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

Ref. No- VU/FO/Noti./ 161 /26 Dated- 06/11/2026

NOTIFICATION

As directed, based on the resolution of the Assets / Property Insurance Committee meeting dated 30.09.2026 and subsequently noted in the Finance Committee Meeting dated 05/11/2026, this is for information that the following list of items is covered under the Vidyasagar University insurance policy of National Insurance Company Ltd effective from 13.10.2026 to 12.10.2027.

Sl No.	Item	Insurance Coverage
1	Computer, Laptop and other peripherals	Electronic Equipment Insurance
		Fire
		Buglary, Theft
2	Network switch	Electronic Equipment Insurance
		Fire
		Buglary, Theft
3	WIFI Access Points	Electronic Equipment Insurance
		Fire
		Buglary, Theft
4	DG set	Machinery Equipment Insurance
		Fire
		Buglary, Theft
5	Substation	Machinery Equipment Insurance
		Fire
		Buglary, Theft
6	Electrical panel	Machinery Equipment Insurance
		Fire
		Buglary, Theft
7	Lab & sports Equipments	Machinery Equipment Insurance
		Fire
		Buglary, Theft
8	Furniture & Fixtures	Fire
		Buglary, Theft
9	Library Books	Fire
		Buglary, Theft
10	Building	Fire

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West Bengal, INDIA.

Hence, all Heads / Director / Centre In-charge / Coordinator of Academic and Administrative department are requested to inform regarding any loss or damage of the above items due to fire, theft, terrorism, lightning, earthquake, breakdown, immediately to **the Finance Department (Contact No. 9083319535, E-mail: finance@mail.vidyasagar.ac.in).** So that, claim be submitted by the University to the insurance company within 24 hrs. of the occurrence of the incident.

All concerned are being informed accordingly.

This is issued with the approval of the competent authority.

Sd/-

Finance Officer
Vidyasagar University

Copy forwarded for information and necessary action to:

1) *The Deans of the faculty concerned;*
2) *The Head / Director / Center In-Charge / Coordinator of all academic and administrative Departments- with a request to circulate amongst employees of his or her department*
3) *The Registrar.*
4) *The Senior Information Scientist - with a request to upload the same on the University website for wide circulation.*
5) *The Secretary to the Vice-Chancellor for kind information to the Hon'ble Vice-Chancellor.*
6) *Guard file.*

06/11/26

Finance Officer
Vidyasagar University
Finance Officer
VIDYASAGAR UNIVERSITY
Midnapore-721102, W.B.

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