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MAASAI MARA UNIVERSITY
CENTER FOR ICT & E-LEARNING DIRECTORATE

E-mail: **ictdirector@mmarau.ac.ke.**
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P.O. Box 861-20500, NAROK
Tel: 020 5131400

TO: Deputy Vice-Chancellor (A, F&S)

DATE: 02/07/2024

FROM: Director, Centre for ICT & E-Learning

REF: MMU/VC014/011/2013/VOL.1

Subject: Maintenance and Backup Schedule 2024-2025 Approval

I am kindly writing to request for the approval of the attached ICT Equipment's Maintenance and Backup Schedule to be used by the Centre for ICT & E-Learning as per our QMS procedures in the 2024-2025 Financial year.

Thank You

Anil Kumar
Director, Centre for ICT & E-Learning

Dir - ICT & E-learning

Approved

3/7/2024

Webmaster
Please upload the
document to the website

03.07.2024

02 JUL 2024
RECEIVED

MAASAI MARA UNIVERSITY

ICT DEPARTMENT

PREVENTIVE MAINTENANCE & DATA BACKUP SCHEDULE 2024-2025

Item/Activity	JULY 2024			AUGUST 2024		
	Office	Date	Time	Office	Date	Time
• **Blowing Computers, printers, Ups, Switches/Routers, Photocopier** • **Updating Antivirus** • **Data Backup** • **Patching up the Operating System** • **Deleting temporary Files**	Gender & Equity Office	3th	2.00 PM	Innovation, New & Renewable Energy	6th	2.00 PM
	Endowment Fund Office	5th	2.00 PM	HR(Registry Office)	8th	2.00 PM
	Development & Estates	9th	2.00 PM	Finance (FO)	13th	2.00 PM
	Health(Clinical Services)	11th	2.00 PM	Finance(Final Accounts)	13th	2.00 PM
	Students Admission	16th	2.00 PM	Finance(Student Finance)	15th	2.00 PM
	Games & Sports Office	18th	2.00 PM	Finance(budgetary control & Compliance)	15th	2.00 PM
	Marketing & Public Relation	23th	2.00 PM	Examinations	20th	2.00 PM
	Ethno bio. &Ethno med.	25th	2.00 PM	Media Lab	22th	2.00 PM

MAASAI MARA UNIVERSITY

ICT DEPARTMENT

PREVENTIVE MAINTENANCE & DATA BACKUP SCHEDULE 2024-2025

Item/Activity	SEPTEMBER 2024			OCTOBER 2024		
	Office	Date	Time	Office	Date	Time
• Blowing Computers, printers, Ups, Switches/Routers, Photocopier **• Updating Antivirus** **• Data Backup** **• Patching up the Operating System** **• Deleting temporary Files**	Vice-Chancellor	3rd	2.00 PM	Finance (Payroll)	3rd	2.00 PM
	Council Chairman's	5th	2.00 PM	Reception	8th	2.00 PM
	DVC (AF&P)	10th	2.00 PM	ICT Department	10th	2.00 PM
	Registrar Administration	12th	2.00 PM	Transport Department	15th	2.00 PM
	Deputy Registrar (Admin.)	14th	2.00 PM	Catering Department	17th	2.00 PM
	Deputy Registrar (HR)	19th	2.00 PM	Dean of Students	22nd	2.00 PM
	Senior Assistant Registrar (HR)	24th	2.00 PM	Hostels & Accommodation	24th	2.00 PM
	Deputy Registrar (Planning)	25th	2.00 PM	School of Nursing	29th	2.00 PM

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ICT DEPARTMENT

PREVENTIVE MAINTENANCE & DATA BACKUP SCHEDULE 2024-2025

Item/Activity	NOVEMBER 2024			DECEMBER 2024		
	Office	Date	Time	Office	Date	Time
• **Blowing Computers, printers, Ups, Switches/Routers, Photocopier** • **Updating Antivirus** • **Data Backup** • **Patching up the Operating System** • **Deleting temporary Files**	School of Arts & Social Sciences	5th	2.00 PM	PC&QA	3rd	2.00 PM
	School of Business & Economics	7th	2.00 PM	School of Science & comp Labs	5th	2.00 PM
	School of Education	12th	2.00 PM	School of TNRM	10th	2.00 PM
	DVC (AR&SA)	15th	2.00 PM	Legal office	12th	2.00 PM
	Registrar Academics	19th	2.00 PM	Security	17th	2.00 PM
	Deputy Registrar Academics	21st	2.00 PM	Procurement	19th	2.00 PM
	Senate Secretariat	25th	2.00 PM	Health(Lab Services)	23rd	2.00 PM
	Post Graduate Studies	28th	2.00 PM	Ombudsman (Public Complaints &Compliments)	31st	2.00 PM

