Administrative Audit

Internal Quality Assurance Cell

National Institute of Educational Planning and Administration

17-B, Sri Aurobindo Marg, NCERT Campus, New Delhi-110016

Administrative audit report

Administrative Audit is performed in NIEPA (New Delhi) on a regular basis, chaired by the Vice-Chancellor. These audits examine the implementation of various administrative units of NIEPA for efficient functioning. There are different sections in NIEPA that are covered under administrative audit:

1. ***Academic Administration Section***

The Academic Administration of NIEPA is responsible for the management and supervision of the institution. It supports the institution by ensuring that the services provided to make the education system are successful and ensure that all the services are disseminated at their best.

2. ***Personnel Administration***

The Personnel Administration and student cell of NIEPA are responsible for the Personnel planning, recruitment, selection, placement, orientation, training and development, personnel appraisal, compensation, promotion, job evaluation, personnel relations, personnel health and safety management, discipline, and employee grievances.

3. ***Student cell***

The student cell keeps track and maintains records for the scholars. The Student cell at NIEPA facilitates the scholars and provides a grievance redressal system for them as well. It is an interface between students and management faculty.

4. ***General Administration***

The general administration department looks after the fulfillment of the needs and services required by the institution for the smooth function. It conducts meetings from time to time to analyze the needs of the institution and then fulfill them as per the requirement so that the institution runs smoothly without any hindrance.

5. ***Finance and Accounts Section***

The Finance and accounts section of the Institution holds and manages the funds and investments. This department is responsible for the effective management of the expenditures to be made by the institution- purchases and sales for its effective functioning.

6. ***NIEPA Hostel***

The Hostel of the Institution facilitates students, educationists, participants, and guests who take part in different activities of NIEPA such as conference presentations or training programmes.

7. ***Publication Unit***

The Publication Unit at NIEPA fulfills the printing and publishing needs of NIEPA by publishing occasional papers, Journals/ Periodicals. It also works in collaboration with other organizations or institutions such as UNESCO.

प्रो. सुधांशु भूषण/Prof. Sudhanshu Bhushan
निदेशक आई.क्यू.ए.सी./Director IQAC
राष्ट्रीय शैक्षिक योजना एवं प्रशासन संस्थान
(शिक्षा मंत्रालय, भारत सरकार के अन्तर्गत मानित विश्वविद्यालय)
National Institute of Educational Planning and Administration
(Deemed to be University under Ministry of Education, Govt. of India)
नई दिल्ली-110016 / New Delhi-110016

8. ***Project Management Unit***

The Project Management Unit at NIEPA is responsible for supporting and managing research- in-house or sponsored by managing all activities pertaining to the research projects, managing funding and accounting of the projects, and recruiting the staff for all the projects.

9. ***NIEPA Library***

The Library at NIEPA is the most important center for the teaching-learning process as well as for the purpose of research. It provides a center of resources and learning for all teachers, students, researchers, participants, staff members, and scholars across India and abroad. The library at NIEPA comprises a wide variety of both printed and electronic resources.

The analysis of different sections and units of NIEPA meetings for the past few months is presented below:

SEPTEMBER 2021

1. ***Academic Administration Section***

The Academic administration Section conducted two meetings during the month of September 2021 related to the appointment and the recruitment of Hindi Editor, Finance Officer, Deputy Publication Officer, CAS cases of faculty, and Assistant Professors. The committee for the screening process met.

The timely intimation of the required personnel for the functioning of the institution is necessary, moreover, the committee constituted during the meetings was well organized as per the requirements and specializations.

2. ***Personnel Administration and student cell***

The meetings conducted by the Personnel Administration and student cell can be categorized as:

- Appointment
- Grant of MAPC
- Promotion
- RTI Appeal
- Status of APARs for the year 2020-21
- Grievance disposal
- Status of seniority list
- Superannuation
- Handling over the charge of training cell

The heads of the meetings here represent that this department or cell of NIEPA is actively engaged in all the aforesaid activities i. e., Appointment, and allocation of funds. Activities such as the compassionate appointment of dependent family members of the deceased employee, promoting the staff, addressing the grievances of the members of NIEPA,

encouraging the members to work sincerely, and providing them with a secure working environment.

3. *General Administration*

The general administration department is concerned with conducting meetings for repairing and maintenance work of the NIEPA Hostel, office building, and staff quarters and requirements of staff. Timely and preventive maintenance of the institution helps to control the expenses and enables smooth functioning of the institution.

4. *Finance and Accounts Section*

The tasks undertaken by the Finance and accounts section in the September meetings were:

- Reviewing the status of Grant in aid for the month of September
- Preparation of BE/RE for the year 2021-22
- Salary, Pension, and medical bill disbursement

Three major tasks were discussed in the meetings pertaining to the disbursement of the grant in various forms - salary, pension, and medical expenses of the employees contributing to the functioning of the Institution.

5. *NIEPA Hostel*

The living place for the students, educationists, and guests must be of better quality, the emergency systems must be working well. All the repairing work, maintenance of the infrastructure, emergency systems such as fire systems, and allocation of funds for purchasing the required items for the hostel were reviewed in the meeting.

6. *Publication Unit*

The Publication Unit at NIEPA conducts regular meetings in order to timely execute the actions required for publishing newsletters, journals, books, and magazines. The meetings conducted in the month of September focused on reviewing the printed copies received from Press and send the subscribers. Frequent meetings for the discussion and review of every step of writing a research paper or other printed materials by NIEPA were conducted related to - NIEPA occasional papers, Survey research reports, NIEPA- Perspective plan 2020-30 in both Hindi and English languages, Research pacers such as- Educational and Social Opportunity, School Management Committee, NIEPA policy documents, etc.

7. *Project Management Unit*

The Project Management Unit disseminated its function of reviewing and appointing the project staff for different research projects to be undertaken. The recruitment drive conducted and reviewed was for:

- Project Junior Consultant (Pariprekshya)
- Project Consultant
- Project Administrative Assistant

- Project Computer Operator/Clerk

Another meeting was also conducted for the 42nd Grant In Aid Scheme that discussed the sanctioning and utilization of the funds.

NOVEMBER 2021

1. *Academic Administration Section*

The Academic Administration conducted four meetings in the month of November for the purpose of recruiting faculty members and administrative positions, constituting and meeting of the committee for online interviews, and devising self-assessment- cum- performance appraisal forms for teachers.

2. *Personnel Administration and Student Cell*

The ten meetings conducted by the Personnel Administration and student cell in November can be categorized as:

- Appointment
- Release of fellowship to scholars
- Grant of MAPC
- Promotion
- Status of APARs for the year 2020-21
- Status of seniority list
- Payment of arrears

The heads of the meetings here represent that this department or cell of NIEPA is actively engaged in all the aforesaid activities i. e., appointment, promotion of the employees, and allocation of funds. Activities such as the compassionate appointment of dependent family members of the deceased employee, promoting the staff, managing and releasing the fellowship, promote good governance in the institution.

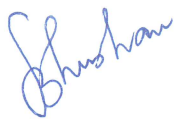
3. *General Administration*

The general administration department conducted three meetings for reviewing the repairing and maintenance work of the NIEPA Hostel, office building, and staff quarters and the requirements of staff. Timely and preventive maintenance of the institution helps to control the expenses and enables smooth functioning of the institution. These monthly meetings have allowed this section to analyze the progress made and the tasks to be undertaken.

4. *Finance and Accounts Section*

The tasks undertaken by the Finance and accounts section in the two November meetings were:

- Reviewing the status of Grant in aid for the month of October
- Salary, Pension, and medical bill disbursement



Two major tasks were discussed in the meetings pertaining to the disbursement of the grant in various forms - salary, pension, and medical expenses of the employees contributing to the functioning of the Institution. Timely reviewing of the status of the grants to be received by the institution resulted in receiving the sanctioned amount for the functioning of the institution.

5. ***NIEPA Hostel***

The living place for the students, educationists, and guests must be of better quality, the emergency systems must be working well. Moreover, the physical environment of the institution must be safe, secure, and clean. The meetings conducted reviewed every detail of work in the hostel such as the operational lift, Civil and electrical maintenance of the rooms, balcony grills, working water coolers, AC maintenance, Security, and Flower plants for the hostel, equipment for the housekeeping staff. All these details depict that very minute and detailed issues are well-taken care of by the institutions' section.

6. ***Publication Unit***

The Publication Unit at NIEPA conducts regular meetings in order to timely execute the actions required for publishing newsletters, journals, books, and magazines. The meetings conducted in the month of November focused on reviewing the printed copies received from Press and send the subscribers. In the past month, the meetings were related to the finalization of some research papers, articles, newsletters, and journals, in this month the meetings reviewed the finished and produced printed material. Frequent meetings for the discussion and review of every step of writing a research paper or other printed materials by NIEPA were further conducted for other publications by the institution- ANTRIEP Newsletter, NIEPA occasional papers, printing and supplying the letterheads, writing pads, invitation cards, posters. Meetings were also conducted to review the work undertaken in collaboration with other publishers like Routledge, and Springer.

7. ***Project Management Unit***

The Project Management Unit disseminated its function of reviewing and appointing the project staff for different research projects to be undertaken. The recruitment drive conducted and reviewed was for:

- Project Junior Consultant
- Project Consultant
- Project Administrative Assistant
- Project Computer Operator/Clerk

Another meeting was also conducted for the Grant In Aid Scheme that discussed the sanctioning and utilization of the funds Minutes were also prepared by and approved by the competent authority. In one of the meetings, a quarterly progress report was also discussed.

MARCH 2022

1. ***Academic Administration Section***

The Academic Administration conducted three meetings in the month of March for the purpose of recruiting faculty members, constituting the screening committee. The advertisements for the same were also released. The section also conducted a meeting to transfer the pensionary benefits in respect of the assistant professor. The timely recruitment process is important for uninterrupted teaching-learning services.

2. ***Personnel Administration and Student Cell***

The seven meetings conducted by the Personnel Administration and student cell in March can be categorized as:

- Appointment Non- Teaching Staff, internal auditor
- Enrolment of NIEPA with CGHS
- Grant of MAPC
- Promotion of group 'B' and 'C' employees
- Uploading of NAD Data
- Admission to M. Phil-Ph.D integrated program

The heads of the meetings here represent that this department or cell of NIEPA is actively engaged in all the aforesaid activities i. e., admissions, appointment, promotion of the employees, and allocation of funds.

3. ***General Administration***

The general administration department conducted three meetings for reviewing the repairing and maintenance work of the NIEPA Hostel, office building, and staff quarters and the requirements of staff. Timely and preventive maintenance of the institution helps to control the expenses and enables smooth functioning of the institution. These monthly meetings have allowed this section to analyze the progress made and the tasks to be undertaken, for instance, tracking the functioning of the lift.

4. ***Finance and Accounts Section***

The tasks undertaken by the Finance and accounts section in the March meetings were:

- Reviewing the status of Grant in aid for the month of March
- Salary, Pension, and medical bill disbursement
- Audit Report

Three major tasks were discussed in the meetings pertaining to the disbursement of the grant in various forms - salary, pension, and medical expenses of the employees contributing to the functioning of the Institution. A timely audit of the annual accounts for the financial year 2020-21 by the accounts department was conducted by AGCR and internal audits carried out were also discussed.

5. ***NIEPA Hostel***

The living place for the students, educationists, and guests must be of better quality, the emergency systems must be working well. Moreover, the physical environment of the institution must be safe, secure, and clean. The meetings conducted reviewed every detail of work in the hostel in three meetings related to:

- General maintenance of hostel buildings, rooms, surroundings, etc.
- Improvement of the safety and security measures in the hostel building
- Improvement of the boarding facilities

In and out everything in the hostel is well-taken care of, in order to provide the best quality facilities.

