

VISVA-BHARATI  
SANTINIKETAN



Ref. No. Aca/Stat/1116/2014-2015

Date: 21.02.2015

- 1) All Adhyakshas of Bhavanas/Vibhaga
- 2) All Heads of the Departments/Centres.

**Subject:** Submission of Students' enrolment information in attached proforma.

This is to inform all concerned that administration has decided to set up a student enrolment bank where all the information of enrolled students to be maintained to cope up with the various students enrolment related queries seeking by different Government/statutory bodies.

A Student Enrolment Data Sheet is prepared for the purpose and is being sent herewith to concerned e-mail addresses and university website for distributing among the students of all semesters/courses/research programme in every institutes of the University and requested to provide the said filled in proforma (preferably filled in by the students) to the office of the undersigned positively.

This procedure is to be maintained properly throughout the year, while student(s) joined a semester/course/research programme under the University.

This may be treated as **MOST URGENT**.

**Enclosure:** Student Enrolment Data Sheet

*debasis*  
*21/02/2015*  
Joint Registrar  
(Academic & Research)  
Visva-Bharati

Copy forwarded for information / necessary action to:

1. The Head, Computer Centre – He is requested to kindly upload the matter in the University website.

2. P.A. to Registrar
3. File