

4.2.2

ESTABLISHED SYSTEMS AND PROCEDURES FOR MAINTAINING AND UTILISING PHYSICAL, ACADEMIC AND SUPPORT FACILITY

COMPUTER MAINTAIENCE

Date	Complaint	Dept	Lib	Done
3/5/22	Printer is not working	Lib	Done	
11/6/2022	Printer not working	Physics		
20/6/2022	Computer lab checked	Commerce	✓	
12/6/	Biology dept old one	Biology	Mathe board changed	
12/6	Physics dept old one	Physics	Mathe board changed	
12/6	CPU not working	Malayalam	Memory cleared	
12/6	Wifi not working	Lib.	done	
13/6	Computer not working	Principal	Memory changed	
13/6	Wifi not working	Browsing center	done	
13/6				

Date	Complaint	Dept	Done
5/7/2022	Printer 303	Malayalam	Drum changed
	Printer 925 A	English	Refilling & Blade changing
	Printer 303	Office	Refilling done
	Printer 303	History	Refilling done
	Printer 925 A	Chemistry	Refilling done
	Printer 925 A	Economics	Drum changed
	Printer 303	History	Blade changed
6/7/2022	Mathe mouse complaint	Mathe	Replaced
6/7/2022	Driver for Printer	Agar	Done

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Date	Complaint	Dept.
11/8/22	Office g.b.1 - Printer not working 2. SMPs 3. Printer 4. Windows 5. Ret. Vally 6. SMPs chg.	Office
22/8/22	Basic lab	OK
23/8/22	2	OK
24/8/22	1	OK
25/8/22	2	OK
26/8/22	12	OK
27/8/22	3	OK
28/8/22	sys -16 X	
29/8/22	14 OK X	
30/8/22	22	OK
13/8/22	22/08/22 lab.	OK
Office	OK	Problem memory
Physics lab.	Program not working	

13 August Department of Commerce
Printer not working. Commerce Done ✓

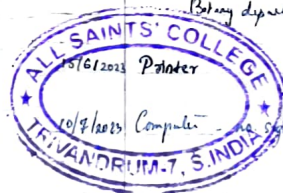
Date	Complaint	Dept.	Remarks	Remarks
14/9/22	Rolling light		system chg	old light not work
	Exam Room		SMPs chg	
	EVS HDD not		not Disks	OK
10/10/22	EVS Greenfield lab.	EVS	HDD chg off. Backus	
	System 1000 not detected			
	office (Removal)		System change	OK
	System chg (mother board)			OK
11/10/22	P-12, P-11			OK
27/10/22	A-10, Bussch lab	EVS	EVS Lab (1000 chg.)	OK
	computer Printer cable			
28/10/22	Fill Tank	Commerce	done	OK
28/10/22	System repair.	Greenfield lab	change HDD	OK
31/10/22	Maths lab.		net work complaint & system complaint	OK
31/10/22	Garfield (EVS)	Rolling	Made pickup bus	OK
	"	Greenfield lab	See. Dail. Black.	OK
9/11/22	Staff room - fan (1)	Commerce	N	
10/11/22	DI classroom	Commerce		
	classroom			
	DRUM-7, S.INDIA			
	DT			



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Date	Complain	Dept	Remarks	Sign
20/11/22	Office - Chitra R.R. 1) CPU - Fan Problem 2) Windows Outdated (Excel, word is crashing) 3) Printer Ink [old]	Chitra R.R.	Printer of Refilled changed	Sahil
22/11/22	Office - Deepthi N 1) CPU - Fan problem	Deepthi N		
22/11/22	Office - Sr. Jeshy Joseph 1) System Turned off.	Sr. Jeshy Joseph		
28/11/22	Printer - Refill ink	Library	Done	
13/12/22	Office - Suni Francis 1) Printer Ink finished.	Suni Francis	Done	
13/12/22	Office 1) Printer Ink finished 2) Monitor Issue	Ramesh Sir	Done	
13/12/22	Office 1) printer Complaint	Sr. Jeshy Thomas		
19/12/22	All Computer not working Printer not working	Maths Maths	New UPS given Computer working	
04/01/23	CPU - not getting on	Sr. Vichin	New desktop given	

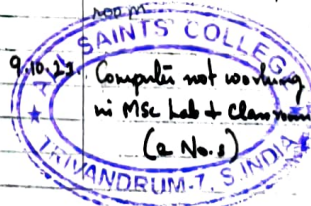
Date	Complain	Dept	Remarks	Sign
10/1/23	Economics Dept. Computer is not working. Printer ink in over. It needs a refill.	Economics	done	
12/01/23	Printer Ink	English	done	
02/02/23	Printer ink problem	Economics	done	
25/3/23	Printer	Ramesh Sir Office	blade changed	
24/3/23	Printer #P ink over	Chitra Office	Done	
25/04/23	Printer Ink over Printer	Sr. Jeshy Commerce Dept	Done Blade changed, Ink filled	
04/05/23	Printer Ink	Office Suni	Ink filled	
21/1/2023	Printer Ink.	Principal Room	Ink. filled.	
19/5/2023	Keyboard Complaint	Office (Chitra R.R.)		
11/5/2023	Printer	Physics	Blade change	
17/5/2023	Printer	English		
6/5/2023	Printer & Computer (PPT) Converter	Commerce	New Converter - fixed.	
6/4/2023	Computer not working. Battery disconnected.	Botany		



