বিশ্বভারতী
विश्वभारती
VISVA-BHARATI

URGENT

N O T I C E

Memo No. Admn/Stat/ 12/193/2024-2025

Date: 28/03/2025

It is an obligation as per section 35 of the Visva-Bharati Act to prepare and submit the Annual Report to the Samsad (Court) and also to the Ministry of Education (the erstwhile Ministry of Human Resource Development) for placing before both the Houses of Parliaments in the Winter Session. Releasing of funds to the University is linked, among other things, to timely preparation and submission of the Annual Report. Therefore, the Principals of Bhavanas and the Heads of the Academic Centres and Departments may please submit their respective Annual Reports as per Proforma-I and Proforma-II which are enclosed herewith for the period from 01.04.2024 to 31.03.2025 in both **hard and soft copies and also in Google forms.** Four (4) photographs per Bhavana/Vibhaga highlighting teaching/research/student activities, national and international seminars held within the said period may also be submitted in both hard and soft copies.

The soft copies in Ms Word (rtf) format may please be sent through email to annualreportvbu@gmail.com. **Once the Google form is circulated, kindly fill in and submit immediately.**

The text of the report must be arranged as per the proformas and the guidelines attached herewith. Hardcopies of the same must be sent to the Office of the **HBA and Statistics Section** under the Assistant Registrar (Central Purchase Section) **latest by 22.04.2025,** so that the Statistics Section and the concerned Editorial Committee can start their work immediately for timely submission of the Annual Report to the Government of India.

Sudipta Bhattacharyya
28.03.2025
(Prof. Sudipta Bhattacharyya)
Chairperson
Editorial Committee of
Annual Report 2024-25
Visva-Bharati

Enclosers:

i.   Proformas- I & II

ii.   Guidelines for submitting Annual Report 2024-25

PROFORMA - I
Format for Annual Report for the year 2024-2025
(From April 2024 to March 2025)

1. Name of the Department/Centre

2. Name of the students qualified in NET (UGC/CSIR/ICAR)/SET and GATE Examinations.

3. Departmental Seminar/Conference/Workshops/Symposium (Speakers, Title of the Seminar, Date):

4. Only National and International standard Conference /Seminar /Workshop / Exhibition etc. Details of chairing/evaluation/presentation made by Teachers/Research Scholars.

5. Ongoing Research Projects/Consultancy in the Department
    i. Name of the Teacher
    ii. Name of the Project
    iii. Sponsoring Agencies
    iv. Amount Sanctioned
    v. Duration of the Project

6. Note: Enter Value(s) in all field(s) : If not applicable enter zero(0)
   Please download the prescribed Format & Upload the filled proforma (max 2 Mb)

IPR/Copyright/Patent

Calendar Year	2024-25
No. of Patents Published	
No. of Patents Granted	

7. Extension activities/NSS/Cultural and other activities organized by the Department and participated by the Teachers and students of the Department.

8. Academic distinctions gained by Teachers/ Scholars or the Department as a whole (Like recognition as Department of Special Assistance (D.S.A.)

9. Publications within the year April 2024– March 2025
   i) Text books ii) Other books   iii) Monographs iv) Research Papers in Peer reviewed / Refereed /UGC-CARE/ICAR-NAAS listed journals:

To be entered as:
1. Departmental Publication:
2. Individual Publication: a) Single author b) Joint authors(of the same Department)

10. **Designing New Course/Curriculum or any other teaching innovations introduced by the Department.**

11. **Any relevant information, which in the opinion of the Head of the Department is worth-reporting, should be included.**

N.B. A brief history on the development of the Bhavana/Sadana/Vibhaga concerned with an indication of the future plans for development, to be given by the concerned Adhyaksha.

GUIDELINES FOR SUBMITTING ANNUAL REPORT 2024-2025

In order to make the process of compiling the Annual Report for **2024-2025**(April 2024- March 2025) more systematic we are requesting you to please abide by the following guidelines.

1. All entries to be submitted in **Times New Roman Font size 12 only.**

2. Each Department is to provide the Departmental activities first and then entries under individual teachers.

    If there is a Departmental programme where many/all teachers have participated then it is to be entered under the department   profile **only once** and not again under individual teachers list.

3. Each individual teacher may please provide all data under specific categories as mentioned:

    (i)   Conference / Seminar / Workshop / Exhibition (only National and International)
    (ii) On-going Research Projects;
    (iii) Extension Activities (with the knowledge of the concerned authority)
    (iv) Academic Distinctions;
    (v)   Publication, etc.

4. For conference seminars / lectures / workshop / symposium / webinar the entries should be in chronological order with dates first and then individual programme mentioned. For example:
    15.04.2022 - 17.04.2022. Delivered an Invited lecture / presented a paper entitled Title of presentation "Environmental Awareness in Visva-Bharati Campus", in the National/International Seminar on "XYZ" organized by ***.

    Whether chaired a session or judged any panel.

    Please **DO NOT** includes entries where you have just attended a seminar and not presented a paper or Chaired a session.

