



CRITERION 4 - INFRA STRUCTURE AND LEARNING RESOURCES

KEY INDICATOR 4.4 - MAINTANANCE OF CAMPUS INFRASTRUCTURE

Metric No 4.4.2 There are established system and coendures for maintaining and utilizing physical, academic and support facilities - Laboratory, Library, Classrooms etc...,

S.NO	CONTENT	PAGE NO
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PRINCIPAL
Sree Chaitanya College of Engineering
LMD Colony, KARIMNAGAR-505 527



1. INTRODUCTION

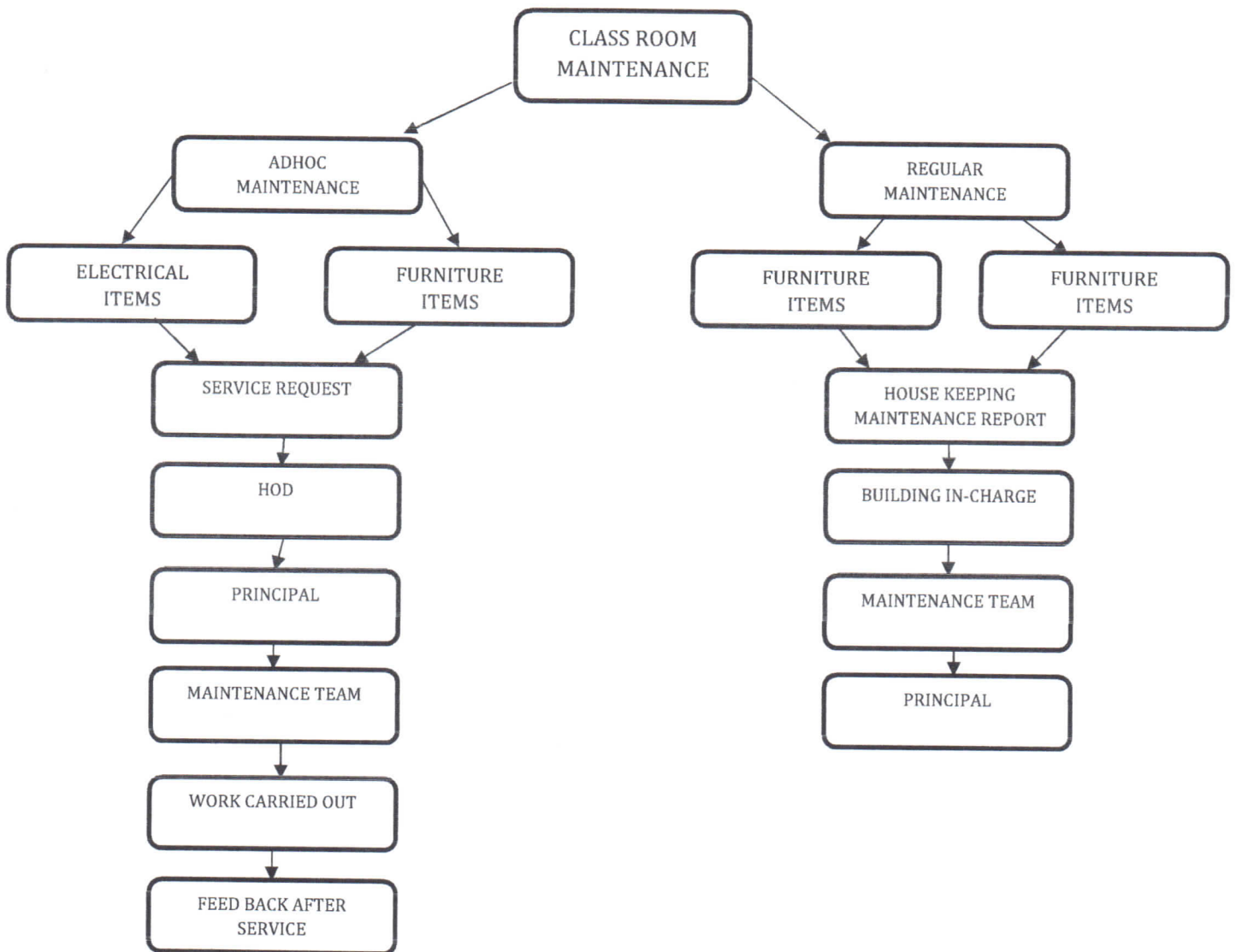
Sree Chaitanya College of Engineering prides itself on an extensive and well-maintained infrastructure to support its teaching, learning, and research activities. The institution has a structured system for the upkeep and optimal utilization of classrooms, computers, and laboratories to ensure the effective use of existing facilities. The Maintenance Team, comprising skilled faculty members for supervision and lab technicians from the Civil, Mechanical, Electrical and Electronics Engineering (EEE), Electronics and Communication Engineering (ECE), and Computer Science Departments, is responsible for the continuous operation and maintenance of equipment. This includes general lighting, power distribution systems, solar panels, water pumps, and more.

Maintenance requests are initiated via a service request form, which details the nature of the maintenance needed and informs the relevant authorities for corrective action. Once approval is granted, the Maintenance Team diagnoses the issue and rectifies it or recommends seeking external services from suppliers or other service providers. If the service is not covered under warranty, quotations are obtained from the supplier as well as two other companies. A comparative statement is then prepared and submitted to the principal, along with recommendations from the respective Heads of Departments (HODs).

The Maintenance Team is responsible for monitoring the upkeep and cleanliness of buildings, classrooms, laboratories, furniture, campus grounds, sports facilities, staff lounges, student amenity areas, cafeteria, and hostel buildings. Housekeeping services are maintained by an in-house team that is available during daytime hours on all working days. External services handle roadside assistance and breakdown coverage. The Transport Department handles the cleaning, air-filling, and minor repairs of vehicles within the college, while major repairs are conducted by external automobile garages.

2. MAINTENANCE OF CLASSROOMS, FURNITURE AND LABORATORIES

Classrooms, along with their furniture and teaching aids, are maintained by the respective departmental faculty and lab assistants. Each department's in-charges and lab assistants are responsible for the upkeep of their respective laboratories, ensuring that all facilities are in good working condition and readily available for academic use.



