



**INSTITUTIONAL ASSESSMENT AND ACCREDITATION
(Effective from July 2017)**

Accreditation - (Cycle - 3)

**PEER TEAM REPORT ON
INSTITUTIONAL ACCREDITATION OF
Indira Gandhi Govt PG College, Vaishali Nagar, Bhilai
C-21724**

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Section I: GENERAL INFORMATION

1.Name & Address of the institution:	Indira Gandhi Govt PG College, Vaishali Nagar, Bhilai BHILAI Chhattisgarh 490023	
2.Year of Establishment	1989	
3.Current Academic Activities at the Institution(Numbers):		
Faculties/Schools:	4	
Departments/Centres:	21	
Programmes/Course offered:	41	
Permanent Faculty Members:	25	
Permanent Support Staff:	10	
Students:	1871	
4.Three major features in the institutional Context (Asperceived by the Peer Team):	1. Multi faculty Co-educational institution offering higher education to students belonging to socially and financially deprived strata 2. Girl students constitute 75 percent of the total enrollment 3. 70 percent of the total faculty holds post doctorate degree of them 55 percent are designated as research guides.	
5.Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure):	Visit Date From : 28-09-2022 Visit Date To : 29-09-2022	
6.Composition of Peer Team which undertook the on site visit:		
	Name	Designation & Organisation Name
Chairperson	DR. SHAILESH ZALA	Former Vice Chancellor, M K BHAVNAGAR UNIVERSITY
Member Co-ordinator:	DR. BHOUMIK DESHMUKH	Former Professor, Savitribai Phule Pune University
Member:	DR. SATINDER SINGH	Former Principal, GOVT GANDHI MEMORIAL SCIENCE COLLEGE JAMMU
NAAC Co - ordinator:	Dr. Priya N	

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Section II: CRITERION WISE ANALYSIS

Observations (Strengths and/or Weaknesses) on each qualitative metrics of the key Indicator under the respective criterion (This will be a qualitative analysis of descriptive nature aimed at critical analysis presenting strength and weakness of HEI under each criteria)

Criterion1 - Curricular Aspects (Key Indicator and Qualitative Metrics(QIM) in Criterion1)	
1.1	Curricular Planning and Implementation
1.1.1 QIM	The Institution ensures effective curriculum delivery through a well planned and documented process
1.1.2 QIM	The institution adheres to the academic calendar including for the conduct of CIE
1.2	Academic Flexibility
1.3	Curriculum Enrichment
1.3.1 QIM	Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum
1.4	Feedback System

Qualitative analysis of Criterion 1

The college is affiliated to the Hemchand University, Durg and is governed as per rules and regulations laid down by dept. of Higher Education, Chhattisgarh Govt. It adheres to the curriculum designed and prescribed by the University and the same is communicated to the students. The proper implementation of the curriculum is ensured through periodical faculty meeting of the departments concerned by discussing the syllabi status and other academic activities. The departments also ensure sufficient availability of learning resources such as text books, braille books, thesis gallery, e-books and laboratory facilities. The induction program for the fresher need to be conducted by the Principal with the help of the faculty members.

The college follows annual academic calendar for UG and semester pattern for PG as notified by the affiliating University and State Govt.'s Higher Education dept. for internal evaluation i.e. continuous internal evaluation (CIE). The teachers demonstrate adequate teaching skills through field visits/ project work/ presentation/ assessment. It also conducts half yearly exams/ practical exams for UG class and semester end exams/assessment/practical exams for PG class as per notified academic calendar.

The college has limitations to integrate cross cutting issues like Gender, Human Values, Environment and Sustainability and Professional ethics in the curriculum. Issues related to professional ethics, gender, human values, environment and sustainability are part of curriculum of the subject like Botany, Zoology, Chemistry, Geography, English, Environment, Industrial micro-biology. Human value is also part of syllabi in social sciences and languages. The college needs to develop proper mechanism to measure the achievement of objectives of the curriculum. Online feedback obtained from all stakeholders need systematic analysis for effective implementation.

