



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 on Financial and Administrative Matters for Good Governance 18 May – 24 May 2026

Report on the Training Programme "Financial and Administrative matters for Good Governance" conducted at Visva-Bharati from 18 – 24 May, 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 24th May, 2026 at 12.15 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 forty-five (45) 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.** Due to medical emergency Shri S. K. Singh, CAO, ICAR-IARI, Assam could not come and his scheduled session was taken up by Shri G. P Sharma. In another case, Shri Rishabh Parashar, DS in the Finance Department in Chhatisgarh Government also could not come possible due to no permission given by his department or due to some urgency of the work in his department. This session was also taken by Shri P.P Ambastha.
3. Initially the programme was designed for 6 days from 18-23 May 2026. However due to some additional sessions, the valedictory function was held on 24th May 2026 forenoon.
4. On our request, the Registrar's office identified the staff from the different departments, sections and units to enable them to participate and the notification was uploaded on the university website A total of seventy-one (71) participants actually attended the training programme, whose names may be seen in **Annexure – IV**.
5. 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. (including a team game amongst all

participants.) 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.

6. 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, nation anthem etc.
7. 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.
8. After completion of all sessions, participant feedback was also collected through a Google Form (<https://forms.gle/FCTk6M5Yf6WicpXn9>). Out of 71 participants 70 have given their feedback which was used for analysis and that was presented also during valedictory function.
9. Evaluation of the feedback was also conducted using Bibliometric analysis. Overall, the training programme has been rated outstanding (82.9%) and Good (17.1%), 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. The success of the programme is evident in the analysis that 70% of respondents (i.e., 49 out of 71) have opined that the innovativeness of sessions were "outstanding," and second highest available rating "Good" also was given by 20 participants (28.6%), and thus the analysis/comments are self-explanatory.
10. Certificates have been given to all seventy-one (71) participants who attended and completed the training programme.
11. Appreciation certificates have been given to the Course Director, Course Coordinator, Course Co-coordinator, and other members of the organizing team.
12. 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. It will also lead to development of at least 3-4 in-house faculty from the Visva-Bharati which was highlighted/insisted by the honble VC of the University.

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



বিশ্বভারতী
বিশ্বভারতী
Visva-Bharati



সংস্থাপক: রবীন্দ্রনাথ ঠাকুর
Founder: Rabindranath Tagore

আচার্য: শ্রী নরেন্দ্র মোদী
ACHARYA (CHANCELLOR)
SHRI NARENDRA MODI

উপাচার্য: ডॉ. প্রবীর কুমার গোস্বামী
UPACHARYA (VICE-CHANCELLOR)
DR. PROBIR KUMAR GHOSH

No. Admn./G/D-21/977

Date: 11.03.2026

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 for the 2nd phase during April / May-2026

Dear Sir,

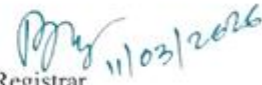
The undersigned is directed to inform you that we are planning to organize the training programme for the non-teaching employees of the university to enhance the efficiency, knowledge etc. on doing the jobs assigned to them in various Offices / Sections / Centres etc. of the university. The programme 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 for the 2nd phase considering your expertise in the field and being an external expert of your 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 end of March, 2026 so as to enable us to conduct the 2nd training During April / May-2026.

Thanking you

Yours sincerely,


Registrar
Visva-Bharati
कुलसचिव
विश्वभारती
Registrar
Visva-Bharati

Copy to :

1. Dr. Nimai Chand Saha, Librarian, Central Library, Visva-Bharati—Course Co-Ordinator

Annexure - II

Schedule of the Technical Sessions from 18 May 24 May 2026

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
18-05-2026	Inaugural Session	Tea Break	Budgeting and EFC Mr. G. P. Sharma	L U N C H B R E A K	GST and Income Tax Mr. B. Sundrival	Tea Break		PFMS & TSA (Theory & Practical) Mr. P. K. Biswas
19-05-2026	Accounting Systems of Visva-Bharati Mr. G. P. Sharma	Tea Break	Pensionary /Retirement Benefits including NPS Shri Rajesh Sahay		Parliamentary Procedure Mr. U. C. Bhardwaj	Tea Break	Tagores' Rural Reconstruction Director, SEI&RR, VB	Pay Fixation Mr. M. K. Mulani
20-05-2026	GFR, (Except procurement and Works) Mr. G. P. Sharma	Tea Break	GFR and GeM (Theory and Practical) Mr. G. P. Sharma		Leave Rules Mr. N. K. Jha	Tea Break	Stress Management S. K. Saha	Establishment/ Recruitment, Reservation Policy and Rosters Mr. I. B. Kumar
21-05-2026	Noting, Drafting and Record Keeping Mr. Irshad Alam	Tea Break	Contract Labour Management including new labour Code/Laws Mr. Pankaj Kumar		Medical Attendants Rules Mr. Gouranga Ghosh	Tea Break	Rights and Responsibilities of the NTS Registrar, VB	BRS Mr. G. P. Sharma
22-05-2026	TA and LTC Rules Mr. Vivek Purwar	Tea Break	CCS Conduct Rules and CCS CCA Rules Mr. Viswa Ranjan		RTI Act. Ms. Suparna Prasad	Tea Break	Sangeet as a Relaxing Tool Shri S. Bhattacharya	Vigilance Matters - I CVC Shri P. P. Ambastha
23-05-2026	Statutory Audit by CAG and Internal Audit Mr. G. P. Sharma	Tea Break	Vigilance Matters - II CVC Shri P. P. Ambastha		The Role of Discipline and Ethics in Service to the Nation Dr. Nazrul Islam	Change Management Mr. G. P. Sharma 3.30 PM to 4.45 PM		
24-05-2026	Valedictory Session followed by Online Interactive Quiz 10.00 AM to 11.45 AM							

Annexure - III

The details of the Resource Persons for training program from 18 May – 24 May 2026.

