



विश्वभारती ॐ विश्वभारती ॐ VISVA-BHARATI
(A Central University and an Institute of National Importance)



World Heritage Site
As Inscribed by UNESCO on 17 September, 2023

**Training Programme for Visva-Bharati Employees on Financial and
Administrative Matters for Good Governance**

02 – 07 February 2026, at the Conference Hall, Central Library from 10.00 AM to 6.00 PM

**Report on the Training Programme "Financial and Administrative matters for Good
Governance" conducted at Visva-Bharati from 02 – 07 February 2026**

As nominated by the University Authority, Course Director and Course Coordinator vide No. Admin/G/D-21/727, Dt. 18/12/2025 (**Annexure – I**): The training program for the university's Non-teaching staff was completed on 07 February 2026 at 5.30 PM.

Salient features of the training programme are furnished below;

1. The course content was designed to cover all topics related to day-to-day office operations to facilitate a smooth flow of work post-training. **Annexure – II** may kindly be seen in this regard. A unique slot of thirty (30) minutes daily in the post-lunch session was also included in the schedule, with an idea to keep the day-long training session lively and interesting.
2. To provide the best available experts in their respective domains, we contacted several resource persons from different Ministries/Departments and other Government Offices of India. We also had one experienced and renowned Chartered accountant to address participants' taxation needs, including GST and Income tax. **Annexure – III: These resource persons were contacted by e-mail, and their consent obtained for their availability to avoid any possibility of a training schedule vacuum.**
3. On our request, the Registrar's office identified the staff from the different departments, sections, and units to enable them to participate and uploaded the concerned notification to the university website (link - <https://www.visvabharati.ac.in/home/wp-content/uploads/2026/01/Training-program-of-Financial-and-Administrative-Matters-for-Good-Goverance.pdf>). A total of seventy-two (72) participants actually attended the training programme, whose names may be seen in **Annexure – IV**.
4. The pedagogy/methodology used in the training programme included theoretical lectures, PowerPoint Presentations, online and live demonstrations, Practical Lessons and Problem-Solving, Case Studies, Q&A, and Quizzes. Training materials have been provided to all participants through a WhatsApp Group created for them, to enable them to use them as per their requirements in the future as well.
5. All arrangements for the smooth conduct of the week-long training programme were made, like hall arrangements, Kits for the participants, PA systems, Local Transportation, Guest House, Refreshments (including Lunch and Tea for all), Felicitation of guests and all resource persons in a befitting manner, inaugural songs and valedictory songs, etc., etc.

6. A travel desk was also arranged to facilitate all the resource persons in collecting their travel plans and to-and-fro journey details, enabling Visva-Bharati to reimburse the travel costs, DA, and Honorarium at the earliest.
7. After completion of all sessions, participant feedback was also collected through a Google Form (<https://forms.gle/gtMikcbYiYhXbfbR6>). Out of 72 participants, responses from 71 were received; one participant could not provide a response due to technical issues with their device.
8. Evaluation of the feedback was also conducted using Bibliometric analysis. Overall, the training programme has been rated outstanding (76.1%) and Good (22.5%), indicating that the programme has been extremely fruitful and has served the purpose envisaged. Detailed analysis may kindly be seen in Annexure – V. Suggestions and comments of the participants may also kindly be seen.
9. Certificates have been given to all seventy-two participants who attended and completed the training programme.
10. Appreciation certificates have been given to the Course Director, Course Coordinator, Course Co-coordinator, and other members of the organizing team.
11. Inaugural and valedictory sessions' schedules are also enclosed in **Annexure VI**.

This training programme was organized under the overall guidance and support of the Hon'ble Vice Chancellor of Visva-Bharati. Secretarial assistance and support were provided by the office of the Registrar, Visva-Bharati, and the office of the Finance Officer, Visva-Bharati.

It is felt that such training programmes will create an enabling working environment and lead to Good Governance. It will bring efficiency, effectiveness, transparency, and all other attributes of Good Governance.

Shri G. P. Sharma
Former Joint Secretary, ICAR,
New Delhi, and
Course Director of the Training
Programme

Dr Nimai Chand Saha
Librarian, Visva-Bharati and
Course Coordinator of the
Training Programme

Dr Sanat Bhattacharya
Assistant Librarian, Visva-Bharati
and
Course Co-coordinator of the
Training Programme



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Visva-Bharati



आचार्य श्री नरेंद्र मोदी
ACHARYA (CHANCELLOR)
SHRI NARENDRA MODI

संस्थापक: रवीन्द्रनाथ टाकुर
Founder: Rabindranath Tagore

उपाचार्य: डॉ. प्रोबिर कुमार घोष
UPACHARYA (VICE-CHANCELLOR)
DR. PROBIR KUMAR GHOSH

Ref. No.: Admin/G/D-21/727

Date: 18.12.2025

To
Mr. G.P. Sharma
Former Joint Secretary (Finance)
ICAR, Krishi Bhawan
New Delhi

Sub: Nomination as Course Director for the programme to train non-teaching employees of Visva-Bharati

Dear Sir,

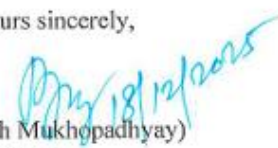
The undersigned is directed to inform you that for the first time we are planning to organize the training programme for the non-teaching employees of the university to enhance the efficiency, knowledge etc. on doing the jobs assigned to them in various Offices/Sections/ Centres etc. of the university. The Programme would be organizing in two occasions/phases tentatively in February and June on every year.

In view of the above, you have been nominated as Course Director considering your expertise in the field and being an external expert of our Standing Audit Committee. Dr. Nimai Chand Saha, Librarian, Central Library from Visva-Bharati side will act as Course Co-Ordinator of the programme.

Hence, we sincerely hope that you will accept the offer and provide us the list of resource persons and training schedule for the purpose by mid-January, 2026 so as to enable us to conduct the first training in February-2026.

Thanking you

Yours sincerely,


(Dr. Bikash Mukhopadhyay)
Registrar
Visva-Bharati

Annexure - II

Date	10.00 AM – 11.30 AM	11.30 AM – 11.45 AM	11.45 AM–1.15 PM	1.15 PM – 2.00 PM	2.00 PM – 3.30 PM	3.30 PM – 3.45 PM	3.45 PM – 4.30 PM	4.30 PM – 6.00 PM
02-02-2026	Inaugural Session Mr. G. P. Sharma	Tea Break	Budgeting and EFC Mr. G. P. Sharma	L U N C H B R E A K	TA and LTC Rules Mr. Prashant Kumar	Tea Break	Tagores' Rural Reconstruction Director, SEI&RR, VB	PFMS, TSA and CNA Mr. P. K. Biswas
03-02-2026	Accounting Systems of Visva-Bharati Mr. G. P. Sharma	Tea Break	Pensionary /Retirement Benefits including NPS Mr. Rajesh Sahay		Pay Fixation Mr. M. K. Mulani	Tea Break	Sangeet as a Relaxing Tool Shri S. Bhattacharya	Noting, Drafting and Record Keeping Mr. Irshad Alam
04-02-2026	GFR, (Except procurement and Works) Mr. G. P. Sharma	Tea Break	GFR and GeM (Theory and Practical) Mr. S. K. Singh and Mr. Kumar Rajesh		Medical Attendants Rules Mr. Pushpa Nayak	Tea Break	Stress Management in Work Place Ms. L. Goswami	Leave Rules Mr. N. K. Jha
05-02-2026	BRS Mr. G. P. Sharma	Tea Break	Establishment/ Recruitment, Reservation Policy and Rosters Mr. I. B. Kumar		GST and Income Tax Mr. Pankaj Govel	Tea Break	Interaction of participants with Hon'ble Vice Chancellor	Parliamentary Procedure Mr. U. C. Bhardwaj
06-02-2026	Change Management Mr. G. P. Sharma	Tea Break	Contract Labour Management including new labour Code/Laws Mr. Pankaj Kumar		RTI Act. Ms. Suparna Prasad	Tea Break	Online Interactive Quiz	CCS Conduct Rules and CCS CCA Rules Mr. Viswa Ranjan
07-02-2026	Communication Skills Mr. P.K. Chittej	Tea Break	Vigilance Matters CVC Shri P. P. Ambastha		Statutory Audit by CAG and Internal Audit Shri G. P. Sharma	Valedictory Session 3.00 PM to 4.15 PM		

