Peer Team Visit Final Step for NAAC A & A Process

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Abstract

The process of preparing the Self Study Report (SSR) by the HEI (higher education institution) has been deliberative and transparent, with the distribution of a faculty data sheet and a series of meetings with committees. Faculty members of the respective HEI prepare brief accounts of their working, and non-teaching staffs of Administration, Accounts, Laboratories and Library usually being requested to adopt Soft skill practices, up gradation of skills, proper upkeep and Automation of Documentation. All wings of the HEI have been involved in the preparation of the report. The National Assessment and Accreditation Council (NAAC) have been entrusted with the responsibility to conduct the assessment and accreditation of higher education institutions. The NAAC Peer Team visit is an assessing team of peer experts who visit the HEI campus seeking accreditation. After the visit, the assessors submit a detailed report of their observations, which carries significant weightage in the final score given to an HEI which becomes its grade and CGPA score. The present paper describes few points related with PTV process and also presents a model visit plan for the colleges.
Keywords: PTV, SSR, NAAC, A&A process

INTRODUCTION

The rigorous and introspective process of preparing the Self Study Report (SSR) from the respective HEI and its submission on NAAC portal after acceptance of IIQA followed by SSS and DVV clarification process has a solid impact on all the stakeholders of respective HEI in one way or the other. The process of preparing this self-study report has always been a truly deliberative and transparent. It was flagged off with the distribution of the faculty data sheet, wherein each faculty member described in details her/his professional trajectory, record of publications, contributions and achievements. All the Teachers-In-Charge and members of each department and Coordinators/Conveners/Staff- Advisors of various co-curricular units/societies/ associations/clubs etc. prepare their respective portfolio/profile. These data sheets have been a vital source of information about academic, curricular & co-curricular activities held in the College. The steering committee of the HEI always had a series of meetings with all the committees that oversee the various aspects of the working of the college. Faculty members who represented the various committees remain on the toes to prepare brief accounts of their working. In addition, faculty advisors to various student societies also associate themselves with the process of preparing this self- study report, by recording the activities of their respective societies. The Non-teaching staffs of Administration, Accounts, Laboratories and Library were requested to adopt Soft skill practices, up gradation of skills, proper upkeep and Automation of Documentation. All the wings of the HEI, be it administration or accounts, laboratories or the library have always been a part of this report and its preparation. Each and every department, through the teacher-in- charge, had an opportunity to introspect, record its activities and achievements and envision its future through SWOC analysis. This did necessitate many rounds of meetings at the micro level of each department, among faculties and students also. Inter-departmental activities, Academic Audit, Green audit encourages reading each other's accounts critically. Faculty members who have been associated with collecting data, analyzing data, preparing statistical tables and charts, devising and administering questionnaires, sharing photographs, information, writing, printing, editing and endless rounds of revision. A specially conceptualized survey and feedback which administered to students, teaching and non-teaching staff, parents, alumni and all stakeholders through internal circulation and over the internet, social media creates grooming atmosphere. Finally after DVV clarification process of PTV starts which is very important final process before threshold of grade announcement. This paper describes a brief idea and methodology about the PTV process.

METHODOLOGY

The National Assessment and Accreditation Council (NAAC) have been entrusted with the responsibility to conduct the assessment and accreditation of higher education institutions. In their effort to complete this responsibility in a holistic, systematic, and transparent manner, they have designed different stages of the accreditation process. One of the most pivotal stages of the assessment and accreditation process is the NAAC peer team visit. The NAAC Peer Team is an assessing team of peer experts who visit the higher education institution (HEI) campus seeking accreditation. They are trained to conduct an objective assessment of the quality of education offered in HEIs. After the visit, the assessors submit a detailed report of their observations. The account carries significant weightage in the final score given to an HEI.