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, <u>Krishi Bhawan</u> , New Delhi	9650750123	govindpsharma@yahoo.com mail.gpsharma@gmail.com
2.	Shri Viswa Ranjan	Registrar, IIT, Kanpur	7390811970	registrar@iitk.ac.in
3.	Shri I. B. Kumar	CAO, ICAR-CSWARI, <u>Avikanagar</u> , Dist. <u>Tonk</u> , Rajasthan	9509339958	Ib.kumar@nic.in director.cswri@icar.org.in
4.	Mr. Irsad Alam	Deputy Secretary, Ministry of Tourism, New Delhi	9968842945 7982334801	alam.irsad@gov.in
5.	Shri Gauranga Ghosh	CFAO, ICAR-CIFRI, <u>Barrackpore</u> (WB)	9531856545	gaurangaghosh_icar@rediffmail.com
6.	Shri Pankaj Kumar	Chief AO (SG) ICAR-IIPR, Kanpur	9458543296	pankajkumar.icar@icar.org.in director.iipr@icar.gov.in
7.	Ms. Suparna Prasad	Additional Director, Directorate of HRD, DRDO <u>Bhawan</u> , Ministry of Defence, New Delhi	9811981015	prasad.suparna@gmail.com
8.	Shri M. K. Mulani	Chief FAO, ICAR-CIAE, Bhopal	9868530222	mahesh.mulani@icar.org.in , cfaociae@gmail.com directorciae@gmail.com
9.	Shri Uttam Chand Bhardwaj	Former Director, Parliament of India, <u>Lok Sabha</u> , New Delhi	9810673571	uthaan.uttam@yahoo.co.in
10.	Shri Navin Kumar Jha	Chief Administrative Officer ICAR-CIBA, Chennai	9903492200	navin.jha@nic.in icarciba21@gmail.com
11.	Mr. Vivek Purwar	CAO (SG), NAARM, <u>Rajendra Nagar</u> , Hyderabad	9560302233	hoa@naarm.org.in director@naarm.org.in
12.	Shri P. P. Ambastha	Deputy Chief Commissioner for PwD and Chief Vigilance Officer (Part Time)	8076814599	ambastha.pp@nic.in
13.	Shri Rajesh Sahay,	Former Sr. Comptroller, ICAR-IARI, New Delhi	9818969881	rajeshsahay1965@gmail.com
14.	Adv. Bineet Sundrival	Advocate, FCA, Managing Partner, Unicorn Legal LLP, New Delhi	9711215657	bs@unicornlegal.iin
15.	Mr. P. K. Biswas	Sr. Accountant, PAO, Ministry of Education, Kolkata Office	8910888289	biswas2007@rediffmail.com
16.	Dr Nazrul Islam, IPS	Former ADG and IG of Police, West Bengal		dnazrulislamips@gmail.com

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VISVA-BHARATI



Notice (Revised)

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 Phase – II / Batch - II 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 Coordinator. The resource persons will be from different parts of India and different background.

The training program for the second batch is scheduled to be held from 18 – 23 May 2026 from 10.00 am to 6.00 pm at the Conference Hall, Central Library, Visva-Bharati. The revised list of candidates for the second batch and proposed schedule of the technical session are being enclosed herewith as Annexure – I and Annexure – II, respectively.

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

This may also to be noted, that if any Officer, Non-teaching member of the Visva-Bharati those are not enlisted, they may also come directly at the venue on 18 May 2026 at 9.45 AM to participate in full swing. Faculty members and Chairperson, Members associated with different Committees of Central Store and Purchase, interested Directors, Principals and HODs are also requested to attend the concerned session as they wish.

All are requested to reach at the venue by 9.50AM for timely starting of the sessions.

Cooperation from all concerned is highly solicited.

Registrar
Visva-Bharati

कुलसचिव
विश्वभारती

Registrar

Visva-Bharati

Ref. No. REG/Notice/93/ 39 /2026-27

Date: 15/05/2026

Copy to:

1. Directors/ Adhyakshas of all Bhavanas/ Vibhagas
2. Heads/ In-charge of all Academic/Administrative Departments/ Centres/ Offices etc.
3. JR and CS to the Vice-Chancellor

Training Program on Financial & Administrative Matters for Good Governance for Visva-Bharati Employees Date: 18-24 May 2026, from 10. 00 AM to 06.00 PM List of Participants			
Sl. No.	Name	Designation	Dept./ Bhavana/ Centre
1.	Swarupendu Biswas	Section Officer	Academic & Research
2.	Aditya Maity	MTS	Academic & Research
3.	Susmita Biswas	MTS	Academic & Research
4.	Nipa Kundu	MTS	Academic & Research
5.	Md. Sanaullah Mollick	Section Officer	Accounts office
6.	Buddhadeb Chitrakar	Section Officer	Accounts office
7.	Ayan Mallik	System Programmer	Admission Cell and SAMARTH
8.	Suman Metay	MTS	Admission Coordination Cell
9.	Shovon Kr. Ruj	Archival Assistant	Central Library
10.	Dr. Prasun Kanti Ghoshal	Professional Assistant	Central Library
11.	Shelly Mondal	MTS	Central Library
12.	Dr. Ambika Charan Adhikari	Section Officer	Central Purchase Section
13.	Tapobijoy Mukhopadhyay	Senior Assistant	Central Purchase Section
14.	Sourov Sen	Office Assistant	Central Purchase Section
15.	Sumit Pramanik	MTS	Central Purchase Section
16.	Kaushik Chatterjee	MTS	Central Purchase Section
17.	Dr. Prajnalankar Bhikkhu	Joint Registrar	Central Purchase Section & SC ST Cell
18.	Jitendra Meena	MTS	Dean Office (PSNS)
19.	Alok Soni	MTS	Dean Office (PSNS)
20.	Radha Raman Mandal	Laboratory Assistant	Department of Botany
21.	Subhajit Sinha	MTS	Dept. of Philosophy and Compt. Religion
22.	Mitali Saikia	Jr. Engineer	Engineering Department
23.	Debayan Goswami	Deputy Registrar	Establishment

24.	Debolina Ghosh	MTS	Establishment
25.	Tanushree Dey	MTS	Establishment
26.	Mrityunjoy Chakraborty	Sr. Assistant	Establishment
27.	Utpal Hazra	Assistant Registrar	Estate Office
28.	Rathindranath Pal	Office Assistant	Estate Office
29.	Jiban Das Modak	Office Assistant	Examination
30.	Subho Nandi	MTS	Examination
31.	Sushobhan Banerjee	Office Assistant	Examination
32.	Hiranmoy Banerjee	Senior Assistant	Finance Office
33.	Sayan Majumdar	MTS	Finance Office
34.	Arjun Barman	MTS	Finance Office
35.	Laltu Mondal	Office Assistant	Garden Section
36.	Badal Hazra	Office Assistant	Internal Audit Office
37.	Akash Kumar	MTS	Internal Audit Office
38.	Amulya Kumar Jena	Superintendent (Preservation)	Kala Bhavana Museum
39.	Tanup Kumar Nath	Jr. Preservation Asst.	Kala Bhavana Museum
40.	Ilina Chowdhury	Sr. Assistant	Kala Bhavana Office
41.	Rajat Kumar	MTS	Kala Bhavana Office
42.	Kaustav Banerjee	MTS	Office of the Registrar
43.	Subhadip Konar	MTS	Office of the Vice Chancellor
44.	Chanchal Kumar Das	Sr. Office Assistant	Office of the Vice Chancellor
45.	Saurabh Kumar	MTS	Painting, Kala Bhavana
46.	Dinesh Singh	Office Assistant	Patha Bhavana
47.	Arpita Bhowal	MTS	Patha Bhavana
48.	Barnali Mondal	MTS	Patha Bhavana
49.	Bablu Mal	Sr. Office Assistant	Principal's Office, PSB
50.	Tina Roy	MTS	Proctor Office
51.	Rajib Chakraborty	Section Officer	Proctor Office

