



Visva-Bharati

NOTIFICATION

This is for information of all concerned that Heads/In-Charges of the Departments/Centres/Sadana/Units of Visva-Bharati are directed 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**, in accordance with the *UGC Guidelines 2018 Published at NEW DELHI, WEDNESDAY, JULY 18, 2018/ ASHADHA 27, 1940*, as some of the teachers are not maintaining punctuality as per their allotted class schedules and work load. Additionally, some of them are availing leave without intimation/approval of the Competent Authority.

Further, it is to be informed that the Competent Authority has received several complaints from the guardians and students of Schools & Departments regarding non-punctuality which is hampering the student sentiment as well as career growth and quality & standard of education at Visva-Bharati.

To facilitate online submission, a Google Form link containing the proforma will be circulated to all HoDs/In-Charges in due course, so that it can be transmitted to the Competent Authority by 2nd of every month for information and necessary action.

This is issued with approval of the Competent Authority.

Ref No. A&R/Notify/ **6011** /2026-27
Santiniketan, dated: 07.08.2026

07/08/2026
Registrar
Visva-Bharati

Copy for Information and necessary action:

1. All Principals of Bhavanas/Vibhaga, VB
2. All Heads/In-charges of Academic Departments/Centres/Sadana/Units, 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



Visva-Bharati

MONTHLY WORKLOAD REPORT OF FACULTY MEMBERS

1. Name of the Faculty Member:
2. Designation (Asst Professor/Associate Prof/Professor):
3. Department:
4. Bhavana:
5. Weekly workload:

Week	Date	Arrival Time	Class allocated	Class taken	Mentoring of students/Assignments/ Administrative Work/ Others	Departure time	Total hours available in the Dept.	Remarks, if any
Week-1								
Total								
Week-2								
Total								

Week	Date	Arrival Time	Class allocated	Class taken	Mentoring of students/Assignments/ Administrative Work/ Others	Departure time	Total hours available in the Dept.	Remarks, if any
Week-3								
Total								
Week-4								
Total								



Signature of Head of the Department (with seal)

Signature of the Principal (with seal)