



No. : \_\_\_\_\_

# DIRECOTRATE OF DIGITAL LEARNING AND INITIATIVES GOA UNIVERSITY

Office: +91-8669609039, +91-8669609040

e-mail: ddli@unigoa.ac.in

## DDLI BOOKING FORM

(INCOMPLETE APPLICATIONS WILL NOT BE ENTERTAINED)

To hire the DDLI services, please submit this completed booking request form at DDLI office. The same can be e-mailed to [ddli@unigoa.ac.in](mailto:ddli@unigoa.ac.in). Kindly go through the guidelines of utilizing DDLI services and hiring charges attached herewith.

### PARTICULARS OF APPLICANT

Date: / /

Name of Applicant : \_\_\_\_\_

Name of Organization/Department : \_\_\_\_\_

Address for Correspondence : \_\_\_\_\_  
\_\_\_\_\_

Contact No. : \_\_\_\_\_ Email : \_\_\_\_\_

### RECORDING DETAILS

Name of Programme : \_\_\_\_\_

Type of Programme : \_\_\_\_\_  
(vocal, dance,quiz,lecture,seminar etc.)

Venue of Recording : (1 ) DDLI Studio OR (2 ) \_\_\_\_\_  
(if other than studio)

Date(s) From : \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_ Duration \_\_\_\_\_

*Please mention all the dates for multiple days or attaché the detailed schedule. Also attach/email program details and any brochure/invitation/ schedule for us to plan the recording.*

### REQUIREMENTS (Please “✓” or enter number wherever applicable)

Studio  Video recording  Audio recording  No. of Cameras

Chroma  Vision Mixing  Editing  Voice over

### FOR GOA UNIVERSITY DEPARTMENTS ONLY

i. Source of fund to pay the charges : \_\_\_\_\_

ii. If Goa University, mention Budget Head : \_\_\_\_\_

I have read the guidelines about DDLI services & hereby declare that I agree to the terms and conditions given in it.

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Authorized signatory

**FOR DDLI OFFICE USE ONLY**

Comments by Technical team: May be accepted/ rejected /rescheduled

Reasons if any:

Estimated charges : Rs \_\_\_\_\_

Director, DDLI

**Final Bill amount: Rs**                      **Invoice number:**                      **Dated:**     /     /

**Payment details :**Challan/Cheque/Book transfer : \_\_\_\_\_ dated : \_\_\_\_\_

**STUDIO CHARGES**

<b>A</b>	<b>Hiring Charges</b>	<b>4 hours slot</b>
	Studio with Lighting facilities & 40 chairs	Rs.2000/-
<b>B</b>	<b>Video Recording</b>	<b>Charges Per hour</b>
	Studio	Rs.500/-
	Per Camera	Rs.300/-
	recording on DVCPRO recorder (Per recorder)	Rs.300/-
	On-line video mixing	Rs.750/-
	Chroma facility	Rs.500/-
<b>C</b>	<b>Audio Recording Charges</b>	<b>Per hour</b>
	Voice over booth Recording	Rs.300/-
	Studio Recording	Rs.750/-
<b>D</b>	<b>Other charges</b>	
	Editing (Audio/ Video / Graphical) Per hour	Rs. 250/-
	Every additional copy of the VCD/DVD	Rs. 50/-
<b>E</b>	<b>Charges for Video Coverage outside the Studio</b>	
	Video recording for one hour or less (with one Camera)	Rs.2,000/-
	Video recording for subsequent hours (with one Camera)	Rs.500/-
	Video recording for one hour or less (with Two Camera)	Rs.2,500/-
	Video recording for subsequent hours (with Two Camera)	Rs.800/-
	Video recording (full day of 8 hours with two Cameras)	Rs.7,000/-
	Online Vision Mixer (per day of 8 hours)	Rs.3,000/-

**TERMS AND CONDITIONS:**

1. 100% payments to be made in advance to confirm the booking of studio. There is no refund in case of cancellation of booking.
2. Time taken to set up and vacate the studio will be considered within the booking hours, i.e., the total time of engaging the studio will be charged.
3. Postponement of any booking is normally not acceptable and liable to be charged 25% of the booking fee paid.
4. After the recording is over, the studio should be vacated in tidy condition.
5. The DDLI will not be responsible for any loss of time due to breakdown of equipment or failure of power or any other unforeseen reasons.
6. Tariff is subject to change.
7. Dispute, if any, will be settled within Goa Jurisdiction

## **GUIDELINES FOR UTILIZING DDLI SERVICES**

Whenever you need any of the services of DDLI (as listed at <https://www.unigoa.ac.in/facilities/directorate-of-digital-learning-and-initiatives-ddli.html>) please submit the dully filled DDLI booking form at the office of DDLI, Goa University. The same can be e-mailed to [ddli@unigoa.ac.in](mailto:ddli@unigoa.ac.in).

Note that:

- If the venue/hall is outside Main administrative building, transport has to be provided to carry and drop back staff and equipment to the venue(outside main administrative building).
- If the recording work involves staying late in the evenings, transport to drop the staff back home needs to be arranged by the organizers as we need to ensure that all the equipment taken out for recording are brought back in the studio.
- If the organizers claim that the recording is to be made free of cost, approval for waiving off the charges has to be provided by organizers before the event begins. DDLI is not responsible to obtain approvals in such cases and is not liable to carry out the work unless such an approval is provided.
- Please note that we do not undertake still photography. Separate arrangements by organizers needs to be done for this purpose.
- We shall follow first come first serve policy and hence kindly send your requests well in advance so there are more chances of confirming your requests or to have sufficient time for you to make alternate arrangements in case we are unable to carry out the task. We will inform via return mail if the request can be serviced or not.
- Invoice will have to be settled by the party(direct payment or book transfer) before delivery of the final material. GST will be charged as applicable.

Director, DDLI