



# राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**  
An Autonomous Institution of the University Grants Commission

**Dr. M.S. Shyamasundar**  
Adviser

NAAC/MSS-SR/RAR-PTV/2015-16

28 December, 2015

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*Dear Sir,*

This has reference to the peer team visit to your institution during **March 04-05, 2016**. Please find below the contact numbers of team members. Kindly get in touch with them for their travel plans and make necessary arrangements for the local transport and stay.

<b>Prof. K K Deka (Chairperson)</b> Vice-chancellor Mahapurusha Srimanta Sankaradeva Viswavidyalaya, H.B.Road, Kolongpar Nagaon -782001	Tel (R): 0373-2328557 Fax: 0373-2370323/2370768 E-mail: kkdekadu@yahoo.com Mob: 09435594141 08135023596 E-mail: kkdekadu@yahoo.com
<b>Dr. Niranjana Soperna</b> (Member Co-ordinator) Principal Institute of Vocational Studies Res: # 51, 1 <sup>st</sup> floor, M2K White House, Sector 57, Gurgaon-122001, Haryana	Tel: (O) 011-29257793 Fax: 011-29250614 Mob: 09810165275 E-mail: niranjana.soperna@gmail.com
<b>Prof. (Mrs.) Namrata Sharma (Member)</b> Director, Human Resource Development Centre (ASC) DAVV, Indore-452001, Madhya Pradesh	Tel: (R) 0731-2405556 Mobile: 09993077123

In case of any reservation or conflict of interest with any of the above members, you may kindly indicate the same in the enclosed format for expression of 'No Conflict of Interest statement'. Undersigned is the co-ordinating officer from NAAC to your institution.

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The Peer team members will be arriving on previous day of the visit. You are requested to make accommodation arrangements and provide local hospitality for the members.

**Please find the following documents enclosed:**

1. Guidelines to the Institutions.
2. Guidelines for Financial Assistance for Assessment and Accreditation of Higher Education Institutions.
3. No Conflict of Interest Statement.
4. Tentative Visit Schedule.
5. For Communication.....
6. Profile of the Institution - Filled in profile of the institution may be handed over to the Chairperson.
7. Declaration and Feedback on the Peer Team Members by the Head of the institution may be sent to NAAC immediately after the completion of Peer Team Visit.
8. **Confidential** - **Do not Open** - Please handover this parcel to the Chairperson/Members of the Peer Team Visit after their arrival without opening.

Kindly go through carefully 'Guidelines to the Institutions' and 'Guidelines for Financial Assistance for Assessment and Accreditation of Higher Education Institutions.' enclosed with this letter and adhere to the various instructions stated there.

Kindly **confirm dates** suggested for the Peer Team visit and **acceptance for the financial implications**, so that we could make further arrangements.

As decided by the competent authority of NAAC, **VIDEO RECORDING** needs to be done for all the Peer team visits starting from first interaction till the exit meeting. Hence, Institutions are requested to go for mandatory video recording of the entire visit and submit the CD/DVD/Pen-drive to NAAC immediately after the completion of the Peer Team visit.

Please do not hesitate to contact us, in case you need any further clarification.

Yours sincerely,

  
(M. S. Shyamasundar)

Encl.: a/a