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Criterion2 - Teaching-learning and Evaluation (Key Indicator and Qualitative Metrics(QIM) in Criterion2)	
2.1	Student Enrollment and Profile
2.2	Catering to Student Diversity
2.2.1 QIM	The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners
2.3	Teaching- Learning Process
2.3.1 QIM	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences
2.3.2 QIM	Teachers use ICT enabled tools for effective teaching-learning process.
2.4	Teacher Profile and Quality
2.5	Evaluation Process and Reforms
2.5.1 QIM	Mechanism of internal assessment is transparent and robust in terms of frequency and mode
2.5.2 QIM	Mechanism to deal with internal/external examination related grievances is transparent, time- bound and efficient
2.6	Student Performance and Learning Outcomes
2.6.1 QIM	Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.
2.6.2 QIM	Attainment of programme outcomes and course outcomes are evaluated by the institution.
2.7	Student Satisfaction Survey

Qualitative analysis of Criterion 2

The college assesses the learning level of its students based on learning capabilities within the class and laboratories through individual departments after admitting them to the program concerned. The slow learners are guided by the teachers with extra classes and tutorials. The advanced learners are encouraged to participate in competitive exams, seminars, quiz, project work etc. They are also provided with reference books.

The main teaching-learning methods adopted by the faculty are lectures, experimental exercises, interactive sessions and role plays. The college needs to initiate more steps for developing problem solving technologies for enhancing teaching-learning processes. Also more initiatives need to be taken on group learning, project work, assignments, seminars, and subject related tours. Enhanced focus is required for communication in English.

The college has developed adequate ICT infrastructure in the form of IT enabled classrooms, Microsoft teams, Google meet and Zoom platforms for online classes and smart boards for effective teaching- leaning process.

It follows the affiliating university norms for the conduct of CIF. The college implements both summative and formative ways of evaluation at college level. 10% of the marks secured in internal exams at UG level and 20% at the PG level are added in final score of the student. The CIE is conducted through unit tests, home

assignments and quiz tests etc.

The performance of the students in the internal evaluation is discussed in the class. Transparency is maintained during the evaluation process as answer sheets are shown to the students by the teachers for any clarification.

The college examination committee deals with examination related grievances/ mal-practices. Students grievances related to the university exams, mark sheets, re-evaluation etc. is forwarded to the university through proper channel for appropriate action.

The Program Outcomes (POs) and Course Outcomes (COs) for all programs are stated and displayed on the college website and communicated to the students and teachers. However, proper mechanism to evaluate the attainment of these outcomes need to be strengthened.

Criterion3 - Research, Innovations and Extension (Key Indicator and Qualitative Metrics(QIM) in Criterion3)

3.1	Resource Mobilization for Research
3.2	Innovation Ecosystem
3.2.1 QIM	Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge
3.3	Research Publications and Awards
3.4	Extension Activities
3.4.1 QIM	Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.
3.5	Collaboration

Qualitative analysis of Criterion 3

The college needs to create an eco-system for innovations including incubation center and other initiatives for creation and transfer of knowledge.

The major extension activities of the college are done through NSS, NCC and Red ribbon Club. Visits to Orphanage and Old age Homes are considered best practice which sensitizes the students to human values as well as other social issues as confronted by orphan children and senior citizens. The other activities undertaken by the college include blood donation by students and staff, aids awareness program, Swachh Bharat Abhiyan. Programs are also organized to show cause the rich Chhattisgarh culture. The institution has organized 58 extension and outreach programs and has won 16 (NSS - 2, NCC - 9, Sports - 5) awards during the last five years.

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More efforts need to be put in by the college to strengthen and improve research work and promote a better research culture. Monetary and non-monetary awards need to be provided to the teachers who receive state, national and international recognition and awards. Faculty should be encouraged to act as Research Guide and also prepare and submit proposals to various research agencies like UGC, ICSSR, ICSR and dept. of Science and Technology. Industry sponsored projects is another area to be explored. More National and International level Seminars/ Webinars/Workshops/Conferences ought to be conducted and attended by students and faculty.

Criterion4 - Infrastructure and Learning Resources (Key Indicator and Qualitative Metrics(QIM) in Criterion4)	
4.1	Physical Facilities
4.1.1 QIM	The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.
4.1.2 QIM	The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.
4.2	Library as a Learning Resource
4.2.1 QIM	Library is automated using Integrated Library Management System (ILMS)
4.3	IT Infrastructure
4.3.1 QIM	Institution frequently updates its IT facilities including Wi-Fi
4.4	Maintenance of Campus Infrastructure
4.4.2 QIM	There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Qualitative analysis of Criterion 4

The college possesses adequate physical infrastructure in the form of classrooms, laboratories, library, computer and IT laboratories, sport and gym facilities, open auditorium, cycle stand, girl's common room, canteen and yoga center to cater to the academic, co-curricular and extra- curricular needs of UG and PG students. It is housed in 10.61 acres of land area. There are 13 classrooms (some of them fitted with overhead projectors), 78 computers, 01 girl's common room with toilet facility and sanitary winding machine and incinerator (destroying) machine. The college needs to establish more smart rooms fitted with upgraded ICT equipment. English language lab requires up-gradation.

