



BOTANICAL SOCIETY OF BENGAL

Established : 1935

Office :

Department of Botany, University of Calcutta
Taraknath Palit Siksha Prangan
35, Ballygunge Circular Road, Kolkata-700019, India

Phone : 033-2461-5445 Ext.291
E-mail: secbsbengal1935@gmail.com
Website: www.botansocbengal.org

Ref.No.

Date

Ref. No.: BSB/TR/2026/01

Date:04/07/2026

TERMS OF REFERENCE (ToR)

For Organizing One-Day Seminar/Workshop In Collaboration with the Botanical Society of Bengal

1. Objective

The Botanical Society of Bengal (BSB) encourages colleges, universities, and academic institutions to organize One-Day Seminars/Workshops for the promotion and dissemination of knowledge in Botany, Plant Sciences, Environmental Sciences, Biotechnology, and allied disciplines.

2. Nature of Program

The program may be organized in any one of the following modes:

- Offline Mode
- Hybrid Mode (both offline and online participation)

3. Collaboration

The program shall be organized by the host institution in collaboration with the Botanical Society of Bengal (BSB).

4. Minimum Participation

A minimum of **100 registered participants** is mandatory for organizing the program under BSB collaboration.

5. Speakers/Resource Persons

The speakers/resource persons for the seminar/workshop will be finalized by the Botanical Society of Bengal in consultation with the Host Institute.

6. Financial Assistance

The Botanical Society of Bengal will provide financial assistance of **Rs. 2,000/- (Rupees Two Thousand only)** to the organizing institution for conducting the program.

7. Conditions for Release of Financial Assistance

The financial assistance will be released only after successful completion of the program and submission of the following documents to BSB:

- Final report of the program
- List of registered participants
- Program schedule/brochure
- Geo-tagged photographs and screenshots of the event
- Attendance sheet (offline/hybrid as applicable)

8. Responsibilities of the Host Institution

The host institution shall:

- Arrange venue/platform and technical support
- Ensure participation of at least 100 participants
- Prepare publicity materials and registration process



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- Coordinate with BSB regarding schedule and speakers
- Provide certificates to participants
- Submit the final report and participant details within the stipulated time

9. Publicity and Acknowledgement

All brochures, posters, banners, certificates, and publicity materials must clearly mention:
"Organized in collaboration with the Botanical Society of Bengal"

The official logo of BSB should also be displayed in all promotional materials.

10. Submission of Proposal

Interested institutions should submit a formal proposal/application to the Secretary, Botanical Society of Bengal, mentioning:

- Title/theme of the program
- Proposed date
- Mode of conduct (offline/hybrid)
- Expected number of participants
- Name and contact details of coordinator(s)

11. Communication

All communications regarding the program should be addressed to:

Secretary

Botanical Society of Bengal
Department of Botany, University of Calcutta
35, Ballygunge Circular Road
Kolkata - 700019
Email: secbsbengal1935@gmail.com

12. Final Approval

The decision of the Botanical Society of Bengal regarding approval of the program, nomination of speakers, and release of financial assistance shall be final.

Pantam Paul
04/07/2026

Hony. Secretary
Botanical Society of Bengal