VISVA-BHARATI
SANTINIKETAN
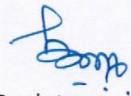
OFFICE ORDER

The undersigned is directed to convey that the Upacharya has been pleased to pass the following order :

1. Shri Debasis Dutta, Joint Registrar, Academic & Research will meet all the Principals of Bhavanas/Vibhagas concerned and compile students data base of all Diploma, Under-Graduate, Post-Graduate students and Research scholars of the University. The data is to be compiled and placed on the University Website within 30 days from the date of issue of this notification. Shri Dutta is responsible to update the student data base every six months. He shall also be required to submit such student data base to Finance Officer, Proctor and Dean of Students' Welfare in January and July every year without fail. Shri Dutta shall also coordinate with the Accounts Section of the University to collect tuition fee, examination fee and all other fees from the students before commencement of each semester and such information is to be put on the University Website within seven days from the date of collection of fee from students.

2. Shri Dutta shall maintain student data base in the prescribed format (copy enclosed) already circulated by the Finance Officer, Visva-Bharati.

3. Shri Dutta shall get all such student details in soft copy and hard copy from all Departments through the Principal of Bhavanas / Vibhagas concerned.

4. Shri Tapan Mukherjee, Section Officer, Academic & Research shall be assisting Shri Dutta in this regard. He will be responsible in maintaining all student data base / record in the Academic & Research Section. Shri Mukherjee shall also report the details regarding drop out students every month including NIL report to the Controller of Examinations.

All Principals of Bhavanas/Vibhagas and Heads of Departments/Centres are requested to extend cooperation to Shri Debasis Dutta, Joint Registrar, Academic & Research and Shri Tapan Mukherjee, Section Officer, Academic & Research in the process of compilation of student data base of the University.

Registrar
Visva-Bharati

No. Reg/OO/89/94
Date: 05.05.2015

To :

1. Shri Debasis Dutta, Joint Registrar, Academic & Research
2. Shri Tapan Mukherjee, Section Officer, Academic & Research

Copy to :

1. Pro-Vice Chancellor/All Provosts/Directors/Adhyakshas of Bhavanas/Vibhagas
2. Heads of all Academic and Administrative Departments/Centres/Offices
3. Finance Officer
4. Controller of Examinations
5. Dean of Students' Welfare
6. Proctor
7. Deputy Registrar, Accounts
8. Internal Audit Officer
9. Shri Santosankar Dasgupta, Senior System Analyst
   - To upload it on the University Website
10. All Joint Registrars/Deputy Registrars/Assistant Registrars
11. C. S. to Vice-Chancellor
12. Assistant Registrar, Office of the Pro-Vice Chancellor
13. P. A. to the Registrar

No. Reg/OO/89/94
Date: 05.05.2015

Registrar
Visva-Bharati

Visva-Bharati
Santiniketan

- Name: ....
  First Name   Middle   Surname
- Father's Name   Occupation
- Date of Birth   Date .... Month ....Year.............
- Gender   Male............ Female .... Third................
- If female, are you a single girl-child   Yes/ No
- Blood Group
- Identification Mark
- Height   Weight
- Nationality
- If not Indian, passport No.
- Visa Category
- Category   General/ SC/ ST/ OBC
- Whether PWD   Yes/ No
- Whether Minority   Yes/ No
- Institution last Attended
- Course studied
- Year of leaving
- State of Domicile
- Place of Birth
- Board (School Leaving)

- Permanent Address :   1st Line
  2nd Line
  Landmark
  Village/ City
  Post Office
  District
  PINCODE
  Contact No. with Area Code

- Course admitted
- Year of admission
- Currently studying
- Name of the Bhavana
- Name of the Department
- If any sibling studying at University
- If yes give   Name ....
  Course ....
  Year of Admission.....................................
- Is any of the Parent University Employee   Yes/ No
- If Yes, give Name, Designation, Employee Id
- Whether Staying in Hostel   Yes/ No
- If Yes, give Name of the Hostel
- Room No.
- Name of the Warden

- If Not, address where staying
  o 1st Line
  o 2nd Line
  o Landmark
  o Village/ City
  o Post Office
  o District
  o PINCODE
  o Contact No. with Area Code

- Whether you are staying with family at this address or in a rented-accommodation?
- Do you share this accommodation with anyone?   Yes/ No
- If yes , give name and details of each

      1

      2

      3

      4

- Your contact Details   : Mobile No.
- Email id   :
- Emergency Contact No.   :
- Is there any medical condition you would like to declare?

- Any special medication that you need to be administered in an emergency?

Place :

Date :   (Signature of the student)

Verified by: .... (Name and Signature)

Validated by the Head of the Department