

Shikshan Prasarak Mandal's

Sahebrao Shankarrao Dhamdhare Arts and Commerce College, Talegaon Dhamdhare, Tal- Shirur, Dist.- Pune.

Second Cycle accreditation on 23rd & 24th May, 2023

Peer Team Visit Schedule (2 days,)

	Peer Team Visit Schedule	Time
DAY - 1		
Day - 1	<i>Presentation by the Head of the Institution/Principal</i>	<i>9:00 – 09:45 hrs</i>
Focus on Criterion I: Curricular Aspects		
Day - 1	<u>Activities / Meeting</u> ❖ <i>Meeting and Interaction with Heads of Department</i> <i>(Planning and documentation for curriculum delivery, cross-cutting issues integrated into the Curriculum etc...)</i>	<i>09:45 – 10:30 hrs</i>
Focus on Criterion II : Teaching-Learning and Evaluation		
Day - 1	<u>Activities / Meeting</u> ❖ <i>Visit of selected Departments (not more than 50% of the Departments to be selected by the Peer Team/HEI)</i> <i>(Assessment of learning levels of students, 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 & Attainment of POs, PSOs & COs etc....)</i>	<i>10:30 – 12:15 hrs</i>
Focus on Criterion III : Research, Innovations and Extension		
Day - 1	<u>Activities / Meeting</u> ❖ <i>Visit to Laboratories, latest research equipments, Computer centre, Incubation Centre, Central Instrumentation Centre, Media Laboratory/Commerce lab, Studios etc., (if applicable)</i> ❖ <i>Meeting and Interaction with Head of the Departments/</i>	<i>12:15 – 13.00 hrs</i>

	<i>Teachers etc., (Research Committee, Collaborations, Eco-system created for Innovations, Extension activities, NCC, NSS etc.....)</i>	
Day - 1	❖ Lunch on meeting: <i>Meeting with the Governing Body / Management/State Govt. Representatives / University representatives.</i>	13:00 – 14:00 hrs

Chairperson

Head of the Institution

	Focus on Criterion IV : Infrastructure and Learning Resources	
Day - 1	<p><u>Activities / Meeting</u></p> <ul style="list-style-type: none"> ❖ <i>Visit to Physical Facilities i.e. Library, Sports, Gymnasium, Yoga Center, Computer Centre, etc.,</i> ❖ <i>Onsite Interaction with Office of DSW, Canteen, Hostels, Health centre, etc.,</i> <p><i>(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...)</i></p>	14:00 – 14.45 hrs
	Focus on Criterion V : Student Support and Progression	
Day - 1	<p><u>Activities / Meeting</u></p> <ul style="list-style-type: none"> ❖ <i>Visit to Placement Cell, Career Counseling Centre, Language Lab, Anti Raging Cell, Anti-Sexual Harassment Cell etc.,</i> ❖ <i>Interaction with Students, Alumni & Parents (may include Student Satisfaction Survey Guidance)</i> <p>(Student Council & representation of students on academic & administrative bodies/committees, contribution from Alumni Association/Chapters etc....)</p>	14:45 – 16:15 hrs
	Focus on Criterion VI : Governance, Leadership and Management	
Day - 1	<p><u>Activities / Meeting</u></p> <ul style="list-style-type: none"> ❖ <i>Meeting with the Coordinator-IQAC, IQAC members in IQAC office.</i> ❖ <i>Interaction with Administrative Officer, Finance Officer and other Non-teaching staff.</i> <p><i>(The Governance & Leadership of Institution, Organisational</i></p>	16:15 – 17.15 hrs

	<i>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.....)</i>	
Day - 1	<i>Cultural programmes by Students</i>	<i>17.15 – 18:00 hrs</i>
Day - 1	<i>Team Discussion at the place of stay</i>	<i>19:00 – 20:30 hrs</i>

Chairperson

Head of the Institution

DAY - 2		
	Focus on Criterion VII : Institutional Values and Best Practices	
Day - 2	<p><u>Activities / Meeting</u></p> <ul style="list-style-type: none"> ❖ <i>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.,</i> ❖ <i>Meeting and Interaction with Head of various committees/cells.</i> ❖ <i>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.....)</i> 	<i>09.00 – 09.45 hrs</i>
Day-2	<i>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 Institutional premises)</i>	<i>09.45 – 12:15 hrs</i>
Day-2	<i>Discussion with Head of Institution and IQAC Co-ordinator on outstanding issues</i>	<i>12:15 -13.00 hrs</i>
Day-2	Lunch	<i>13:00 - 14:00hrs</i>
Day-2	Report writing continues.....	<i>14:00 - 15:00hrs</i>
Day-2	<i>Sharing the Peer Team Report with Head of the Institution</i>	<i>15:00 - 16:00hrs</i>
Day-2	<p><i>Finalizing the Peer Team Report (Signatures to obtain from Head of the Institution and Peer Team Members on,</i></p> <p style="margin-left: 20px;"><i>i). Peer Team Report;</i></p>	<i>16:00 - 17.00hrs</i>

	<i>ii). Visit Schedule; iii). Code of Conduct and Ethical standards)</i>	
Day-2	<i>Exit Meeting</i>	<i>17:00 - 17.30hrs</i>

Chairperson

Head of the Institution