PTV: Procedure & Protocols

The members of the Peer Team are trained to follow the protocol for the assessment process. A general outline of the procedure is described as -

1. Only institutions that clear the minimum prequalification stage of DVV validation are assessed by a Peer Team.
2. Peer Team members verify, validate, assess, and score the institution with respect o qualitative metrics described by the HEI in their Self-study Report (SSR).
3. The Peer Team visits as many facilities of the institution as they can to understand the institution's quality and experience of higher education.
4. The Peer Team members write a detailed report on each criterion around 300 to 500 words and provide a score on each qualitative metric. The score is given on a scale of 0 to 4, wherein 0 is the lowest and 4 is the highest.
5. The scores and reports are submitted online using the assessor's portal, and they are confidential.
6. Depending upon the institution's size, the Peer Team may choose to visit all or 50% of the departments. The peer team selects half the departments to visit, while the HEI decides the other half.
7. The institution is responsible for helping the peer team and ensuring that their schedule is managed well. It helps to render the visit fair, complete, and satisfactory.
8. The Peer Team may have specific questions about any information provided by the HEI in the SSR. They may seek pinpointed clarifications about the facts stated in the SSR. This information is almost always included in the Peer Team Report. Sometimes, the peer team receives specific requests for such clarifications from NAAC. The institution should strive to provide all the clarifications requested and answer all the queries raised by the Peer Team as best as they can.
9. The Peer Team may take any original documents of the HEI into their possession until their report is submitted. The papers should be related to the quantitative or qualitative metrics of assessment.
10. A short cultural programme of 30 to 45 mins may be organized and showcased for the peer team at a time and place mutually agreeable to everyone.
11. During the Peer Team Visit, both the HEI authorities and the Peer Team should adhere to medical advisory issued by the local administration about COVID Appropriate Behaviour etc.
12. The institution should ensure that the Peer Team is comfortable and can carry out the assessment with convenience.
13. Proper internet, computer, printer with one outside computer operator is to be provided to PTV.
14. The zero our meeting is very important to finalize PTV plan.
15. After the Peer Team visit is complete, the members of the Peer Team are not to contact anyone from the HEI. If the HEI has questions, they may connect to NAAC directly.

Model Visit Plan

A final visit plan is prepared on the evening of day zero by the mutual consent of Chairperson (PTV) and Head of the Institution (HEI). Usually the HEI should try to cover as maximum departments / committees / facilities / events etc. from the HEI. In case of more than three members in PTV team is usually splits into two parts at few points in order to complete the visit. If members are three than PTV prefers to be in one group at all points. In Table 1 a model plan of visit is given.

Normally IQAC coordinator / NAAC coordinator / SSR Coordinator or any other senior faculty members (who has been the part of SSR preparation) should escorts the PTV. General courtesy and protocols should be followed during the visit of PTV at each department and committee / cell office at the HEI. Each department / committee / cell convener or a suitable member should explain the achievements in brief using the terminology of NAAC with the use of power point presentation and or chart description. The descriptions should be self explanatory as far as possible. The queries should be answered one by one with the factual data. Interaction with all the stakeholders should be well planned and organized as a separate event.

Table 1: A model Visit Plan (if PTV is more than three members)

	Peer Team Visit Schedule	**Time**
Day 0	*Peer Team Discussion (**Pre-visit meeting at the place of stay**)*	*17:00 – 19:00 hrs*
DAY - 1		
Day - 1	*Presentation by the Head of the Institution/Principal*	*9:00 – 09:45 hrs*
	Focus on Criterion I : Curricular Aspects	
Day - 1	<u>*Activities / Meeting*</u> ❖ *Meeting and Interaction with Heads of Department* *(**Planning and documentation for curriculum delivery, cross- cutting issues integrated into the Curriculum etc…**)*	*09:45 – 10:30 hrs*
	Focus on Criterion II : Teaching-Learning and Evaluation	

Day - 1	**Activities / Meeting**
	
	❖ *Visit of selected Departments (not more than 50% of the Departments to be selected by the Peer Team/HEI)*
	TEAM 1
	      • Visit of labs (Physics, Chemistry, Zoology, Botany etc.)
	      • Visit of any specific lab in the HEI
	TEAM 2
	      • Visit of Departments other science
		10:30 – 12:15 hrs

