

Visva-Bharati  
Santiniketan

Office Memo

The MHRD/ UGC have been regularly asking the University to submit reports on online teaching and other academic matters. We have been receiving reports from most of the faculty members. Reports about hurdles faced by teachers/ students are also being received.

In this connection, faculty members are requested to submit details of their stay during the lockdown period in the format given below, within 13 May 2020, to their HoDs. The HoDs will preserve the reports submitted by individual faculty members and forward the departmental reports to the Principals, who will forward the Bhavana level reports to the Registrar, by mail, within 15 May 2020. Individual reports of faculty members should not be sent to the Registrar.

1	2	3	4	5	6
Name of faculty member	Designation	Place of stay during lockdown	Whether any leave has been taken (if not staying in station during lockdown) (YES/NO)	Whether imparting lessons by digital/ online mode during lockdown	Remarks

Memo no: REG/1537

Dated 11-5-2020

  
Registrar (Acting)  
Visva-Bharati

Copy, for information and necessary action:

1. All Principals / Directors/ Adhyakshas
2. All Heads of Departments
3. Proctor/ Finance Officer/CMO, PM Hospital/ Prof-in-charge, Security/University Engineer
4. All Joint /Deputy/ Assistant Registrars
5. University webmaster: with request to upload this memo in the official website.