



# MALLA REDDY INSTITUTE OF MEDICAL SCIENCES

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Recognized by Medical Council of India /National Medical Commission, Ministry of Health & Family Welfare, Govt. of India  
Affiliated to Kaloji Narayanarao University of Health Sciences, Warangal, Telangana.

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MALLA REDDY INSTITUTION OF MEDICAL SCIENCES COLLEGE  
(Recognized by NMC)

## SOP FOR IT INFRA STRUCTURE MAINTENANCE COMMITTEE

**MRIMS /SOP/2018-2019/ITM/03**

**Suraram 'x' Road, Qutbullapur Municipality, Jeedimetla, Hyderabad- 500 055.**

**Email: [mrims2012@gmail.com](mailto:mrims2012@gmail.com)**

**Website: [www.mrims.edu.in](http://www.mrims.edu.in)**

Suraram 'X' Road, Jeedimetla, Hyderabad - 500 055.

Tel: 7842090952, 8688820127

Email : [mrims.2012@gmail.com](mailto:mrims.2012@gmail.com) [mallareddyhospital@gmail.com](mailto:mallareddyhospital@gmail.com) Website: [www.mrims.edu.in](http://www.mrims.edu.in)



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## STANDARD OPERATING PROCEDURE OF IT COMMITTEE

**Purpose:** The purpose of the meeting is to form guidelines and procedures to be adopted for maintenance of computers (Hardware and Software) and networking.

**Scope:** This procedure is applicable for maintenance of computers in all the Departments, Sections and computer centers.

### **Roles & Responsibilities**

- Help the administration for taking decision in it related matters.
- Provide e-learning culture through browsing centers.
- Take step for maintenance of
  1. Computers, their accessories
  2. Organize for uninterrupted internet services
- Manages all the activities relating to the computers and networking
- Looks after the repairs and maintenance of Computers and networking
- Installation and upgrading of computers (Hardware and Software) as per the regulation requirements
- Maintenance of UPS

### **Frequency of committee meeting**

- Twice in the academic year. Every meeting at the start of the semester.
- Committee may conduct meeting as and when required.

### **Activities/Information**

- General Procedure
- Repair Request
- Policies and Procedures

### **General Procedure**

- Whenever there is a problem with the computer hardware or software the respective lab

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in-charge/ individual has to register the complaint in the repair request register.

- The repair request register is maintained in the server room.

## **Policies and Procedures**

- In server room, repair request register is maintained; the concerned lab in-charge has to register the complaint in the repair request register.
- As per the order of entry in the repair request register, the System administrator will attend the problem
- After the problem is solved, the system administrator to sign in the register and write the remarks.
- In due course of repair, if they need to purchase any spare parts, the request from system administrator is raised and the same is submitted to the Principal through convener for its approval.

## **Guidelines for the users**

- For utilization of computers, the users have to make the entry in the log register.
- The user is not allowed to plug in their external devices without prior permission.
- The respective user will be held responsible for any damage or malfunction of the system.
- There will be no claim for loss of data saved on the computer.
- The user should not delete/uninstall any data or software.

## **Records to be maintained**

- Repair request register
- User login registers at respective places

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## IT MAINTENANCE COMMITTEE MEETINGS 2018-19

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[No.U.12012/127/2016-ME.I (FTS.3084749)]

15.06.2018

Ref: MRIMS/Circular/ITCM/2018/01

## Constitution of IT Maintenance Committee

This is to inform all the staff that the following staff members have been appointed as members of the IT Maintenance committee after due approval and consideration from the respected Principal & HOD's

S.No	Position	Names	Department	Faculty Signature
1	Chairperson	Dr.V.V.Sastry	Community Medicine	
2	Member Coordinator	Dr.Kusuma kumari	Physiology	
3	Member	Dr.Manjulatha	Physiology	
4	Member	Dr.Rohit Singh	Pharmacology	
5	Member	Dr .K.Ravi babu	Biochemistry	
6	Member	Dr.Usha Sheirker	Anatomy	
7	Member	Dr. Jyothi	Pathology	
8	Member	Mr.Praveen	IT manager	
9	Member	Mr.Manikanta	System admin	



PRINCIPAL/DEAN

MRIMS

Principal / Dean  
Malla Reddy Institute of Medical Sciences

Copy to:

The Principal  
All Department HOD's

IT Maintenance Committee Members

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## ACTION TAKEN REPORT

Based on the meeting of the IT Maintenance Committee which was held on **15.06.2018** at 2:00 PM in the council Hall. The following are the Action Taken details based on the issues discussed in the meeting.