52.	Sugata Chakraborty	MTS	PSB Library
53.	Shamik Dasgupta	Audio Visual Operator	Public Relations Office
54.	Jagganath Basunia	MTS	Rabindra Bhavana
55.	Dr. Ramesh Meher	Senior Assistant	Rabindra Bhavana
56.	Dr. Pradip Kumar Mondal	Curator	Rabindra Bhavana
57.	Purba Banerjee	Museum Guide	Rabindra Bhavana
58.	Saurav Roy	MTS	Rabindra Bhavana
59.	Birup Chatterjee	Sr Assistant	Rabindra Sangeet Gabeshana Kendra
60.	Akash Maji	MTS	Sangit Bhavana
61.	Dhananjoy Karmakar	MTS	Sangit Bhavana Library
62.	Somen Chakraborty	MTS	Siksha Bhavana Library
63.	Mirila Tudu	Section Officer	Siksha Satra
64.	Indranil Mitra	MTS	Siksha Satra
65.	Sudipta Santra	MTS	Siksha Satra
66.	Saikat Mondal	MTS	Vidya Bhavana
67.	Amit Kumar Chaki	MTS	Watch & Ward
68.	Jibananda Dey	MTS	LL&E
69.	Kamakshya Charan Dutta	Office Assistant	PSB
70.	Sougata Samanta	Professional Assistant	Kala Bhavana Library
71.	Kishan Kumar	MTS	Dept. of Bio-Technology

Analysis of the Training Programme:

Sessions	Numbers
Technical	23
Innovative	4
Interaction	1
Quiz	1
Total	29

Resources Persons	Numbers
Technical	16
Innovative	4
Interaction	1
External Guests	1
Total	22
Male	21
Female	1

Duration	Hrs
Inaugural Session	1.5
Technical Session	34.5
Innovative Session	3
Valedictory session	2.25
Lunch & Tea Break	4.5
Total	45.75

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/FCTk6M5Yf6WicpXn9>) 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:

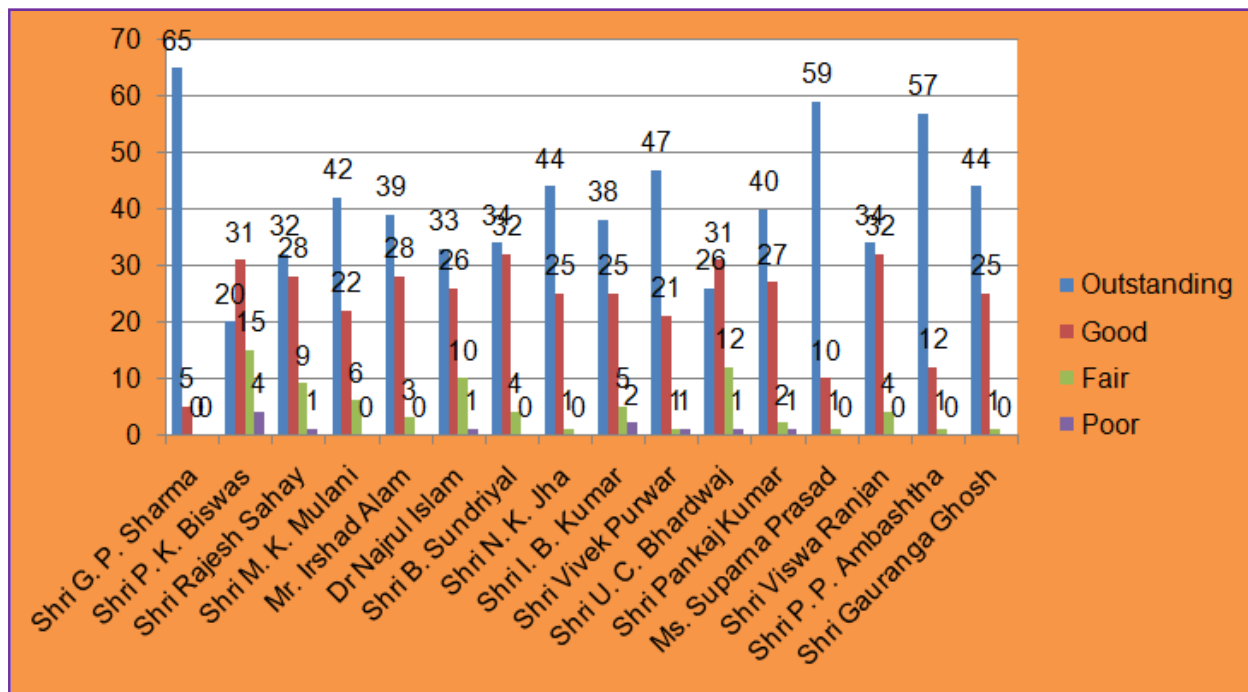


Chart 1: Contents of the Presentation

The statistical analysis of the feedback on the **Contents of the Presentation** indicates a highly positive response from the participants. Most presenters received a large number of “Outstanding” and “Good” ratings, reflecting the relevance, quality, and usefulness of the content delivered during the sessions. Among all presenters, Shri G. P. Sharma received the highest appreciation with 65 “Outstanding” ratings, followed by Ms. Suparna Prasad and Shri P. P. Ambastha with 59 and 57 “Outstanding” responses respectively. Shri Vivek Purwar, Shri N. K. Jha and Shri Gauranga Ghosh also earned notable positive feedback with 47, 44 and 44 “Outstanding” ratings respectively, demonstrating the effectiveness and relevance of their presentation contents. The number of “Poor” ratings was extremely low for most presenters, while “Fair” responses remained comparatively limited. This suggests that the participants were generally satisfied with the depth, clarity, organization, and practical relevance of the topics covered by the resource persons. Overall, the analysis clearly reveals that the participants highly appreciated the contents of the presentations and found them informative, well-structured, and beneficial for enhancing their knowledge and professional understanding during the training programme.

