



VISVA-BHARATI
SANTINIKETAN

NOTIFICATION

The undersigned is directed to convey for information of all concerned that a team consisting of two Consultants of Deloitte Touche Tohmatsu India Private Limited, Gurgaon namely Shri Ajay Pal [Mobile Phone No. 919711060561] and Shri Vishwa Deep Sharma [Mobile Phone No.919711333480] is going to visit all Offices of Bhavanas/Vibhagas/Departments/Centres including administrative offices from today i.e. 23.04.2015 for Microsoft Software Asset Management Review of all Computers/Laptops being used in all Offices of the University.

The Adhyakshas of all Bhavanas, Heads of all academic and non-academic Departments / Centres / Offices are requested to kindly provide a copy of the following papers to the said team :

1. Invoices for all the Desktop/Laptop/Server
2. Paper licenses
3. Count of full-time Faculty, part-time Faculty, full-time staff and part-time staff

All concerned are requested to kindly extend cooperation to the said team in executing the said review work smoothly.

No. Reg/Notify/156/NAAC
Date: 23.04.2015

Joint Registrar
(Establishment)

Copy to :

1. Pro-Vice Chancellor/All Provosts/Directors/Adhyakshas of Bhavanas/Vibhagas
2. Heads of all Academic and Administrative Departments/Centres/Offices
3. Controller of Examinations
4. Finance Officer
5. Librarian, Central Library
6. Dean of Students Welfare
7. Proctor
8. Shri Santosankar Dasgupta, In-charge, Computer Centre
9. All Faculty Members / Staff Members
10. Chief Medical Officer
11. Joint Registrars/Deputy Registrars/Assistant Registrars
12. Chief Security Officer
13. C. S. to Vice-Chancellor
14. Assistant Registrar, Office of the Pro-Vice Chancellor
15. Section Officer, Meeting Section & General Section
16. P. A. to the Registrar
17. University Webmaster – to upload it on the University Website