S.No	Issue	Action Taken
1.	Discussed on purchase of computers and accessories.	Request all departments to prepare and submit a request letter to principal through IT committee on the computers and its accessories requirements in each department.
2.	Software installations	Requested all Departments to check the software's in their labs and to check the any further upgrading required.
3.	Maintenance of hardware and networking	Informed to check all hardware facilities in the Departments and other offices if there any requirements for services and new installments required.
4.	Discussed about Internet services and browsing center.	Informed concerned department to check the Routers and Wi-Fi connections in all department, library and even in central level of campus



V. V. Ravi Kumar  
PRINCIPAL/DEAN

Principal / MRIMS  
Malla Reddy Institute of Medical Sciences

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All Department HOD's

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14.06.2018

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Date : **15.06.2018**  
Time : 2:00 PM to 3:00 PM  
Venue : Council Hall



**Copy to:**

The Principal

All Department HOD's

IT Maintenance Committee Members

*V. Venkatesh Kumar*  
PRINCIPAL/DEAN

Principal / Dean  
MRIMS  
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[No.U.12012/127/2016-ME.I (FTS.3084749)]

18.12.2018

## MINUTES OF THE IT MAINTENANCE COMMITTEE MEETING

The meeting of the IT Maintenance Committee was held on **18.12.2018** at 2.00 PM in the council hall, MRIMS. The following members were present

S.No	Position	Names	Department	Faculty Signature
1	Chairperson	Dr.V.V.Sastry	Community Medicine	
2	Member Coordinator	Dr.Kusuma kumari	Physiology	
3	Member	Dr.Sunil	Pharmacology	
4	Member	Dr Rohit Singh	Pharmacology	
5	Member	Dr .K.Ravi babu	Biochemistry	
6	Member	Dr Usha Sheirker	Anatomy	
7	Member	Dr. Jyothi	pathology	
8	Member	Mr.Praveen	IT manager	
9	Member	Mr.Manikanta	System admin	

The below mentioned points were discussed and the details shared with the management.

- Discussed on purchase of computers and accessories.
- Maintenance of hardware and networking.
- Discussed about Internet services and browsing center

PRINCIPAL/DEAN

MRIMS

Principal / Dean  
Malla Reddy Institute of Medical Sciences

Copy to:

The principal

All Department HOD's, IT Maintenance Committee Members



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8.	Discussed about Internet services and browsing center.	Informed concerned department to check the Routers and Wi-Fi connections in all department, library and even in central level of campus



Copy to:

The Principal

All Department HOD's

IT Maintenance Committee Members

  
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17.12.2018

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Date : **18.12.2018**  
Time : 2:00 PM to 3:00 PM  
Venue : Council Hall



Copy to:

The Principal

All Department HOD's

IT Maintenance Committee Members

*V.V. Narasimha Rao*  
PRINCIPAL/DEAN

MRIMS  
Principal / Dean  
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## IT MAINTENANCE COMMITTEE MEETINGS 2019-20

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13.06.2019

Ref: MRIMS/Circular/ITCM/2019/02

This is to inform that an IT Maintenance committee meeting will be held on **14.06.2019**, request the Members of IT Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date : **14.06.2019**  
Time : 2:00 PM to 3:00 PM  
Venue : Council Hall

  
PRINCIPAL/DEAN

Principal / Dean  
Malla Reddy Institute of Medical Sciences

MRIMS

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All Department HOD's

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## ACTION TAKEN REPORT

Based on the meeting of the Electrical Maintenance Committee which was held on **14.06.2019** at 2.00 PM in the Council Hall. The following are the Action Taken detailed based on the issues discussed in the meeting.

S.No	Issue	Action Taken
1.	Discussed on purchase of computers and accessories.	Request all departments to prepare and submit a request letter to principal through IT committee on the computers and its accessories requirements in each department.
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[No.U.12012/127/2016-ME.I (FTS.3084749)]

17.12.2019

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3	Member	Dr. Sunil	Pharmacology	
4	Member	Dr. Rohit Singh	Pharmacology	
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The below mentioned points were discussed and the details shared with the management.

