



VISVA-BHARATI
SANTINIKETAN

OFFICE ORDER

The undersigned is to convey the direction of the competent authority that the following orders are to be complied with during the visit of the Honourable Visitor and the Honourable Rector of Visva-Bharati on 10th and 11th November, 2019 on the occasion of the Special Convocation 2019 which is scheduled to be held on 11th November, 2019 at Amrakunja, Santiniketan :

- a) Entire Ashrama area and Rabindra Bhavana shall remain inaccessible for general public during 10th and 11th November 2019.
- b) The following instructions for four-wheeler/ two-wheeler parking are to be followed:
 - i. Four-wheeler parking is to be restricted to Ratan Palli area, Purbapalli Mela Ground, ground annexed to Chatak and Old Swimming Pool area.
 - ii. Two-wheeler parking is to be restricted to Purbapalli Mela Ground, ground annexed to Chatak and Staff Club.
 - iii. All the above Car parking/ Cycle parking shall be manned by the Security Personnel/ Parking Licensee. Joint Registrar (Estate) is requested to ensure proper marking/ segregation of the parking places as mentioned above.
- c) Entry by foot is to be restricted to the following entry points for the following categories of personnel and the following guidelines may be followed in this regard:

Entrants	Area/Location of the Gate	Gate No.
Special Invitees, Invitees, <i>Praktanis & Ashramites</i>	Opp. Cheena Bhavana	A
Junior Boys (Patha-Bhavana & Siksha-Satra)	Opp. Cheena Bhavana	B
Senior Boys (University)	Opp. Cheena Bhavana	C
Staff (Teaching & Non-teaching)	Opp. Cheena Bhavana	D
Junior (Patha-Bhavana & Siksha-Satra) & Senior (University) Girls	Tala-Dhwaja (near Maandir)	F
Academics for Procession ONLY	Tala-Dhwaja (near Mandir)	G
All <i>Snatakas</i> (Men & Women)	Tala-Dhwaja (near Mandir)	H
Sangeet, PA System, AIR, Electrical Staff, Security Card Holders, Press	Tala-Dhwaja (near Mandir)	I

- i. It may be noted that Exit would be through the Entry gates only;
- ii. All entrants are requested strictly to stay within the well-defined seating arrangements in the convocation area.
- iii. All are requested to remain in their respective seats/ places till the dignitaries on the dais leave the core convocation area.

(2)

- iv. All entrants must carry a valid Visva-Bharati ID (or Govt approved photo ID) along with the appropriate Convocation 2019 Entry Pass.

It is requested that all concerned may extend co-operation with the administration during the security check at the entry points.

Shekhar 9/11/2019
Registrar (Acting)
Visva-Bharati

Memo No: REG/~~CON~~95/1198
Date: 09.11.2019

Copy forwarded for information and necessary action to:

1. All Principals/ Directors
2. All Heads of Academic and Non -Academic Departments
3. All members of the Core Committee for Convocation 2019
4. All members of the Executive Committee for Convocation 2019
5. Prof Ashok Kumar Goon - Professor In Charge of Security
6. Proctor
7. All Joint Registrars/ Deputy Registrars/ Assistant Registrars
8. Librarian
9. Finance Officer
10. C.M.O./ C.S.O./ U.E.
11. C.S. to Vice Chancellor
12. P.A. to Registrar
13. Convocation 2019 File
14. University Webmaster: With a request to upload the Office Order in the University website