	Focus on Criterion III : Research, Innovations and Extension	

Day - 1	**Activities / Meeting**
	
	❖ *Visit to Research Laboratories, Research centers, latest research equipments, Computer centre, Incubation Centre, Central Instrumentation Centre, Media Laboratory/Commerce lab, Studios etc.., (if applicable)*
	❖ *Meeting and Interaction with faculty members etc..,*
	    TEAM 1
	Different facilities and committees as per SSR - Language club/ lab, Women cell, Girls common room, Cultural cell, Yoga and meditation Centre , Rover/ ranger, Medical Centre
	    TEAM 2
	NCC, NSS, Gymnasium etc.
		12:15 – 13.00 hrs

Day - 1	❖ ***Lunch on meeting:*** *Meeting with the Governing Body / Management/State Govt. Representatives / University representatives.*	*13:00 – 14:00 hrs*
	Focus on Criterion IV : Infrastructure and Learning Resources	
Day - 1	*Activities / Meeting* ❖ ***Visit to Physical Facilities i.e. Library, Sports, Gymnasium, Yoga Center, Computer Centre, etc..,*** ❖ ***Onsite Interaction with Office of DSW, Canteen, Hostels, Health centre, etc.,*** **TEAM 1** Placement Cell, Library, YDC, Hostels, Anti-Ragging Cell, Anti-Sexual Harassment Cell **TEAM 2** Sports , Best Practices, Distance learning centers	*14:00 – 14.45 hrs*
	Focus on Criterion V : Student Support and Progression	
Day - 1	*Activities / Meeting* ❖ ***Interaction with Students, Alumni & Parents (may include Student Satisfaction Survey Guidance)*** *(Student Council & representation of students on academic & administrative bodies/committees, contribution from Alumni Association/Chapters etc….)*	*14:45 – 16:15 hrs*
	Focus on Criterion VI : Governance, Leadership and Management	
Day - 1	*Activities / Meeting* ❖ ***Meeting with the Coordinator-IQAC, IQAC members in IQAC office.*** ❖ ***Interaction with Administrative Officer, Finance Officer and other Non-teaching staff.*** *(The Governance & 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.....)*	*16:15 – 17.15 hrs*
Day - 1	***Cultural programmes by Students***	*17.15 – 18:00 hrs*

Day - 1	*Team Discussion at the place of stay*	*19:00 – 20:30 hrs*
DAY - 2		
	Focus onCriterion VII : Institutional Values and Best Practices	
Day - 2	**Activities / Meeting** ❖ *Review of physical facilities such as safety and security, Counseling, Ramp/Rails, skill development centres etc., and review of alternative energy initiatives, rain water harvesting, waste management system etc.,* ❖ *Meeting and Interaction with Head of various committees/cells.* ❖ *Review of best practices and Institutional Distinctiveness* ***(Gender sensitisation, Environmental Consciousness and Sustainability measures, Green practices, Human values and professional Ethics, Best Practices, Institutional distinctiveness etc....)***	*09.00 – 09.45 hrs*
Day-2	*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.............(to be done within the Institutioal premises)*	*09.45 – 12:15 hrs*
Day-2	*Discussion with Head of Institution and IQAC Co-ordinator on outstanding issues*	*12:15 -13.00 hrs*
Day-2	*Lunch*	*13:00 - 14:00hrs*
Day-2	Report writing continues...........	*14:00 - 15:00hrs*
Day-2	*Sharing the Peer Team Report with Head of the Institution*	*15:00 - 16:00hrs*

Day-2	*Finalizing the Peer Team Report*
	(Signatures to obtain from Head of the Institution and Peer Team Members on,
	   i). Peer Team Report;
	   ii). Visit Schedule;
	   iii). Code of Conduct and Ethical standards)
		16:00 - 17.00hrs

Day-2	*Exit Meeting*	*17:00 - 17.30hrs*

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