Annexure - III

LIST OF RESOURCE PERSONS

Sl. No.	Name of the Resource Persons	Designation and Office Address	Contact Number	E-mail ID
1.	Shri G P. Sharma	Former Joint Secretary (Finance), ICAR, Krishi Bhawan, New Delhi	9650750123	govindpsharma@yahoo.com mail.gpsharma@gmail.com
2.	Shri Pankaj Goel	Chartered Accountant, Public Finance Specialist, Former Consultant, World Bank	9811860116	pshgoel@gmail.com
3.	Shri Kumar Rajesh	Director (GAC), ICAR HQ, Krishi Bhawan, New Delhi	9999191008	kumarrajeshicar@gmail.com
4.	Shri Viswa Ranjan	Registrar, IIT, Kanpur	7390811970	registrar@iitk.ac.in
5.	Shri Saroj Kumar Singh	Chief AO, ICAR-IARI, Gogamukh, Dist. Dhemaji, Assam	9030030138	sksingh@icar.org.in sarojncr@gmail.com
6.	Shri P. P. Ambastha	Deputy Chief Commissioner for PwD and Chief Vigilance Officer (Part Time)	8076814599	ambastha.pp@nic.in
7.	Shri I. B. Kumar	CAO, ICAR-CSWARI, Avikanagar, Dist. Tonk, Rajasthan	950933958	ib.kumar@nic.in
8.	Irsad Alam	Deputy Secretary, Ministry of Tourism, New Delhi	9968842945 7982334801	alam.irsad@gov.in
9.	Shri Pallav Chittej, IES	Deputy Director, Dept of Pharma, Ministry of Chemicals & Fertilizers, New Delhi	9868247067	pallav.chittej@gov.in kumar.bharti@gov.in
10.	Shri Prashant Kumar	Comptroller ICAR-IARI, Jharkhand, Hazaribagh	8989273513	prashant.kumar@icar.org.in director@iari.res.in
11.	Shri Pankaj Kumar	Chief AO (SG) ICAR-IIPR, Kanpur	9458543296	pankajkumar.icar@icar.org.in
12.	Shri Pushpa Nayak	CAO (Selection Grade) ICAR Research Complex for Eastern Region, Patna	7903466458 9471006004	pushpanayak2008@gmail.com directorcarcer@gmail.com
13.	Ms. Suparna Prasad	Additional Director, Directorate of HRD, DRDO Bhawan, Ministry of Defence, New Delhi	9811981015	prasad.suparna@gmail.com
14.	Shri Rajesh Sahay	Former Sr. Comptroller, ICAR-IARI, New Delhi	9818969881	rajeshsahay1965@gmail.com
15.	Shri M. K. Mulani	Chief FAO, ICAR-CIAE, Bhopal	9868530222	mahesh.mulani@icar.org.in , cfaociae@gmail.com directorciae@gmail.com
16.	Shri Uttam Chand Bhardwaj	Former Director, Parliament of India, Lok Sabha, New Delhi	9810673571	uthaan.uttam@yahoo.co.in
17.	Shri Navin Kumar Jha	Chief Administrative Officer ICAR-CIBA, Chennai	9903492200	navin.jha@nic.in icarciba21@gmail.com
18.	Shri Pradip Kumar Biswas	PAO, Ministry of Education Kolkata Office	8910888289	biswas2007@rediffmail.com

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VISVA-BHARATI



Notice

Sub.: Training program on Financial and Administrative Matters for Good Governance

This is for information of all concerned that Visva-Bharati is going to arrange Week-long training program on “Financial and Administrative Matters” for the first time to ensure Good Governance for its Heads, Officers, In-charge and Non-teaching Staff.

Mr. G. P. Sharma, Former Joint Secretary (Finance), ICAR, Krishi Bhawan, New Delhi has kindly consented to act as Course Director and Dr. Nimai Chand Saha, Librarian, Visva-Bharati has been entrusted to act as Course Director. The resource persons will be from different parts of India and different background.

The training program for the first batch is scheduled to be held on 02-07 February 2026 from 10.00 am to 6.00 pm at the Conference Hall, Central Library, Visva-Bharati. The list of candidates for the first batch is enclosed herewith. The candidates are requested to present in the conference hall by 9.45 a.m. everyday, positively.

All the Directors / Principals / HODs / Officers/ In-charges are requested to allow the incumbents to attend the training program in full swing.

Cooperation from all concerned is highly solicited.


Registrar
Visva-Bharati
কুলসচিব
বিশ্বভারতী
Registrar
Visva-Bharati

**Training Program on Financial & Administrative Matters for Good Governance for
Visva-Bharati Employees
Date: 07 February 2026, from 10. 00 AM to 06.00 PM
List of Participants**

Sl. No.	Name	Designation	Dept./ Bhavana/ Centre
1.	Abhijit Sanyal	MTS	Estate Office
2.	Ajitesh Paul	Sr. Assistant	Engineering Dept.
3.	Amar Prasad Shaw	Office Assistant	CMELLCS
4.	Amit Kr Yadav	MTS	Social Work
5.	Aniket Sinha	MTS	Office of Registrar
6.	Anirban Chakraborty	Sr. Assistant	Establishment
7.	Anirban Sircar	Assistant Registrar	Academic & Research
8.	Ankit Bawanthade	MTS	Philosophy
9.	Anup Kr Verma	MTS	Kala-Bhavana
10.	Anup Kumar Santra	Tech. Assistant	Rabindra-Bhavana Lipika Manuscriptorium
11.	Arghya Mandal	MTS	Economics & Politics
12.	Arka Das	Section Officer	RB Section
13.	Asmita De	MTS	PSB, Principal Office
14.	Atanu Kumar Sinha	Section Officer	Accounts
15.	Bamapada Nayak	Sr. Assistant	Vinaya-Bhavana
16.	Basudeb Sadhu	Sr. Assistant	Dean Office
17.	Birendra Thakur	Office Assistant	SC ST Cell
18.	Biswajit Pramanik	Professional Assistant	Central Library
19.	Bratin Roy	Assistant Registrar	Finance
20.	Chandra Sekhar Roy	Sr. Assistant	Legal Cell
21.	Chayan Das	MTS	Academic & Research
22.	Debanjana Acharya	MTS	Establishment
23.	Dhruba Chatterjee	Section Officer	Internal Audit
24.	Dibyendu Mondal	MTS	Garden Section

