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HOMOEOPATHIC INSTITUTE

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(Recognized by the National Commission for Homoeopathy, New Delhi and  
Maharashtra University of Health Sciences, Nashik)

#### 4.5.2

Maintenance of IT facilities –

1. Weekly round of all IT facilities –
2. Computers
3. Routers
4. Lan switches
5. UPS

Check for -

- Hardware functionality
- software functioning
- Internet
- Wiifi
- Lan connectivity

If found non functional. Parts are replaced or repaired.

Complaints are lodged in to HIMS

List of complaints is to be taken ‘

Check for Inhouse reappear

If not vendor is called for repair or replace

Quotation is called from Vendor


Scrap policy is applied for non functional instruments

Quotations are called

Approval for order is taken from authority

PO for new instrument is called.



  
PRINCIPAL  
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