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Date	Complaint	Dept	Remarks	Sign
5/8/23	Computers Complaint	Library	done	
11/08/23	6 computers are not working, no Internet connection	Library	All 6 OK. One monitor panel problem	
15/9/23	Computer, ups & printer have complaint	Computer Dept	5/10/23 done - OK not doing anything	
16/8/23	Printer have complaint	Lang. Dept	Lang. Dept not doing anything	
18/8/2023	Printer has complaint	Dept of Zoology	22/8 - Reliability & Black chara	
	Computer connected to projector not working	Dept of Zoology		
24/9/23	Computer connected to Lucia microscope has complaint	Botany	OK	
5/9/23	Printer has a complaint - Print not clear	Chemistry	303 Reliability & Black	
7/9/2023	Computers not working 1 & 13	Language Lab	OK	
7/9/23	Computers not working 8, 10, 12, 22, 23 & 24	Maths Lab	OK	
7/9/2023	Computers not working 1, 3, 6, 31 & 33	Biology	Phys part Complaint	
7/9/2023	printers - networking	St. Patrick	X	
8/9/23	Printer - not working	Dr. Vidya	Epson L360 inkjet	
	Computer - not working	Physical Edu.		
	- No printer			

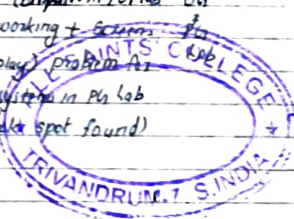
Date	Complaint	Dept	Remarks	Sign
25/9	11-09-23 Printer's Ink is Over	Language (French, Math, Hindi)	23/9 Reliability & Drum changing	
11/09/23	11-09-23 Printer's Ink is over. Printer stops working after 10 & 2 prints	Exco Room	103A Toner Replaced and Image unit source	
11/09/23	11-9-23 Printer cartridge problem	Office (Sumi)	103A New cartridge Replaced	
11-9-23	PC at room A1	physics	not complete	
12-9-23	No latex: 1, 10, 15, 18, 20, 25, 28, 29, 35, 38, 40, 45, 48, 50, 55, 58, 60, 65, 68, 70, 75, 78, 80, 85, 88, 90, 95, 98, 100			
11/09/23	No ubandu: 1, 13, 15, 18, 20, 25, 28, 29, 35, 38, 40, 45, 48, 50, 55, 58, 60, 65, 68, 70, 75, 78, 80, 85, 88, 90, 95, 98, 100			
25-9-23	Windows Error	office (Sumi)	Activated with original key	
25-9-23	office ms. of excel and print		Completed	
9/10/23	No wifi connection in the desktop in staff room	Chemistry		
9-10-23	Computer not working in MSC lab + classroom (a No. 5)	GVS	LAB OK change mp. class Room. H. 2D.	



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11/10/23	Windows Error	(Soni) office	Completed	OK.	
12/10/23	Printer is not working	Dept. of Languages			
17/10/23	Computer in the English Department is not working.	English			
	- Computer/Projector in SS Commence English is not working. A3, A2 and A1	English			
	Projector in A3, A4, A5 not working	English			
17/10/23	(Maintenance for printer) ok.	Zoology			
17/10/23	Main tenance (for printer ink over) Speaker of the Econm Dept not working. Projector + Computer of B, class (Econm) not working	Econm		Jur.	
17/10/23	Computer not working. Physical ch. No printer				

17/10/23	Computer at A5 class. Chemistry	Chemistry		Swast
	not working			
17/10/23	Printer Complaint	Malayalam		Enile
17/10/23	Printer not working			
	Smart			
	Classrooms not working	History		
17/10/23	Projector & Computer Commence in D, D2, D6 and D8, and yet time printer does not work			ajay
17/10/23	Monitors, class A-10	English	OK	One Mouse ?
	Reading Room	Science		
	2) Projector alignment			
	Env. Science Lab			
	- Printer: Line CD Rom complete			
17/10/23	Computer not working	Maths	Complete	syllabus All OK.
	2, 5, 15, 17	Lab		Software Latest not installed.
17/10/23	One Computer in U12 lab	Physics		
	not working			
	One Computer in P12 lab	U16		
	not working + screen			
	(display) problem A2			
	2 systems in P12 lab			
	Charger spot found			



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19.10.23 Wi-Fi not getting
connected on dept. comp.

English

Li



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