



# VIDYASAGAR UNIVERSITY

P.O. : Vidyasagar University, Midnapore - 721 102, Dist.: Paschim Medinipur,  
West Bengal, INDIA.

Dated : 14.09.2017

## NOTIFICATION

It has been directed by the Hon'ble Vice-Chancellor of this University to notify for general information of all concerned that all the Head / Teacher-in-Charge of the Academic Departments are hereby requested to remain present in their respective departments in all working days of the week except emergency situation.

All the Head / Teacher-in-Charge of the Academic Departments are also requested to handover the charge of Head / Teacher-in-Charge to other faculty member and inform to the University authority in writing well in advance before leaving the head quarter whenever he / she is on leave beyond 02 (two) days.


All concerned are being informed accordingly.

Sd/-  
Registrar

**Memo No. VU/R/Noti./1152/2017 Dated: 14.09.2017**

**Copy forwarded for information and necessary action to:**

1. The Dean(Actg.), Faculty of Science,
2. The Dean(Actg.), Faculty of Arts and Commerce,
3. All HOD's of all Academic departments for circulation among the faculty members,
4. Controller of Examinations (Actg.),
5. The Finance Officer,
6. The Secretary to the Vice-Chancellor for kind information to the Hon'ble Vice-Chancellor,
7. The Office Supdt., Registrar's Office,
8. The Information Scientist for wide circulation on the University website,
9. The Establishment Section,
10. Guard File

  
14/09/17  
(Dr. J. K. Nandi)

Registrar  
Vidyasagar University  
Midnapore-721102