25.	Gaurav Rathaur	MTS	Rabindra-Bhavana
26.	Gobinda Metya	MTS	Marathi Dept.
27.	Gopal Kumar	Hindi Officer	Raj Bhasha Cell
28.	Kaushik Pal	Section Officer	Internal Audit
29.	Krishna Gupta	MTS	Zoology
30.	Kushal Das	MTS	Dept. of Bengali
31.	Lakshmi Das	Office Assistant	Patha Bhavana
32.	Mina Banerjee	Section Officer	Leave Section
33.	Milan Modak	Office Assistant	Chemistry
34.	Mousumi Pan	MTS	Proctor Office
35.	Mrinmoy Basak	MTS	Biotechnology
36.	Nityananda Maji	O.S.	AERC
37.	Parimal Das	Assistant	RK VK
38.	Prabir Kr. Chatterjee	Office Assistant	Examination
39.	Pradip Hembram	Assistant Librarian	In-charge, Sangit Bhavana Library
40.	Prasanta Roy	Sr. Assistant	Mathematics
41.	Rabi Das	Sr. Assistant	Central Library
42.	Rajendra Prasad Pal	Office Assistant	Bhasha Bhavana
43.	Rathindranath Ghosh	Sr. Assistant	Botany
44.	Ritesh Kumar	MTS	Computer Centre
45.	Roshan Rai	Assistant Registrar	Central Purchase Section
46.	Sagar Hazra	Sr. Compositor	Establishment
47.	Sakshi Gopal Saha	Sr. Assistant	PCK
48.	Samapti Samanta	Section Officer	File Section
49.	Sandip Baul	Technical Assistant	Kala Bhavana
50.	Santimay Pal	MTS	English
51.	Santosh Kr Bhoi	PA (Level-B)	Development Section
52.	Sayak Bhowal	System Programmer	Computer Centre

53.	Sayan Singha	MTS	Kala Bhavana
54.	Sharmistha Das	MTS	Rabindra Bhavana
55.	Shilpa Basak	MTS	Proctor Office
56.	Shribala Mardi Saren	Sr. Assistant	Physics
57.	Shubham Kumar Prasad	MTS	PSB
58.	Sisir Chandra Das	Section Officer	Examination
59.	Sk Abu Masud Ali	Sr. Assistant	Vinaya Bhavana
60.	Somenath Biswas	Sr. Assistant	Establishment
61.	Soumyadip Rang	MTS	Women Studies
62.	Sourabh Kumar	MTS	VBACC
63.	Sourav Bhowmik	MTS	Cheena Bhavana
64.	Souvik Das	MTS	Dept. of Geography
65.	Subhasis Ghosh	MTS	Statistics
66.	Shubhendu Kr. Guha	Section Officer	Accounts
67.	Subir Ranjan Dey	Jr. Office Assistant	Administration Section
68.	Sumanta Karmakar	Office Assistant	Office of the Hon'ble Vice Chancellor
69.	Suryajit Lahiri	MTS	Siksha Bhavana
70.	Tapan Mukherjee	Section Officer	Recruitment Section
71.	Tapas Chandra Ghosh	Sr. Office Assistant	Computer Science
72.	Trisha Paul	MTS	Rabindra Bhavana

Analysis of the Training Programme:

Sessions	Numbers
Technical	21
Innovative	03
Interaction	01
Quiz	01
Total	26

Duration	Hrs
Inaugural Session	1.5
Technical Session	31.5
Innovative Session	3.75
Valedictory Session	1.5
Lunch & Tea Break	7.5
Total	45.75

Resource Persons	Numbers
Technical	18
Innovative	03
Interaction	01
External Guests	02
Total	24
Male	22
Female	02

Analysis of the feedback of Training Programme:

To collect the feedback from the participants on the different sessions and resource persons, a Google form (<https://forms.gle/3fkoEGfU4eQdkhJC9>) has been shared among the participants, and seventy-one (71) responses have been received out of the total seventy-two participants. The feedback is very positive and self-explanatory as mentioned below;

1. On the Presentation:

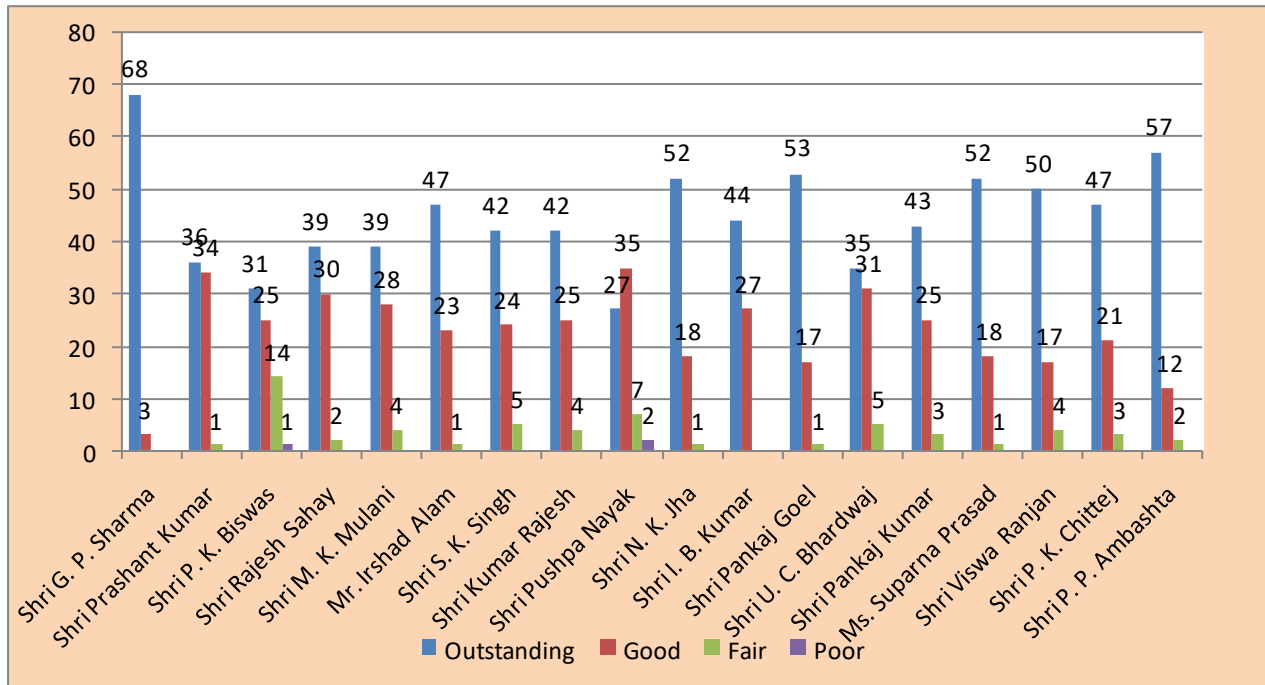


Chart 1: Quality of the Presentation

From the diagram above, it is seen that the quality of presentations delivered by 18 resource persons is categorized into four levels: Outstanding, Good, Fair, and Poor. Each expert received responses from 71 respondents, indicating a consistent evaluation base. Parameter-wise highlights on the experts are as follows;

Highest "Outstanding" Scores

- Shri G.P. Sharma – 68
- Shri P.P. Ambashta – 57
- Shri Pankaj Goel – 53
- Shri N.K. Jha & Ms. Suparna Prasad – 52 each

The above resource persons demonstrated exemplary skills, which were highly accessible to the audience.

Highest "Good" Ratings

- Shri Prashant Kumar – 34
- Shri U.C. Bhardwaj – 31

From the above, it may be noted that the presentation is very well-structured, though slightly below the top "Outstanding" tier.

Highest "Fair" Ratings

- Shri P.K. Biswas – 14
- Shri Pushpa Nayak – 7

"Poor" Ratings

- Indicates negligible dissatisfaction.

In conclusion, the evaluation data confirms that the presentation series was **highly successful**, demonstrating strong overall performance and high participant satisfaction.

