



**National Institute of Educational Planning and Administration**  
(Deemed to be University u/s 3 of UGC Act of 1956)

F.No. NIEPA/ Admn/RO/Note/030/2025-26

Dated: September 10, 2025

**Sub: Actions to be taken by NIEPA in 2025-26 – reg.**

Like previous year, the Competent Authority has been pleased to Notify the following activities to be carried out by NIEPA during 2025-26.

NOTIFICATION

**Actions to be taken for 2025-26**

| S.no. | Areas of enhancement                                                                                                                                                                                               | Responsibility of the concerned Department/ Committee/ Cell/ Faculty Member |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| 1.    | <b>Planning and Development</b>                                                                                                                                                                                    |                                                                             |
|       | I. Develop Plan of Action for IQAC                                                                                                                                                                                 | IQAC                                                                        |
|       | II. Devise an yearly Institutional Strategic plan (6.2.1)                                                                                                                                                          | Prof. Kumar Suresh<br>Director Planning and Development                     |
| 2.    | <b>Sensitization and awareness programs</b>                                                                                                                                                                        |                                                                             |
|       | I. Conduct sensitization programmes for students, teachers, administrators and other staff in regards to prescribed code of conduct (7.1.10)                                                                       | Dr. Anshu Srivastava                                                        |
|       | II. Develop Annual gender sensitization action plan(s) (7.1.1)                                                                                                                                                     |                                                                             |
|       | III. See possibility for common rooms, counseling for women (7.1.1)                                                                                                                                                |                                                                             |
|       | IV. Organisation wide awareness and undertakings on policies with zero tolerance in context of redressal of student grievances including sexual harassment and ragging cases (5.1.4)                               | Dr. Sangeeta Angom                                                          |
|       | V. Conduct Extension activities in the neighborhood community in terms of impact and sensitizing students to social issues and holistic development: Eg: Yoga events, cultural programs, street play, etc. (3.6.1) | Dr. Kashyapi Awasthi                                                        |

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| 3. | <b>Quality Audits and Environment Management</b>                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                      |
|    | I. Conduct Quality audits on environment and energy: <b>(7.1.6)</b> <ul style="list-style-type: none"> <li>• Green audit</li> <li>• Energy audit</li> <li>• Environment audit</li> <li>• Clean and green campus recognitions/awards</li> <li>• Beyond the campus environmental promotional activities</li> </ul>                                                                                                                                              | Dr. Anshu Srivastava<br>(Chairperson, Green Initiatives) And<br>Administrative Officer                               |
|    | II. Develop and create awareness about the facilities in the Institution for the management of the following types of degradable and non-degradable waste <b>(7.1.3)</b> <ul style="list-style-type: none"> <li>• Solid waste management</li> <li>• Liquid waste management</li> <li>• Biomedical waste management</li> <li>• E-waste management</li> <li>• Waste recycling system</li> <li>• Hazardous chemicals and radioactive waste management</li> </ul> | Dr. N.K Mohanty<br>(Chairperson, Committee for Waste Management)                                                     |
| 4. | <b>Academic and Administrative Enhancements</b>                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                      |
|    | I. Conduct Academic Administrative Audit (AAA) and follow up action taken <b>(6.5.2)</b>                                                                                                                                                                                                                                                                                                                                                                      | For Academic Audit:<br>IQAC Team Members<br><br>For Administrative Audit:<br>Registrar and<br>Administrative Officer |
|    | II. Conduct Orientation programme on quality issues for teachers and students <b>(6.5.2)</b>                                                                                                                                                                                                                                                                                                                                                                  | Dr. Amit Gautam<br>Director, MMTTC                                                                                   |
|    | III. Participation in NIRF <b>(6.5.2)</b>                                                                                                                                                                                                                                                                                                                                                                                                                     | Registrar and<br>Administrative Officer                                                                              |
| 5. | <b>Professional and Skill Development</b>                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                      |
|    | I. Conduct Capacity development and skills enhancement initiatives for students in context of : <b>(5.1.3)</b> <ul style="list-style-type: none"> <li>• Soft skills</li> <li>• Language and communication skills</li> <li>• Life skills (Yoga, physical fitness, health and hygiene)</li> <li>• Awareness of trends in technology</li> </ul>                                                                                                                  | Dr. Garima Malik                                                                                                     |
|    | II. Conduct career counseling and guidance workshop/ seminar/ programmes for competitive examinations <b>(5.1.2)</b>                                                                                                                                                                                                                                                                                                                                          | Prof. K. Biswal<br>Dr. Suman Negi                                                                                    |
|    | III. Organize professional development / administrative training Programmes for teaching and non-teaching staff <b>(6.3.3)</b> (responsibility:                                                                                                                                                                                                                                                                                                               | General Administration                                                                                               |

|    |                                                                                                                                                                                                                                                                                                     |                                                                      |
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|    | conducting programmes, feedback reports, comprehensive statistics of participants participating from different states and countries)                                                                                                                                                                |                                                                      |
| 6. | <b>Student support and Engagement</b>                                                                                                                                                                                                                                                               |                                                                      |
|    | I. Form Student Council and report its activities (5.3.2)                                                                                                                                                                                                                                           | Student Affair Section                                               |
|    | II. Student Cell/ Alumni Cell/ Placement cell to keep a detailed record of the students placed and students who have progressed to higher education from NIEPA (5.2.2) (5.2.3)                                                                                                                      | Student Affair Section                                               |
|    | III. Student Cell to keep a record of how many students are giving state/ national/ international examinations (e.g.: IIT/JAM/NET/SET/JRF/GATE/GMAT/CAT/ GRE/TOEFL/Civil Services/State government examinations) during the year and how many of them qualified along with proofs. (5.2.1)          | Student Affair Section                                               |
|    | IV. Organisation wide awareness and undertakings on policies with zero tolerance in context of redressal of student grievances including sexual harassment and ragging cases (5.1.4)                                                                                                                | Chairperson, Grievance Redressal committee<br>Dr. Sangeeta Angom     |
| 7. | <b>Sports and Cultural activities</b>                                                                                                                                                                                                                                                               |                                                                      |
|    | I. Organize sports and cultural events / competitions (5.3.3)                                                                                                                                                                                                                                       | Dr. Ravi Prakash<br>(Nodal Officer for cultural activities in NIEPA) |
|    | II. Conduct sports/cultural activities at inter-university/state/national/international events (5.3.1)                                                                                                                                                                                              |                                                                      |
|    | III. Enhance usage of games (indoor, outdoor) and sports (gymnasium) by introducing a day for physical activities or stipulating few fixed hours to promote Fit India movement (4.1.2)                                                                                                              |                                                                      |
| 8. | <b>Extension and outreach Programs</b>                                                                                                                                                                                                                                                              |                                                                      |
|    | Enhance extension and outreach programs (3.6.3)                                                                                                                                                                                                                                                     | Dr. Sangeeta Angom                                                   |
| 9. | <b>Research and Innovation</b>                                                                                                                                                                                                                                                                      |                                                                      |
|    | I. Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University (3.4.9)                                                                                                                                                                            | Ms. Puja Singh                                                       |
|    | II. Promoting E-content development by teachers: (3.4.7) <ul style="list-style-type: none"><li>• For e-PG-Pathshala</li><li>• For CEC (Under Graduate)</li><li>• For SWAYAM</li><li>• For other MOOCs platform</li><li>• Any other Government Initiatives</li><li>• For Institutional LMS</li></ul> | Prof. K Srinivas<br>Head, ICT                                        |

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|     | <p>III. Provide incentives to teachers who receive state, national and international recognitions/ awards <b>(3.4.2)</b></p> <ul style="list-style-type: none"> <li>• Commendation and monetary incentive at a University function</li> <li>• Commendation and medal at a University function</li> <li>• Certificate of honor</li> <li>• Announcement in the Newsletter / website-</li> </ul>                       | <p>Constitution of a Committee to make recommendations</p> <p>Follow up by IQAC</p> |
| 10. | <b>Technological and examination system enhancement</b>                                                                                                                                                                                                                                                                                                                                                             |                                                                                     |
|     | <ul style="list-style-type: none"> <li>• Look for probabilities collaborating for Facilities for e-content development <b>(4.3.5)</b></li> <li>• Media centre</li> <li>• Audio visual</li> <li>• Lecture Capturing System(LCS)</li> <li>• Mixing equipment's and softwares for editing</li> </ul>                                                                                                                   | ICT Unit                                                                            |
|     | <ul style="list-style-type: none"> <li>• Status of automation of Examination division along with approved Examination Manual <b>(2.5.4)</b></li> <li>• 100% automation of entire division &amp; implementation of Examination Management System (EMS)</li> <li>• student registration, Hall ticket issue &amp; Result Processing</li> <li>• student registration and result processing result processing</li> </ul> | Student Affair Section and ICT unit                                                 |
|     | <ul style="list-style-type: none"> <li>• Feedback forms to be sent for 2023-24 <b>(1.4.2)</b></li> <li>• Prepare Action Taken Report</li> </ul>                                                                                                                                                                                                                                                                     | IQAC                                                                                |
| 11. | Conduct Colloquiums                                                                                                                                                                                                                                                                                                                                                                                                 | Prof. Arati Srivastava                                                              |
| 12. | Conduct Study Circles                                                                                                                                                                                                                                                                                                                                                                                               | Dr. Nidhi Sabharwal                                                                 |
| 13. | Prepare an IQAC budget                                                                                                                                                                                                                                                                                                                                                                                              | IQAC                                                                                |
| 14. | Update NIEPA Website in respect to the department details, project and programmes undergoing, faculty publications, etc.                                                                                                                                                                                                                                                                                            | IT Team and Department Heads                                                        |



### List of Important Days for Celebration

| S.no. | Event                          | Day and Date | Assigned Responsibility |
|-------|--------------------------------|--------------|-------------------------|
| 1.    | International Yoga Day         |              | Dr. Kashyapi Awasthi    |
| 2.    | International Youth Day        |              | Dr. Amit Gautam         |
| 3.    | Teacher's Day                  |              | ----                    |
| 4.    | Hindi Diwas                    |              | Dr. Ravi Prakash        |
| 5.    | National Education Day         |              | Prof. Kumar Suresh      |
| 6.    | International Day of Education |              | Prof. Aarti Srivastava  |
| 7.    | International Women's day      |              | Dr. Nidhi Sabharwal     |

  
Registrar

To  
All concerned

**Copy to:**

1. All Faculty/ Staff/ Scholars
2. IQAC Team
3. P.S. to Vice-Chancellor for information to Hon'ble VC
4. PA to Registrar
5. Administrative Officer
6. SO, Establishment Section – for keeping in the P/F of the concerned
7. System Analyst – with the request to upload on '<https://www.niepa.ac.in/AQAR/partA> under creating new head **PART A (AQAR 2025-26)**

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