



Bidhan Chandra Krishi Viswavidyalaya

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Vice Chancellor

No. VC/BCKV/ 66/95
Dated: 11.07.2025

NOTIFICATION

Subject: Ensuring Punctuality and Discipline in BCKV and its Constituent Colleges

It has been observed and reported from various quarters that several staff members across Bidhan Chandra Krishi Viswavidyalaya (BCKV) and its constituent colleges are not adhering strictly to the prescribed working hours. Such instances of lack of punctuality and irregular attendance are detrimental to the smooth functioning of the University and adversely affect the reputation and credibility that BCKV has built over the years through the dedicated service of its faculty and staff.

All concerned are hereby notified that punctuality is an essential aspect of professional conduct and a fundamental expectation from every employee of the University. BCKV's mandate to deliver quality education, research, and extension services can be fulfilled only when discipline and accountability are maintained at all levels.

Accordingly, all staff members must report for duty on time and adhere meticulously to the prescribed working hours. The Heads of Divisions, Colleges, Research Stations, Krishi Vigyan Kendras (KVKs), and all Administrative Units shall monitor the attendance and punctuality of their staff regularly and shall report any deviations to the undersigned through proper channels.

Any instance of habitual late-coming or unauthorized absence shall be viewed seriously and dealt with strictly in accordance with the existing service rules and regulations.

All concerned are expected to appreciate the gravity of this matter and extend full cooperation in maintaining the highest standards of punctuality and discipline, which are vital for the University's collective progress and continued institutional excellence.

Sd/-
Vice-Chancellor

Copy forwarded for information and wide circulation to:

- 1) The Dean, Faculty of Agriculture, BCKV, Mohanpur, Nadia.
- 2) The Dean, Faculty of Horticulture, BCKV, Mohanpur, Nadia.
- 3) The Dean, Faculty of Agricultural Engineering, BCKV, Mohanpur, Nadia.
- 4) The Dean, Post Graduate Studies, BCKV, Mohanpur, Nadia.
- 5) The Teacher-in-Charge, College of Agriculture, BCKV, Burdwan Sadar, Burdwan.
- 6) The Associate Dean, College of Agriculture, BCKV, Susunia, Bankura.
- 7) The Dean, Students' Welfare, BCKV, Mohanpur, Nadia.
- 8) The Director of Research, BCKV, Kalyani, Nadia.
- 9) The Director of Extension Education, BCKV, Mohanpur, Nadia.
- 10) The Director of Farms, BCKV, Mohanpur, Nadia.
- 11) The Director-in-Charge, C Scheme on Cost of Cultivation, BCKV, Kalyani, Nadia.
- 12) The Special Officer (Development), BCKV, Mohanpur, Nadia.
- 13) The Incharge, Comptroller's Department, BCKV, Mohanpur, Nadia.
- 14) The Librarian, Central Library, BCKV, Mohanpur, Nadia – with a request to upload the Circular on the University website.
- 15) The Assistant Registrar-I, BCKV, Mohanpur, Nadia.
- 16) The Assistant Registrar-II, BCKV, Mohanpur, Nadia.
- 17) The Incharge, Works Department, BCKV, Mohanpur, Nadia.
- 18) The Security Officer, BCKV, Mohanpur, Nadia.
- 19) Vice-Chancellor's Secretariat, BCKV, Mohanpur, Nadia.
- 20) File copy.

Vice-Chancellor