



# VIDYASAGAR UNIVERSITY

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

VU/R/Noti./807/2018

Date: 07.06.2018

## NOTIFICATION

It has been directed by the Hon'ble Vice-Chancellor to notify for general information of all concerned that a few Smart and Virtual Class rooms have been developed last year and are being used for various academic purposes for holding Postgraduate, M.Phil and Ph.D Classes, Workshop, Seminar, Conferences, Special Meeting etc.

The Booking of these Smart Class Rooms may now be done through **ONLINE** System as per the following guidelines w.e.f. 06-06-2018:

**Guidelines for ONLINE Booking and use of the Smart Classrooms is enclosed in Annex-I**

**OFFLINE Booking:** Smart Classroom booking may also be done by filling up a prescribed form as enclosed in Annex II and submit the same to the Special Officer.

For all Technical support Computer Centre or Special Officer may kindly be contacted.  
For all related matters/queries, Special Officer (Ext. 556) or Computer Centre (Ext. 504) may please be contacted.

All concerned are being informed accordingly.

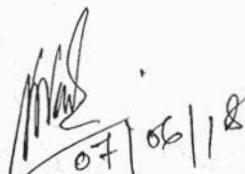
sd/-  
Registrar

Memo No. : VU/R/Noti./807/2018 dated 07.06.2018

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 /TIC's of all Academic and Administrative departments for circulation among the employees,
4. The Executive Director, computer Centre,
5. The Director / In-charge of all centre,
6. The Deputy Registrar(Academic),
7. The Deputy Registrar(Administration),
8. The Secretary to the Vice-Chancellor for kind information to the Hon'ble Vice-Chancellor,
9. The Office Supdt., Registrar's Office,
10. The Establishment Section,
11. The Information Scientist for publication on the University website,
12. Guard File

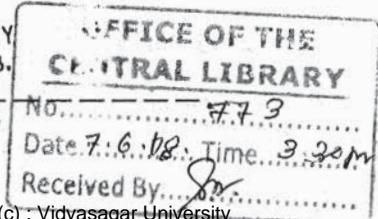


  
Dr. J.K. Nandi  
Registrar

Registrar  
VIDYASAGAR UNIVERSITY  
Midnapore - 721102, W.B.

Encl: As stated above

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Tele-Fax (953222) 275297 /EPABX: 276554-555-557, Fax: (953222) 275329,  
e-mail : [registrar@mail.vidyasagar.ac.in](mailto:registrar@mail.vidyasagar.ac.in)



## INSTRUCTION FOR ONLINE BOOKING OF SMART CLASSROOMS:

1. Open the link <http://192.168.0.13> and Click on 'Online Booking of Smart Classrooms' in any browser.



# Vidyasagar University

Smart Class Room Booking System

Welcome

If New to the System

If already registered

[Register Now](#)

[Sign In](#)

2. First time Users may registered himself by clicking 'Register Now' and providing basic information like email, mobile, name dept, and password. Remember email and password as provided above to log on to the booking system.

[New Registration](#)

|   |
|---|
| <b>Name</b>                                     |
| <b>Department</b><br>Please Select              |
| <b>Employee Category</b><br>Please Select       |
| <b>✉ Email :</b><br>Enter a Valid Email Address |
| <b>✉ Mobile :</b><br>10 digit mobile no.        |
| <b>Choose Password :</b>                        |
| <b>Register Me</b>                              |

3. Existing users may 'Sign In' to the booking system by providing the registered email and password.

After Sign-in, the following screen will appear

Hi sunilmallik2011@gmail.com [Logout](#) | [My Account](#)



# Vidyasagar University

Smart Class Room Booking System

Welcome SUNIL MALLIK !

[Apply for New Booking](#)

[View My Bookings](#)

4. Click 'Apply for New Booking' for applying a new booking and 'submit'

Apply for Booking Smart Class Room

|  |                                     |        |            |
|--|-------------------------------------|--------|------------|
| <b>Event Name :</b>  | PG Class                            |        |            |
| <b>Event Description :</b>                                 | PG Classes for Dept. of Mathematics |        |            |
| <b>Date applying for :</b>                                 | DD: 05                              | MM: 06 | YYYY: 2018 |
| <a href="#">Check Class Room Availability in this date</a> |                                     |        |            |
| <b>Event Type :</b>  | PG Class                            |        |            |
| <b>Event Duration :</b>                                    | Time Based                          |        |            |
| <b>Complementary? :</b>                                    | Complementary                       |        |            |
| <b>Event Type :</b>  | Seminar                             |        |            |
| <b>Event Duration :</b>                                    | Full Day                            |        |            |
| <b>Complementary? :</b>                                    | Non Complementary                   |        |            |
| <b>Available Rooms :</b>                                   | Select                              |        |            |
| <b>Submit</b>  |                                     |        |            |

5. After submitting the Online booking form, it will be processed by the system as per rule. Applicant will get the status/approval of booking in his account itself.

6. Click on "View My booking" to see the status of your booking. Status may be Applied / Forwarded/Approved etc. Click on 'details' to view the application status details.

7. Click on 'My Account' on top-right corner of the screen to back to home screen and 'logout' to logged-out of the system.

Booking Details for ID : 201805310061

Current Status : Newly Applied, Pending for Approval

| Event Details |                                     | Event Schedule & Place |                         |
|---------------|-------------------------------------|------------------------|-------------------------|
| Department    | Computer Centre                     | Date                   | 05/06/2018              |
| Applied By    | SUNIL MALLIK                        | Time                   | 11 NOON - 12 NOON       |
| Event Type    | PG Class                            | Class Room Applied     | P. C. Roy Memorial Hall |
| Event Name    | PG Class                            | Whether Complementary  | Complementary           |
| Event Details | PG Classes for Dept. of Mathematics | Remarks                |                         |

8. Once approved, take the print out of the same for record.

9. Please note that all PG Classes are approved complimentary basis. No payment is required. However for other Non-complimentary cases Room booking fees of Rs. 600/- is to be deposited after applying in a vacant slot for a room and submit the challan to the special officer.

10. For any query / clarification please contact EDCC, computer Centre or Special Officer.



# VIDYASAGAR UNIVERSITY

MIDNAPORE - 721102, WEST BENGAL

## Application Form for Smart Classroom Booking

**[Use ONLINE Booking: visit <http://192.168.0.13>. Avoid Offline Booking]**

To

The Special Officer  
Office of the Vice-Chancellor, 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 in the following date(s) and time for the purpose of PG Classes/Seminar/Workshop/ Meeting /Other Programme under the Department of .....(Please tick appropriate option).

**[Fillup multiple rows for booking of multiple slot]**

|   | From Date & Time | To (Date & Time) |   | From Date & Time | To (Date & Time) |
|---|------------------|------------------|---|------------------|------------------|
| 1 |                  |                  | 4 |                  |                  |
| 2 |                  |                  | 5 |                  |                  |
| 3 |                  |                  | 6 |                  |                  |

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:.....

Designation: .....

Department of.....

Forwarded by HOD

## **[FOR OFFICE USE ONLY]**

Time Slots Available/Not Available (pl. tick), may be approved  
(Complimentary / Non-Complementary basis).

.....  
Special Officer

|                  |  |
|------------------|--|
| Payment Slip No. |  |
| Paid Rs.         |  |
| Total            |  |
| Verified by      |  |

Approved On Complementary/ Non-Complementary basis

.....  
Executive Director, Computer Centre

## **ONLINE BOOKING ID NO.:**

### **Instruction for Booking and using the classrooms:**

1. The availability of the classroom kindly be checked through phone call(Phone no. 556) or personal interaction with Special Officer. As per the availability, filled in upper portion of the application form as enclosed herewith kindly be submitted to the Special Officer. Multiple booking slots is allowed in single form.
2. After approval of the Authority as per rule, the prescribed fees kindly be submitted for non-complimentary cases.
3. For all Technical support Computer Centre or special officer kindly be contacted (ext. 504).