FLOW CHART FOR CLASS ROOM MAINTENANCE



3. MAINTENANCE AND UTILIZATION OF LIBRARY

The library staff receives explicit instructions on the proper care and handling of library documents, especially during processing, shelving, and transportation. The following measures must be observed:

Handling Bound Volumes: Bound volumes should not be sorted by their fore edges, as this can weaken the bindings.

Shelf Management: Shelves should not be fully packed, as overcrowding can crack spines and cause damage when books are removed. Large volumes should be stored flat to avoid damage.

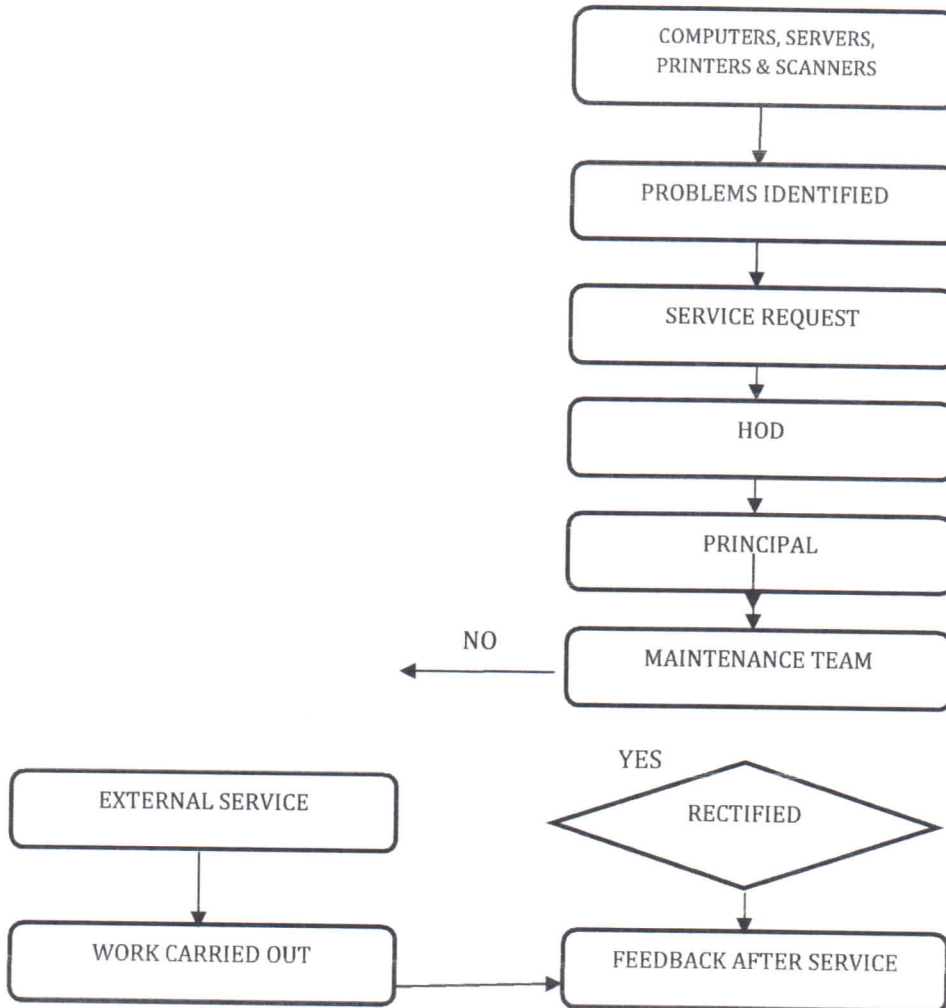
Dust Control: Dust accumulation must be prevented as it can stain documents and lead to chemical and biological degradation. Regular and careful cleaning, including vacuuming, is essential.

Protection of Magnetic Media: Magnetic discs or documents containing discs should not be stored near magnetic or electronic equipment such as tape recorders or air conditioners. These materials should be kept in a dust-free environment with controlled temperature and humidity.

Pest Management: Effective pest control measures, including regular cleaning, fumigation, and exposing documents to sunlight, are implemented to reduce insect-related damage. Repellents are also used to protect materials from rodents.

