

VISVA-BHARATI  
SANTINIKETAN



NOTICE

A meeting of the Academic Council (Siksha-Samiti) will be held on **Saturday, the 21<sup>th</sup> September 2019 at 3.00 p.m. in the Conference Hall, Central Library, Santiniketan.**

Members and Invitees are requested to kindly attend the meeting.

Adhyakshas/Heads of Bhavanas/Vibhaga are requested to send their proposals, if any, related to Academic Council (Siksha-Samiti) **within 10<sup>th</sup> September, 2019** to Academic & Research Section, Visva-Bharati.

HODs are also requested to inform the Academic Council members of their department to attend the meeting.

Memo no. Aca/S-19.2/501/2019-20  
Date: 30.08.2019

Registrar (Meeting)  
Visva-Bharati

Memo no. Aca/S-19.2/501/2019-20

Santiniketan, Dated: 30.08.2019

Copy forwarded for information and necessary action to:

1. All members of the Academic Council (Siksha-Samiti), Visva-Bharati.
2. Joint Registrar (Exams.), Visva-Bharati. – Invitee.
3. Joint Registrar (Academic & Research), Visva-Bharati – Invitee.
4. In-charge, Guesthouses, Visva-Bharati. – He is requested to kindly ensure arrangement for accommodation of the outstation members of the Academic Council at Rathindra Atithi Griha/Ratan Kuthi.
5. Joint Registrar (Accounts), Visva-Bharati – He is Requested to arrange for payments of TA/DA etc., of the external Members of the Academic Council.
6. Librarian, Visva-Bharati – He is requested to make the Conference Hall of Central Library available for the meeting.
7. Chief Security Officer, Visva-Bharati – He is requested for doing appropriate security arrangements in the meeting premises.
8. University Engineer, Visva-Bharati – He is requested to ensure proper functioning of electrical systems and generator in the Conference Hall of Central Library on the date of meeting.
9. Superintendent, Garden Section, Visva-Bharati – He is requested to arrange flower-vase with flower sticks at the venue.
10. In-Charge Transport Section, Visva-Bharati – He is requested to arrange transport for the external members of the Academic Council (Siksha-Samiti) as and when required; and for Academic & Research Section.
11. Assistant Registrar, Meeting Section, Visva-Bharati – He is requested to arrange the venue as well as water, tiffin, tea & snacks, refreshments, writing pad, pen etc. for the member and invitees of the meeting.
12. CS to the Vice-Chancellor, Visva-Bharati.
13. P.A. to the Registrar, Visva-Bharati.
14. In charge, Computer Centre, V.B. – He is requested to upload the Notice in the University Website.

Registrar (Meeting)  
Visva-Bharati