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- Maintenance of hardware and networking.
- Discussed about Internet services and browsing center



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*V.V.N. Kumar KC*

Principal/Dean

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16.12.2020

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Date : **17.12.2020**  
Time : **2:00 PM to 3:00 PM**  
Venue : **Council Hall**



U. V. N. S. R.  
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## IT MAINTENANCE COMMITTEE MEETINGS 2020-21

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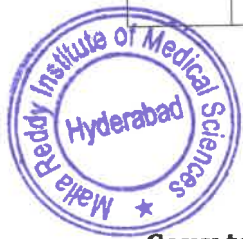
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Recognized by Medical Council of India, Ministry of Health & Family Welfare, Govt. of India  
Affiliated to Kaloji Narayanarao University of Health Sciences, Warangal, Telangana.  
[No.U.12012/127/2016-ME.I (FTS.3084749)]

19.12.2020

## MINUTES OF THE IT MAINTENANCE COMMITTEE MEETING

The meeting of the IT Maintenance Committee was held on **19.12.2020** at 2.00 PM in the council hall, MRIMS. The following members were present

S.No	Position	Names	Department	Faculty Signature
1	Chairperson	Dr.V.V.Sastry	Community Medicine	
2	Member Coordinator	Dr .Kusuma kumari	Physiology	
3	Member	Dr.Sunil	Pharmacology	
4	Member	Dr Rohit Singh	Pharmacology	
5	Member	Dr .K.Ravi babu	Biochemistry	
6	Member	Dr Usha Sheirker	Anatomy	
7	Member	Dr. Jyothi	Pathology	
8	Member	Mr.Praveen	IT manager	
9	Member	Mr.Manikanta	System admin	

The below mentioned points were discussed and the details shared with the management.

- Discussed on purchase of computers and accessories.
- Maintenance of hardware and networking.
- Discussed about Internet services and browsing center



**Copy to:**

The principal  
All Department HOD's  
IT Maintenance Committee Members

PRINCIPAL/DEAN  
MRIMS

Principal / Dean  
Malla Reddy Institute of Medical Sciences

Suraram 'X' Road, Quthbullapur Municipality, Hyderabad - 500 055.

Tel: 7842090952, Email : mrimms.2012@gmail.com Website: www.mrimms.org



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## ACTION TAKEN REPORT

Based on the meeting of the IT Maintenance Committee which was held on **19.12.2020** at 2:00 PM in the council Hall. The following are the Action Taken details based on the issues discussed in the meeting.

S.No	Issue	Action Taken
1.	Discussed on purchase of computers and accessories.	Request all departments to prepare and submit a request letter to principal through IT committee on the computers and its accessories requirements in each department.
2.	Software installations	Requested all Departments to check the software's in their labs and to check the any further upgrading required.
3.	Maintenance of hardware and networking	Informed to check all hardware facilities in the Departments and other offices if there any requirements for services and new installments required.
4.	Discussed about Internet services and browsing center.	Informed concerned department to check the Routers and Wi-Fi connections in all department, library and even in central level of campus



Copy to:

The Principal

All Department HOD's

IT Maintenance Committee Members

V. V. S. S. S. S.

Principal/Dean  
MRIMS

Principal / Dean  
Malla Reddy Institute of Medical Sciences

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Affiliated to Kaloji Narayanarao University of Health Sciences, Warangal, Telangana.

18.12.2020

Ref: MRIMS/Circular/ITCM/2020/01

This is to inform that an IT Maintenance committee meeting will be held on **19.12.2020**, request the Members of IT Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date : **19.12.2020**  
Time : 2:00 PM to 3:00 PM  
Venue : Council Hall



*U. V. N. S. R. K.*  
PRINCIPAL/DEAN

MRIMS  
Principal / Dean  
Malla Reddy Institute of Medical Science

**Copy to:**

The Principal

All Department HOD's

IT Maintenance Committee Members

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---

## IT MAINTENANCE COMMITTEE MEETINGS 2021-22

Suraram 'X' Road, Jeedimetla, Hyderabad - 500 055.

