

বিশ্বভারতী
विश्वभारती
VISVA-BHARATI



NOTIFICATION

In view of the implementation of SAMARTH e-management system in the Offices Visva-Bharati, the following modules are ready for implementation. The applicable modules, with a proposed scheduled plan of training at Computer Centre, to enable users to efficiently apply it in their respective Offices, are as given below:

Name of the Module	Date and time of Training	Office/s for which training is scheduled
File Tracking System & Bill Tracking System	15/02/2022 11:00AM-1:00PM	Office of the Vice Chancellor, Office of the Registrar, Establishment (all sections), IQAC, Meeting Section, Legal Section, Research & Academics
File Tracking System & Bill Tracking System	15/02/2022 2:30PM-4:30PM	Examination, Accounts Section, SC/ST section, Finance Section, Store and Purchase, Office of the Proctor, Office of the Dean, Estate Office
File Tracking System & Bill Tracking System	16/02/2022 11:00AM-12:30PM	Office of the Principal (All)/Directors, Centres, Library
File Tracking System, Bill Tracking System & Knowledge Management System	18/02/2022 11:00AM-12:30PM	Departments from Bhasha Bhavana, Vinaya Bhavana
File Tracking System, Bill Tracking System & Knowledge Management System	18/02/2022 2:30AM-4:30PM	Departments from Siksha Bhavana, Kala Bhavana
File Tracking System, Bill Tracking System & Knowledge Management System	21/02/2022 11:00AM-12:30PM	Departments from Palli Siksha BHavana and Palli Samgathana Vibhaga
File Tracking System, Bill Tracking System & Knowledge Management System	21/02/2022 2:30AM-4:30PM	Departments from Sangit Bhavana and Vidya Bhavana
Sports Facilities	16/02/2022 3:00PM-4:00PM	Sports Board and Vinaya Bhavana
Inventory management System	22/02/2022 10:30AM- 12:30PM 2:30AM-4:30PM	All in-charges of Store, Store and Purchase

Principals/Heads/Incharges of Bhavanas/Departments/Centres/Offices are requested to depute at least one person from their office to participate in the above training programme to enable successful implementation of SAMARTH in Visva Bharati.

No. REG/Notify/156/361
Dated : 15/02/2022

Ashish
Registrar
Visva-Bharati

Copy to :

- 1) Directors/ Adhyaksha/Heads of all Bhavanas/Vibhagas/Departments/Centres
- 2) Finance Officer
- 3) Proctor
- 4) Dean of Students' Welfare
- 5) In-Charge, Chief Medical Officer, P.M. Hospital
- 6) Heads of all Administrative Offices
- 7) In-Charge, Security
- 8) Joint Registrar & C. S. to Vice-Chancellor
- 9) P. A. to Registrar
- 10) University webmaster – to upload it on the University website.