

**NAAC PEER TEAM**  
**TENTATIVE VISIT SCHEDULE**  
**(6 -7 Sept., 2017)**

Women's College, Tinsukia

**Day - 0**

**Peer team discussion – I, at the place of stay...**

**0800 - 0900 hrs: Team Discussion - I at the Place of Stay**  
*(Private)*

**Day - 1**

**Session 1: 0930 - 1030 hrs**

Interaction with the **principal & IQAC/steering committee**

**Session 2: 1030 - 1300 hrs Visits to departments\* and facilities /**

Interaction with faculty and technical staff

\* (refer extract of EC resolution attached)

**Session 3: 1300 – 1400 hrs**

**LUNCHEON MEETING**

with the **Governing Body** and Board of Management/ Trust and the **Representatives from the affiliating university/SLQAC**, State/Central Government (Administrative Department)

**Session 4: 1400 – 1600 hrs**

**Visits to departments\* and facilities/**

Interaction with faculty and technical staff

\* (refer extract of EC resolution attached)

**Session 5: 1600 – 1630 hrs**

**Interaction with students**

**Session 6: 1630- 1730 hrs**

**Interaction with Alumni & Parents**

**Session 7: 1730 –1830 hrs**

**Cultural programme (if any)**

(Showcasing the extracurricular activities/talents of the students of the Institution only)

**1930 – 2030 hrs: Team Discussion - II at the Place of Stay (private)**

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**Day - 2**

Session 8: 0900 - 1030 hrs

Visit to the **Support Services** and interactions

Session 9: 1030 - 1100 hrs

Visit to the **Administrative and finance section** of the Institution and Interaction with the **Administrative staff and non teaching staff**.

Session 10: 1100 - 1200 hrs

checking **documentary evidences**

1200 – 1230 hrs: *Team Discussion - III at the Place of Stay (private)*

Session 11: 1230 - 1300 hrs

Discussion with the **Principal** on any **outstanding issues** (if any)

**1300 – 1330 hrs LUNCH**

Session 12: 1330 - 1630 hrs

**Finalizing the Report**

Session 13: 1630 - 1700 hrs

**Sharing the Report with the Principal**

Session 14: 1700 – 1730 hrs

**Exit meeting**

The above tentative schedule is only illustrative; however, if necessary, after the pre-visit discussions, the peer team may modify the schedule in consultation with the institution.

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**Extract**

As per the **minutes of Executive Committee of NAAC dated 15.09.2016, condensed peer visit schedule to 2 days** w.e.f. from 26<sup>th</sup> September, 2016 to colleges.

For Colleges including single faculty (for ex. Teacher/ Physical Education, Social Work, MCA, MBC College) on site visit will be of two days (including the report preparation and exit meeting)

The Following modalities would be adopted for completing the assessment in the reduced time and suggested that the visit schedule be modified accordingly.

- Presentation by the Head of the Institution to be followed by Faculty wise presentations.
- The institutions can opt for visit two to three departments of their choice and the Peer Team another two or three. This should ensure coverage of 50% of the departments. Where there is no concept of departments the team would randomly visit the facilities based on the presentations made by the institution.
- The team should have formal and informal interactions with the students and other stakeholders.