



**Action Taken Report Based On 9<sup>th</sup> IQAC Meeting Held On October 16th, 2023**

- **Suggestions were made in the 9<sup>th</sup> IQAC Full Member Meeting Dated October 16th, 2023.**
- **Actions Taken by the institute were presented in the 10<sup>th</sup> IQAC Full Member Meeting dated 28<sup>th</sup> february, 2024**

**Suggestions Received:** The last IQAC meeting was held on October 16th, 2023, and the following points were noted as observations for general administration including IT:

- A. Tabulation of Statutory Compliances
- B. Introduction of Online Student Attendance Management System
- C. Introduction of an Online Student Complaint Management System
- D. To increase student participation in the management of the Institute activities to provide them with real-world expositors
- E. The Institute should follow some benchmarking in terms of quality comparison with other institutes to enhance the overall outcome and productivity of IMI Kolkata

**Actions Taken:**

- A. All the below-mentioned compliances are captured in the MMR (Monthly Maintenance Report)  
From a Statutory building compliance perspective, the following Licenses are functional and up to date:
  - ✓ Fire License
  - ✓ Pollution Control License
  - ✓ Lift License
  - ✓ LPG Gas Bank License
  - ✓ Trade License
  - ✓ Labour License
- B. i) Considering the campus turning into a fully-residential mode, the Student Attendance and Leave Management System for the hostel has been considered to undergo complete automation.  
ii) The model of the mapping software has been designed by IT team and the report format has been decided and agreed upon.  
iii) Students' leave shall also be mapped through the same software.  
iv) This shall be implemented from June 2024 with the 2024-26 Batch.



- C. i) IMI Kolkata has received a proposal from the Entrepreneurship - New Venture Development Course team called "Team Catalyst".  
ii) As a part of their entrepreneurial course, they have developed a software under the guidance of Dr. Rahul Kapoor. Website- <https://sites.google.com/imi-k.edu.in/trouble-tackle/home>.  
iii) This software will provide IMIK an online platform for the facility-related issues, which will ensure faster logging, addressal, tracking and closure of the issues.  
iv) Students have shared their proposal of handing over the ready software to the IT and Administration department.  
v) IMIK is in the process of inducting this software into the Campus Management System.
- D. i) The **Residential Affairs Committee (RAC)** has been set up that constitutes student members. They manage day-to-day activities of the hostel mess, menu planning, student issues in the hostel. They are guided & supported by the Hostel Warden, Hostel Superintendent and Administration Team.  
ii) The **Student Affairs Committee (SAC)** is entrusted with managing the activities of the Clubs & Committees in IMIK. They are organizing Conferro – the Management fest in IMIK, from 1<sup>st</sup> to 3<sup>rd</sup> March, 2024, by raising sponsorships for the event. They are guided by their Faculty Mentor and supported by the Administration Team.
- E. i) At present IMI Kolkata is benchmarking our Administrative practices with our parent B-School IMI Delhi.  
ii) Registrar Mr. Rajendra Singh and General Manager Mr. Sunil Singh provide guidance and insights on the same.

**Suggestions Received:** Observations for IIC and E-Cells

- F. Collaborations with Govt institutes for financial support (Award of Grants) involved in the development of the infrastructure needed to sustain the IIC cell.  
G. More student involvement and application of cutting-edge technologies like Fintech for future improvement of these initiatives.

**Actions Taken:**

- F. Following the suggestions, the IIC actively pursued collaborations with government institutes to secure financial support for the development of infrastructure. Meetings were organized with relevant government agencies and even during Regional meetings of IIC to discuss potential partnerships and funding opportunities.



G. Recognizing the importance of student involvement in driving innovation and entrepreneurship initiatives, the IIC implemented measures to enhance student participation. Various awareness campaigns, workshops, and training programs were organized to educate students about the opportunities available through the IIC and encourage them to actively engage in entrepreneurial activities.

- This year for the first-time students of IIC are organising their event (Navrachana 1.0).
- Increased participation in MIC driven activities.

Signature of Coordinator  
(Professor Chanchal Chatterjee)

Signature of Chairperson  
(Professor Mohua Banerjee)

## Annexure

Background data of the actions taken in the general administration area in accordance with the suggestions received:

### MONTHLY MANAGEMENT REPORT FOR JANUARY 2024

**A. DEPARTMENT –ENGINEERING**

<b>Deployment Details of Engineering Staffs</b>								
Sl. No	Category	A Shift	B Shift	C Shift	General Shift	Reliever	Actual	Budget
1	Supervisor	-	-	-	-	-	-	1
2	Electrician	1	1	1	-	-	3	4
3	Plumber	1	1	1	-	-	3	4
4	Carpenter	-	-	-	1	-	1	1
5	AC Technician	-	-	-	1	-	1	1
6	Helper	-	-	-	2	-	2	2
7	Fire Technician	-	-	-	1	-	1	1
<b>Total</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>5</b>		<b>11</b>	<b>14</b>

