#### Tentative Visit Schedule

# Day 0: Arrival of the Peer Team

*1900 – 2100 hrs: Team Discussion – I - at the place of stay, Pre-visit Meeting*

**Day 1:**

Session 1: 0930 - 1030 hrs

Meeting with the Principal (Presentation by the Head of the Institution

*Session 2: 1030 - 1130 hrs*

Faculty wise (arts/science, etc) presentation and interactions

Session 3: 1130- 1200 hrs

*Interaction with IQAC members*

*Session 4: 1200 – 1300 hrs*

*Visit to library*

Session 4: 1300- 1400 hrs

*Luncheon Meeting with Governing Body/ Boards of Management*

*Session 5: 1400 - 1600 hrs*

*Visit to departments and facilities (Institution may suggest 5 departments of their*

*choice and the peer team will visit 5-6 departments randomly)*

*Session 6: 1600– 1630 hrs*

*Interaction with a representative group of Students*

*Session 7: 1630 – 1700 hrs*

*Interaction with Alumni and Parents*

*Session 8: 1700 - 1730 hrs Cultural Programme (optional)*

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

*1730 hrs: Team Discussion - II at the place of stay and finalization of draft report*

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| ***As per the recent decision of EC, NAAC:***  · ***The institution can opt for visit of three to four departments of their choice and the Peer team another three to four. This should ensure coverage of 50% of the departments.*** |

**Day 2:**

*Session 1: 0900 - 0930 hrs*

*Visit to the Administrative section of the institution;*

*Interaction with the administrative staff*

*Session 2: 0930 – 1000 hrs*

*Visit to finance section of the institution*

*Session 3: 1000 - 1100 hrs*

### Visit to the support services

*Session 4: 1100 - 1130 hrs*

*Checking the documentary evidence*

*Session 5: 1130 – 1200 hrs*

*Discussion with the Principal on the outstanding issues*

*Session 6: 1200 - 1300 hrs*

*Report writing and fine tuning of the report*

*Session 7: 1300 – 1400 hrs*

*Lunch at the institution.*

*Session 8: 1400 – 1500 hrs*

*Sharing the report with the Principal*

*Session 9: 1500 – 1630 hrs*

*Finalizing the report*

*Session 10: 1630 – 1700 hrs*

*Exit meeting*