



VISVA-BHARATI
SANTINIKETAN

OFFICE ORDER

The Upacharya has been pleased to pass the following arrangements in order to improve the system of conducting examinations and publication of results on time and further to bring more synergy and remove redundancy in the current scheme of functioning of Academic & Research and Examination Sections of the University :

1. Joint Registrar, Academic & Research shall be known as 'Joint Registrar, Academic, Research & Examination Section' (AR & E), Visva-Bharati.
2. All activities of Examination Section including Academic & Research shall henceforth be coordinated by Joint Registrar, AR & E, Visva-Bharati.
3. The entire Section shall function under the directions of Pro-Vice Chancellor of the University. Joint Registrar, AR & E shall report to the Pro-Vice Chancellor for his duties and responsibilities.
4. Existing manpower of both Academic & Research and Examination Section shall be merged. Joint Registrar, AR & E shall make necessary redeployment of the existing manpower as per the directions of the Pro-Vice Chancellor of the University.

The Joint Registrar, AR & E shall arrange to conduct all University Examinations and be the custodian of all answer scripts to facilitate publication of results on time after due evaluation. Evaluation of answer scripts shall be made centrally on the same day to avoid delay (Central Evaluation System). All examinations shall be conducted as per the directions of the Siksha-Samiti (Academic Council) of the University. No Supplementary Examination shall be scheduled by the Section on its own unless the same is approved by the Siksha-Samiti (Academic Council) of the University. Notification on the schedule of Semester wise Examinations shall be issued well in advance by Joint Registrar, AR & E for information of all students concerned at least 45 days before commencement of examinations. All examinations of each semester shall be conducted within 15 days. Examination results shall be published within 10 days from the last date of examination in each semester. Mark sheets/grade cards shall be issued to the students immediately after the declaration of results. Academic Calendar shall be prepared by the Section in accordance with the UGC guidelines and placed before the Siksha Samiti (Academic Council) in the month of March every year.


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Such Academic Calendar shall have details of all academic activities including commencement of classes, semester registration, schedule of tuition fee payment, commencement of examinations, holidays/summer-winter break, utsavas etc. for two semesters i.e. one Academic year from July to June.

Prof. Nirmalya Banerjee, Professor-in-Charge, Academic & Research Section is hereby requested to handover the charge of Professor-in-Charge of Academic & Reseach Section to the Pro-Vice Chancellor of the University.

This comes into force with immediate effect.

No. REG/OO/89/182
Date : 11.08.2015


Registrar
Visva-Bharati

To :

1. Prof. Swapan Kumar Datta, Pro-Vice Chancellor
2. Prof. Nirmalya Banerjee, Department of Botany
3. Shri Debasis Dutta, Joint Registrar, Academic & Research

Copy to :

1. All Provosts/Directors/Principals of all Bhavanas/Vibhagas
2. Heads of all Departments/Centres/Schools
3. Controller of Examinations
4. Dean of Students Welfare
5. Proctor
6. Chief Medical Officer
7. Joint Registrar, Academic & Research
- Please place it before the Academic Council for ratification.
8. All Joint Registrars/Deputy Registrars/Assistant Registrars
9. Chief Security Officer
10. University Engineer
11. C.S. to the Vice-Chancellor
12. Estate Officer
13. Assistant Registrars, Examination Section
14. Assistant Registrar, Office of the Pro-Vice Chancellor
15. Section Officer, Meetings
16. P.A. to the Registrar
17. University Webmaster - To upload it in the University Website.