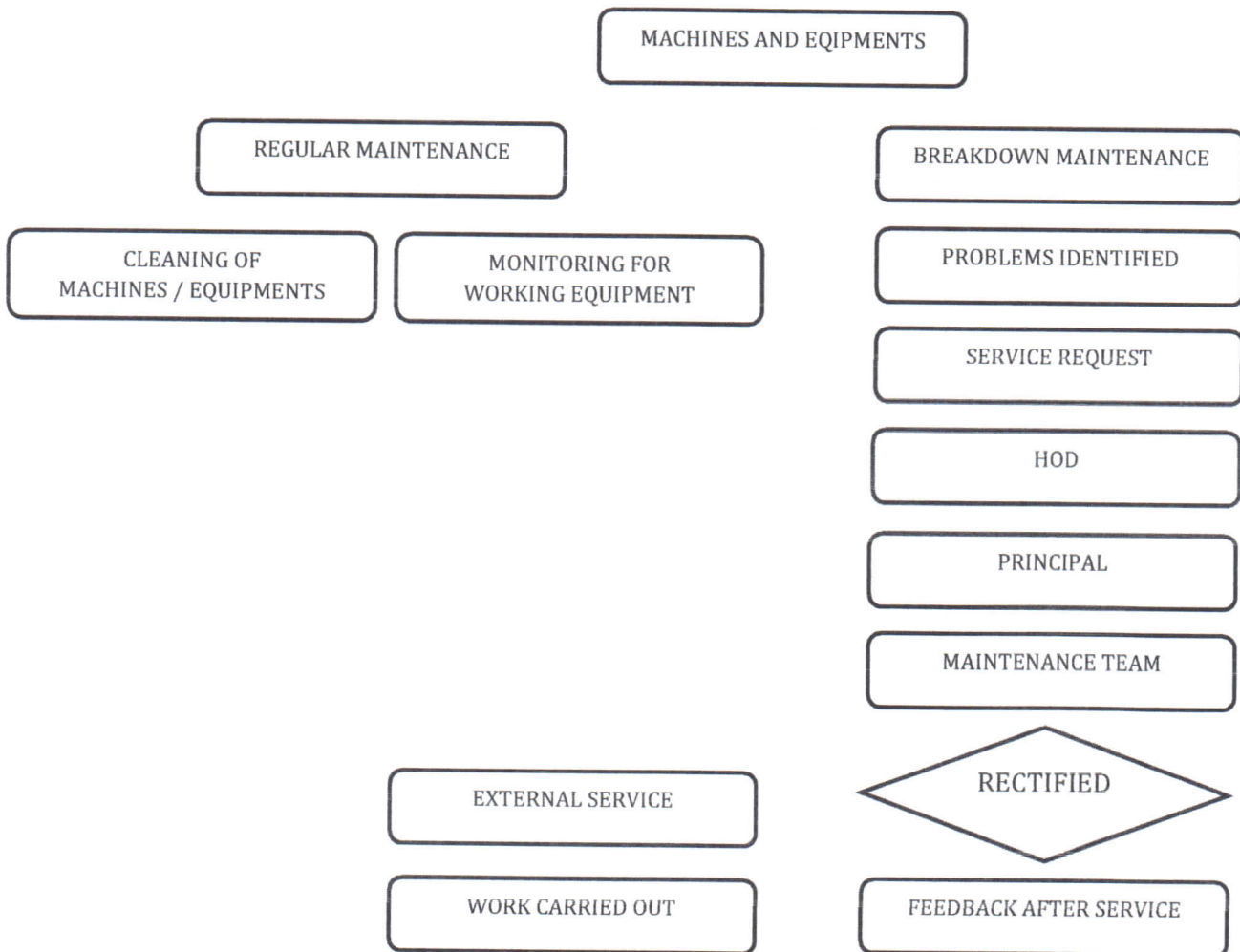
4. MAINTENANCE OF COMPUTING FACILITIES

The Computer Science department, along with the Maintenance Team, oversees the upkeep of computers, printers, and servers. This includes annual maintenance tasks such as installing necessary software, updating antivirus programs, and performing system upgrades. These tasks are managed by a team of technicians under the coordination of the system administrator. To minimize waste, electronic devices like projectors, computers, printers, and photocopiers are regularly serviced and refurbished for continued use. Additionally, the system administration department is responsible for maintaining the college's intercom lines, CCTV systems, and Wi-Fi networks.



5. MAINTENANCE OF LABORATORY REPORT

Faculty members, lab assistants, and other service personnel are tasked with maintaining the equipment within their respective areas. Each laboratory keeps detailed stock registers, maintenance registers, and log books to record equipment usage and report any defects for prompt rectification. Lab assistants receive periodic training from the Heads of Departments (HODs) to enhance their technical skills and ensure proper maintenance of the equipment.



FLOW CHART FOR MACHINES AND EQUIPMENT MAINTENANCE



6. MAINTENANCE OF OTHER AMENITIES

- **RO Consumables and Maintenance:** Consumables such as membranes, filters, and chemicals for the Reverse Osmosis (RO) system are replaced or recharged as part of an annual maintenance contract with the supplier. To prevent unpleasant odors and maintain water quality, the water tank is cleaned quarterly. The campus is equipped with a continuous 24/7 supply of safe drinking water, ensured through water purifiers maintained by both the supplier and in-house technicians. Regular upkeep of water coolers and air conditioners is conducted by the in-house team, with major repairs handled by external service providers. Monthly cleaning of the water cooler tanks, filters, and outdoor units of air conditioners is performed to ensure optimal function. Fire extinguishers are installed throughout the campus and are maintained by the respective departments. Facilities such as the canteen, stationery shop, and reprography services, which are accessible to all stakeholders, are managed by designated service providers. The campus is under constant surveillance, a responsibility shared by the system administrator and external service providers.
- **ANNUAL STOCK CHECKING:** At the end of each year, an annual inventory check of furniture, lab equipment, and stationery is conducted by lab in-charges. This process includes reporting any necessary repairs to the administration.
- **DAY-TO-DAY EMERGENCY MAINTENANCE:** Routine maintenance involves addressing daily operational issues such as replacing light bulbs, fixing water leaks (including pipes, taps, valves, and cisterns), clearing blocked drains, and repairing locks and door handles. These minor repairs and regular checks are managed by the maintenance team to ensure the smooth operation of campus facilities.