2. On the Presentation Style:

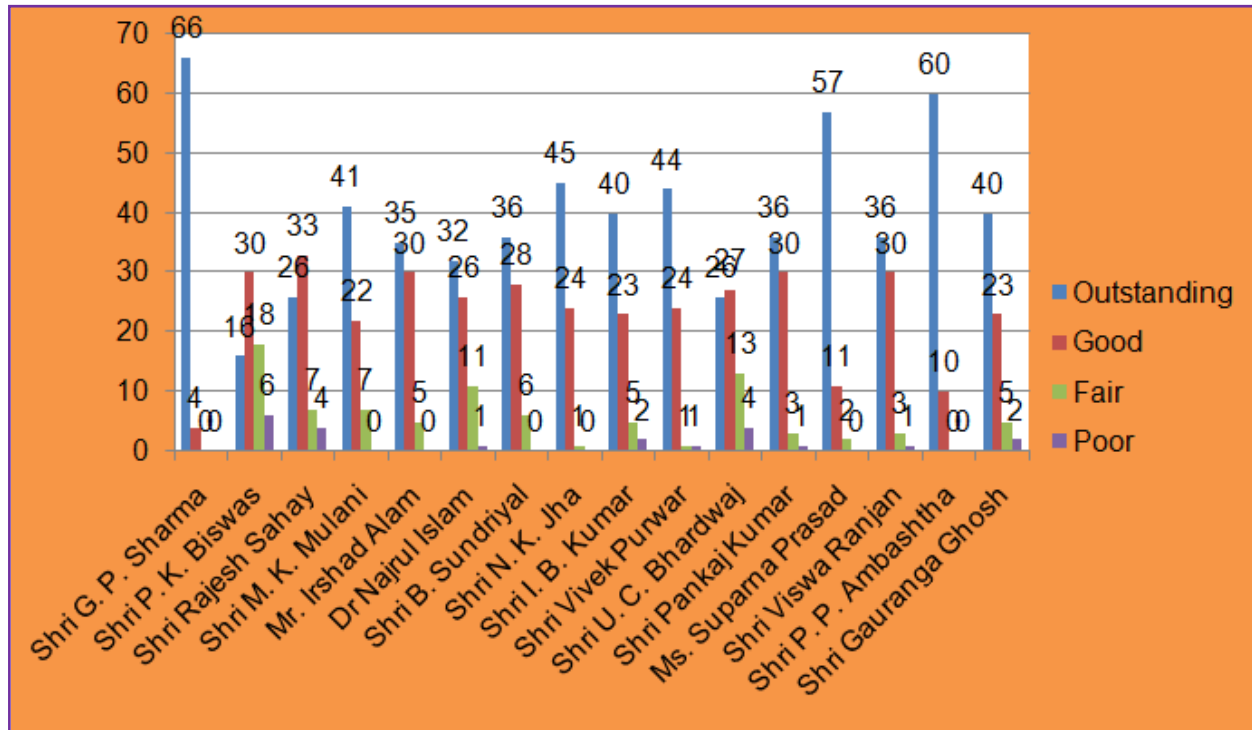


Chart 2: Presentation Style

The statistical analysis of the feedback on the **Style of Presentation** of the presenters reflects an overwhelmingly positive response from the participants. Most presenters received a substantial number of “Outstanding” and “Good” ratings, indicating that their presentation styles were effective, interactive, and highly appreciated by the attendees. Among all the presenters, Shri G. P. Sharma secured the highest appreciation with 66 “Outstanding” ratings, followed by Shri P. P. Ambastha and Ms. Suparna Prasad with 60 and 57 “Outstanding” responses respectively. Shri N. K. Jha and Shri Vivek Purwar also received remarkable positive feedback with 45 and 44 “Outstanding” ratings respectively, highlighting their excellent communication and presentation abilities. Only a very negligible number of respondents assigned “Poor” ratings to a few presenters, while the number of “Fair” responses remained comparatively low. This clearly indicates that the participants were generally satisfied with the clarity, delivery methods, interaction, and overall presentation techniques adopted by the resource persons during the sessions. Overall, the analysis demonstrates that the presenters were widely appreciated for their effective communication skills, engaging delivery styles, and their ability to sustain the interest and active participation of the audience throughout the training programme.

3. On the Level of Satisfaction:

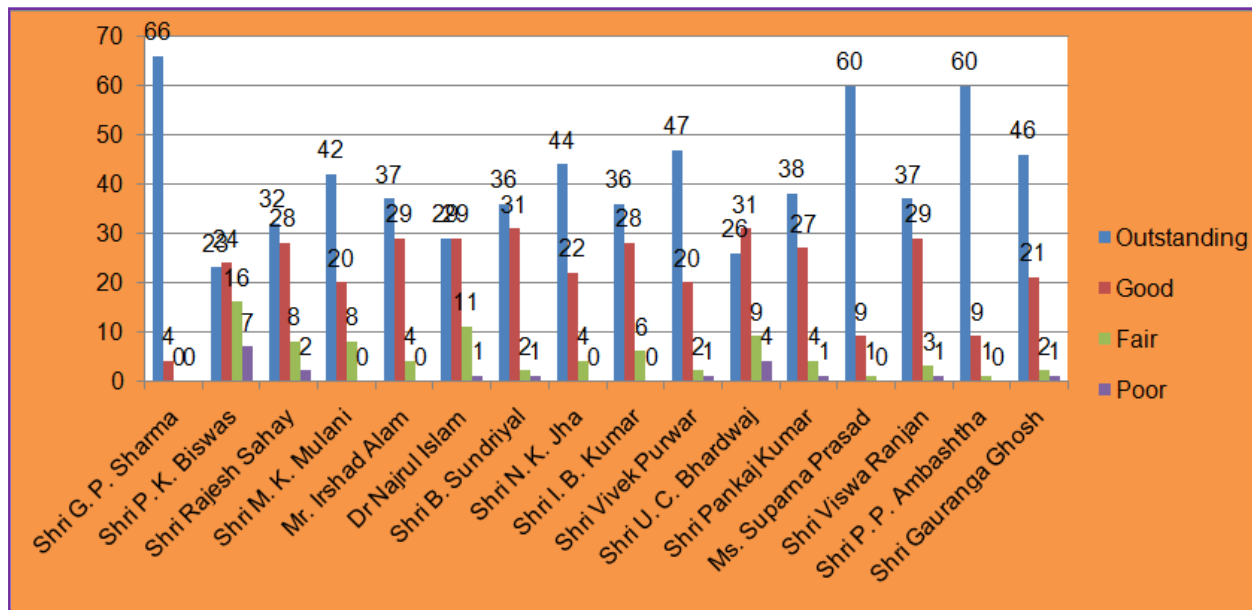


Chart 3: Expert-wise Level of Satisfaction

The statistical analysis of the feedback on the level of satisfaction with the presenters reflects an overwhelmingly positive response from the participants. Most presenters received a high number of “Outstanding” and “Good” ratings, indicating the effectiveness, relevance, and quality of their presentations. Among the presenters, Shri G. P. Sharma received the highest appreciation with 66 “Outstanding” ratings, followed by Ms. Suparna Prasad and Shri P. P. Ambastha, each receiving 60 “Outstanding” responses. Shri Vivek Purwar, Shri Gauranga Ghosh and Shri N. K. Jha also earned significant positive feedback with 47, 46 and 44 “Outstanding” ratings respectively, highlighting their impactful delivery and subject expertise. The number of “Poor” ratings was negligible for almost all presenters, which suggests that the sessions were well accepted by the participants. Similarly, the comparatively lower number of “Fair” responses indicates that the majority of the attendees were satisfied with the presentation style, communication skills, and engagement methods adopted by the resource persons. Overall, the analysis clearly demonstrates that the participants highly appreciated the presenters for their knowledge, presentation techniques, and effective interaction during the training programme.