6. Publication Unit

The Publication Unit at NIEPA conducts regular meetings in order to timely execute the actions required for publishing newsletters, journals, books, and magazines. The meetings conducted in the month of March focused on reviewing the printed copies received from Press and send the subscribers. The meetings were related to the finalization of some research papers, articles, newsletters, and journals, and reviewing the finished and produced printed material. Frequent meetings for the discussion and review of every step of writing a research paper or other printed materials by NIEPA were further conducted for other publications by the institution- CPRHE Research Papers, Memorandum of Association and Recruitment Rules and Service Regulations 2020, and delegation of Power, the printing of materials for National Scheme of National awards for innovation and good Practices in Educational Administration, report of the Webinar in NORDIC Universities and India's NEP 2020: New Trajectories for Internalization, Modules on School Leadership Development, NIEPA annual report for years 2019-20 and 2020-21, etc. Meetings were also conducted to review the work undertaken in collaboration with other publishers like Routledge and Springer.

April 2022

1. Academic Administration Section

The Academic Administration conducted three meetings in the month of April for the purpose of recruiting faculty members. The advertisements for the same were also released and a review was done about the no. of applications received. The section also conducted a meeting to transfer the pensionary benefits in respect of the assistant professor. The timely recruitment process is important for uninterrupted teaching-learning services.

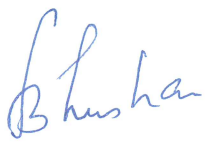
2. Personnel Administration and Student Cell

The seven meetings conducted by the Personnel Administration and student cell in April can be categorised as:

- Appointment Non- Teaching Staff, internal auditor
- Enrolment of NIEPA with CGHS
- Promotion of employees
- APAR for the year 2021-22

The heads of the meetings here represent that this department or cell of NIEPA is actively engaged in all the aforesaid activities i. e., appointment and promotion of the employees.

3. General Administration



The general administration department conducted three meetings for reviewing the repairing and maintenance work of the NIEPA Hostel, office building, and staff quarters and the requirements of staff. Timely and preventive maintenance of the institution helps to control the expenses and enables smooth functioning of the institution. These monthly meetings have allowed this section to analyze the progress made and the tasks to be undertaken.

4. *Finance and Accounts Section*

The tasks undertaken by the Finance and accounts section in the four April meetings were:

- Sanctioning of budget for the financial year 2022-23
- Preparation of the annual accounts 2021-22
- Internal Audit for quarters 1 and 3
- Introduction of CMP portal of SBI for online payments

The funding was received from the concerned authorities in the past month and thereafter the process of making the required budget started and was reviewed in this month's meeting.

5. *NIEPA Library*

The library is a continuous source of aid for everyone that needs to be updated continuously with new resources such as books and journals. The meeting conducted in the month of April focussed on the requirement of wooden stacks for the bound periodicals and the renewal of library journals that are dependent on the availability of the funds.

6. *Publication Unit*

The Publication Unit at NIEPA conducts regular meetings in order to timely execute the actions required for publishing newsletters, journals, books, and magazines. The meetings conducted in the month of April focused on reviewing the printed copies received from Press and send the subscribers. The meetings were related to the finalisation of some research papers, articles, newsletters and journals, and reviewing the finished and produced printed material. Frequent meetings for the discussion and review of every step of writing a research paper or other printed materials by NIEPA were further conducted by the institution- Calendar of training programmes, turning challenges into opportunities: Flexible learning Pathways in Indian Higher Education, NISHTHA 3.0 for School Leadership: Foundational Literacy and Numeracy, production of National School Performance Analytics (2018-19, 2019-21), etc. Meetings were also conducted to review the work undertaken in collaboration with other publishers like India Higher Education Report 2021: Private Higher Education (Routledge), Education Financing in India: Shifting Paradigm (Routledge), and Financing of Higher Education- traditional approaches and Innovative strategies (Springer).

7. *Project Management Unit*

The Project Management Unit disseminated its function of reviewing and appointing the project staff for different research projects to be undertaken. The recruitment drive conducted and reviewed was for:

- Project Consultant (Graphic Designer)
- Project Junior Consultant (Academic and Finance/ Administration)
- Project Administrative Assistant

- Project Computer Operator/Clerk
- Project Senior Consultant (Academic and technical) for NCSL

Meetings were also conducted for the 43rd GIAC and 7th Internal Research Review Committee in virtual mode.

प्रो. सुधांशु भूषण/Prof. Sudhanshu Bhushan
निदेशक आई.क्यू.ए.सी./Director IQAC
राष्ट्रीय शैक्षिक योजना एवं प्रशासन संस्थान
(शिक्षा मंत्रालय, भारत सरकार के अन्तर्गत मानित विश्वविद्यालय)
National Institute of Educational Planning and Administration
(Deemed to be University under Ministry of Education, Govt. of India)
नई दिल्ली-110016 / New Delhi-110016

Monthly Meeting scheduled on 22nd September, 2021

Academic Administration Section

Sr.	Task Description	Present Status
1.	Appointment/Recruitment of:	
	Hindi Editor	File submitted for constitution of Selection Committee.
	Finance Officer	Screening Committee met. Minutes to be submitted shortly.
	Deputy Publication Officer	Screening Committee constituted. Meeting to be convened shortly.
	CAS Cases of Faculty	Committee constituted to devise self-assessment-cum-performance appraisal forms for teachers in strict adherence of UGC Guidelines 2018.
2.	Recruitment to the post of Assistant Professors (2) in NCSL for the period upto 31.03.2022.	Screening Committee met. To submit Minutes shortly.

Personnel Administration & Student Cell

Sr.	Task Description	Present Status
1.	Consideration for Compassionate Appointment of dependent family member of the deceased employee	The Committee met on 9.9.2021 & 14.9.2021 to consider the cases for compassionate appointment. The minutes of the meeting are under process and will be placed before the Competent Authority in a couple of days.
2.	Grant of MACP to Drivers	Since, the APARs for a few years was not found available in the record, a proposal regarding considering APARs for the preceding years ignoring the period of non-availability has been submitted on file for decision, which may fulfill the mandatory requirement of ACRs of last five years for consideration of grant of financial upgradation to Staff Car Drivers as per Model Recruitment Rules. Once the proposal is accepted, the meeting of DPC will be fixed.
3.	Promotion to the post Private Secretary	To consider the promotion to the post of Private Secretary, the APARs of the eligible Stenographer Grade-I have been sent to Shri Basavaraj Swamy, the then Registrar for review. Once the APARs, duly reviewed by the Reviewing Officer is received, the meeting of DPC will be fixed.
4.	Promotion of MTS to the post of Lower Division Clerk under 5% quota	The Seniority List of MTS was circulated amongst the MTS for rectification of any error or any addition/deletion. Since, no representation is received, the file is submitted for approval of the Competent Authority for uploading the final seniority list on Institute's website. File will be submitted for constitution of DPC to consider promotion of MTS to the post of LDC on seniority-cum-fitness basis under 5% quota.
5.	RTI Matters/Appeals	One appeal dated 28.4.2020 has been listed for hearing before the Central Information Commission (CIC). The Hon'ble Commission passed its decision in favour of the Institute.
6.	Status of APARs for the year 2020-21	The reporting part of the APARs for the current year ie. 2020-21 in r/o all Group 'B' & 'C' has been completed. The Review process may be completed by this month.
7.	Grievance disposal	A grievance against one scholar was received through grievance portal of the Institute, which has been disposed off based on the information provided by the Student Cell.

8.	Circulation of Seniority List of Group 'B' & 'C' employees.	Status of Seniority List of Group 'B' & 'C' employees is as under: 1. Stenographer Grade-I –Final Seniority List has been notified and uploaded on Institute's website. 2. Section Officers - Provisional Seniority List has been circulated. 3. Assistants & LDC - File is submitted to the Competent Authority for approval of circulation of provisional Seniority List. 4. UDC – Seniority list has been finalized. File is submitted for approval for final notification and uploading on Institute's website. 5. MTS- Seniority list has been finalized. File is submitted for approval for final notification and uploading on Institute's website.
9.	Superannuation	Calculation of retirement and pensionary benefits in r/o one officer superannuating this month has been done. The file is submitted to the Accounts Department for verification and concurrence.
10.	Handing over the charge of Training Cell	Since, the incumbent posted in Training Cell is superannuating this month, the order has been issued for taking over the charge and submission of inventory, list of pending works along with ongoing activities to the officer who is taking over the charge.

General Administration

Sr.	Details	Status of work
1.	Repair/Maintenance work of NIEPA Hostel, Office Building and Staff Quarters	Work in progress (by CPWD)
2.	New Lift at NIEPA Hostel	Work in progress (by CPWD) (Discussed with Mr. B.K. Roy, AE (Electrical) on 20th September 2021). He assured that the lift will be operational within 15 days.
3.	Requirement of Staff in Place of 1) Shri Anurodh Singh 2) Late Shri Satbir Singh 3) Shri Shiv Prakash 4) Sr. Consultant	Request pending

Accounts Section

Sr.	Details of work	Position of work	Works related to be done
1.	Grant in aid for the month of September	Rs. 3.20 cr. sanctioned but not yet received	
2.	Preparation of BE/RE for the year 2021-22	Letter for the details has been received from Ministry. To be submitted to Ministry by 24.09.2021	Under process and will be submitted for approval
3.	Routine Work under process	Salary and Pension for the month August had been disbursed. Some of the medical bills are pending,	- - - - Request for the staff had been sent to the PMU. For timely disbursement of medical.

Project Management Unit

1.	**Recruitment of Project Junior Consultant (Pariprekshya)**	• The Selection Committee had prepared a panel of 06 candidates out of which 01 candidate has been appointed for the work related to the Hindi Journal Pariprekshya. She has since joined her duties w.e.f. 16.08.2021. • After the approval of the Competent Authority, out of the remaining 05 candidates, 02 have been appointed for the 02 projects of Prof. Kumar Suresh, whereas one has been appointed for the NISHTHA programme of NCSL. • One of the candidates, who was given offer to join NISHTHA programme, did not join. Hence, her offer letter was withdrawn and cancelled. • One candidate is still left on the panel.
2.	**Recruitment of the Project Consultant and Project Junior Consultant and to make a panel**	• Total 642 and 953 applications were received for the positions of Project Consultant and Project Junior Consultant, respectively, which were placed before the duly constituted Screening Committee in its meetings held on 12.8.2021, 17.08.2021 & 27.08.2021 and 02.09.2021. • After approval of the Minutes of the Screening Committee pertaining to both the positions, the Competent Authority has constituted a Selection Committee to conduct the interviews for both the above positions. • PMU is coordinating with the Chairperson and other Committee Members for obtaining the convenient date(s) and time for the meeting. Subsequent to which, meeting(s) of the Selection Committee will be held to conduct the interviews of the shortlisted candidates.
3.	**Recruitment of the Project Administrative Assistant**	• Total 190 applications have been received for this post. Briefs of the same have been prepared. • Screening Committee has been constituted by the VC. • Meeting of the Screening Committee is scheduled for 22.09.2021 to shortlist the candidates for interview.

4.	**Recruitment of Project Computer Operator/Clerk**	More than 8500 applications have been received for this position. Process of screening these applications is to be started soon. In view of the large number of applications the screening will take some more time. We still have 08 candidates on our current panel for the post, which is valid till 30.9.2021. In view of the above, process has been initiated to get the current panel revalidated for another three months.
5.	**Grant in Aid Scheme**	• Meeting of the 42nd GIAC has been proposed for 08.10.2021 (Friday). • Draft agenda of the meeting has been prepared and the same has been sent for the perusal of the Member-Secretary and Chairman.