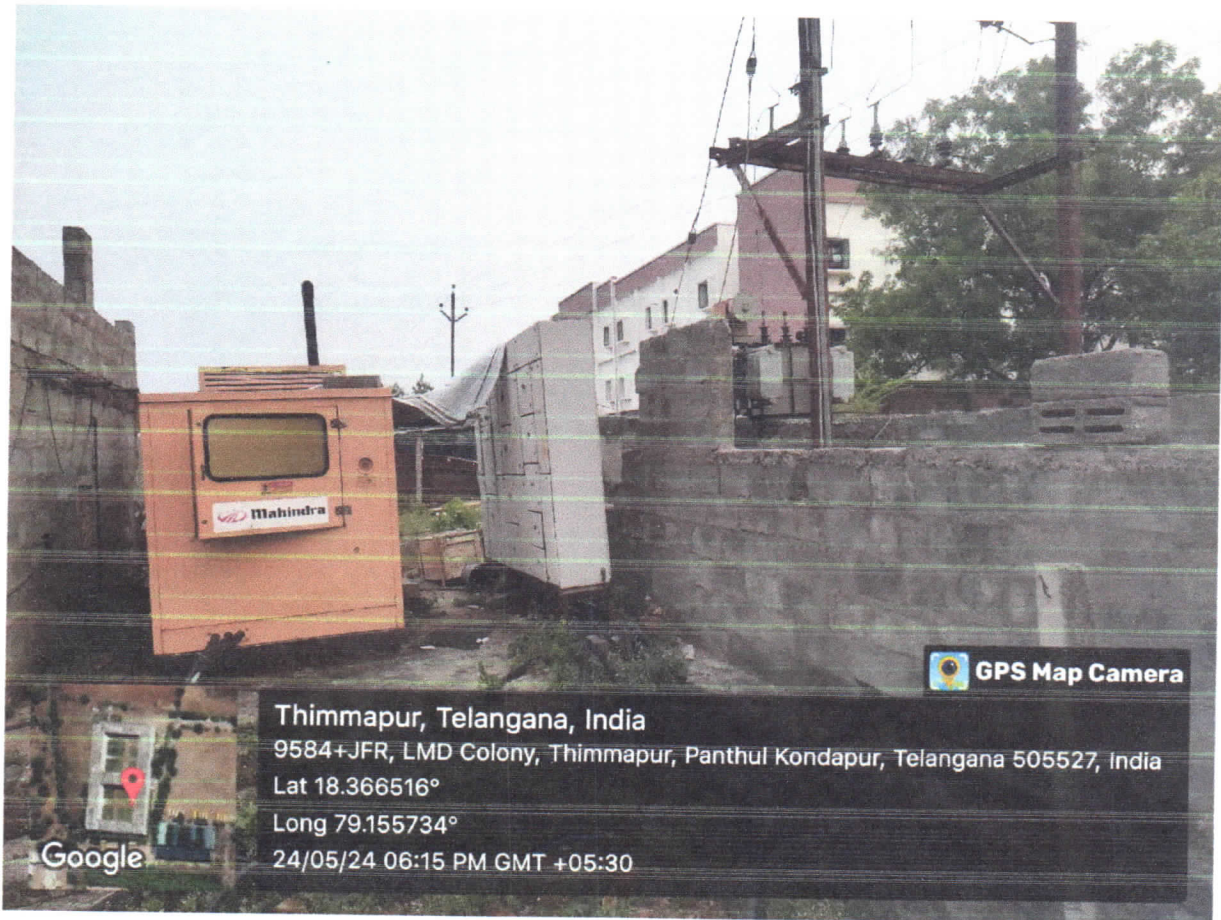


SREE CHAITANYA COLLEGE OF ENGINEERING

(Approved by AICTE & Affiliated to JNTUH) LMD Colony, Thimmapur, Karimnagar - 505527



SREE CHAITANYA
EDUCATIONAL INSTITUTIONS



GENERATOR ROOM


LMD Colony, Thimmapur, Karimnagar, Telangana, India – 505527
Office No: 9502355638, 08782223110, www.scce.ac.in e-mail-scce.principal@gmail.com


PRINCIPAL
Sree Chaitanya College of Engineering
LMD Colony, KARIMNAGAR-505 527



TRANSFORMER


LMD Colony, Thimmapur, Karimnagar, Telangana, India – 505527
Office No: 9502355638, 08782223110, www.scce.ac.in e-mail-scce:principal@gmail.com


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Sree Chaitanya College of Engineering
LMD Colony, KARIMNAGAR-505 527



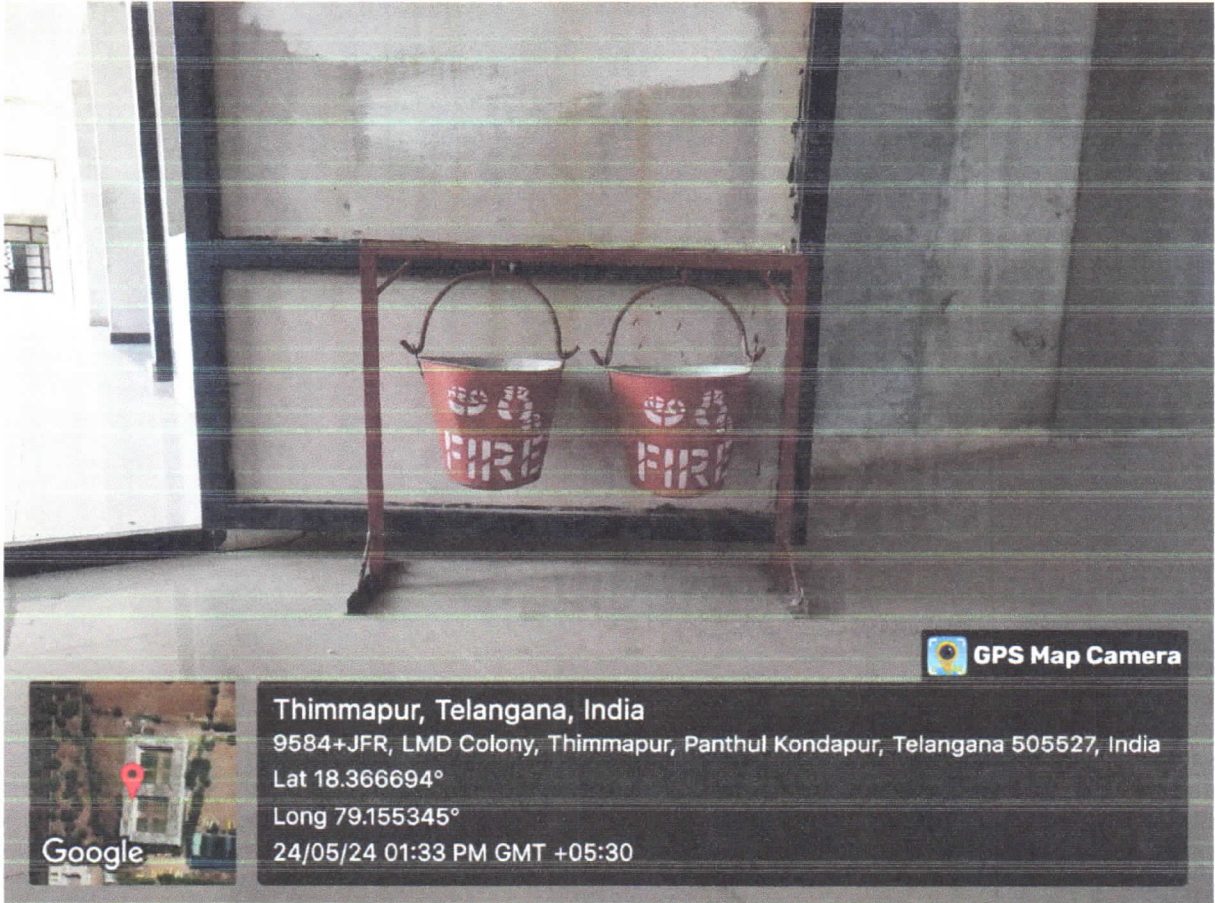
UPS ROOM

LMD Colony, Thimmapur, Karimnagar, Telangana, India – 505527
Office No: 9502355638, 08782223110, www.scce.ac.in e-mail-scce.principal@gmail.com


PRINCIPAL
Sree Chaitanya College of Engineering
LMD Colony, KARIMNAGAR-505 527



FIRE EXTINGUISHER



FIRE SAFETY





COMPUTER LAB CLEANING

LMD Colony, Thimmapur, Karimnagar, Telangana, India – 505527
Office No: 9502355638, 08782223110, www.scee.ac.in e-mail-scee.principal@gmail.com


