



THE MADURA COLLEGE(AUTONOMOUS), MADURAI-11
(Reaccredited (3rd cycle) with 'A' Grade)

SERVICE REQUEST FORM

Date of Request :

Name of the Person Requesting Service :

To

The Secretary, Madura College Board

Through

The Principal

Through

The Head of the Department of

Service requested : Put a (√) tick

Computer	Printer	Furniture	Instruments	Facilities
Black Board	Electrical	Plumbing	Floor/Civil work	Others

Description : (write in brief the service requested)

for office use only

Date Service request received :

Work assigned to :

Date Service assigned to :

Date Service completed :

Authorised Signatory :

for technical person's use

Name of Agency :

Work started on :

Work Status :

Parts needed if any :

Cost of the parts :

Principal

Secretary