

## ANTI VIRUS RECORD

S.no	Date of receiving	Issued to	Quantity	Balance
1	12.01.2016 (10 Pcs)	Principal Sir PC	1	9
2		Gurpreet PC	1	8
3		Library PC	1	7
4		Library PC	1	6
5		Library PC	1	5
6		Manjeet PC	1	4
7		Sonika PC	1	3
8		Principal Sir PC	1	2
9		Chairman sir Pc	1	1
10		Principal Sir Laptop	1	0
11	28.07.2016 (10 Pcs)		10	
12		Sonika PC	1	9
13		Khema PC	1	8
14	12.09.2016 (09 Pcs)	Mcafee Anti virus	9	17
15	22.09.2016	Chairman sir Pc	1	16
16	22.09.2016	Ajay Account section Pc	1	15
17	22.09.2016	Naac Room Pc	1	14
18	23.09.2016	Prosth.	1	13
19	23.09.2016	Oral Surgery	1	12
20	23.09.2016	O.P.D	1	11
21	23.09.2016	Pedo.	1	10
22	23.09.2016	Conservative	1	9
23	01.12.2016	Singla Sir	1	8
24	01.12.2016	Singla Sir	1	7
25	07.01.2017	Gurpreet PC	1	6
26	06.02.2017	Khema PC	1	5
27	08.02.2017	Sonika PC	1	4
28	13.02.2017	Library PC (software use)	1	3
29	22.02.2017 (10 Pcs)	K7 Total Security	10	13
30	07.02.2017	Library (Arti Suri Mam)	1	12
31	16.05.2017	Sharma sir C.A.O	1	11
32	20.05.2017	Singla sir	1	10
33	14.09.2017	Library (Arti Suri Mam)	1	9
34	16.09.2017	K 7 Total Security	10	19
35	16.09.2017	Library (Arti Suri Mam)	10	9
36	16.09.2017	Principal Sir	1	8
37	09.12.2017	Received	15	23
38	11.12.2017	Seminar Hall	1	22
39	19.01.2017	Gurpreet PC	1	21
40	25.01.2018	khema pc	1	20
41	29.01.2018	principal Sir (Dr. Harvinder)	1	19
42	02.03.2018	Arti Suri Mam	1	18

43	25.04.2018	Account Section (Subham)	1	17
44	25.0.2018	Account Section (Reena mam)	1	16
45	19.05.018	Sharma sir C.A.O	1	15
46	06.06.2018	Adm. Section (Subham)	1	14
47	06.06.2018	Chairman sir Pc	1	13
48	17.01.2019	Arti Suri Mam PC	1	12
49	12.02.2019	Principal Sir	1	11
50	08.02.2019	Gurpreet PC	1	10
51	12.03.2019	Arti Suri Mam PC	1	9
52	15.03.2019	3rd Lect. Hall	1	8
53	18.03.2019	Received ( 5 Unit Anti Virus)	5	13
54	04.05.2019	Reena mam PC	1	12
55	04.05.2019	Subham PC	1	11
56	21.05.2019	Received ( 10 Unit Anti Virus) K7	10	21
57	21.05.2019	Issued library to Arti Mam	10	11
58	21.05.2019	Arti Suri mam Software PC	1	10
59	.05.2019	Sanjeev Sir	1	9
60	01.07.2019	Khema PC	1	8
61	30.01.2020	Gurpreet PC	1	7
62	24.02.2020	Received (15 Unit Anti Virus) K7	15	22
63	13.03.2020	Arti suri Mam PC	1	21
64	03.10.2020	PRINCIPAL PC	1	20
65	07.10.2020	Sharma sir C.A.O	1	19
66	23.10.2020	Khema PC	1	18
67	28.10.2020	Sonika PC	1	17
68	02.02.2021	Gurpreet PC	1	16
69	05.02.2021	Recived (05 Unit Anti Virus) K7	5	21
70	11.02.2021	Issued library to Arti Mam	7	14
71	08.02.2021	Arti Suri mam Software PC	1	13
72	26.03.2021	Arti suri Mam PC	1	12
73	30.06.2021	Sanjeev Sir	1	11
74	30.06.2021	Manjeet PC	1	10
75	30.06.2021	Sharma sir C.A.O	1	9
76	02.07.2021	Arti suri mam pc	1	8
77	06.08.2021	Principal sir	1	7
78	25.08.2021	received	5	12
79	20.09.2021	Sahil PC	1	11
80	27.10.2021	Khema PC	1	10
81	03.01.2022	principal Sir	1	9
82	20.04.2022	Principal Sir	1	8
83	19.05.2022	E Scan Received	10	18



