



Dr. KALAM COMPUTING CENTRE

ANNA UNIVERSITY, MIT CAMPUS, CHENNAI 600044

SERVICE REQUEST FORM

Date:

Desktops / 6013 ☐	Telephones / 6399 ☐	Networks / 6333 ☐	Web Services / 6030 ☐
Department / Centre Name			
Desktops / Printers			
Year of Procurement		Make & Model	
Stock Reference No			
Issue Type	Hardware / Software / Licensing		
Facility requires service	Office / Staff Room / Laboratory / Others		
Location (Block/Floor/Room)			
Telephones			
Intercom Number(s)		Location	
Networks			
Issue Type	Switch / Access Point / LAN Connection / Internet		
Location of Installation			
Facility affected	Office / Staff Room / Laboratory / Others		
Web Services(as Proof must be enclosed)			
1 Email	2 Announcements	3 Web Pages	4 Domain
Description			
Service Requested by		Request Approved by	
Name/Signature/Date/Contact Number		Head / Director with Seal	

KCC OFFICE USE ONLY

Request No	Date	Assigned to	
Service Status	1. Issue Resolved	Serviced by	Verified by
	2. Identified as not serviceable		
Remarks			

Professor & Head, KCC