

URGENT

CSK Himachal Pradesh Krishi Vishvavidyalaya, Palampur
"General Administration Branch"

No.QSD.1-26/2018-KHPKV(GA)/Vol.IV/- 39782-96
Dated Palampur, the:

From

Registrar

14 AUG 2018

To

All the Statutory Officers,
CSKHPKV, Palampur.

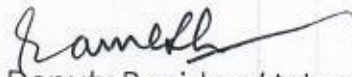
**Subject:- Visit of the Peer Review Team (PRT) for accreditation of the
CSK HPKV, Palampur.**

Sir,

I am directed to refer to letter No. F.No. Edn. 1/8/2018-EQR dated 07.08.2018 received from Assistant Director General (EQR) on the subject cited above and to inform you that the visit of Peer Review Team has been scheduled during 10th to 13th September, 2018 to complete the Peer Review process of this University.

You are, therefore, requested to keep ready the updated record/information pertaining to your offices for appraisal of Peer Review Team. A copy each of Do's and Don'ts for the Universities applying for ICAR accreditation and documents for the perusal of the Peer Review team are enclosed herewith for ready reference, please.

Yours faithfully,



Deputy Registrar (Admn.),
CSKHPKV, Palampur.
Dated: Even.

Encls: As above.

Endst. No. Even.

Cc:

1. The Dean, COA & Chairman, Steering Committee-SSR, College of Agriculture, CSKHPKV, Palampur.
2. The Comptroller, CSK HPKV Palampur with the request to make arrangement for payment of TA/DA etc. as mentioned in ibid letter of ICAR (copy enclosed) and also depute one of the officials of your office for the purpose.
3. PA/PS to Vice-Chancellor/Registrar, CSKHPKV, Palampur.

✓ The Incharge UNS for uploading in the website



Deputy Registrar (Admn.),
CSKHPKV, Palampur.

10.1. Do's and Don'ts for the Universities applying for ICAR accreditation

In order to smooth conduct of accreditation process and also to adhere to the time-line set by the NAEAB, the universities, shall abide by the following:

- The data presented in the form of eligibility of accreditation, Self Study Report, documents provided to the Peer Review Team shall be consistent and reproducible. Variation in the information at any level shall not be acceptable to the NAEAB.
- All communication pertaining to the accreditation, follow-up etc. shall only be accepted from the signature of the Registrar of the University.
- Before PRT visit, a Coordinator shall be appointed from the rank of Senior Officers in the University, to facilitate the visiting team and to work as liaison officer between Peer Review Team and the University.
- PRT visit shall be conducted as per guidelines of the NAEAB. Any other mode of PRT arrangement shall not be permissible. It is desired that the University officers/ Faculty should only interact PRT members officially, any socialization during the process shall be avoided.
- PRT evaluation is considered to be a third party evaluation conducted based on the information submitted by the University itself, thus the recommendation of the PRT and decision of the Board regarding accreditation shall be final. Universities may ask for review, in a limited sense, but any kind of political or administrative interference shall be viewed seriously. This point shall be categorically considered during award of accreditation.
- As per the Central Information Commission (CIC) ruling (Case no. CIC/SA/a/2015/001420) a public authority to ensure that all the documents submitted by each educational institution for accreditation along with the assessment report is easily accessible in its official website (as per Section 4 (1)(b) of RTI Act). The commission further ruled that the public authority to ensure that the every educational institute, whether public or private, to disclose all that information given for securing the accreditation along with the assessment report in public domain and provide certified copies to those who wanted to have them, as that would be Implementation of Right to information Act. Thus the Higher Agricultural Institutional submit all kind of information considering the above decision of CIC. The applicant institution shall be responsible for any discrepancy in the information sharing.

Contd./-

10.2. Documents for the Perusal of the Peer Review Team

- Act and Status of the University.
- Rules, regulations, and or/ guidelines relating to the composition, power and functions of the various Academic and Administrative authorities and committees. These may include the details of the Governing Body, Board of Management, admissions, Academic Calendar, rules of recruitment of faculty committee, purchase procedures and other financial norms, etc.(These are only indicative and not exhaustive).
- Guidelines for the Grievance Redressal Cell and the Complaints Cell for addressing issues of sexual harassment of women at workplace.
- Guidelines for the publication units (if any)
- Criteria for facilitating professional development programmes for the faculty.
- Documents containing the current list of academic programmes, duration, fee structure etc.
- Institutional annual Calendar.
- Annual Report of the past two years.
- Master plan of the institution.
- Records of student feedback.
- Annual Budget.
- MoU with collaborating agencies
- Special recognition, grants, awards, etc.
- Audited accounts of the institution and the auditor's reports for the past two years.
- Research projects sanctioned by external funding agencies.
- Government regulations regarding policies and sanctions.
- Approvals of regulatory bodies for the programmes run by the institution.
- Any other documents as deemed necessary by the institution/Peer Team.
- Related documents pertaining to the information contained in self study Reports submitted to the Board.