

VISVA-BHARATI
SANTINIKETAN



NOTICE

A meeting of the Academic Council (Siksha-Samiti) will be held on **Tuesday, the 14th November 2017 at 3.30 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 06th November, 2017** 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-19.2/8002/2017-2018
Santiniketan
Date: 27.10.2017

Karma-Sachiva
Registrar (Acting)
Visva-Bharati

Memo no. Aca/S-19.2/8002/2017-2018

Santiniketan, Dated: 27.10.2017

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. Deputy 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 tea & snacks, refreshments, writing pad, pen etc. for the member and invitees of the meeting.
12. CS to the Vice-Chancellor, Visva-Bharati.
13. Assistant Registrar, Office of the Pro-Vice-Chancellor, Visva-Bharati.
14. P.A. to the Registrar, Visva-Bharati.
15. In charge, Computer Centre, V.B. – He is requested to upload the Notice in the University Website.

Karma-Sachiva
Registrar (Acting)
Visva-Bharati