



Dr. Babasaheb Ambedkar Marathwada University, Aurangabad

Circular

All academic and administrative heads are informed that the university is using IT infrastructure for their academic and administrative activities. The software's like operating system and other application software by Microsoft and antivirus software are being used by all the university users in every department/section.

The above said software were protected under intellectual property rights. It is mandatory to buy licenses for above software for the year 2018-19.

Further you are requested to ensure that your department should cover under licenses and furnish the details of software requirement of your department/section to UNIC, so as to proceed ahead to buy the annual licenses in prescribed overleaf requisition format till 24/09/2018. After the prescribed date no entries will be entertained.

Your early response is appreciated.

University Campus,

Ref. No.: **BAMU/UNIC/2018/3655**

Date: **12** /09/2018




Registrar

DR.BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY, AURANGABAD

REQUISITION NOTE

Date: _____

To,

Director,
University Network & Information Centre,
Dr. Babasaheb Ambedkar Marathwada University,
Aurangabad

Subject: Kindly supply the following software for the use of our department/ section.

We the department/section _____ are using the following software on working PC/Laptop with staff details working with PC/Laptop to calculate Microsoft Fulltime Equivalence (FTE).

1. No. of fulltime teaching staff :	2. No. of part-time teaching staff :
3. No. of Fulltime non-teaching staff :	4. No. of part-time non-teaching staff :

Sr. No	Name of Software	Quantity required	Details of PC		Details of Laptop		Remark/Budget Provision if any available during Current Year
			No of working PC	Name of Faculty/Staff	No of working Laptop	Name of Faculty/Staff	
1	2	3	4		5		6
1	MS Windows 7/8/8.1/10						
2	MS Office 2007/2010/2013						
3	Antivirus						
4	Other if any						

If needed, please attach separate sheet.

Signature with stamp
Head/-