

## TENTATIVE VISIT SCHEDULE OF THE PEER TEAM

### Scope of the Visit:

The Core agenda of peer team visit will be to validate claims in the SSRs pertaining to Qualitative Metrics (Q<sub>i</sub>M).

### Guidelines for the Visit:

- As the team may randomly choose the visit to departments or may decide to cover all the departments of the institute. Institutions are advised that all the departments are ready for taking the visit.
- The team may split into two or more teams and have interactions with various academic and administrative units and other stakeholders simultaneously. Arrangements for simultaneous meetings may be made by the Institution.

### **Day 0 (Pre Visit):**

- Pre Visit Discussion (Peer Team Members) at place of stay

### **Day 1**

09:00 – 10:00 hrs: Presentation by the Principal

10:00 – 10:30 hrs: Presentation of IQAC activities and  
Discussion with members of IQAC (at IQAC office)

10:30- 13:00 hrs: Visit to Departments

1. Presentation by the HOD (06 minutes) followed by interaction and visit to Lab/Facilities
2. The team will spend around 30 minutes in each of the selected Department. HoDs are requested to organize the time and showcase the major achievements and facilities of the Departments.
3. Visit to the Department, Teaching Hospital, Rural Health Centre, Urban Health Centre and other academic facilities may be organized keeping in mind their proximity so that the peer team members may move across the campus sequentially.
4. Local Co-ordinators to accompany the team(s) to be decided by the Institution

13:00 – 14:00 hrs: Lunch on meeting with the members of GC/EC/Management

14:00 – 15:00 hrs: Visit to Departments continues

15:00 – 15:45 hrs: Visit to Library

15:45 – 16:20 hrs: Interaction with students

16:20 – 17:00 hrs: Interaction with Alumni/Parent

17:00 – 17:30 hrs:

<b>TEAM A</b>	<b>TEAM B</b>
Interaction with Finance Officer and Staff	Interaction with Administration Officer and Staff

18:00 – 18:45 hrs: Cultural Programme (optional-if the institution wants to organize showcasing the talent of the students)

20:00 hrs onwards: Peer Team Discussion at the place of stay and report writing

## Day 2:

09:00 – 10:00 hrs:

<b>TEAM A</b>	<b>TEAM B</b>
Meeting with and Visit to Career Guidance and Counseling Services/Placement Cell and Director-Student Affairs	Visit to Health centre/Canteen/ Sports facilities, Hostel, NCC, NSS units etc.

10:00 – 11:00 hrs: Sharing Concerns with the Principal

11:00 – 13:00 hrs: Report writing.

13:00 – 14:00 hrs: Lunch

14:00 – 16:00 hrs: Sharing the report with the Principal.

16:00 – 17:00 hrs: Finalizing the Peer Team Report

17:00 hrs... Exit Meeting and Departure of Peer Team Members

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