VISVA - BHARATI SANTINIKETAN

NOTIFICATION

AUTUMN VACATION/ PUJA HOLIDAYS / SARADABAKASHA, 2025

Patha Bhavana and Siksha-Satra (both the school sections) will remain closed for Saradabakasha 2025 from 29th Sept, 2025 (Monday) to 24st Oct, 2025 (Friday) (both days inclusive). Patha-Bhavan will be reopened on 25.10.2025 (Saturday) and Siksha-Satra will be reopened on 27.10.2025 (Monday) (as 25th & 26th both are weekly off days).

The Academic Departments of the University will remain closed for Puja Holidays,2025 from 29th Sept 2025 (Monday) to 08th Oct 2025 (Wednesday) (both days inclusive) and for Autumn Vacation 2025 from 09th Oct 2025 (Thursday) to 17th October, 2025 (Friday) and will reopen on 21st Oct, 2025 (Monday) as 18th Oct 2025 & 19th Oct 2025 both are weekly off days & 20th Oct,2025 is holiday for Diwali (Deepavali)

University in all its Bhavanas, Departments, Centres, Sections, and Offices etc will remain completely closed for Puja Holidays from 29th Sept 2025 (Monday) to 08th Oct 2025 (Wednesday).

Directors / Adhyakshas of Bhavanas / Vibhagas and Heads / In-Charges of the Academic Departments / Centres are requested to make necessary arrangements for deploying / detaining one academic staff for each Department / Centre during Autumn Vacation, 2025, if required.

Faculty members, who need to be detained during vacation period under order of the Vice – Chancellor, will be eligible for Compensatory Leave to the extent of 1/3rd of the period of detention.

Directors / Adhyakshas of Bhavanas / Vibhagas are requested to send Bhavana wise single comprehensive proposal with appropriate justification for such detention.

Proposal for detention in prescribed proforma (attached) should reach Establishment Section within <u>15.10.2025</u> positively for taking prior approval of the Vice–Chancellor.

Ex post facto approval and individual department wise proposal may not be entertained.

Memo, No. EST/E-II/G, 20

Date: 01/09/2025

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Copy forwarded for information and necessary action to:-

- 1. Directors / Adhyakshas of all Bhavanas / Vibhagas
- 2. Heads / In-Charges of all the Academic Departments / Centres
- 3. Finance Officer
- 4. Internal Audit Officer

Registrar (Acting) Visva-Bharati

(4) Registrar (Acting)
Visva-Franti

- 5. Joint Registrar (Accounts)
- 6. Deputy Registrar (Establishment)
- 7. C.S to VC
- 8. Librarian
- 9. Proctor
- 10. Dean of Students welfare
- 11. Professor-in-charge, Engineering Section
- 12. Professor-in-charge,, Security
- 13. Chief Medical Officer, P.M.Hospital
- 14. C.S to Vice-Chancellor
- 15. P.A. to Registrar
- 16. University Webmaster to upload it on the University Website

PROFORMA FOR DETENTION OF TEACHER DURING AUTUMN VACATION, 2025

(To be submitted through proper channel)

SL. No.	Name (in full) of the teacher : Bhavana: Department : Designation: I.D.Number : Mobile Number :	Brief Description of the work to be performed during detention	Period of detention (From to date)	Detailed justification for such inevitable detention
1.				
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2.				

Signature with seal of the Head / In-Chagares of the Department / Centre & Mobile Number