



Form ID: DYP CET: Infra/02

Date: \_\_\_\_\_

**REPAIR AND MAINTENANCE FORM (SOFTWARE/HARDWARE)**

Name of Staff \_\_\_\_\_ Department \_\_\_\_\_

| Sr No | Name of Software/Hardware | Repair/Maintenance issue | Approx. Cost (Rs) |
|-------|---------------------------|--------------------------|-------------------|
|       |                           |                          |                   |

Use of Software/Hardware \_\_\_\_\_

Forwarded by (Head of Department): \_\_\_\_\_

Remark of Software/hardware Incharge \_\_\_\_\_

**Registrar**

**Principal**

**Executive Director**

Note: Submit duly signed form to Software/Hardware maintenance in charge for further process

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