

Dr. Arun Kewalram Zingare

Principal

Gondia Education Society's Manoharbai Patel College Of
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Dear Sir,

This is with reference to the Assessment and Accreditation of your institution by NAAC. As informed you earlier a Peer team visit to your institution is scheduled between **27th-28th March 2019**. Thus, please find herewith the attached file of "*For communication (page)*" for your reference indicating the **details of the Peer Team members**. Kindly get in touch with Peer Team Members at their place of stay. You are requested to provide the following assistance to Peer Team Members:-

- a) Institution has to make necessary arrangements to pick up the members from the Airport/Railway Station to the Hotel/Place of stay. The members should be informed for pooling of vehicles preferably for ensuring safety of journey, if desired. Similarly institution has to make local transportation arrangement from the hotel to Institution and back to the Peer Team members during the visit period. Lunch and snacks for the Peer Team during the course of visit shall be taken care by Institution. Institution shall also arrange videography during the entire peer team visit from interaction with the Principal to Exit Meeting. **These expenses is to be fully borne by the Institution (not reimbursable).**
- b) Share the draft of Peer Team Visit schedule with team members and finalize the same in consultation with them.
- c) Secretarial assistance to the Peer Team Members should be provided, during the visit.
- d) A room in the College premises for their day-to-day functioning. It is necessary that the room be equipped with a computer, printer and some secretarial assistance. As the work of the Team tends to extend into late hours in the night, it will be appreciated if similar facilities are made available in the place of stay too to facilitate smooth functioning of the team.
- e) Blue folder containing a set of documents in sealed cover sent to the Institution is to be handed over to Chairperson/ Member Co-ordinator on the day of their arrival.

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- f) Institution to note that Peer Team Members Honorarium and their other expenses will be transferred through NEFT/RTGS by NAAC

For any further information or clarifications, kindly contact the undersigned.

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Yours sincerely,

(Shyam Singh Inda)

Copy to :

Dr. Madan Goel Vice Chancellor, Jagan Nath University, Jaipur- 303901, Rajasthan	Chairman
Dr. Nirmala Babu Rao Professor, Head Department of Botany, Osmania University College, Hyderabad – 500 007, Telangana	Member Coordinator
Dr. Hasmukh R Padia Principal Shri A.K.Doshi Mahila College, Mahila College Road, Patel Colony, Jamnagar- 361008, Gujarat	Member