PRINCIPAL
Sree Chaitanya College of Engineering
LMD Colony, KARIMNAGAR-505 527



FLOOR CLEANING


LMD Colony, Thimmapur, Karimnagar, Telangana, India – 505527
Office No: 9502355638, 08782223110, www.sce.ac.in e-mail-sce.principal@gmail.com

Principal
Sree Chaitanya College of Engineering
LMD Colony, KARIMNAGAR-505 527



MINERAL WATER

LMD Colony, Thimmapur, Karimnagar, Telangana, India – 505527
Office No: 9502355638, 08782223110, www.scce.ac.in e-mail-scce.principal@gmail.com


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LMD Colony, KARIMNAGAR-505 527



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(Approved by AICTE & Affiliated to JNTUH) LMD Colony, Thimmapur, Karimnagar - 505527



SREE CHAITANYA
EDUCATIONAL INSTITUTIONS



WATERING THE TREES

LMD Colony, Thimmapur, Karimnagar, Telangana, India – 505527
Office No: 9502355638, 08782223110, www.scce.ac.in e-mail-scce.principal@gmail.com

Principal
Principal
Sree Chaitanya College of Engineering
LMD Colony, KARIMNAGAR-505 527



SREE CHAITANYA COLLEGE OF ENGINEERING

(Approved by AICTE & Affiliated to JNTUH) LMD Colony, Thimmapur, Karimnagar - 505527



SREE CHAITANYA
EDUCATIONAL INSTITUTIONS



GARDEN CUTTING

LMD Colony, Thimmapur, Karimnagar, Telangana, India – 505527
Office No: 9502355638, 08782223110, www.scce.ac.in e-mail-scce.principal@gmail.com


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Sree Chaitanya College of Engineering
LMD Colony, KARIMNAGAR-505 527



SREE CHAITANYA COLLEGE OF ENGINEERING

(Approved by AICTE & Affiliated to JNTUH) LMD Colony, Thimmapur, Karimnagar - 505527



SREE CHAITANYA
EDUCATIONAL INSTITUTIONS



Karimnagar, TG, India

Thimmapur, India 505530

Latitude :- 18° 21' 59" N, Longitude :- 79° 9' 20" E

Weather : 35 °C Wind Speed : WNW 5.9 km/h

Thursday 13 June 4:42:04

TRANSPORT FACILITY

LMD Colony, Thimmapur, Karimnagar, Telangana, India – 505527

Office No: 9502355638, 08782223110, www.sce.ac.in e-mail-sce.principal@gmail.com

PRINCIPAL
Sree Chaitanya College of Engineering
LMD Colony, KARIMNAGAR-505 527

Month
September

ఉపాధ్యాయుల హాజరు పట్టిక

TEACHERS ATTENDANCE REGISTER

Year
2022-23

Serial Number
26026026

Name of the Teacher/Staff Member
(With Father's Name)
S. CHAITANYA

Designation
Asst. Prof.

Date of Birth
20/05/86

Qualification
M.Tech

Date of First Appointment
01/08/2018

Promotion Date
01/08/2020

Date of joining in the School
& Institute 2022-23

Grade with salary (pay)
15 - 66000

After Noon పిమ్మిదం		Fore Noon ఉదయం		After Noon పిమ్మిదం		Fore Noon ఉదయం		After Noon పిమ్మిదం		Fore Noon ఉదయం		After Noon పిమ్మిదం		Fore Noon ఉదయం		Date	Signature
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Total Working Days
మొత్తం పనిదినాలు

No. of Days Attended
హాజరు చేసిన దినాలు

C.L. availed during this month
ఈ నెలలో వదిలిన దినాలు

C.L. availed upto last month
గత నెల వరకు వదిలిన దినాలు

Total days of C.L. availed
మొత్తం వదిలిన దినాలు

Balance C.L. availed
బిచ్చి వదిలిన దినాలు

PRINCIPAL

Signature of the Headmaster/Headmistress
సీఐకెసీ/సీఐకెసీ

Month August

ఉపాధ్యాయుల హాజరు పట్టిక

TEACHERS ATTENDANCE REGISTER

Year 2023

Serial Number
Name of the Teacher
Designation
Date of Birth
Qualification
Date of First Appointment
Promotion Date
Date of Joining in the School
Grade with salary (pay)

Date
Signature

Sl. No.	10		11		12		13		14		Date	Signature
	After Noon	Fore Noon	After Noon	Fore Noon	After Noon	Fore Noon	After Noon	Fore Noon	After Noon	Fore Noon		
1	A	A	A	A	A	A	A	A	A	A	1	
2	A	A	A	A	A	A	A	A	A	A	2	
3	A	A	A	A	A	A	A	A	A	A	3	
4	A	A	A	A	A	A	A	A	A	A	4	
5	A	A	A	A	A	A	A	A	A	A	5	
6	A	A	A	A	A	A	A	A	A	A	6	
7	A	A	A	A	A	A	A	A	A	A	7	
8	A	A	A	A	A	A	A	A	A	A	8	
9	A	A	A	A	A	A	A	A	A	A	9	
10	A	A	A	A	A	A	A	A	A	A	10	
11	A	A	A	A	A	A	A	A	A	A	11	
12	A	A	A	A	A	A	A	A	A	A	12	
13	A	A	A	A	A	A	A	A	A	A	13	
14	A	A	A	A	A	A	A	A	A	A	14	
15	A	A	A	A	A	A	A	A	A	A	15	
16	A	A	A	A	A	A	A	A	A	A	16	
17	A	A	A	A	A	A	A	A	A	A	17	
18	A	A	A	A	A	A	A	A	A	A	18	
19	A	A	A	A	A	A	A	A	A	A	19	
20	A	A	A	A	A	A	A	A	A	A	20	
21	A	A	A	A	A	A	A	A	A	A	21	
22	A	A	A	A	A	A	A	A	A	A	22	
23	A	A	A	A	A	A	A	A	A	A	23	
24	A	A	A	A	A	A	A	A	A	A	24	
25	A	A	A	A	A	A	A	A	A	A	25	
26	A	A	A	A	A	A	A	A	A	A	26	
27	A	A	A	A	A	A	A	A	A	A	27	
28	A	A	A	A	A	A	A	A	A	A	28	
29	A	A	A	A	A	A	A	A	A	A	29	
30	A	A	A	A	A	A	A	A	A	A	30	
31	A	A	A	A	A	A	A	A	A	A	31	

