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#### 4.4.2: Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) during the last five years

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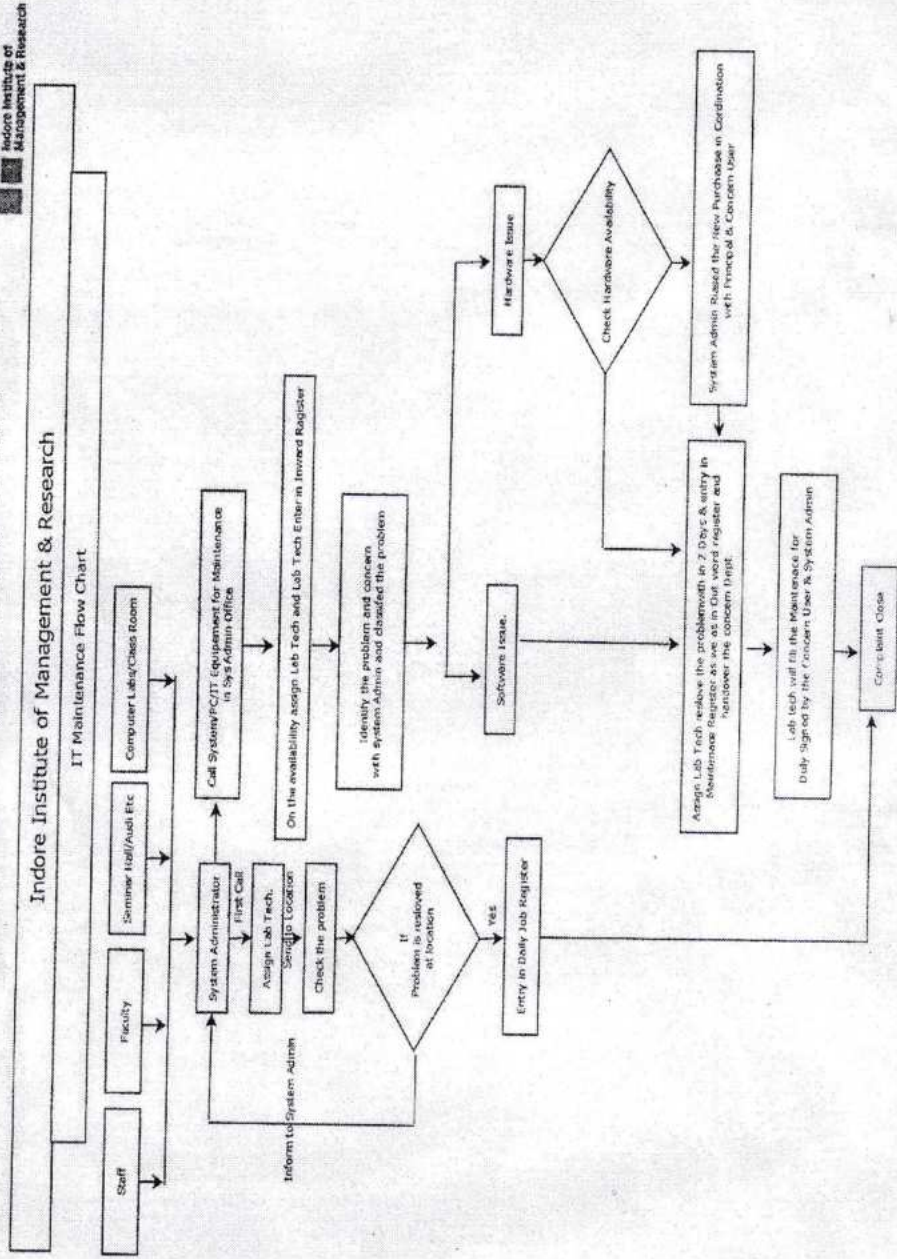
  
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**Maintenance Policy and Standard Operating Procedures (SOPs)**



**IT Maintenance Flow Chart**



*Signature*

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### SOP- Maintenance of Computers (Hardware & Software) and Networking

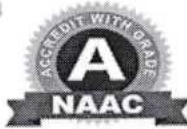
**Purpose:** The purpose of this Standard Operating Procedure (SOP) is to form guidelines and procedures to be adopted for maintenance of computers (Hardware & Software) and networking.

- a) Scope: This procedure is applicable for maintenance of computers in all the Departments, Sections and Computer Centers.
- b) Responsibility: System administrator.
- c) Policies and Procedures:
  - Whenever there is a problem with computer hardware or software the respective lab-in charge/Lab Staff / individual has to call the repair request to the System administrator.
  - After received request system admin assign one lab staff and lab staff visit the place and check the problem if problem is small he or she immediately resolve it and entry the detail in the register and if problem is little complex then machine will be forwarded to system admin office.
  - In System administrator office they maintain log register and they entry the details with problem and assign the lab staff for the same.
  - Assign Lab staff coordinate with system admin and resolve the problem and filled the form and mention the issues and solution.
  - The repair form is seemed to be closed once the problem is solved with System admin signed and end user signs the form.
  - At last again outward entry in register and machine will be send to respective place
  - In due course of repair, if the need for purchase of spare parts arises, the request from system administrator is raised and the same is submitted to principal with signature of end user.
  - If the required amount is less than Rs 10000/-, principal approves it for the necessary purchases and if the requirement is more, the requisition is forwarded to purchase committee as per SOP.

Cont...



