

NAAC

Institutional Accreditation GUIDELINES TO THE PEER TEAM



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P.O. Box. No. 1075, Nagarbhavi, Bengaluru - 560 072

NAAC

Vision

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

Mission

- ❖ *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ❖ *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ❖ *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ❖ *To undertake quality-related research studies, consultancy and training programmes, and*
- ❖ *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- ❖ *Contributing to National Development*
- ❖ *Fostering Global Competencies among Students*
- ❖ *Inculcating a Value System among Students*
- ❖ *Promoting the Use of Technology*
- ❖ *Quest for Excellence*

GUIDELINES TO THE PEER TEAM



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The Director

National Assessment and Accreditation Council (NAAC)

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Institutional Accreditation GUIDELINES TO PEER TEAM

I

PEER TEAM VISIT

The NAAC seeks to make the process of assessment a holistic, systematic, and transparent experience, based on data, which can contribute to institutional improvement. It is an exercise based on mutual trust. Guided by this philosophy of NAAC, the peer team has to carry out an objective assessment of the quality of education offered in the Higher Education Institution (HEI). To facilitate the assessment process to be executed in a holistic, systematic and professional manner, the NAAC has evolved the following guidelines for the Peer Team Members :

A. Before the Visit

- Read the Self-Study Report (SSR) and related institutional materials thoroughly, to understand the institution and its context of operation.
- Identify the probes for collecting the complete information, the list of institutional documents to be reviewed, and the points for interaction with the various stakeholders.
- Prepare a draft report based on the SSR submitted (both the quantitative and evaluative report), and collate it according to the NAAC format, keeping in mind the Criteria, Key Aspects and the Assessment-Indicator-Guidelines.
- Plan the pre-visit meeting to discuss about the institution and its quality parameters thoroughly. **Pre-visit is a must for the Assessor to attend.**
- Plan your travel by the shortest route. Communicate travel plans to the institution well in advance and also send a copy of the travel plans to the NAAC Officer and Member Coordinator.
- Send the “No Conflict of Interest Statement” and a consent letter to abide by the guidelines for Assessment by NAAC, to the NAAC Officer, with in a week after you received the document.

B. During the Visit

- Peer team visits the institution on the latter’s invitation. Therefore, it is imperative to be courteous to the personnel of the institution and at the same time be professional in the Assessment and Accreditation activity.

- Collect all the information provided by the institution and seek additional information if required.
- Take notes meticulously, based on the interactions and the review of institutional documents.
- Identify achievements and constraints, strengths and weaknesses of the institution.
- Understand the policies of the Affiliating University, the concerned State Government and the Management of the institution, in respect of colleges.
- Understand the UGC and other national regulatory councils policies, guidelines and regulations regarding the programmes and other activities.

C. The Visit Schedule

- The NAAC sends a tentative visit schedule to the institution requesting it to make changes to suit its context, without deleting any session given in the generic schedule. The schedule is finalized by the institution, in consultation with the NAAC.
- It is the responsibility of the peer team to ensure that the visit is conducted as per the schedule agreed upon. Any last minute changes in the schedule should be avoided.
- It is preferable to have the sessions of the Peer Team at the institution. However, the pre-visit meeting and intra-team discussions can be held at the place of stay.
- The first peer team discussion, prior to the visit to the institution, is a crucial interaction, to ensure sharing of ideas and to arrive at the “team’s perception” of the institution. Make sure that all members are present and are fully prepared for a thorough discussion, and arrive at decisions through a consensus approach.
- In the case of assessment of colleges, the Affiliating University and the State Higher Education Department concerned will be informed about the peer team’s visit schedule with a request to send their representatives to meet the peer team. The peer team may use this interaction, to get the views of the Affiliating University and the State Government about the institution, to consolidate the team’s perceptions about the institution.
- During the visit, it is important to hold meetings with various constituents of the institution. Please ensure:
 - Adherence to the time schedule and the agenda.
 - Participation of all members in the discussions.
 - Positive and cordial approach in all interactions.
 - Professional and objective approach in dealing with the assessment process.
- During the visit to the library, the team may focus on: (a) Management of the Library and Information Services, (b) Library services provided to users (c) Extent of the use of the services and (d) the library holdings and its update.