Total Working Days
No. of Days Attended
C.L. availed during this month
C.L. availed upto last month
Total days of C.L. availed
Balance C.L. availed

PRINCIPAL

Sree Chaitanya College of Engineering
LMD Colony, KARIMNAGAR-505 507

Month August

ఉపాధ్యాయుల హాజరు పుస్తకం

TEACHERS ATTENDANCE REGISTER

JUN 1 2023
August-2023

Serial Number సంఖ్య	Name of the Teacher/Staff Member (With Father Name) ఉపాధ్యాయుల పేరు (పితరు పేరు)	Designation దళం	Date of Birth జన్మ తేదీ	Qualification ఉద్యోగ పట్టణం	Date of First Appointment ఉద్యోగం చేసిన తేదీ	Promotion Date దళం మార్చిన తేదీ	Date of Joining in the School ఉద్యోగం చేసిన తేదీ	Grade with salary (pay) దళం - తరగతి
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7. D. Suresh	6. K. Praveen	5. K. Suresh	4. E. Suresh	3. E. Suresh	2. N. Suresh	1. D. Suresh	Date		Signature
							After Noon	Fore Noon	
							1	2	
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							27	28	
							29	30	
							31		

Total Working Days	
No. of Days Attended	
C.L. availed during this month	
C.L. availed upto last month	
Total days of C.L. availed	
Balance C.L. availed	
Remarks	

PRINCIPAL
Sree Chaitanya College of Engineering
LMD Colony, KARIMNAGAR-505 527

SRINIK COMPUTERS

8-5-312, Laxminagar, Karimnagar
9700457772
support@sri nikart.in
www.sri nikart.in

Computer Sales & Services, Laptop Dealers, Printer Repairs

Ref: SC/SCCE-AMC/2019-2020

Date: 15-05-2019

To

The Principal
Sree Chaitanya College of Engineering
LMD Colony, Thimmapur, Karimnagar – 505527

Sub:- Annual Maintenance Contract for Service from 01.06.2019 to 31.05.2020

We are pleased to extend our proposal for the periodic maintenance contract of your institution's computer systems, printers, and servers for the duration from June 1, 2019, to May 31, 2020. Our goal is to ensure that your IT infrastructure remains in optimal condition, enabling uninterrupted academic and administrative operations. Below are the terms and conditions of our proposed maintenance contract:

Terms and Conditions

Contract Duration:

The contract is valid from June 1, 2019, to May 31, 2020.

Scope of Services:

Hardware Maintenance:

- Routine checks and maintenance of computers, printers, and servers.
- Diagnosis and repair of hardware issues.

Software Maintenance:

- Installation, configuration, and update of software applications.
- Regular antivirus updates and system upgrades.

Preventive Maintenance:

- Quarterly inspections and cleaning to prevent potential issues.
- Monitoring system performance to ensure smooth operation.

Emergency Support:

- Priority response to urgent repair requests.
- Replacement of defective parts (excluding consumables like printer cartridges).

On-site Visits:

Scheduled maintenance visits once a month.

Additional visits for urgent repairs within 24 hours of request.

Exclusions:

The contract does not cover consumables, accessories, or parts not originally provided by Swapnika Computers. Services related to misuse, accidental damage, or unauthorized modifications.

Payment Terms:

The total contract fee is Rs.1,05,000/-, payable in two equal instalments.

The first instalment is due upon signing the contract, and the second instalment is due on December 1, 2019.

For Srinika Computers

Received by

For SRINIK ENTERPRISES

Srinika
Proprietor

PRINCIPAL
Sree Chaitanya College of Engineering
LMD Colony, KARIMNAGAR-505 527

PRINCIPAL
Sree Chaitanya College of Engineering
LMD Colony, KARIMNAGAR-505 527

Ref: SC/SCCE-AMC/2020-2021

Date: 15-05-2020

To

The Principal

Sree Chaitanya College of Engineering

LMD Colony, Thimmapur, Karimnagar – 505527

Sub:- Annual Maintenance Contract for Service from 01.06.2020 to 31.05.2021

We are pleased to extend our proposal for the periodic maintenance contract of your institution's computer systems, printers, and servers for the duration from June 1, 2020, to May 31, 2021. Our goal is to ensure that your IT infrastructure remains in optimal condition, enabling uninterrupted academic and administrative operations.

Below are the terms and conditions of our proposed maintenance contract:

Terms and Conditions

Contract Duration:

The contract is valid from June 1, 2020, to May 31, 2021.

Scope of Services:

Hardware Maintenance:

- Routine checks and maintenance of computers, printers, and servers.
- Diagnosis and repair of hardware issues.

Software Maintenance:

- Installation, configuration, and update of software applications.
- Regular antivirus updates and system upgrades.

Preventive Maintenance:

- Quarterly inspections and cleaning to prevent potential issues.
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Emergency Support:

- Priority response to urgent repair requests.
- Replacement of defective parts (excluding consumables like printer cartridges).

On-site Visits:

Scheduled maintenance visits once a month.

Additional visits for urgent repairs within 24 hours of request.

Exclusions:

The contract does not cover consumables, accessories, or parts not originally provided by Swapnika Computers. Services related to misuse, accidental damage, or unauthorized modifications.

Payment Terms:

The total contract fee is Rs.1,15,000/-, payable in two equal instalments.

The first instalment is due upon signing the contract, and the second instalment is due on December 1, 2020.

For Srinika Computers

Received by

For SRINIK ENTERPRISES

Shiva
Proprietor

PRINCIPAL
Sree Chaitanya College of Engineering
LMD Colony, KARIMNAGAR-505 527

PRINCIPAL
Sree Chaitanya College of Engineering
LMD Colony, KARIMNAGAR-505 527

SRINIK COMPUTERS

8-5-312, Laxminagar, Karimnagar
9700457772
support@sri nikart.in
www.sri nikart.in

Computer Sales & Services, Laptop Dealers, Printer Repairs

Ref: SC/SCCE-AMC/2021-2022

Date: 15-05-2021

To

The Principal
Sree Chaitanya College of Engineering
LMD Colony, Thimmapur, Karimnagar – 505527

Sub:- Annual Maintenance Contract for Service from 01.06.2021 to 31.05.2022

We are pleased to extend our proposal for the periodic maintenance contract of your institution's computer systems, printers, and servers for the duration from June 1, 2021, to May 31, 2022. Our goal is to ensure that your IT infrastructure remains in optimal condition, enabling uninterrupted academic and administrative operations.

