Office of the Registrar
VIDYASAGAR UNIVERSITY
Midnapore - 721 102.

Dated : 06.04.2017.

NOTIFICATION

It has been directed to notify for general information that the Hon'ble Vice-Chancellor of Vidyasagar University on the recommendation of the ICT Working Committee of this University taken in its meeting held on 20.03.2017, <u>has prescribed the following guidelines</u> duly ratified by the Eighth Executive Council of Vidyasagar University in its meeting dated 21.03.2017, <u>for booking and use of the rooms/halls established as "Smart Classrooms"</u> under RUSA project, as specified below. The booking and use of such Smart Classrooms and also the guidelines so prescribed for this purpose <u>shall be deemed to have come into force with effect from 15th April, 2017.</u>

The rooms/halls established as Smart Classrooms :
01. Radhakrishnan Hall.
02. Raj Narayan Basu Hall.
03. USIC Room - 1 (1st floor of new science building) named as P.C. Roy Memorial Hall.
04. USIC Room - 2 (1st floor new science building) named as B.N. Goswami Memorial Hall.
05. Ground floor of Womens' Infrastructure Building named as Aninda Basu Roy Memorial Hall.

Guidelines for booking and use of the Smart Classrooms :
01. A written application in plain paper for booking and use of a Smart Classroom specifying the name is to be submitted to the concerned <u>Dean of Vidyasagar University</u> by the concerned <u>Head of the Department</u> through the <u>Registrar</u>.
02. An undertaking/declaration regarding use of hall along with its components prescribed by the University (attached herewith) is to be submitted along with the application.
03. After getting the approval/confirmation from the University for booking such a room, a rent of rupees six hundred (Rs.600/-) only per day is to be deposited to the University at the time of booking.
04. A copy of the approval letter is to be sent to the <u>Director of Computer Centre</u> of this University for handing and taking over process of the room.
05. No charge will be levied in case of normal classes to be conducted by different postgraduate departments of Vidyasagar University. Such cases have to be sent to the <u>concerned Dean</u> through the <u>Secretary, Faculty Councils for Postgraduate Studies</u>.
06. All the rooms as stated herein above may be allotted for regular PG classes except Raj Narayan Basu Hall.
07. The training for all faculty members of this University pertaining to using the Smart Classrooms will be conducted by the Director of Computer Centre and the schedule of training in this regard will be notifed shortly.
08. Any other guidelines to be framed by the University from time to time will be informed through notification.

All concerned are being informed accordingly.

Sd/-
Registrar

Encl.: as stated above.

<u>*Memo No. : VU/R/8EC-07/Noti./C0148/2017 dated 06.04.2017.*</u>
Copy forwarded for information and necessary action to :
(1) the Deans of the faculty concerned.
(2) All Heads of academic and administrative departments of this University with a request to circulate the same among all members of his/her department.
(3) The Director, DDE.
(4) the Director, Computer Centre.
(5) the Assistant Registrar.
(6) the Information Scientist for uploading the notification on the University website.
(7) the Office Supdt., Registrar's office.
(8) the Secretary to the Vice-Chancellor for kind information to the Hon'ble Vice-Chancellor.
(9) guard file.

Registrar
Vidyasagar University
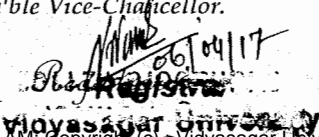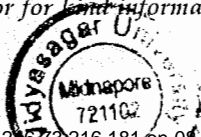
VIDYASAGAR UNIVERSITY
Midnapore – 721 102
West Bengal

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 the …………………………………..Department 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. Goseneck 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