



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
Indian Institute of Technology Bhubaneswar
Continuing Education/ सतत शिक्षा

Requisition Form for Booking “BODHI Studio” at Lalitgiri Hall of Learning (LHL)

1. Name of the applicant
2. Faculty/Officer/Staff/Others:
3. Designation
4. School/Department /Organization
5. Email ID:
6. Mobile Number:
7. Purpose for Booking (Institute Academic purpose/R&D project/Consultancy Project/Commercial/ other purposes.....
8. Brief description of content (up to 100 words):
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9. Service required (Recording/ Editing/ Live Streaming)
10. Date of booking: From To
11. Time: From:To
12. Duration of Recording
13. No fee will be charged to IIT Bhubaneswar employees if the recorded content is used exclusively for the institute's academic programs and uploaded to the official IIT Bhubaneswar website after review.
14. Recording will be chargeable including those for Sponsored Research/Consultancy Projects, commercial use by the Institute Employee or external clients as mentioned below:

For IIT Bhubaneshwar Employee				For Other Institute employee
Details of the Service	Amount (Rs.)	Duration	Put the (✓) wherever applicable	Recording and Editing charges Rs. 20,000/- + GST per hour.
Recording and Editing Charges	15000/- + GST	Per hour	☐	Rs. 20,000/- + GST per hour
Recording and Editing Charges	8000/- + GST	30 Minutes	☐	—
Recording charges	5000/- + GST	30 Minutes	☐	—
Editing charges	4,000/- + GST		☐	
Recording, Editing and Live Streaming charges	16,000/- + GST	per hour	☐	—

Signature of the Applicant

Forwarded by the HoS / HoD

- **N.B.:** For NPTEL and SWAYAM programs, the sanctioned project amount will apply.

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For office use only

(For confirming the availability and Amount of fee to be deposited, if applicable)

1. Available / Not Available: _____ **2. Fee to be deposited: `** _____

Submitted for approval of competent authority:

(Office of CE)

Deputy Registrar (CE)

Dean (Continuing Education)

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For Payment Details

1. The payment link: <https://payments.billdesk.com/bdcollect/bd/iitbhubaneswarresearchinternshipforfaculty/17195>
2. Attached the receipt received from the payment link.

(Office of CE)

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