NIEPA Hostel

1.	Progress of major civil works by CPWD
2.	New lift installed but not yet operational
3.	Repair & replacement of fixtures and fittings in all hostel rooms and common areas (Room wise list submitted to the General Administration)
4.	Annual maintenance of Fire system, Building insurance and Pest control etc.
5.	Allocation of funds for purchasing new items for hostel (submitted the list in the month of March, 2020)
6.	Qualified staff at the reception for better service to the guests
7.	CPWD portal for maintenance of hostel building and rooms
8.	Reducing the waste expenditure like lift operator (3 shifts) etc.

Publication Unit

Sn	*Title*	*Details of the Publications*	*Position*
1.	**Journal of Educational Planning and Administration (JEPA)** (Editor: Prof A K Singh)	January 2021 issue	The printed copies have been received from the Press on 16.08.2021 and copies were also sent to the Subscribers.
		April 2021 issue	The final pages of the Journal have been sent to the Press for printing. The printed copies are expected by 22.09.2021.
		July 2021 issue	Four articles and one book review have been received and got Copy Edited. Presently with the Editor for finalization since 14.09.2021.
2.	**Pariprekshya** (Editor: Prof Manisha Priyam)	December 2018	Final / Corrected PDF file of the issue is received from the Editor and page are being checked for finalization.
		April — August 2019; December 2019 — April 2020; August — December 2020; April 2021 and August 2021 issues	Manuscripts of the Combined Issues are yet to come
3.	**ANTRIEP Newsletter** (Editor: Prof Madhumita Bandyopadhyay)	January-June 2020	The printed copies have been received from the Press on 14.09.2021 and being distributed.
		July– December 2020 and January – June 2021 issues	The Manuscripts are awaited from the Editor.
4.	**CPRHE Report**	2020-21	The printed copies have been received from the Press on 10.09.2021 and supplied all the 300 copies to CPRHE for further distribution.
5.	**CPRHE Research Papers** (Co- Editor: Dr C M Malish)	Paper No. 15	The Manuscripts is awaited from the CPRHE.
6.	**NIEPA Occasional Papers** (Editor: Prof Kumar Suresh)	Women Educational Administrators in India: Issues and Problems by Manju Narula	The Ist Page Proofs with Prof. Kumar Suresh for finalisation.
		Dynamics of the Finances of Private	The Ist Page Proofs with Prof. Kumar Suresh for finalisation.

		Higher Educational Institutions in India by Jacob John, Megha Jacob, and Naveen Joseph Thomas	
7.	**Establishing International Branch Campuses in India—A Survey among 'Top 200' Universities**	by Mr. Eldho Mathews	The printed copies have been received from the Press on 26.07.2021. All the 100 copies were given to the Author.
8.	**NIEPA—A Perspective Plan 2020-30 (Hindi Version)**	Translated Version of the English Version	The printed copies have been received from the Press on 06.08.2021.
9.	**Education and Social Opportunity: Bridging the Gap** by **A.K. Shiva Kumar** (XIV Foundation Day Lecture)	C/o Prof Manisha Priyam	The printed copies have been received from the Press on 03.08.2021.
10.	**Liberal Education – A 21st Century Imperative** by **Dr. K. Kasturirangan** (XV Foundation Day Lecture)	C/o Prof Manisha Priyam	The printed copies have been received from the Press on 06.08.2021.
11.	**Invitation Cards and Poster for the NIEPA's XV Foundation Day Lecture on** "Liberal Education - A 21st Century Imperative" by Professor K. Kasturirangan	C/o Prof Manisha Priyam	The material is printed and supplied to the concerned department on 03.08.2021.
12.	**School Management Committee: A Move towards Open Government in Education in India (c/o IIEP)**	C/o Prof Sunita Chugh	Prof Sunita Chugh (Author) is finalizing the MoA with IIEP for bringing out the E-version of the book.

13.	**Memorandum of Association and Recruitment Rules & Service Regulations 2020**	c/o Registrar/ SO (AA)	The Page proofs are with SO (AA) for checking etc. (since 24.09.2020)
14.	**NIEPA Policy Documents**	**Delegation of Power** and **Policy Documents** (ie Code of Ethics and Conduct etc.) c/o Registrar	The Copy editing and Page formatting of two Documents have been completed. The proofs are with Prof Kumar Suresh (then Registrar) for providing final Manuscript.
15.	**NIEPA Annual Report 2018-19** (English and Hindi)	• The printed copies of both the editions were received from Press on 27.07.2021 and sent to the Ministry of Education by the Registrar Office.	
16.	**NIEPA Annual Report 2019-20** (English and Hindi)	• The Copy-edited text has been sent to Prof Rasmita Das Swain for finalisation on 11.05.2021. • Prof Rasmita has finalized and returned all the chapters of the Annual Report on 15.08.2021. Faculty Contribution pages (app. 100 pages) are yet to come from her after finalization. • The page make-up of the Chapters, Appendices, and Annual Accounts is completed. Only waiting for Faculty Contribution pages for finalization of the Report. • The translation work is completed by the Hindi Cell. The page layout setting of the Chapters is being done. The first proofs are with Hindi cell since 20.09.2021 for checking and finalization.	
17.	**NIEPA Annual Report 2020-21** (English and Hindi)	• A Notification dated 13.04.2021 has been issued by the Registrar NIEPA to all the Department Heads, Faculty and Officers. Input from most of the Departments / Sections have been received. • Only contribution from one academic department (Educational Planning) is awaited. • The Copy Editing has been got done. The copy-edited text was sent to Dr. Sangeeta Angom for finalization on 19.08.2021 and 07.09.2021. • The translation work is being done by the Hindi Cell since 05.08.2021.	
18.	**Miscellaneous Jobs**	Complimentary Slips for Prof Kumar Suresh	• Printed and supplied
		Letterheads for Vice-Chancellor	• Printed and supplied
		Writing pads in small size	• Under process
19.	**Panel of Copy Editors (English Language)**	• An advertisement is being released in NIEPA website for this purpose. Applications have been received and summary is being prepared.	

Publications under collaboration with the Publishers		
20.	**India Higher Education Report 2020: Employment and Employability of Higher Education Graduates in India** edited by N. V. Varghese and Mona Khare (Routledge)	• The **MoA** has already been got signed between the Publisher (Routledge) and NIEPA. • Manuscript has been forwarded to the Publisher by CPRHE, which is under process.
21.	**Teaching Learning and New Technologies in Higher Education** edited by N. V. Varghese and S. Mandal (Springer)	• Advance Printed copies of the book have been supplied by the Publisher to the Editors. Emails (last email on 17.09.2021) were sent to the Publisher for correction in the Copyright page and supply the corrected copies. The same is under process. After the receipt of the corrected copies, the purchase order for 25 printed copies will be placed.
22.	**Education Financing in India: Shifting Paradigm** edited by *Mona Khare* (Routledge)	• The Publisher has submitted the corrected MoA for DocSign and Approval. It was decided that as per approved Publication Guidelines, the MoA will be signed once the Manuscript is finalized and submitted by the Editor (Prof Mona Khare) to NIEPA. The manuscript is still awaited.
23.	**Financing of Higher Education -- Traditional Approaches and Innovative Strategies** edited by N. V. Varghese and Jinusha Panigrahi (Springer)	• A Draft MoA has been received from the Publisher which was compared with the earlier agreement. • As per NIEPA's approved guidelines for Publications 2020, the few clauses needed to be amended by the Publisher.
Publications (with Review process completed)		
24.	**Assessment of available Facilities for Primary and Upper Primary Education in Tribal Areas** by K Sujatha	Reviews received from *Prof. Virginius Xaxa* and *Prof Geetha B. Nambissan* have been forwarded to Prof Sujatha on 11.10.2017 and 07.05.2018 respectively. Presently the manuscript is with her to finalize in the light of comments received from the Experts.
Publication Material on NIEPA Website		
25.	• The details of all the Priced Publications including Journals of NIEPA are uploaded on the Website and updated from time to time. • All the Unpriced books, Reports and other informative materials also are uploaded on NIEPA Website with full text for download and updated periodically.	

हिंदी कक्ष कार्यसूची)22/09/2021)

राजभाषा कार्यान्वयन

क्रम	कार्य	कार्य की स्थिति	समय सीमा	कार्यवाई
1.	तिमाही रिपोर्ट जून-अप्रैल)2021| मंत्रालय को प्रेषित (	कार्य पूर्ण	-	हिंदी कक्ष

हिंदी अनुवाद, पुनरीक्षण, संपादन, प्रूफ संशोधन, प्रकाशन एवं प्रेषण

क्रम	कार्य	कार्य की स्थिति	समय सीमा	कार्यवाई
1.	वार्षिक रिपोर्ट 2018-19 का हिंदी संस्करण प्रकाशित |	कार्य पूर्ण		
2.	वार्षिक रिपोर्ट 2019-20 की अब तक प्राप्त सामग्री का हिंदी अनुवाद कार्य पूर्ण |	कार्य पूर्ण		
3.	वार्षिक रिपोर्ट 2020-21 का अनुवाद कार्य जारी |	कार्य जारी		
4.	नीपा पर्सपेक्टिव प्लान 2020-30 का हिंदी संस्करण प्रकाशित |	कार्य पूर्ण	-	
5.	परिप्रेक्ष्य के दिसंबर 2018 अंक का अंतिम कवर पृष्ठ संपादक महोदय से अपेक्षित |	संपादक महोदय से अपेक्षित |	-	
6.	संस्थान में हिंदी पखवाड़ा का आयोजन)14-28 सितंबर ,2021 (	कार्य जारी		

Academic Administration Section

Monthly Meeting scheduled on 22nd November, 2021

Sr.	Task Description	Present Status
1.	Recruitment to the post of Faculty and Administrative Positions.	The Board of Management, NIEPA accorded its approval to the Minutes of Selection Committees for the post of Professors(4), Associate Professors (3), Hindi Editor(1) and Finance Officer(1) Offers sent to selected candidates. Acceptance received and are expected to join shortly.
2.	Deputy Publication Officer	Selection Committee to meet for online interview in the first week of December, 2021.
3.	CAS Cases of Faculty	Committee constituted to devise self-assessment-cum-performance appraisal forms for teachers in strict adherence of UGC Guidelines 2018. Meeting of the Committee to be convened shortly.
4.	Recruitment to three posts of Assistant Professor in NCSL on contract basis for the period upto 31.03.2022.	File submitted for issue of Notification of Selection Committee. Online interviews to be conducted shortly.

Personnel Administration & Student Cell

Sr.	Task Description	Present Status
1.	Consideration for Compassionate Appointment of dependant family member of the deceased employee	The Offer letter has been issued to the candidate. The candidate will join after production of Medical Fitness Certificate.
2.	Grant of Promotion to Drivers under Model Recruitment Rules	The Committee met on 29.10.2021. The external expert raised some queries. Action against the queries raised is under process. The next meeting will be conducted after its fulfillment.
3.	Promotion of MTS to the post of Lower Division Clerk under 5% quota	The file has been submitted for constitution of Departmental Promotion Committee.
4.	Status of APARs for the year 2020-21	Except 3-4 cases, the APAR in r/o all Group 'B' & 'C' employees have been completed for the year 2020-21.
5.	Grant of 2nd MACP in r/o Shri Ramesh Mehto, MTS	The file has been submitted for constitution of Screening Committee.
6.	Circulation of Seniority List of Group 'B' & 'C' employees.	Seniority List in r/o all Group 'B' & 'C' employees have been finalized and notified.
7.	Payment of arrears of enhanced Gratuity and Leave Encashment to all	A letter is being sent to the Ministry with financial implications for clarification whether the Office Memorandum dated 7.9.2021 issued by

	the employees retired/expired during 1.1.2020 to 30.6.2021 owing to increase in DA from 17% to 28%	Department of Expenditure, Ministry of Finance for Central Government Employees is also applied to autonomous bodies like NIEPA.
8.	Recruitment to the post of Consultant/Junior Consultant/Junior Assistant on short term contract basis for Internal Audit Cell	The Recruitment Notification along with Application Form was uploaded on Institute's website to invite online applications with last date as 4th October, 2021. But no application has been received. The post was re-advertised with last date as 2nd November, 2021. But this time also, not even a single application is received. The Recruitment Notification along with Application Form has now been circulated to different Universities/organizations to invite applications from eligible and interested candidates by fixing last date as 30th November, 2021.
9.	Recruitment to the post of Consultant (Civil Engineering) on short term contract basis	The file has been sent to Head, PMU with the request to upload the Recruitment Notification and Application Form on Institute's website.
10.	Release of Fellowship to the scholars of 2021-22 Batch	Fellowship to all the scholars of 2021-22 batch has been released except one- Ms. Harshita Dutta whose documents are still pending for verification.

