

## **REMINDER-II**

**To**

- 1. The Principal, Bhasha- Bhavana**
- 2. Head, Dept. of English & other Modern European Languages**
- 3. Principal, Vidya-Bhavana**
- 4. Dept. of Ancient Indian History, Culture & Archaeology**
- 5. Dept. of History**
- 6. Dept. of Anthropology**
- 7. Dept. of Philosophy & Comparative Religion**
- 8. Principal, Siksha-Bhavana**
- 9. Dept. of Chemistry**
- 10. Dept. of Mathematics**
- 11. Dept. of Zoology**
- 12. Dept. of Botany**
- 13. Dept. of Statistics**
- 14. Dept. of Computer & System Sciences**
- 15. Dept. of Environmental Studies**
- 16. Dept. of Biotechnonology**
- 17. Centre for Mathematics Education**
- 18. Integrated Science Education & Research Centre**
- 19. Principal, Kala-Bhavana**
- 20. Dept. of Design**
- 21. Dept. of History of Art**
- 22. Principal, Vinaya-Bhavana**
- 23. Dept. of Education**
- 24. Dept. of Silpasadan, PSV, Sriniketan**
- 25. Dept. of ASEPAN, PSB, Sriniketan**
- 26. Dept. of CIHAB, PSB, Sriniketan**
- 27. Visva-Bharati Sports Board**
- 28. Study Circle**

**Ref: This office Memo No. Admn/Stat/ 12 /168 /2014-15 dated 12/02/15**

**Sub: Submission of Annual Report for the year 2014-15.**

We are grateful to all departments for submitting their Annual Report for the year 2014-15 in time and the University could send the Annual Report to the UGC before the schedule date.

This year we have requested all concerned (through Office Memo No. Admn/Stat/12/168/2014-15 dated 12/02/2015) for submitting the Annual Report within **5<sup>th</sup> April 2015**, but some of the Departments are yet to send the Annual Report.

Hence we are once again requesting the Principals of the Bhavanas and Heads of the Departments / Offices ( who have not submitted till date ) to submit their Annual Report in prescribed proforma ( **both in hardcopy & CD** ) for the financial year 2014-15 **within 18/06/15** positively so as to enable us to send the Annual Report of the University (both English & Hindi Version ) to the Govt. of India for placing the same before the Parliament in time.

**The soft copy (RTF File) in MS Word may be sent to email. [drestab@visva-bharati.ac.in](mailto:drestab@visva-bharati.ac.in). It may kindly be noted that no other format will be accepted.**

I would request you **to kindly give personal attention** so that the Annual Report are positively received within the stipulated date ( **ie 18<sup>th</sup> June 2015** ).

Kind and sincere co-operation from your end is highly solicited.

Memo No. Admn/Stat/ 12 / 46/2015-16  
Dated: 15/06/15

Joint Registrar (Establishment)  
Visva-Bharati

Copy : 1. P.A to the Registrar

2. C.S to Vice-Chancellor

3. University Webmaster to upload in the University Website