

Ref. Nil

Date: 19-02-2016

To
The Registrar
Visva-Bharati

Memo No. Est / E-I / AOH & IC / 2015-16/ 39 dated 12-02-2016

Sub: Charge Handing over and Taking over of the Head, Department of RSDD, Sangit-Bhavana.

I am handing over the charge of the Head, Department of Rabindra Sangit Dance & Drama, Sangit-Bhavana to Prof. Swastika Mukhopadhyay, Professor in Rabindra Sangit in the Department of RSDD, Sangit-Bhavana on 19-02-2016.

Sd/-
{ Prof. Madhabi Ruj (Ghosh) } 19-02-2016
Professor in RSDD, Sangit-Bhavana
ID No. 1997033

I am taking over the charge of the Head, Department of Rabindra Sangit Dance & Drama, Sangit-Bhavana from Prof. Madhabi Ruj (Ghosh), Professor in Rabindra Sangit in the Department of RSDD, Sangit-Bhavana on 19-02-2016.

Forwarded by:
Sd/- Principal, Sangit-Bhavana
Date: 19-02-2016

Sd/-
(Prof. Swastika Mukhopadhyay) 19-02-2016
Professor in RSDD, Sangit-Bhavana
ID No. 1997051

Memo No. Est / E-I / AOH & IC / 2015-16/ 41

SANTINIKETAN

Date: 22-02-2016

Copy forwarded for information & necessary action to:-

- 1) Pro-Vice-Chancellor / Directors / Principals of Bhavana / Vibhagas
- 2) All Heads of Departments / Centres / Sections
- 3) Prof. Swastika Mukhopadhyay, Head, Department of RSDD, Sangit-Bhavana
- 4) Prof. Madhabi Ruj (Ghosh), Department of RSDD, Sangit-Bhavana
- 5) Joint Registrar (Examination) / Deputy Registrar (Academic Research)
- 6) Proctor & Chairman, (HMC)
- 7) Dean / Deputy Dean of Students Welfare
- 8) Finance Officer
- 9) All Joint Registrars / Deputy Registrars / Assistant Registrars
- 10) Deputy Registrar (Accounts)
- 11) Chief Medical Officer / Chief Security Officer / University Engineer
- 12) Internal Audit Officer
- 13) Hindi Officer- [With a request to translate it into Hindi and arrange to upload in the University Website]
- 14) C.S to Upacharya
- 15) P.A. to Registrar
- 16) Section Officer, Meeting
- 17) University Web-Master- Please upload it in the University Website
- 18) Personal file of Prof. Swastika Mukhopadhyay and Prof. Madhabi Ruj (Ghosh)

**Joint Registrar (Establishment)
Visva-Bharati**