



Visva-Bharati
Academic & Research Section
Notification

This is to notify for information of all concerned that the meeting of the Committee constituted by the Vice-Chancellor for consideration of the proposals for providing financial assistance for (i) Travel Grant (ii) Conference/Seminar/Workshop/Symposia etc. (iii) Publications (iv) Visiting Professors (v) Establishment of Career and Counseling Cell/Creche for the Financial Year 2024-25, is likely to be held in the last week of September, 2024.

In connection with the above, proposals/applications are invited in prescribed form (copy enclosed) from all concerned (all Adhyakshas, Heads of the Department, all academic staff members and designated Officers of the University as per UGC guidelines) for consideration of the same by the concerned Committee for providing financial assistance.

The proposals/applications alongwith relevant papers should reach to the office of the undersigned within 03 (three) weeks from the date of issuance of this notice.

Encl: As stated:


Joint Registrar
(Academic & Research)
Visva-Bharati

Ref No. A&R/Notification/3451/2024-25
Santiniketan, dated: 28/08/2024

Copy to:

1. All Directors/Adhyakshas of all Bhavanas/Vibhaga, V.B
2. All Heads of both academic and administrative Departments/Centres/Offices, V.B
3. Finance Officer, V.B.
4. Joint Registrar (Development), V.B.
5. Internal Audit Officer, V.B.
6. C.S to Vice-Chancellor, V.B.
7. P.A to Registrar, V.B.
8. University Webmaster-to upload it in the University Website



Visva-Bharati Santiniketan

Application Form for financial assistance out of the Non-Salary (Revenue) Budget 2024-25 for attending Conference/Seminar/ Workshop/Symposia held in India and Establishment of Career Counselling Cell/Creche/Travel Grant

1. Name of the Applicant :
(in capital letters)
2. Designation :
3. Department/Section :
4. Bhavana/Office :
5. Date of joining in V.B. service :
6. Service ID No. :
7. Month and year of receipt of previous financial assistance for the same purpose :
8. (a) Details of the proposed conference/congress/workshop/training programme/symposium/seminar etc. (Please attach a copy of the synopsis) :
8. (b) Title of the conference/workshop/seminar etc. :
8. (c) Date of the proposed programme : From -----to -----
8. (d) Venue of the said programme :
8. (e) Place of visit :

Contd.....

8. (f) Date of Journey (departure) :
8. (g) Date of return (arrival) :
9. Tentative expenditure for attending the conference
(Please enclose separate sheet if required) :
10. Please attach the recommendation of the scrutiny
committee in a separate sheet :
11. Whether the following documents have been enclosed
- (a) Letter of Invitation/acceptance etc. :
 - (b) Letter of invitation mentioning the facilities
provided by the host organization/Institution :
 - (c) Photo copy of the leave application for the period
of absence :
 - (d) Certificate (in case of the faculty members) of the
concerned Head of the Dept./Controlling Officer to
the effect that the academic programme of the
concerned departments/centre will not be affected
during the proposed absence of the applicant :

Dated:

Full Signature of
the Applicant

Mobile phone no:
E-mail address :

Remarks of the Head of the Department
with Signature and Seal.

Remarks of the Principal of Bhavanas/Vibhagas
with signature and seal

- Note: 1. Additional information may be required to be submitted after finalization of the
relevant guidelines by UGC.
2. Relevant policies of the University in this regard are subject to change from time to
time if deemed required by the appropriate authorities.



Visva-Bharati Santiniketan

Application Form for financial assistance out of Non-Salary (Revenue) Budget 2024-25 to organize the Seminar, Workshop, Conference, Symposia etc. within University.

1. (a) Name of the proposing department :
(b) Bhavana:

2. Name of the organizer (Co-ordinator/Convener) :
(in capital letters)

3. Title of the seminar/workshop etc.
(A complete proposal of the seminar etc.
to be attached with this application) :

4. (a) Date of the proposed seminar/workshop etc.:
(b) Venue :

5. (a) Name of the collaborating organization/institutions, if any) :
(b) Matching grant, if any (give in details) :
(c) Details of financial sponsor (s), if any:
(i) Name of the sponsor (s) :
(ii) Total amount is to be received :

Contd...2

| | | |
|--|---|-----|
| 6. Quantity of assistance required | : | Rs. |
| 7. Total tentative expenditure for the programme | : | Rs. |
| 8. Expected number of participants (details) | : | |
| (a) From foreign country/countries | - | |
| (b) From outside of the state | - | |
| (c) From West Bengal | - | |
| (d) Internal | | |
| Total | : | |

List of enclosures:-

Full signature of the applicant with seal
Mobile phone no:
E-mail address:

Remarks of the Principal of the Bhavana

Note: 1. Additional information may be required to be submitted after finalization of the relevant guidelines by UGC.

2. Relevant policies of the University in this regard are subject to change from time to time if deemed required by the appropriate authorities.

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Application Form for availing the Publication Grant under the Non-Salary (Revenue) Budget 2024-25.

1. Name of the Applicant (in Capital letters) :
2. Name of the Department:
3. Title of the book/thesis/paper etc. to be published :
4. No. of copies to be published:
5. Total No. of pages of the book/thesis/paper etc.:
6. Name of the proposed press/Dept. for publishing the materials:
7. Whether attached a copy/set of the material has been attached herewith:

Signature of the Applicant
Mobile phone no:
E-mail address:

Note: 1. A recommendation from the concerned Head of the Dept. and Adhyaksha (Principal) in favour of Publishing the materials is required to be attached.

2. Additional information may be required to be submitted after finalization of the relevant guidelines by UGC.

3. Relevant policies of the University in this regard are subject to change from time to time if deemed required by the appropriate authorities.

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Application Form for engagement of Visiting Professor/Visiting Fellow under the Non-Salary (Revenue) Budget 2024-25.

1. Name of the Department :

2. Name of the proposed
Visiting Professor/Fellows
(in capital letters) :

3. Full Address of the proposed visiting
Professor/Fellow :

4. Subject of specialization :

5. Age as on date (Date of Birth) :

6. Proposed duration of engagement : From----- to -----

7. Whether the proposed Visiting Professor/
Fellow is in service or retired :

Contd.....2

8. Whether the proposed Visiting Professor/Fellow is from abroad :

9. Enclose a copy of complete bio-data :

10. (a) Mobile phone no. :
(b) e-mail address :
(c) Fax no.

Signature of the Head
of the proposing department
(with designation and seal)

Mobile phone no:
E-mail address:

Remarks of the Principal of Bhavanas/
Vibhagas with signature and seal

- Note: 1. Additional information may be required to be submitted after finalization of the relevant guidelines by UGC.
2. Relevant policies of the University in this regard are subject to change from time to time if deemed required by the appropriate authorities.