The college has outdoor sport facilities such as Kho-Kho, Netball, Handball, Kabaddi, Handball etc. It has open auditorium for rehearsal and conduct of cultural activities. The college needs to develop more indoor sport facilities. College library has 23125 text books, 353 reference books and magazines and is partially automated with ILMS 2.0 software. It requires to procure rare books, manuscript, special reports, e-books and research journals and other knowledge resources for its enrichment.

The college provides ICT facilities in the form of OHP/LCD projectors, smart/interactive boards to its teaching departments and library. The whole campus is WI-FI enabled with lease-line of 50 MBPS. The ICT

facilities are periodically upgraded with latest hardware and software as per requirements as it facilitates on-line learning through platforms like Google Meet, Microsoft, Zoom etc. It needs to add more computers to enrich the existing IT labs for effective teaching- learning.

The physical facilities including classrooms, laboratories and computers are made available for utilization by the students. The maintenance of physical facilities is done through State Public Works Dept., hiring of external agencies on demand and with the efforts of its own staff. All sports equipment and playfields are maintained by the sports director and his staff.

Criterion5 - Student Support and Progression (Key Indicator and Qualitative Metrics(QIM) in Criterion5)	
5.1	Student Support
5.2	Student Progression
5.3	Student Participation and Activities
5.3.2 QIM	Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities following duly established processes and norms (student council, students representation on various bodies)
5.4	Alumni Engagement
5.4.1 QIM	There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Qualitative analysis of Criterion 5

Good number of students has availed the benefits of scholarships and free ships provided by the institution, Govt. and non- Govt. bodies, Industries, individuals and philanthropists.

There is an active Student Representative Council formed as per affiliating University and State Govt. norms. The members of the council are placed on the statutory and non- statutory committees like anti- ragging committee, women cell and committee for prevention of sexual harassment, NSS, NCC, Cultural, Sports, Janbhagidari committees and Amrit Mohotsav. The presence of council members is ensured in organization of activities/ events like celebration of Republic/ Independence days, annual day, debate, quiz, seminars, rangoli, flower and mehndi competitions etc. Their involvement helped the college administration in maintaining discipline within the campus besides smooth conduct of curricular and co-curricular activities. Students have won awards/medals for outstanding performance in sports/cultural competitions at Inter-University/State/ National levels. 26 students have qualified the State/ National competitive exams during the last 5 years.

The alumni association of the college was registered on 23.03.2021, functional. It is working through elected executive council. Contribution made by alumni in monetary and non-monetary shape is worth to be appreciated. More focus is required to guide the students for competitive exams, placement and entrepreneurship. Data base for placement and progression to higher education needs to be strengthened.

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Criterion6 - Governance, Leadership and Management (Key Indicator and Qualitative Metrics(QIM) in Criterion6)	
6.1	Institutional Vision and Leadership
6.1.1 QIM	The governance of the institution is reflective of and in tune with the vision and mission of the institution
6.1.2 QIM	The effective leadership is visible in various institutional practices such as decentralization and participative management
6.2	Strategy Development and Deployment
6.2.1 QIM	The institutional Strategic / Perspective plan is effectively deployed
6.2.2 QIM	The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and procedures, etc.
6.3	Faculty Empowerment Strategies
6.3.1 QIM	The institution has effective welfare measures for teaching and non-teaching staff
6.3.5 QIM	Institutions Performance Appraisal System for teaching and non-teaching staff
6.4	Financial Management and Resource Mobilization
6.4.1 QIM	Institution conducts internal and external financial audits regularly
6.4.3 QIM	Institutional strategies for mobilisation of funds and the optimal utilisation of resources
6.5	Internal Quality Assurance System
6.5.1 QIM	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes
6.5.2 QIM	The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Qualitative analysis of Criterion 6

It is being a Govt. College controlled and administered by Higher Education Dept., Chhattisgarh Govt. The vision and mission of the college focuses on quality and value based higher education to students with holistic development. It also provides a platform for academic intelligence, creativity and physically energizes them through sports. It has a defined organization structure. It practices decentralization and participative management through various college committees comprising HODs, faculty (teaching & non-teaching) and students. The college has well executed administrative, academic and financial plans. The functioning of the institution is effective as reflected from policies framed, administrative setup, appointments and service rules and procedures etc.

