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Dear Colleague,

I am grateful for your co-operation in providing information and suggestions concerning the research, education and extension programmes of UNU. After studying the various material I have received so far, I need the following additional information in order to prepare my report for the consideration of the other members of the Evaluation Committee.

1. Methods of initiating research projects and networks - determination of priorities.
2. Institutional mechanisms for assessing on a continuing basis the quality and relevance of the output of projects.
3. Procedures adopted for clearing manuscripts for publications - description of any peer review process adopted.
4. Illustrative examples of internal and external reviews conducted to ensure the quality of the research work undertaken.
5. Details of cost-benefit analysis undertaken in the case of projects with applied objectives.
6. A ten-year balance sheet of (a) significant accomplishments and (b) constraints, failures and frustrations.
7. Role of the University Centre in co-ordination and monitoring of quality and relevance of research and educational programmes.
8. Methods of dissemination of information and field extension.

It will be useful if the above information could be given separately for associated institutions, research networks and fellowships.

I am sorry for the trouble I am giving you but I shall greatly appreciate your advice and assistance.

May I take this opportunity to wish you and your family much personal happiness and professional satisfaction during the New Year.

Yours sincerely,

M. S. Swaminathan

M. S. Swaminathan
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