F.No.50020/06/2015-NIPER
Government of India
Ministry of Chemicals and Fertilizers
Department of Pharmaceuticals

Shastri Bhawan, New Delhi
Dated 23 March, 2016

OFFICE MEMORANDUM

Subject: Guidelines on annual Peer Review of and by NIPERs

In accordance with NIPER Specific Financial Management Guidelines of DoP vide No. 50020/15/2015-NIPER dated 12/5/2015 and the decision taken in the 24th Steering Committee meeting held on 18.02.2016, it was decided that NIPERs would undertake the process of Peer Review henceforth.

2. Objectives of Peer Review are as follows:

a) To know and document present status of NIPER operations/practices being followed and their performance in comparison to the Nation's mandate on NIPERs as per NIPER Act 1998 & Statute.

b) To appreciate best practices/good work done by the NIPERs and the team, enabling cross learning among NIPERs.

c) To encourage NIPERs to take up need based improvements using business process re-engineering and e-governance within the resources available.

d) To evaluate NIPERs on a set of key performance parameters.

e) To formulate a checklist/ready reckoner to enforce accountability of personnel to improve processes and performance/results from 2nd year onwards.

f) To assess needs of training, research, partnership, collaborations and other activities to be undertaken by the NIPERs and support to be provided by DoP and other agencies.

g) To suggest initiatives that NIPERs can take up to improve academics, research and financial performance in nation's endeavour of making India a hub for Pharma innovation and in Drug Discovery and Development.

It is not a fault finding process: It is emphasized that the Peer Review will be annual exercise to consolidate team building as a performance management tool and is not a fault finding exercise. Emphasis should be within the limited resources/facilities available to NIPERs.

3. Periodicity of Peer Review: It is an annual exercise involving visit of peer NIPER team to the assigned NIPER and submission of a report including on the follow up action taken on earlier report recommendations. The process should be completed before AWP & B process and NIPER should enclose the Peer Review report in Appraisal process. Thus, ideally it is to be undertaken during November – December of a financial year and is to be followed from next financial year.

4. The aspects of the Peer Review will be (should be comprehensive, includes**):**

a. NIPER Governance (including BoG, Committees including selection committee composition and their working, Faculty & Manpower, diversity of faculty and staff, students, activities; website etc.)

b. Academics and excellence

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c. Innovation ecosystem/ Research and Development (including infrastructure) and excellence
d. Student welfare
e. Finance, Accounts and Audit, Annual Reports etc.

5. **The Peer Review framework** would be as follows:

Duration: 2-3 days
Team Composition: The composition should be
a) Director
b) Dean &Registrar
c) Faculty (2-3)
d) Two external experts to be chosen by respective NIPERs or nominated by DOP as under:

> i) One Technical Expert: Could be a Working/ Retired -Directors /Vice Chancellors of/ in DST/ CSIR/ DBT/ICMR institutions / Jamia Hamdard University / Retired Directors of IITs/ IISc/ AIIMS/ PGI/ JIPMER etc. S/he will provide leadership to the Peer Review Team.
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> ii) One financial expert e.g. retired officer from any Central Accounts services viz.. IAAS /IDAS /ICAS etc (not below the rank of Director in GOI).

While forming the team each visiting NIPER shall ensure that the team is rich in diversity viz. expertise, gender, social, religious and geographic diversity etc reflecting the national character of the Institution.

For 2015-16 Peer Review, NIPERs are requested to contact both the Technical Expert and Finance Expert on their own and visit the assigned NIPERs considering mutual convenience. In case of any difficulty DOP is ready to facilitate the NIPERs.

External experts are provided Rs.5000/- a (five thousand only) a day as an honorarium and their logistic, accommodation and boarding expenses are borne by the NIPERs.

6. Inputs to be provided to the visiting team by host NIPER: The latest Annual Work Plan and Budget copy, Annual Report and Audit Report of last two years are to be made available to all the visiting team members by email and hard copy in advance.

7. The Peer Review Format: Each NIPER team is free to develop and adopt their own format. In subsequent years they may take benefit of previous efforts including the Action taken on earlier peer review. They may look for best practices of other national or global institutions including that of IITs.

8. Bench marking: The Peer team for the purpose of bench marking or comparison may take the reference of global/national best institutions viz. MIT, Harvard, Stanford, UPenn, John Hopkins, University of California, Oxford, Cambridge, IITs, IISC etc to identify the development/infrastructural gap and offer suggestions to develop NIPERs.
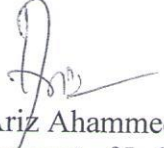
9. Follow up action: The peer review reports will be placed before the Board of Governors of respective NIPER and hosted in respective NIPER website along with action taken reports.

10. **For 2015-16, the Peer review schedule** is as follows:-

Sl.No	NIPER	To be Peer reviewed by
1.	Rae Bareli	Kolkata
2.	Kolkata	Rae Bareli
3.	Mohali	Hajipur
4.	Hajipur	Hyderabad
5.	Ahmedabad	Mohali
6.	Guwahati	Ahmedabad
7.	Hyderabad	Guwahati

Note: It is to be rotated every year.

The Peer Review for 2015-16 by all the NIPERs is completed by 25.04.2016 positively and report be submitted to the Department by 30.04.2016. The report will be uploaded in the website along with remarks of host NIPER immediately.

17/3/2016

(Dr. M. Ariz Ahammed)
Joint Secretary to the Government of India
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To
Directors/Project Directors
All NIPERs

Copy to:-
1. PS to Hon'ble Minister (C&F)
2. PS to Hon'ble (MOS)
3. PSO to Secretary (Pharma)
4. PSO to FA.
5. Consultant PS to JS (MAA)
6. DOP website
7. All Directors /Project Directors too will host the guidelines on their respective websites.