனுமதி வேண்டி கோப்பு சமர்ப்பிக்கப்படுகிறது.

தங்கள் அனுமதிக்காக,

தீயினி அழகர் வேளப்பாண்டி

4/5/23

சுபாஷாண்டி
4-5-23

To The Secretary Sec
order

4/5/23

9/

விருதுநகர் இந்து நாடார்கள் செந்திக்குமார நாடார் கல்லூரி (தன்னாட்சி),
விருதுநகர்.

அலுவலகக் குறிப்பு

04.05.2023

இப்பவும் நமது கல்லூரி தட்டச்சப் பிரிவில் உள்ள HP Laser Jet Pro M501 பிரிண்டர்
மார்ச் 2020ம் ஆண்டு வாங்கி பயன்படுத்தப்பட்டு வருகின்றது. அது தற்சமயம் அடிக்கடி
பழுதடைந்து வருகிறது. மேலும், பிரிண்ட் செய்யும் போது எழுத்துக்கள் தெளிவாகத்
தெரியவில்லை. இதுவரை மொத்தம் 300000 பிரிண்டர்கள் எடுக்கப்பட்டுள்ளது.

எனவே புதியதாக வேறு ஒரு கூடுதல் வசதி கொண்ட பிரிண்டர் (Legal - Front &
Back) வாங்குவதற்கு அனுமதி வேண்டி கோப்பு சமர்ப்பிக்கப்படுகிறது.

தங்களது உத்தரவிற்காக,

4/5/23
4/5/23
4/5/23

சு. சுவாமிநாதன்
4-5-23

To
The Secretary
Order
4/5/23

S. Karthikeyan,
Assistant Professor & PG Computer Centre In-charge,
Department of Information Technology,
V.H.N.S.N College (Autonomous),
Virudhunagar.

To
The Principal,
V.H.N.S.N College (Autonomous),
Virudhunagar.

Through
The SF Coordinator,
V.H.N.S.N College (Autonomous),
Virudhunagar.

Respected Sir,

Hereby I bring to your kind notice that the 10 (40AH) UPS batteries purchased during the year 2017 are in not working condition. The service engineers from Matrix systems tested the condition of the UPS batteries and reported that the 40AH battery is not capable of handling the load and insisted on replacing the 40AH batteries with 60AH batteries. The replacement cost of the UPS batteries is about Rs.85,000+18% Tax (approximately). Herewith I have attached the service report for your reference. I request you to kindly do needful to replace the UPS batteries at the earliest convenience.

Thanking you

Place: Virudhunagar

Date: 06/05/2023

Yours Sincerely,

S. Karthikeyan
06/05/23

Forwarded
09/05/2023
To The secretary for
order
9/5/23



V.H.N SENTHIKUMARA NADAR COLLEGE

(An Autonomous Institution affiliated to Madurai Kamaraj University)

[Re-accredited with 'A' Grade by NAAC]

LOW COST ACCESS TO HIGH QUALITY EDUCATION



CENTRE FOR PLACEMENT AND TRAINING

Dr.B.PAVALA KUMAR
Placement and Training Officer

19/05/2023

To

The Principal,
V.H.N.S.N.College (Autonomous),
Virudhunagar.

Dear Sir,

SUB: Requisition of Computer peripherals for the Placement Centre

The CRT Monitor and UPS in our placement office is worn out and not functioning properly. The battery in the two UPS is to be replaced. Hence, I request you to kindly provide us with new monitor and batteries for the UPS. Kindly do the needful.

Thanking You,

Yours faithfully,

B.Pavala Kumar
19/05/23

To the secretary for order
A
19/5/23

CRT monitor Not working

~~CRT monitor~~ ~~in lab~~ stock

Old CRT monitor sent to dump
B.Pavala Kumar

A.Pavala Kumar

CRT monitor in lab

1-UPS Batty

Cost = 850/-

Old Batteries (2 Nos) sent
to lab for dump

B.Pavala Kumar

A
29/5/23

From

Dr.N.Prithivikumaran
Head & Associate Professor of Physics
V.H.N.Senthikumara Nadar College (Autonomous)
Virudhunagar

To

The Principal,
V.H.N.Senthikumara Nadar College (Autonomous)
Virudhunagar

Respected Sir,

Sub: Requisition for 5 KVA Stabilizer system for PG laboratory- reg.,

I would like to bring to your kind knowledge that the 5 KVA stabilizer system kept in our PG laboratory has got completely damaged in the fire mishap happened in January, 2023. It is absolute necessary to install stabilizer for the safty of the electrical and electronic equipments in the laboratory. In this regard I request you to kindly provide us a 5 KVA stabilizer.

With thanks,

Virudhunagar
30-05-2023

Yours sincerely,



To
The secretary
to
20/5/23