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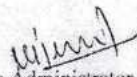
## Indore Institute of Management & Research, Indore


d) Guidelines for the users:

- For utilization of computers, the users have to make an entry in the log register.
- The user is not allowed to plug in their external drives without prior permission.
- The respective user will be held responsible for any damage or malfunction of the computer.
- There will be no claim for loss of data saved on desktop.
- The user should not delete/uninstall any data or software.
- Only necessary documents are allowed to print on nominal charge basis.

e) Records to be maintained:

- Repair form
- Log book

  
System Administrator  
System Administrator  
IPST/IMP/IMR

  
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**Physical and Technical Facilities Maintenance:**

**Computer Labs Maintenances Sheet**


**Monthly Maintenance Record**

**Institution Name:** Reporting Period: July 2023 - June 2024

**1. Computer Labs Maintenance Checklist**

Month	Lab Name	Date of Maintenance	General Check-up (✓/✗)	Remarks	Signature
July 2023	Lab 1	07 July 2023	✓	Everything is OK no major problem	Ajay
	Lab 2	08 July 2023	✓	No major problem found OK	Ajay
	Lab 3	10 July 2023	✓	No issue found OK	Ajay
August 2023	Lab 1	02 August 23	✓	No issue found absolutely OK	Ajay
	Lab 2	03 August 23	✓	No issue found - OK	Ajay
	Lab 3	04 August 2023	✓	Everything is OK	Ajay
September 2023	Lab 1	02 Sep 2023	✓	Everything is OK	Ajay
	Lab 2	04 Sep 2023	✓	OK	Ajay
	Lab 3	05 Sep 2023	✓	only update win 11 process, everything OK	Ajay
October 2023	Lab 1	03 October 2023	✓	update anti-virus, clean junk file OK	Ajay
	Lab 2	04 October 2023	✓	Everything is OK	Ajay
	Lab 3	06 Oct 2023	✓	No issue found OK	Ajay
November 2023	Lab 1	01 Nov 2023	✓	No issue found OK	Ajay
	Lab 2	03 Nov 2023	✓	No issue found OK	Ajay
	Lab 3	06 Nov 2023	✓	No issue found OK	Ajay
December 2023	Lab 1	01 Dec 2024	✓	No issue found OK	Ajay
	Lab 2	04 Dec 2024	✓	No issue found OK	Ajay
	Lab 3	05 Dec 2024	✓	No issue found OK	Ajay
January 2024	Lab 1	03 January 24	✓	No issue found OK	Ajay
	Lab 2	04 January 24	✓	No issue found OK	Ajay



  
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**Physical and Technical Facilities Maintenance:**

**Computer Labs Maintenances Sheet**

**Monthly Maintenance Record**

Institution Name: Reporting Period: July 2023 - June 2024

**1. Computer Labs Maintenance Checklist**

Month	Lab Name	Date of Maintenance	General Check-up (✓/X)	Remarks	Signature
July 2023	Lab 1	07 July 2023	✓	Everything is OK no major problems	Ajay
	Lab 2	08 July 2023	✓	No major problem found OK	Ajay
	Lab 3	10 July 2023	✓	No issue found OK	Ajay
August 2023	Lab 1	02 August 23	✓	No issue found additionally OK	Ajay
	Lab 2	03 August 23	✓	No issue found - OK	Ajay
	Lab 3	04 August 2023	✓	Everything is OK	Ajay
September 2023	Lab 1	02 Sep 2023	✓	Everything is OK	Ajay
	Lab 2	04 Sep 2023	✓	OK	Ajay
	Lab 3	05 Sep 2023	✓	only update win 11 process, everything OK	Ajay
October 2023	Lab 1	03 October 2023	✓	update win, clean junk file OK	Ajay
	Lab 2	04 October 2023	✓	Everything is OK	Ajay
	Lab 3	06 Oct 2023	✓	No issue found OK	Ajay
November 2023	Lab 1	01 Nov 2023	✓	No issue found OK	Ajay
	Lab 2	03 Nov 2023	✓	No issue found OK	Ajay
	Lab 3	06 Nov 2023	✓	No issue found OK	Ajay
December 2023	Lab 1	01 Dec 2024	✓	No issue found OK	Ajay
	Lab 2	04 Dec 2024	✓	No issue found OK	Ajay
	Lab 3	05 Dec 2024	✓	No issue found OK	Ajay
January 2024	Lab 1	03 January 24	✓	No issue found OK	Ajay
	Lab 2	04 January 24	✓	No issue found OK	Ajay



*(Signature)*

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February 2024	Lab 3	05 Jan 2024	✓	No issue found OK	Year
	Lab 1	08 Feb 2024	✓	No issue found OK	Year
	Lab 2	09 Feb 2024	✓	No issue found OK	Year
	Lab 3	09 Feb 2024	✓	No issue found OK	Year
March 2024	Lab 1	05 Mar 2024	✓	No issue found OK	Year
	Lab 2	06 Mar 2024	✓	No issue found OK	Year
	Lab 3	12 Mar 2024	✓	No issue found OK	Year
April 2024	Lab 1	02 Apr 2024	✓	No issue found OK	Year
	Lab 2	03 Apr 2024	✓	No issue found OK	Year
	Lab 3	04 Apr 2024	✓	No issue found OK	Year
May 2024	Lab 1	01 May 2024	✓	No issue found OK	Year
	Lab 2	02 May 2024	✓	No issue found OK	Year
	Lab 3	06 May 2024	✓	No issue found - OK	Year
June 2024	Lab 1	03 Jun 24	✓	No issue found OK	Year
	Lab 2	04 Jun 2024	✓	No issue found OK	Year
	Lab 3	05 Jun 2024	✓	No issue found - OK	Year

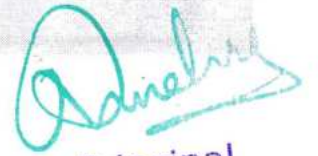
**General Check-up Includes**

1. Inspecting all hardware components for physical damage or wear and tear.
2. Verifying the functionality of:
  - o Monitors
  - o Keyboards and mice
  - o Printers and scanners
  - o Networking equipment (routers, switches, etc.)
3. Ensuring proper software updates and antivirus installations.
4. Checking power supply units and surge protectors.
5. Cleaning and dusting internal components (CPU, fans, etc.) to prevent overheating.
6. Verifying internet connectivity and system responsiveness.