- While looking for documentary evidence:
 - Validate the data presented in the IEQA application by the institution.
 - Seek evidence only if it is a must to supplement your validation of the SSR.
 - Look for relevant information based on documentary evidence.
 - The Steering Committee Coordinator is expected to assist in locating the necessary documents.
- As the visit progresses, the inputs for Report Writing need to be simultaneously collated and validated with the information in the SSR. While Report Writing is the overall responsibility of the Chairperson of the team, it is expected that the views of all the other members of the team are also valued and unanimously collated in the Report.
 - The data given in the profile of the institution, which is to be submitted to the NAAC along with the Peer Team Report, should be checked for factual accuracy during the visit. Check and correct discrepancies in the data (if any), in the different sections of the Peer Team Report.

Tentative Visit Schedule for a College * (With Up to 10 departments and 500 students' strength: Two full days and more than 10 departments: Three full days) **All the members of the Peer Team should arrive at the place of stay latest by night before day 01.**

Peer Team Visit Schedule for Colleges (three day)

Day 0:

19:00 – 20:00 hrs: Peer Team Discussion – I At the place of stay ...

Agenda for the session

- *Briefing by NAAC Coordinator/ Chairperson of the team*
- *Compare notes on the tentative evaluation*
- *Agree on tentative scores*
- *Identify strengths and weaknesses and issues that need further probing*
- *Share the responsibility of collecting further evidence & report writing*

Day 1:

Session 1 : 9:00 – 10:00 hrs

Meeting with the Principal / Head of the Institution

Session 2 : 10:00 – 10:45 hrs

*Meeting with the Steering Committee/ IQAC Members for Re-Accreditation
(2nd cycle and Subsequent cycles)*

- Session 2 : 10:00 – 13:30 hrs
Visit to the departments (for example Physics, Chemistry.....)
- Session 3 : 13:00 – 14:00 hrs
Luncheon Meeting with the Governing Body / Management / State Govt. Representatives / University representatives
- Session 4 : 14:30 – 16:00 hrs
Visit to the departments continues...
- Session 5 : 16:00 – 16:30 hrs
Interaction with Students
- Session 6 : 16:30 – 17:00 hrs
Interaction with Parents
- Session 7 : 17:00 – 17:30 hrs
Interaction with Alumni
- Session 8 : 17:45 – 18:30 hrs
Cultural Programme by students (if any)
(Cultural programme need to be conducted by Students)

20:00 – 21:00 hrs: Team Discussion - II at the place of stay

Agenda for the session:

- *Discuss the evidences collected so far*
- *Agree on the provisional score*
- *Identify the issues to be checked further*
- *Agree on the highlights of the provisional report*
- *Share the responsibility of report writing*

Day 2:

- Session 9 : 9:00 – 13:00 hrs
Visit to other departments continues...
- 13:00 – 14:00 hrs
Lunch
- Session 10 : 14:00 – 16:00 hrs
Visit to the facilities (Library, Sports Facilities, Hostels, Canteen, Guest House, Health Center, etc).
- Session 11 : 16:00 – 16:30 hrs
Interaction with Non-Teaching Staff.

Session 12 : 16:30 - 18:00 hrs
Checking Documentary evidences....

19:00 – 21.00 hrs: Team Discussion – III at the Place of Stay (Private)

Agenda for the discussion:

- *Report writing*
- *Discussing the criterion – wise GPA and Grade (CGPA)*
- *Discussing and modifying the draft report by the team*

Day 3:

Session 13 : 09:30-11:00 hrs
Report writing Continues...
Discussion and modifying the draft Peer Team Report and finalization

Session 14 : 11:00-12:00 hrs
Sharing the Peer Team Report with Head of the Institution

Session 15 : 12:00 – 13:00hrs
Finalizing the Peer Team Report
[Signatures to obtain from Head of the Institution and / or Peer Team Members on

1. *Profile of Institution;*
2. *Peer Team Report;*
3. *Visit Schedule; (At the end of schedule mention the name of Chairperson, Member Coordinator, Member, Head of the Institution seal and signature be obtained)*
4. *Code of Conduct and Ethical standards]*

Session 16 : 13:00-13:30 hrs
Exit Meeting

Peer Team Visit Schedule for Colleges (two day)

Day 0:

19:00 – 20:00 hrs: Peer Team Discussion – I At the place of stay ...

