

## **NAAC Guidelines to HEIs for undertaking the Peer Team Visit**

Peer Team Visit (PTV) to an HEI, is an integral and mandatory requirement of institutional Assessment and Accreditation by NAAC. The PTV is expected to be a coordinated exercise for both the HEI and the Peer Team Members (PTM), and it should be a meaningful event leading to a pleasant and memorable experience for both. Therefore, NAAC has evolved the following guidelines to the HEIs, to facilitate the exercise to be completed in a systematic and holistic manner, for realizing the objectives of the PTV:

### **a. Prior to the PTV:**

1. Details of the Peer Team (PT) shall be made known to the HEI three working few days in advance of the PTV, and the institution should communicate with the Peer Team Members (PTM) to ascertain their travel plans and accommodation details.
2. Travel and accommodation arrangements of the PTM would have been facilitated by the NAAC. The HEI is responsible only for the local travel logistics of the PTM
  - from the airport/railway station/bus stand to place of stay and return; and
  - from their place of stay to the Institution and return.
3. The schedule of PTV also would have been shared by the NAAC with the HEI and the PTM, prior to the visit, and the institution is required to strictly follow the schedule. Should there be any change in the schedule the same would be conveyed by the Chairman of the PTM to the Head of the Institution, for mutual adjustment and compliance. The final schedule as followed by during the PTV should be endorsed by both, the PTM and Head of the Institution, and communicated to the NAAC, along with the final Peer Team Report (PTR).
4. All financial arrangements of payment of travel costs, honoraria and contingencies are also facilitated by NAAC and **the HEI should strictly refrain from these transactions.**
5. Ordinarily, cancellation/postponement/advancement of the travel schedule of the Peer Team Members is not admissible. In case of any emergency, the HEI may seek the advice of the NAAC Coordinating Officer and make need-based arrangements, in mutual consultation with the PTM.

### **b. During the PTV:**

6. **HEIs must be aware that during the onsite PTV, the assessment of the Peer Team is essentially restricted to the assessment of the Qualitative Metrics (QIM) as claimed by the institution in its SSR, which aggregates to about 30% of the total score of**

accreditation. However, the HEI should ensure a thorough preparedness of the institution, to showcase its academic, administrative and allied activities, for facilitating an overall perception of the Quality of the institution by the Peer Team, through the PTV.

7. Should NAAC require any particular clarification regarding any QnM or document as pertaining to the HEI's SSR or any other issue related to Assessment and Accreditation of the HEI, the PT would have been specifically requested by NAAC, to seek the same during the PTV, and the HEI should provide the clarification as sought by the Peer Team / Observer / NAAC Official onsite.
8. Depending upon the size of the institution the Peer Team Members may choose to visit all or 50% of the departments (25% as randomly chosen by the PT and the other 25% by the HEI). The HEI should nevertheless ensure the preparedness of all the departments, to facilitate random onsite selection by the PT. The IQAC Coordinator must optimally manage the tight schedule of the PTV, in consultation with the Chairman of the PT.
9. During the PTV, the HEI should **only provide photocopies and not the original documents** related to the QnM or QIM or any other issues as sought to carry to their place of stay, to ensure that the originals are not lost or displaced from the records of the HEI.
10. Showcasing of the cultural activity of the HEI must be restricted to not more than 30 to 45 minutes, and arranged at the mutual convenience of the Peer Team Members and the institution.
11. At all times of the onsite visit, the HEI is requested to adhere to the norms of the pandemic regulations and facilitate the PTV with utmost care, and mutual comfort and convenience of the PTM as well as the HEI.

#### **SOP for the HEIs;**

- i. All the Teaching, Non-teaching, staff participating in the Peer Team Visit (PTV) should be vaccine compliant for Covid (at least 1<sup>st</sup> dose).
- ii. All the hospitality staff involved in PTV should be vaccinated for Covid (at least 1<sup>st</sup> dose).
- iii. Students on the campus participating in the visit, should be vaccinated for Covid with at least 1<sup>st</sup> dosage of vaccine.
- iv. Drivers ferrying the Staff/ Peer Team Members, during the visit should be vaccine compliant for Covid (at least 1<sup>st</sup> dose).

- v. HEP's should recommend Hotels (Tier II and Tier II cities) which follow vaccine compliance and Covid free appropriate measures.

**c. Logistic support for the preparation of the Peer Team Report (PTR):**

12. HEI should facilitate the PT with necessary computer system assistance, with the latest version of the browser/software and adequate stationery and computer peripherals, to facilitate the preparation of the Peer Team Report (PTR), Peer Review Score Sheet (PRSS), for filling up and uploading the same in the portal. **Scanned signed PTR to be uploaded only through the portal of the Chairman of the PT.**
13. **Peer Review Score Sheet (PRSS) should be filled only online and should not be printed. This is strictly confidential and is not meant to be shared with the HEI.**
14. For successful completion of the PTV, the Chairperson of the PT may kindly ensure that all fields are mandatorily filled. After filling each section, the same may also be 'Saved' to avoid loss of information/data.
15. The Chairman/Members of the Peer Team will share the draft PTR filled online with the Head of the institution before the exit meeting, for any reasonable modification/s in the data, based only on factual evidences.
16. After finalization of the PTR, the PTR should be submitted online. The same shall be downloaded from the Chairman Login Portal and should be signed by all the Peer Team Members on all the pages of the report and the seal/signature of the Head of the institution on the last page, before scanning and uploading the same in the portal.
17. Head of the Institution and Peer Team Members should ascertain that the signed Peer Team Report (after conversion into a pdf document and/or scanning), is legible and readable.
18. The signed and scanned PTR should be optimized to less than 10 MB size as prescribed and the same should be uploaded on to the peer team Chairperson's portal by clicking on the "Upload" button.
19. The hard copy of the signed Peer Team Report is to be placed in a sealed envelope and handed over to the Head of the Institution during the Exit meeting.
20. In case of emergency, if the peer team decides to send the soft copy of the signed and scanned PTR, it should be sent from the Chairperson's e-mail to the NAAC coordinator, marking a copy each to the member coordinator, member/s and the Head of the institution.

**d. Adherence to the Code of conduct and Ethics of NAAC A/A:**

21. HEIs should refrain from providing undue facilities or gifts (in cash or kind) to the peer team members, thereby adhering to the code of conduct and ethics as detailed in the Manual.
22. 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.
23. 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.

- **For any further queries related to the PTV, HEIs may contact the concerned NAAC Coordinator.**
- **For any technical issues, HEI/Peer Team Members may seek the help from the Support helpdesk tab over the portal and also contact the NAAC IT team via email [samuel.naac@gmail.com](mailto:samuel.naac@gmail.com)/[habeeb.naac@gmail.com](mailto:habeeb.naac@gmail.com) (Phone: 080-23005264/257/258/259)**