



**VISVA-BHARATI
SANTINIKETAN
NOTICE**

The 10th meeting of the committee constituted by the Upacharya for Cadre Review of the non-teaching employees with the following members will be held on 12/09/2017 at 11.00 A.M. at Conference Room Central Administrative Building, Visva-Bharati.

MEMBERS

1. Prof. Sabujkali Sen, Director, SEIRR– Chairperson
2. Prof. Amit Hazra, Registrar (Acting) & Proctor – Member
3. Prof. Sarthak Chowdhury, Principal, PalliSiksha Bhavana – Member
4. Prof. V.C. Jha, Department of Geography – Member
5. Prof. Sabyasachi Sarkhel, Sangit Bhavana – Member
6. Prof. N. Banerjee, Professor in-charge, Central Library – Member
7. Dr. S.S. Debnath, Chief Medical Officer, P.M. Hospital – Member
8. Dr. Prajnalankar Bikkhu, Joint Registrar (SC/ST Cell) – Member
9. Shri Bidyut Sarkar, Secretary, KarmiSabha – Member
10. Shri Saugata Chattopadhyay –Joint Registrar (Establishment) Member Secretary
11. Shri Santa Sankar Dasgupta, In-charge Computer Centre – Invitee Member

Shri Santa Sankar Dasgupta is requested to come with model Recruitment Rule for the post of Computer Cadre as discussed in the earlier meeting.

Members are requested to kindly make it convenient to attend the meeting.

No. Estab/E-III/CRC
Dated: 09/09/2017


Joint Registrar (Establishment)
Member Secretary

Agenda:-

1. Preparation of Promotion policy of Group-C posts
2. Cadre Review of Non-Teaching employees keeping in view the ratio of Teaching & Non-Teaching Employees as stipulated by UGC/MHRD
3. Review of Existing Recruitment Rule for Non-Teaching Employees
4. Review of Existing Designation
5. Review of Job Description
6. Distribution of Manpower based on need & objectives of the University and changes in use of technology & revised procedure.
7. Ratio of Promotion/Direct Recruitment for each post.
8. Ratio of Teaching & Non-teaching staff.
9. Services which can be outsourced.
10. Miscellaneous

To,

All members of the committee

Copy to:-

1. Finance Officer
2. C.S. to Upacharya
3. Assistant Registrar (Establishment)
4. Assistant Registrar (Meeting)- with request to arrange to provide tea and Biscuits to the members
5. P.A. to Registrar
6. University Webmaster- to upload in the University website