Visva-Bharati
Academic & Research

NOTIFICATION

This is for information of all concerned that as per the decision of the Consultancy Committee meeting dated 20.02.2026, the **Annexures** of the Consultancy Guidelines of Visva-Bharati have been revised.

Kindly go through the attached **Annexures (I,II,III)** for future reference.

Other terms and conditions of the earlier Guidelines will remain unaltered.

Enclo: As stated

06.03.26

Assistant Registrar
(Academic & Research)
Visva-Bharati

Mundu 06.03.26

Ref No. A&R/Notify/ 5435 /2025-26
Santiniketan, dated: 06.03.2026

Copy for Information and necessary action:

1. All Directors/ Principals of the Bhavanas/Vibhaga, VB
2. All Heads of the Departments/Centres/Sadana/Offices, VB
3. All Joint Registrars/Deputy Registrars/Assistant Registrars, VB
4. Proctor, VB
5. Chair Professor, A K Dasgupta Centre for Planning & Development
6. Director, AERC
7. Senior Scientist & Head, KVK
8. Librarian, Central Library, VB
9. C.S. to Vice-Chancellor, VB
10. Section Officer, Registrar's Office, VB
11. University Web Master- to upload in the University Website

Visva-Bharati

ANNEXURE - I

Prescribed form for the paid Consultancy Services to be offered by the Bhavanas/Departments/Sadanas/Centres/Sections of Visva-Bharati.

Please send the list of consultancy services to be offered by your concerned Bhavanas/Departments/ Sadanas/Sections/Centres/Units as per the Consultancy Guidelines Services of Visva-Bharati.

- Name/Area of the Consultancy Services:

- Name of the Departments/Bhavanas/Sadanas/Sections/Centres/Units:

(Consultant will prepare the detail proposal with consultancy fees in a prescribed format as an Annexure-II in regard to the proposed consultancy services offered by the consultant for submitting the same to Academic & Research)

ANNEXURE - II

APPROVAL FOR CONSULTANCY PROJECT

(TO BE SENT TO THE OFFICE OF ACADEMIC AND RESEARCH)

1. Title of the consultancy project :
2. Name of the client :
3. Name of the Consultant(s)/In charge:
4. Name of the Consultancy Project :
5. Detailed information about the Consultancy service (To be submitted separately along with this form):
6. Type of the client: :Govt. Agency/Autonomous Agency/Industry/commerce/ developmental organization/NGO/Individual
7. Duration of the Project :
8. Total Cost of the Project :
9. Total Consultancy fees (including recurring cost) :
10. Whether the necessary facilities and expertise are available:
11. Approval from Competent Authority : Yes/No
12. Whether the consultant(s) would require leave for carrying out the work: Yes/No. If Yes: whether he/she has required leave: and if No: provide justification as to how the consultancy would be done while discharging official duties
13. Does the project involve any IPR issues? If Yes, the case would be dealt as per Visva-Bharati IPR guidelines.
14. Signatures:
    Signature of Consultant in charge/ Consultant(s):

    Signature and Comments of Head of the Department:

    Signature and Comments of Principal of the Bhavana/Director/In Charge of Center:
15. Submitted for no objection to :-

    Academic and Research:

    Accounts Section:

    Audit Section:

    Finance Section:
16. Approval of Registrar
17. Approval of Vice-Chancellor

ANNEXURE - III

Proforma for Reporting Completed Consultancy Project

1. Name of the Consultancy provider:
2. Title of the proposed Project (including brief of the project):
3. Name and address of the consultant(s) who have undertaken the project:
   Name:
   Postal address:
   Phone: Fax: Email:
4. Sponsoring agency:
   a. Name and address:
   b. Status: Indian:Central Government/Government Undertaking/State Government / Private organization / NGO/other (specify)_____
   Foreign: U.N agency/CGIAR Institute/Private Organisation/or other International Agency (specify)_____
5. Duration of the project (give specific dates and period):
6. Date of completion of project:
7. Whether the project required foreign visit(s) by the consultant(s): Yes/No
   If yes, attach copy of the deputation report.
8. Whether the consultant(s) have been granted the required leave for carrying out the work: Yes/No
9. Actual expenditure of the project (please indicate if there is any deviation from the approved project):
   1. Intellectual/Consultancy fee:
      (Enclose a copy of the sanctioned letter)
   2. Direct Expenses (including TA/DA cost) if any:
   3. Any other cost specific to the project if any:
   4. GST (18%):
10. Sharing of intellectual fee:
    Total intellectual fee accrued: _____
    (a) Institutional Income (30%):_____
    (Endorsement by the Accounts Officer, Visva-Bharati)
    (b) Consultant(s) share (70%): _____
    Provide details below

Name of Consultant(s)	% Share	Amount

11. Has the benefit sharing been done as per the proposal and following the Visva-Bharati rules and guidelines? If there is any deviation, provide details with justification.
12. Amount accumulated as Institutional Income _____

Certified that the project has been completed as per the Agreement with the client and all issues relating to IPR have been addressed as per the Government rules and guidelines and approved by the Competent Authority of the University.

Consultant
(Signature)

Accounts Officer, Visva-Bharati
(Signature)

Countersigned
(Registrar)