



# PONDICHERRY UNIVERSITY

(A Central University)

## BOYS HOSTELS OFFICE

Dr. S. SUDALAI MUTHU  
CHIEF WARDEN,  
Email: chiefwardenboys@gmail.com

C.V. Raman Hostels Office  
R. Venkatraman Nagar  
Kalapet  
Puducherry- 605 014

No. PU/UHs/CW/2018-19/ ~~436~~

Date: 08.11.2018

## CIRCULAR

*Sub: Guidelines for registering Electrical/ Water Cooler/ Carpentering/ Plumbing & Wi-Fi complaints – Reg.*

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It is informed that the Hostel inmates are advised to follow the following procedures for registering/making complaints.


### 1) For Electrical / Water Cooler complaints

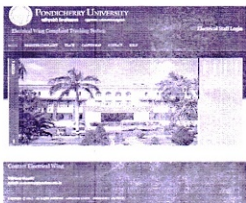
Inmates are advised to use the following procedure for making Electrical/ Water Cooler complaint with their Student ID and details.



Step 1: Go to Pondicherry University Website [www.pondiuni.edu.in](http://www.pondiuni.edu.in)

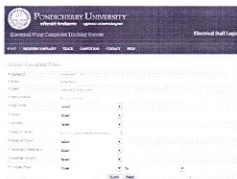
Step 2: Click  Services Option from PU Links available in the bottom of the page.



Step 3: Services Management System  Electrical Services



Step 4: Select Register Complaint  Student  Student Complaint Form



Step 5: Fill the form and click submit for registering a Complaint.

The inmates are asked to enter their Register No. available in the ID card in the remarks column.

#### Contact Electrical Wing

- Tel: 0413-2654267
- Email: [ae.electrical@pondiuni.edu.in](mailto:ae.electrical@pondiuni.edu.in)

#### 2) For Civil Complaints

The inmates are asked to contact the following workers for the Plumbing/Carpentering work complaints.

##### Plumbing Work

- R.Govindan (Plumber) - Contact No: 9159275658, 7598439184

##### Carpentering Work

- P.Bakkiaraj (Carpenter) - Contact No: 9626482800, 7598439182

#### 3) For Wi-Fi Complaint

Inmates are advised to use the following procedures for making Wi-Fi complaint.

- Contact Computer Centre, Administrative Block, Pondicherry University.
- Write a Complaint letter address to the System Manager, Pondicherry University.

#### 4) For Security Related

Inmates are advised to use the following procedure for Security Related complaints.

- Officer on Special Duty(OSD) - 0413-2654253
- Assistant Security Officer - 0413-2654265
- OSD (Vigilance & Security) Office - 0413-2654553
- Main Gate – I - 0413 2654240
- Main Gate – II - 0413 2654296

#### 5) Manual Complaint

In addition to the above if the inmates wants to give any specific complaints are asked to submit their complaint letter duly forwarded by the concerned Wardens to the C.V.Raman Hostel Office.

  
(Dr. S. SUDALAI MUTHU)  
CHIEF WARDEN-BOYS HOSTELS

To

- 1) All Inmates,

Copy to:

- 1) The Deputy Chief Wardens/Wardens
- 2) The Systems Manager, Computer Centre – with a request to host in the University Website.
- 3) Notice Board.