Wasiq Khan  
28 Jun 23

Wasiq Khan  
Lab Technician  
IIMR



  
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**Faculty & Staff Maintenance Sheet**

**2. Faculty/Staff Computers Maintenance Checklist**

Month & Year - July 2023

S.No	Faculty/Staff Name/Department	Date of Maintenance	General Check-up (✓/X)	Remarks	Signature
1	Dr. Rishi Dubey Principal IIMR	03 July 2023	✓	No issue found OK	[Signature]
2	Dr. Simranjeet Kaur Sandhar	03 July 23	✓	No issue found OK	[Signature]
3	Dr. Rakshita Puranik	03 July 23	✓	No issue found OK	[Signature]
4	Dr. Pooja Shrivastava	03 July 23	✓	No issue found OK	[Signature]
5	Dr. Sapna Nagotra	"	✓	" OK	[Signature]
6	Ms. Dimple Sukhiya	"	✓	" OK	[Signature]
7	Dr. Shijji Shukla	"	✓	" OK	[Signature]
8	Mr. Hamish Kukreja	"	✓	" OK	[Signature]
9	Mr. Nayan Bhidodiya	"	✓	" OK	[Signature]
10	Dr. Vaibhav Modak	"	✓	" OK	[Signature]
11	Dr. Vinayak Khare	"	✓	" OK	[Signature]
12	Dr. Rishu Agarwal	"	✓	" OK	[Signature]
13	Dr. Mohitash Nagotra	04 July 23	✓	No issue found OK	[Signature]
14	Dr. Vishal Geete	04 July 23	✓	No issue found OK	[Signature]
15	Dr. Anuradha Pathak	04 July 23	✓	No issue found OK	[Signature]
16	Dr. Asha Mishra	"	✓	"	[Signature]
17	Dr. Subhangi Jain	"	✓	"	[Signature]
18	Ms. Alka Mandloi	"	✓	"	[Signature]
19	Ms. Kriti Vishwakarma	"	✓	"	[Signature]



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20	Ms. Pujja Mandloi		04 July 23	✓	NO ISSUE FOUND OK	04 July
21	Mr. Gajendra Dubey		"	✓	"	"
22	Mr. Rajesh Bhandari		"	✓	"	"
23	Ms. Vinny Katyai		"	✓	"	"
24	Mr. Abhay Sahasrabudhe		"	✓	"	"
25	Dr. Sourabh Shrivastava		"	✓	"	"
26	Dr. Veena Dadwani		"	✓	"	"
27	Mr. Gauri Sankar Saini		"	✓	"	"
28	Ms. Sushma Ingle		05 July 23	✓	NO ISSUE FOUND OK	05 July
29	Ms. Halima Mansuri		05 July 23	✓	NO ISSUE FOUND OK	05 July
30	Mr. Prathmesh Kaushal		05 July 23	✓	NO ISSUE FOUND OK	05 July
31	Mr. Anil Panchal		"	✓	"	"
32	Mr. Vikky Kushwaha		"	✓	"	"
33	Mr. Wasim Khan		"	✓	"	"
34	Dr. Shijji Shukla		"	✓	"	"

*Wasim Khan Technician  
Lab NIMR*

**General Check-up Includes**

1. Inspecting all hardware components for physical damage or wear and tear.
2. Verifying the functionality of:
  - o Monitors
  - o Keyboards and mice
  - o Printers and scanners
  - o Networking equipment (routers, switches, etc.)
3. Ensuring proper software updates and antivirus installations.
4. Checking power supply units and surge protectors.
5. Cleaning and dusting internal components (CPU, fans, etc.) to prevent overheating.
6. Verifying internet connectivity and system responsiveness.