General Administration

Sr.	Details	Status of work
1.	Repair/Maintenance work of NIEPA Hostel, Office Building and Staff Quarters	Work in progress (by CPWD)
2.	New Lift at NIEPA Hostel	Work in progress (by CPWD)
3.	Requirement of Staff in GA Section	Request pending

Accounts Section

Sr.	Details of work	Position of work	Works related to be done
1.	Grant in aid for the month of October	Rs. 3.60 cr. sanctioned and received. An amount of Rs. 15 lakh was received under OH-35, for which an email to the concerned had already been sent.	
2.	Routine Work under process	Salary and Pension for the month October had been disbursed. Life Certificate form had been sent to the pensioners and many of them had been submitted them.	

Project Management Unit

1.	**Recruitment for the post of Project Consultant**	• Selection procedure has been completed. • Finally, 15 candidates (12 for academic work and 03 for technical work) have been empanelled. • As per the demand received, offer letters have been sent to the three candidates; two of them have since joined.
2.	**Recruitment for the post of Project Junior Consultant**	• Selection procedure has been completed. • Finally, 29 candidates (*14 for academic work; 06 for technical work; 05 for administrative work and 04 for finance and accounts work*) have been empanelled. • As per the demand received, offer letters have been sent to the 08 candidates; 03 of them have since joined.
3.	**Recruitment for the post of Project Administrative Assistant**	• Selection procedure has since been completed. • Finally, 08 candidates have been empanelled. • The demand for appointment was received from NCSL and PMU. • Accordingly, offer letter was sent to the first two candidates and both of them have joined.
4.	**Recruitment to the post of Project Computer Operator/Clerk**	Head, PMU himself is looking into the matter. He is preparing a detailed plan to shortlist the large number of applications. The entire recruitment process is expected to be completed by December 2021.
5.	**Quarterly Progress Report**	Email was sent to the PIs requesting them to submit the quarterly progress report for the quarter July 2021 to Sept 2021 by 15 Nov. 2021. In response only very few PIs have submitted their progress report.
6.	**GIAC Meeting**	Meeting of the Grants-in-Aid Committee was held on 8.10.2021. Minutes of the same have also been approved by the Competent Authority. Sanction letters to the concerned organizations are being prepared.

NIEPA Hostel

1.	New lift not operational.	
2.	Maintenance (Civil & Electrical) of rooms pending in all floors.	
3.	Tails work not yet completed in most of the rooms.	
4.	Balcony grill not installed (Balcony fallen long back).	
5.	Water coolers not working (Most of the floors).	
6.	Glass broken at the time of civil work.	
7.	Floor cleaning not yet done by contractor.	
8.	AC maintenance is very poor.	
9.	Security issues.	
10.	Flower plants to be purchased for hostel.	
11.	Equipment for housekeeping staff for better performance.	

Publication Unit

Sr.	*Title*	*Details of the Publications*	*Position*
1.	**Journal of Educational Planning and Administration (JEPA)** (Editor: Prof A K Singh)	April 2021 issue	The printed copies have been received from the Press on 27.09.2021 and copies were also sent to the Subscribers.
		July 2021 issue	The advance printed copies of the Journal have been received from the Press on 22.11.2021.The balance printed copies are expected by 25.11.2021.
		October 2021 issue	Three articles have been received for Copy Editing on 16.11.2021 form the Editor and the Work is under process.
2.	**Pariprekshya** (Editor: Prof Manisha Priyam)	December 2018	The advance printed copies of the Journal are expected from the Press on 22.11.2021. The balance printed copies are expected by 27.11.2021.
		April — August 2019; December 2019 — April 2020; August — December 2020; April 2021 and August 2021 issues	Manuscripts of the Combined Issues are yet to come.
3.	**ANTRIEP Newsletter** (Editor: Prof Madhumita Bandyopadhyay)	January-June 2020	The printed copies have been received from the Press.
		July– December 2020 and January – June 2021 issues	The Manuscripts are awaited from the Editor.
4.	**CPRHE Research Papers** (Co- Editor: Dr C M	Paper No. 15	The Manuscript is awaited from the CPRHE.

	Malish)		
5.	**NIEPA Occasional Papers** (Editor: Prof Kumar Suresh)	Women Educational Administrators in India: Issues and Problems by Manju Narula Dynamics of the Finances of Private Higher Educational Institutions in India by Jacob John, Megha Jacob, and Naveen Joseph Thomas	The Ist Page Proofs are with Prof. Kumar Suresh for finalization.
6.	**Inter-Generational and Inter-Regional Differentials in Higher Level Education in India** by **Dr. Abusaleh Shariff** (XIIth Maulana Abul Kalam Azad Memorial Lecture)	C/o Prof A. K. Singh	The printed copies have been received from the Press on 09.11.2021.
7.	**School Management Committee: A Move towards Open Government in Education in India (c/o IIEP)**	C/o Prof Sunita Chugh	The MoA with IIEP had been signed on 22.09.2021 and ISBN number for the book was also provided to IIEP for inclusion in the E-version of the book.
8.	**Memorandum of Association and Recruitment Rules & Service Regulations**	c/o Registrar/ SO (AA)	The checked Page proofs were received from SO (AA) and the proofs are being finalized after including the *Delegation of Power pages*. May be

	2020 and Delegation of Power		ready in one or two days.
9.	Production of **National School Performance Analytics (2018-19, 2019-21) (Shaala Siddhi)**	National School Performance Analytics (2018-19) National School Performance Analytics (2019-21)	Approvals related to the jobs have been taken and the designing work is initiated.
10.	Designing, Production and Fabrication of the **MODULES for Training on "Creating Conducive Learning Environment"**	c/o Dr Kashyapi Awasthi (NCSL)	The file is under approval process for Budget etc. before circulation of the Tender to the firms/website.
11.	Production of **NISHTHA Modules** for Elementary and Secondary Education	c/o Prof Sunita Chugh (NCSL)	The job is under process for taking the approval for execution of the Job.
12.	Copy editing of **14 Modules on School Leadership Development**	c/o Prof Sunita Chugh (NCSL)	The work of copy editing of three modules is under process.
13.	**NIEPA Annual Report 2019-20** (English and Hindi)	• The Annual Report (English) has been released for printing on 08.11.2021 after approval of Ferro proofs and the printed copies are expected by 22.11.2021 (A/N). • The Ferro proofs of the Annual Report (Hindi) have been approved by the Hindi Cell and the Report has been also released for printing on 16.11.2021. The printed copies are expected by 25.11.2021 (F/N).	
14.	**NIEPA Annual Report 2020-21**	• A Notification dated 13.04.2021 has been issued by the Registrar NIEPA to all the Department Heads, Faculty and Officers. Input from most of the Departments /	

	(English and Hindi)	Sections have been received. • The Copy Editing of all chapters and Faculty Contribution are completed. The complete copy edited text had been sent to Dr. Sangeeta Angom (Faculty Coordinator) for finalization on 19.08.2021, 07.09.2021 and 27.10.2021. • The selection of the Photos for the Report is under process. • The Annual Accounts received from Account Section on 16.11.2021. The same is under process for page formatting. • The translation work is being done by the Hindi Cell since 05.08.2021. Some portion (Academic Contribution) has been completed.	
15.	**Miscellaneous Jobs**	Letterheads for Prof Kumar Suresh	Printed and supplied
		Writing pads in small size	Printed and supplied to NIEPA Stores on 13.10.2021
		Invitation Cards and Poster for XIIth Maulana Abul Kalam Azad Memorial Lecture	Printed Posters and e-version of the Invitation card were provided for circulation to Prof A. K. Singh.
Publications under collaboration with the Publishers			
16.	**India Higher Education Report 2020: Employment and Employability of Higher Education Graduates in India** edited by N. V. Varghese and Mona Khare (Routledge)	• The **MoA** has already been got signed between the Publisher (Routledge) and NIEPA. • The book is under print.	
17.	**Teaching Learning and New Technologies in Higher Education** edited by N. V. Varghese and S.	• The revised books (with corrected copy right page) were received from the Publisher on 21.10.2021. • The Purchase order for 25 printed copies has been given to the Publisher. They will supply copies through their distributor (SARAS) probably in 20 days.	

	Mandal (Springer)	
18.	**Education Financing in India: Shifting Paradigm** edited by *Mona Khare* (Routledge)	The Publisher had submitted the corrected MoA for DocSign and Approval. It was decided that as per approved Publication Guidelines, the MoA will be signed once the Manuscript is finalized and submitted by the Editor. (Prof Mona Khare) to NIEPA. The manuscript is still awaited.
19.	**India Higher Education Report 2021: Private Higher Education** edited by N. V. Varghese and Jinusha Panigrahi (Routledge)	• A MoA has been signed between the Publisher (Routledge) and NIEPA on 26.10.2021. • The Manuscript has been also forwarded by the CPRHE to the Publisher for further necessary action.
Publications (with Review process completed)		
20.	**Assessment of available Facilities for Primary and Upper Primary Education in Tribal Areas** by K Sujatha	Presently the manuscript is with Prof. Sujatha to finalize in the light of comments received from the Experts since May 2018.
Publication Material on NIEPA Website		
21.	• The details of all the Priced Publications including Journals of NIEPA are uploaded on the Website and updated from time to time. • All the Unpriced books, Reports and other informative materials also are uploaded on NIEPA Website with full text for download and updated periodically.	

हिंदी कक्ष कार्यसूची)22/11/2021)

राजभाषा कार्यान्वयन

क्रम संख्या	कार्य	कार्य की स्थिति	समय सीमा	कार्यवाई	विशेष
1.	तिमाही रिपोर्ट सितम्बर -जुलाई)2021 (मंत्रालय को प्रेषित|	कार्य पूर्ण	-	हिंदी कक्ष	-

हिंदी अनुवाद, पुनरीक्षण, संपादन, प्रूफ संशोधन, प्रकाशन एवं प्रेषण

क्रम संख्या	कार्य	कार्य की स्थिति	समय सीमा	कार्यवाई	विशेष
1.	वार्षिक रिपोर्ट 2019-20 का हिंदी संस्करण प्रकाशन हेतु प्रेषित |	कार्य पूर्ण			
2.	वार्षिक रिपोर्ट 2020-21 के अध्याय 3 और अनुलग्नकसंकाय का - अकादमिक योगदान का हिंदी अनुवाद कार्य पूर्ण और प्रकाशन | एकक को प्रेषित	-			
3.	वार्षिक रिपोर्ट 2020-21 के अन्य अध्यायों का अनुवाद कार्य जारी |	कार्य जारी			
4.	परिप्रेक्ष्य का दिसंबर 2018 अंक मुद्रण हेतु प्रेषित |	कार्य पूर्ण	-		-

Academic Administration Section

Monthly Meeting scheduled on 10 March, 2022

Sr.	Task Description	Present Status
1.	Recruitment to the post of Professors.	Advertisement (03 posts – 01 UR, 01 OBC, 01 SC) was released on 31.01.2022 in the newspapers/website. Last date for submission of online applications is 16.03.2022. A Screening Committee is being constituted.
2.	CAS Cases of Faculty	A Committee has been constituted on 16.09.2021 to devise self-assessment-cum-performance appraisal forms for teachers in strict adherence of UGC Guidelines 2018. Meeting of the Committee is to be convened shortly.
3.	Transfer of pensionary benefits in respect of Dr. Savita Kaushal, Ex-Assistant Professor	An Office Order dated 09.03.2022 was issued for transfer of pensionary benefits to Dr. Kaushal through Jamia Millia Islamia.

