

**VISVA-BHARATI
SANTINIKETAN**

URGENT

N O T I C E

Memo. No. Admn/Stat/ 12/206/2023-24

Date: 18/03/2024

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 01.04.2023 to 31.03.2024 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 Ms Word (rtf) format may please be sent through email to annualreportvbu@gmail.com

The text of the report must be arranged as per the proformas and the guidelines attached herewith. Hard copies of the same must be sent to the Office of the HBA and Statistics Section under the Assistant Registrar (Central Purchase Section) latest by 16.04.2024, 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. Gita A. Keeni)

Chairperson

Editorial Committee of

Annual Report 2023-24

Visva-Bharati

Enclosers :-

- i. Proformas -I & II
- ii. Guidelines for submitting Annual Report 2023-24

PROFORMA - I
Format for Annual Report for the year 2023-2024
(From April 2023 to March 2024)

1. Name of the Department.
2. Name of the students qualified in NET (UGC/CSIR/ICAR)/SET 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. Ongoing 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 organized 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 Department of Special Assistance (D.S.A.) or Centre for Advanced Studies (C.A.S.), etc.)
8. Publications within the year April 2023– March 2024
 - 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)
9. Designing New Course/Curriculum or any other teaching innovations introduced by the Department.
10. 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 2023-2024

In order to make the process of compiling the Annual Report for **2023-2024**(April 2023-March 2024) 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 APA style.**

APA Reference List Examples is attached for reference.

6. Please send all data in soft copy and via email attachment to the following e.mail addresses: **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.

APA Reference List Examples

Book with Single Author:

Gore, A. (2022). *An inconvenient truth: The planetary emergency of global warming and what we can do about it*. Emmaus, PA: Rodale.

Book with Two Authors:

Michaels, P. J., & Balling, R. C., Jr. (2022). *The satanic gases: Clearing the air about global warming*. Washington, DC: Cato Institute.

Book with Editor as Author:

Galley, K. E. (Ed.). (2022). *Global climate change and wildlife in North America*. Bethesda, MD: Wildlife Society.

Brochure or Pamphlet:

New York State Department of Health. (2022). *After a sexual assault*. [Brochure]. Albany, NY: Author.

An Anonymous Book:

Environmental resource handbook. (2023). Millerton, NY: Grey House.

Articles in Reference Books (unsigned and signed):

Greenhouse effect. (2022). *American heritage science dictionary*. Boston, MA: Houghton Mifflin.

Schneider, S. H. (2023). Greenhouse effect. *World book encyclopedia* (Millennium ed. Vol. 8, pp. 382-383). Chicago, IL: World Book.

Magazine Articles:

Allen, L. (2022, August). Will Tuvalu disappear beneath the sea? Global warming threatens to swamp a small island nation. *Smithsonian*, 35(5), 44-52.

Begley, S., & Murr, A. (2022, July 2). Which of these is not causing global warming? A. Sport utility vehicles; B. Rice fields; C. Increased solar output. *Newsweek*, 150(2), 48-50.

Newspaper Articles (unsigned and signed):

College officials agree to cut greenhouse gases. (2022, June 13). *Albany Times Union*, p. A4.

Landler, M. (2022, June 2). Bush's Greenhouse Gas Plan Throws Europe Off Guard. *New York Times*, p. A7.

Journal Article with Continuous Paging:

Miller-Rushing, A. J., Primack, R. B., Primack, D., & Mukunda, S. (2022). Photographs and herbarium specimens as tools to document phenological changes in response to global warming. *American Journal of Botany*, 93, 1667-1674.

Journal Article when each issue begins with p.1:

Bogdonoff, S., & Rubin, J. (2023). The regional greenhouse gas initiative: Taking action in Maine. *Environment*, 49(2), 9-16.

Journal Article from a Library Subscription Service Database with a DOI (digital object identifier):

Mora, C., & Maya, M. F. (2023). Effect of the rate of temperature increase of the dynamic method on the heat tolerance of fishes. *Journal of Thermal Biology*, 31, 337-341. doi: 10.1016/j.jtherbio.2023.01.055

Website:

United States Environmental Protection Agency. (2022, May 4). *Climate Change*. Retrieved From the Environmental Protection Agency website: <http://www.epa.gov/climatechange>

Gelspan, R. (2023). *The Heat Is Online*. Lake Oswego, OR: Green House Network. Retrieved from The Heat Is Online website: <http://www.heatisonline.org>

PRO - FORMA -II (APRIL 2023 - MARCH 2024)

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 2023- MARCH 2024)

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:

Students' Strength as on 31.03.2024

	General		Scheduled Caste		Scheduled Tribe		Physically Handicapped		OBC Students		EWS		Minority		Citizenship		Resident Students		
	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.																			
2nd Yr.																			
3 rd Yr.																			
4 th Yr.																			
Total																			

Name of the Course: Post Graduate

	General		Scheduled Caste		Scheduled Tribe		Physically Handicapped		OBC Students		EWS		Minority		Citizenship		Resident Students		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
1st Yr.																			
2nd Yr.																			
Total																			

Name of the Course: M.Phil/Ph.D

	General		Scheduled Caste		Scheduled Tribe		Physically Handicapped		OBC Students		EWS		Minority Category		Citizenship		Resident Students		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
M.Phil																			
Ph.D																			

Distribution of Day Scholar and Resident Students

	M	F	T
Day scholar			
Resident			
Total			

New Admission for the academic year 2023-24

	General		Scheduled Caste		Scheduled Tribe		Physically Handicapped		OBC Students		EWS		Minority Category		Citizenship		Resident Students		
	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																			

Name of the Course:PG												
1st Year												

Name of the Course: M.Phil/Ph.D												
1st Year												

Name of the Course: Diploma/ Certificate/ Advance diploma												
1st Year												

State-wise break-up of students

STATE	M	F	T
Total			

Subject-wise break-up of students in different courses

COURSE										
Subject	Graduate			Post Graduate			Ph.D.			
	M	F	T	M	F	T	M	F	T	

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