



URGENT

**VISVA-BHARATI
SANTINIKETAN**

NOTIFICATION

This is for information of all concerned that each student and research scholar of all Bhavanas/Vibhagas of the University will be provided an Identity (I.D) Number during admission process in order to make it easy to identify/recognise the student as well as his/her studentship, course of studies, Department, Bhavana/Vibhaga etc. which will facilitate to keep official records and maintain proper accounting in respect of each student of the University. This Identity Number will also help to remove confusion to identify the students holding similar name and surname.

The Admission Coordination Cell of the University and the Principal of the Bhavana concerned will ensure awarding ID Number to each candidate once cleared for admission during counselling process and the same shall be recorded for each Department on excel sheet (**specimen copy shown overleaf**).

The method for providing an I.D Number to each student shall be as under;

Bhavana Code	Course Code	Subject Code	Year of Admission	Sequence of Admission
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Example: A student taking admission to B.A. in Chinese, the ID Number will be 01111011401

01- Bhavana, 11- BA, 101- Chinese Language, 14 - Year of admission, 01-Sequence of admission

The Deputy Registrar, Academic & Research is requested to comply with the above for implementation. The Accounts Officer shall ensure that the applicable fees for admission are being received from the candidates who have been given the ID No. during counselling process. The same ID No. will be written on the Admission Form, Fees Receipt, Mediclaim Forms, Forms for Compulsory Games & Sports, NCC, NSS.

Dr. Prashant Meshram will also coordinate with Chairman, VBCAT and Principals of all Bhavanas for compliance. All such details ID numbers allotment to students of the University should be communicated to all Principals, Proctor, Director PSNS, Finance Officer and Chief Security Officer for follow up action within seven days from the date of admission but not later than 30th July, 2014.

For clarification on ID No. the Principal concerned may contact the Director PSNS.

All are requested to comply with the above for implementation with immediate effect.

Memo No.REG/Notice/

Date :30.06.2014

Copy to :

1. All Provosts, Directors/Adhyakshas of the University
2. Prof. Sudhendu Mondal, Chairman, VBCAT
3. In-charge, Admission Co-ordination Cell
4. Finance Officer
5. Controller of Examinations
6. Dr. Prashant Meshram, Deputy Registrar, Academic and Research
7. Accounts Officer- Please instruct team of Accounts Section to collect fees from the candidates who possess ID.No. and to put the same ID No. on the fees receipt.
8. Assistant Registrar (Accounts)
9. C.S. to V.C
- ✓ 10. University Web Master – For uploading it in the University Website.
11. P.A. to the Registrar


Registrar
Visva-Bharati