2. On the Presentation Style:

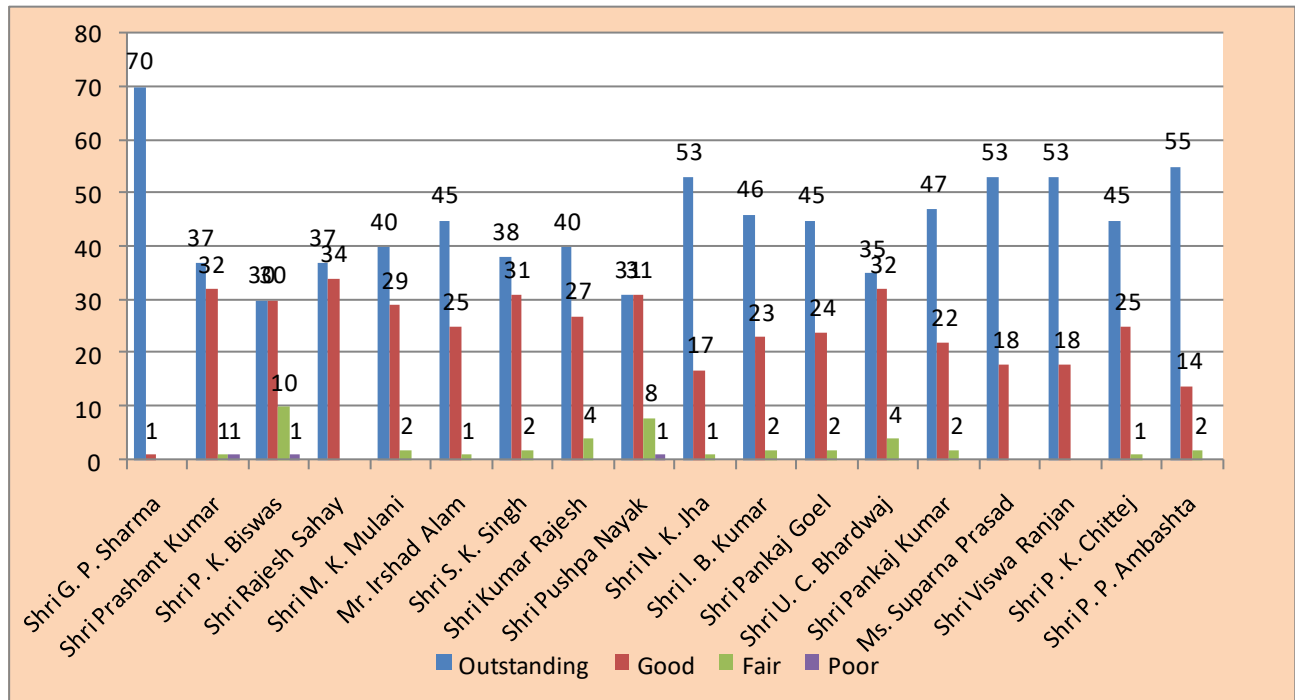


Chart 2: Presentation Style

The chart above presents a statistical analysis of participant feedback on **Presentation Style** for 18 presenters. The responses were categorized into four performance levels: Outstanding, Good, Fair, Poor. The objective is to assess overall delivery style, engagement effectiveness, and audience perception.

Highest "Outstanding" Ratings

- Shri G.P. Sharma – 70
- Shri P.P. Ambashta – 55
- Shri N.K. Jha – 53
- Ms. Suparna Prasad – 53
- Shri Viswa Ranjan – 53

These presenters demonstrated exceptional delivery style, clarity, confidence, and audience engagement.

Strong "Good" Ratings

Several presenters received balanced distributions between Outstanding and Good ratings, such as:

- Shri Prashant Kumar
- Shri Rajesh Sahay
- Shri Pankaj Goel
- Shri U.C. Bhardwaj

From the above, it may be inferred that consistently effective presentation styles, though slightly below the highest performers.

Fair and Poor Ratings: Fair ratings were minimal.