Below are the terms and conditions of our proposed maintenance contract:

Terms and Conditions

Contract Duration:

The contract is valid from June 1, 2021, to May 31, 2022.

Scope of Services:

Hardware Maintenance:

- Routine checks and maintenance of computers, printers, and servers.
- Diagnosis and repair of hardware issues.

Software Maintenance:

- Installation, configuration, and update of software applications.
- Regular antivirus updates and system upgrades.

Preventive Maintenance:

- Quarterly inspections and cleaning to prevent potential issues.
- Monitoring system performance to ensure smooth operation.

Emergency Support:

- Priority response to urgent repair requests.
- Replacement of defective parts (excluding consumables like printer cartridges).

On-site Visits:

Scheduled maintenance visits once a month.

Additional visits for urgent repairs within 24 hours of request.

Exclusions:

The contract does not cover consumables, accessories, or parts not originally provided by Swapnika Computers. Services related to misuse, accidental damage, or unauthorized modifications.

Payment Terms:

The total contract fee is Rs.1,20,000/-, payable in two equal instalments.

The first instalment is due upon signing the contract, and the second instalment is due on December 1, 2021.

For Srinika Computers

Received by

For SRINIK ENTERPRISES

Sri
Proprietor

Received by
PRINCIPAL
Sree Chaitanya College of Engineering
LMD Colony, KARIMNAGAR-505 527

PRINCIPAL
Sree Chaitanya College of Engineering
LMD Colony, KARIMNAGAR-505 527

SRINIK A COMPUTERS

8-5-312, Laxminagar, Karimnagar
9700457772
support@srinikart.in
www.srinikart.in

Computer Sales & Services, Laptop Dealers, Printer Repairs

Ref: SC/SCCE-AMC/2022-2023

Date: 15-05-2022

To

The Principal
Sree Chaitanya College of Engineering
LMD Colony, Thimmapur, Karimnagar – 505527

Sub:- Annual Maintenance Contract for Service from 01.06.2022 to 31.05.2023

We are pleased to extend our proposal for the periodic maintenance contract of your institution's computer systems, printers, and servers for the duration from June 1, 2022, to May 31, 2023. Our goal is to ensure that your IT infrastructure remains in optimal condition, enabling uninterrupted academic and administrative operations. Below are the terms and conditions of our proposed maintenance contract:

Terms and Conditions

Contract Duration:

The contract is valid from June 1, 2022, to May 31, 2023.

Scope of Services:

Hardware Maintenance:

- Routine checks and maintenance of computers, printers, and servers.
- Diagnosis and repair of hardware issues.

Software Maintenance:

- Installation, configuration, and update of software applications.
- Regular antivirus updates and system upgrades.

Preventive Maintenance:

- Quarterly inspections and cleaning to prevent potential issues.
- Monitoring system performance to ensure smooth operation.

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- Replacement of defective parts (excluding consumables like printer cartridges).

On-site Visits:

Scheduled maintenance visits once a month.

Additional visits for urgent repairs within 24 hours of request.

Exclusions:

The contract does not cover consumables, accessories, or parts not originally provided by Swapnika Computers. Services related to misuse, accidental damage, or unauthorized modifications.

Payment Terms:

The total contract fee is Rs.1,30,000/-, payable in two equal instalments.

The first instalment is due upon signing the contract, and the second instalment is due on December 1, 2022.

For Srinika Computers

Received by

For SRINIK A ENTERPRISES

Chitra
Proprietor

[Signature]
PRINCIPAL
Sree Chaitanya College of Engineering
LMD Colony, KARIMNAGAR-505 527

[Signature]
PRINCIPAL
Sree Chaitanya College of Engineering
LMD Colony, KARIMNAGAR-505 527

SRINIK COMPUTERS

8-5-312, Laxminagar, Karimnagar
9700457772

support@sri nikart.in

www.sri nikart.in

Computer Sales & Services, Laptop Dealers, Printer Repairs

Ref: SC/SCCE-AMC/2018-2019

Date: 01-06-2018

To

The Principal

Sree Chaitanya College of Engineering

LMD Colony, Thimmapur, Karimnagar – 505527

Sub:- Annual Maintenance Contract for Service from 01.06.2018 to 31.05.2019

We are pleased to extend our proposal for the periodic maintenance contract of your institution's computer systems, printers, and servers for the duration from June 1, 2018, to May 31, 2019. Our goal is to ensure that your IT infrastructure remains in optimal condition, enabling uninterrupted academic and administrative operations.

Below are the terms and conditions of our proposed maintenance contract:

Terms and Conditions

Contract Duration:

The contract is valid from June 1, 2018, to May 31, 2019.

Scope of Services:

Hardware Maintenance:

- Routine checks and maintenance of computers, printers, and servers.
- Diagnosis and repair of hardware issues.

Software Maintenance:

- Installation, configuration, and update of software applications.
- Regular antivirus updates and system upgrades.

Preventive Maintenance:

- Quarterly inspections and cleaning to prevent potential issues.
- Monitoring system performance to ensure smooth operation.

Emergency Support:

- Priority response to urgent repair requests.
- Replacement of defective parts (excluding consumables like printer cartridges).

On-site Visits:

Scheduled maintenance visits once a month.

Additional visits for urgent repairs within 24 hours of request.

Exclusions:

The contract does not cover consumables, accessories, or parts not originally provided by Swapnika Computers. Services related to misuse, accidental damage, or unauthorized modifications.

Payment Terms:

The total contract fee is Rs. 1,05,000/-, payable in two equal instalments.

The first instalment is due upon signing the contract, and the second instalment is due on December 1, 2018.

