

## **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