**BILL DETAILS**

<b>2021 - 22</b>			<b>2022 - 23</b>			<b>2023-24</b>		
Month	Deploy ment	Bill Amount	Month	Deploy ment	Bill Amount	Month	Deploy ment	Bill Amount
Apr	12	3,10,152	Apr	14	3,49,556	Apr	11	2,72,055
May	12	3,03,536	May	14	3,49,556	May	11	2,72,055
Jun	12	3,00,158	Jun	14	3,49,824	Jun	11	2,72,268
Jul	12	2,99,928	Jul	14	3,65,176	Jul	11	2,72,055
Aug	12	2,99,928	Aug	14	3,65,176	Aug	11	2,72,055
Sep	12	2,99,928	Sep	14	3,65,176	Sep	11	2,72,055
Oct	12	2,99,928	Oct	14	3,65,176	Oct	11	2,72,055
Nov	12	2,76,657	Nov	13	3,13,627	Nov	11	2,72,055
Dec	11	2,76,867	Dec	11	2,72,268	Dec	11	2,72,268
<b>Jan</b>	<b>13</b>	<b>2,83,294</b>	<b>Jan</b>	<b>11</b>	<b>2,72,055</b>	<b>Jan</b>	<b>11</b>	<b>2,72,055</b>
Feb	13	3,44,710	Feb	11	2,72,055	Feb		
Mar	13	3,26,664	Mar	11	2,72,055	Mar		
<b>Total</b>		<b>36,21,750</b>	<b>Total</b>		<b>39,11,700</b>	<b>Total</b>		<b>27,20,976</b>

March	18,60,215	14,09,545	4,50,670	March			
<b>Total</b>	<b>1,78,04,303</b>	<b>1,22,31,645</b>	<b>55,73,359</b>	<b>Total</b>	<b>1,80,36,577</b>	<b>1,43,62,130</b>	<b>36,74,447</b>

\*₹ 3,12,486/- discounted against net interest on SD up to 31/03/2023.

#### IMI Consumption Pattern

Sl.no.	Description	Electricity Consumption KWh January 2024 IMIK	
		Consumption KWh	Amount
1	Hostel Block (Power + Lighting + Lift 3 nos.)	23,970	2,55,891
2	New Hostel 3rd Floor Academic	5,030	53,685
3	Riser-1 & 2 (Power & Lighting + AHU) Academic Block	12,500	1,33,413
4	Class Room AHU Academic Block	2,000	21,346
5	Auditorium Hall 1st Floor Academic Block	196	2,092
6	Elevators Panel (Lift-6 nos.) Academic	1,090	11,634
7	Chiller Plant (HVAC) Academic (TF.-1&2)	108	1,153
8	Utility (UPS, STP, Pump, Ventilation Panel, Staff Qtr.)	10,490	1,11,960
9	WTP (Water Treatment Plant)	710	7,578
10	Bore well + Gym AC + Girls Common Room AC.	485	5,176
<b>A.</b>	<b>IMI-K Electricity Consumption Total=</b>	<b>56,579</b>	<b>6,03,927</b>
1	Chiller Plant (HVAC) uses for RPSG House KWh	14,236	1,51,898
2	Cafeteria RPSG Electricity Consumption KWh	13,997	1,49,348
<b>B.</b>	<b>Corporate House Consumption KWh Total =</b>	<b>28,233</b>	<b>3,01,246.11</b>
	<b>Grand Total Electricity Consumption Units (KWh),(A+B)</b>	<b>84,812</b>	<b>9,05,173</b>

#### DG

#### Total diesel consumed in the month of January 2024

DESCRIPTIONS	PEAK HRS. (9 AM - 7 PM)	OFF PEAK HRS. (7 PM - 9 AM)	Uses
Total CESC power shedding	-	-	-
Total DG run hour	6 Hrs	-	-
Units Generated	-	-	-
Diesel Consumed	60 Ltr.	-	LT & HT Panel Servicing day For Load Capacity Checking with emergency purpose.
Cost @ in Rupees	5,565	-	-

Month	Diesel Consumed (Ltr.)	Running Hours	Total Cost (Rs.)	Remarks
July 2023	5Ltr.	10 M	464	For Static Run/ Testing purpose
August 2023	5 Ltr.	10 M	464	For Static Run/ Testing purpose
September 2023	5 Ltr.	10 M	464	For Static Run/ Testing purpose
October 2023	5 Ltr.	10M	464	For Static Run/ Testing purpose
November 2023	5 Ltr.	10M	464	For Static Run/ Testing purpose
December 2023	60 Ltr.	6 Hrs.	5,565	LT & HT Panel Servicing day For Load Capacity Checking with emergency purpose.

<b>Hostel &amp; Academic Block</b>	<b>Fire Pump Room:-</b> Fire Jockey Pump, Fire Hydrant Main Pump, Fire Sprinkler Main Pump, Fire DG Pump.	<b>Working Condition</b>
<b>Academic &amp; Hostel Block</b>	<b>Fire Extinguishers:-</b> All Fire Extinguishers Updated: - Co2 Type, ABC type, Foam Type, Modular Type, DCP Type ETC.	<b>Working Condition</b>
<b>Fire Safety Trainings</b>		
<b>Date</b>	<b>Training Topics</b>	<b>Participants</b>
27-01-2024	How to use Fire Hydrant Point (Hose pipe, Branch pipe, Landing Valve, Coupling with Lugs)	BMS team, HK, Security Guard
<b>Fire Incident Report for the month of Jan 2024</b>		
Nil		