Tel: 7842090952, 8688820127

Email : [mrims.2012@gmail.com](mailto:mrims.2012@gmail.com) [mallareddyhospital@gmail.com](mailto:mallareddyhospital@gmail.com) Website: [www.mrims.edu](http://www.mrims.edu)





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18.06.2021

Ref: MRIMS/Circular/ITCM/2021/01

## Constitution of IT Maintenance Committee

This is to inform all the staff that the following staff members have been appointed as members of the IT Maintenance committee after due approval and consideration from the respected Principal & HOD's

S.No	Position	Names	Department	Faculty Signature
1	Chairperson	Dr.V.V.Sastry	Community Medicine	V.V.V. Sastry
2	Member Coordinator	Dr .Ravi babu	Community Medicine	D. Ravi Babu
3	Member	Dr.Kusuma Kumari	Physiology	Kusuma Kumari
4	Member	Dr Rohit Singh	Pharmacology	Rohit Singh
5	Member	Dr .K.Ravi babu	Biochemistry	K.Ravi Babu
6	Member	Dr. Vidya S	Paediatrics	Vidya S
7	Member.	Dr. Jyothi	pathology	Jyothi
8	Member	Mr.Praveen	IT manager	Praveen
9	Member	Mr.Manikanta	System admin	Manikanta

V.V.V. Sastry  
PRINCIPAL/DEAN

MRIMS

Principal / Dean  
Malla Reddy Institute of Medical Sciences



Copy to:

The principal  
All Department HOD's  
IT Maintenance Committee Members

Suraram 'X' Road, Jeedimetla, Hyderabad - 500 055.

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Affiliated to Kaloji Narayanarao University of Health Sciences, Warangal, Telangana.

17.06.2021

Ref: MRIMS/Circular/ITCM/2021/02

This is to inform that an IT Maintenance committee meeting will be held on **18.06.2021**, request the Members of IT Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date : 18.06.2021  
Time : 2:00 PM to 3:00 PM  
Venue : Council Hall



*V. V. K. Srinivas Reddy*  
PRINCIPAL/DEAN

MRIMS  
Principal / Dean  
Malla Reddy Institute of Medical Sciences

**Copy to:**

The principal

All Department HOD's

IT Maintenance Committee Member

Suraram 'X' Road, Jeedimetla, Hyderabad - 500 055.

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21.12.2021

## MINUTES OF THE IT MAINTENANCE COMMITTEE MEETING

The meeting of the IT Maintenance Committee was held on **21.12.2021** at 2.00 PM in the council hall, MRIMS. The following members were present

S.No	Position	Names	Department	Faculty Signature
1	Chairperson	Dr.V.V.Sastry	Community Medicine	
2	Member Coordinator	Dr .Ravi babu	Community Medicine	
3	Member	Dr.Kusuma Kumari	Physiology	
4	Member	Dr Rohit Singh	Pharmacology	
5	Member	Dr .K.Ravi babu	Biochemistry	
6	Member	Dr. Vidya S	Paediatrics	
7	Member	Dr. jyothi	pathology	
8	Member	Mr.praveen	IT manager	
9	Member	Mr.Manikanta	System admin	

The below mentioned points were discussed and the details shared with the management.

- Discussed about the constituting the **Standard Operating Procedures** of the committee.
- Discussed on purchase of computers and accessories.
- Discussed about Internet services and browsing center.



Copy to:

The principal  
All Department HOD's  
IT Maintenance Committee Members

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## ACTION TAKEN REPORT

Based on the meeting of the IT Maintenance Committee which was held on 21-12-2021 at 2:00 PM in the council Hall. The following are the Action Taken details based on the issues discussed in the meeting.

S.No	Issue	Action Taken
1.	Discussed on purchase of computers and accessories.	Request all departments to prepare and submit a request letter to principal through IT committee on the computers and its accessories requirements in each department.
2.	Software installations	Requested all Departments to check the software's in their labs and to check the any further upgrading required.
3.	Maintenance of hardware and networking	Informed to check all hardware facilities in the Departments and other offices if there any requirements for services and new installments required.
4.	Discussed about Internet services and browsing center.	Informed concerned department to check the Routers and Wi-Fi connections in all department, library and even in central level of campus



Copy to:

