



Visva-Bharati
Academic & Research
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 2025-26, is likely to be held in the Third week of August, 2025.

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 Academic & Research within 8th August, 2025.

Encl: As stated:

S. M. M. S.
Joint Registrar
(Academic & Research)
Visva-Bharati

Ref No. A&R/Notify/4501 /2025-26
Santiniketan, dated: 18.07.2025

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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



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Application Form for financial assistance out of the Non-Salary (Revenue) Budget 2025-26 for attending Conference/Seminar/ Workshop/Symposia held in India/Outside 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.....2

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 :

Date:

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.



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Application Form for financial assistance Non-Salary (Revenue) Budget 2025-26 to organize the International/National Seminar, Workshop, Conference, Symposia etc. within University.

1. (a) Name of the proposing department :
(b) Bhavana:
2. Name of the organizer (Co-ordinator/Convener) :
3. Title of the seminar/workshop etc.:
4. (a) Date of the proposed seminar/workshop etc.: From_____ to_____
(b) Venue :
5. (a) Name of the collaborating organization/institutions, if any) :
(b) Matching grant, if any (give in details) :
6. (c) Details of financial sponsor (s), if any:
(i) Name of the sponsor (s) :
(ii) Total amount is to be received :

Contd.....2

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7. Quantity of assistance required :
8. Total tentative expenditure for the programme :
9. 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 2025-26.

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. Approx Expenditure:
8. 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 2025-26.

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

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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/
Vibhaga 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.