Personnel Administration & Student Cell

Sr.	Task Description	Present Status
1.	**Recruitment to the post of Non-Teaching Staff**	**<u>For the post of Stenographer Grade-II-</u>** As per Recruitment Rules, the mode of recruitment is Direct Recruitment through Staff Selection Commission. Accordingly, a letter has been sent to Staff Selection Commission with the request to send the bio-data of the eligible candidates who have passed the recruitment test, for consideration and appointment. **<u>For the post of Stenographer Grade-I</u>** – As per Recruitment Rules, the mode of recruitment is 'By promotion failing which by deputation'. Since, no incumbent is available in the feeder cadre to be considered for promotion, it is decided that the post may be filled up by deputation. Accordingly, the action in this regard, like preparation of short advertisement and long advertisement has been prepared to be published in the 'Employment Newspaper' **<u>For the post of Computer Programmer</u>**- Head, ICT has prepared the syllabus & scheme of examination for written test & skill test which is to be included in the Recruitment Notification. The Recruitment Notification is on the final stage and will be submitted in a day or so. Other activities regarding recruitment shall be taken up in consultation with Head, ICT.
2.	**Grant of MACP to Group 'B' & 'C' employees**	**<u>Grant of MACP to Shri Ramesh Mehto, MTS</u>** - He has been granted 2nd MACP w.e.f. 5.12.2020 and pay fixation has also been done and submitted to Accounts Section for verification. **<u>Grant of MACP to other Group 'B' & 'C' employees</u>**- Three Assistants are due for grant of 1st MACP. Notification of the Screening Committee has been issued. The members have been contacted for finalizing the date of meeting. The members are available after 15th March, 2022. It is likely that the

		meeting will be conducted next week.
3.	**Promotion of Group 'B' & 'C' employees**	**<u>Promotion to the post of Private Secretary</u>**- Since Stenographer Grade-I is a feeder cadre to be considered for promotion to the post of Private Secretary as well as Section Officer, option was taken from the eligible Stenographer Grade-I. All the three eligible Stenographer Grade-I have recently submitted their option. Accordingly, the matter is being processed on the file and will be submitted before the Competent Authority tomorrow. **<u>Promotion to the post of Section Officer</u>** – The Stenographer Grade-I have submitted their option recently. The APARs of the employees who are in the consideration zone has been received yesterday only from the Reporting/Reviewing Officer. The same will be placed before the Competent Authority for his remarks/endorsement tomorrow. Accordingly, the matter will be processed on the file and submitted before the Competent Authority in a day or two. **<u>Promotion to the post of LDC (under 10% quota)</u>** – Since the Selection Committee already constituted has two outside members. Their availability could not be ascertained. The file is moved for re-constitution of the Committee comprising four members including one SC/ST member who may be an outside expert. All other requirements have been finalized except reconstitution of the Committee. **<u>Promotion to the post of Assistant</u>**- The requirement of APAR in r/o eligible UDC has now been completed except one eligible candidate whose review is pending. Action is being taken for completion of reviewing part. Once this mandatory requirement is completed, the file will be submitted for conducting DPC.

		<u>Promotion of Driver under Model Recruitment Rules</u>- The expert member has expressed his inability to attend DPC meeting in the current month due to his busy schedule. However, he has assured that he would be available in the first week of April, 2022.
4.	**Recruitment to the post of Internal Auditor**	The Recruitment Notification alongwith application form for inviting online applications has been uploaded on Institute's website with last date for submission of application as 15th March, 2022.
5.	**Enrolment of NIEPA with CGHS**	A reminder has been sent to the Ministry with the request to enroll NIEPA with CGHS.
6.	**Uploading of NAD Data**	Data of all the Ph.D scholars who have been awarded degree during 2013-2021 have been uploaded on NAD Digilocker.
7.	**Admission to Integrated M.Phil Ph.D programme for 2022-23 Session**	Prospectus has been printed. Bid has been opened for publication of admission notice in the newspapers.

General Administration

Sr.	Details	Status of work
1.	Repair/Maintenance work of NIEPA Hostel, Office Building and Staff Quarters	Strengthening of columns / beam work has been completed by CPWD. Minor repair work in Hostel rooms has been completed on 3 floors. (Remaining 3 floor work will be completed this week) Repair work is undergoing in Type V No. 7 & 8.
2.	New Lift at NIEPA Hostel	Hostel Lift has been made operational by CPWD and handed over to NIEPA.
3.	Replacement of fire alarm system at Hostel.	Work has been awarded by CPWD and is in progress.

Accounts Section

S.No.	Details of work	Position of work	Works related to be done
1.	Salary Salary and Pension	Paid till the month of Feb-2020	-
2.	Pension payment through SBI	MoU had been signed b/w SBI and NIEPA.	Preliminary data had been transferred. Categorization details had been asked by the SBI which is under preparation
3.	Grant-in-aid for the month March	Expected to be received till 15th of the Month (as intimated by S.O., DHE, MoE)	-
4.	Closing of Financial year 2021-22	Notification issued to all the concerns to submit their claims on time, to facilitate the closing on time	-
5.	Audit Report 2020-21	Audit of Annual Accounts for the Financial year 2020-21 has been conducted by AGCR, Replies to the Draft SAR has been sent to the Audit.	Waiting for the receipt of the Final SAR.

6.	Internal Audit 2021-22	M/s HRD & Co. of Chartered Accountants has been hired for conducting the Internal Audit for the First 3 quarters of 2021-22	Audit is going on, the report will be circulated for compliance to the sections.
7.	Internal Audit Wing	Notification published.	–

NIEPA Hostel

1. General maintenance of hostel building, rooms & surroundings etc.

- Round the clock Reception Staff (Qualified staff 24x7)
- New lift functioning, replacement of electrical equipment in rooms
- Beautification and cleanliness of hostel surroundings
- Major work (Replacement of Doors and maintenance of doors), electrical wiring in room no. 33 to 40 and 45. All geysers to be replaced.
- Room's maintenance is very poor. Repair & replacement of furniture and fittings in hostel rooms and common areas (Room wise list submitted to the General Administration)
- Preparations to reopen the hostel for trainees and guests (Single rooms to all participants) Only 25 rooms available for participants (out of 61 rooms).
- Day to day visit of care taker to check working condition of geezer, heater, AC and other equipment.
- Supply of ground water for hostel park and plants
- Wastage of drinking water from pump house.

2. Improvement of the safety and security measures in the hostel building

- Fire safety measures and checking periodically by Fire service personnel
- Security to be tightened (Good quality security agency)
- No CVV camera in dining halls, Inside Reception & waiting hall and backside the building.

3. Improvement of the boarding facilities

- Providing good quality food to participants (rates may be revised for private guests)
- Maintaining hygienic conditions in the kitchen and dining hall.

Publication Unit

Sn	*Title*	*Details of the Publications*	*Position*
1.	**Journal of Educational Planning and Administration (JEPA)** (Editor: Prof A K Singh)	July 2021 issue	The printed copies have been received from the Press on 23.11.2021 and copies were also sent to the Subscribers.
		October 2021 issue	The printed copies have been received from the Press on 04.03.2022 and copies are being sent to the Subscribers etc.
		January 2022 issue	Four articles have been received and also got Copy Edited. The page formatting is being done in the Publication Unit. • *Recent Publications from NIEPA* and *Forthcoming Publications from NIEPA* – two publicity pages will be included in this issue.
2.	**Pariprekshya** (Editor: Prof Manisha Priyam)	December 2018	The printed copies have been received from the Press on 01.12.2021 and copies were also dispatched by the Hindi Cell.
		April and August 2019	The printed copies have been received from the Press on 28.02.2022.
		December 2019 — April 2020; August — December 2020; April 2021; August 2021 and December 2021 issues	Manuscripts are yet to come.
3.	**ANTRIEP Newsletter** (Editor: Prof Madhumita Bandyopadhyay)	July– December 2020	The Manuscript is expected to come in one or two days.
		January – June 2021 issues and July– December 2021	The Manuscripts are awaited from the Editor.

4.	**CPRHE Research Papers** (Co- Editor: Dr C M Malish)	Paper No. 15 --- The Political Economy of Indian Higher Education: Understanding Systemic Challenges for Delhi" by Garima Malik, Nidhi S Sabharwa; and William G Tierney	The paper is under print and copies are expected by the end of this week.
5.	**NIEPA Occasional Papers** (Editor: Prof Kumar Suresh)	Women Educational Administrators in India: Issues and Problems by Manju Narula	The Ist Page Proofs are with Prof. Kumar Suresh for finalisation
		Dynamics of the Finances of Private Higher Educational Institutions in India by Jacob John, Megha Jacob, and Naveen Joseph Thomas	
		School Complexes in India: Existing Practices and Future Prospects in the light of National Education Policy 2020 by *Rashmi Diwan, Subitha G. V., Mona Sedwal, Kashyapi Awasthi*	The typeset proofs (Ist Page Proofs) sent to Prof. Kumar Suresh for checking on 08.03.2022.
		Public-Private Mix in Secondary Education in India: Size, In-Schol Facilities and Intake Profile by *N K Mohanty*	The copy editing of the Paper is completed and sent to Prof. Kumar Suresh for finalization on 09.03.2022.
6.	**Memorandum of Association and Recruitment Rules &**	c/o Registrar	The final e-version is got uploaded on Institute's website under RTI section. It will be released for print version as soon as Registration Certificate is received.

	Service Regulations 2020 and Delegation of Power		
7.	**School Management Committee: A Move towards Open Government in Education in India (c/o IIEP)**	C/o Prof Sunita Chugh	The E-version is got uploaded on the NIEPA Website etc.
8.	Printing of materials for **National Scheme of National Awards for Innovations and Good Practices in Educational Administration (10.02.2022)** (c/o Prof Kumar Suresh)	Compendium of Innovations and Good Practices 2018- 2019	E-version and 5 digitally printed copies were printed for the Programme. The page proofs are once again being checked by the department before printing.
		Compendium of Innovations and Good Practices 2019- 2020	
		Profile of National Awardees 2018-2019	E-versions were prepared and supplied for the Programme
		Profile of National Awardees 2019-2020	
		Invitation Card and Poster	Note is received. Layout is being done. Hindi Translation is also needed for the Certificates.
		Certificates	
9.	**Turning Challenges into Opportunities: Flexible Learning Pathways in Indian Higher Education**	by Garima Malik and Narayanan Annalakshmi	The cover is approved. The inside pages layout is at final stages. ISBN is procured. E-Version may be released for uploading on NIEPA and IIEP website with in one or two days.
10.	**M.Phil-Ph.D. Prospectus 2022-23**	c/o Student Cell	The printed copies have been received from the Press on 07.03.2022.
11.	**Report** of the Webinar in **NORDIC Universities**	By Tshering Bhutia and Binay Prasad	The printed copies have been received from the Press

	and India's NEP 2020: New Trajectories for Internalization (April 27, 2021)		on 31.01.2022.
12.	Production of **National School Performance Analytics (2018-19, 2019-21) (Shaala Siddhi)**	National School Performance Analytics (2018-19) National School Performance Analytics (2019-21)	Approvals related to the jobs have been taken and the manuscript is awaited from the Unit.
13.	Designing, Production and Fabrication of the **MODULES for Training on "Creating Conducive Learning Environment"**	c/o Dr Kashyapi Awasthi (NCSL)	The Tender process is completed and the firm has also started to work on the Modules. Manuscript of 3 modules are received and page formatting is under process.
14.	Production of **NISHTHA Modules** for Elementary and Secondary Education	c/o Prof Sunita Chugh (NCSL)	The job is completed and copies supplied to the NCSL on 13.12.2021
15.	**Modules on School Leadership Development**	c/o Prof Sunita Chugh (NCSL)	The work of copy editing is completed and the page making is being done by the NCSL.
16.	**NIEPA Annual Report 2019-20** (English and Hindi)	• The printed copies of the English and Hindi Annual Report 2019-20 were received from the Press on 22.11.2021 and 24.11.2021 respectively. Subsequently the copies were also sent to MoE on 24.11.2021.	
17.	**NIEPA Annual Report 2020-21** (English and Hindi)	• ***English:*** The text pages have been finalized and also seen by dr Sangeeta Angom (Faculty Coordinator). The Final Audit Report is awaited from CAG. The proposal is being sent for approval of the Annual Report by the Board of Management. • ***Hindi:*** The IIIrd proofs of the text pages are being checked by the Hindi Cell for finalization of pages.	

