



**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL, BENGALURU**

## **Peer Team Visit Schedule for Autonomous Colleges (2 days)**

The visit schedule for Autonomous Colleges shall be condensed to 2 days. (Including the report preparation and exit meeting). The following modalities would be adopted for completing the assessment in the reduced time and the visit schedule modified accordingly.

- Presentation by the Head of the Institution.
- The Institutions can opt for visit of three to four departments of their choice and the Peer team another three to four. This should ensure coverage of 50% of the departments.
- The team should split into two teams and have interactions with various administrative units of the institution, students and other stakeholders.
- The team will comprise of 2 to 3 members (including Chairperson, and Member Co-ordinator) for onsite visit of an Autonomous College. The team consisting of more members should be constituted only in exceptional cases with proper justification.
- The Core agenda of peer team visit will be to validate claims in the SSRs pertaining to Qualitative Metrics (QM).

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	<b>Peer Team Visit Schedule</b>	<b>Time</b>
<b>Day 0</b>	<i>Peer Team Discussion (Pre-visit meeting at the place of stay)</i>	<i>17:00 – 19:00 hrs</i>
<b>Day - 1</b>	<i>Presentation by the Head of the Institution/Principal</i>	<i>9:00 – 09.45 hrs</i>
	<b>Focus on Criterion I : Curricular Aspects</b>	
<b>Day - 1</b>	<p><b><u>Activities / Meeting</u></b></p> <p>❖ <i>Meeting and Interaction with Deans / Chairman Board of Studies (BoS)/ Department Heads (Planning and documentation for curriculum designing process, BoS/Academic Council-Minutes, CBCS, Cross-cutting issues integrated into the Curriculum etc...)</i></p>	<i>09:45 – 10:30 hrs</i>
	<b>Focus on Criterion II : Teaching-Learning and Evaluation</b>	
<b>Day - 1</b>	<p><b><u>Activities / Meeting</u></b></p> <p>❖ <i>Visit of selected Departments (not more than 50% of the Departments to be selected by the Peer Team)</i></p> <p><i>(Assessment of learning levels of students, student centric methods for enhancing learning experiences, innovation and creativity in Teaching-Learning, Reforms-Transparency-IT Integration and Grievance-redressal mechanism in Continuous Internal Assessment, Examination Management System, Adherence to Academic Calendar and Teaching plans, Statements &amp; Attainment of POs, PSOs &amp; COs etc....)</i></p>	<i>10:30 – 13.00 hrs</i>
<b>Day - 1</b>	<b><i>Luncheon Meeting with Governing Body/Management</i></b>	<i>13:00 – 14:00 hrs</i>
<b>Day - 1</b>	❖ <i>Meeting and Interaction with Head of the Departments/Faculty Members/ICT Unit/Controller of Examination etc.,</i>	<i>14:00 – 15:00 hrs</i>
	<b>Focus on Criterion III : Research, Innovations and Extension</b>	
<b>Day - 1</b>	<p><b><u>Activities / Meeting</u></b></p> <p>❖ <i>Visit to Research Units, Incubations Centres, Laboratory, Computer centre, Central Instrumentation Centres, Media Laboratory/Business Lab/Studios etc., (if applicable)</i></p> <p>❖ <i>Meeting and Interaction with Head of the Departments/ Teachers/Research Scholars etc.,</i></p> <p><b>(Research Committee, Collaborations, Eco-system created for innovations, Incubation Centre, Extension activities, NCC, NSS etc.....)</b></p>	<i>15:00 – 15:45 hrs</i>

