

**Guidelines for
NAAC Financial Assistance
for
Assessment and Accreditation
of
Higher Education Institutions**

(Effective from 1st April, 2014)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P.O. Box. No. 1075, Nagarbhavi, Bangalore - 560 072, India

NAAC

Vision

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

Mission

- ❖ *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ❖ *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ❖ *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ❖ *To undertake quality-related research studies, consultancy and training programmes, and*
- ❖ *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- ❖ *Contributing to National Development*
- ❖ *Fostering Global Competencies among Students*
- ❖ *Inculcating a Value System among Students*
- ❖ *Promoting the Use of Technology*
- ❖ *Quest for Excellence*

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Contents

	Page Nos.
Section I : Guidelines for institutions recognized under section 2(f) and 12(B) of UGC Act	1
Section II : Guidelines for institutions <u>NOT</u> recognized under 2(f) and 12(B) of the UGC Act and Self-financing institutions	4
Section III : Formats to be used by the institutions (A, B, C & D)	5
Check List for Submitting Reimbursement Claim to NAAC	9

Guidelines for NAAC Financial Assistance for Assessment and Accreditation of Higher Education Institutions

Operational Guidelines

Section I : Guidelines for institutions recognized under section 2(f) and 12B of the UGC Act 1956.

1. The revised guidelines are applicable w.e.f. April, 2014.
2. All government and government aided institutions covered under section 2(f) and 12B of the UGC Act and receiving Development Grants from UGC are eligible for
 - i. waiver of assessment and accreditation fee and
 - ii. to receive financial assistance to undergo the assessment and accreditation process.
3. On the last day of the visit, the institution shall pay only the actual TA by shortest route and honorarium to the members and TA of NAAC officer as per the Central Government rules. **(DA and incidental expenses, miscellaneous expenses etc. not to be paid).**

4. a. NAAC shall reimburse to the institution the following costs, subject to the specified limit, as given below.

(in ₹)

		Maximum limit per HEIs	
		University	College
a.	Honorarium	75,000	36,000
b.	Travelling expenses	1,25,000	1,24,000
c.	Incidental expenses	50,000	40,000
Total		2,50,000	2,00,000

- b. The honorarium payable to the members of the Peer Team is given below.

		Amount in ₹
Chairperson :		
Honorarium		3000/- per day
Sitting fee		5000/- per visit
Member–Coordinator :		
Honorarium		3000/- per day
Coordination fee		4000/- per visit
Member :		
Honorarium		3000/- per day

5. Expenditure towards boarding, lodging and local transportation will have to be borne by the host institution, beyond the eligible reimbursement amount.
6. After completion of the Peer team visit, the Head of Institution needs to send the statements of expenditure in the formats - A, B, C & D (consolidated statement of expenditure, receipts of honorarium, statement of incidental expenses, payment of TA, respectively) to the **Finance Officer, NAAC** for reimbursement within **three months** from the date of completion of the visit.
7. The NAAC will settle the claims after the receipt of the above documents duly completed in all respects. Form A & C in original and photo copies of Formats B & D completely filled in together with the copies of the supporting documents like air ticket and boarding pass/train ticket/taxi bills as per guidelines need to be

sent. (The copy of the UGC order that the institution is covered under sec. 2(f) & 12B of the UGC Act 1956 and the latest copy of Plan development grants received from UGC shall also be sent). If the photocopies of the air/train tickets (boarding pass in case of air travel) are not attached, the claims shall not be entertained. This may also be brought to the notice of the peer team members.

8. Incidental expenses incurred by the institution viz. boarding & lodging and local transportation, shall be reimbursed against the Format C, duly signed by the Bursar/Finance officer, attested by the Principal and certified by the practicing Chartered Accountant.
9. Kindly note bills and vouchers for the institution's incidental expenses need not be sent along with the claim but is to be preserved by the institution for any post verification by NAAC, failing which the entire reimbursement made by NAAC is to be returned with applicable interest and also liable for disciplinary action.
10. In case of common peer team, visiting more than one institution, one of the institutions make the payments and claim the reimbursement from NAAC with a suitable intimation to the Finance Officer, NAAC, or the institutions pay their 50% (one way) travel expenditure to the team and claim separately along with the honorarium and incidental expenses. The institution requires to indicate that "it's a clubbed visit with XYZ college and we are claiming only one way travel expenses of the team".
11. All Peer Team Members are required to travel by the **shortest route**, by availing **lowest fares in economy class** preferably by Air India.
12. In case of journeys by road or by own car the mileage limited to 600 km (two ways) will be payable as per Government of India (GOI) norms.
13. Cancellation charges of air/train tickets, if any shall be reimbursed only on prior approval of the coordinator from NAAC, and the same should be enclosed with the claim.

Section II: Guidelines for institutions NOT recognized under section 2(f) and 12B of the UGC Act and Self-financing institutions.