Agenda for the session

- *Briefing by NAAC Coordinator/ Chairperson of the team*
- *Compare notes on the tentative evaluation*
- *Agree on tentative scores*
- *Identify strengths and weaknesses and issues that need further probing*
- *Share the responsibility of collecting further evidence & report writing*

Day 1:

- Session 1 : 90:00 – 10:00 hrs
Meeting with the Principal / Head of the Institution
- Session 2 : 10:00 – 13:00 hrs
The Visit to various departments
- Session 3 : 10:00 – 10:45 hrs
Meeting with the Steering Committee/IQAC Members for Re-Accreditation (2nd cycle and Subsequent cycles)
- Session 4 : 13:00 – 14:00 hrs
Luncheon Meeting with the Governing Body / Management/ State Govt. Representatives / University representatives
- Session 5 : 14:00 – 16:00 hrs
Visit to various departments, facilities and support services, Library, Hostel, Sports etc...
- Session 6 : 16:00 – 16:45 hrs
Interaction with a representative group of Students
- Session 7 : 16:45 – 17:30
Interaction with Parents & Alumni
- Session 8 : 17:45 – 18:30 hrs
Cultural Programme by students (if any)
(Cultural programme need to be conducted by Students)

20:00 – 21:00 hrs: Team Discussion - II at the place of stay

Agenda for the session:

- *Discuss the evidences collected so far*
- *Agree on the provisional score*
- *Identify the issues to be checked further*
- *Agree on the highlights of the provisional report*
- *Share the responsibility of report writing*

Day 2:

- Session 9 : 09:00 – 11:00 hrs
Visit to support services and checking the documentary evidences
- Session 10 : 11:00 – 11:30 hrs
Interaction with Non-Teaching staff

Session 11 : 11:30 – 12:00 hrs
Discussion with the head of the institution on outstanding issues

Session 12 : 12:00 – 13:30 hrs
Report writing...

13:30 – 14:00 hrs
Lunch at the Institution

14:00 - 14:30 hrs: Team Discussion – III: At the College

Agenda for the discussion:

- *Report writing*
- *Discussing the criterion – wise GPA and grade (CGPA)*
- *Discussing and modifying the draft report by the team*

Session 13 : 14:00 – 16:00 hrs
Report writing Continues...
Discussion and modifying the draft Peer Team Report and finalization

Session 14 : 16:00 – 16:30 hrs
Sharing the Peer Team Report with Head of the Institution

Session 15 : 16:30 – 17:00 hrs
Finalizing the Peer Team Report
[Signatures to obtain from Head of the Institution and / or Peer Team Members on
1. Profile of Institution;
2. Peer Team Report;
3. Visit Schedule; (At the end of schedule mention the name of Chairperson, Member Coordinator, Member, Head of the Institution seal and signature be obtained)
4. Code of Conduct and Ethical standards]

Session 16 : 17:00 – 17:30 hrs
Exit meeting

Tentative Visit Schedule for a University*

(With up to 25 departments: 4 days; Up to 50 departments: 5 days; More than 50 departments: 6 days) Depending on the institution the team can be split into two or more teams by NAAC Coordinating officer / in consultation with Chairperson. The typical visit schedule of a multi-faculty University may be as follows:

All the members of the Peer Team should arrive at the place of stay latest by night before day 01

Day 0

08:00 – 09:00 hrs or previous day evening as decided by the Chairperson of the team.

Agenda for the session

- *Briefing by the Chairperson of the Peer Team*
- *Compare notes on the tentative evaluation of the core/specialist group*
- *Identify strengths, weaknesses and issues that need further probing*
- *Share the responsibility of collecting further evidences.*

Day 1 at the Institution

- Session 1 : 09:00 – 10:15 hrs
Meeting with the Vice-Chancellor
- Session 2 : 10:15 – 11:00 hrs
*Meeting with the Steering Committee/IQAC Members for Re-Accreditation
(2nd cycle and Subsequent cycles)*
- Session 3 : 11:00 - 13:00 hrs
Meeting with Heads of Departments & Deans of different faculties
- Session 4 : 11:30 – 12:30 hrs
Visit to departments
- Session 5 : 12:30 – 13:15 hrs
Meeting with the Syndicate/ Executive Council
- Session 6 : 13:15 – 14:15 hrs
Lunch at the meeting place
- Session 7 : 14:15 – 16:00 hrs
Visit to the departments continues.....
- Session 8 : 16:00 – 16:30 hrs
Interaction with Students
- Session 9 : 16:30 – 17:00 hrs
Parents and Alumni
- Session 10 : 17:30 – 18:00 hrs
*Cultural Programme (if any)
(Cultural programme need to be conducted by Students)*

17:00 - 21:00 hrs: Team Discussion - II at place of Stay/ *at the Guest House*

Agenda for the session:

- *Integrating the inputs of the core/ specialist groups*
- *Identify issues that need further probing*
- *Share the responsibility of collecting further evidence*
- *Share the responsibility of Report writing*

Day 2 at the Institution

Session 11 : 09:00 – 13:00 hrs

Visit to departments Continues...

13:15 – 14:00 hrs

Lunch at the University

Session 12 : 14:00 – 16:00 hrs

Visit to departments Continues...

19:00 – 21:00 hrs: Team Discussion - III at place of Stay/ at the Guest House

Agenda for the session:

- *Integrating the inputs of the core/ specialist groups*
- *Identify issues that need further probing*
- *Share the responsibility of collecting further evidence*
- *Share the responsibility of Report writing*

Day 3 at the Institution

Session 13 : 09:00 – 13:00 hrs

Visit to departments Continues...

13:00 – 14:00 hrs

Lunch at the University

Team may be divided into two or more groups depending on the size of the University

Team A:

Session 14 : 14:00 – 16:00 hrs

Common facilities and administrative units

Day Care Centre, Canteen, Boys Hostel, Girls Hostel, Gym, Sports facility etc.

(Universities need to mention all the support services)

Session 15 : 14:00 – 16:00 hrs
Meeting with the Controller of Examinations and his Staff
 (Documents like degree certificate, mark sheets etc..)

Team B:

Session 14 : 14:00 – 16:00 hrs
Meeting with the Registrar and his Staff, Dean Student welfare

Session 14 : 14:00 – 16:00 hrs
*Discussion with the Steering Committee coordinator, IQAC Co-ordinator
 on any outstanding issues*

Session 14 : 14:00 – 16:00 hrs
Discussion with the Vice-Chancellor on outstanding issues

19:00 – 21:00 hrs : Team Discussion - III at place of Stay/ at the Guest House
 Agenda for discussions:

- *Discuss the evidence collected so far and Writing the Report*
- *Finalizing the Criterion-wise Key Aspect Grade Points & the institutional Cumulative Grade Point Average*
- *Identify the critical issues to be checked further if any*
- *Discuss the criterion-wise points*
- *Agree on the provisional report*

Day 4 at the Institution 

Session 7 : 10:00 – 11:00 hrs
Sharing the report with the Vice-Chancellor

Session 8 : 11:00 – 12:00 hrs
Finalizing the Peer Team Report
[Signatures to obtain from Head of the Institution and / or
Peer Team Members on
 1. Profile of Institution;
 2. Peer Team Report;
 3. Visit Schedule; (At the end of schedule mention the name of Chairperson,
 Member, Coordinating Member. Head of the Institution seal and signature
 be obtained)
 4. Code of Conduct and Ethical standards]

Session 9 : 12:00 hrs
Exit Meeting

The above tentative schedules are only illustrative; however, if necessary, after the pre-visit discussions, the peer team may modify the schedule in consultation with the institution.

For Clarification if any NAAC co-ordinating officer may be contacted.

