



**VIDYASAGAR UNIVERSITY**  
**Midnapore – 721 102**  
**West Bengal**

Phone: (03222) 298332/ 298272  
Fax No.: (03222) 275329  
Website: vidyasagar.ac.in

---

---

**Application form for University ICT support/service for holding Online seminar,  
conference, workshop, meeting etc**

To  
The Executive Director  
Computer Centre  
Vidyasagar University

Dear Sir,

Kindly provide necessary technical support to the undersigned for organizing/holding a Online Event to be held on.....(date) at.....am/pm.

All details are provided below :

1. Type of the Online Event (Pl. tick) : Seminar /Conference / Workshop / Meeting / Special Lecture /Other
2. Name / Title of the Event:
3. Name of the organizer (HOST) with Full designation and Department:
4. Start Date and Time of Event:
5. Duration of the programme: ..... hrs
6. Type of Support /Platform required: Google Meet / Webex Meet /Youtube Live :  
(pl. consult ICT section before selecting available platform)
7. Whether necessary expenses to be paid or free service sought :

I do hereby declare that I shall use the above ICT service for the academic purpose only. I also understand that I shall be held fully responsible for any infringement upon cyber security, the university's reputation and violation of the "***Vidyasagar University IT POLICY, Rules and Regulations 1.0***".

Name of Applicant / HOST:

Designation:

Signature:

Official Email & Mobile No.:

Date:

Forwarded by

.....

Approved/Not approved  
Vice Chancellor

Details of fees, if applicable: