APPLICATION FOR VIDEO RECORDING/STREAMING/CONFERENCING

(This Application Form Should Reach The Office Of The Dean, Administrative Affair At Least 15 Days Prior To The Commencement Of The Program)

То					
The Dean, Administrat	tive Affair,				
IIEST, Shibpur,					
Howrah 711103.					
Sir,					
Our department/s lecture / workshop / o	school/centre/o thers) as per the	ffice is going to o e following details	rganize a progra s:	ım (conference / sympos	ium
Organizing Body (depa	rtment/school/	centre/office/etc):		
Date:	From-		То-		
Time duration:	From-		То-		
Name of the Program:					
Venue:					
Name of the Professor/	Officer in charg	ge of the program			
Type of assistance requ	iired: <i>Please ticl</i>	k the correct optic	on(s).		
a. Video Recordingb. Live video streamingc. Video conferencingd. Still photography					
You are requested to ki above matter(s).	indly depute co	mpetent person(:	s) with proper e	quipment to assist us on	ı the
ours faithfully					
Head of the departmen	t/school/centre	e/office/)	

8th

Suranun Dalapati

Baneyer

Minutes of Meeting

Date : 31st March, 2017

Place: The room of Prof Santanu Das, ETCE Dept., IIEST Shibpur

The meeting of the Audio-Visual Cell was held on 31st March, 2017 at the room of Prof Santanu Das, ETCE Dept. The highlights of the discussions of this meeting are as follows:

1. It has been resolved that the department/school/centre/office/etc. who will organize any type of activity/program and require A/V Units for recording/streaming etc. need to apply to the Dean, Administrative Affair following a specific format requesting to depute suitable personnel for arranging the A/V activities.

The meeting concluded with a vote of thanks to the Chair.

Shan

Prof. Santanu Das

Dept. of ETCE (Chairman)

Surarun Dalapati
Dr. Suvarun Dalapati

Dept. of EE (Member)

Dr. Indrajit Banerjee

Date: 31.03.2017

Dept. of IT (Secretary)