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Since it is a Govt. college teaching and non- teaching staff enjoy all the welfare measures like casual leave, earned leave, study leave, maternity leave, paternity leave, child care leave, gratuity, leave encashment etc. as applicable to all other state govt. employees and pension, after mortality benefit of Rs- 50,000/- etc. There is also a provision for grant of leave for attending Orientation/Refresher course/ Faculty development programs.

Internal audit is done by the committee of faculty so constituted. External audit is done at two levels: one by Audit team of Directorate of Hr. Education and second by Office of Accountant General, Chhattisgarh.

The major sources of funds are fees from students, State govt. and RUSA. The college needs to mobilize funds from offering of self-financing/ job oriented courses, UGC, Research projects and consultancy, alumni and private donors. It also needs to ensure their optimal utilization.

IQAC has initiated few strategies and processes in the college post 2nd cycle re-accreditation by the NAAC. Besides starting of two PG courses i. e. M.Com and M. A. Political Science, it acts as torch bearer in initiating and organizing curricular, co-curricular and extra-curricular activities in the campus. Special facilities for specially- abled students have been created. Another area of contribution of IQAC is the use of ICT in teaching processes. It needs to put more efforts for institutionalizing the quality assurance strategies and processes. IQAC being the central body within the college, it monitors and reviews the teaching-learning methodologies regularly. To enhance the professional development of faculty, it has organized seminars, workshops. Start of add-on-courses on life science, development of feedback system, financial support for research projects, institute-industry interface, computerization of academic processes, up-gradation of physical facilities through college funds and RUSA grants are few more initiatives initiated by IQAC.

The college needs to review its teaching-learning process, structures and methodologies of operations and learning outcomes at periodic intervals through IQAC.


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Criterion7 - Institutional Values and Best Practices (Key Indicator and Qualitative Metrics(QIM) in Criterion7)	
7.1	Institutional Values and Social Responsibilities
7.1.1 QIM	Measures initiated by the Institution for the promotion of gender equity during the last five years.
7.1.3 QIM	Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words) <ul style="list-style-type: none"> • Solid waste management • Liquid waste management • Biomedical waste management • E-waste management • Waste recycling system • Hazardous chemicals and radioactive waste management
7.1.8 QIM	Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).
7.1.9 QIM	Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).
7.1.11 QIM	Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).
7.2	Best Practices
7.2.1 QIM	Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.
7.3	Institutional Distinctiveness
7.3.1 QIM	Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Qualitative analysis of Criterion 7

Having about 75% girl students on roll, the college is sensitive to the security needs of women. It has installed 24x7 CCTV surveillance system within the campus. The institution has various measures in place to ensure the safety and security of students like deployment of security guard for monitoring and guarding the campus, girls common room fitted with sanitary napkin wending machine and incinator presence of women cell/ prevention of sexual harassment cell/ anti ragging cell, installation of drop boxes at prominent places for receiving grievances, conduct of special counseling and guidance sessions. It also organized program on Beti Bachao, Beti Padhao, lectures on domestic violence, women rights and women empowerment, free medical/ health check-ups. It has started job oriented course on Beauty Parlor. Besides, girl students are encouraged to take active part in academic, co-curricular and extra- curricular activities.

Some arrangements have been made for disposal of solid, liquid and bio-medical waste. Dust bins have been placed at prominent places for collection and disposal of waste. Old stuffs of sports/newspapers etc. are disposed for recycle and reuse. Used water from taps and bore well are directed towards garden and waste from toilets is connected to main drainage. The college needs to develop scientific mechanism for disposal of bio-medical, e-waste and waste recycling system.


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The NSS, NCC, cultural committee and teaching departments make effort in developing inclusive environment. It organizes various programs/events to celebrate cultural and regional festivals like New Year day, Basant Panchami, Christmas, Diwali, Sankranti etc. It also celebrates Unity day, National Integration day, Sadbawana divas. As symbol of tolerance and harmony, blood donation camps are organized, visit to old age home and orphanage and Anganwadi is arranged.