### Lift License

<b>LIFT LICENSE UPDATED Jan 2024</b>								
<b>Academic Block</b>								
Location	Lift No.	Regi. No.	License No.	Lift No.	Date of Renewal	Date of Expiry	Renewal Date:	Remarks
Stair-2	5	17601	ELR-LOL/2023/04285	52NP7335	16-03-2023	15-03-2026	19-03-2023	Done
Stair-2	6	17602	ELR-LOL/2023/04291	52 NP7336	16-03-2023	15-03-2026	19-03-2023	Done
Stair-3	1	17122	ELR-LOL/2023/00375	52NP7333	02-11-2023	14-11-2026	07-11-2023	Done
Stair-3	2	17123	ELR-LOL/2023/00371	52NP7334	02-11-2023	14-11-2026	07-11-2023	Done
Stair-6	3	17775	ELR-LOL/2023/04295	52NP7331	16-03-2023	03-04-2026	19-03-2023	Done
Stair-6	4	18150	ELR-LOL/2023/10247	52NP7332	23-06-2023	28-06-2026	27-06-2023	Done
<b>Hostel Block</b>								
Location	Lift No.	Regi. No.	License No.	Lift No.	Date of Renewal	Date of Expiry	Renewal Date:	Remarks
Stair-2	1	17110	ELR-LOL/2023/00528	52NP7337	02-11-2023	10-11-2026	07-11-2023	Done
Stair-2	2	17111	ELR-LOL/2023/00315	52 NP7338	30-10-2023	09-11-2026	07-11-2023	Done
Stair-4	3	17774	ELR-LOL/2023/04298	52NP7339	16-03-2023	04-04-2026	19-03-2023	Done

### B. DEPARTMENT - HOUSEKEEPING

<b>Costing &amp; Deployment Details of Housekeeping</b>					
Sl No.	Category	Actual Manpower	Budget	Amount Per Person	Total
1	Housekeeping Supervisor	1	2	27,212	27,212
2	Cleaner	22	22	22,164	4,87,606
3	Office Assistant	1	1	23,427	23,427
4	Office Attendant	1	1	20,506	20,506
5	Office Boy	1	1	19,738	19,738
6	Library Peon	1	1	21,422	21,422
7	PGDM Helper	1	1	18,029	18,029
<b>Total</b>		<b>28</b>	<b>29</b>		<b>6,17,940</b>

<b>Deployment Details of Housekeeping Staff</b>						
SL NO	Floor	A Shift	General Shift	B Shift	C Shift	Total
1	Male Cleaner	8	-	4	-	12
2	Lady Cleaner	8	-	2	-	10
3	Office Assistant		1			1

January	6,17,940	35,700	14,300	8,878
February				
March				

**C. DEPARTMENT - SECURITY**

Deployment Details of Security Staff					
SL NO	Floor	Morning Shift	Evening Shift	Night Shift	Total
1	Security Supervisor	1	1	1	3
2	Security Guard	7	7	8	22
	<b>Total</b>	<b>8</b>	<b>8</b>	<b>7</b>	<b>25</b>

**Material Movement**

Date	Company	Materials	Quantity	Department	Expected Date
-	-	-	-	-	-

**SECURITY BILL DETAILS**

Month	2022-23		2023-24	
	Man Power	Bill Amount	Man Power	Bill Amount
Apr	16	3,28,675	19	4,99,488
May	16	3,40,116	16	3,82,440
Jun	17	3,51,182	16	3,68,564
Jul	22	4,83,322	24	5,53,149
Aug	22	4,79,945	24	5,54,595
Sep	22	4,72,486	24	5,37,102
Oct	20	4,37,515	24	5,00,345
Nov	22	4,82,770	24	5,38,548
Dec	22	4,91,161	24	5,60,382
Jan	22	5,14,088	25	5,74,007
Feb	22	4,67,394		
Mar	22	5,14,088		

Covid – 19 Special Expenditure				
Description	Foot Operated Hand Sanitizer Stand & Hand Sanitizer	Fogger Machine & Chemical	Sanitization Chemical	Covid-19 Awareness Poster
April 2023	-	-	-	-
May 2023	-	-	-	-
June 2023	-	-	-	-
July 2023	-	-	-	-
August 2023	-	-	-	-
September 2023	-	-	-	-
October 2023	-	-	-	-
November 2023	-	-	-	-

12	AMC for WTP Pumps (Service Discontinued)					0
13	CAMC of Standalone AC Units	Air Cool India		01-01-2024	31-12-2024	5,70,624
14	AMC of Panel Servicing	Bharat Enterprise		01-01-2022	31-12-2026	1,18,000
15	NCAMC of Automatic Door Operator	DORMAKABA India Pvt. Ltd.		01-05-2022	30-04-2025	54,280
16	NCAMC of Power Diesel Generator	Kirloskar Oil Engines Limited		01-06-2022	31-05-2025	25,960
17	NCAMC of Fire DG Pump	Diverse Techno Services Pvt. Ltd.		01-06-2022	31-05-2027	11,800
18	Pest Control Service	S&IB Services Private Limited		07-04-2023	31-03-2024	2,90,288
19	Garbage Cleaning	Sk Mukhtar		01-04-2023	31-03-2024	42,000
20	Bio Pond (Service Discontinued. In future will be maintained by RPSG)	Green Project		01-03-2023	31-08-2023	60,165
21	Pit Cleaning	Kar Engineering		01-09-2023	31-08-2026	56,050
<b>Total</b>						<b>49,92,752</b>

### G. INSTITUTE CAR DETAILS

#### Total distance travelled in the month of January 2024

Car Registration No.	WB 02 AK 3295			Petrol Refilled		
	Date	Starting Meter Reading	Close Meter Reading	Total Run in KM	Quantity (Litre)	Rate (₹)
01-01-2024	47578	47578	0			0
02-01-2024	47578	47578	0			0
03-01-2024	47578	47579	1	35	106.01	3710.35
04-01-2024	47579	47632	53			0
05-01-2024	47632	47659	27			0
06-01-2024	47659	47659	0			0
07-01-2024	47659	47659	0			0
08-01-2024	47659	47659	0			0
09-01-2024	47659	47715	56			0
10-01-2024	47715	47734	19			0
11-01-2024	47734	47753	19			0
12-01-2024	47753	47795	42			0
13-01-2024	47795	47795	0			0
14-01-2024	47795	47795	0			0
15-01-2024	47795	47795	0			0
16-01-2024	47795	47800	5			0
17-01-2024	47800	47806	6			0
18-01-2024	47806	47806	0			0
19-01-2024	47806	47839	33			0
20-01-2024	47839	47839	0			0
21-01-2024	47839	47839	0			0
22-01-2024	47839	47839	0			0
23-01-2024	47839	47839	0			0
24-01-2024	47839	47858	19			0
25-01-2024	47858	47876	18	35	106.01	3710.35
26-01-2024	47876	47876	0			0



