

No. NUEPA/Admn/RO/Circulars/030/2022-23
National Institute of Educational Planning and Administration
17-B, Sri Aurobindo Marg, New Delhi – 110016

September 27, 2022

NOTIFICATION

With the approval of the Competent Authority different Committees for coordinating and facilitating NAAC Peer Team Visit scheduled to be held from 12 – 14 October, 2022 have been constituted. The composition of the Committees alongwith their roles and duties are given below:

Committees for NAAC Peer Team Visit
(12-14 October 2022)

Sr. No.	Name of the Sub-Committees	Chairman/ Members of the Meeting	Activities Planned/Role and responsibilities assigned
1	Steering Committee	<ul style="list-style-type: none"> • Professor NV Varghese, Vice-Chancellor, NIEPA* • Professor Sudhanshu Bhushan—Director, IQAC • Professor Kumar Suresh-Coordinator, NAAC • Dr. Sandeep Chatterjee, Registrar, NIEPA 	<ul style="list-style-type: none"> • Overall monitoring of the activities relating to the NAAC Peer Team Visit
2	Core Coordination Committee for Peer Team Visit	<ul style="list-style-type: none"> • Professor Kumar Suresh* • Dr. Sandeep Chatterjee, Registrar • Professor Aarti Srivastava • Dr. Amit Gautam • Dr. D.S. Thakur 	<ul style="list-style-type: none"> - Overall coordination of activities - Sending invitations to the external members for the meeting including the members of the BoM, Planning and Monitoring Board, Academic Council, Board of Studies, IQAC etc. - Invitation to the concerned persons for the meeting - Issuance of Notification relating to the visit etc.
3	Committee for welcome, reception of the peer team in NIEPA	<ul style="list-style-type: none"> • Professor Manisha Priyam* • Dr. Kashyapi Awasthi • Dr. V. Sucharita 	<ul style="list-style-type: none"> - Overall arrangement relating to welcome including gift of memento, shawl, NIEPA's publication, Bouquet/ Plant for NAAC peer team members - Coordination with the students for all the above-mentioned responsibilities - Student Volunteers (to be identified and co-opted by the team)
4	Committee for programme coordination	<ul style="list-style-type: none"> • Professor Vineeta Sirohi* • Professor Rashmita Das Swain • Dr. Swantana Mishra • Dr. Suman Negi • Dr. Anupam Pachauri 	Preparation and coordination of the meeting of the Peer Team, Interaction of the peer team with teaching and Non-Teaching Staff, Alumni, and Students during the NAAC peer team visit

