

410
8-7-19



MOST URGENT

**Visva-Bharati
Santiniketan**

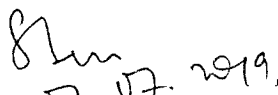
NOTIFICATION

This is to notify for information of all concerned that the first meeting of the Committee chaired by Vice-Chancellor is likely to be held in the first week of August, 2019 for consideration of the proposals for providing financial assistance out of Merged Schemes under U.G.C. for the financial year 2019-2020.

In connection with the above, proposals/applications are invited in prescribed form (copy enclosed) from all concerned (all the 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 out of U.G.C.'s Merged Schemes namely **i)** Travel Grant **(ii)** Conference / Seminar/ Workshop etc. **(iii)** Publication **(iv)** Appointment of Visiting Professors/Fellows **(v)** Establishment of Career and Counselling Cell **(vi)** Faculty Development Prog (FDP) and **(vii)** Basic Facility for Women during the financial year 2019-2020.

The proposals/applications alongwith relevant papers should reach to the undersigned within 14 (fourteen) days from the date of issuance of this notice.

Enclo: As stated:


07.07.2019
Joint Registrar(Administration)
Visva-Bharati

Memo No. G/U.3.36/368
Date: 07.07.2019

Copy to :

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



**VISVA-BHARATI
SANTINIKETAN**

Format for application for financial assistance out of the Travel Grant under the Merged Scheme of the XIIth 5 years Plan for attending conference/ congress/ workshop/ training programme/ symposium etc. held abroad and in India.

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) :
- (b) Title of the conference/workshop/seminar etc. :
- (c) Date of the proposed programme : From..... to.....
- (d) Venue of the said programme :
- (e) Place of visit :

- (f) Date of Journey (departure) :
- (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 :
Applicant

Full Signature of the

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

Mobile phone no. :
Land 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.



VISVA-BHARATI
SANTINIKETAN

Form of application for financial assistance to organize the seminar, workshop, conference, symposium etc. within University under the Merged Scheme of the XIIth 5 years Plan.

1. (a) Name of the proposing department :
(b) Bhavana :
2. Name of the organizer (Coordinator/ 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 support from other sponsor(s), if any :
 - (i) Name of the sponsor(s) :
 - (ii) Total amount is to be received

- 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. -
Land 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.

VISVA-BHARATI
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Form of application for availing the Publication Grant under the Merged Scheme of the XIIth 5 years Plan :

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. -
Land 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.

**VISVA-BHARATI
SANTINIKETAN**

Form of proposal for engagement of Visiting Professor/Visiting Fellow under the Merged Scheme of the XIIth 5years Plan:

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 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)

phone no -

Mobile

phone no. -

Land

address -

e-mail

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.