# INSTITUTE OF DENTAL SCIENCES SEHORA JAMMU

## LIST OF COMPUTERS

S.No	Department	No. of Computer	Computer No.
1	Chairman /Trustee Office	1	
2	Principal Office	1	IDS/PRINCIPAL/02
3	Adm. Section (Sonika)	1	IDS/ADM./03
4	Adm. Section (Khema)	1	IDS/ADM./04
5	Adm. Section (Gurpreet )	1	IDS/ADM./05
6	Account Section (Kuldeep Sir)	1	IDS/ACCOUNTS/06
7	Account Section(Manjeet)	1	IDS/ACCOUNTS/07
8	Account Section (Ajay)	1	IDS/ACCOUNTS/08
9	OPD (Reception)	1	IDS/O.P.D (RECP.)/09
10	OPD Cabin	1	IDS/O.P.D/CABIN/10
11	X. rays / RVG Room	1	IDS/OMR/RVG/11
12	Oral Surgery	1	IDS/O.S/12
13	Prosthodontics	1	IDS/PROSTHO./13
14	PCD	1	IDS/P.C.D/14
15	Conservative Dentistry	1	IDS/CONS./15
16	Cons. RVG Use Computer	1	IDS/CONS./RVG/16
17	Orthodontics	1	IDS/ORTHO./17
18	Periodontics	1	IDS/PERIO./18
19	Pedodontics	1	IDS/PEDO./19
20	Pedodontics (X-rays use)	1	IDS/PEDO./X-RAY/20
21	Lecture Hall 1 <sup>st</sup> (Seminar)	1	IDS/1ST LECT./21
22	Lecture Hall 2 <sup>nd</sup>	1	IDS/2ND LECT./22
23	Lecture Hall 3 <sup>rd</sup>	1	IDS/3RD LECT./23
24	Lecture Hall 1st Year	1	IDS/FINAL LECT./24
25	Store Section	1	IDS/STORE/25
26	Library (Arti Suri)	1	IDS/LIBRARY/26
27	Library (Software Use)	1	IDS/LIBRARY/27
28	Library (Net use)	1	IDS/LIBRARY/28
29	Library (Net use)	1	IDS/LIBRARY/29
30	Library (Net use)	1	IDS/LIBRARY/30
31	Library (Net use)	1	IDS/LIBRARY/31
32	Library (Net use)	1	IDS/LIBRARY/32
33	Library (Net use)	1	IDS/LIBRARY/33

34	Library (Net use)	1	IDS/LIBRARY/34
35	Library (Net use)	1	IDS/LIBRARY/35
36	Library (Net use)	1	IDS/LIBRARY/36
37	Library (Net use)	1	IDS/LIBRARY/37
38	Naac Room	1	
39	Adm. Section Free PC	1	
40	Account Section (Sanjeev Sir)	1	

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## LIST OF COMPUTERS

<b>S.No</b>	<b>Department</b>	<b>No. of Computer</b>
1	Chairman / Trustee Office	1
2	Principal Office	1
3	Adm. Section (Sonika)	1
4	Adm. Section (Khema)	1
5	Adm. Section (Gurpreet )	1
6	Account Section (Kuldeep Sir)	1
7	Account Section(Manjeet)	1
8	Account Section (Ajay)	1
9	OPD (Reception)	1
10	OPD Cabin	1
11	X. rays / RVG Room	1
12	Oral Surgery	1
13	Prosthodontics	1
14	Conservative Dentistry	1
15	Cons. RVG Use Computer	1
16	Orthodontics	1
17	Periodontics	1
18	Pedodontics	1
19	Pedodontics (X-rays use)	1
20	Lecture Hall 1 <sup>st</sup> (Seminar)	1
21	Lecture Hall 2 <sup>nd</sup>	1
22	Lecture Hall 3 <sup>rd</sup>	1
23	Lecture Hall Final Year	1
24	Library (Arti Suri)	1
25	Library (Software Use)	1
26	Library (Net use)	1
27	Library (Net use)	1

28	Library (Net use)	1
29	Library (Net use)	1
30	Library (Net use)	1
31	Library (Net use)	1
32	Store Section	1
	<b>Total</b>	<b>32</b>

# INSTITUTE OF DENTAL SCIENCES SEHORA JAMMU

## List of Printers & Photostate Machine

<b>S.No</b>	<b>Department</b>	<b>No. Scanner</b>	<b>No. of Printers</b>	<b>No. of Photostate Machine</b>
1	Adm. Section (Sonika MamPC)	1 (PDF Scanner)	1 (Printer Cum Scanner)	1
2	Adm. Section (Khema Mam PC)		1	
3	Account Section (C.A.O)		1	
4	Account section (Ajay PC)		1	
5	Library (Arti Suri Mam PC)		1 (Color Printer Cum Scanner)	
6	Naac Room		1 (Color Printer Cum Scanner)	
7	Gurpreet singh		1 (ID card Printer)	
8	Library		Bar Code Printer	1
9	Main Store			1
	<b>TOTAL</b>	<b>1</b>	<b>8</b>	<b>3</b>



**INSTITUTE OF DENTAL SCIENCES SEHORA JAMMU**

**LIST OF COMPUTERS PURCHASE TO SHARMA SIR TRUSTEE**

**Total PC Purchase 05**

<b>S.No</b>	<b>Shifted in Department</b>	<b>No. of Computer</b>
1	Adm. Section (Gurpreet )	1
2	Account Section (Ajay)	1
3	Chairman Sir Office	1
4	Oral Medicine & Radiology	1
5		
6		
7		
8		

