

REMINDER-V

To

1. The Principal, Siksha-Bhavana(sent Student statistics but not according to the Proforma of Annual Report 2014-15)
2. The Principal, Vidya-bhavana (sent Student Statistics but not according to the Proforma of the annual Report)
3. The Principal, Kala-Bhavana (Introductory overview of the Bhavana & Student Statistics of the Kala-Bhavana)
4. The Head, Dept. of Philosophy & Comparative Religion
5. The Head, Dept. of Computer & System Sciences
6. The Head, Dept of Rabindra Sangit Dance & Drama(sent Blank Soft copy)

Ref: This office Memo No. Admn/Stat/ 12 /168 /2014-15 dated 12/02/15

Sub: Submission of Annual Report for the year 2014-15.

We are grateful to all departments for submitting their Annual Report for the year 2014-15 in time and the University could send the Annual Report to the UGC before the schedule date.

In continuation of our earlier notification (through Office Memo No. Admn/Stat/12/168/2014-15 dated 12/02/2015) submitting the Annual Report, further we are requesting to do so immediately.

Hence we are once again requesting the Principals of the Bhavanas and Heads of the Departments / Offices (who have not submitted till date) to submit their Annual Report in prescribed proforma (**both in hardcopy & CD**) for the financial year 2014-15 **within 28/07/15** positively so as to enable us to send the Annual Report of the University (both English & Hindi Version) to the Govt. of India for placing the same before the Parliament in time.

The soft copy (RTF File) in MS Word may be sent to email. drestab@visva-bharati.ac.in. It may kindly be noted that no other format will be accepted.

I would request you to kindly give personal attention so that the Annual Report are positively received within the stipulated date (ie 28^h July 2015).

Kind and sincere co-operation from your end is highly solicited.

Memo No. Admn/Stat/ 12 / 64 / 2015 - 16
Dated: 28/07/2015

Joint Registrar (Establishment)
Visva-Bharati

Copy : 1. P.A to the Registrar

2. C.S to Vice-Chancellor

✓ 3. University Webmaster to upload in the University Website