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			on all the three days Exit meeting
5	Committee for teaching-learning resources, facilities including library, classrooms, and ICT etc.	<ul style="list-style-type: none"> • Professor Pranati Panda* • Professor Neeru Snehi • Dr. Mona Sedwal • Dr. V. Sucharita • Mr. M.J.Chandra Kumar 	- Proper functioning of ICT enabled classroom/Seminar and Conference Room.
6	Committee for infrastructure and institutional facilities including medical, water harvesting, green initiative etc.,	<ul style="list-style-type: none"> • Professor Veera Gupta* • Professor K Srinivas • Dr. Sangeeta Angom • Dr. VPS Raju • Dr. N.K Mohanthy • Shri Chander Prakash 	- To ensure the proper functioning and maintenance of NIEPA facilities
7	Committee for Cultural Programme	<ul style="list-style-type: none"> • Professor Madhumita Bandyopadhyay* • Dr. Amit Gautam • Dr. Kashyapi Awasthi • Ms. Suchita Bhatnagar • Ms. Aishwarya Sharma 	- Planning and preparation of Cultural programme for NAAC Peer Team Visit.
8	Committee for IQAC (Presentation, documentation, display etc.)	<ul style="list-style-type: none"> • Professor Sudhanshu Bhushan* • Professor K. Biswal • Professor K. Srinivas • Dr. Anupam Pachauri • Ms. Anjali Sharma 	<ul style="list-style-type: none"> - Ensure the availability of all the documents reflected in the SSR. - IQAC office need to be well prepared for NAAC Peer Team interaction. - Display and preparation of IQAC documents.
9	Committee for NAAC Documentation and Presentation to the peer team	<ul style="list-style-type: none"> • Professor P. K. Mishra* • Dr. Amit Gautam • Dr. Suman Negi • Dr. Anupam Pachauri • Mr. Bharat Bhushan Jain • Ms. Rekha Rani 	<ul style="list-style-type: none"> - Preparation and finalization of all the document related to the NIEPA, NAAC procedure. - Coordination with various department, sections for the document collections.
10	Committee for display, decoration and academic ambience	<ul style="list-style-type: none"> • Professor Mona Khare* • Professor Sunita Chugh • Dr. Anshu Srivastava • Dr. V. Sucharita • Mr. Amit Singhal • Dr. Ravi Prakash • Mr. Chander Prakash 	<ul style="list-style-type: none"> - Display of publications, best practices of NIEPA, signages etc. - Cleanliness and beautification of NIEPA premises including solar panel.
11	Catering arrangements	<ul style="list-style-type: none"> • Dr. D.S. Thakur, A.O • Mr. Amit Singhal, DPO • Section Officer(GA) • Mr. Satish Kumar 	<ul style="list-style-type: none"> - Planning and finalization of the menu of Refreshment, Lunch and High tea during the NAAC peer team visit in consultation with the Core Coordination Team. - Arrangement of water, snacks, varieties of beverages. - Booking of venue the venue for the dinner to be given to the peer team (IIC ,IHC and at the place of stay)

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12	Committee for administration and finance related activities	<ul style="list-style-type: none"> • Dr. Sandeep Chatterjee*, Registrar • Dr. D.S. Thakur, Administrative Officer, • Mr. Nishant Sinha, Finance Officer • Mr. PP Saxena, Section Officer(A/A) • Mr. Kamal Kumar Gupta (Finance & Accounts) • Ms. Sonam Anand Sagar (Personal Administration) 	<ul style="list-style-type: none"> - Dedicated transport arrangement for NAAC Peer team members as well as vehicles for the NAAC coordinator/ team members of NIEPA -NAAC Team - Files, documents, financial records for verification
13	Committee for Monitoring arrangements in the hostel, Mess and Canteen for the visit of the peer team	<ul style="list-style-type: none"> • Professor Rashmi Diwan* • Dr. VPS Raju • Dr. D.S Thakur • Dr. N.K Mohanty • Dr. S.K malik • Mr. Satish Kumar 	<ul style="list-style-type: none"> - Cleanliness and proper arrangement of the NIEPA hostel premises including the all the hostel facilities and NIEPA residential area.
14	Committee for the visit in the Library, Documentation and Digital Archives	<ul style="list-style-type: none"> • Professor A.K. Singh* • Dr. A. Mathew • Ms. Puja Singh • Dr. D.S Thakur 	<ul style="list-style-type: none"> - To ensure the proper functioning, maintenance and display of relevant material and documentations.

The * marked against the name of each of the Committee will be the Chairperson of the respective Sub-Committees.

The Member of the Sub-Committee must plan all the activities in advance and seek advise from the NIEPA Coordinator – NAAC (Prof. Kumar Suresh) to make it successful, during the proposed visit 12 – 14 October, 2022.


 (Dr. Sandeep Chatterjee) 27/9/2022
 Registrar

To:
All concerned

CC:

1. All Faculty members of NIEPA
2. Administrative Officer (I/c), NIEPA
3. Finance Officer, NIEPA
4. Sr. PS to the Hon'ble Vice Chancellor – for the information of the VC
5. PA to the Registrar
6. Systems Analyst, NIEPA – for uploading on the website 'Staff-Corner'.

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