5. **The publication entries will need to follow latest MLA style.**

    MLA Reference List Examples is attached for reference.

6. Please send all data in soft copy and via email attachment to the following email address:
    annualreportvbu@gmail.com

    Hardcopy versions should also be sent to the HBA& Statistics Section as mentioned in the official notice.

7. **No history of the department is required; the Principal may present brief write-ups of her/his Bhavana (within 500 words) if any new programme has been introduced or major changes have been made.**

8. For any clarification please feel free to be in touch with us at the email address given herewith.

MLA Reference List of Examples

Basic Format:

Author Last Name, First Name Middle Name or Initial. *Title of Longer Work* or "Title of Shorter Work." Publisher, Year. URL or DOI.

Journal Article

1. **Author(s).** Note: Use the format Last Name, First Name Middle Name or Initial. If there are multiple authors, use and before the last author's name.
2. **"Title of the Article."** Note: Include the title of a shorter work like an article in a journal in quotation marks and use headline-style capitalization.
3. ***Title of the Journal,*** Note: Use italics for the title of a longer work like a journal and use headline-style capitalization.
4. **vol. #,**
5. **no. #,** Note: If there is no additional number after the volume, only include the volume number.
6. **Publication date,**
7. **pp. xxx-xxx.**

If accessed online or in a library database...

- ***Database,*** Note: Use italics for names of databases.
- **URL or permalink.**

Gosine, Kevin, and Emmanuel Tabi. "Disrupting Neoliberalism and Bridging the Multiple Worlds of Marginalized Youth via Hip-Hop Pedagogy: Contemplating Possibilities." *Review of Education, Pedagogy, and Cultural Studies*, vol. 38, no. 5, 2016, pp. 445-467. *Research Gate*, doi: 10.1080/10714413.2016.1221712.

Online News/Magazine Article

1. **Author(s).** Note: Use the format Last Name, First Name Middle Name or Initial. If there are multiple authors, use and before the last author's name.
2. **"Title of the Article."** Note: Include the title of a shorter work in quotation marks and use headline-style capitalization.
3. ***Title of the Newspaper or Publisher,*** Note: Use italics for the title of a longer work like a newspaper or online publication and use headline-style capitalization.
4. **Publication date,** Note: Use the format Date Abbreviated Month Year.
5. **URL.**

Robinson, Angela. "History Shows Why It's Time for a Black Woman to Sit on the Supreme Court ." *The Washington Post,* 1 Feb. 2022, https://www.washingtonpost.com/outlook/2022/02/01/history-shows-why-its-time-black-woman-sit-supreme-court/.

Print Book or eBook
Print Book

1. **Author(s).** Note: Use the format Last Name, First Name Middle Name or Initial. If there are multiple authors, use and before the last author's name.
2. *Title of the Book.* Note: Use italics for the title of a longer work like a book and use headline-style capitalization.
3. **Edition** Note: If there are multiple editions, use the format 1st/2nd/3rd ed.,
4. **Publisher,**
5. **Publication date.**

Lee, Harper. *To Kill a Mockingbird.* 1st ed., J. B. Lippincott & Co., 1960.

eBook

1. **Author(s).** Note: Use the format Last Name, First Name Middle Name or Initial. If there are multiple authors, use and before the last author's name.
2. *Title of the Book,* Note: Use italics for the title of a longer work like a book and use headline-style capitalization.
3. **Editor's** Note: If there is one editor, use the format edited by Last Name, First Name. If there are multiple editors, use and before the last author's name.
4. **Publisher,**
5. **Publication date.**
6. *Database,* Note: Use italics for names of databases.
7. **URL or permalink.**

Hughes, Langston. *Letters from Langston: From the Harlem Renaissance to the Red Scare and Beyond,* edited by Evelyn Louise Crawford and Mary Louise Patterson. University of California Press, 2016. *EBSCO host Academic eBook Collection,* http://libproxy.csudh.edu/login?url=https://search.ebscohost.com/login.aspx?direct=true&db=e000xna&AN=1105577&site=ehost-live&scope=site&ebv=EB&.

Book Chapter

1. **Author(s) of the Chapter.** Note: Use the format Last Name, First Name Middle Name or Initial (if any). If there are multiple authors, use and before the last author's name.
2. **"Title of the Chapter."** Note: Include the title of a shorter work like a chapter in quotation marks and use headline-style capitalization.
3. *Title of the Book,* Note: Use italics for the title of a longer work like a book and use headline-style capitalization.
4. **Editors** Note: If there is one editor, use the format edited by First Name Middle Name or Initial (if any) Last Name. If there are multiple editors, use and before the last author's name.
5. **Publisher,**
6. **Publication date,**
7. **pp. xxx-xxx.**
8. *Database,* Note: Use italics for names of databases.
9. **URL or permalink.**

Green, David. "Supporting the Academic Success of Hispanic Students." *College Libraries and Student Culture: What We Now Know*, edited by Andrew D. Asher and Lynda M. Duke, ALA Editions, 2011. *EBSCOhost*   *Academic*   *eBook Collection*, http://libproxy.csudh.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=390319.