14	Genius Consultants ltd.	GWBFS/JN0015/24	23-01-2024	BMS Service - January 2024	2,72,055	05-02-2024	2,70,902
15	Air Cool India	ACI/84/23-24	18-01-2024	Insulation for VRF Unit Pipeline	15,930	12-02-2024	15,795

**END OF REPORT**

**Ms. Bishnupriya  
Head – Administration & Human Resource**







# Trouble Tackle-Catalyst

Register Your Complain

sb.chakraborty@imi-k.edu.in [Switch account](#)



The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

\* Indicates required question

**Email \***

Your email

**Name \***

Your answer

**Room No. \***

Your answer

**Mobile No. \***

Your answer

Timestamp	Email Addr	NAME	ROOM NO	Phone No	Problem C	Specify the Upload im	Location	Ticket No	main category
45200 61	aryan.jaisw	Aryan Jaiswal			Electrical Appliances			#NAME?	Last 6 Mor Last 6 Mor Maintenance
45200 61	priyanka.y	Priyanka Y	626		Electrical Appliances			#NAME?	Last 6 Mor Last 6 Mor Maintenance
45200 61	vaibhav.gu	Vaibhav Gupta			Furniture			#NAME?	Last 6 Mor Last 6 Mor Maintenance
45200 61	saumya.tri	Saumya Tri	512		Electrical Appliances			#NAME?	Last 6 Mor Last 6 Mor Maintenance
45200 62	jaideep.sin	Jaideep Singh Wadhwa			Housekeeping			#NAME?	Last 6 Mor Last 6 Mor HOUSEKEEPING
45200 62	himanshu.h	HIMANSHU	112		Electrical Appliances			#NAME?	Last 6 Mor Last 6 Mor Maintenance
45200 63	rahul.gupta	RAHUL GUPTA			Housekeeping			#NAME?	Last 6 Mor Last 6 Mor HOUSEKEEPING
45200 63	priyanka.r	Priyanka Maheshwari			Housekeeping			#NAME?	Last 6 Mor Last 6 Mor HOUSEKEEPING
45200 63	nayan.veer	Nayan Kerai			Housekeeping			#NAME?	Last 6 Mor Last 6 Mor HOUSEKEEPING
45200 66	karmveer.c	Karmveer	111		Housekeeping			#NAME?	Last 6 Mor Last 6 Mor HOUSEKEEPING
45200 66	manali.gaj	Manali Gajre			Electrical Appliances			#NAME?	Last 6 Mor Last 6 Mor Maintenance
45200 66	younoosh.k	Younoosh Khan			Electrical Appliances			#NAME?	Last 6 Mor Last 6 Mor Maintenance
45200 67	satyam.kis	Satyam Kis	502		Electrical Appliances			#NAME?	Last 6 Mor Last 6 Mor Maintenance
45200 67	shrutiraj.1	Shruti Raj			Housekeeping			#NAME?	Last 6 Mor Last 6 Mor HOUSEKEEPING
45200 67	ishika.kher	Ishika			Electrical Appliances			#NAME?	Last 6 Mor Last 6 Mor Maintenance
45200 67	farazali.dp	Syed Faraz Ali			Electrical Appliances			#NAME?	Last 6 Mor Last 6 Mor Maintenance
45200 67	sakshi.bar	Sakshi Bararia			Housekeeping			#NAME?	Last 6 Mor Last 6 Mor HOUSEKEEPING
45200 68	vashyaprai	Vashyapranav			Housekeeping			#NAME?	Last 6 Mor Last 6 Mor HOUSEKEEPING
45200 68	aayushikar	Aayushi Kanolija			Housekeeping			#NAME?	Last 6 Mor Last 6 Mor HOUSEKEEPING
45200 69	roshank.k	Roshan Sii	305		Electrical Appliances			#NAME?	Last 6 Mor Last 6 Mor Maintenance
45200 69	ayan.bard	AYAN BARDHAN ROY			Furniture			#NAME?	Last 6 Mor Last 6 Mor Maintenance
45200 7	aditya.sahi	Aditya Sah	314		Electrical Appliances			#NAME?	Last 6 Mor Last 6 Mor Maintenance
45200 7	md.imam@	Md Kashif	211		Electrical Appliances			#NAME?	Last 6 Mor Last 6 Mor Maintenance
45200 72	soujanya.n	Soujanya Kumar Nayak			Plumber			#NAME?	Last 6 Mor Last 6 Mor Maintenance
45200 72	devang.bh	Zack	201		Electrical Appliances			#NAME?	Last 6 Mor Last 6 Mor Maintenance
45200 73	hritik.raj@	Hritik Raj	214		Electrical Appliances			#NAME?	Last 6 Mor Last 6 Mor Maintenance
45200 74	animesh.sr	Animesh S	414		Electrical Appliances			#NAME?	Last 6 Mor Last 6 Mor Maintenance
45200 74	divya.0902	Divya Sharma			Housekeeping			#NAME?	Last 6 Mor Last 6 Mor HOUSEKEEPING
45200 74	manisha.p	Manisha pathy			Housekeeping			#NAME?	Last 6 Mor Last 6 Mor HOUSEKEEPING
45200 85	ryankyle1C	Ryan Kyle L Ranee			Plumber			#NAME?	Last 6 Mor Last 6 Mor Maintenance
