

## **Governance report – September 2024**

(Lulu Mall, Bangalore)

- Introduction

This report offers a comprehensive overview of the governance activities within our IT support department over the past month

### **Task 1: Renovation work of UG and FF going on**



Cable laying work going on in UG Floor

All IT peripherals are made live temporarily during the renovation work

### **Task 2: QC Summary File**

Requested Cash Office team for Cancellation of Gift Card which was activated in abort receipt.

QC difference reported which was cleared uploading new summary file to EDI.

QC validation is now taking through helpdesk.

### **Task 3: Extra Counters for Freedom Sale**

Extra Counters (4 POS) installed in South Atrium during Onam Festival



### **Task 4: Quarterly Server Health Check Up completed**

Server PM and POS PM completed as per schedule

IT

### **Task 5: Staff Training**

Each Staffs are assigned with separate Task.

Ensuring that tasks are properly completed from staff side.

Weighing Scale Checking (Calibration, Head status) is done weekly on all Friday night after shop closing. Cleaning reports are being send without failure.

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