Web Page

1. **Author.** Note: If there is no individual author, begin the citation with "Title of the Page."
2. **"Title of Page, Section, or Document."**
3. ***Publisher,***
4. **URL.**

"Citation Guide." *CSUDH University Library*, https://www.libguides.csudh.edu/citation.

N.B. I) At the end of Journal Publication details, add DOI/ISSN

ii) At the end of Book/Monograph Publication details, similarly add ISBN.

PRO-FORMA-II (APRIL 2024 - MARCH 2025)

NAME OF THE BHAVANA:

NAME OF THE DEPARTMENT:

NAME OF THE ADHYAKSHA OF THE BHAVANA:

NAME OF THE HEAD OF THE DEPARTMENT:

NUMBER OF INTERNATIONAL SEMINARS ORGANISED BY: 1) DEPARTMENT*:

                                                 2) BHAVANA:

NUMBER OF NATIONAL SEMINARS ORGANISED BY: 1) DEPARTMENT*:

                                                 2) BHAVANA:

                                                 (* MUST TALLY WITH SL.NO. 3 IN PRO-FORMA-I)

STAFF INFORMATION:

TOTAL NO. OF TEACHING STAFF:

NO. OF TEACHERS WITH DOCTORAL/M.Phil. DEGREE (Mention in terms of higher degree):

TOTAL NO. TUTORS/DEMONSTRATORS :

TOTAL NO. OF OTHER TEACHING STAFF :

DETAILS OF VACANT POST (TEACHING) : (Post vacated:, vacated by:, Date of vacation)

TOTAL NO. OF NON-TEACHING STAFF (By name and Designation, Caste-SC/ST/OBC/Minority/GEN, New appointment / retirement if any with specific date)

TOTAL NO. OF LIBRARY STAFF:

TOTAL NO. OF INSTRUCTORS (If any) :

TOTAL NO OF RESEARCH STAFF :

PROFORMA - II (APRIL 2024 - MARCH 2025)

TEACHING STAFF INFORMATION :

TEACHING STAFF (Details) [Please note that every column must be filled up as desired by the UGC]

Name of the Department:

Sanctioned Post	Occupied by/Vacant	Present Designation	Qualification	Date of Joining at Service	Date of Joining at Various posts	Category (General /SC /ST/ OBC	Pay Scale /Pay	No. of Research Scholar under supervision	Specialization Subject	Total Teaching Experience in years

NAME OF THE VISITING PROFESSORS/PART-TIME/AD-HOC WITH TENURE (FROM DATE TO DATE (SUBJECT-WISE WITH SPECIALISATION FIELD) :

Students' Statistics

Name of the Bhavana:

Sanctioned (Approved) Student Intake Capacity (UG & PG) & Ph.D.

General	SC	ST	OBC	EWS	Total

Student Strength as on 31.03.2025

	General		Scheduled Caste		Scheduled Tribe		Physically Handicapped		OBC Students		Minority Category		Citizenship		Resident Students		Within State		Outside State		Outside Country	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Name of the Course: Under Graduate																						
1st Yr. (NEP)																						
2nd Yr. (NEP)																						
3rd Yr. (CBCS)																						
4th Yr.																						
Total																						

Name of the Course: Post Graduate

	General		Scheduled Caste		Scheduled Tribe		Physically Handicapped		OBC Students		Minority Category		Citizenship		Resident Students		Within State		Outside State		Outside Country	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Ist Yr.																						
2nd Yr.																						
Total																						

Name of the Course: Ph.D

	General		Scheduled Caste		Scheduled Tribe		Physically Handicapped		OBC Students		Minority Category		Citizenship		Resident Students		Within State		Outside State		Outside Country	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Ph.D																						

Distribution of Day Scholar and Resident Students

	M	F	T
Day scholar			
Resident			
Total			

New Admission for the academic year 2024-25

	General		Scheduled Caste		Scheduled Tribe		Physically Handicapped		OBC Students		Minority Category		Citizenship		Resident Students		Within State		Outside State		Outside Country	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Name of the Course: UG																						
1st Yr.																						

	General		Scheduled Caste		Scheduled Tribe		Physically Handicapped		OBC Students		Minority Category		Citizenship		Resident Students		Within State		Outside State		Outside Country	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F

Name of the Course: PG

1st Yr.																						

	General		Scheduled Caste		Scheduled Tribe		Physically Handicapped		OBC Students		Minority Category		Citizenship		Resident Students		Within State		Outside State		Outside Country	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F

Name of the Course: Ph.D

1st Yr.																						

	General		Scheduled Caste		Scheduled Tribe		Physically Handicapped		OBC Students		Minority Category		Citizenship		Resident Students		Within State		Outside State		Outside Country	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F

Name of the Course: Diploma/ Certificate/ Advanced Diploma

1st Yr.																						

Subject - wise distribution of students in Course (Diploma & Certificate)

COURSE	CERTIFICATE			DIPLOMA		
	M	F	T	M	F	T
Total						

Distribution of Foreign Students

COUNTRY	M	F	T
Total			

Signature of Head of the Department