45200 86	pinaz.islar	Pinaz islam			Housekeeping			#NAME?	Last 6 Mor Last 6 Mor HOUSEKEEPING
45200 86	snehargha	Sneharghe	510	9 66E+09	Electrical Appliances			#NAME?	Last 6 Mor Last 6 Mor Maintenance
45200 86	shriza.sing	Shriza Sini	406		Electrical Appliances			#NAME?	Last 6 Mor Last 6 Mor Maintenance
45200 86	maitraya.g	Maitraya Ghatak			Housekeeping			#NAME?	Last 6 Mor Last 6 Mor HOUSEKEEPING
45200 87	mihika.sat	Mihika Satnalika			Housekeeping			#NAME?	Last 6 Mor Last 6 Mor HOUSEKEEPING
45200 87	aryan.naur	Aryan Naudiyal			Housekeeping			#NAME?	Last 6 Mor Last 6 Mor HOUSEKEEPING
45200 88	saumyajit.c	Saumyajit	311	9 48E+09	Electrical Appliances			#NAME?	Last 6 Mor Last 6 Mor Maintenance
45200 88	anchal.ag	Anchal Agarwal			Housekeeping			#NAME?	Last 6 Mor Last 6 Mor HOUSEKEEPING
45200 88	sayan.sam	Sayan Samanta			Plumber			#NAME?	Last 6 Mor Last 6 Mor Maintenance
45200 88	shrestha.s	Shrestha Saha			Housekeeping			#NAME?	Last 6 Mor Last 6 Mor HOUSEKEEPING
45200 88	sood.nand	Nandini Sood			Housekeeping			#NAME?	Last 6 Mor Last 6 Mor HOUSEKEEPING
45200 89	supratim.d	Supratim d	205	8 57E+09	Electrical Appliances			#NAME?	Last 6 Mor Last 6 Mor Maintenance
45200 89	karagarwa	Karan agarwal			Housekeeping			#NAME?	Last 6 Mor Last 6 Mor HOUSEKEEPING
45200 89	abhishek.l	Abhishek Lala			Housekeeping			#NAME?	Last 6 Mor Last 6 Mor HOUSEKEEPING
45200 89	jainishsha	Jainish Shah			Housekeeping			#NAME?	Last 6 Mor Last 6 Mor HOUSEKEEPING
45200 89	goellushar	Tushar Go	113		Housekeeping			#NAME?	Last 6 Mor Last 6 Mor HOUSEKEEPING
45200 89	mohit.lodh	Mohit Mal Lodha			Housekeeping			#NAME?	Last 6 Mor Last 6 Mor HOUSEKEEPING
45200 91	shivam.trip	Shivam Tripathi			Housekeeping			#NAME?	Last 6 Mor Last 6 Mor HOUSEKEEPING
45200 91	akashshan	Akash sharma			Housekeeping			#NAME?	Last 6 Mor Last 6 Mor HOUSEKEEPING
45200 94	muskanjha	Muskan Jhavar			Housekeeping			#NAME?	Last 6 Mor Last 6 Mor HOUSEKEEPING
45200 98	shwellana	Shwellana	216	9 9E+09	Electrical Appliances			#NAME?	Last 6 Mor Last 6 Mor Maintenance
45201 02	shabaslucl	Shaba Qar	312		Electrical Appliances			#NAME?	Last 6 Mor Last 6 Mor Maintenance
45201 23	rishi.jain@	Rishi jain			Electrical Appliances			#NAME?	Last 6 Mor Last 6 Mor Maintenance
45201 43	shawhar03	Harshit Sir	111		Housekeeping			#NAME?	Last 6 Mor Last 6 Mor HOUSEKEEPING
45201 43	shreya.kur	Shreya Ku	412	8 79E+09	Electrical Appliances			#NAME?	Last 6 Mor Last 6 Mor Maintenance
45201 44	onkarpatel	Onkar Patel			Plumber			#NAME?	Last 6 Mor Last 6 Mor Maintenance
45201 57	saumya.sir	Saumya Singh			Housekeeping			#NAME?	Last 6 Mor Last 6 Mor HOUSEKEEPING
45244 73	soumendra	Soumendra	114	9 9E+09	Electrical Appliances			#NAME?	Last 6 Mor Last 6 Mor Maintenance
45247 6	dipesh.agr	Dipesh Agrawal			IT			#NAME?	Last 6 Mor Last 6 Mor IT
45253 54	priyanka2E	Priyanka Yadav			IT			#NAME?	Last 6 Mor Last 6 Mor IT
45253 54	priyanka2E	Priyanka Yadav			Housekeeping			#NAME?	Last 6 Mor Last 6 Mor HOUSEKEEPING
45253 54	priyanka2E	Priyanka Yadav			Housekeeping			#NAME?	Last 6 Mor Last 6 Mor HOUSEKEEPING
45253 55	priyanka2E	Priyanka Yadav			Housekeeping			#NAME?	Last 6 Mor Last 6 Mor HOUSEKEEPING
45253 55	priyanka2E	Priyanka Yadav			Housekeeping			#NAME?	Last 6 Mor Last 6 Mor HOUSEKEEPING
45253 55	priyanka2E	Priyanka Yadav			Security			#NAME?	Last 6 Mor Last 6 Mor Security
45253 6	priyanka2E	Priyanka Yadav			Furniture			#NAME?	Last 6 Mor Last 6 Mor Maintenance
45261 49	2151b19.2	Sanket 3B		7.27E+09	Sports & G	Tiles broke	https://driv Classroom	#NAME?	Last 6 Mor Last 6 Mor Sports & Gym
45268 47	hrilitik68@	Nayan	406	8 86E+09	Electrical /	Balcony is not clean	Room	#NAME?	Last 6 Mor Last 6 Mor Maintenance
45268 47	hrj8862@	Hritik	402	9 89E+09	Housekee	Balcony is not clean	Room	#NAME?	Last 6 Mor Last 6 Mor HOUSEKEEPING
45268 48	hrilitik68@	Raj	403	9 89E+09	Housekee	Housekeeping is not c	Other	#NAME?	Last 6 Mor Last 6 Mor HOUSEKEEPING
45268 61	hrilitik.raj@	Hritik	402	9 8E+09	Sports & G	Cricket ball required	Other	#NAME?	Last 6 Mor Last 6 Mor Sports & Gym
45268 61	adarsh.kur	Adarsh	204	8 34E+09	IT	Low Internet Connecti	Room	#NAME?	Last 6 Mor Last 6 Mor IT
45273 43	hrilitik.raj@	Dipesh	413	9 88E+09	Electrical /	Study light is not work	Room	#NAME?	Last 6 Mor Last 6 Mor Maintenance
45273 43	hrilitik.raj@	Raj	503	7 78E+09	Electrical /	Fan is not working	Room	#NAME?	Last 6 Mor Last 6 Mor Maintenance
45273 43	adarsh.kur	Adarsh	204	8 39E+09	Electrical /	Light problem	Room	#NAME?	Last 6 Mor Last 6 Mor Maintenance
45273 44	adarsh.kur	Adarsh	204	9 49E+09	Electrical /	Switch mis	https://driv Classroom	#NAME?	Last 6 Mor Last 6 Mor Maintenance
45275 57	adarsh.kur	Adarsh	204	8 83E+09	Air Condi	Ac not working	Room	#NAME?	Last 6 Mor Last 6 Mor Maintenance
45275 67	biswajeet.l	Biswajeet l	113	8 83E+09	Air Condi	AC not working	Room	#NAME?	Last 6 Mor Last 6 Mor Maintenance
45324 64	hrilitik.raj@	Adarsh	262	8 34E+09	Electrical /	Switch problem	Room	#NAME?	Last 6 Mor Last 6 Mor Maintenance
45339 47	priyanka2E	Priyanka Y	626	8 34E+09	Plumber	The flow of water is ve	Other	#NAME?	Last 30 da Last 30 da Maintenance
45339 47	rajputad81	Adarsh kur	413	8 4E+09	Furniture	Table broken	Room	#NAME?	Last 30 da Last 30 da Maintenance
45339 47	priyanka.y	Priyanka Y	626	8 34E+09	Air Condi	The air cor https://driv Lounge		#NAME?	Last 30 da Last 30 da Maintenance
45339 48	priyanka2E	Priyanka Y	626	8 34E+09	Air Condi	The AC wii https://driv Lounge		#NAME?	Last 30 da Last 30 da Maintenance
45339 48	priyanka2E	Priyanka Y	626	8 34E+09	Air Condi	AC not working prop	Mess/Cant	#NAME?	Last 30 da Last 30 da Maintenance
45339 48	rajputad81	Adarsh	419	9 25E+09	Electrical /	Switch not working	Lounge	#NAME?	Last 30 da Last 30 da Maintenance
45339 48	priyanka2E	Priyanka Y	626	8 34E+09	Air Condi	AC not working	Room	#NAME?	Last 30 da Last 30 da Maintenance
45339 48	rajputad81	Adarsh Ku	402	9 56E+09	Electrical /	Light Brok	https://driv Room	#NAME?	Last 30 da Last 30 da Maintenance
45339 48	priyanka2E	Priyanka Y	626	8 34E+09	Air Condi	AC water leak	Auditorium	#NAME?	Last 30 da Last 30 da Maintenance
45339 48	priyanka2E	Priyanka Y	626	8 34E+09	Sports & G	AC is not working prop	Corridor	#NAME?	Last 30 da Last 30 da Sports & Gym
45339 48	priyanka2E	Priyanka Y	626	8 34E+09	Housekee	Not working properly	Room	#NAME?	Last 30 da Last 30 da HOUSEKEEPING
45339 48	adarshllsin	Adarsh	204	8 34E+09	Air Condi	Water outflow from Air	Room	#NAME?	Last 30 da Last 30 da Maintenance
45339 48	priyanka2E	Priyanka Y	626	8 34E+09	Security	Issue in contacting	Other	#NAME?	Last 30 da Last 30 da Security
45339 48	priyanka2E	Priyanka Y	626	8 34E+09	Plumber	Issue regarding tap w	Other	#NAME?	Last 30 da Last 30 da Maintenance
45339 48	adarsh.kur	Hritik raj	402	9 48E+09	Furniture	Chair brok	https://driv Lounge	#NAME?	Last 30 da Last 30 da Maintenance
45339 48	priyanka2E	Priyanka Y	626	8 34E+09	IT	Wifi not working	Room	#NAME?	Last 30 da Last 30 da IT
45339 49	priyanka2E	Priyanka Y	626	8 34E+09	IT	The wifi is not working	Mess/Cant	#NAME?	Last 30 da Last 30 da IT
45350 48	adarsh.kur	adarsh kur	204	8 34E+09	Furniture	Door handle mixed	Room	#NAME?	Last 30 da Last 30 da Maintenance






