



Bharatiya Vidya Bhavan's
Sardar Patel College of Engineering
 (Govt. Aided Autonomous Institute Affiliated to University of Mumbai)



Application Form for Repair / Maintenance of IT Infrastructure

Date: _____

To,
 The Chairman,
 IT Infrastructure Management Committee,
 SPCE, Mumbai 400 058.

Following IT Infrastructure needs repair / maintenance:

Dept and location of hardware (Room No.): _____ / _____

Repair / maintenance required for: Computer / Printer / Software / Internet / Other _____

Please describe nature of problem in brief: _____

I hereby declare that:

1. The IT Infrastructure provided by the Institute is used only for the academic / administrative / research purposes and not for the purpose other than it is meant to be used for.
2. All the softwares installed / used on this computer are genuine / licensed versions / open source.
3. I have not tried to open the hardware / repair it on my own.

Person requesting repair / maintenance: _____ **Sign:** _____

This repair / maintenance – [Recommended / Not Recommended]

The fund to be utilized for this repair / maintenance: _____

Head of Dept

Repair / maintenance performed: _____

Technician's Remarks: Problem resolved [Yes / No]

If yes, take signature of person requesting maintenance. _____ Date: _____

If not, is any hardware / software replacement needed? _____

If yes, give specifications: _____

Technician's Name: _____ Signature: _____

Hardware / software replacement – [Recommended / Not Recommended]

System Analyst

To - Stores, SPCE

Please procure components / IT consumables as per the specifications given above.

Chairman IT Infra Committee