



VIDYASAGAR UNIVERSITY

P.O. : Vidyasagar University, Midnapore - 721 102, Dist.: Paschim Medinipur,
West Bengal, INDIA.

Dated : 22.03.2018

NOTIFICATION

It has been directed by the Hon'ble Vice-Chancellor to notify for general information of all concerned that five Nos. of Smart Classrooms had been developed last year are being used for various academic purposes including Postgraduate Classes, Workshop, Seminar, Conference, Special Meeting etc. through booking process. The booking process have been simplified with the use of the formatted application form as enclosed. The simplified guidelines for booking and use of Smart Classrooms are as follows:

Guidelines for Booking and use of the Smart Classrooms:

1. *The availability of the classroom kindly be checked through phone call (Ph. No. 526) or personal interaction in Dean's Office. As per the availability, filled in upper portion of the application form as enclosed herewith kindly be submitted in the Dean's Office.*
2. *After approval of the concerned Dean, the prescribed fee kindly be submitted for non-complementary cases.*
3. *The copy of the Approval along with allotment slip kindly be forwarded by the Dean's Office to the concerned departments, Registrar Office and computer Centre.*
4. *For all technical support Computer Centre kindly be contacted.*

For all related matter / queries, Dean's Office (ext. 526) or Computer Centre (ext. 516) may please be contacted.

All concerned are being informed accordingly.

Sd/-
Registrar

Memo No. VU/R/Invnt./365/2018 Dated: 22.03.2018

Copy forwarded for information and necessary action to:

1. *The Dean(Actg.), Faculty of Arts and Commerce,*
2. *The Dean(Actg.), Faculty of Science,*
3. *All HOD's / TICs of all Academic and Administrative departments to circulate among all employee of his/her department*
4. *The Director, DDE*
5. *The Executive Director, Computer Centre*
6. *The Secretary to the Vice-Chancellor for kind information to the Hon'ble Vice-Chancellor,*
7. *The Office Supdt., Registrar's Office,*
8. *The Establishment Section,*
9. *The Information Scientist for wide circulation on the University website,*
10. *Guard File*



(Dr. J. K. Nandi)

Registrar
Registrar

Tele-Fax (953222) 275297 / EPABX: 276554-555-557 Fax: (953222) 275300
e-mail : registrar@mail.vidyasagar.ac.in - 721102, W.B.



VIDYASAGAR UNIVERSITY

MIDNAPORE - 721102, WEST BENGAL

Application Form for Smart Classroom Booking

To
The Dean, Faculty of,
Vidyasagar University,
Midnapore – 721 102

Sir,

Kindly permit us to use the R.K.Hall / P.C. Roy Memorial Hall / B.N.Goswami Memorial

Hall / A.Basu Roy Memorial Hall/ Raj Narayan Bose Sabhagriha

Date:

Time:

To

Date:

Time:

for the purpose of PG Classes/Seminar/Workshop/

Meeting /Other Programme under the Department of

The undersigned will be responsible for the safety of the property and its cleanliness and will follow the proper handover/takeover by CC.

Thanking you,

Date:

Yours faithfully

Name:.....

Forwarded by HOD

Designation:

Department of.....

[FOR OFFICE USE ONLY]

Time Slot Available/Not Available (pl. tick)

.....
Dealing Asst.

Approved On Complementary/ Non-Complementary basis

Payment Slip No.	
Paid Rs.	
Total	
Verified by	

Signature of the concerned Dean

Instruction for Booking and using the classrooms:

1. The availability of the classroom kindly be checked through Phone call(526) or personal interaction in Deans Office. As per the availability, filled in upper portion of this form kindly be submitted to the dean office.
2. After approval of concerned dean, the prescribed fee kindly be submitted for non-complementary cases.
3. The copy of the Approval along with allotment slip kindly be forwarded by the deans office to the concerned Department, Registrar Office and computer Centre
4. Sign the undertaking handover/takeover form (will be made available by the Technical Staff of CC who will remain present during the session)
5. For all technical support, Computer Centre (ext. 516) kindly be contacted.



VIDYASAGAR UNIVERSITY

Midnapore – 721 102
West Bengal

UNDERTAKING/DECLARATION FORMAT FOR BOOKING / USING SMART CLASSROOMS

[RAJ NARAYAN BASU HALL / R. K. HALL / P.C. ROY MEMORIAL HALL / B. N. GOSWAMI MEMORIAL HALL / ANINDYA BASU ROY MEMORIAL HALL]

I,, on behalf of theDepartment do hereby declared that I am booking the Smart Classroom along with all facilities to be used by trained faculty members /resource persons under the supervision of trained faculty member. The following Smart Classroom components with working condition will be taken over from Computer Centre and will be handed over to computer centre after the programme is over.

Date & Time of the BOOKING:

Date:

Signature of HOD

[TO BE USED DURING HALL HANDOVER AND TAKE OVER]

Smart Class Room Instrument

1.White Board

2.Ultra Short Throw Interactive Multimedia Projector With Remote (Epson)

3.Document Camera 4. AV Camera With Remote 5. Electronic Writing Pad with pen

6.Gosneck Microphone for Podium 7. Handheld Wireless Microphone 8. Collar Lapel Mic

9.Mixer(Fitted Inside the podium) 10. Amplifier(Fitted Inside the podium)

11.Cpu(Fitted Inside the podium) with keyboard & Mouse 12. Digital Podium

13.Speaker Set(4 Unit) 14. Touch Display(Fitted Inside the podium) 15. UPS

16.Touch Pen – 2 nos.

Taken Over by the concern Dept. :

All the above items are checked and received in working condition

Signature of Head of the Department

Date:

Taken Over by CC :

All the above items are checked and received in working condition

Signature of Computer Centre Technical Person:

Date:

Phone: (03222) 276554/555/557/558

Fax No.: (03222) 275329

web : www.vidyasagar.ac.in