# MAINTENANCE

Timestamp	Email Address	NAME	ROOM NO.	Phone No.	Problem Category	Specify the problem	Upload Image/ video of problem	Location	Ticket No.	Technician Assigned	Status	Remarks
10-1-2023	pranika.yadav@gnmkn.edu.in	Pranika Yadav	626		Electrical Appliances			Lounge	82	Technicians 11	Complete	work completed
10-1-2023	pranika.yadav@gnmkn.edu.in	Pranika Yadav	626		Furniture			Lounge	83	Technicians 7	Complete	done
10-1-2023	pranika.yadav@gnmkn.edu.in	Pranika Yadav	626		Electrical Appliances			Meal/Canteen	84	Technicians 1	Complete	not soluble
10-1-2023	pranika.yadav@gnmkn.edu.in	Pranika Yadav	626		Electrical Appliances			Lounge	85	Technicians 1	Complete	product order
10-1-2023	pranika.yadav@gnmkn.edu.in	Pranika Yadav	626		Electrical Appliances			Room	86	Technicians 14	Complete	done
10-1-2023	pranika.yadav@gnmkn.edu.in	Pranika Yadav	626		Electrical Appliances			Room	87	Technicians 14	Complete	done
10-1-2023	pranika.yadav@gnmkn.edu.in	Pranika Yadav	626		Electrical Appliances			Room	88	Technicians 23	Complete	done
10-1-2023	pranika.yadav@gnmkn.edu.in	Pranika Yadav	626		Electrical Appliances			Room	89	Technicians 23	Complete	done
10-1-2023	pranika.yadav@gnmkn.edu.in	Pranika Yadav	626		Electrical Appliances			Room	90	Technicians 23	Complete	done
10-1-2023	pranika.yadav@gnmkn.edu.in	Pranika Yadav	626		Electrical Appliances			Room	91	Technicians 23	Complete	done
10-1-2023	pranika.yadav@gnmkn.edu.in	Pranika Yadav	626		Electrical Appliances			Room	92	Technicians 23	Complete	done
10-1-2023	pranika.yadav@gnmkn.edu.in	Pranika Yadav	626		Electrical Appliances			Room	93	Technicians 23	Complete	done
10-1-2023	pranika.yadav@gnmkn.edu.in	Pranika Yadav	626		Electrical Appliances			Room	94	Technicians 23	Complete	done
10-1-2023	pranika.yadav@gnmkn.edu.in	Pranika Yadav	626		Electrical Appliances			Room	95	Technicians 23	Complete	done
10-1-2023	pranika.yadav@gnmkn.edu.in	Pranika Yadav	626		Electrical Appliances			Room	96	Technicians 23	Complete	done
10-1-2023	pranika.yadav@gnmkn.edu.in	Pranika Yadav	626		Electrical Appliances			Room	97	Technicians 23	Complete	done
10-1-2023	pranika.yadav@gnmkn.edu.in	Pranika Yadav	626		Electrical Appliances			Room	98	Technicians 23	Complete	done
10-1-2023	pranika.yadav@gnmkn.edu.in	Pranika Yadav	626		Electrical Appliances			Room	99	Technicians 23	Complete	done
10-1-2023	pranika.yadav@gnmkn.edu.in	Pranika Yadav	626		Electrical Appliances			Room	100	Technicians 23	Complete	done
10-1-2023	pranika.yadav@gnmkn.edu.in	Pranika Yadav	626		Electrical Appliances			Room	101	Technicians 23	Complete	done
10-1-2023	pranika.yadav@gnmkn.edu.in	Pranika Yadav	626		Electrical Appliances			Room	102	Technicians 23	Complete	done
10-1-2023	pranika.yadav@gnmkn.edu.in	Pranika Yadav	626		Electrical Appliances			Room	103	Technicians 23	Complete	done