The college organizes programs to sensitize the staff and students towards constitutional obligations, rights, duties and responsibilities. These include environment awareness, protection and care for animals, health awareness, corona awareness etc. It also organizes events on Hindi divas, NCC and NSS days, Human right day, constitution day, Sanskrit day, Yoga day SVEEP etc.

The college does efforts for Green Audit, Gender Audit, Energy Audit and Environment Audit, Academic Audit, LSRW Audit by English Department, etc.

The college celebrates state/national festivals like Independence and Republic days, Constitution day and Chhattisgarh day. It also observes birth/death anniversaries of great Indian personalities like Mahatma Gandhi, Swami Vivekananda, Sardar Vallabhbhai Patel etc.

Institutional best practices are: (a) Nurturing the social ethics of love and care for the orphans and the Senior Citizens; (b) preserving, securing and nurturing love and admiration for Chhattisgarh culture.

The distinctiveness of the college is the enrolment of large number of girl students (75%) especially from the socially deprived strata studying in conducive environment that offers ample opportunity for their holistic development.

Section III: OVERALL ANALYSIS based on Institutional strengths, Weaknesses, Opportunities & Challenges (SWOC) (up to 500 words)

Overall Analysis

Strength:

The college is 2nd cycle NAAC re-accredited with 'B+' Grade. It has a spacious campus of more than 10 acres. It has been providing higher education to the needy and first generation learners in the vicinity and beyond. It offers 36 UG and 05 PG programs. Qualified and dedicated faculty, 10 of them designated as

research guides. The college is committed to social service through extension activities. It has safe and secure campus with CCTV surveillance and security guard. It maintains good relationship between students and teachers.

Weaknesses:

Fees from students and funds from State govt. is the only source of income. It offers education to socially and financially deprived students. Students have weak communication skill in English. It has inadequate research facilities. The college has very less number of add-on/ job-oriented/ professional courses. Limited library facility is another weakness. Campus placement and Industry collaborations are negligible.

Opportunities:

The college has spacious campus with scope to develop good sport facilities. As girl students constitute about 75% of the total enrolment, there is an opportunity to start more skill oriented courses like flower arrangement, mehndi designing, beautician, fashion designing etc. The college being located near the industrial area, there is an opportunity to explore industry sponsored projects. There is scope for more consultancy and greater interaction with institutions near and outside the region. Choice based credit system could be initiated by the university in the college.

Challenges:

Big challenge of the college is to transform slow learners to advance learners. To increase attendance is another challenge faced by the college as large number of students do part-time jobs to meet their economic needs. Another challenge is to motivate the students to speak English. The college administration and faculty faces the challenge of improving the academic result as well as mobilizing funds from research projects. Placement cell needs to be strengthened.

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Section IV: Recommendations for Quality Enhancement of the Institution

(Please limit to ten major ones and use telegraphic language) (It is not necessary to indicate all the ten bullets)

- 1. Job oriented, self-financed skill based vocational / professional university approved or autonomous certificate and diploma course needs to be started.
- 2. Research and Development needs to be developed. Faculty members needs to undertake the research projects / funds from state / National & international funding agencies, particularly from UGC, ICSSR, RUSA, DST, etc.
- 3. College campus needs to be developed eco-friendly with adequate safety measures. College sports policy and planning needs to be formulated and executed phase wise.
- 4. More library resources need to be developed along with adequate automation.
- 5. Students alumni needs to be strengthened and should be the part of academic development of college
- 6. College needs to establish its linkages with local, regional, industrial and social organizations in order to make more relevant to teaching learning and job oriented process.
- 7. Since college is drawing maximum girls students from the vicinity more women centric career oriented courses in food and nutrition, health care, computer education, catering and educational training needs to be designed and started by the approval of university.
- 8. Feedback from all the stakeholders' needs to be systematized and action to be taken accordingly for the future development.
- 9. IQAC needs to be strengthened with adequate administrative and academic infrastructure and more interactive.
- Student's career guidance cell, Placement cell & women cell needs to be strengthened

I have gone through the observations of the Peer Team as mentioned in this report

Signature of the Head of the Institution

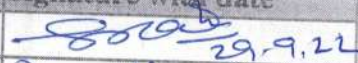

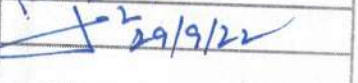
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Principal
Indira Gandhi Govt. P.G. College
Vaishali Nagar, Bhilai
Seal of the Institution