**One PC left in Arjun Store**

**LIST OF COMPUTERS COLLECT FROM LIBRARY**  
**Total PC Collect 03**

<b>S.No</b>	<b>Shifted in Department</b>	<b>No. of Computer</b>
1	PCD TFT PC	1

**Two Monitor PC left in Arjun Store**

One TFT Shifted in Radiology Room PC & One TFT Shifted in Khema Mam

# INSTITUTE OF DENTAL SCIENCES SEHORA JAMMU

## RECORD OF MOUSE PAD

S.No	Date of Receiving	Date of Issued	Issued to	Quantity	Issue	Balance
1	27.10.2015	27.10.2015	Sonika	5	1	4
2	27.10.2015	27.10.2015	Khema	4	1	3
3	27.10.2015	27.10.2015	Manjeet	3	1	2
4	27.10.2015	27.10.2015	Gurpreet	2	1	1
5	28.03.2016		Rec. 09 more mouse pad	9		10
6	28.03.2016	28.03.2016	Dr. Y.K Singla	10	1	9
7		28.04.2016	Manjeet Singh		1	8
8		15.09.2016	Rachna Sharma		1	7
9		23.09.2016	send to library		7	0



# INSTITUTE OF DENTAL SCIENCES SEHORA JAMMU

## RECORD OF PEN DRIVE

S.No	Date of Receiving	Date of Issued	Issued to	Quantity	Issue
1	27.10.2015	07.11.2015	Manjeet Singh (Account)	5	1
2	27.10.2015	07.11.2015	Khema Devi (Adm. )		1
3	27.10.2015	07.11.2015	Sonika (Adm.)		1
4	27.10.2015	07.11.2015	Gurpreet (Adm.)		1
5	27.10.2015	10.11.2015	Kuldeep Sharma (CAO)		1
6	27.11.2015	27.11.2015	OMR (NAAC) Hand over to Suresh (Tech.)	2	2
	28.07.2016			02 Pcs Receive	
7	28.07.2016	28.07.2016	Vijay (PA Chairman)	1	1
8		23.09.2016	Principal sir	1	1
9	01.08.2017	01.08.2017	Mrs. Tahira Begum (Camera Room) (16 GB)	1	1
10	29.08.2017		Received pen drive (16 GB)	2	
11		29.08.2017	PCD Dr. Diljot Kour		1
12	22.01.2018		Received 02 Pen Drive (16GB)	2	
13		19.02.2018	OMR (NAAC) Hand over to Suresh (Tech.) (16GB)		1
14		22.02.2018	Mr. Anirudh Sir (Trustee) 16GB		1
15		22.05.2018	Library Mam (order of Anirudh Sir)		1
16	08.09.2018		Received Pen Drive 32 GB	1	
17		08.09.2018	TAHIRA MAM		1
18	21.05.2019		Received Pen Drive 16 GB	1	
		12.08.2019	issue to arti mam library		1

Balance
4
3
2
1
0
0
1
0
0
2
1
3
2
1
0
1
0
1
0



**INSTITUTE OF DENTAL SCIENCES SEHORA JAMMU**  
**RECORD OF U.P.S**

S.No	Date of Receiving	Date of Issued	Issued to	Quantity	Issue	Balance
1	6.11.2015	07.11.2015	Ajay (account)	2	1	1
2	06.11.2015	07.11.2015	Principal	1	1	0
3	27.11.2015	27.11.2015	OMR (NAAC)	1	1	0
4	05.02.2016	05.02.2016	Library	5	5	0
5	05.02.2016	05.02.2016	Library	1	1	0
6	14.06.2016	14.06.2016	Adm. Aircel Broadband	1	1	0
7	28.07.2016	28.07.2016	Sonika Adm.	1	1	0
8	11.08.2016			4		
9		11.08.2016	1st Seminar	1	3	
10		11.08.2016	3rd year lect.	1	2	
11		11.08.2016	2nd Year Lect.	1	1	
12		11.08.2016	Final Year Lect.	1	0	
13	25.09.2016		Handed over to Gurpreet	5		
14		01.12.2016	Account section (Sanjeev)		1	4
15		07.12.2016	Gurpreet (Adm. Section)		1	3
16		20.01.2017	Bio Matrix machine		1	2
17	07.02.2017		Bio Matrix machine UPS	1		3
18	07.02.2017		Adm. Aircel Broadband	1		4
19		06.03.2017	Mrs. Khema Devi		1	3
20		03.08.2017	PCD		1	2
21	09.12.2017			2		4
22		02.01.2018	Sharma Sir C.A.O		1	3
23		06.06.2018	Sanjeev sir		1	2
24		13.09.2019	Reena Mam A/c Section		1	1
25		14.07.2021	Principal Sir		1	0
26	07.08.2021		For Library Use	10		10
27		07.08.2021	Issue to Library		10	0
28	05.05.2022		Received	1		1
29		09.05.2022	Sahil (Adm. Section)		1	0



