



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

डॉ. सुजाता पी. शानभाग

उप सलाहकार

Dr. Sujata P. Shanbhag

Deputy Adviser

NAAC/SS-SR/Cycle-1(Re-visit), KAUNGN10044/2018

27th July 2018

Prof. Dr. Sudhir Gavhane

(Former Vice Chancellor YCMOU & Former Professor & Head,
Department of Journalism & Mass Communication, Dr. B.R.
Ambedkar Marathwada University, Aurangabad)

Director, National Outreach Network

MIT World Peace University

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Dear Sir,

With reference to the Assessment and Accreditation of Kuvempu University, Shimoga, Karnataka for 3rd Cycle - REVISIT by NAAC, you have been nominated as **Member Co-ordinator** of the Peer Team. The visit is scheduled for 27th - 29th August 2018. The details of the other Members of the Team are provided in the enclosed "**For Communication Sheet**".

In an effort to enhance the professionalism and objectivity of the Peer Team Visits, kindly note the following changes made by NAAC w.e.f. 27.06.2017:

- NAAC will not disclose the place of stay and the names of the Peer Team Members to the Institution in advance. The institution will be informed of the Peer Team composition only 3 days prior to the visit. You are therefore requested not to contact the institution for any logistic details. For any academic related clarifications if it is of urgent nature, the Peer Team may bring it to notice of the NAAC coordinator in advance through e-mail. For all other clarification you may request the institution to provide the details during first interaction meeting at the institution.
- NAAC Logistics Service Provider, Balmer Lawrie & Co. Ltd, A Government of India Enterprise, will book your accommodation and travel. For any clarifications regarding the logistic you may contact for ticketing Tel: 080-25321534 and for Hotel: 080-40815394/40815395.
- You are kindly requested to finalize your travel itinerary within 2-3 days on receipt of this mail and inform NAAC Logistics Service Provider in the enclosed prescribed format.
- **All the payments will be reimbursed by NAAC only.** The required format for submitting the claims to NAAC is enclosed.
- The tentative visit schedule is enclosed herewith.

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पि ओ बाक्स नं. 1075, नागरभावी, बेंगलूर - 560 072, भारत P.O.Box No. 1075, Nagarbhavi, Bengaluru - 560 072, INDIA

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ई-मेल : e-mail : sujata.shanbhag@naac.gov.in वेबसाइट Website : www.naac.gov.in

NAAC expects its nominated members to strictly adhere to the time schedule and the laid down procedures and practices during onsite visit. It is therefore required that the expert team reaches the place of stay latest by previous day evening for participating in the pre-visit meeting of the peer team and plan the return journey only after the exit meeting keeping sufficient time for journey to reach the railway station/airport.

I am enclosing the Self-study Report of the institution (available in the institution website: <http://www.kuvempu.ac.in/naac-16.php>) and the Peer Team Document (PTD) for your perusal. It would be highly appreciated if you could make necessary notes and tentative evaluation grade in the Peer Team Document and prepare a draft report as per the format given in the PTD for each criterion and bring along a hard copy and a soft copy of the same for sharing with the members during the pre visit meeting, scheduled for the evening of 26th August 2018. Kindly note that NAAC has revised the Grading System w.e.f 1st July 2016. The Sample Grade sheet, Blank Grade Sheet and the details are given in the Peer Team Document (PTD).

In fulfillment of your role as an assessor, it is important that you certify that you have "No Conflict of Interest" with the institution being assessed, in the proforma enclosed. You are requested to mail your acceptance and the signed "No Conflict of Interest Certificate" immediately to NAAC. You are also required to sign and send the "Declaration to be given by Peer Team Members" and the filled in feedback on the "Peer Team Visit" to NAAC immediately on completion of the assignment. .

You are requested to ensure strict adherence to the following procedures for logistics arrangements, claims to be made and entitlements for the members of the peer team.

- On behalf of NAAC Accommodation and Air ticketing of the Peer Team Members would be organized by our Logistic provider Balmer Lawrie & Co. Ltd only. The Hotel details and tickets will be sent to you by the agency.
- Cancellation /Post-ponement /advancement of the tickets for travel is not admissible. In case of emergency kindly contact the NAAC co-ordinating officer.
- Towards food charges per day during visit days will be Rs.1,200/- only. These charges are uniformly applicable to all Peer Team Members and will be reimbursed by NAAC on submission of the Honorarium Claim in the format provided by NAAC.
- Entitlement of transit food charges for each transit day will be to a maximum amount of Rs. 500+Rs. 500 (To & fro journey).
- NAAC will pay honorarium of Rs.5,000/- per day uniformly for all Peer Team Members(Chairperson, Member Co-ordinator, Member).The Peer Team Members will claim the Honorarium directly from NAAC by submitting claim request in the enclosed prescribed format.
- Original boarding passes (to and fro) in case of air travel are to be attached with the claim form for early settlement of claim.
- It is mandatory that the peer team members sign the hotel bills before checking out.

- You are requested to sign the enclosed "Certificate of Stay" and submit along with other claim forms.
- During the period of stay in hotel, entertaining guests, consumption of alcohol, tobacco, use of Laundry, telephone and other facilities on NAAC account is not admissible.

For day to day functioning of the Peer Team the institution will provide secretarial assistance and a room in the institution equipped with a computer, printer stationary etc.,

As per the direction of EC of NAAC, all the documents i.e. Peer Team Report and Grade Sheet should be clear of errors and over writing. It is therefore requested to:

- Doubly check the marking prior to final entry.
- Ensure that every page of the Peer Team Report as well as Grade Sheet is signed by all the Peer Team Members.
- Head of the institution should also sign in the last page of the Peer Team report with date and office seal
- Please verify the first key aspect name in the Peer Team Report as it is different for Universities, Autonomous College and Affiliated Colleges.
- An updated profile of the institution signed by all the peer team members and the Head of the Institution with office seal
- The final visit schedule should be signed by the Principal and all the Peer Team Members.

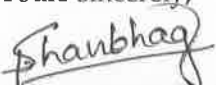
The Member coordinator will co-ordinate the on-site visit activities and will be responsible for mailing the Peer Team Report and Grade Sheets etc., after the Peer Team Visit is concluded. *Please ensure submitting the following documents to NAAC in the prescribed formats (enclosed).*

1. Peer Team Report
2. Grade Sheet
3. No Conflict of Interest
4. Profile of the Institution
5. Declaration on Code of Conduct and Ethical Standards
6. Feedback from Assessors
7. Honorarium and other claims)
8. Certificate of Stay
9. Filled in form for ticket booking by NAAC Logistics Partner-Balmer Lawrie & Co. Ltd
10. Visit Schedule
11. Softcopy of the peer team report and profile of the institution (only in word format) in CD

For any further queries kindly contact the undersigned.

Thanking you,

Yours sincerely,


(Sujata Shanbhag)

Encls.: a/a