For Srinika Computers

Received by

For SRINIK ENTERPRISES

Srinika
Proprietor

SRINIK
PRINCIPAL
Sree Chaitanya College of Engineering
LMD Colony, KARIMNAGAR-505 527

SRINIK
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SREE CHAITANYA COLLEGE OF ENGINEERING

(Approved by AICTE & Affiliated to JNTUH) LMD Colony, Thimmapur, Karimnagar - 505527

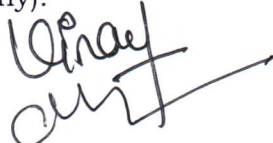



SREE CHAITANYA
EDUCATIONAL INSTITUTIONS

SERVICE REQUIREMENT FORM

REF NO:

DATE: 12/3/2018

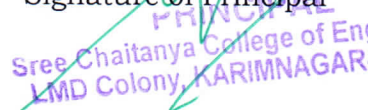
Name of the Staff : T. Vinay
Designation/Department : Mechanical
Work Place : Sree chaitanya college of engineering
Name of the Equipment/work : Journal bearing
Problem identified : Journal bearing
Whom to attend : IAD Lab Equipments
Requested time of completion : 30 days
Suggestions/Recommendation (if any):
Signature of staff : 
Signature of HOD : 

Recommended by

FEEDBACK AFTER SERVICE

Attended by : L. Ramalingappa
Working status : Good
Remarks :
Verified by :

Signature of Principal


Sree Chaitanya College of Engineering
LMD Colony, KARIMNAGAR-505 527



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SREE CHAITANYA
EDUCATIONAL INSTITUTIONS

SERVICE REQUIREMENT FORM

REF NO:

DATE: 20/12/2019

Name of the Staff : P. Anitha
Designation/Department : Mechanical
Work Place : Sree chaitanya college of engineering
Name of the Equipment/work : Francis and Kaplan turbine
Problem identified : casing of turbines
Whom to attend : IIND Lab Equipments
Requested time of completion : 2-3 weeks from the date of work order
Suggestions/Recommendation (if any):
Signature of staff : 
Signature of HOD : 
Recommended by

FEEDBACK AFTER SERVICE

Attended by : Vikas
Working status : Ser Good
Remarks : -
Verified by : 

Signature of Principal


PRINCIPAL
Sree Chaitanya College of Engineering
LMD Colony, KARIMNAGAR-505 527



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SREE CHAITANYA
EDUCATIONAL INSTITUTIONS

SERVICE REQUIREMENT FORM

REF NO:

DATE: 29-10-2021

Name of the Staff : K. Srinivas
Designation/Department : Lab In-charge / HOS.
Work Place : Sree chaitanya College of Engrs.
Name of the Equipment/work : Energy gap & Solar cell.
Problem identified : Coil failure.
Whom to attend : K. Suresh.
Requested time of completion : - 1 - day
Suggestions/Recommendation (if any): -
Signature of staff : 
Signature of HOD : 

Recommended by

FEEDBACK AFTER SERVICE

Attended by : Suresh
Working status : Working
Remarks : -
Verified by : K. Srinivas (S)

Signature of Principal

PRINCIPAL

Sree Chaitanya College of Engineering
LMD Colony, KARIMNAGAR-505 527



SREE CHAITANYA COLLEGE OF ENGINEERING

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SREE CHAITANYA
EDUCATIONAL INSTITUTIONS

SERVICE REQUIREMENT FORM

REF NO:

DATE: 10-

Name of the Staff : Doodam. Veny
Designation/Department : ~~Asst. prof~~
Work Place : Sree chaitanya college of Engg
Name of the Equipment/work : Function generator
Problem identified : ~~hybrid~~ - technician
Whom to attend : ~~Display~~
Requested time of completion :
Suggestions/Recommendation (if any): -
Signature of staff : 
Signature of HOD : 
Recommended by

FEEDBACK AFTER SERVICE

Attended by : Naresh
Working status : Good
Remarks : -
Verified by : Doodam Veny

Signature of Principal



SREE CHAITANYA COLLEGE OF ENGINEERING

(Approved by AICTE & Affiliated to JNTUH) LMD Colony, Thimmapur, Karimnagar - 505527



SREE CHAITANYA
EDUCATIONAL INSTITUTIONS

SERVICE REQUIREMENT FORM

REF NO:

DATE:

Name of the Staff : Rontala Arun Kumar
Designation/Department : Asst. prof
Work Place : Sree chaitanya college of Engg
Name of the Equipment/work : C.R.O
Problem identified : Display
Whom to attend : ~~ph~~ scitech - technician
Requested time of completion :
Suggestions/Recommendation (if any):
Signature of staff : Arun
Signature of HOD :
Recommended by

FEEDBACK AFTER SERVICE

Attended by : Rahul
Working status : Good
Remarks :
Verified by : Arun Kumar R

Signature of Principal



SREE CHAITANYA COLLEGE OF ENGINEERING

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SREE CHAITANYA
EDUCATIONAL INSTITUTIONS

SERVICE REQUIREMENT FORM


REF NO:

DATE: 29-10-2021

Name of the Staff : A. NAGARAJU
Designation/Department : Asst. prof / H & S.
Work Place : Sree chaitanya College of Engrs.
Name of the Equipment/work : Stop clock.
Problem identified : Not working.
Whom to attend : Suresh, Stop clock & Equipment services.
Requested time of completion : - 1 day.
Suggestions/Recommendation (if any): -
Signature of staff : 
Signature of HOD : 

Recommended by

FEEDBACK AFTER SERVICE

Attended by : Suresh.
Working status : Working.
Remarks : -
Verified by :  (A. NAGARAJU)

Signature of Principal

PRINCIPAL
Sree Chaitanya College of Engineering
LMD Colony, KARIMNAGAR, 505 527



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SREE CHAITANYA
EDUCATIONAL INSTITUTIONS


SERVICE REQUIREMENT FORM

REF NO:

DATE: 21-03-2023

Name of the Staff : K. SORESH
Designation/Department : CIVIL ENGINEERING
Work Place : ENVIRONMENTAL ENGINEERING LAB
Name of the Equipment/work : PH METER
Problem identified : DIGITAL VALUE WRONG INDICATION;
Whom to attend : VIVAN TECHNOLOGIES
Requested time of completion : 1 DAY
Suggestions/Recommendation (if any): NEED ACCURATE DATA & (SOP).
Signature of staff : 
Signature of HOD : 
Recommended by

FEEDBACK AFTER SERVICE

Attended by : Ch. Kalyan
Working status : WORKING.
Remarks : NIL
Verified by : 

Signature of Principal

PRINCIPAL
Sree Chaitanya College of Engineering
LMD Colony, KARIMNAGAR-505 527