



National Institute of Educational Planning & Administration  
(Deemed to be University u/s 3 of UGC Act, 1956)  
17-B, Sri Aurobindo Marg, New Delhi- 110016



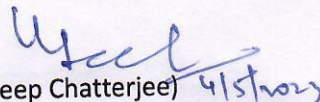
F. No. 12/02/2023/TC/Misc./NIEPA  
May 4, 2023

## NOTIFICATION

A 'Training and Capacity Development Committee' with the following members has been constituted by the Competent Authority who will work towards streamlining the conduct of training programmes on the basis of approved 'Terms of Reference', as prepared after obtaining the consensus of Head of Departments/Centres/Units of NIEPA:-

- |   |   |             |
|---|---|-------------|
| 1. Prof. K. Biswal<br>Head, Department of Educational Planning, NIEPA   | - | Chairperson |
| 2. Prof. Madhumita Bandyopadhyay<br>Department of School & Non-Formal Education, NIEPA                              | - | Member      |
| 3. Prof. Rasmita Das Swain<br>Department of School & Non-Formal Education, NIEPA                                    | - | Member      |
| 4. Prof. Neeru Snehi<br>Department of Higher & Professional Education, NIEPA  | - | Member      |
| 5. Dr. Santwana G. Misra<br>Associate Professor, Department of Educational Planning, NIEPA                          | - | Member      |
| 6. Dr. Mona Sedwal<br>Assistant Professor, Department of Training & Professional<br>Development in Education, NIEPA | - | Member      |
| 7. Ms. Sonam Anand Sagar<br>Incharge, Training Cell, NIEPA  | - | Convenor    |

The Terms of Reference are enclosed with this Notification as Annexure.

  
(Dr. Sandeep Chatterjee) 4/5/2023  
Registrar

To,  
All the Members of the Committee

CC:

1. All the Faculty Members
2. Sr. PS to VC
3. PA to Registrar
4. Administrative Officer (I/c)
5. Systems Analyst- with the request to upload the same on NIEPA website
6. Hostel Warden
7. Incharge, General Administration
8. Master File
9. Office Order File

**TERMS OF REFERENCE FOR TRAINING AND CAPACITY DEVELOPMENT COMMITTEE (TCDC)**

The Training and Capacity Development Committee shall ensure smooth conduct of Training Programmes of the Institute considering the following 'Terms of Reference' which are approved by the Competent Authority:-

1. The Committee shall be an overarching umbrella body to rationalize the number and types of training programme proposed by every department in the month of January in consultation with the faculty in a meeting every year. The Committee shall formulate the rationalization criteria such as one training programme per faculty or 3-4 training programme per Department.
2. The Committee shall be responsible to compile the list of training programmes proposed by the Departmental Advisory Committee which shall be forwarded to the Vice Chancellor for approval in the statutory bodies of NIEPA.
3. The Committee shall hold quarterly meeting to review the progress in the conduct of training programmes and submit the quarterly report to the Vice-Chancellor along with the report of the training programme conducted in the previous quarter.
4. The Committee shall hold the quarterly meeting to facilitate the training programmes of the next quarter and may invite internal as well as external experts to develop the training programme design.
5. The Committee may conduct the need assessment exercise from time to time to tailor the training programme to the needs of stakeholders in policy, planning and management of education, keeping in view the work load and training needs.
6. The Committee shall review all externally requested training programmes and give recommendation to the Vice-Chancellor.
7. The Committee shall have its secretariat at the Training Cell of NIEPA which shall keep all records, prepare Training Programme Calendar and organise meetings at the request of the Committee.

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