

Important Information

Dated 02.04.2025

As per our expectation, the National Assessment and Accreditation Council (NAAC) has communicated that the Online Peer Team Visit will be completed latest by 15th May 2025. All members of teaching and non-teaching staff are requested to please go through the attached document (SOP and suggested schedule). The detailed preparatory exercises will be discussed very shortly.

It is especially mentioned that there shall be no change of Headship in the college before the completion of the online NAAC Peer Team visit.

**Sd/-
Principal
Dinabandhu Andrews College**

**Sub:- SOP for Online Visit – reg.**

1 message

Admin-Naac <noreply.onlineassessment@gmail.com>

Wed, Apr 2, 2025 at 2:28 PM

To: HEI <dacprincipal@gmail.com>

Cc: jsarkar80@gmail.com

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
BENGALURU, KARNATAKA**

Dear HEI,

As per the public announcement to HEIs Dt.10th February 2025, the Peer Team visits to HEIs will be conducted in online mode only. NAAC is planning to complete all the pending visits by 15th May 2025.

Standard Operating Procedure /NAAC Guidelines to HEIs for the Online Peer Team Visit (Affiliated College)

1. The HEI will be requested to provide 3 sets of dates for the conduct of Virtual Peer team Visit. One set of date from the suggested three sets will be chosen and no date change will be allowed there from.
2. The details of the Peer Team will be known to the HEIs only on the dates of the visit.
3. Visit will be scheduled between 9:30 AM and 5:30PM on both days.
4. The Video camera (virtual meet) of the HEI and Peer team Members must be always switched on during the scheduled Peer Team online visit.
5. HEI can only present data/input and relevant/supporting documents which were part of SSR (Qualitative Metrics QIM) for the assessment period.
6. On request by the peer team members, the HEI can show additional and relevant documents in support for relevant metrics , if any, as per claims made in the SSR (Qualitative Metrics QIM) for the assessment period only.
7. During the virtual visit, the HEI should show live video captured through Camera with GPS/location enabled as per the instruction of the Peer team.
8. HEIs are strictly not allowed to contact the Peer Team or NAAC officials except during the visit for any technical assistance.
9. The institution has to make all arrangement for technical / operational requirements for the online visit before the commencement of the visit. (power back-up, on-line video sharing, required internet band width etc)
10. The draft Peer Team Report will be shared to the Head of the institution by email of Chairperson before the closure of visit. Subsequently, a 15 minutes discussion will be scheduled where the Head of Institution, IQAC Coordinator and the Peer team discuss on the report for factual correctness of the finalised report by email.
11. HEIs should refrain from providing undue facilities or gifts (in cash or kind via any medium) to the peer team members, thereby adhering to the code of conduct and ethics as detailed in the Manual
12. HEI should not pressurize the Peer Team members for disclosing the contents of the Peer Review Score Sheet (PRSS), and strictly adhere to the confidentiality norms of the process and outcome of the assessment.
13. Any violation of the Code of Conduct and Ethics shall be viewed seriously and the HEI will have to face the penal clauses of NAAC and action thereafter by the concerned Statutory Regulatory Authority
14. Visit Schedule is attached for your reference.
15. At situations of any exigency, decision of NAAC shall be final.

Regards,

NAAC

**Schedule for Affiliated Colleges.pdf**

151K

Suggested Schedule of online Peer team Visit for Affiliated Colleges

Please Note: The Peer team will ask for GPS enabled live video wherever required/sought

A detailed schedule and other requirements are provided (below) to the HEI for effectively carrying out the activities through virtual mode

Time		Members to be present
Day -1		
9:30 -10:00	Pre-visit Meeting	All the Peer team members
10:00-10:45	<p>Presentation by the Head of the Institution covering major aspects of institutional quality within the accreditation period.</p> <p>(Presentation to be shared in the folder through Google drive a day prior)</p>	<p>Head of the institution, IQAC Coordinators and faculty members of the institution</p>
	30 minutes presentation followed by 15 minutes interaction	
10:45-11:15	<p>Interaction with IQAC Coordinator/Director and Team</p> <p>Metric evaluation : 6.5.1: Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities (15)</p>	<p>Head of the institution, IQAC Coordinators and faculty members of IQAC team</p>
11:15-12:45	<p>Interaction in this session can be by Dean Academics or equivalent. The presentation shall cover aspects of Academic calendar planning Curriculum planning- POs and COs for all Programmes offered by the institution</p> <p>Methodologies of curriculum delivery - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences, · Extent in teacher's use ICT- enabled tools including online resources for effective teaching and learning process , · integration of crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum, conduct of continuous</p>	<p>Dean Academics or equivalent, IQAC Coordinators and Head of Departments</p>

