



Prof. Tapas Biswas
Registrar

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No.: REG/3/L-49

Date: May 22, 2026

C I R C U L A R

It is hereby notified for information of all concerned that meeting with the Hon'ble Vice-Chancellor, BCKV may be scheduled **between 03:30 P.M. and 04:30 P.M.** on all working days, subject to prior approval and availability.

All faculty members, staff, students and visitors are requested to **seek prior appointment** through the Vice-Chancellor's Secretariat, BCKV for the purpose of meeting the Hon'ble Vice-Chancellor, BCKV. The purpose, subject matter and detailed agenda of the proposed meeting must be clearly mentioned at the time of seeking appointment.

No meeting shall ordinarily be entertained without prior appointment, except in urgent and unavoidable circumstances, but with the approval of the competent authority.

All concerned are requested to strictly follow the above instructions for maintaining proper official coordination and smooth functioning of the office of the Vice-Chancellor, BCKV.

By order of
the Vice-Chancellor, BCKV
Sd/-
Registrar

No.: REG/3/L-49/20

Date: 22.05.2026

Copy forwarded for information and wide circulation to:

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


Registrar