Timestamp	Email Address	NAME	ROOM NO.	Phone No.	Problem Category	Specify the problem	Upload image/ video of problem	Location	Ticket No.	Technician Assigned	Status	Remark
10-1-2023	lajdeep singh@gnrk.edu.in	lajdeep Singh Vaidya			Housekeeping					Technicians 5	Completed	done work in process
10-1-2023	rnhd.gupta@gnrk.edu.in	RNHUL GUPTA			Housekeeping				7	Technicians 8	Pending	process
10-1-2023	prityanka.maheshwari@gnrk.edu.in	Prityanka Maheshwari			Housekeeping				8	Technicians 12	Completed	done
10-1-2023	mayankkumar@gmail.com	Mayank Kumar	111		Housekeeping				9	Technicians 14	Completed	done
10-1-2023	prityanka.maheshwari@gnrk.edu.in	Prityanka Maheshwari			Housekeeping				10	Technicians 18	Completed	done
10-1-2023	shakti.bansal@gnrk.edu.in	Shakti Bansal			Housekeeping				14	Technicians 15	Completed	done
10-1-2023	vashyap@gmail.com	Vashyap			Housekeeping				17	Technicians 16	Completed	done
10-1-2023	ayushkaranjol09@gmail.com	Ayush Karanja			Housekeeping				18	Technicians 10	Completed	done
10-1-2023	divyesh02@gmail.com	Divy Sharma			Housekeeping				19	Technicians 17	Active	not available
10-1-2023	prityanka.maheshwari@gnrk.edu.in	Prityanka Maheshwari			Housekeeping				28	Technicians 10	Completed	work in process
10-1-2023	prityanka.maheshwari@gnrk.edu.in	Prityanka Maheshwari			Housekeeping				29	Technicians 10	Pending	process
10-1-2023	prityanka.maheshwari@gnrk.edu.in	Prityanka Maheshwari			Housekeeping				31	Technicians 10	Pending	process
10-1-2023	prityanka.maheshwari@gnrk.edu.in	Prityanka Maheshwari			Housekeeping				34	Technicians 10	Pending	process
10-1-2023	prityanka.maheshwari@gnrk.edu.in	Prityanka Maheshwari			Housekeeping				35	Technicians 1	Completed	done
10-1-2023	prityanka.maheshwari@gnrk.edu.in	Prityanka Maheshwari			Housekeeping				36	Technicians 1	Completed	done
10-1-2023	prityanka.maheshwari@gnrk.edu.in	Prityanka Maheshwari			Housekeeping				38	Technicians 1	Completed	done
10-1-2023	prityanka.maheshwari@gnrk.edu.in	Prityanka Maheshwari			Housekeeping				40	Technicians 25	Pending	work in process
10-1-2023	prityanka.maheshwari@gnrk.edu.in	Prityanka Maheshwari			Housekeeping				41	Technicians 8	Completed	done
10-1-2023	prityanka.maheshwari@gnrk.edu.in	Prityanka Maheshwari			Housekeeping				43	Technicians 8	Completed	done
10-1-2023	prityanka.maheshwari@gnrk.edu.in	Prityanka Maheshwari			Housekeeping				44	Technicians 17	Pending	work in process
10-1-2023	prityanka.maheshwari@gnrk.edu.in	Prityanka Maheshwari			Housekeeping				45	Technicians 17	Pending	work in process
10-1-2023	prityanka.maheshwari@gnrk.edu.in	Prityanka Maheshwari			Housekeeping				46	Technicians 17	Pending	work in process
10-1-2023	prityanka.maheshwari@gnrk.edu.in	Prityanka Maheshwari			Housekeeping				47	Technicians 16	Completed	done
10-1-2023	prityanka.maheshwari@gnrk.edu.in	Prityanka Maheshwari			Housekeeping				48	Technicians 16	Completed	done
10-1-2023	prityanka.maheshwari@gnrk.edu.in	Prityanka Maheshwari			Housekeeping				49	Technicians 16	Completed	done
10-1-2023	prityanka.maheshwari@gnrk.edu.in	Prityanka Maheshwari			Housekeeping				50	Technicians 4	Completed	done
10-1-2023	prityanka.maheshwari@gnrk.edu.in	Prityanka Maheshwari			Housekeeping				54	Technicians 2	Completed	done
10-1-2023	prityanka.maheshwari@gnrk.edu.in	Prityanka Maheshwari			Housekeeping				57	Technicians 24	Completed	done
10-1-2023	prityanka.maheshwari@gnrk.edu.in	Prityanka Maheshwari			Housekeeping				61	Technicians 24	Completed	done
10-1-2023	prityanka.maheshwari@gnrk.edu.in	Prityanka Maheshwari			Housekeeping				62	Technicians 24	Completed	done
10-1-2023	prityanka.maheshwari@gnrk.edu.in	Prityanka Maheshwari			Housekeeping				63	Technicians 13	Pending	work in process
10-1-2023	prityanka.maheshwari@gnrk.edu.in	Prityanka Maheshwari			Housekeeping				64	Technicians 13	Pending	work in process
10-1-2023	prityanka.maheshwari@gnrk.edu.in	Prityanka Maheshwari			Housekeeping				69	Technicians 3	Active	not available
10-1-2023	prityanka.maheshwari@gnrk.edu.in	Prityanka Maheshwari			Housekeeping				70	Technicians 3	Active	not available
10-1-2023	prityanka.maheshwari@gnrk.edu.in	Prityanka Maheshwari			Housekeeping				80	Technicians 3	Active	not available

IT												
Timestamp	Email Address	NAME	ROOM NO.	Phone No.	Problem Category	Specify the problem	Upload Image/ video of problem	Location	Ticket No.	Technician Assigned	Status	Remarks
11-17-2023	dipesh agrawal@nitk.edu.in	Dipesh Agrawal			IT				59	Technicians 4	Complete	done
11-23-2023	pryanka28aug98@gmail.co	Priyanka Yadav			IT				60	Technicians 9	Complete	done work in process
12-8-2023	adash.kumar@nitk.edu.in	Adash	204	8340581452	IT	Low Internet Connection		Room	72	Technicians 12	Pending	process

SPORTS & GYM												
Timestamp	Email Address	NAME	ROOM NO.	Phone No.	Problem Category	Specify the problem	Upload Image/ video of problem	Location	Ticket No.	Technician Assigned	Status	Remarks
12-1-2023	2151b19.22@gmail.com	Sanket	3B		Sports & Gym Equipment	Tiles broken		Classroom	67	Technicians 6	Complete	done
12-8-2023	hrlik.kr@nitk.edu.in	Hrlik	402	9798217238	Sports & Gym Equipment	Cricket ball required		Other	71	Technicians 8	Pending	work in process
2-17-2024	pryanka28aug98@gmail.co	Priyanka Yadav	626	8335913592	Sports & Gym Equipment	AC is not working properly		Corridor	89			
2-29-2024	dipeshagrawal2002@gmail.c	Dipesh Agrawal	413	9556208996	Sports & Gym Equipment	Demo entry		Other	99			

SECURITY												
Timestamp	Email Address	NAME	ROOM NO.	Phone No.	Problem Category	Specify the problem	Upload Image/ video of problem	Location	Ticket No.	Technician Assigned	Status	Remarks
11-23-2023	pryanka28aug98@gmail.co	Priyanka Yadav			Security				65			
2-17-2024	pryanka28aug98@gmail.co	Priyanka Yadav	626	8335913592	Security	Issue in contacting		Other	92			