VIDYASAGAR UNIVERSITY
Midnapore – 721 102
West Bengal

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 / Worlshop / 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:
   (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 2.0"*.
I further declare that the Online event Link shared by the ICT department to the Organiser is confidential in nature and will only be shared to the registered bonafide participant as is approved by the Organiser/ HODs.

Name of Applicant / HOST:

Designation:

Signature:

Date:

Forwarded by
....

Approved/Not approved
Vice Chancellor

Details of fees, if applicable: