



BOTANICAL SOCIETY OF BENGAL

Established : 1935

Office :

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Ref.No.

Date

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Date: 04/12/2025

Terms of reference for holding the Botanical Congress

1. **Botanical Congress**, is a flag ship program of the "Botanical Society of Bengal" (BSB) which was established on 1935 at the Department of Botany, University of Calcutta located at 35, Ballygunge Circular Road, Kolkata 700019 and registered under West Bengal Societies Registration Act, 1961.
2. Any Organisation (College/University/Research Centres) that wishes to organise the Botanical Congress will be the **host** for the Botanical Congress of that year. The host institute will organise the Botanical Congress jointly in collaboration with the Botanical Society of Bengal.
3. After getting the approval from the Botanical Society of Bengal of holding the Botanical Congress the host organisation will do all the necessary arrangements for holding the Botanical Congress in consultation with Botanical Society of Bengal.
4. The organising committee and speakers will be selected in consultation with the Botanical Society of Bengal.
5. The registration charges, accommodation arrangement will be done by host organisation.
6. Accommodation for a maximum of four members of the Botanical Society of Bengal is to be provided by the host Organisation.
7. Programme schedule, Speaker, Themes, Evaluation, Chairperson selection has to be done in consultation of the Botanical Society of Bengal.
8. Inaugural Programme and Valedictory Session of the Botanical Congress will be framed by the host organisation in consultation with the Botanical Society of Bengal.
9. Botanical Congress will be held for a maximum of three days and aims to discuss recent developments of plant sciences. Eminent scientists from across the Globe will be invited to give there presentations. Abstracts will be invited on different themes of the Botanical Congress from your researchers and young faculties. All the abstracts will be divided in Oral and Poster presentations. Award will be given from every theme both from Oral and Poster presentations.
10. To encourage young minds and to give an idea of the recent advancement of plant sciences a program for **school children** has to be included during the Botanical Congress in any one of the three days. For this a maximum of 10 schools have to be invited, four students from Class VIII-XII, accompanied by one subject Teacher. Pamphlets will be distributed from the Botanical Society of Bengal. Other necessary arrangements have to be made by the host organisation.
11. The Botanical Society of Bengal will provide a sum of Rs. 10,000 as one-time seed money for holding the Botanical Congress.
12. The income (Registration Charges, Advertisements, Donations etc.) and expenditure (Food, Hospitality, Travel for speakers, Incidental cost, Decorations, Print and Stationary etc) will be borne by the host organisation.
13. Income expenditure is to be audited by the host organisation as per rules. A Copy of the audited account must be submitted to Botanical Society of Bengal.
14. All communications by the host organisation to Botanical Society of Bengal will be addressed to the Secretary, of the Botanical Society of Bengal.

President
Botanical Society of Bengal

Hony. Secretary
Botanical Society of Bengal