	<b>Focus on Criterion IV : Infrastructure and Learning Resources</b>	
<b>Day - 1</b>	<p><b><u>Activities / Meeting</u></b></p> <ul style="list-style-type: none"> <li>❖ <i>Visit to Physical Facilities i.e. Computer Centre, Library, Manuscripts Centre. Sports, Gymnasium, Yoga Centers etc.,</i></li> <li>❖ <i>Onsite Interaction with Office of DSW, Gymnasium, Canteen, Hostels, Health centre, etc.,</i></li> </ul> <p><i>(Facilities for teaching – learning, sports, games etc., automation of library, collection of rare books, manuscripts, updated IT facilities including Wi-Fi, procedures for maintenance and utilization of physical, academic and support facilities etc...)</i></p>	<b>15:45 – 16:30 hrs</b>
	<b>Focus on Criterion V : Student Support and Progression</b>	
<b>Day - 1</b>	<p><b><u>Activities / Meeting</u></b></p> <ul style="list-style-type: none"> <li>❖ <i>Visit to Placement Cell, Personal Counselling Centre, Language Lab, Anti Raging Cell, Sexual Harassment Cell etc.,</i></li> <li>❖ <i>Interaction with Students, Alumni &amp; Parents (may include Student Satisfaction Survey Guidance)</i></li> </ul> <p><b>(Student Council &amp; representation of students on academic &amp; administrative bodies/committees, Contribution from Alumni Association/Chapters etc....)</b></p>	<b>16:30 – 17:15 hrs</b>
	<b>Focus on Criterion VI : Governance, Leadership and Management</b>	
<b>Day - 1</b>	<p><b><u>Activities / Meeting</u></b></p> <ul style="list-style-type: none"> <li>❖ <i>Meeting with the Governing Body / Management/State Govt. Representatives / College representatives.</i></li> <li>❖ <i>Meeting with the Director-IQAC, IQAC members in IQAC office.</i></li> <li>❖ <i>Interaction with Registrar, Finance Officer and other Non-teaching staff.</i></li> </ul> <p><i>(The Governance &amp; Leadership of Institution, Organisational Structure, perspective/Strategic plan and deployment documents, welfare schemes, performance appraisal system for teaching and non-teaching staff, Internal and external audits, mobilization of funds and optimal utilization of resources, IQAC set up as per norms, contribution of IQAC etc.....)</i></p>	<b>17:15 – 18:00 hrs</b>
	<b>Cultural Programmes by Students</b>	<b>18:00 – 18:45 hrs</b>
	<b>Team Discussion (At the place of stay)</b>	<b>19:30 – 20:30 hrs</b>

Chairperson

Head of the Institution

Day - 2	Focus on Criterion VII : Institutional Values and Best Practices	
Day - 2	<p><b><u>Activities / Meeting</u></b></p> <ul style="list-style-type: none"> <li>❖ <i>Review of physical facilities such as safety and security, Counseling, Ramp/Rails, skill development centres etc., and review of alternative energy initiatives, rain water harvesting, waste management system etc.,</i></li> <li>❖ <i>Meeting and Interaction with Head of various committees/cells.</i></li> <li>❖ <i>Review of best practices and Institutional Distinctiveness (Gender sensitisation, Environmental Consciousness and Sustainability measures, Green practices, Human values and professional Ethics, Best Practices, Institutional distinctiveness etc.....)</i></li> </ul>	<p><b>9:00 – 09.45 hrs</b></p>
Day-2	<p><i>Report writing, Checking Documentary evidences, if any. Discussion and modifying the draft Peer Team Report and finalization, Visiting to facilities which has not been covered so far... (if any).....(to be done within the Institutional premises)</i></p>	<p><b>09.45 – 12:15 hrs</b></p>
Day-2	<p><i>Discussion with Head of Institution and IQAC Co-ordinator on outstanding issues... (if any).....</i></p>	<p><b>12:15 -13.00 hrs</b></p>
Day-2	<p><b><i>Lunch at Institution</i></b></p>	<p><b>13:00 - 14:00hrs</b></p>
Day-2	<p>Report writing continues.....</p>	<p><b>14:00 - 15:00hrs</b></p>
Day-2	<p><i>Sharing the Peer Team Report with Head of the Institution</i></p>	<p><b>15:00 - 16:00hrs</b></p>
Day-2	<p><i>Finalizing the Peer Team Report (Signatures to obtain from Head of the Institution and Peer Team Members on,</i></p> <ul style="list-style-type: none"> <li><i>i). Peer Team Report;</i></li> <li><i>ii). Visit Schedule;</i></li> <li><i>iii). Code of Conduct and Ethical standards etc.....)</i></li> </ul>	<p><b>16:00 - 17.00hrs</b></p>
Day-2	<p><b><i>Exit Meeting</i></b></p>	<p><b>17:00 - 17.30hrs</b></p>

Chairperson

Head of the Institution