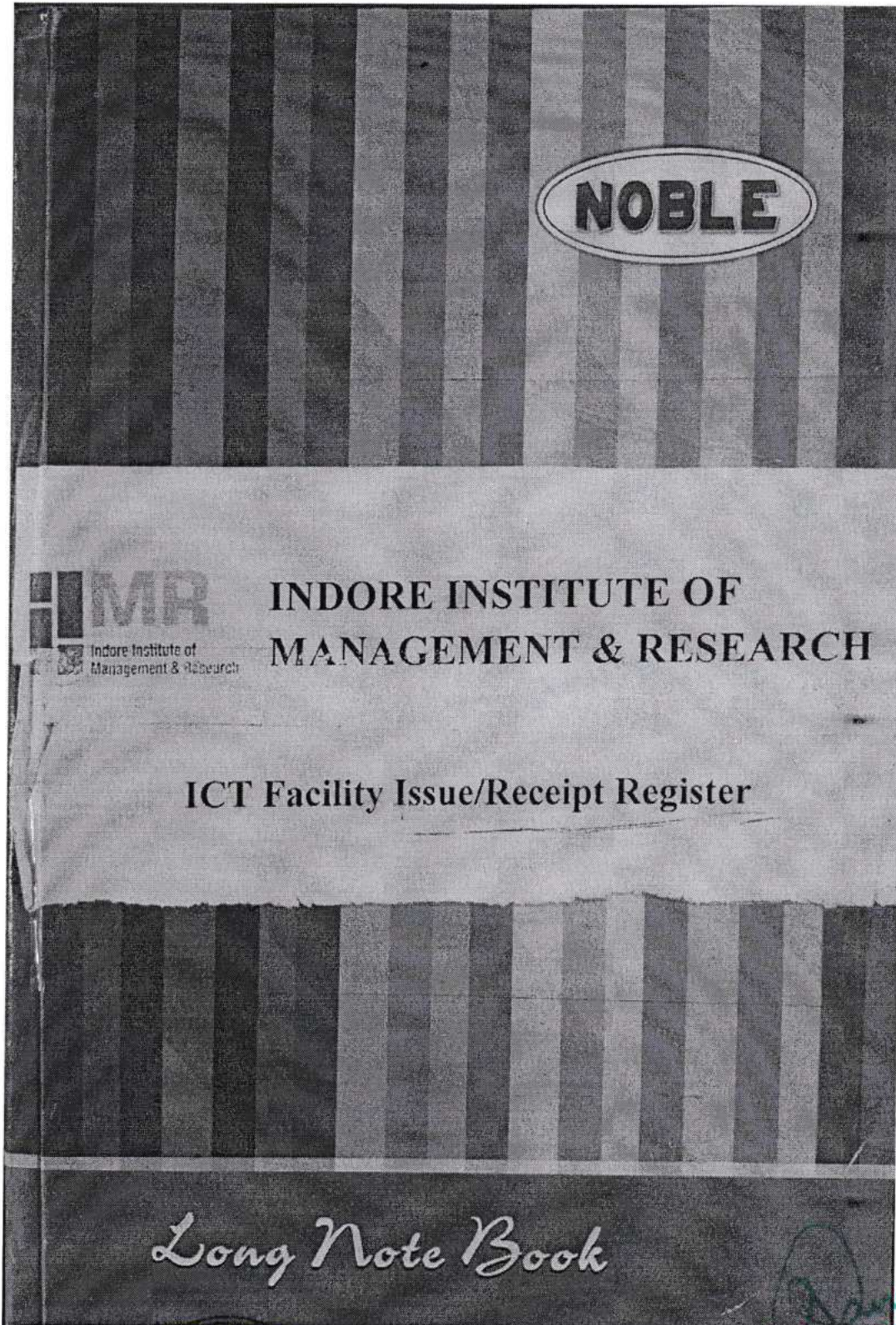
*Sanjay*

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**ICT Facility Issue/ Receipt Register**



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Session July to Sep 2023-2024						
S.No	Name	Item Name	Item code	Date of issue	Date of Return	Sign
34	Vaibhav Vanshrey	Speaker	068	4/07/23	4/17/23	[Signature]
35	Vaibhav Vanshrey	Speaker	068	6/7/23	24/7/23	[Signature]
37	Atharvayug Vivek Raghunath's	Speaker	068	10/8/23	10/8/23	[Signature]
37	Atharvayug	Speaker	068	11/8/23		[Signature]
38	Urvashi Sharma	Speaker	068	11/8/23	11/8/23	[Signature]
33	Abhishek Jagtap	Speaker	068	14/08/2023		[Signature]
34	Tanaya Chaudhan Amisha Patil	Speaker	068	24/01/24 Samaya	24/01/24	[Signature]
35	Arundhati Dehadraya	Speaker	068	25/10/24	24/11/24	[Signature]
36	Vivek Enph	1. Cordless mic 2. Extension 3. Receiver 4. cables		20.5.24	Return Next day 21/05/24	[Signature]
37	Arundhati Dehadraya	Speaker	068 Recd	12/ Aug	12/ Aug	[Signature]
38	ZoBes mic System with Speaker	Narendra Patel MBA 2nd sem	068	08/11/2024	08/Nov/24	[Signature]



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**Inward Register Year 2023-2024**



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Date: \_\_\_\_\_  
P. No: \_\_\_\_\_

Date: \_\_\_\_\_  
P. No: \_\_\_\_\_

S. No	Department Name	Item	S. No / Code	Date of Received	Receiver Name	Time	Remark
01	Crani Sankar Saini	CP4	C-1001	26 July 23	Wasim Khan	10:00 AM	<i>[Signature]</i>
02	Admin Office	Printer	P-54	31 July 23	Wasim Khan	10:50 AM	<i>[Signature]</i>
03	Mr. Anil Panchal	CP4	C-1005	4 Aug 23	Wasim Khan	12:05 PM	<i>[Signature]</i>
04	Faculty Room-1	Printer	P-66	8 Aug 23	Wasim Khan	11:45 PM	<i>[Signature]</i>
05	Faculty Room - (PA)	Printer	P-53	11 Aug 23	Wasim Khan	2:00 PM	<i>[Signature]</i>
06	Ms. Kalima Masum	CP4	C-1003	14 Aug 23	Wasim Khan	10:15 AM	<i>[Signature]</i>
07	Dr. Ajay Puri	CP4	C-1037	18 Aug 23	Wasim Khan	10:00 AM	<i>[Signature]</i>
08	Principal Cabin	Printer	P-55	21 Aug 23	Wasim Khan	10:45 AM	<i>[Signature]</i>
09	Ms. Sushringale	CP4	C-1002	23 Aug 23	Wasim Khan	11:00 AM	<i>[Signature]</i>
10	Mr. Parthmesh Kumar	CP4	C-1004	28 Aug 23	Wasim Khan	9:45 AM	<i>[Signature]</i>
11	Mr. Vikky Kushwaha	CP4	C-1006	02 SEP 23	Wasim Khan	10:45 AM	<i>[Signature]</i>
12	Admin Office	Printer	P-54	06 SEP 23	Wasim Khan	10:15 AM	<i>[Signature]</i>