4. Comments on the Level of Satisfaction:

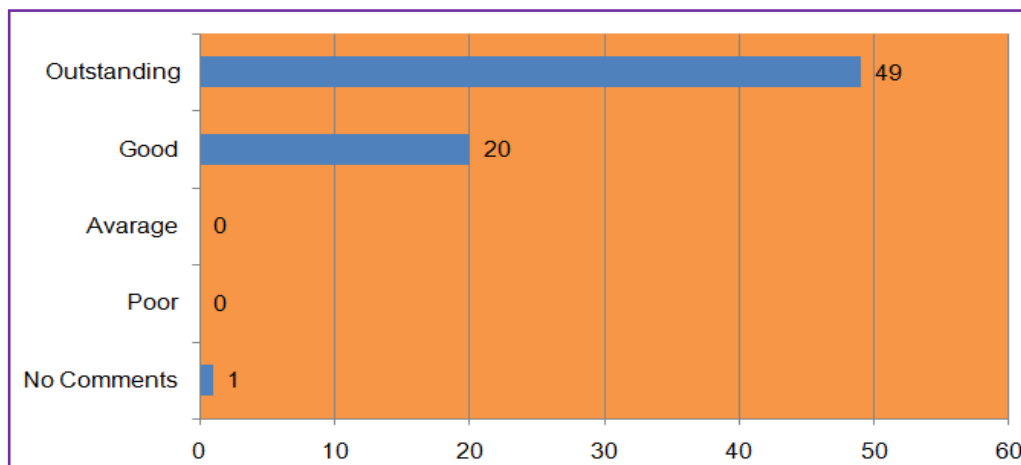


Chart 4: Level of Satisfaction on the innovativeness of the sessions

The above analysis reveals that the participants were highly satisfied with the innovativeness of the sessions. Out of 71 respondents, 49 participants (69%) rated the sessions as “Outstanding,” while 20 respondents (28.17%) considered them “Good.” The responses of the remaining participants are self-explanatory. Overall, the findings reflect a very positive perception regarding the creativity and innovative approach adopted during the training sessions.

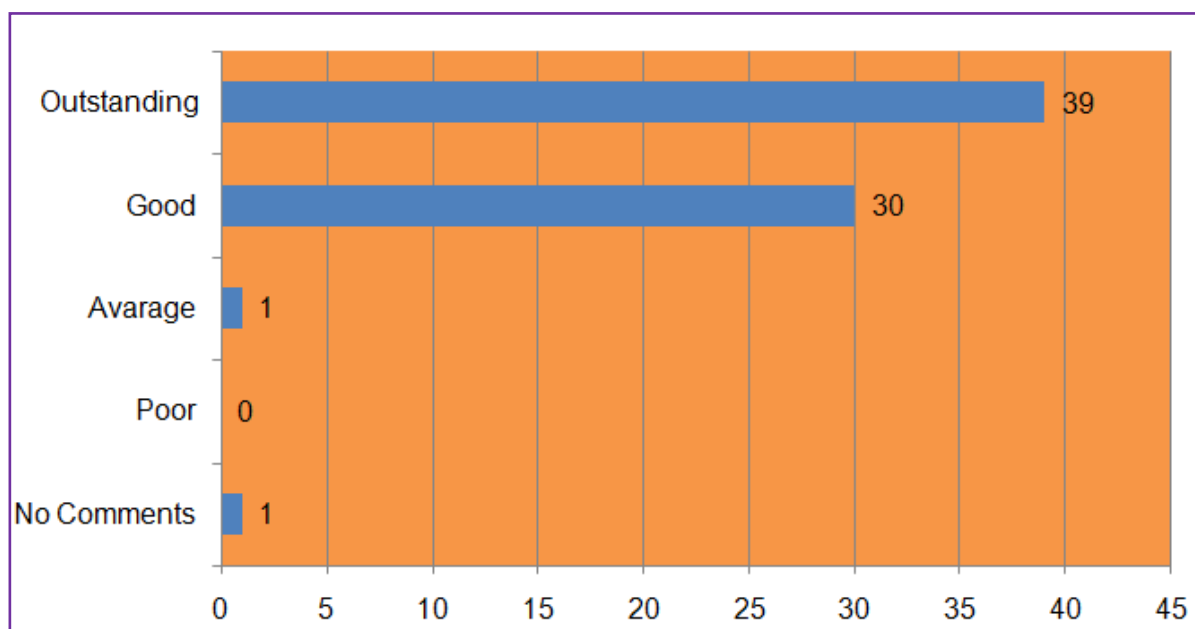


Chart 5: Level of Satisfaction on the refreshments

The above analysis indicates that the participants were highly satisfied with the refreshments provided during the programme. Out of 71 respondents, 39 participants (54.93%) rated the refreshments as “Outstanding,” while 30 respondents (42.25%) considered them “Good.” The opinions of the remaining respondents are self-explanatory. Overall, the feedback reflects a positive response regarding the quality and arrangement of the refreshments.