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1	SHAILESH ZALA	Chairperson	 29.9.22
2	BHOUMIK DESHMUKH	Member Co - ordinator	 29/9/22
3	SATINDER SINGH	Member	
4	Dr. Priya N	NAAC Co - ordinator	 29/9/22

Place

Bhilai

Date

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NAAC

INDIRA GANDHI GOVT. PG COLLEGE, VAISHALI NAGAR, BHILAI

PEER TEAM VISIT SCHEDULE FOR ASSESSMENT & ACCREDITATION CYCLE 3RD DATE – 28TH AND 29TH SEPTEMBER 2022

		Time
Day 0	Peer Team Discussion (Pre-visit meeting at the place of stay)	17:00 – 19:00 hrs
Day - 1		
Day - 1	Presentation by the Head of the Institution/Principal	9:00 – 09:45 hrs
Breakfast		
Day - 1	Departmental Presentation by the Head of Department <ul style="list-style-type: none"> • Chemistry • English • Economics • Home Science 	09:45 – 10:30 hrs
Day - 1	<u>Activities / Meeting</u> ❖ Visit of selected Departments (not more than 50% of the Departments to be selected by the Peer Team/HEI) (Assessment of learning levels of students, Student centric methods for enhancing learning experiences, Innovation and creativity in teaching-learning, Reforms, Transparency and Grievance-redressal mechanism in Continuous Internal Evaluation (CIE), Adherence to Academic Calendar for conduct of CIE, Statements & Attainment of POs, PSOs & COs etc....)	10:30 – 12:15 hrs
Day - 1	<u>Activities / Meeting</u> ❖ Visit to Laboratories, latest research equipments, Computer centre, Incubation Centre, Central Instrumentation Centre, Media Laboratory/Commerce lab, Studios etc., (if applicable) ❖ Meeting and Interaction with Head of the Departments/ Teachers etc., (Research Committee, Collaborations, Eco-system created for innovations, Extension activities, NCC, NSS etc.....)	12:15 – 13.00 hrs.

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Day - 1	❖ Lunch on meeting: Meeting with the Governing Body / Management/State Govt. Representatives / University representatives.	13:00 – 14:00 hrs
Day - 1	Activities / Meeting ❖ Meeting with Parents ❖ Meeting with Alumni ❖ Meeting with Students ❖ Meeting with Teaching Staff ❖ Meeting with Non-Teaching Staff	14:00 – 14.45 hrs
Day - 1	Activities / Meeting ❖ Visit to Placement Cell, Career Counseling Centre, Language Lab, Anti Raging Cell, Anti-Sexual Harassment Cell etc., ❖ Interaction with Students, Alumni & Parents (may include Student Satisfaction Survey Guidance) (Student Council & representation of students on academic & administrative bodies/committees, Contribution from Alumni Association/Chapters etc....)	14:45 – 16:15 hrs
Day - 1	Activities / Meeting ❖ IQAC presentation ❖ Meeting with the Coordinator-IQAC, IQAC members in IQAC office. ❖ Interaction with Administrative Officer, Finance Officer and other Non-teaching staff. (The Governance & 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.....)	16:15 – 17.15 hrs
Day - 1	Cultural programmes by Students	17.15 – 18:00 hrs
Day - 1	Team Discussion at place of stay	19:00 – 20:30 hrs
Day - 2	Activities / Meeting ❖ 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., ❖ Meeting and Interaction with Head of various committees/cells.	09.00 – 09.45 hrs

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	❖ <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>	
Day-2	<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.....(to be done within the Institution premises)</i>	09.45 – 12:15 hrs
Day-2	<i>Discussion with Head of Institution and IQAC Co-ordinator on outstanding issues</i>	12:15 -13.00 hrs
Day-2	Lunch	13:00 - 14:00hrs
Day-2	Report writing continues.....	14:00 - 15:00hrs
Day-2	<i>Sharing the Peer Team Report with Head of the Institution</i>	15:00 - 16:00hrs
Day-2	<i>Finalizing the Peer Team Report (Signatures to obtain from Head of the Institution and Peer Team Members on, i). Peer Team Report; ii). Visit Schedule; iii). Code of Conduct and Ethical standards)</i>	16:00 - 17.00hrs
Day-2	Exit Meeting	17:00 - 17.30hrs

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