D. At the end of the Visit – Peer Team Report Preparation

- Develop the Peer Team Report, providing highlights for every evaluative statement made.
- **The Report should be commensurate with the Criterion Grade Point Averages and the Cumulative Grade Point Average.**
- Any remark (positive or negative), should be checked for its bearing on the criterion grade point averages and the final Institutional Cumulative Grade Point Average.
- In making the overall recommendations, the existing governmental or institutional context has to be kept in mind.
- The peer teams may contextualize the assessment, taking into account the local situation and requirements. The peer team has to ensure that the societal perception of the institution and adequate documentary evidences are procured for assessment and accreditation purposes.
- The peer team may obtain general information about the accreditation status of other institutions of the region. It is also desirable to go through the reports of other accredited institutions of the region. Visit the website www.naac.gov.in for details.
- The final Cumulative Grade Point average has to be calculated accurately. Criterion-wise grade point averages should be in tune with the Key-Aspect and Criterion-wise highlights. This is crucial as the Cumulative Grade Point Average is given to the institution as its quality profile, once the accreditation is given by NAAC. Multiplications and additions in grade point calculations should be cross-checked by all the team members. If required, the assistance of the NAAC Coordinator (if available ‘on site’) may also be sought for the needful. The Peer Team need to ensure that *error free confidential score sheet* to be submitted to NAAC.
- **The grades and the Cumulative Grade Point Average of the institution are confidential, and are declared to the institution by the NAAC only after approval by the Executive Committee of the NAAC. It is the responsibility of the peer team to maintain the confidentiality of the grades/ CGPA, till it is announced by the NAAC.**
- The Peer Team Report should justify the final institutional CGPA.
- As per the guidelines of the NAAC, the Peer Team Report (PTR) is to be shared with the Head of the institution. The Steering Committee Coordinator or a senior staff of the institution may also be allowed to go through the Report along with the Head of the institution. The Head of the institution may suggest any factual corrections, which may be incorporated by the Chairman of the Peer Team, after consultation with other members of the team.
- The Chairperson and members should sign the Peer Team Report on every page. After going through the Report, if the Head of the institution agrees with the Report, he/she has to sign the Report and affix the official institutional seal and date.

- After the completion of the visit, the actual schedule of the visit, as certified by the Head of the institution as well as the Chairperson of the Peer Team, should be annexed to the Peer Team Report. Visit schedule mention the name of Chairperson, Member, Co-ordinating Member of the Team signature with date and Head of the Institution seal and signature.
- At the Exit meeting, the Chairperson of the peer team should formally hand over a copy of the signed Report to the Head of the institution. Photo of the exit meet may be sent to the NAAC Co-ordinating officer.
- All the peer team members and the Head of the Institution must sign a Declaration for having followed the Code of Conduct and Maintenance of Ethical Standards, as set by NAAC and enclose it along with the PTR. (Refer Annexure 3)

E. Guidelines for the Member Coordinator

- The Pre-visit meeting is a crucial interaction, to ensure sharing of ideas and arrive at the “*team’s perception*”. Chairperson and Members have to plan their travel accordingly, to ensure adequate time for the pre-visit meeting.
- Ensure that the institution has made arrangements for secretarial assistance – such as typist, computer, stationery (pen drive, CD, A4 size bond paper, stapler, pen, pencils) etc.
- Ensure that he/ she has the list of institutions that have been accredited in the concerned State. Visit the NAAC website www.naac.gov.in for details.
- **Only the Chairperson of the team shall speak at the Exit meeting, on behalf of the team.** The Chairperson should ensure that the **highlights** of Assessment are shared during the Exit meeting.
- **Video recording should be done for all the onsite visits** by the NAAC Peer Team in all the higher educational institutions starting from first interaction till the exit meeting. Institutions that are undergoing the process of assessment and accreditation need to go for mandatory video recording of the entire visit. Institution need to submit the CD/ DVD/ Pen-drive to NAAC immediately after the completion of the Peer Team visit.

The on site visit video of the institution need to be uploaded in the respective institution’s website immediately after the visit.

The video recording be done for the following interactions:

- Meeting with the Vice Chancellor/Director/ Principal
- Visit to the Departments and support facilities.
- Meeting with the Governing Body/ Management
- Meeting with the Controller of Examinations and the staff ((for Universities/Autonomous Colleges)
- Meeting with the IQAC members.

- Visit to Library.
- Interaction with Office of Director of Student Welfare
- Meeting with the Finance Officer and the staff
- Meeting the Registrar and the staff (for Universities/Autonomous Colleges)
- Visit to other facilities/centre/other units
- Exit Meeting

Checking documentary evidences, Lunch and dinner should not be video recorded. Video Recording of the following session to be taken only for the introductory part to validate the session as these sessions are confidential in nature should not be recorded fully.

