

**STANLEY COLLEGE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
**ABIDS, HYDERABAD – 632503**

**COMPUTER LAB – MAINTENANCE PROCEDURE**

If any issues related to the malfunctioning of the computer systems reported to the system administrators, then the below mentioned procedures will be followed for rectifying those issues:

1. Registering complaint by the respective department's lab programmer
2. Fault identification by the system administrators and preparation of report on the identified issue.
3. Financial approval from the head of the institution for the purchase of computer accessories (in case of any replacement of accessories is mandatory)
4. Preparation of Note Sheet
5. Taking approval for getting quotation from the supplier
6. Preparation of Purchase Order & placing order
7. Receiving material @ campus
8. Making an entry of incoming items in the "Inward Materials Register" available with the security in the campus entrance.
9. Making entry @ the centralized stock register
10. Submission of Tax Invoice for making payment using the agreed mode of payment.
11. Distribution of the received items to the respective department to whom purchase was initiated
12. Replacement of computer accessories by the system administrators
13. Closing the complaint in the register where it was recorded
14. Acknowledgment from the dept. (after rectifying all the identified issues)

**Coordinator / Infrastructure**  
**SCETW (A)**

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Stanley College of Engineering and Technology for Women

Abids, Hyderabad

18.01.2021

Note Sheet

Submitted to the Principal for Approval

Following are the requirements for repairing the Printer (Canon MF3010) Available @ IQAC Room ('A' Block).

Sl. No.	Items	Cost
1.	Scanner Board*(1 No.)	₹ 2500.00
2.	Service Charges	₹ 300.00
	Total	₹ 2800.00

(Rupees Two Thousand Eight Hundred Only)

Note: \* 6 Months Warranty

Encl:

1. Estimate from SSIT Solutions, Abids

Prepared by

Dr. R. Manivannan

*Prof/Crs, Secor.*

PRINCIPAL

Cell : ~~9849241436~~

66562915

# S.S.I.T SOLUTIONS

Refilling Laser Toners - Inkjet Cartridges (Colour & Black) Printers Service all Brands

#15 Ground Floor, Lanaine Estate, Opp. Chermas, Abids, Hyd. ssitsolutionz@gmail.com

Date : 18/01/2024

To, M/s. Stanley College of Engineering for women

S.No.	PARTICULARS	Qty.	Rate	Amount
①	<u>ESTIMATE</u> CANON MF3010 - Printer (1) Scanner Board Replacement	①	2500/-	2500/-
②	Service charge	-	300/-	300/-
NOTE - - 6 months warranty for the above mentioned board. Sulkaat				
TOTAL				2800/-

(Rupees Two Thousand Eight hundred only)



*Sulkaat*  
For S.S.I.T SOLUTIONS

9963 000 273