		• It will take about 2 weeks' time (after receiving of Audit Report and approval by the Board) in printing of both the versions of the Report.	
18.	**Documents prepared for uploading on the NIEPA Website (e-version)**	• Guidelines for the Authors submitting their Papers in Institute's English and Hindi Journals • Recent Publications from NIEPA • Forthcoming Publications from NIEPA	
19.	**Miscellaneous Jobs**	Letterheads for Prof Pradeep Kumar and Registrar	• Printed and supplied
		Year Planner 2022 and Desk Calendar 2022	• Printed and supplied to NIEPA Stores on 03.01.2022
		Letterheads for Registrar	• Printed and supplied
		Letterheads and Visiting Cards for Prof B K Panda + Visiting cards for Dr Mona Sedwal	• Under process
Publications under collaboration with the Publishers			
20.	**India Higher Education Report 2020: Employment and Employability of Higher Education Graduates in India** edited by N. V. Varghese and Mona Khare (Routledge)	• 25 printed copies of the book were purchased and supplied to the CPRHE on 17.01.2022	
21.	**Teaching Learning and New Technologies in Higher Education** edited by N. V. Varghese and S. Mandal (Springer)	• 25 printed copies of the book were purchased and supplied to the CPRHE on 13.12.2021	
22.	**India Higher Education Report 2021: Private Higher Education** edited by N. V. Varghese and Jinusha	• A MoA has been signed between the Publisher (Routledge) and NIEPA on 26.10.2021.	

	Panigrahi (Routledge)	• The Manuscript has been also forwarded by the CPRHE to the Publisher for further necessary action.
23.	**Financing of Higher Education -- Traditional Approaches and Innovative Strategies** edited by Dr. N V Varghese and Jinusha Panigrahi (Springer)	• A MoA has been signed between the Publisher (Routledge) and NIEPA on 26.10.2021. • The Manuscript has been also forwarded by the CPRHE to the Publisher for further necessary action.
24.	**Education Financing in India: Shifting Paradigm** edited by *Mona Khare* (Routledge)	• The Publisher had submitted the corrected MoA for DocuSign and Approval. It was decided that as per approved Publication Guidelines, the MoA will be signed once the Manuscript is finalized and submitted by the Editor. (Prof Mona Khare) to NIEPA. The manuscript is still awaited.
Publication Material on NIEPA Website		
25.	• The details of all the Priced Publications including Journals of NIEPA are uploaded on the Website and updated from time to time. • All the Unpriced books, Reports and other informative materials also are uploaded on NIEPA Website with full text for download and updated periodically.	

हिंदी कक्ष कार्यसूची)10/03/2022)

राजभाषा कार्यान्वयन

क्रम संख्या	कार्य	कार्य की स्थिति	समय सीमा	कार्यवाई	विशेष
1.	तिमाही रिपोर्ट दिसम्बर -अक्टूबर) 2021| मंत्रालय को प्रेषित (	कार्य पूर्ण	-	हिंदी कक्ष	-
2.	सभी फ़ॉर्मों का हिंदी अनुवाद	कार्य पूर्ण	-		
3.	संसदीय राजभाषा समिति की बैठक पूर्ण	कार्य पूर्ण	-		-

हिंदी अनुवाद, पुनरीक्षण, संपादन, प्रूफ संशोधन, प्रकाशन एवं प्रेषण

क्रम संख्या	कार्य	कार्य की स्थिति	समय सीमा	कार्यवाई	विशेष
1.	वार्षिक रिपोर्ट 2020-21 का हिंदी अनुवाद कार्य पूर्ण	कार्य पूर्ण			
2.	परिप्रेक्ष्य का दिसम्बर 2018 अंक प्रकाशित और प्रेषित किया गया	कार्य पूर्ण			
3.	परिप्रेक्ष्य का अप्रैल-अगस्त 2019 अंक प्रकाशित	कार्य पूर्ण			
4.	नीपा एम डी विवरणिका का हिंदी संस्करण.पीएच/फिल. प्रकाशित	कार्य पूर्ण	-		-

Academic Administration Section

Monthly Meeting scheduled on 25th April, 2022

Sr.	Task Description	Present Status
1.	Recruitment to the post of Professors.	Number of Online applications received=47. Feeding of Online applications complete. Brief statement prepared, to be checked and updated from hard copy of applications received. Meeting of Screening Committee to be convened shortly.
2.	CAS Cases of Faculty	Meeting of Committee scheduled for 13th April, 2022 could not take place as no confirmation received from members-Prof. Biswal and Prof. Rasmita Das Swain. Fresh date for the meeting will be fixed.
3.	Transfer of pensionary benefits in respect of Dr. SavitaKaushal, Ex-Assistant Professor	With reference to Institute's Office Order dated 09.03.2022, Assistant Registrar (P&SB) Jamia Millia Islamia sent a communication to recalculate full pension. After recalculation, a reply will be sent to the University.

Personnel Administration

S. No.	Task Description	Present Status
1.	**Grant of MACP to eligible Assistants**	The Screening Committee meeting was held on 7th and 19th April this month to consider for grant of MACP to three eligible Assistants. The cases could not be considered by the Committee due to one reason or the other. The next meeting will be held with the concurrence of the Chairperson soon after fulfilling of the requirement as suggested by the Committee Members.
2.	**Promotion to the post of Private Secretary**	The Departmental Promotion Committee recommended the senior most Stenographer Grade-I for promotion to the post of Private Secretary following the principle of RR i.e. Seniority-cum-Fitness and the option submitted by the Officer. The Minutes of the meeting are under submission for approval of the Competent Authority. Once the minutes are approved, Offer letter will be issued to the Officer.
3.	**Promotion to the post of LDC from MTS under 5% quota**	The Departmental Promotion Committee has been constituted and the Notification is submitted for approval and signature. The date and time of the meeting will be fixed as per availability of the members.
4.	**Promotion of Drivers as per Model Recruitment Rules**	As per the recommendations of BOM in its recent meeting, the Ministry is being approached for implementation of Model Recruitment Rules to Drivers of NIEPA. The DPC will be conducted with the concurrence of the Competent Authority as soon as approval is received from the Ministry.
5.	**APAR for the year 2021-22**	The APAR format have been distributed to all the employees of Group 'B' & 'C' posts for filling up "Self-Assessment Part".
6.	**Recruitment to the post of Computer Programmer**	The pattern of the examination has been finalized in consultation with Prof. K. Srinivas, Head, ICT. The short advertisement and the detailed advertisement is being finalized for publication in the newspaper as well as for uploading on Institute's website.
7.	**Empanelment of NIEPA with CGHS**	The Ministry has been reminded with the request for extension of medical facilities to serving and retired employees.

General Administration- April 2022

Sr.	Details	Status of work
1.	Repair work of NIEPA Hostel, Office Building and Staff Quarters	Work in progress (by CPWD)
2.	Requirement of Staff in Place of 1) Shri Anurodh Singh 2) Late Shri Satbir Singh 3) Shri Shiv Prakash 4) Sr. Consultant	Request pending

Accounts Section

Sr.	Details of work	Position of work	Works related to be done
1.	Budget sanctioned for the financial year 2022-23	Rs. 53.68 cr. under Non-NER and Rs. 4.00 cr. under NER has been approved (Rs. 10.00 cr. under OH -35 has been approved including both Non-NER and NER	Provisional UC for the 2021-22 had already been sent to MoE. Waiting for the first instalment
2.	Preparation of Annual Accounts 2021-22	Work is under full swing. Expected to complete the work in the first week of May.	
3.	Internal Audit for the Q1 to Q3	Internal Audit by the CA firm for the 3 quarters of the FY 2021-22 was conducted. Report received was circulated to the sections and their replies had also been received.	Audit of the 4th quarter of 2021-22 expected to be conducted in the 2nd week of May
4.	Online Payment portal of SBI	CMP portal of SBI has been introduced for online payments	Process under finalization. Expected, that it will be in use from the first week of May. We have a training programme today itself.

Project Management Unit

1.	**Meetings of the Internal Research Review Committee**	• Seventh meeting of IRRC was held on 28.02.2022 through virtual mode. • Minutes of the meeting have been approved by the Competent Authority. Required action is being taken.
2.	**Recruitment to the post of Project Consultant (Graphic Designer)**	• Interviews were conducted on 28.03.2022 and a result notification consisting names of the 02 selected candidates had been uploaded on NIEPA website on 05.04.2022. • First candidate from the panel has since been joined the NCSL.
3.	**Recruitment to the post of Project Computer Operator/ Clerk**	• 100 candidates were appeared for the skill test out of 530 candidates, finally shortlisted through online test. • Finally, after the conduct of the skill test 56 candidates have been empanelled as per the approved criteria and have been notified • Notification and result of the candidates have been uploaded on NIEPA's website on 12.04.2022. • First candidate has since been joined in Academic Administration.
4.	**Recruitment for the post of Project Junior Consultant (Academic & Finance/Administration)**	• Interviews were conducted on 04.04.2022 & 05.04.2022 for the post of Project Junior Consultant (Academic) and PJC (Finance/ Administration), respectively. Subsequently, 18 candidates for Academic position and 09 candidates for Finance/Administration position have been empanelled and notified. • The result notification has been uploaded on the Institute's website on 19.4.2022. • First candidate from the panel has joined and posted in Internal Quality Assurance Cell.
5.	**Meeting of the GIAC**	• 43rd meeting of the GIAC was held on 16.02.2022 at NIEPA. • The Committee had recommended GIA to only two of the organizations. Sanction letter to one of the NGO's has already been sent. • Some other actions recommended by the GIAC are in the pipeline.