1. These institutions have to pay the accreditation fee as determined by NAAC from time to time.
2. The institution shall meet the expenditure in respect of TA, local transportation and local hospitality of the peer team members and the officer(s) from NAAC (**DA and incidental expenses etc. not to be paid**).
3. The institution shall pay an honorarium to the peer team members as per the details given in **section – I para no. 4.b**. NAAC shall reimburse the honorarium only.
4. On completion of the visit, the head of the institution needs to submit the photocopies of the receipts of honorarium of the peer team, attested by the head of the institution, in the **Format B** for reimbursement by NAAC within **three months** from the date of completion of the visit.

Section III: Formats to be used by the Institutions

A. Format for Consolidated Statement of Expenditure

(For reimbursement of expenses incurred during the

Peer Team Visit for Assessment & Accreditation.

To be sent to **Finance Officer, NAAC**)

Name & Address of the Institution :

Dates of Peer Team Visit :

Name & Full Address a) Chairperson : _____

of Peer Team: b) Members : _____

c) NAAC Coordinator : _____

Particulars	Expenditure in ₹
a. Travelling Allowance (TA)	
b. Honorarium	
c. Incidental Expenses	
Total	

It is certified that a sum of ₹. _____ (Rupees _____
_____) as detailed above has been incurred on
Peer Team Visit to our institution for Assessment and Accreditation by NAAC.

Name and Signature of
Head of the Institution with Seal

Name and Signature of the Finance Officer/
Accounts Officer/Bursar of the
Institutions with seal

Name, Address and Signature of the
practicing Chartered Accountants
with seal & Membership No.

B. Format for Honorarium Receipt for Peer Team Visit

(For use and retention in the office of the visiting institutions)

(Photocopy to be sent along with claim)

RECEIPT

Received with thanks a sum of ₹. _____ (Rupees _____)

_____) by Cash/Cheque/

D.D. as Honorarium for being on Peer Team Visit to:

Name & Address of _____
the Institution _____

State _____ Pin code _____

Peer Team Visit Dates: _____ as Honorarium/Coordination
Fee for being the Chairperson/ Member/ Member Coordinator.

Name & Address of the
Peer Team Member _____

Date:

Signature of the payee

C. Format for Statement of Incidental Expenses

(Original Certificate to be sent along with the claim)

Name & Address of the Institution :

Dates of Peer Team Visit :

Particulars	Expenditure in ₹.
a.	
b.	
c.	
Total	

Certified that an amount of ₹. _____ (Rupees _____
_____) is incurred under incidental expenses towards
Peer Team Visit to our Institution.

Name and Signature of the
Head of the Institution
with seal

Name and Signature of
Finance Officer / Accounts Officer
Bursar with seal

Name, Address and Signature of the
practicing Chartered Accountant
with seal & Membership No

D. Format for Payment of TA to members of the Peer Teams

(For use and retention in the office of the visiting institutions)

(Photo copy to be sent along with claim)

Name & Address of the Institution						
Name & Address of the Peer Team Chairperson/Member Coordinator/ Members/ NAAC Coordinator :						
	Onward		Return		Mode of Travel	Amount Incurred (in ₹.)
	From	To	From	To		
Place :						
Date :						
Time:						
I certify that the above stated expenditure is incurred for the purpose of visiting the institution for Assessment and Accreditation process of NAAC.						
To be used by the visiting institution office:			Received ₹. _____			
Amount Applicable for TA ₹. _____			(Rupees _____)			
			Place:			
			Date:			
			Signature			

Check List for Submitting Reimbursement Claim to NAAC

i. Institutions covered under 2(f) and 12B

1. Copy of the order of the UGC for having covered your Institution under Section 2(f) & 12B and the copy of the latest development grant received from UGC.
2. In case of change in the name or affiliation status of the institution, from the time of submission of Self-Study Report (SSR) to the submission of the claim, copy of the approval needs to be submitted along with the claim.
3. Format A – (Original) duly filled in all respects and certified by the Chartered Accountant.
4. Format B – (Photocopy) signed by the member with full address.
5. Format C – (Original) certified by a Chartered Accountant and supporting documents may be retained with the Institution.
6. Format D – (Photocopy) All columns filled – together with Air ticket along with boarding pass / Train ticket / Taxi bill copies – signed by the member.
7. All the formats/tickets copies to be attested by the Principal
8. Full address of the institution with pin code, telephone number with STD code and mobile number(s)/email id.
9. Full Name and address of the Peer Team Members

ii. Institutions NOT covered under 2(f) and 12B

1. **Only Format B – (Photocopy)** signed by the member with full address and attested by the head of the institution along with the covering letter indicating details of the remittance of Assessment fee needs to be submitted.

*For Communication with **NAAC***

Prof. A. N. Rai

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