3. On the Level of Satisfaction:

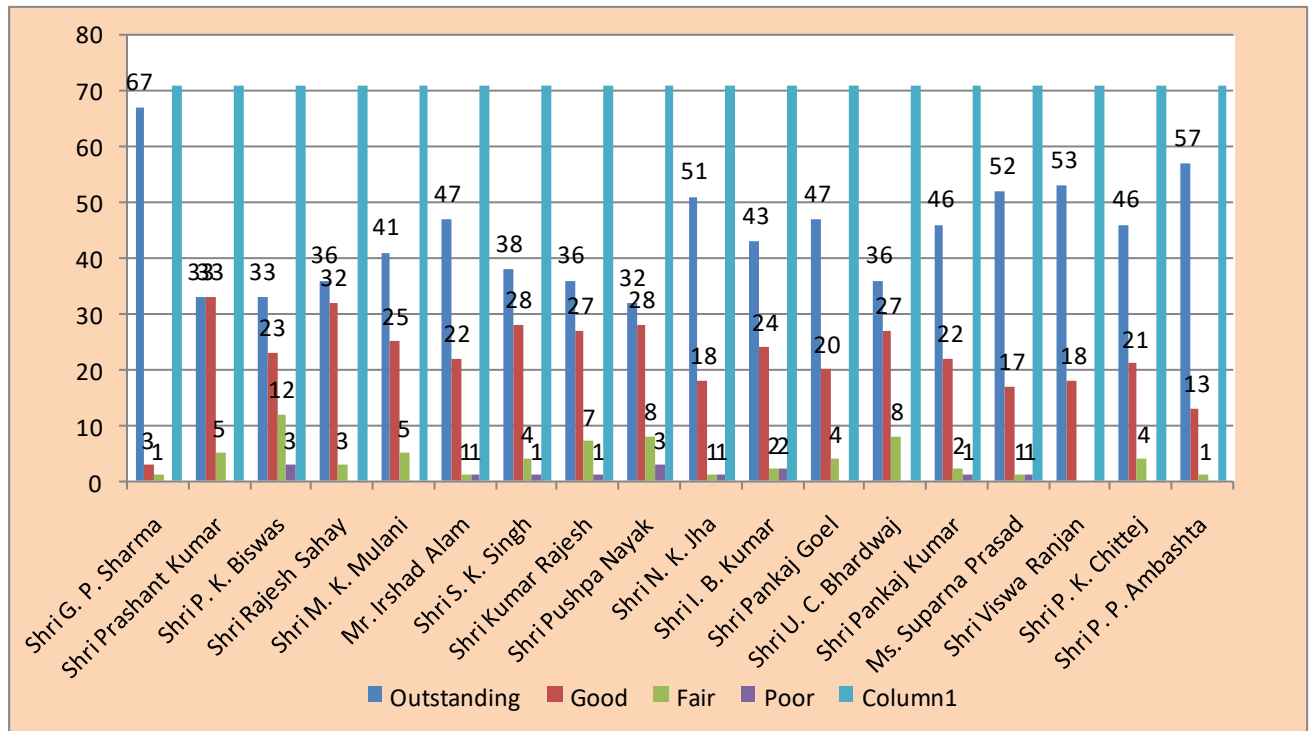


Chart 3: Expert-wise Level of Satisfaction

4. Comments on the Level of Satisfaction:

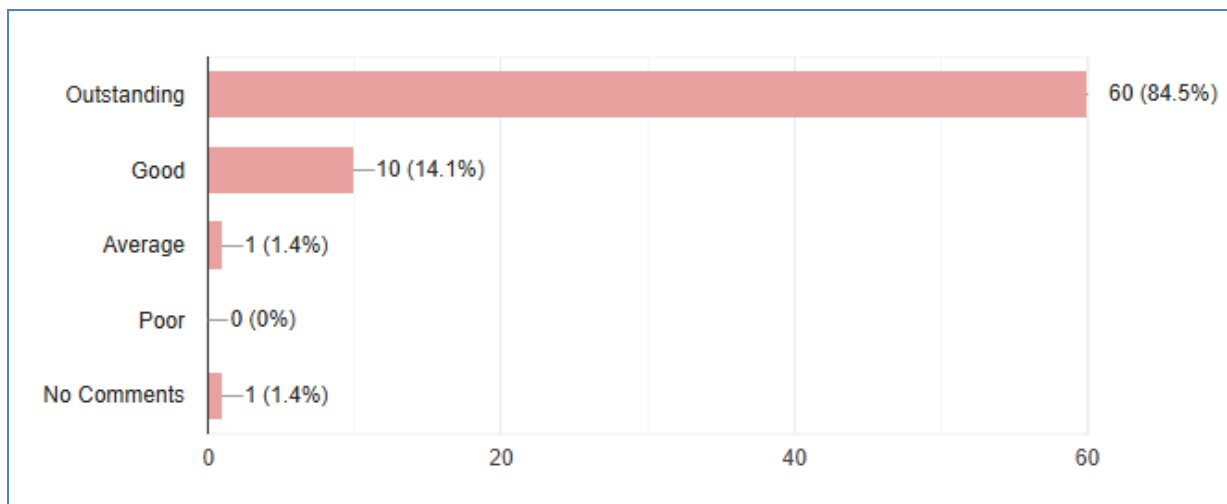


Chart 4: Level of Satisfaction on the innovativeness of the sessions

It is seen from the above that 84.5% of respondents (i.e., 60 out of 71) have opined that the innovativeness of sessions were "outstanding," and the comments are self-explanatory.

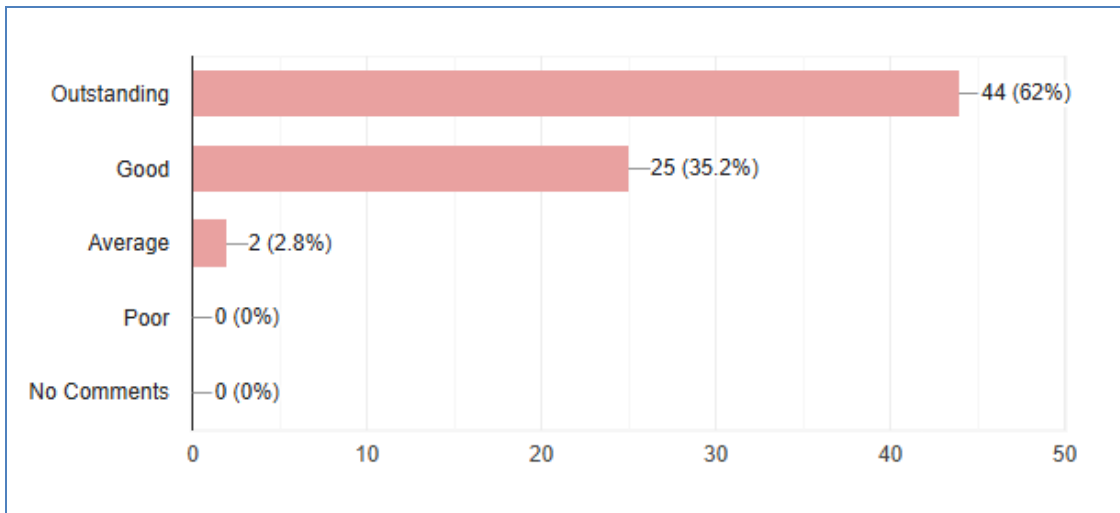


Chart 5: Level of Satisfaction on the refreshments

It is seen from the above that 62.0% of respondents (i.e., 44 out of 71) have opined that the refreshments were "outstanding," and 35.2% (i.e., 25 out of 71) have opined that they were "Good," and others' opinions are self-explanatory.

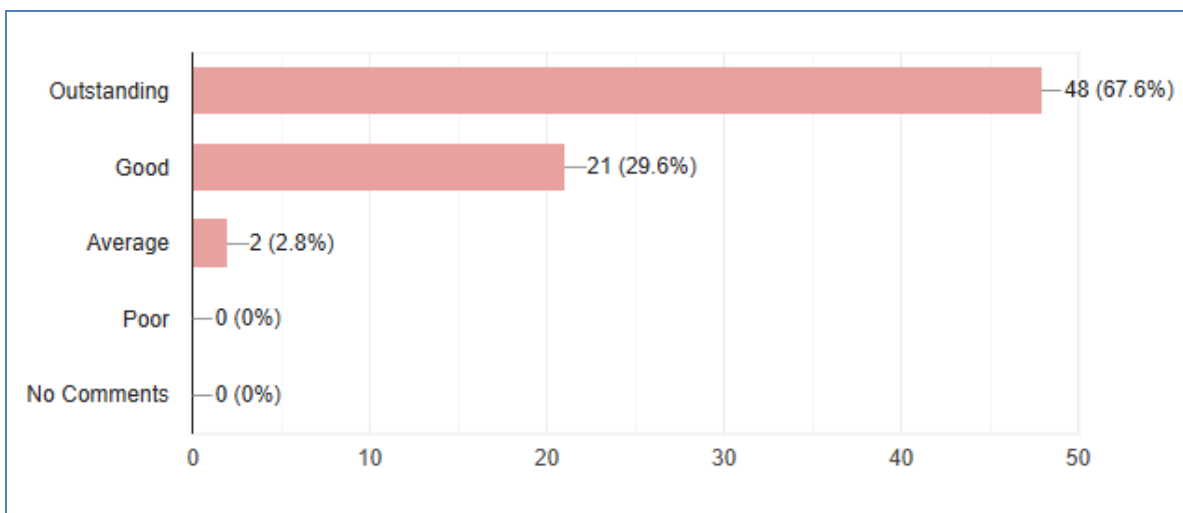


Chart 6: Level of Satisfaction on the Designing, Coverage, Contents of the Subjects and Methodology of the lecture

It is seen from the above that 67.6% respondents (i.e., 48 out of 71) have opined that the Designing, Coverage, Contents of the Subjects and Methodology of the lecture delivery were "outstanding", and while 29.6% (i.e., 21 out of 71) have opined that it was "Good", and others' opinions are self explanatory.

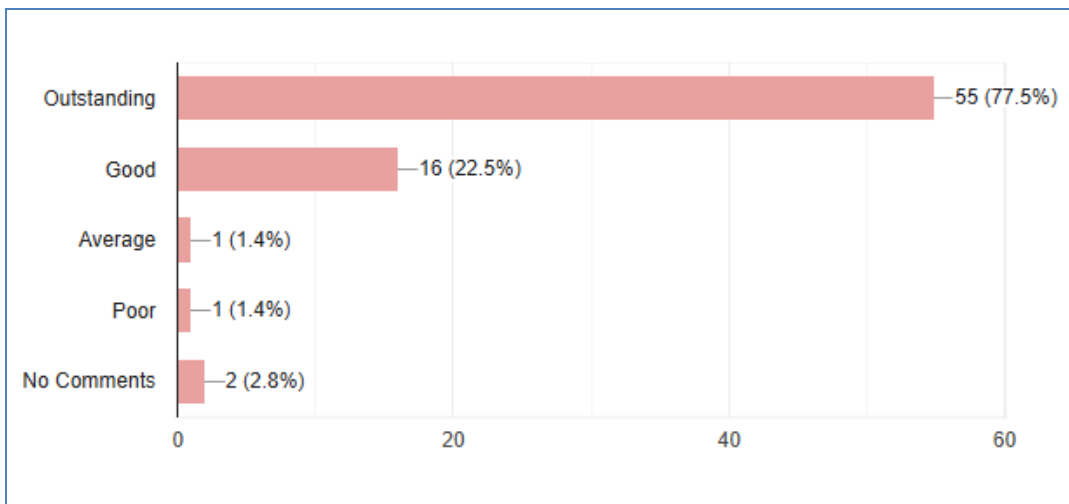


Chart 7: Level of Satisfaction on the Discipline/Punctuality of the arrangements

It is seen from the above that 77.5% of respondents (i.e., 55 out of 71) have opined that the Discipline/Punctuality of the arrangements was "outstanding," and 22.5% (i.e., 16 out of 71) have opined that it was "Good," and others' opinions are self-explanatory.