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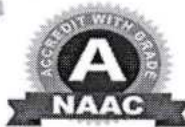


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**Maintenance Register 2023-2024**



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Date: \_\_\_\_\_  
P. No: \_\_\_\_\_

Date: \_\_\_\_\_  
P. No: \_\_\_\_\_

S.No	Dept. Name	Per-no	Make	Receiving Date	Problem	Identified	Action taken	Date of Delivery	Tech Sign
01	Cransu Sinter Sarc. C-1001	CP4		26 July 23	Display issue	Find	Ram slot change Clear bus	26 July 23	Alu
02	Admin Office	PS4	Printer	31 July 23	Paper Jam	Issue in	Remove paper	31 July 23	Alu
03	Mr. Anil parihar	C1005	CP4	4 Aug 23	Display not show		Clear RAM and Slot change	4 Aug 23	Alu
04	Faculty Room-1	P.66	Printer	05 Aug 23	Paper Jam Issue	Find	Remove paper in the printer	05 Aug 23	Alu
05	Faculty Room-1 (P4)	P.53	Printer	11 Aug 23	Paper Jam Issue	Find	Remove paper	11 Aug 23	Alu
06	Ms. Kalima Nansari	C1003	CP4	14 Aug 23	Display problem	Find	Clear display RAM.	14 Aug 23	Alu
07	Dr. Anil Patel	C-1034	CP4	18 Aug 23	SPSS 22. Read set Software		Install SPSS ver. 22	18 Aug 23	Alu
08	Principals cabin	P-55	Printer	21 Aug 23	Paper Jam in this printer		Remove paper Jam	21 Aug 23	Alu
09	Ms. Seshora Inge	C1002	CP4	23 Aug 23	Display issue	Change	Remove and Reinstall RAM	23 Aug 23	Alu
10	Mr. Prathmesh Kawthar	C-100	CP4	28 Aug 23	Google Chrome not working	Problem	Install update Google Chrome	28 Aug 23	Alu
11	Mr. Vikky Keshu	CP4	C1006	02 Sep 23	Printer Driver not	Install	Install Driver	02 Sep 23	Alu
12	Admin Office	PS4	Printer	06 Sep 23	Paper Jam issue		Remove Jam paper	06 Sep 23	Alu



*Alu*

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**Outward Register 2023-2024**



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Date: \_\_\_\_\_  
 P. No: \_\_\_\_\_

Date: \_\_\_\_\_  
 P. No: \_\_\_\_\_

S.No	Department Name	Item	C-Id Con	Date of Deliver	Deliver to Name	Time	Remark with Signat
01	Cravasi Sanjay Saini	CP4	C-1001	26 July 23	Wasim Khan	11:00 Am	Done
02	Admin office	Printer	P-54	31 July 23	Wasim Khan	11:15 Am	Done
03	Mr Anil parshat	CP4	C-1005	4 Aug 23	Wasim Khan	12:20 Pm	Done
04	Faculty Room - (17)	Printer	P-66	08 Aug 23	Wasim Khan	2:30 Pm	Done
05	Faculty Room - 1 (16)	Printer	P-53	11 Aug 23	Wasim Khan	3:05 pm	Done
06	Ms. Kalima Marsuri	CP4	P-1003	14 Aug 23	Wasim Khan	10:50 Am	Done
07	Dr. Ajay Puri	CP4	C-1034	18 Aug 23	Wasim Khan	11:05 Am	Done
08	Principal cabin	printer	P-55	21 Aug 23	Wasim Khan	21 Aug 23 1:10	Done
09	Ms. Sushma Ingle	CP4	C-1002	23 Aug 23	Wasim Khan	23 Aug 11:10 Am	Done
10	Mr. Prathmesh Khande	CP4	C-1004	28 Aug 23	Wasim Khan	28 Aug 23 10:15 Am	Done
11	Mr. Vikrey Kushwaha	CP4	C-1006	06 Sep 23	Wasim Khan	11:30 Am	Done
12	Admin office	printer	P-54	06 Sep 23	Wasim Khan	12:00 P	Done



