

VISVA-BHARATI
SANTINIKETAN

OFFICE ORDER

The undersigned is directed to convey that the Upacharya, subject to ratification by the Academic Council and Karma-Samiti (Executive Council), has been pleased to approve the recommendation of the committee regarding guidelines for the appointment of Vice-Principal of the Bhavanas / Vibhagas in the University. (Guidelines is enclosed in the reverse page).

This order comes into force w.e.f. April-2019.

**Memo No. Estab/E-II AOP&VP /2019-20/
Date: 06-04-2019**

**Registrar (Acting)
Visva-Bharati**

Copy forwarded for information & necessary action to:-

- 1) All Directors / All Principals of Bhavanas / Vibhagas
- 2) All Heads of Departments / Centers / Sections
- 3) Finance Officer / JFO / Joint Registrar-(Accounts) / IAO
- 4) Joint Registrar-(Academic & Research)- request for placing it in Academic Council
- 5) Proctor & Chairman, (HMC)
- 6) Dean / Deputy Dean of Students Welfare
- 7) Chief Medical Officer / Chief Security Officer / University Engineer
- 8) All Joint Registrars / All Deputy Registrars / All Assistant Registrars
- 9) C.S to Upacharya
- 10) Assistant Registrar-(Meeting) -for placing it for ratification of the E.C.
- 11) P.A. to Registrar
- ✓ 12) University Web-Master- Please upload it in the University Website

:Guidelines for appointment of Vice-Principal of the Bhavanas / Vibhagas:

1	The Vice-Principal shall be appointed by the Upacharya on the recommendation of the Principal of the Bhavana concerned.
2	The tenure of Vice-Principal may be restricted to 02(two) years. However, it may be renewed for another term of 02(two) years, if so desired by the Principal.
3	The Vice-Principal will perform such work as will be assigned by the Principal of Bhavana concerned.
4	The Vice-Principal of the concerned Bhavana will look after the day to day work in absence of Principal. However, when the Principal will be on long leave or abroad, the Upacharya may appoint an acting Principal for that period only on the recommendation of the Principal of the Bhavana concerned.
5	Ordinarily one Vice-Principal shall be appointed for each Bhavana / Vibhaga. If needed, two Vice-Principal may be appointed by the Upacharya on the justification given by the Principal.
6	The Vice-Principal of Patha-Bhavana and Siksha-Satra shall be appointed by the Upacharya on the recommendation of the concerned Principal.
7	No Remuneration / allowance shall be given for appointment of Vice-Principal, as per rule.


27/4/19
Registrar (Acting)
Visva-Bharati