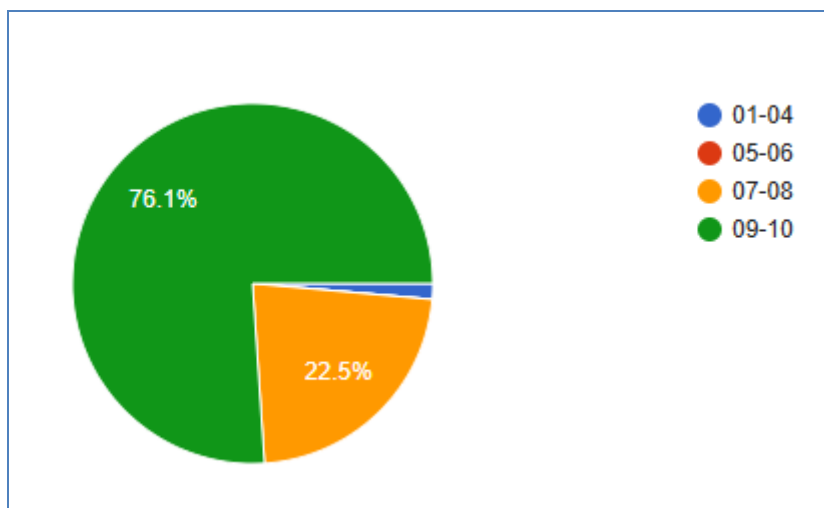


Chart 8: Rating on overall arrangements

As shown above, 76.1% of respondents rated the Overall Arrangement at Visva-Bharati as "outstanding." In comparison, 22.5% have opined that it was "Good," and others' opinions are self-explanatory.

Data Sheet of the Training Programme

Session & Time	Lecture delivered by	Theme	Points covered
Day – I: 02 February 2026			
Inaugural Session from 10.00 AM to 11.45 AM			
The weeklong Training Program for the Employees of Visva-Bharati started on 02 February 2026 at 10 in the morning with the inaugural session. The inaugural session was chaired by Dr. Probir Kumar Ghosh, Hon'ble Vice Chancellor,			

Visva-Bharati, with the gracious Presence of Hon'ble Shri Sandeep Sarkar, Additional Secretary, DARE, Govt. of India, and Financial Advisor, ICAR, as the Chief Guest. Other dignitaries on the Dais were Shri G. P. Sharma, Former Joint Secretary, Finance, ICAR & Course Director; Prof. Amit Kumar Hazra, Director, SEI&RR, Visva-Bharati; and Dr. Bikash Mukhopadhyay, Registrar, Visva-Bharati. The event was initiated with an Opening Song by a student of Siksha Bhavana, followed by the lighting of the lamp and the felicitation of the guests on the Dais. The welcome address was delivered by Dr Nimai Chand Saha, Librarian, Visva-Bharati, and Course Coordinator, followed by an address on the contents, methodology, and structure of the Training Program, as a blueprint for the program, delivered by the Course Director, Shri G. P. Sharma. During his address, the Director, SEI&RR, appreciated the initiative of the university authority for the first time at Visva-Bharati to his knowledge. In his inaugural address, the Hon'ble Vice Chancellor encouraged all participants and highlighted the importance and objectives of the Training Program. He also emphasized that the enhancement of the university's ranking and functioning depends on the performance of its Human Resources as a team. To achieve the said target, this training program will act as a catalyst and help develop the required competencies and attitudes of the university's employees. In his speech as the Chief Guest, Shri Sarkar stated that without a periodic training program, ensuring good governance is difficult. He has also appreciated the university's endeavor. He explained all the topics covered in this training program meticulously and motivated the participants by discharging their respective duties in accordance with the relevant rules and regulations. The inaugural session ended with a word of thanks from the Dr Bikash Mukhopadhyay Registrar, Visva-Bharati. Dr. Mukhopadhyay also assured all the participants that all sorts of cooperation will be extended from the administration as and when required. The inaugural session was anchored by Dr. Atig Ghosh, Assistant Professor in the Department of History and in charge of the Public Relations Officer (PRO).

After the tea break, the technical session started:

Session – 1: from 11.45 AM to 1.15 PM

Resource Person: Mr. G. P. Sharma

Topic: Budgeting and EFC

Key Issues Covered: During the presentation, Shri Sharma highlighted the Standing Finance Committee (SFC) and the Expenditure Finance Committee, as well as different aspects of Budgeting. He has also exemplified the Fund Flow for Visva-Bharati and the Procedure for EFC/SFC Budget Estimates for their final approval by the Parliament.

Session – 2: 2.00 PM to 3:30 PM

Resource Person: Mr. Prashant Kumar

Topic: TA and LTC Rules

Key Issues Covered: During the presentation, the experts explained the TA and LTC Rules, Actual Travelling Expenses, Role of Audit Officer, Family, Transfer, Different types of travelling allowances drawn by Government servants, Special Concessions, Full rate of road mileage to be allowed, if public interest served, Journey on transfer, Daily Allowance, Entitlement of Premium Trains, Premium Tatkal, Suvidha, Shatabdi, Rajdhani and Duronto Trains, etc. etc.

Innovative Session – 1: 3.45 PM to 4:30 PM

Resource Person: Prof. Amit Kumar Hazra

Topic: Tagore's Rural Reconstruction

Key Issues Covered: Legacy of Gurudeva Rabindranath Tagore for the Rural Reconstruction and development of the Village People and its current status. He has shown a video in support of the text to attract the audience's attention.

Session – 3: 4.30 PM to 6 PM

Resource Person: Mr. P. K. Biswas

Topic: PFMS, TSA, and CNA

Key Issues Covered: Public Financial Management System, Treasury Single Account, Central Nodal Agency, etc., etc., and offering **Practical Training** on the respective areas.



Glimpses of Day - I

Day – II: 03 February 2026

Session – 4: 10.00 AM to 11.30 AM

Resource Person: Mr.G. P. Sharma

Topic: Accounting Systems of Visva-Bharati

Key Issues Covered: Accounting concepts, Accounting conventions, Major Accounting Concepts, Accrual System of Accounting, Budgeting and Accounting in Visva-Bharati, Profit & Loss Account, Balance Sheet, and many more.

Session – 5: 11.45 AM to 1.15 PM

Resource Person: Mr. Rajesh Sahay

Topic: Pensionary / Retirement Benefits including NPS

Key Issues Covered: What are Pension & Other Retirement & Benefits? What are the three fundamental conditions for a G.S. to be eligible for Pension Benefits? Types of Pension: What is the difference between Superannuation Pension and Retiring Pension? NPS: An overview of developments, Key Features of the UPS, etc. etc.

Session – 6: 2.00 PM to 3.30 PM

Resource Person: Mr. M. K. Mulani

Topic: Pay Fixation

Key Issues Covered: Fixation / Withdrawal of pay of employees appointed on a re-employment basis on or after the 1st day of January, 2016, and Pay Matrix

Innovative Session – 2: 3.45 PM to 4:30 PM

Resource Person: Sri Suman Bhattacharya, Assistant Professor, Department of Rabindra Sangeet, Dance & Drama, Sangeet Bhavana.