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ICT DEPARTMENT

PREVENTIVE MAINTENANCE & DATA BACKUP SCHEDULE 2024-2025

Item/Activity	JANUARY 2025			FEBRUARY 2025		
	Office	Date	Time	Office	Date	Time
	Gender & Equity Office	2nd	2.00 PM	Innovation, New & Renewable Energy	4th	2.00 PM
• **Blowing Computers, printers, Ups, Switches/Routers, Photocopier**	Endowment Fund Office	7th	2.00 PM	HR(Registry Office)	6th	2.00 PM
	Development & Estates	9th	2.00 PM	Finance (FO)	11th	2.00 PM
	Health(Clinical Services)	14th	2.00 PM	Finance(Final Accounts)	13th	2.00 PM
• **Updating Antivirus** • **Data Backup**	Students Admission	16th	2.00 PM	Finance(Student Finance)	18th	2.00 PM
• **Patching up the Operating System** • **Deleting temporary Files**	Games & Sports Office	21st	2.00 PM	Finance(budgetary control & Compliance)	20th	2.00 PM
	Marketing & Public Relation	23rd	2.00 PM	Examinations	25th	2.00 PM
	Ethno bio. &Ethno med.	28th	2.00 PM	Media Lab	27th	2.00 PM

MAASAI MARA UNIVERSITY

ICT DEPARTMENT

PREVENTIVE MAINTENANCE & DATA BACKUP SCHEDULE 2024-2025

Item/Activity	MARCH 2025			APRIL 2025		
	Office	Date	Time	Office	Date	Time
• **Blowing Computers, printers, Ups, Switches/Routers, Photocopier** • **Updating Antivirus** • **Data Backup** • **Patching up the Operating System** • **Deleting temporary Files**	Vice-Chancellor	4th	2.00 PM	Finance(Payroll)	3rd	2.00 PM
	Council Chairman's	6th	2.00 PM	Reception	8th	2.00 PM
	DVC (AF&P)	10th	2.00 PM	ICT Department	10th	2.00 PM
	Registrar Administration	12th	2.00 PM	Transport Department	15th	2.00 PM
	Deputy Registrar (Admin.)	18th	2.00 PM	Catering Department	17th	2.00 PM
	Deputy Registrar(HR)	20th	2.00 PM	Dean of Students	22nd	2.00 PM
	Senior Assistant Registrar (HR)	25th	2.00 PM	Hostels & Accommodation	24th	2.00 PM
	Deputy Registrar (Planning)	27th	2.00 PM	School of Nursing	29th	2.00 PM

MAASAI MARA UNIVERSITY

ICT DEPARTMENT

PREVENTIVE MAINTENANCE & DATA BACKUP SCHEDULE 2024-2025

Item/Activity	MAY 2025			JUNE 2025		
	Office	Date	Time	Office	Date	Time
• **Blowing Computers, printers, Ups, Switches/Routers, Photocopier** • **Updating Antivirus** • **Data Backup** • **Patching up the Operating System** • **Deleting temporary Files**	School of Arts & Social Sciences	1st	2.00 PM	PC&QA	3rd	2.00 PM
	School of Business & Economics	6th	2.00 PM	School of Science & Comp Labs	5th	2.00 PM
	School of Education	8th	2.00 PM	School of TNRM	10th	2.00 PM
	DVC (AR&SA)	13th	2.00 PM	Legal office	12th	2.00 PM
	Registrar Academics	15th	2.00 PM	Security	17th	2.00 PM
	Deputy Registrar Academics	20th	2.00 PM	Procurement	24th	2.00 PM
	Senate Secretariat	27th	2.00 PM	Health(Lab Services)	26th	2.00 PM
	Post Graduate Studies	29th	2.00 PM	Ombudsman (Public Complaints &Compliments)	30th	2.00 PM