The Principal

All Department HOD's

IT Maintenance Committee Members

  
PRINCIPAL/DEAN  
MRIMS

Principal / Dean  
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20.12.2021

Ref: MRIMS/Circular/ITCM/2022/01

This is to inform that an IT Maintenance committee meeting will be held on **20.12.2021**, request the Members of IT Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date : **20.12.2021**  
Time : 2:00 PM to 3:00 PM  
Venue : Council Hall



*V. Venkatesh Kumar*  
PRINCIPAL/DEAN  
Principal / Dean  
Malla Reddy Institute of Medical Sciences

MRIMS

**Copy to:**

The Principal

All Department HOD's

IT Maintenance Committee Members

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---

## IT MAINTENANCE COMMITTEE MEETINGS 2022-23

Suraram 'X' Road, Jeedimetla, Hyderabad - 500 055.

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17.06.2022

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S.No	Position	Names	Department	Faculty Signature
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2	Member Coordinator	Dr .Ravi babu	Community Medicine	
3	Member	Dr.Manjulatha	Physiology	
4	Member	Dr Rohit Singh	Pharmacology	
5	Member	Dr .K.Ravi babu	Biochemistry	
6	Member	Dr. Vidya S	Paediatrics	
7	Member	Dr. Jyothi	pathology	
8	Member	Mr.Praveen	IT manager	
9	Member	Mr.Manikanta	System admin	

PRINCIPAL/DEAN

MRIMS  
Principal / Dean  
Malla Reddy Institute of Medical Science

**Copy to:**  
The principal  
All Department HOD's  
IT Maintenance Committee Members

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16.06.2022

Ref: MRIMS/Circular/ITCM/2022/02

This is to inform that an IT Maintenance committee meeting will be held on **17.06.2022**, request the Members of IT Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date : **17.06.2022**  
Time : 2:00 PM to 3:00 PM  
Venue : Council Hall



*V.V.V. Venkatesh LC*  
PRINCIPAL/DEAN

MRIMS  
Principal / Dean  
Malla Reddy Institute of Medical Sciences

**Copy to:**

The principal

All Department HOD's

IT Maintenance Committee Members

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20.12.2022

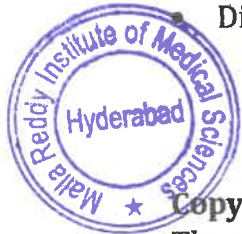
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3	Member	Dr.Sunil	Pharmacology	
4	Member	Dr.Rohit Singh	Pharmacology	
5	Member	Dr .K.Ravi babu	Biochemistry	
6	Member	Dr. Vidya S	Paediatrics	
7	Member	Dr. Jyothi	pathology	
8	Member	Mr.Praveen	IT manager	
9	Member	Mr.Manikanta	System admin	

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- Discussed on purchase of computers and accessories.
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IT Maintenance Committee Members

  
PRINCIPAL/DEAN  
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Date : **19.12.2022**  
Time : 2:00 PM to 3:00 PM  
Venue : Council Hall



Copy to:

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All Department HOD's

IT Maintenance Committee Member

V.V.V. ————  
PRINCIPAL/DEAN

MRIMS

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16.06.2023

## MINUTES OF THE IT MAINTENANCE COMMITTEE MEETING

The meeting of the IT Maintenance Committee was held on 16.06.2023 at 2.00 PM in the council hall, Mims. The following members were present

S.No	Position	Names	Department	Faculty Signature
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2	Member Coordinator	Dr .Ravi babu	Community Medicine	
3	Member	Dr.Kusuma Kumari	Physiology	
4	Member	Dr Rohit Singh	Pharmacology	
5	Member	Dr .K.Ravi babu	Biochemistry	
6	Member	Dr. Vidya S	Paediatrics	
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8	Member	Mr.Praveen	IT manager	
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15.06.2023

Ref: Mrims/Circular/ITCM/2023/01

This is to inform that an IT Maintenance committee meeting will be held on **16.06.2023**, request the Members of IT Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date : 16.06.2023  
Time : 2:00 PM to 3:00 PM  
Venue : Council Hall



*U.V.V. — 10/10/23*  
PRINCIPAL/DEAN

MRIMS  
Principal / Dean  
Malla Reddy Institute of Medical Sciences

**Copy to:**

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All Department HOD's

IT Maintenance Committee Member

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