

বিশ্বভারতী
বিশ্বভারতী
VISVA-BHARATI



OFFICE ORDER

The following important decisions are hereby notified with immediate effect:

1. Rabindra-Bhavana would henceforth photograph and video-record all functions and festivals of Visva-Bharati, including the weekly Wednesday Upasanas as well as the four all-university conferences, i.e., the Annual IKS Conference, the Annual Alumni Meet, the Annual Industry-Academia Meet, and the Annual All-University International Conference.
2. If Rabindra-Bhavana is required to photograph and video-record anything in addition to the events listed in Item 1, the In-Charge, Public Relations, Visva-Bharati, would formally inform Rabindra-Bhavana by email. Requests made through no other channel to Rabindra-Bhavana would be entertained.
3. Mr. Sourav Chakraborty, Reprographic-cum-Photographic Officer, Rabindra-Bhavana, and his team will be in charge of ensuring compliance to Items 1–2.
 - a. **All photos and videos thus generated will be directly and immediately sent to the In-Charge, Public Relations, Visva-Bharati, for communication to appropriate authorities in New Delhi and, if applicable, for uploading to and dissemination through the university's social-media platforms.**
 - b. **A copy of all photos and videos thus generated will also be mailed to the Joint Registrar & Confidential Secretary to the Vice-Chancellor, Visva-Bharati**
4. Mr. Sourav Chakraborty is further authorized to enlist the services of Mr. Aakash Aman, MTS, Rabindra-Bhavana, for the smooth execution of Items 1–3.
5. Mr. Samit Dasgupta, Audio Visual Operator, Department of Social Work, Palli- Samgathana Vibhaga, is hereby reassigned to the Public Relations Office with immediate effect to perform photography and videography of the events detailed in Items 1–2. Additionally, Mr. Dasgupta will henceforward also provide his services to the University Studio located in the Kala-Sangit Bhavana Extension Building in compliance with the requirement of Director, Studies, Educational Innovation & Rural Reconstruction and also social work related matter as and when needed.
6. The In-Charge, Computer Centre, is requested to provide the In-Charge, Public Relations, assistance in matters of handling social-media platforms and online promotion of the university through the assignment of the services of Mr. Subhadip Saha, System Programmer, on an as-needed basis.
7. All parties mentioned herein are instructed to formally report compliance with the above orders contained in Items 1–6 within 48 hours of the receipt of this Office Order.

Ref. No. REG/O.O./89/ 514 /2025-26
Date: 26/03/2026


Registrar
Visva-Bharati

Copy to:

1. Director, Studies, Educational Innovation & Rural Reconstruction
2. Director, Culture and Cultural Relations, Rabindra-Bhavana
3. Principal, Palli-Samgathana Vibhaga
4. Joint Registrar & Confidential Secretary to the Vice-Chancellor
5. Head, Department of Social Work, Palli-Samgathana Vibhaga
6. In-Charge, Computer Centre
7. In-Charge, Public Relations
8. Mr. Aakash Aman, MTS, Rabindra-Bhavana
9. Mr. Samit Dasgupta, Audio Visual Operator, Department of Social Work, Palli-Samgathana Vibhaga
10. Mr. Sourav Chakraborty, Reprographic-cum-Photographic Officer, Rabindra-Bhavana
11. Mr. Subhadip Saha, System Programmer, Computer Centre
12. Mr. Sujit Kumar Puti, Microphotographer, Rabindra-Bhavana, Visva- Bharati

कुलसचिव
विश्वभारती
Registrar
Visva-Bharati