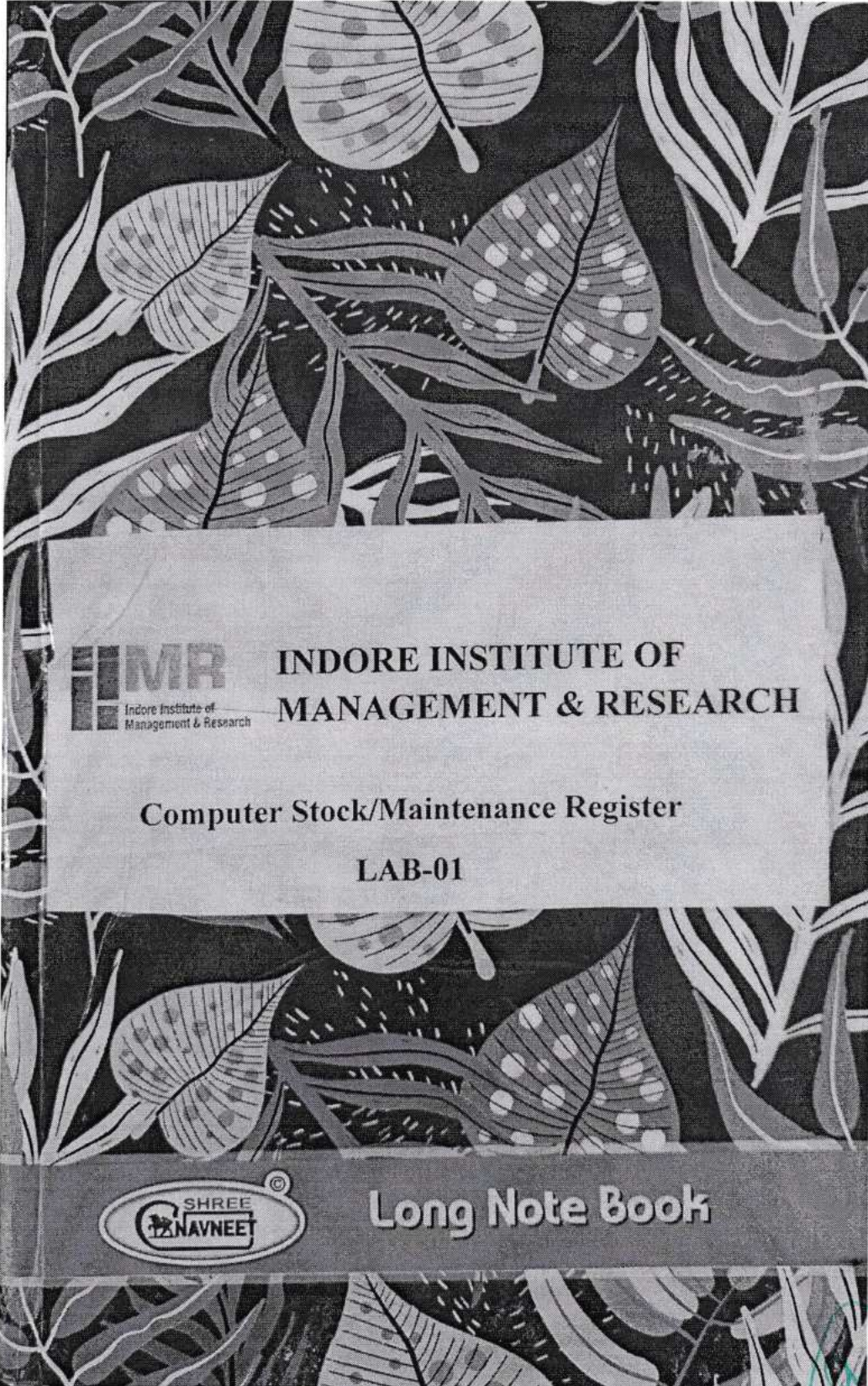
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**Computer Labs Maintenance Register**



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S.No	Computer No.	Configuration	Page No.
1	IIMR\COMP\C-751	Intel® Pentium® Core™ i3-3220 CPU @ 3.30GHz, 12 GB (RAM), 240 GB (SSD), 500 GB (Hard Disk)	1 to 4
2	IIMR\COMP\C-1241	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	5 to 8
3	IIMR\COMP\C-1242	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	9 to 12
4	IIMR\COMP\C-1243	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	13 to 16
5	IIMR\COMP\C-1244	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	17 to 20
6	IIMR\COMP\C-1245	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	21 to 24
7	IIMR\COMP\C-1246	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	25 to 28
8	IIMR\COMP\C-1247	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	29 to 32
9	IIMR\COMP\C-1248	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	33 to 36
10	IIMR\COMP\C-1249	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	37 to 40
11	IIMR\COMP\C-1250	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	41 to 44
12	IIMR\COMP\C-1251	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	45 to 48
13	IIMR\COMP\C-1252	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	49 to 52
14	IIMR\COMP\C-1253	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	53 to 56
15	IIMR\COMP\C-1254	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	57 to 60
16	IIMR\COMP\C-1255	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	61 to 64
17	IIMR\COMP\C-1256	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	65 to 68

18	IIMR\COMP\C-1257	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	69 to 72
19	IIMR\COMP\C-1258	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	73 to 76
20	IIMR\COMP\C-1259	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	77 to 80
21	IIMR\COMP\C-1260	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	81 to 84
22	IIMR\COMP\C-1261	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	85 to 88
23	IIMR\COMP\C-1262	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	89 to 92
24	IIMR\COMP\C-1263	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	93 to 96
25	IIMR\COMP\C-1264	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	97 to 98
26	IIMR\COMP\C-1265	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	101 to 104
27	IIMR\COMP\C-1266	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	105 to 108
28	IIMR\COMP\C-1267	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	109 to 112
29	IIMR\COMP\C-1268	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	113 to 116
30	IIMR\COMP\C-1269	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	117 to 120
31	IIMR\COMP\C-1270	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	121 to 124

Date: \_\_\_\_\_  
 P. No: \_\_\_\_\_



*Anshu*  
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 RAU, INDORE (M.P.)



