



Visva-Bharati

NOTIFICATION

This is for information of the Principals of Patha-Bhavana and Siksha-Satra that the Competent Authority has received complaint from the guardians of the students that some of the Assistant Lecturers are non-punctual in taking classes regularly as per class schedules and some of them are availing leave without intimation/approval of the Competent Authority.

In view of above, the Competent Authority has directed the concerned Principals of both the schools to fill up the enclosed monthly workload proforma and submit it to the Office of Joint Registrar (Academic & Research) by **1st day of every month** so that it can be transmitted to the Competent Authority by 2nd of every month for information and necessary action.

A google form link containing the proforma will be circulated in due course to facilitate the online submission.

This has been issued with the approval of the Competent Authority.

[Handwritten Signature] 05/08/2026

Registrar
Visva-Bharati

Ref No. A&R/Notify/ 6005 /2026-27
Santiniketan, dated: 05.08.2026

Copy for Information and necessary action:

1. Principal, Patha-Bhavana, VB
2. Principal, Siksha-Satra, VB
3. C.S. to Vice-Chancellor, VB
4. Section Officer, Registrar Office, VB
5. In-Charge, Computer Centre: with a request to upload it in University Website



MONTHLY WORKLOAD REPORT OF THE TEACHERS

- 1. Name of the teacher:**
- 2. Designation:**
- 3. Name of the School:**
- 4. Monthly workload:**

[illegible]

Date	Arrival Time	Class allocated	Class taken	Departure time	Total hours available in the School	Remarks, if any

Signature of the Principal (with seal)