

# KABIR VIKAS MANDAL DASA SANCHALIT

## ARTS COLLEGE FATEPURA

### Tentative Peer Team Visit Schedule

Visiting period 13-09-2022 To 14-09-2022

	Peer Team Visit Schedule	Time
Day 0	Peer Team Discussion ( <b>Pre-visit meeting at the place of stay</b> )	17:00 – 19:00 hrs
<b>DAY- 1</b>		
Day-1	Presentation by the Head of the Institution/Principal	09:00 – 9:45 hrs
<b>Focus on Criterion 1 : Curricular Aspects</b>		
Day -1	<b>Activities/Meeting</b> ❖ Meeting and Interaction with Heads of Department <b>(Planning and documentation for curriculum delivery, Cross cutting issues integrated into the Curriculum etc...)</b>	09:45 – 10:30 hrs
<b>Focus on Criterion 2 : Teaching-Learning and Evaluation</b>		
Day -1	<b>Activities / Meeting</b> ❖ Visit of selected Departments (not more than 50% of the Departments to be selected by the peer Team/HEL) Gujarati, Hindi, History, Sanskrit, Sociology, English  <b>(Assessment of learning levels of student, 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 &amp; Attainment of Pos, PSOs &amp; Cos etc...)</b>	10:30 – 12:15 hrs
<b>Focus on Criterion 3 : Research, Innovations and Extension</b>		
Day-1	<b>Activities / Meeting</b> ❖ Visit to Computer lab ❖ Meeting and Interaction with Head of the Departments/ Teachers etc., <b>(Research Committee, Collaborations, Eco-system created for innovations, Extension activities, NCC, NSS etc.....)</b>	12:15 – 13.00 hrs
Day-1	❖ <b>Lunch on meeting:</b> Meeting with the Governing Body / Management/ State Govt. Representatives / University representatives.	13:00 – 14:00 hrs

	<b>Focus on Criterion 4 : Infrastructure and Learning Resources</b>	
<b>Day - 1</b>	<b>Activities / Meeting</b> ❖ Visit to Physical Facilities i.e Library, Sports, Canteen, etc.,  <b>(Facilities for teaching – learning, sports, games etc., automation of library, Collection of rare books, manuscripts, updated IT facilities including Wi-Fi, procedures for maintenance and utilization of physical, academic and support facilities etc..)</b>	<b>14:00 – 14:45 hrs</b>
	<b>Focus on Criterion 5 : Student Support and Progression</b>	
<b>Day - 1</b>	<b>Activities / Meeting</b> ❖ Visit to Placement Cell, CWDC, Career Counselling Centre, Anti-Sexual Harassment Cell etc., ❖ Interaction with Students, Alumni & Parents (may include Student Satisfaction survey Guidance) <b>(Student Council &amp; representation of students on academic &amp; administrative bodies/committees, Contribution from Alumni Association / Chapters etc..)</b>	<b>14:45 – 16:15 hrs</b>
	<b>Focus on Criterion 6 : Governance, Leadership and Management</b>	
<b>Day - 1</b>	<b>Activities / Meeting</b> ❖ Meeting with the Coordinator-IQAC, IQAC members in IQAC office. ❖ Interaction with Administrative Officer, Finance Officer and other Non-teaching staff.  <b>(The Governance &amp; 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..)</b>	<b>16:15 – 17:15 hrs</b>
<b>Day - 1</b>	<b>Cultural Programmes by Students</b>	<b>17:15 – 18:00 hrs</b>
<b>Day - 1</b>	<b>Team Discussion at place of stay</b>	<b>19:00 – 20:30 hrs</b>

<b>DAY - 2</b>		
	<b>Focus on Criterion 7 : Institutional Values and Best Practices</b>	
<b>Day - 2</b>	<b><u>Activities / Meeting</u></b> ❖ Review of physical facilities such as safety and security, counselling, Ramp/ Rails, rain water, waste management system etc... ❖ Meeting and Interaction with Head of various committees/cells. ❖ Review of best practices and Institutional Distinctiveness <b>(Gender sensitisation, Environmental Consciousness and Sustainability measures, Green practices, Human values and professional Ethics, Best Practices, Institutional distinctiveness etc...)</b>	<b>09:00 – 09:45 hrs</b>
<b>Day - 2</b>	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..... <b>(to be done within the Institution premises)</b>	<b>09:45 – 12:15 hrs</b>
<b>Day - 2</b>	Discussion with Head of Institution and IQAC Co-ordinator on outstanding issues	<b>12:15 – 13:00 hrs</b>
<b>Day - 2</b>	<b>Lunch</b>	<b>13:00 – 14:00 hrs</b>
<b>Day - 2</b>	Report writing continues.....	<b>14:00 – 15:00 hrs</b>
<b>Day - 2</b>	Sharing the Peer Team Report with Head of the Institution	<b>15:00 – 16:00 hrs</b>
<b>Day - 2</b>	<b>Finalizing the Peer Team Report</b> <b>(Signatures to obtain from Head of the Institution and Peer Team Members on,</b> <b>1). Peer Team Report;</b> <b>2). Visit Schedule;</b> <b>3). Code of Conduct and Ethical standards)</b>	<b>16:00 – 17:00 hrs</b>
<b>Day - 2</b>	<b>Exit Meeting</b>	<b>17:00 – 17:30 hrs</b>