6.	**Recruitment to the post of Project Senior Consultant (Academic & Technical) for NCSL**	• In response to our advertisement uploaded on NIEPA website, following number of applications have been received for the post: ✓ 28 applications for Academic positions; ✓ 9 applications for Technical positions. • Briefs for the same have been prepared for the Screening Committee. • Screening Committee has been constituted and the same will be notified soon after the signatures of the Registrar

Position of Publication Works as on 22.04.2022

Sn	Title	Details of the Publications	Position
1.	**Journal of Educational Planning and Administration (JEPA)** (Editor: Prof A K Singh)	January 2022 issue	The printed copies have been received from the Press on 06.04.2022 and the copies are being dispatched to the Subscribers etc.
		April 2022 issue	Three articles have been received from the Editor on 20.04.2022 and sent for Copy Editing. One article (by Prof Kumar Suresh) is yet to come. Book Review are yet to come.
		July 2022 issue	Three articles have been received from the Editor on 22.04.2022. One article would be the Maulana Azad Memorial Lecture. Book Review are yet to come.
2.	**Pariprekshya** (Editor: Prof Manisha Priyam)	April and August 2019	The copies have been dispatched.
		December 2019 — April 2020; August — December 2020; April 2021; August 2021 and December 2021 issues	Manuscripts are yet to come.
3.	**ANTRIEP Newsletter** (Editor: Prof Madhumita Bandyopadhyay)	July– December 2020	The first proofs of the Newsletter have been checked by the Editor and the corrections are being carried out. It may go for print in next week.
		January – June 2021 and July– December 2021issues	The Manuscripts are awaited from the Editor.
4.	**CPRHE Research Papers**	Paper No. 15 --- The Political Economy of Indian Higher Education: Understanding Systemic Challenges for Delhi" by Garima Malik,	The printed copies have been received from the Press on 21.03.2022 and also uploaded

	(Co- Editor: Dr C M Malish)	Nidhi S Sabharwal; and William G Tierney	on the website.
5.	**NIEPA Occasional Papers** (Editor: Prof Kumar Suresh)	Occasional Paper no. 57: Dynamics of the Finances of Private Higher Educational Institutions in India by Jacob John, Megha Jacob, and Naveen Joseph Thomas	The copies have been received from the Press on 05.04.2022 and also uploaded on the website. Dispatch has been also done by the Department.
		Occasional Paper no. 58: Public-Private Mix in Secondary Education in India: Size, In-School Facilities and Intake Profile by *N K Mohanty*	The final page proofs of the Paper were sent to Prof. Kumar Suresh for checking/approval on 07.04.2022.
		Occasional Paper no. 59: School Complexes in India: Existing Practices and Future Prospects in the light of National Education Policy 2020 by *Rashmi Diwan, Subitha G. V., Mona Sedwal, Kashyapi Awasthi*	The final page proofs of the Paper were sent to Prof. Kumar Suresh for checking/approval on 29.03.2022.
		Women Educational Administrators in India: Issues and Problems by Manju Narula	The Ist Page Proofs are with Prof. Kumar Suresh for finalisation.
6.	**Calendar of Training programmes 2022-23**	c/o Training Cell	• The Final Proofs of the Calendar have been checked by the Training Cell. The final dummy is under submission for approval and it may be released for print in 2-3 days.
7.	**Memorandum of Association and Recruitment Rules & Service Regulations 2020**	c/o Registrar	• The Delegation of Power is removed from earlier document. • The document is finalized after checking by the Academic and Personnel Administration. Under submission for approval of final document before uploading on NIEPA website. • It will be released for print version as soon as NIEPA's Registration Certificate is received.
8.	**Turning Challenges into Opportunities: Flexible Learning Pathways in Indian Higher Education**	by Garima Malik and Narayanan Annalakshmi	NIEPA published the E-version of the book and also got uploaded on NIEPA and IIEP websites. 25 copies were also printed digitally for

			dissemination on 30.03.2022.
9.	Printing of materials for **National Scheme of National Awards for Innovations and Good Practices in Educational Administration (10.02.2022)** (c/o Prof Kumar Suresh)	Compendium of Innovations and Good Practices 2018- 2019	Advance printed copies are expected from the press on 23.04.2022.
		Compendium of Innovations and Good Practices 2019- 2020	
		Profile of Awardees and Recipient of Certificate of Appreciation 2018-19	Advance printed copies received from the press on 20.04.2022
		Profile of Awardees and Recipient of Certificate of Appreciation 2019- 2020	Advance printed copies received from the press on 20.04.2022
		Certificates (114 Certificates)	Certificates are printed and also got pouch laminated and supplied to the department on 13.04.2022.
10.	Designing, Production and Fabrication of the **MODULES for Training on "Creating Conducive Learning Environment"**	c/o Dr. Kashyapi Awasthi (NCSL)	1. The Tender process is completed and the finalization of designing/layout is under process. 2. Manuscript of four modules have been received and proof reading of first proofs for 3 modules is also under process.
11.	**NISHTHA 3.0 for School Leadership: Foundational Literacy and Numeracy**	c/o NCSL (English and Hindi both)	The job is completed and 10 digitally printed copies were supplied to the NCSL on 17.03.2022.
12.	Production of **National School Performance Analytics (2018-19, 2019-21) (Shaala Siddhi)**	National School Performance Analytics (2018-19) National School Performance Analytics (2019-21)	Approvals related to the jobs have been taken and the manuscript is awaited from the Unit.
13.	**M.Phil.-Ph.D.** Degree Register		Almost finalized and may be sent for print in 2-3 days.
14.	**Modules on School Leadership Development**	c/o Prof Sunita Chugh (NCSL)	The page making is being done by the NCSL.

15.	**NIEPA Annual Report 2020-21** (English and Hindi)	• The printed copies of the English and Hindi Annual Report 2020-21 were received from the Press on 11.04.2022. Subsequently the copies were also sent to MoE on same day.	
16.	**NIEPA Annual Report 2021-22** (English and Hindi)	A Notification dated 07.04.2022 has been issued by the Registrar NIEPA to all the Department Heads, Faculty and Officers. Input from most of the Departments / Sections have been received. Last date of submission of the same to the Registrar is 20.05.2022.	
17.	**Miscellaneous Jobs**	Letterheads for Prof B K Panda	• Printed and supplied
		Purchase of Governance and Management Book (5 copies)	• Copies were purchased and supplied 3 copies to the Department of Educational Administration
		Miscellaneous designing jobs	• Poster for Memorial lecture of Dr. Naresh • Yoga Day Poster
		Visiting cards for Prof B K Panda, Dr. Mona Sedwal, DPO, FO and Prof Sunita Chugh	• Printed and supplied
		Finalization of Annual Accounts 2021-22 for Publication	• Work completed
Publications under collaboration with the Publishers			
18.	**India Higher Education Report 2021: Private Higher Education** edited by N. V. Varghese and Jinusha Panigrahi (Routledge)	• A MoA has been signed between the Publisher (Routledge) and NIEPA on 26.10.2021. • The Manuscript has been also forwarded by the CPRHE to the Publisher for further necessary action. • The proofs of the book are almost checked and cleared by the co-author and the book is in final shape.	
19.	**Financing of Higher Education -- Traditional Approaches and Innovative Strategies** edited by Dr. N V Varghese and Jinusha Panigrahi (Springer)	• A MoA has been signed between the Publisher (Routledge) and NIEPA on 26.10.2021. • The Manuscript has been also forwarded by the CPRHE to the Publisher for further necessary action. • The copy editing and finalization of the Ms is completed by the Co-author. The Page making is being done by the Publisher.	

20.	**Education Financing in India: Shifting Paradigm** edited by *Mona Khare* (Routledge)	• The Publisher had submitted the corrected MoA for DocuSign and Approval. It was decided that as per approved Publication Guidelines, the MoA will be signed once the Manuscript is finalized and submitted by the Editor. (Prof Mona Khare) to NIEPA. The manuscript is still awaited.
Publication Material on NIEPA Website		
21.	• The details of all the Priced Publications including Journals of NIEPA, MoA are uploaded on the Website and updated from time to time. • All the Unpriced books, Reports and other informative materials also are uploaded on NIEPA Website with full text for download and updated periodically.	

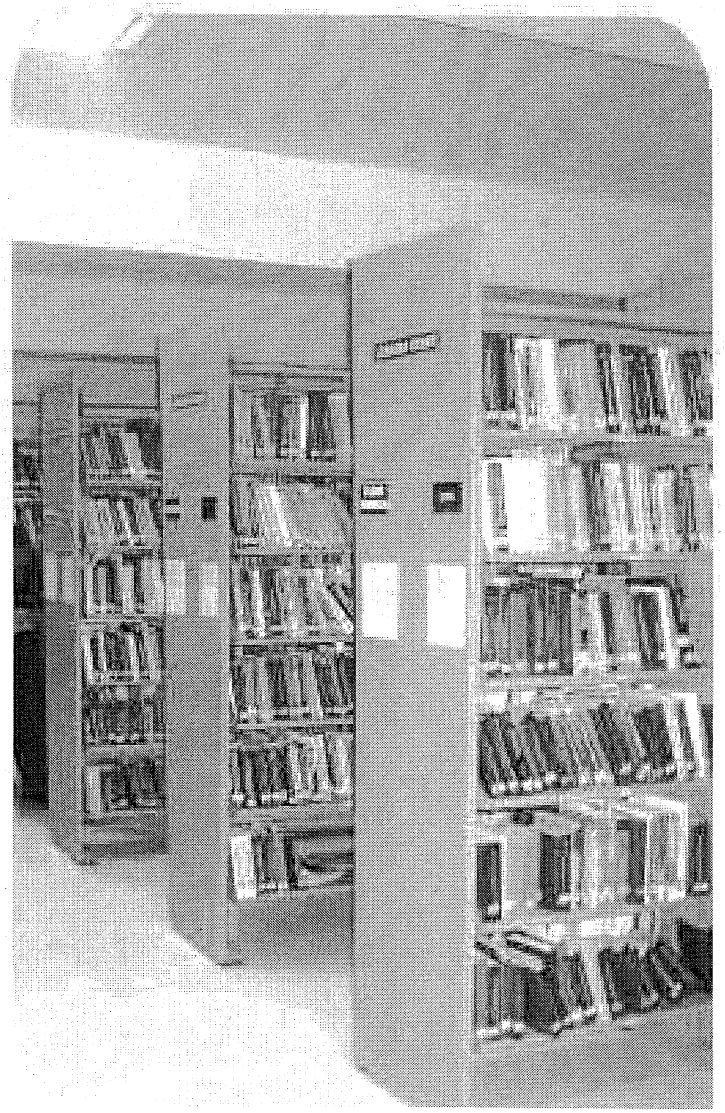
Sample of Proposed Publication Display Racks

