Visva-Bharati

Academic & Research

Notification

This is for information of all concerned that the meeting of the Committee constituted by the Competent Authority for consideration of the proposals for providing financial assistance for (i) Travel Grant (ii) Publications (iii) Visiting Professors/Visiting Fellow for the Financial Year 2026-27, is likely to be held in the month of August, 2026.

In connection with the above, proposals/applications are invited in prescribed form (copy enclosed) from all concerned (all Adhyakshas, Heads of the Department, all Academic staff members and designated Officers of the University as per UGC guidelines) for consideration of the same by the concerned Committee for providing financial assistance.

The proposals/applications alongwith relevant papers should reach to the Office of Academic & Research within 7th August, 2026.

18.06.26

Assistant Registrar
(Academic & Research)
Visva-Bharati

Enclo: As stated:

Ref No. A&R/Notify/5862/2026-27
Santiniketan, dated: 18.06.2026

18.06.26

Copy to:

1. All Directors/Adhyakshas of all Bhavanas/Vibhaga, VB
2. All Heads of both Academic and Administrative Departments/Centres/Offices, VB
3. Finance Officer, VB
4. Internal Audit Officer, VB
5. C.S to Vice-Chancellor, VB
6. Section Officer, Registrar's Office, VB
7. University Webmaster, VB: *with a request to upload it in the University Website*

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Santiniketan

Application Form for financial assistance out of the Non-Salary (Revenue) Budget 2026-27 for attending Conference/Seminar/Workshop/Symposia held in India/Outside India and Travel Grant

1. Name of the Applicant :
   (in capital letters)

2. Designation :

3. Department/Section :

4. Bhavana/Office :

5. Date of joining in V.B. service :

6. Service ID No. :

7. Month and year of receipt of previous
   financial assistance for the same purpose :

8. (a) Details of the proposed conference/congress/
   workshop/training programme/symposium/
   seminar etc. (Please attach a copy of the synopsis) :

8. (b) Title of the conference/workshop/seminar etc. :

8. (c) Date of the proposed programme: From_____ to_____

8. (d) Venue of the said programme :

8. (e) Place of visit :

Contd.....2

8. (f) Date of Journey (departure) :

8. (g) Date of return (arrival) :

9. Tentative expenditure for attending the conference
(Please enclose separate sheet if required) :

10. Please attach the recommendation of the scrutiny committee in a separate sheet :

11. Whether the following documents have been enclosed

(a) Letter of Invitation/acceptance etc. :

(b) Letter of invitation mentioning the facilities provided by the host organization/Institution :

(c) Photo copy of the leave application for the period of absence :

(d) Certificate (in case of the faculty members) of the concerned Head of the Dept./Controlling Officer to the effect that the academic programme of the concerned departments/centre will not be affected during the proposed absence of the applicant :

Date:

Full Signature of the Applicant
Mobile phone no:
E-mail address :

Remarks of the Head of the Department
with Signature and Seal.

Remarks of the Principal of Bhavanas/Vibhagas
with signature and seal

Note: 1. Additional information may be required to be submitted after finalization of the relevant guidelines by UGC.
2. Relevant policies of the University in this regard are subject to change from time to time if deemed required by the appropriate authorities.

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Application Form for availing the Publication Grant under the Non-Salary (Revenue) Budget 2026-27.

1. Name of the Applicant (in Capital letters) :

2. Name of the Department:

3. Title of the book/thesis/paper etc. to be published :

4. No. of copies to be published:

5. Total No. of pages of the book/thesis/paper etc.:

6. Name of the proposed press/Dept. for publishing the materials:

7. Approx Expenditure:

8. Whether attached a copy/set of the material has been attached herewith:

Signature of the Applicant
Mobile phone no:
E-mail address:

Note: 1. A recommendation from the concerned Head of the Dept. and Adhyaksha (Principal) in favour of Publishing the materials is required to be attached.

2. Additional information may be required to be submitted after finalization of the relevant guidelines by UGC.

3. Relevant policies of the University in this regard are subject to change from time to time if deemed required by the appropriate authorities.

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Application Form for engagement of Visiting Professor/Visiting Fellow under the Non-Salary (Revenue) Budget 2026-27.

1. Name of the Department :

2. Name of the proposed Visiting Professor/Fellows (in capital letters) :

3. Full Address of the proposed visiting Professor/Fellow :

4. Subject of specialization :

5. Age as on date (Date of Birth) :

6. Proposed duration of engagement : From_____ to_____

7. Whether the proposed Visiting Professor/ Fellow is in service or retired :

Contd.....2

8. Whether the proposed Visiting Professor/Fellow is from abroad :

9. Enclose a copy of complete bio-data :

10. (a) Mobile phone no. :
    (b) e-mail address :
    (c) Fax no.

Signature of the Head
of the proposing department
(with designation and seal)

Mobile phone no:
E-mail address:

Remarks of the Principal of Bhavanas/
Vibhaga with signature and seal

Note: 1. Additional information may be required to be submitted after finalization of the relevant guidelines by UGC.

2. Relevant policies of the University in this regard are subject to change from time to time if deemed required by the appropriate authorities.