



**VISVA-BHARATI
SANTINIKETAN
NOTICE**

गणित सदन / Computer Centre
विश्वभारती / Visva-Bharati
सारांश सं./Docket No. 7.26
तिथि/Date 6.11.17

The 11th meeting of the committee constituted by the Upacharya for Cadre Review of the non-teaching employees with the following members will be held on 14/11/2017 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, Palli Siksha 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. Secretary, Karmi Sabha – Member
10. Shri Saugata Chattopadhyay –Joint Registrar (Establishment) Member Secretary

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

No. Estab/E-III/CRC
Dated: 03/11/2017

Joint Registrar (Establishment)
Member Secretary

Agenda:-

1. Preparation of Promotion policy of Non-teaching 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