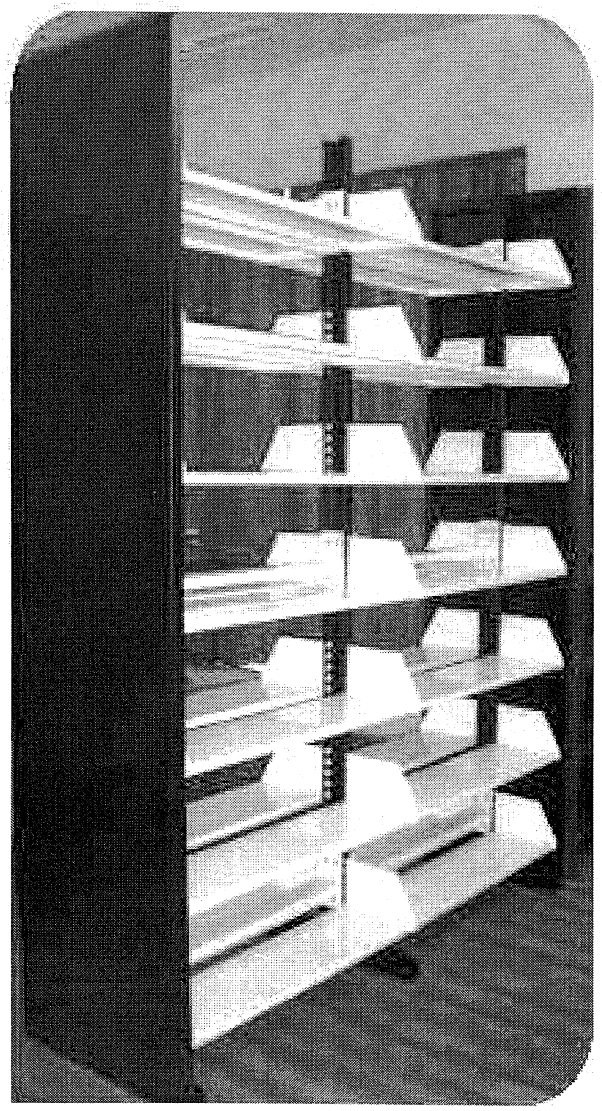

KEEP
SMILING

MURPHY LIBRARY RACKS

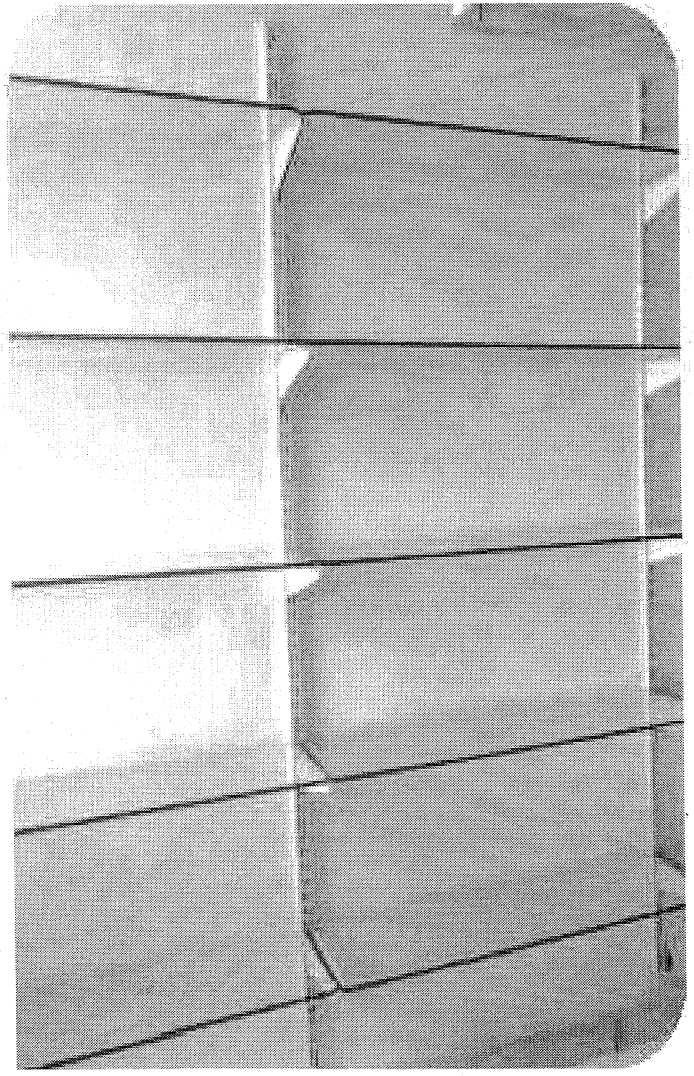
Library shelving is a cost effective way to keep books/Journals Documents and files systematically and safely. These are ideal for individual users, corporate, public libraries, educational institution, schools, colleges, universities, clubs etc. The unique design and construction of MURPHY Book Shelves facilitate systematic storage and easy retrieval of books. It can also be used to store computer disks. MURPHY book stacks are carefully constructed to utilize the minimum of space and books stored can be clearly seen and easily accessible.

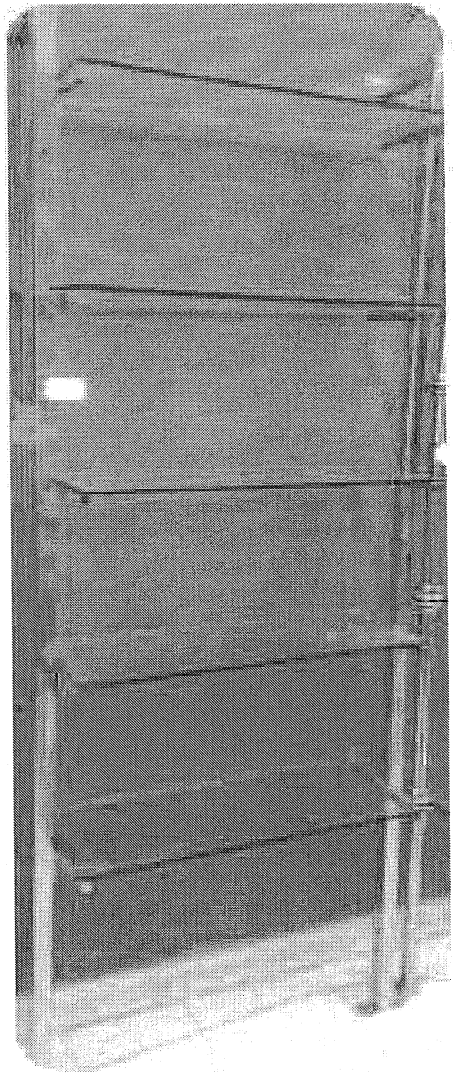
It comes in two types of sections (1) Basic Section and Add-on sections and for a continuous block, one basic section is essential while add-on sections can be added to have a block of desired length, the stacks can be single faced or double faced, that are operable from one side only or from both sides.

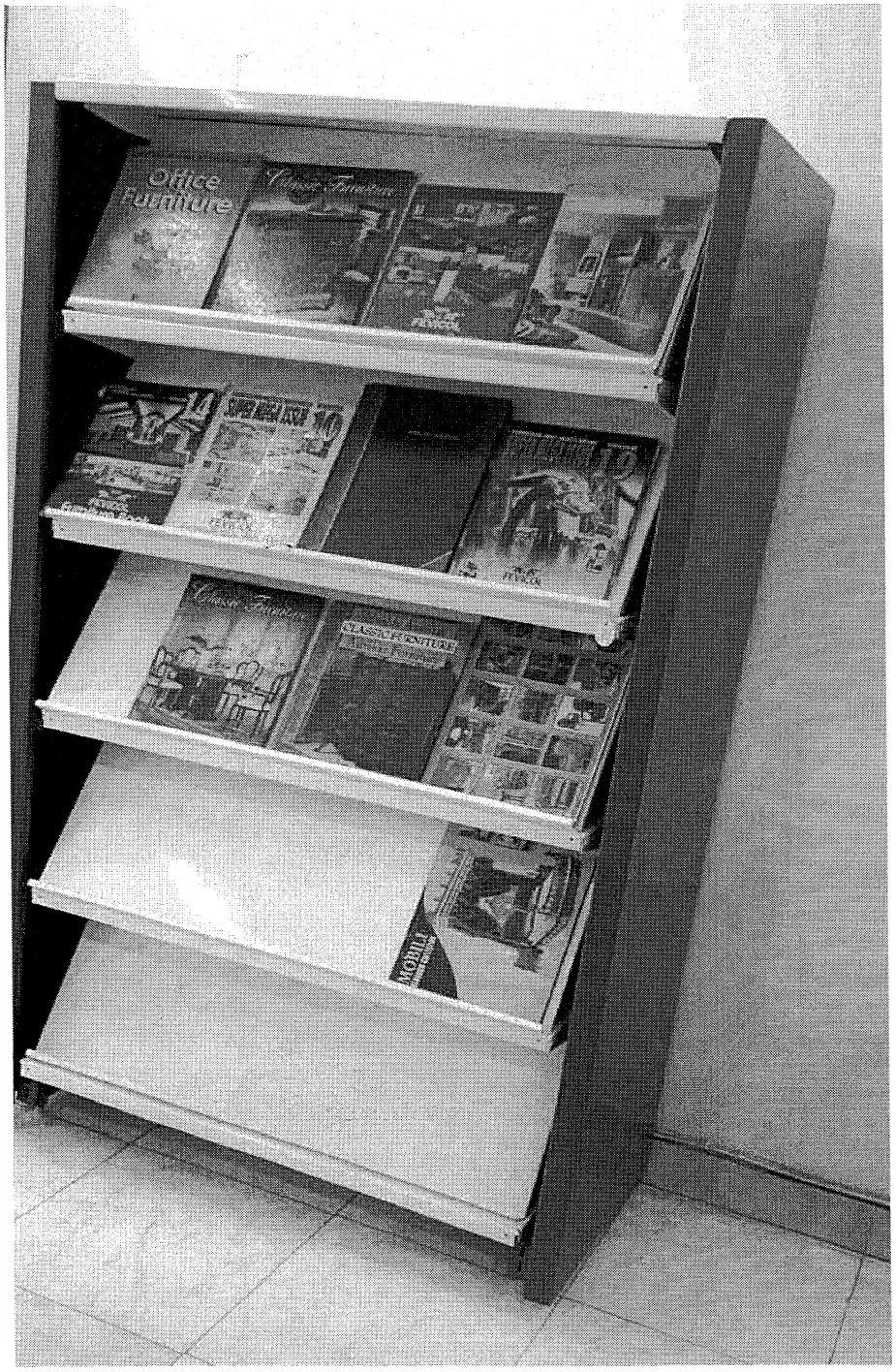




MURPHY WALL MOUNTED RACKS






Office Furniture

हिंदी कक्ष कार्यसूची)25/04/2022)

राजभाषा कार्यान्वयन

क्रम संख्या	कार्य	कार्य की स्थिति	समय सीमा	कार्यवाई	विशेष
1.	तिमाही रिपोर्ट मार्च -जनवरी)2022 (| आंकड़ा संग्रह कार्य जारी	कार्य जारी	)29.04.2022(	हिंदी कक्ष	-
2.	विभागों से प्राप्त अतिरिक्त फ़ॉर्मों का हिंदी अनुवाद कार्य पूर्ण	कार्य पूर्ण			
3.	संसदीय राजभाषा समिति के लिए प्राप्त अग्रिम राशि का समायोजन कार्य पूर्ण	कार्य पूर्ण			-

हिंदी अनुवाद, पुनरीक्षण, संपादन, प्रूफ संशोधन, प्रकाशन एवं प्रेषण

क्रम संख्या	कार्य	कार्य की स्थिति	समय सीमा	कार्यवाई	विशेष
1.	वार्षिक रिपोर्ट 2020-21 का हिंदी संस्करण प्रकाशित	कार्य पूर्ण			
2.	परिप्रेक्ष्य का अप्रैल-अगस्त 2019 अंक प्रकाशित और प्रेषित	कार्य पूर्ण			
3.	मेमोरेंडम ऑफ एसोसिएशन एवं गाइडलाइन्स फॉर नीपा पब्लिकेशन-2020 का हिंदी अनुवाद कार्य जारी विधि शब्दावली | | विशेषज्ञ से परामर्श के उपरांत प्रकाशन हेतु भेज दिया जाएगा	कार्य जारी	20 मई .2022		
4.	परिप्रेक्ष्य दिसम्बर-2019-अप्रैल ,2020, अगस्त-2020 के अंकों का अनुवादप्रूफ संशोधन और संपादन का कार्य जारी ,	कार्य जारी	25 मई .2022		
5.	नवाचार पुरस्कारों के लिए नामपदनाम आदि का अनुवाद ,	कार्य पूर्ण			

	कार्य पूर्ण				
6.	सभी एमडी शोधार्थियों के नाम और शोध शीर्षक -पीएच ,फिल. का हिंदी संस्करण तैयार किया	कार्य पूर्ण			
7.	संसदीय राजभाषा समिति को दिए गए आश्वासनों को पूर्ण करने के संदर्भ में मई जून/2022 में कार्यशाला का आयोजनअनुवर्ती , कार्रवाई	-			

NIEPA LIBRARY

Points to be discussed in the Monthly meeting to be held on 25th April 2022

S. No	Task description	Present Status
1	Requirement of wooden stacks for the bound periodicals	Proposal may be kept for it
2	Renewal Subscription of Library Journals for the year 2022 (already approved)	Waiting for funds availability