Sri Bhattacharya performed some Rabindra Sangeet with an emphasis on Kirtan to entertain the participants and make them stress-free. All the participants enjoyed the performance and requested to allot a few more minutes for this session.

Session – 7: 4.30 PM to 6.15 PM

Resource Person: Mr. Irshad Alam

Topic: Noting, Drafting, and Record Keeping

Key Issues Covered: Noting, Guidelines for noting, functional approach for noting, structure of problem solving noting, drafting, Form of communication, Records Management, Stages of Records management process, Categorization of Records, Review, etc., etc.



Day – III: 04 February 2026

Session – 8: 10.00 AM to 11.30 AM

Resource Person: Mr. G. P. Sharma

Topic: GFR

Key Issues Covered: General Financial Rules 2017, What is GFR?, Content of GFR 2017, Various Provisions in GFR, General system of Financial Management, Defalcation and Losses, Budget formulation and implementation, Definition of Goods, Rule 143, Rule 224-227 Contract Management, Bank Reconciliation Statement, etc. etc.

Session – 9: 11.45 AM to 1.15 PM

Resource Persons: Mr. S. K. Singh and Mr. Kumar Rajesh

Topic: GFR and GeM (Theory & Practical)

Key Issues Covered: Indian Contract Act 1872, CVC Guidelines, Delegation of Financial Powers, RTI Act, GFR Rule 143, GFR Rule 130, Procedures for Execution of Works, Threshold of Procurement of Works, Special Provision for Scientific Dept., Procurement Steps, Rule 144, Financial Threshold, Administrative Filters, Financial Filters, Product Description, Comparison sheet, Important Do's & Dont's, etc. etc.

Session – 10: 2.00 PM to 3.30 PM

Resource Person: Mr. Pushpa Nayak

Topic: Medical Attendants Rules

Key Issues Covered: Medical Attendance Rules, Federal Services (Medical Attendance) Rules, 1944: Genesis, Central Services (Medical Attendance) Rules, 1944: Rule 1, Rule 2 of CS (MA) Rules: Definitions

Innovative Session – 3: 3.45 PM to 4:30 PM

Resource Person: Smt. Lopamudra Goswami

In this session, Smt Goswami explained the different kinds of stress and their impact on the Individual, Institution, workplace, and family. She also elaborated on how to overcome stress with different live examples. Participants were allowed to interact with specific stressors/conditions, and she provided some tips for handling such situations. She also invites all attendees to meet her every Wednesday at the Dean of Students' Welfare's office.

Session – 11: 4.30 PM to 6.00 PM

Resource Person: Mr. N. K. Jha

Topic: Leave Rules

Key Issues Covered: CCS (Leave) Rules, Types of Leaves, Maximum quantum of leave in a period, Earned Leave (EL) Rule 26, For vacational staff, Half Pay Leave (HPL), Commuted Leave, Leave not Due, Extraordinary Leave (EOL), EOL: consequences, Maternity Leave, Paternity Leave, Child Care Leave, Work Related Illness & Injury Leave (WRIL), Study Leave, Casual Leave, Restricted Holiday, Special Casual Leave, Joining Time, Conversion of leave, Leave account, Unauthorised absence from DUTY FR 17, Regularisation of unauthorised absence, etc. etc.



Glimpses of Day - III

Day – IV: 05 February 2026

Session – 12: 10.00 AM to 11.30 AM

Resource Person: MR.G. P. Sharma

Topic: Bank Reconciliation Statement (BRS)

Key Issues Covered: What is a Bank Reconciliation Statement? How to prepare the BRS? Why prepare BRS? What are the precautions to be taken for BRS? Etc., etc.

Session – 13: 11.45 AM to 1.15 PM

Resource Person: Mr. I. B. Kumar

Topic: Establishment/Recruitment and Reservation Policy & Rosters

Key Issues Covered: Article 16- Equality of opportunity, Article 46 The State to promote with special care the educational and economic interests of the people, Article 17, Inserted Article 15(4), Article 16(4) are: (I) Scheduled Castes (SC) (ii) Scheduled Tribes (ST) and (iii) Other backward Classes (OBC), Marriage- its Effect on Caste, Cases of Conversion or Re-Conversion, Effect of Adoption, Validity Period of OBC Certificate, Before 2019, the reservation was provided mainly on the basis of social and educational backwardness (Caste).

Session – 14: 2.00 PM to 3.30 PM

Resource Person: Mr. Pankaj Goyal

Topic: Insight into GST and TDS: Keu compliance, practical issues and Governance perspectives

Key Issues Covered: GST applicability to Government / University . Local Auhtorities,; Registration, Exemptions and reverse charge mechanism,; TDS, GST and Income Tax - scope, threshold and compliance; Common audit areas and risk areas; practical case illustrations for administrative sections, etc. etc.

Innovative Session – 4: 3.45 PM to 4:30 PM

Hon'ble Vice Chancellor Dr Probir Kumar Ghosh interacted with the candidates regarding the utility and status of the training programme. During the interaction, the Hon'ble Vice Chancellor has made it clear that the objectives of organizing this program are to: Candidates were allowed to share their views on the content and status of the presentation. Most of the candidates agreed and expressed their deep gratitude to the Hon'ble Vice Chancellor for organizing this training program for the university's non-teaching employees. Further, employees were motivated enough to assure him of the upliftment of daily work after the training, which will, in turn, lead to good governance with a positive attitude.

Session – 15: 4.30 PM to 6.00 PM

Resource Person: Mr.U. C. Bhardwaj

Topic: Parliamentary Procedure

Key Issues Covered: The Indian Constitution, Parliament under the Constitution, Lok Sabha & Rajya Sabha, Leader of the House, Leader of the Opposition, Parliamentary Questions, Zero Hour, Parliamentary Committees, Public Accounts Committee.



Glimpses of Day - IV

Day – V: 06 February 2026

Session – 15: 10.00 AM to 11.30 AM

Resource Person: MR.G. P. Sharma

Topic: Change Management

Key Issues Covered: Why Change Happens? The main external forces of change: ❖ Globalization ❖ Workforce Diversity ❖ Ethical Behaviour ❖ Technology ❖ Government Regulations and Policies ❖ Economic changes in the Country ❖ Growing competition ❖ Growing market trends ❖ Mergers and Acquisitions. **Internal causes:** ❖ Poor financial performance ❖ Internal crisis(Strike, shut down) ❖ Change in employee expectations ❖ Structural changes ❖ Administrative changes

Session – 16: 11.45 AM to 1.15 PM

Resource Person: Mr. Pankaj Kumar

Topic: Contract Labour Management, including New Labour Code/Laws

Key Issues Covered: Contract Labour Man, Labour Management, including the new Labour Code/Laws

Session – 17: 2.00 PM to 3.30 PM

Resource Person: Ms. Suparna Prasad

Topic: RTI Act

Key Issues Covered: Right to Information Act, 2005 Understand core provisions, legal duties & timelines under RTI Act, 2005 • Correctly process RTI applications end-to-end • Apply Section 8 & 9 exemptions properly • Draft clear, defensible RTI replies • Avoid penalties, CIC/State IC strictures, and personal liability • Handle RTI applications lawfully and efficiently, Why RTI Matters? Structure of RTI ACT, What is information?

Suo Motu Disclosures – Section 4

Suo Motu Disclosures – Legal Provisions, Landmark Judgments of the Supreme Court and High Courts.

Section 20: Penalties, Third-Party Audit – Purpose & Legal Basis, Section 24: Exempted Organization(S), Complaint and First Appeal – Case Law & Practice.

