



# VIDYASAGAR UNIVERSITY

P.O.: Vidyasagar University, Midnapore-721102, Dist.: Paschim Medinipur,  
West Bengal, INDIA.

Date: 05.12.2025

## NOTIFICATION

This is to notify for general information of all the employees of this University that henceforth, whenever any visitor comes to meet with any employee of this University on various issues with the 'Visitors' Slip' issued at the entry gates of the University, the employee concerned are required to put his/her signature on the 'Visitors' Slip' and return it back to the visitor after the meeting is over.

All concerned are being informed accordingly.

This is issued with approval of the competent authority.


Sd/-  
Registrar

Memo No. VU/R/Noti./1836/2025 Dated: 05.12.2025

Copy forwarded for information and necessary action to:

1. Deans of the Faculty concerned,
2. All Academic and Administrative Heads with a request to circulate the notification among all of his/her Department,
3. The Director (Officiating.) CDOE, with a request to circulate the notification among all of his/her Department,
4. The Sr. Information Scientist for wide circulation on the University website,
5. The Secretary to the Vice-Chancellor for kind information to the Hon'ble Vice-Chancellor,
6. Office Suptd. Office of the Registrar,
7. The Establishment Section,



  
(Dr. J. K. Nandi)

Registrar  
Registrar,  
Vidyasagar University  
Midnapore-721102