



**VISVA-BHARATI
SANTINIKETAN
NOTICE**

The 5th meeting of the committee constituted by the Upacharya for Cadre Review of the non-teaching employees with the following members will be held on 27/04/2017 at 3.30 P.M. at Conference Room Central Administrative Building, Visva-Bharati.

MEMBERS

- 1) Prof. Sabujkali Sen, Director, SEIRR– Chairperson
- 2) Prof. Amit Hazra, Registrar (Acting) & Proctor – Member
- 3) Prof. Sarthak Chowdhury, Principal, Palli Siksha Bhavana – Member
- 4) Prof. V.C. Jha, Principal, Vidya Bhavana – Member
- 5) Prof. Sabyasachi Sarkhel, Sangit Bhavana – Member
- 6) Prof. N. Banerjee, Professor in-charge, Central Library – Member
- 7) Dr. S.S. Debnath, Chief Medical Officer, P.M. Hospital – Member
- 8) Dr. Prajnalanakar Bikkhu, Joint Registrar (SC/ST Cell) – Member
- 9) Shri Bidyut Sarkar, Secretary, Karmi Sabha - Member
- 10) Shri Saugata Chattopadhyay –Joint Registrar (Establishment) Member Secretary

Members are requested to kindly make it convenient to attend the meeting.

No. Etab/E-III/CRC

Dated: 22/04/2017

Joint Registrar (Establishment)
Member Secretary

Agenda:-

1. Preparation of Promotion policy of Group-C posts
2. Cadre Review of Non-Teaching employees keeping in view the ratio of Teaching & Non-Teaching Employees as stipulated by UGC/MHRD
3. Review of Existing Recruitment Rule for Non-Teaching Employees
4. Review of Existing Designation
5. Review of Job Description
6. Distribution of Manpower based on need & objectives of the University and changes in use of technology & revised procedure.
7. Ratio of Promotion/Direct Recruitment for each post.
8. Ratio of Teaching & Non-teaching staff.
9. Services which can be outsourced.
10. Miscellaneous

To,
All members of the committee

Copy to:-

1. Finance Officer
2. C.S. to Upacharya
3. Assistant Registrar (Establishment)
4. Assistant Registrar (Meeting)- with request to arrange to provide tea and snacks to the members
5. P.A. to Registrar
6. University Webmaster- to upload in the University website