

VISVA-BHARATI
SANTINIKETAN

N O T I C E

Memo No. Admn/Stat/ 12/ 32 /2020-2021

Date: 28-08-2020

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 01.04.2019 to 31.03.2020 in both **hard and soft copies**. 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 MsWord (rtf) format may please be sent through email to annualreport.vb.2019.2020@gmail.com with copies to malaygeo56@gmail.com and to jrdevvb@gmail.com.

The text of the report must be arranged as per the proforma and the guidelines attached herewith. Hard copies of the same must be sent to the Office of the **Statistics and HBA Section** under the Joint Registrar (Development) **latest by 09.09.2020**, 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.



(Prof. Malay Mukhopadhyay)

Chairperson

Editorial Committee of

Annual Report 2019-20

Visva-Bharati



Enclosers :-

- i. Proformas-I & II
- ii. Guidelines for submitting Annual Report 2019-20

PROFORMA - I
Format for Annual Report for the year 2019-20
(From April 2019 to March 2020)

1. Name of the Department and detailed information as per Proforma I and II enclosed.
2. Name of the students qualified in UGC/CSIR/NET/SLET and GATE Examinations.
3. Departmental Seminar (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. On going Research Projects in the Department
 - i. Name of the Teacher
 - ii. Name of the Project
 - iii. Sponsoring Agencies
 - iv. Amount Sanctioned
6. Extension activities/NSS/Cultural and other activities organised by the Department and participated by the Teachers and students of the Department.
7. Academic distinctions gained by Teachers/ Scholars or the Department as a whole (Like recognition as D.S.A. or C.A.S. etc.)
8. Publications within the year April 2019– March 2020
 - i) Text books ii) Other books iii) Monographs iv) Research Papers.(Author(s), title of Paper, year Journal volume No., Pages), v) Number of paper published in Peer/reviewed journals :To be entered as:
 1. Departmental Publication:
 2. Individual Publication: a) Single author b) Joint authors(of the same Department)
9. Designing New Course/Curriculum or any other teaching innovations introduced by the Department.
10. 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.
11. Any other relevant information, which in the opinion of the Head of the Department is worth-reporting should be included.





PRO - FORM A -II (APRIL 2019 - MARCH 2020)

NAME OF THE BHAVANA :

YEAR OF ESTABLISHMENT:

NAME OF THE DEPARTMENT:

YEAR OF ESTABLISHMENT:

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 DEGREE :

NO. OF TEACHERS WITH M. PHIL 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 2019 - MARCH 2020)

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)) :

Sum

5

Myz

GUIDELINES FOR SUBMITTING ANNUAL REPORT 2019-2020

In order to make the process of compiling the Annual Report for 2019-2020 (April 2019 - March 2020) 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;

15.04.2019 - 17.04.2019. Delivered an Invited lecture / presented a paper in the National/International Seminar entitled "XYZ" organized by ***. Title of presentation "Environmental Awareness in Visva-Bharati Campus."

Whether chaired a session or judged any panel.

Please **DO NOT** include 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 the following guidelines:**

Books:

Order to be followed: title in italics, name of author(s), place of publication, name of publisher, year, ISBN No. For example: *The partition of Bengal*. New Delhi, Niyogi Books, 2018. ISBN 000 0000 000.

Articles / Chapters in Anthologies / Journals / E-journals:

Order to be followed: title of the article within quotes, name(s) of author(s) name of anthology or journal in italics, Volume no, page nos. ISSN: 1234 – 567 X.

For E – journals, add URL.

For example: "Religion and Rabindranath." *Journal of Bengali Studies* Vol 4, no. 2, pp. 65-80.

Or

"Religion and Rabindranath." in *Studying Tagore in the Twenty-first Century* ed. Uma Dasgupta. New Delhi: Oxford University Press, 2018, pp. 55-65. ISSN

[Page numbers for articles / chapters in books need to be mentioned]

DO NOT mention the list of publications under names of individual teachers.



6. Please send in all data in soft copy and via email attachment to the following e.mail addresses: annualreport.vb.2019.2020@gmail.com with copies to malaygeo56@gmail.com and to jrdevvb@gmail.com.
7. Hardcopy versions should also be sent to the Statistics & HBA Section as mentioned in the official notice.
8. 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.
9. For any clarification please feel free to in touch with us at the email address given herewith.

flm

MJ