11MA/Comp/C-751

Date:   
 P. No:

Date.	Problem Identified and Action	Status
15 Feb 23	Configure Windows, Install ms office, A8 & Studio, Chrome, Mozilla Firefox Tally.	OK
13 Mar 23	HP Support update update and Clean junk file Temp. file	OK
14 Aug 23	System hanging issue. format and Reinstall win 11 & soft	Aug OK
08 Oct 23	Microsoft office Corrupted and scan Install 2019 ms office done.	Aug OK
10 Oct 24	Browser is not working Install latest browser google chrome	Aug OK
24 Oct 24	System Slow Process Scan PC and Temp Junk file Delete	Aug OK



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Date: \_\_\_\_\_  
P. No. \_\_\_\_\_

S.No	Computer No.	Configuration	Page No.
1	IIMR\COMP\C-782	Intel® Pentium® Core™ i3-3220 CPU @ 3.30GHz, 12 GB (RAM), 240 GB (SSD), 500 GB (Hard Disk)	1 to 4
2	IIMR\COMP\C-1271	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	5 to 8
3	IIMR\COMP\C-1272	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	9 to 12
4	IIMR\COMP\C-1273	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	13 to 16
5	IIMR\COMP\C-1274	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	17 to 20
6	IIMR\COMP\C-1275	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	21 to 24
7	IIMR\COMP\C-1276	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	25 to 28
8	IIMR\COMP\C-1277	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	29 to 32
9	IIMR\COMP\C-1278	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	33 to 36
10	IIMR\COMP\C-1279	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	37 to 40
11	IIMR\COMP\C-1280	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	41 to 44
12	IIMR\COMP\C-1281	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	45 to 48
13	IIMR\COMP\C-1282	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	49 to 52
14	IIMR\COMP\C-1283	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	53 to 56
15	IIMR\COMP\C-1284	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	57 to 60
16	IIMR\COMP\C-1285	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	61 to 64
17	IIMR\COMP\C-1286	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	65 to 68

18	IIMR\COMP\C-1287	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	69 to 72
19	IIMR\COMP\C-1288	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	73 to 76
20	IIMR\COMP\C-1289	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	77 to 80
21	IIMR\COMP\C-1290	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	81 to 84
22	IIMR\COMP\C-1291	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	85 to 88
23	IIMR\COMP\C-1292	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	89 to 92
24	IIMR\COMP\C-1293	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	93 to 96
25	IIMR\COMP\C-1294	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	97 to 100
26	IIMR\COMP\C-1295	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	101 to 104
27	IIMR\COMP\C-1296	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	105 to 108
28	IIMR\COMP\C-1297	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	109 to 112
29	IIMR\COMP\C-1298	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	113 to 116
30	IIMR\COMP\C-1299	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	117 to 120
31	IIMR\COMP\C-1300	Intel® Pentium® Core™ i5-12500 @ 3.00 GHz, (RAM) 16 GB, (SSD Disk) 512 GB	121 to 124



  
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IIMR/Comp/C-872

Date:   
 P. No: 1

Date	Problem Identified and Action	Status
20 Feb 23	Configure Windows, Install MS office Rstudio, Adobe Reader, Chrome Firefox, Tally	
06 Apr 23	Update PC Clean Junk File and Temp File.	<del>Awful</del> OK
12 Nov 23	MS office issue Install MS office. 2019.	<del>Awful</del> OK
05/03/24	System Hanging issue Format PC & Install win 11 soft	<del>Awful</del> OK
10/sep/24	System Slow performance Clean and scan PC	<del>Awful</del> OK




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S.No	Computer No.	Configuration	Page No.
1	IIMR\COMP\C-815	Intel® Pentium® Core™ i3-3220 CPU @ 3.30GHz, 12 GB (RAM), 240 GB (SSD), 500 GB (Hard Disk)	1 to 4
2	IIMR\COMP\C-816	Intel® Pentium® Core™ i3-3220 CPU @ 3.30GHz, 12 GB (RAM), 240 GB (SSD), 500 GB (Hard Disk)	5 to 8
3	IIMR\COMP\C-817	Intel® Pentium® Core™ i3-3220 CPU @ 3.30GHz, 12 GB (RAM), 240 GB (SSD), 500 GB (Hard Disk)	9 to 12
4	IIMR\COMP\C-818	Intel® Pentium® Core™ i3-3220 CPU @ 3.30GHz, 12 GB (RAM), 240 GB (SSD), 500 GB (Hard Disk)	13 to 16
5	IIMR\COMP\C-819	Intel® Pentium® Core™ i3-3220 CPU @ 3.30GHz, 12 GB (RAM), 240 GB (SSD), 500 GB (Hard Disk)	17 to 20
6	IIMR\COMP\C-820	Intel® Pentium® Core™ i3-3220 CPU @ 3.30GHz, 12 GB (RAM), 240 GB (SSD), 500 GB (Hard Disk)	21 to 24
7	IIMR\COMP\C-821	Intel® Pentium® Core™ i3-3220 CPU @ 3.30GHz, 12 GB (RAM), 240 GB (SSD), 500 GB (Hard Disk)	25 to 28
8	IIMR\COMP\C-822	Intel® Pentium® Core™ i3-3220 CPU @ 3.30GHz, 12 GB (RAM), 240 GB (SSD), 500 GB (Hard Disk)	29 to 32
9	IIMR\COMP\C-823	Intel® Pentium® Core™ i3-3220 CPU @ 3.30GHz, 12 GB (RAM), 240 GB (SSD), 500 GB (Hard Disk)	33 to 36
10	IIMR\COMP\C-824	Intel® Pentium® Core™ i3-3220 CPU @ 3.30GHz, 12 GB (RAM), 240 GB (SSD), 500 GB (Hard Disk)	37 to 40
11	IIMR\COMP\C-825	Intel® Pentium® Core™ i3-3220 CPU @ 3.30GHz, 12 GB (RAM), 240 GB (SSD), 500 GB (Hard Disk)	41 to 44
12	IIMR\COMP\C-826	Intel® Pentium® Core™ i3-3220 CPU @ 3.30GHz, 12 GB (RAM), 240 GB (SSD), 500 GB (Hard Disk)	45 to 48
13	IIMR\COMP\C-827	Intel® Pentium® Core™ i3-3220 CPU @ 3.30GHz, 12 GB (RAM), 240 GB (SSD), 500 GB (Hard Disk)	49 to 52
14	IIMR\COMP\C-828	Intel® Pentium® Core™ i3-3220 CPU @ 3.30GHz, 12 GB (RAM), 240 GB (SSD), 500 GB (Hard Disk)	53 to 56
15	IIMR\COMP\C-829	Intel® Pentium® Core™ i3-3220 CPU @ 3.30GHz, 12 GB (RAM), 240 GB (SSD), 500 GB (Hard Disk)	57 to 60
16	IIMR\COMP\C-830	Intel® Pentium® Core™ i3-3220 CPU @ 3.30GHz, 12 GB (RAM), 240 GB (SSD), 500 GB (Hard Disk)	61 to 64
17	IIMR\COMP\C-831	Intel® Pentium® Core™ i3-3220 CPU @ 3.30GHz, 12 GB (RAM), 240 GB (SSD), 500 GB (Hard Disk)	65 to 68

