

## Requisition Form for Scheduling of Livestreaming on JNCASR YouTube Channel

(Form A: for Unit events)

| 1. Name of the requester:   |
|---|
| 2. Designation:   |
| 3. Event name:  |
| 4. Date and time of the livestreaming: Date: DD/MM/YYYY Time: HRS   |
| 5. Streaming to be live for:  |
| Public view OR  |
| 6. Date and time of the mock test, if any: <b>Date</b> : DD/MM/YYYY <b>Time</b> : HRS   |
| (Mock test to be completed at least one working day prior to the date of event in collaboration with Audio/Visual support team and organisers of the event) |
| 7. Recording to be kept accessible on the Channel:  |
| Forever OR For a specific period: <pre>from DD/MM/YYYY to DD/MM/YYYY</pre>  |
| 8. Viewing rights for the recorded livestreamed video:  |
| □ For public view OR □ Limited to select group  |
|   |
| Place: (signature)<br>Date: Name:<br>Designation:   |
| Note:   |

- To ensure that all speakers of the event sign the **Undertaking form for Copyright Compliance** (annex. 1) for appropriate reuse of copyrighted content in their respective digital presentations during YouTube livestreaming;
- To ensure that background music if played during the livestreaming should be a license free or purchased copy for public events. Support team for audio/visual management may be sensitized in this regard.
- To ensure a mock test on YouTube one day prior to the event to optimize the audio visual clarity during the livestreaming;
- Any violation of copyright compliance will lead blockage of JNCASR YouTube channel on the public domain. Any such video will be removed for the restoration of the channel on public domain.

Р.Т.О

For office use:

Forwarded by:

Approved by:

(Sr. Library cum Information Officer)

(Administrative Officer, JNCASR)

## Checklist:

- □ --/--/ate of streaming of livestreaming scheduling and confirmation to the requester
- $\Box$  --/--/ate of mock test

 $\hfill\square$  --/--/--- date of final video editing

## Annexure 1: Undertaking Form for Copyright Compliance

| Place: |  |
|--------|--|
| Date:  |  |

| (Signature)  |
|--------------|
| Name:        |
| Designation: |