

**Ref. No. SB-36/2014-2015**

**Date: 03-02-2015**

To  
The Registrar  
Visva-Bharati

**Sub: Handding over the charge of Adhyaksha, Siksha-Bhavana, Visva-Bharati**  
**Ref. No. Est/E-I/AOP&VP/2014-2015 Dated 22-01-2015**

I, hereby handover the charge of Adhyaksha, Siksha-Bhavana to Professor V.C. Joy today i.e. **03-02-2015 ( afternoon )**.

Sd/-  
( Professor Sudhendu Mandal ) 03-02-2015

I, hereby takeover the charge of Adhyaksha, Siksha-Bhavana from Professor Sudhendu Mandal today i.e. **03-02-2015 ( afternoon )**.

Sd/-  
( Professor V. C. Joy ) 03-02-2015

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**Memo No. Est / E-I / AOP & VP / 2014-15**

**SANTINIKETAN**

**Date: 26-02-2015**

**Copy forwarded for information & necessary action to:-**

- 1) Pro-Vice-Chancellor / All Provosts / Directors / Principals of Bhavana / Vibhagas
- 2) All Heads of Departments / Centres
- 3) Professor Sudhendu Mandal, Department of Botany, Siksha-Bhavana
- 4) Professor V. C. Joy, Department of Zoology, Siksha-Bhavana
- 5) Head, Department of Botany / Zoology, Siksha-Bhavana
- 6) Controller of Examination / Dean / Deputy Dean of Students Welfare
- 7) Chairman, ( HMC ) & Proctor
- 8) Finance Officer
- 9) All Joint Registrars / Deputy Registrars / Assistant Registrars
- 10) Chief Medical Officer
- 11) Chief Security Officer
- 12) Internal Audit Officer
- 13) Hindi Officer-[ With a request to translate it into Hindi ]
- 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

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