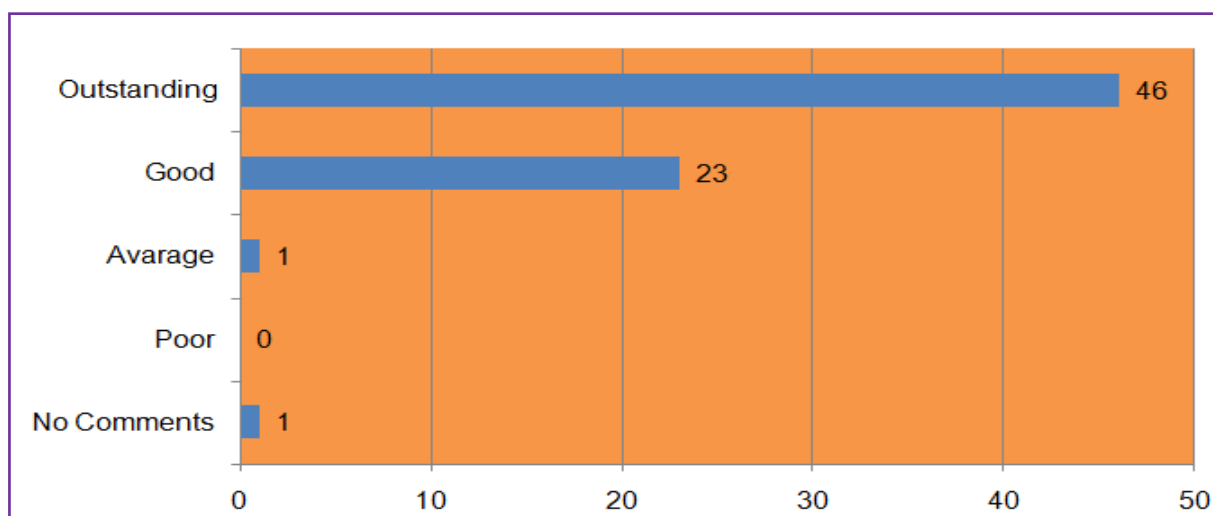


Chart 6: Level of Satisfaction on the Designing, Coverage, Contents of the Subjects and Methodology of the lecture

The above analysis indicates that the participants expressed a highly positive opinion regarding the design, coverage, content of the subjects, and methodology of lecture delivery. Out of 71 respondents, 46 participants (64.79%) rated these aspects as “Outstanding,” while 23 respondents (32.4%) considered them “Good.” The responses of the remaining participants are self-explanatory. Overall, the findings reflect a high level of satisfaction with the structure and delivery of the training programme.

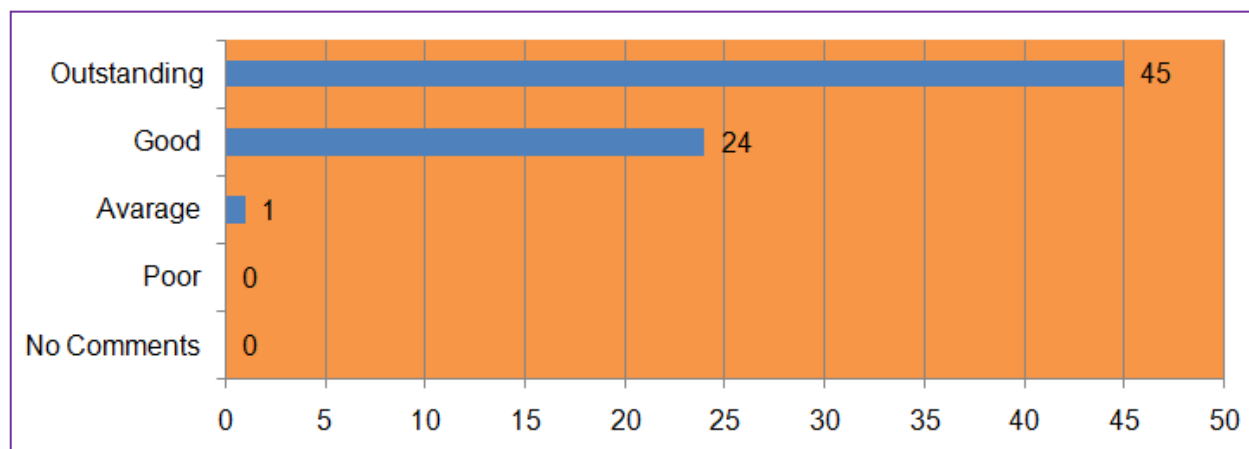


Chart 7: Level of Satisfaction on the Discipline/Punctuality of the arrangements

The above analysis reveals that the majority of the respondents expressed a highly positive opinion regarding the discipline and punctuality of the arrangements. Out of 71 participants, 45 respondents (64.28%) rated the discipline and punctuality as “Outstanding,” while 24 respondents (33.8%) considered them “Good.” Only 1 respondent (1.4%) rated the arrangements as “Average.” The findings indicate that the programme was conducted in a well-organized and disciplined manner, ensuring punctuality throughout the event.

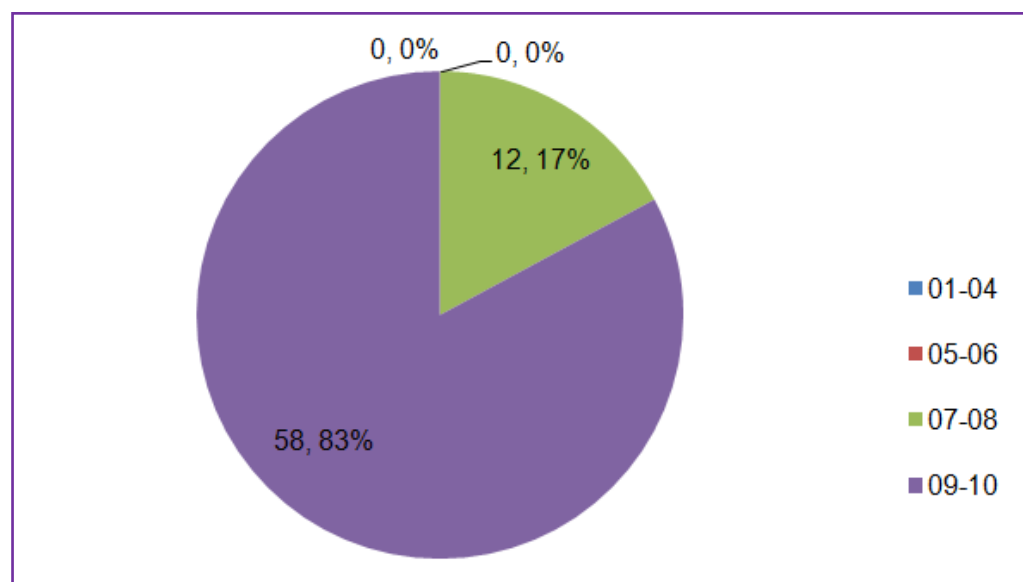


Chart 8: Rating on overall arrangements

As shown above, the participants’ perceptions regarding the overall arrangements made by Visva-Bharati were highly positive. The responses were mainly concentrated in two categories — “Outstanding” and “Good.” A significant majority of the respondents (83%) rated the overall

arrangements as “Outstanding,” while the remaining 17% considered them “Good.” The findings clearly indicate a high level of satisfaction among the participants regarding the arrangements made for the programme.