S.No	Computer No.	Configuration	Page No.
18	IIMR\COMP\C-832	Intel® Pentium® Core™ i3-3220 CPU @ 3.30GHz, 12 GB (RAM), 240 GB (SSD), 500 GB (Hard Disk)	69 to 72
19	IIMR\COMP\C-833	Intel® Pentium® Core™ i3-3220 CPU @ 3.30GHz, 12 GB (RAM), 240 GB (SSD), 500 GB (Hard Disk)	73 to 76
20	IIMR\COMP\C-834	Intel® Pentium® Core™ i3-3220 CPU @ 3.30GHz, 12 GB (RAM), 240 GB (SSD), 500 GB (Hard Disk)	77 to 80
21	IIMR\COMP\C-835	Intel® Pentium® Core™ i3-3220 CPU @ 3.30GHz, 12 GB (RAM), 240 GB (SSD), 500 GB (Hard Disk)	81 to 84
22	IIMR\COMP\C-836	Intel® Pentium® Core™ i3-3220 CPU @ 3.30GHz, 12 GB (RAM), 240 GB (SSD), 500 GB (Hard Disk)	85 to 88
23	IIMR\COMP\C-837	Intel® Pentium® Core™ i3-3220 CPU @ 3.30GHz, 12 GB (RAM), 240 GB (SSD), 500 GB (Hard Disk)	89 to 92
24	IIMR\COMP\C-838	Intel® Pentium® Core™ i3-3220 CPU @ 3.30GHz, 12 GB (RAM), 240 GB (SSD), 500 GB (Hard Disk)	93 to 96
25	IIMR\COMP\C-839	Intel® Pentium® Core™ i3-3220 CPU @ 3.30GHz, 12 GB (RAM), 240 GB (SSD), 500 GB (Hard Disk)	97 to 100
26	IIMR\COMP\C-840	Intel® Pentium® Core™ i3-3220 CPU @ 3.30GHz, 12 GB (RAM), 240 GB (SSD), 500 GB (Hard Disk)	101 to 104
27	IIMR\COMP\C-841	Intel® Pentium® Core™ i3-3220 CPU @ 3.30GHz, 12 GB (RAM), 240 GB (SSD), 500 GB (Hard Disk)	105 to 108
28	IIMR\COMP\C-842	Intel® Pentium® Core™ i3-3220 CPU @ 3.30GHz, 12 GB (RAM), 240 GB (SSD), 500 GB (Hard Disk)	109 to 112
29	IIMR\COMP\C-843	Intel® Pentium® Core™ i3-3220 CPU @ 3.30GHz, 12 GB (RAM), 240 GB (SSD), 500 GB (Hard Disk)	113 to 116
30	IIMR\COMP\C-844	Intel® Pentium® Core™ i3-3220 CPU @ 3.30GHz, 12 GB (RAM), 240 GB (SSD), 500 GB (Hard Disk)	117 to 120
31	IIMR\COMP\C-845	Intel® Pentium® Core™ i3-3220 CPU @ 3.30GHz, 12 GB (RAM), 240 GB (SSD), 500 GB (Hard Disk)	121 to 124

Date: \_\_\_\_\_  
 P. No: \_\_\_\_\_



*[Signature]*

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IIMR/COMPLC-815

Date: \_\_\_\_\_  
 P. No: 01

Date	Problem Identified and Action	Status
25/01/23	Configure windows, Install ms office Adobe Reader, Chrome, Firefox, Tally R Studio.	
12/01/23	Slow performance Clean PC Temp file and Junk file	
31 Aug/23	System OS Corrupted Format system and install win 11	OK
18/feb/24	Slow performance Clean PC Temp and Junk file	OK
27/09/2024	System hanging problem format & install win 11	OK



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