Innovative Session – 5: 3.45 PM to 4:30 PM

Dr Nimai Chand Saha has conducted a Kahoot quiz for the candidates. The course content, timing, and resource persons were the basic components of the quizzes. A total of 25 (2%) questions were set, with four multiple-choice options, and candidates were asked to choose the right answer using their handsets. After each question, the score was displayed on the screen. First, Second, and Third place: three candidates were felicitated during the valedictory session. The quiz session was enjoyed by all participants, with full energy and interest.

Session – 18: 4.30 PM to 6.00 PM

Resource Person: Mr.Viswa Ranjan

Topic: CCS Conduct Rules and CCS CCA Rules

Key Issues Covered: CCS Conduct Rules 1964, Activity requiring permission/Sanction, Do's as per CCS (Conduct Rule), CCS(CCA)Rules, 1965; Applicability, Suspension, Penalties, Disciplinary Authorities, Explanations, Authority to institute proceedings, Rule 14, Rule 16, Communications of orders, Appeals, Appellate Authority, Consideration of appeal



Glimpses of Day - V

Day – VI: 07 February 2026

Session – 19: 10.00 AM to 11.30 AM

Resource Person: Shri Pallav Kumar Chittej

Topic: communication skills (verbal and written), including various forms of communication

Key Issues Covered: Official Written Communication, Office Memorandum (OM), Notifications & Circulars, Oral Communication, Electronic / Digital Communication, Mass Communication, Inter-Departmental Communication, Public Grievance Communication, etc., etc.

Session – 20: 11.45 AM to 1.15 PM

Resource Person: Shri P. P. Ambastha

Topic: Vigilance Matters

Key Issues Covered: What is Vigilance? What is Corruption? Causes Of Corruption, Vigilance Organizations And Functions, Administration of Vigilance, Preventive Vigilance, Preventive Vigilance Measures, Prevention is Better, List of Officers of Doubtful Integrity, Some Good Practices, Preventive Measures: A Checklist, Role of Ethics in Public Service?, Ethics, Ethical Responsibilities for Officials, What is Integrity?, What is Integrity in organizational context, Integrity Pledge, etc. etc.

Session – 21: 2.00 PM to 3.00 PM

Resource Person: Shri G. P. Sharma

Topic: Statutory Audit by CAG and Internal Audit

Key Issues Covered: Explain the concepts and differences between the statutory audit by CAG and Internal Audit, the need and utility of the statutory audit and Internal Audit, clarifying with some case studies along with consequences, etc., etc.



Glimpses of Day - VI

Session – 15: 4.30 PM to 6.00 PM

Valedictory Session from 3.30 PM to 5.15 PM

The weeklong Training Program for the Employees of Visva-Bharati ended on 07 February 2026 at 3.30 PM with the valedictory session. The valedictory session was chaired by Dr Probir Kumar Ghosh, Hon'ble Vice Chancellor, Visva-Bharati, with the gracious Presence of Hon'ble Dr Tapan Kumar Adhya, Former Director, NRRI, Cuttack, Odisha, as the Chief Guest. Other dignitaries in the Dais were Shri G. P. Sharma, Former Joint Secretary, Finance, ICAR & Course Director; Dr Nimai Chand Saha, Librarian, Visva-Bharati, and Course Coordinator; and Dr Sanat Bhattacharya, Assistant Librarian & In-charge, Siksha Bhavana Library, Visva-Bharati, and Course Co-coordinator. The session was initiated with a presentation on the Training program by the Course Director. In his presentation, Shri Sharma has stated the summary of the program, right from course design, selection and invitation of the resource persons, maintaining contact with them for their travel plans, advising the course coordinator on the necessary action, and preparing for the technical, inaugural, and valedictory sessions. Participants were asked to share their opinions, and they offered some positive suggestions for the future. Dr Nimai Chand Saha has presented the report of the Training program, along with a detailed analysis of the feedback submitted by the participants through an online link. The dignitaries on the Dais and participants highly appreciated his meticulous and bibliometric presentation. In his speech, Dr. T. K. Adhya, as the Chief Guest, appreciated the university's initiative and stated that the feedback from the participants and the analysis report on the training program are self-explanatory regarding the program and its outcome. He has also mentioned that, to ensure good governance and motivate the employees, a periodic training program is imperative. In his valedictory address, the Hon'ble Vice Chancellor has encouraged all participants, resource persons, and organizers, especially Shri Sharma, for his tireless efforts in ensuring the event was a grand success. He also assured that similar training programs will be hosted periodically and requested all participants to discharge their duties in a proper manner with a positive attitude for the interest of the university. The valedictory session, as well as the training program, comes to a sweet end with words of thanks by Dr. Sanat Bhattacharya, Co-coordinator of the program, followed by the distribution of certificates among the participants and organizers by the Guests from the Dais. The valedictory session was also anchored by Dr. Atig Ghosh, Assistant Professor, Department of History, and in charge, Public Relations Officer (PRO). Finally, the event concludes with Ashram Sangeet.



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(A Central University and an Institute of National Importance)

World Heritage Site
As Inscribed by UNESCO on 17 September, 2023



**Training Programme on
Financial and Administrative Matters for Good Governance**

Venue – Conference Hall, Central Library
Date and Time – 02 February 2026, at 10.00 AM

Proposed Program Schedule (Inaugural Session)

- 10.00 AM - Invocation
- 10.05 AM - Opening Song
- 10.08 AM - Lighting of the Lamp
- 10.10 AM - Welcome Address by Shri Nimai Chand Saha, Course Coordinator
- 10.15 AM - Presentation of Training Program by Shri G. P. Sharma, Former Joint Secretary, Finance, ICAR & Course Director
- 10.25 AM - Address by Prof. Amit Kumar Hazra, Director, SEI&RR, Visva-Bharati,
- 10.35 AM - Address by Dr. Probir Kumar Ghosh, Hon'ble Vice Cahncellor, Visva-Bharati
- 10.50 AM - Address by Chief Guest, Hon'ble Shri Sandeep Sarkar, Additional Secretary, DARE, Govt. of India and Financial Advisor, ICAR
- 11.10 AM - Word of Thanks By Dr Bikash Mukhopadhyay, Registrar, Visva-Bharati
- 11.15 AM - Closing Song
- 11.20 AM - Group Photo
- 11.30 AM - Tea Break



বিশ্বভারতী ঃ বিশ্বভারতী ঃ VISVA-BHARATI
(A Central University and an Institute of National Importance)

World Heritage Site
As Inscribed by UNESCO on 17 September, 2023



**Training Programme on
Financial and Administrative Matters for Good Governance
Date : 02 to 07 February 2026, (10.00 AM to 6.00 PM)**

**Venue – Conference Hall, Central Library
Date and Time – 07 February 2026, at 3.00 PM**

Proposed Programme Schedule (Valedictory Session)

- 03.00 PM - Opening Song
- 03.05 PM - Presentation on Training Programme by Shri G. P. Sharma, Former Joint Secretary, Finance, ICAR & Course Director
- 03.15 PM - Feedback from the Participants
- 03.25 PM - Analysis of the Training Programme by Dr. Nimai Chand Saha, Librarian, Visva-Bharati and Course Coordinator
- 03.35 PM - Address by Chief Guest, Hon'ble Dr. Tapan Kumar Adhya, Former Director, NRRI, Cuttack, Odisha
- 03.45 PM - Address by Dr. Probir Kumar Ghosh, Hon'ble Vice Chancellor, Visva-Bharati
- 03.55 PM - Distribution of Certificate
- 04.10 PM - Word of Thanks by Dr. Sanat Kumar Bhattacharya, Assistant Librarian, Visva-Bharati and Course Co-ordinator
- 04.15 PM - Ashram Sangeet

