

VISVA-BHARATI  
SANTINIKETAN



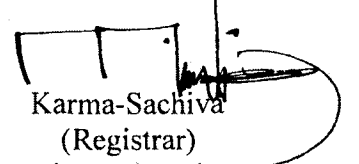
**NOTICE**

A meeting of the Academic Council (Siksha-Samiti) will be held on **Saturday, the 20<sup>th</sup> February 2016 at 4.00 p.m. in the Community Hall, Palli Siksha-Bhavana, Sriniketan.**

Members and Invitees are requested to kindly attend the meeting.

Adhyakshas of Bhavanas/Vibhaga are requested to send their proposals, if any, related to Academic Council (Siksha-Samiti) within 30<sup>th</sup> January, 2016 to Academic & Research Section, Visva-Bharati.

Memo no. Aca/S-19.2/771/2015-2016  
Santiniketan  
Date: 15.01.2016

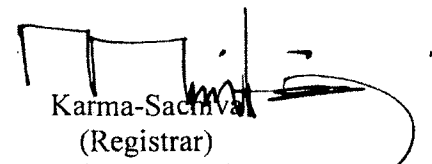
  
Karma-Sachiva  
(Registrar)  
Visva-Bharati

Memo no. Aca/S-19.2/ /2015-2016

Santiniketan, Dated: 15.01.2016

Copy forwarded for information and necessary action to:

1. All members of the Academic Council (Siksha-Samiti), Visva-Bharati.
2. Professor-in-Charge, Academic & Research, Visva-Bharati - Invitee
3. Joint Registrar (Exams.), Visva-Bharati. – Invitee.
4. Deputy Registrar (Academic & Research), Visva-Bharati – Invitee
5. In-charge, Guesthouses, Visva-Bharati. – He is requested to kindly ensure arrangement for accommodation of the outstation members of Academic Council at Rathindra Atithi Griha/Ratan Kuthi.
6. Accounts Officer/Deputy Registrar (Accounts), Visva-Bharati – He is requested to arrange for payments of TA/DA etc., of the external Members of the Academic Council.
7. Adhyaksha, Palli Siksha-Bhavana, Visva-Bharati – He is requested to make the Community Hall of Palli Siksha-Bhavana available for the meeting.
8. Chief Security Officer, Visva-Bharati - He is requested for doing appropriate security arrangements in the meeting premises.
9. University Engineer, Visva-Bharati - He is requested to ensure proper functioning of electrical systems and generator in the Community Hall of Palli Siksha-Bhavana on the date of meeting.
10. Superintendent, Garden Section, Visva-Bharati - He is requested to arrange flower-vase with flower sticks at the venue.
11. In-Charge, Transport Section, Visva-Bharati - He is requested to arrange transport for the external and internal members of the Academic Council (Siksha-Samiti) to P.S.B. Community Hall, Sriniketan. He is further requested to allot a transport (preferably Bolero car) for the whole day for Academic & Research Section, as a number of documents and files alongwith personnel have to move to the venue of the meeting.
12. In-Charge, Meeting Section, Visva-Bharati - He is requested to arrange tea & snacks, refreshments, writing pad, pen etc. and venue for the members and invitees of the meeting.
13. CS to the Vice-Chancellor, Visva-Bharati.
14. Assistant Registrar, Office of the Vice-Chancellor
15. Assistant Registrar, Office of the Pro-Vice-Chancellor
16. P.A. to the Registrar, Visva-Bharati.
17. Guard File

  
Karma-Sachiva  
(Registrar)  
Visva-Bharati