Data Sheet of the Training Programme

Session & Time	Lecture delivered by	Theme	Points covered
Day – I: 18 May 2026			
Inaugural Session from 10.00 AM to 11.45 AM			
The 2nd phase of the weeklong Training Program for the Employees of Visva-Bharati started on 18 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 Shri Dhaval Jain, Hon'ble District Magistrate, Birbhum, 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, University 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, Prof. Amit Kumar Hazra, Director, SEI&RR, Visva-Bharati, appreciated the efforts of the university authorities in organizing such training programme for the development of human resources. 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 address as the Chief Guest, Shri Dhaval Jain emphasized that periodic training programmes are essential for ensuring good governance. He highly appreciated the university's initiative in organizing such a programme. He elaborately explained the various topics covered during the training and encouraged the participants to discharge their respective duties effectively in accordance with the relevant rules and regulations. The inaugural session concluded with a vote of thanks delivered by Dr. Bikash Mukhopadhyay, Registrar, Visva-Bharati. Dr. Mukhopadhyay assured all the participants that the administration would extend every possible cooperation whenever required. The session was anchored by Dr. Atig Ghosh, Assistant Professor in the Department of History and Officer-in-Charge of Public Relations (PRO). Following the tea break, the technical sessions of the training programme commenced:			
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. B Sundriyal Topic: GST & Income Tax			

Key Issues Covered: The session highlighted constitutional provisions of taxation, GST exemptions and taxable services for universities, applicability of TDS, and input tax credit. Various practical case studies were discussed to help participants understand real-life financial and administrative situations. The speaker also explained personal tax planning and the comparative features of the old and new income tax regimes. The presentation proved highly informative and beneficial for enhancing financial and administrative awareness among the participants.

Session – 3: 4.30 PM to 6 PM

Resource Person: Mr. P. K. Biswas

Topic: PFMS & TSA (Theory & Practical)

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: 19 May 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.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.

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

Resource Person: Prof. Amit Kumar Hazra

Topic: Tagore's Rural Reconstruction

Key Issues Covered: The highlighted Gurudeva's visionary ideas for rural upliftment and self-reliant village development. The speaker discussed Tagore's initiatives in education, agriculture, rural economy, health, and community development through Sriniketan and other programmes aimed at improving the lives of village people. The session also explained the present relevance and current status of Tagore's rural reconstruction ideals in modern society. To make the presentation more engaging and effective, a video related to the topic was shown, which successfully attracted the attention and interest of the audience.

Session – 7: 4.30 PM to 6.00 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



Glimpses of Day - II

Day – III: 20 May 2026

Session – 8 & 9 : 10.00 AM to 1.15 PM

Resource Person: Mr. G. P. Sharma

Topic: GFR & GEM

Key Issues Covered: The presentation provided an overview of the General Financial Rules (GFR) 2017 and their application in institutional financial administration. The speaker discussed important aspects of financial management, procurement procedures, contract management, budget implementation, and accountability. Key provisions of GFR Rules 130, 143, and 224–227, along with the Indian Contract Act, CVC guidelines, RTI Act, and delegation of financial powers, were explained in detail. The session also highlighted procurement steps, financial thresholds, administrative and financial filters, comparison sheets, and important do's and don'ts to ensure transparency, efficiency, and compliance in institutional administration.

Session – 10: 2.00 PM to 3.30 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.

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

Resource Person: S.K. Saha

Topic: Stress Management: A practical guide to understanding, recognizing, and managing stress for a healthier, more balanced life.

Key Issues Covered: The presentation on Stress Management explained the causes, symptoms, and effects of stress on daily life. It highlighted different types of stress and discussed important stress theories. Various stress management techniques such as time management, meditation, exercise, healthy diet, and proper sleep were suggested. The role of counseling and emotional support was also emphasized. Overall, the presentation encouraged healthy habits and positive coping strategies for a balanced life.

Session – 11: 4.30 PM to 6.00 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).



Glimpses of Day - III

Day – IV: 21 May 2026

Session – 12: 10.00 AM to 11.30 AM

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.

Session – 13: 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 – 14: 2.00 PM to 3.30 PM

Resource Person: Mr. Gouranga Ghosh

Topic: Medical Attendants rules

Key Issues Covered: The presentation provided a detailed understanding of the CGHS and CS(MA) Rules and their practical application in handling medical cases of employees and pensioners. The speaker explained important topics such as eligibility, medical facilities, referral procedures, hospitalization, emergency treatment, reimbursement claims, and ward entitlements under CGHS. The session also highlighted the role of Authorized Medical Attendants (AMA), admissible medical expenses, and documentation required for claim settlement. Important provisions regarding delay condonation, prolonged treatment, and reimbursement procedures were discussed with practical examples.

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

Resource Person: Dr, Bikash Mukhopadhyay, Registrar, Visva-Bharati

Topic: Rights and responsibilities of the NTS

Key Issues Covered: The presentation highlighted the importance of job satisfaction and the role of administrative staff in educational institutions. It discussed key factors affecting employee satisfaction such as salary, promotion, leave rules, working hours, training opportunities, and retirement benefits. The presentation also compared the conditions of Shiksha Bandhu staff with teachers to identify differences in professional benefits and responsibilities. Participants were encouraged to share their opinions on job satisfaction and expectations from the administration. Overall, the presentation emphasized the need for supportive administration, fair policies, and professional development opportunities to ensure an efficient and motivated workforce in educational institutions.

Session – 15: 4.30 PM to 6.00 PM

Resource Person: Mr. G. P. Sharma

Topic: BRS

Key Issues Covered: The presentation provided a clear understanding of the importance and process of bank reconciliation in financial administration. The speaker explained the reasons for differences between the cash book and bank statement, such as unpresented cheques, uncleared deposits, bank charges, and incorrect entries. The procedure for preparing BRS and identifying unreconciled items was discussed with practical illustrations and examples. The session also highlighted areas of concern, including delayed reconciliation, audit objections, and risks of overpayment or incorrect transactions.



Glimpses of Day - IV

Day – V: 22 May 2026

Session – 16: 10.00 AM to 11.30 AM

Resource Person: Mr Vivek Purwar

Topic: TA & LTC Rules

Key Issues Covered: The presentations on CCS LTC Rules, 1988 and Travelling Allowance provided a

detailed understanding of the rules and procedures related to official travel and leave travel concession for government employees. The speaker explained the eligibility criteria, admissibility of LTC benefits, entitlement for travel by air, rail, and road, and provisions relating to family members and dependent beneficiaries. Important aspects such as LTC advance, reimbursement procedures, leave encashment, proof of journey, and forfeiture of claims were discussed with practical illustrations. The session also highlighted Travelling Allowance rules, Daily Allowance rates, timing restrictions, and entitlement during official tours, training, transfer, and other official duties.