	<p>Internal Assessment, Attainment evaluation of Pos and COs,</p> <p><u>Metrics to be evaluated in this presentation</u></p> <p>1.1.1: The Institution ensures effective curriculum planning, and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment (20)</p> <p>1.3.1: Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum(10)</p> <p>2.3.1: Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences and teachers use ICT- enabled tools including online resources for effective teaching and learning process (40)</p> <p>2.5.2: Mechanism of internal/ external assessment is transparent and the grievance redressal system is time-bound and efficient (40)</p> <p>2.6.1: Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website (25)</p> <p>2.6.2 : Attainment of POs and COs are evaluated (20)</p>	
12:45 - 13:00	<p>This session shall highlight the following:</p> <p>Research Facilities of the institution, Research related to IKS, IPR facilitations, Incubation centers and other facilitations for knowledge creation/enhancement and transfer with outcomes and its evidences</p> <p>Metric to be evaluated:</p> <p>3.2.1: Institution has created an ecosystem for innovations, Indian Knowledge System (IKS),including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident (10)</p>	<p>Interaction with Dean of Research or equivalent.</p> <p>Members to be present: Faculty related to IKS, IPR cell, Incubation Centre etc</p>

13:00-14:00	Lunch break	
14:00-14:45	<p>This session will evaluate</p> <ul style="list-style-type: none"> Extension activities carried out by institution Adoption of villages or communities , if any Activities in neighborhood communities impact and sensitization to the students on social issues for their holistic development Awards and recognition earned for the activities, if any Institutional efforts in providing inclusive environment <p>Metric to be evaluated:</p> <p>3.4.1: Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years (15) .</p> <p>3.4.2: Awards and recognitions received for extension activities from government / government recognised bodies (5)</p> <p>7.1.4: Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic diversity and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (10)</p>	<p>Interaction with NCC, NSS, coordinator, Coordinator of Extra Curricular Activities</p>
14:45-15:15	<p>This session will be interactive session where the Peer team will ask for focused questions to the concerned to</p> <ul style="list-style-type: none"> Infrastructure and other facilities (classrooms, labs, equipments, ICT facilities, Cultural and sports facilities etc) based on the video tour provided by the HEI Library, its level of automation, its resources like books and subscriptions Utilization of Library by students and faculties IT infrastructure and internet facilities Gender audit (based on document provided in SSR) <p>The institution should keep scanned documents of proof related to the metric to substantiate the presentation and operations. Live video demonstration on demand of peer team members should also be facilitated</p>	<p>Members to be present:</p> <p>Head of the institution, IQAC Coordinators and concerned faculty members of the institution, Librarian, ICT in-charge,</p>

	<p>Metrics to be Evaluated:</p> <p>4.1.1 -The Institution has adequate infrastructure and other facilities for</p> <p>teaching – learning, viz., classrooms, laboratories, computing equipment etc</p> <p>ICT – enabled facilities such as smart class, LMS etc.</p> <p>Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (20)</p> <p>4.2.2 - Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students (20)</p> <p>4.3.1 - Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection (20)</p> <p>7.1.1 -Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.</p>	
15:15-15:45	<p>Alumni Interaction:</p> <p>(It is considered that insinuations must have provided the registration document of Alumni Society and related documents in SSR itself)</p> <p>This session will focus on Peer team’s interaction with alumna of the institution</p> <p><u>Metric to be evaluation:</u></p> <p>5.4.1: There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services(10)</p>	Peer Team and Alumna of the Institution

<p>15:45 – 16:15</p>	<p>Peer team Interaction with Management Committee followed by Admin head/staff and finance head/staff on Institutional governance, Institutional practices in line with vision and mission, NEP implementation, Sustained Institutional growth, Decentralization</p> <p>Participative institutional governance, Institutional perspective Plan (short and long term), Deployment and mile stone achievement of Perspective plans, Rules and Regulations at place, Performance Appraisal System for faculty, Welfare measures for teaching and non-teaching staff, Avenues for career progression, strategies for mobilization and optimal utilization of resources and funds, Internal and External audits</p> <p><u>Metric To be evaluated</u></p> <p>6.1.1: The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan(15) .</p> <p>6.2.1: The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc.</p> <p>6.3.1: The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression</p> <p>6.4.1: Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ non-government organizations) and it conducts financial audits regularly (internal and external)(10)</p>	
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16:15-16:45	<p>Discussion on</p> <p>7.2.1 -two best practices successfully implemented by the Institution</p> <p>Metric to be Evaluated:</p> <p>Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual (30)</p> <p>7.3.1: Institutional Distinctiveness (20)</p>	Head of the institution, IQAC Coordinators and concerned faculty members related to the Bet Practice component
Day 2		
9:30-10:30	Student Interaction with Peer Team Members	Peer team members and student representatives
10:30-10:45	Teaching Faculty Interaction with Peer Team Members	Peer team members and teaching faculty members
10:45 – 11:00	Non-teaching Faculty Interaction with Peer Team Members	Peer team members and non-teaching faculty members
11:00 onwards	Report writing by Peer team	Institution and NAAC coordinator excluded in this session
2:30 -3:00	Outstanding clarifications or issues by Peer team members (if any)from the Head of the Institution and IQAC Co-coordinator	This session is only on request where the Head of the Institution and IQAC Co-coordinator logs in to clarify any outstanding clarifications

		raised by the PTM
3:15-3:30	Discussion of report with the Head of institution and IQAC coordinator followed by closure remarks	Peer team members, Head of Institution and IQAC coordinator &
4:00 -4:15	Closure Remarks by the Peer team	Head of Institution and IQAC coordinator an Faculty members to join for closure remarks
4:15 to 5:15	Confirmation of Score	Confined only to the Peer team members
5:15-5:30	Submission of Report in portal by Peer team members	Peer team members

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