- Interaction with students
- Interaction with Parents & Alumni
- Interaction with Research Scholars (for Universities)
- Meeting with the Heads of Affiliated/ Constituent colleges (for affiliating Universities)

Note: Video recording be done as per the above and to be submitted by the Institution to NAAC in the formats. MPEG-4 of good quality. For any clarifications please contact the co-ordinating officer of NAAC.

- The Coordinator from the institution need not participate in the sessions meant for stakeholder interactions. (Viz. Faculty interactions, student interactions; Parents/ Alumni interactions)
- Peer team members should leave all related papers with the NAAC Coordinator/ Member Coordinator (work sheets/ rough grade sheets), after the work is completed.
- The **Member Coordinator** must ensure that the **PTR** document files (drafts and final) must be deleted from the hardware of the computer/s used for the purpose.
- For each institution, there should be a separate cover containing the following:
 - Profile of the institution duly checked and signed by the Peer Team and the Head of the institution.
 - Confidential grade sheet duly checked for its correctness and signed by the Chairman and members of the team, with name and date
 - Signed copy of the PTR in all pages by the Peer Team Members with Annexures on the actual schedule of visit and code of conduct, declaration in the format provided.
 - Pen drive/ CD containing the PTR.

- Feedback responses from every member of the team
- The cover should be addressed and mailed immediately after the visit, to reach the NAAC Academic Staff (Regional Coordinator), who has coordinated the visit and **not to the Director of the NAAC.**

F. General Guidelines for the Peer Team

- Peer team visit is an exercise in partnership. Therefore, all the members of the Peer Team need to work towards strengthening of this partnership.
- NAAC has evolved guidelines to redress grievances of institutions who are aggrieved about the assessment process or its outcome or any other related issue. Kindly read the document ‘Grievance Redressal Guidelines’ published by NAAC.
- Use the electronic mode more extensively to interact with the Director/Academic staff of NAAC on any issue related to the ‘on site’ visit, as and when required.

G. Code of Conduct and Maintenance of Ethical Standards:

- In keeping with the traditions of the Assessment and Accreditation process of NAAC, and in order to maintain professionalism, **strictly avoid accepting gifts in any form**, from the Head of the institution or the Management of the institution. The peer team members are also requested not to accept hospitality for their family members.
- NAAC stipulates that no peer team member should accept consultancy services and/or apply for a job at the institution within one year of the visit.
- Do not encourage subsequent contacts from the institution once the visit is over. It is the responsibility of the NAAC to process and communicate the results. Genuine queries of the institutions (if any) would be dealt directly by the NAAC Office only.
- After the visit, ***maintain confidentiality*** of all proceedings of the ‘On-site visit’, the PTR and the CGPA awarded to the institution.
- All the peer team members (including the NAAC Coordinator/ Member Coordinator) and the institutional authority are required to submit a duly signed certification for having adhered to the Code of Conduct and maintenance of Ethical standards, as stipulated by NAAC. (See Annexure 3)



PEER TEAM REPORT

A. Introduction

One of the significant outcomes of Institutional Assessment as practiced by NAAC, the premier Quality Assurance Agency of the country, is the PEER TEAM REPORT (PTR), a document carefully prepared by the Peer Team, on completion of the peer team visit to the Higher Education Institution (HEI). The PTR is an authentic document regarding the Quality Profile of the Institution, comprising of the criterion-wise quality assessment, resulting in the final institutional Cumulative Grade Point Average (CGPA). The Report after approval by the Executive Committee of NAAC is posted on the NAAC website for information and perusal of all stakeholders.

The PTR can be relied upon by the public and other stakeholders, to get authentic information about the concerned HEI, and also serve as a guide for making preferential selection among institutions by the students. It may be used for wider dissemination of institution-specific policies and practices, some of which may be the best practices, for other institutions to emulate. Finally PTR would enable institutions to plan and implement necessary intervention strategies for total quality management and work towards achieving excellence in the educational services rendered by it.

NAAC is following a standard format for the preparation of the PTR, which is divided into four sections: Section-I: General Profile of the Institution; Section-II: Criterion-wise analysis; Section III: Overall Analysis; