



# 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. विष्णुकांत एस. चटपल्ली

सलाहकार

**Dr. Vishnukant S. Chatpalli**

ADV/NAAC/VSC/PTV/FMKC/3<sup>rd</sup> Cycle/2018

25<sup>th</sup> July 2018

**Prof. Dr. Sudhir Gavhane**

Former VC ( YCMOU),

DEAN , Liberal Arts, Science and Commerce , MIT-World

Peace University , MIT Campus , Kothrud , PUNE 411038

*Dear Madam,*

With reference to the Assessment and Accreditation **Field Marsahal K M Cariappa College, Madikeri Madikeri-571201, Kodagu District, Karnataka** for 3<sup>rd</sup> Cycle by NAAC, you have been nominated as **Chairperson** of the Peer Team. The visit is scheduled for **17<sup>th</sup> & 18<sup>th</sup> 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 in the Revised Accreditation Framework (RAF), kindly note the following changes made by NAAC w.e.f. 27.06.2017:

- **The Core agenda of peer team visit will be to validate claims in the SSR pertaining to Qualitative Metrics (Q<sub>1</sub>M).**
- **As NAAC has automated its processes henceforth the members will receive only soft copy of the SSR. The peer team is expected to evaluate and report on the Q<sub>1</sub>M only.**
- NAAC will not disclose and 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.

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.

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ई-मेल : e-mail : vishnuadnaac@gmail.com वेबसाइट Website : www.naac.gov.in

**The soft copy of the SSR is attached herewith.** You are requested to bring the draft Peer Team Report and tentative evaluation score sheet (hard copy and a soft copy enclosed) for sharing with other members during the pre visit meeting.

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.,

**Please doubly ensure that the formats provided herein for Peer Team Report and Peer Review Score Sheet only are used for final submission.**

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

- Doubly check the marking prior to final entry.
- No **Q<sub>1</sub>M** should be left blank. Every **Q<sub>1</sub>M** should be rated on the 0-4 point scale assigning value of 0/1/2/3/4. (fractions not allowed)
- Ensure that every page of the Peer Team Report as well as Peer Review Score Sheet is signed by all the Peer Team Members.
- 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 filled in confidential Peer Review Score Sheets etc., after the Peer Team Visit is concluded. *Please ensure submitting the following documents to NAAC in the prescribed formats.*

1. **Format to be sent to NAAC Logistics Service Provider -Balmer Lawrie & Co. Ltd**
2. **Peer Team Report Format**
3. **Peer Review Score Sheet Format**
4. **No Conflict of Interest**
5. **Declaration**
6. **Feedback from Assessors**
7. **Format for submitting claims (Honorarium and other claims)**
8. **Format for Certificate of Stay**

For any further queries kindly contact the undersigned.

Thanking you,

Yours sincerely,



**(Prof. Vishnukant S. Chatpalli)**

Encls.: a/a