Session – 17: 11.45 AM to 1.15 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

Session – 18: 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 – 4: 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 – 19: 4.30 PM to 6.00 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.



Glimpses of Day - V

Day – VI: 23 May 2026

Session – 20: 10.00 AM to 11.30 AM

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.

Session – 21: 11.45 AM to 1.15 PM

Resource Person: Shri P.P. Ambastha

Topic: Communication skills

Key Issues Covered: The presentation highlighted various forms of official communication used in administrative work, including Office Memorandums (OMs), notifications, circulars, and official correspondence. The speaker discussed oral, electronic, digital, mass, inter-departmental, and public grievance communication, emphasizing clarity, professionalism, and effective information exchange. The session proved highly useful for understanding modern communication practices in institutional administration

Session – 22: 02.00 PM to 3.30 PM

Resource Person: Dr Nazrul Islam

Topic: The role of discipline and ethics in service to the nation

Key Issues Covered: The presentation on “The Role of Discipline and Ethics in Service to the Nation” highlighted the importance of integrity, honesty, responsibility, and dedication in public service. The speaker emphasized that discipline and ethical conduct are essential for maintaining

transparency, accountability, and efficiency in administrative work. Various examples were discussed to demonstrate how ethical values contribute to good governance and nation-building. The session also stressed the importance of professional behavior, respect for rules and regulations, and commitment to public welfare. The presentation proved highly inspiring and encouraged participants to uphold ethical standards in their professional duties.

Session – 23: 3.30 PM to 4.45 PM

Resource Person: MR.G. P. Sharma

Topic: Change Management

Key Issues Covered: The presentation on “Change Management” highlighted the importance of adapting to change for organizational growth and efficiency. The speaker explained various external factors responsible for change, including globalization, workforce diversity, ethical behaviour, technological advancements, government regulations, economic changes, market competition, changing trends, and mergers and acquisitions. Internal causes such as poor financial performance, internal crises, changing employee expectations, structural modifications, and administrative changes were also discussed. The session emphasized the need for effective change management to maintain organizational stability and achieve institutional goals. The presentation proved highly informative and encouraged participants to develop a positive approach towards change in professional environments.



Glimpses of Day - VI

Day – VII: 24 May 2026

Valedictory Session from 10.00 AM to 11.35 AM

The weeklong Training Program for the Employees of Visva-Bharati concluded on 24 May 2026 at 11:35 AM with a valedictory session chaired by Dr Probir Kumar Ghosh. The session was graced by Chief Guest Dr Nazrul Islam, along with dignitaries including Shri G. P. Sharma, former Joint Secretary (Finance), ICAR and Course Director; Dr Bikas Mukhopadhyay, Registrar, Visva-Bharati; Dr Nimai Chand Saha, University Librarian and Course Coordinator; and Dr Sanat Bhattacharya,

Assistant Librarian & In-Charge, Siksha Bhavana and Course Co-coordinator. The valedictory session began with an AI-based online quiz conducted through the Kahoot platform, which was enthusiastically enjoyed by the participants. This was followed by a presentation by Shri Sharma, who summarized the entire training programme, including course planning, coordination with resource persons, technical arrangements, and the successful organization of the inaugural and valedictory sessions. Participants also shared their feedback and offered several constructive suggestions for future programmes. Dr Nimai Chand Saha presented a detailed report of the training programme along with an analytical review of participants' feedback collected through an online platform. The presentation was highly appreciated by both the dignitaries and participants. In his address, Dr Nazrul Islam praised the university's initiative and emphasized that periodic training programmes are essential for ensuring good governance and motivating employees. In his valedictory speech, the Hon'ble Vice Chancellor appreciated the efforts of all participants, resource persons, and organizers, especially Shri Sharma, for making the programme a grand success. He assured that similar training initiatives would be organized regularly and stressed the urgent need to develop in-house trainers for conducting periodic employee training programmes at Visva-Bharati. The programme concluded with the distribution of certificates among participants and organizers by the dignitaries on the dais. A formal vote of thanks was delivered by Dr Sanat Bhattacharya, while the session was anchored by Dr Atig Ghosh, Assistant Professor, Department of History, and Public Relations Officer (PRO). The valedictory session ended on a graceful note with Ashram Sangeet followed by the National Anthem.





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

Venue – Conference Hall, Central Library
Date and Time – 18 May 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 <u>Shri Nimai Chand Saha</u> , Course Coordinator |
| 10.15 AM | - | Presentation of Training Program by <u>Shri G. P. Sharma</u> , Former Joint Secretary, Finance, ICAR & Course Director |
| 10.25 AM | - | Address by Prof. <u>Amit Kumar Hazra</u> , Director, SEI&RR, Visva-Bharati, |
| 10.35 AM | - | Address by Dr. <u>Probir Kumar Ghosh</u> , <u>Hon'ble Vice Chahncellor</u> , Visva-Bharati |
| 10.50 AM | - | Address by Chief Guest, <u>Shri Dhaval Jain</u> , District Magistrate, <u>Birbhum</u> |
| 11.10 AM | - | Word of Thanks by Dr <u>Bikash Mukhopadhyay</u> , Registrar, Visva-Bharati |
| 11.15 AM | - | Closing Song |
| 11.20 AM | - | Group Photo |
| 11.30 AM | - | Tea Break |



বিশ্বভারতী ঐ বিশ্বভারতী ঐ VISVA-BHARATI
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**Training Programme on
Financial and Administrative Matters for Good Governance
18 May – 24 May 2026**

**Venue – Conference Hall, Central Library
Date and Time – 24 May 2026, at 10.00 AM**

Proposed Program Schedule Valedictory Session)

10.00 AM-	Opening Song
10.03 AM-	Welcome by Registrar, Visva-Bharati
10.05 AM-	Online Interactive Quiz by University Librarian
10.20AM-	Presentation on Training Programme by <u>Shri G. P. Sharma</u> , Former Joint Secretary, Finance, ICAR & Course Director
10.30 AM-	Feedback from the Participants
10.40 AM-	Feedback Analysis of the Training Programme by <u>Dr. Nimai Chand Saha</u> , University Librarian, Visva-Bharati and Course Coordinator
10.45 AM-	Address by Chief Guest, <u>Dr Nazrul Islam</u> , IPS, former ADG and IG of Police, WB.
11.00 AM-	Address by <u>Dr. Probir Kumar Ghosh</u> , <u>Hon'ble Vice Chancellor</u> , Visva-Bharati
11.15 AM-	Distribution of Certificates
11.30AM-	Word of Thanks by <u>Dr. Sanat Kumar Bhattacharya</u> , Assistant Librarian, Visva-Bharati and Course Co-coordinator
11.35 AM-	Ashram <u>Sangeet</u> , National Anthem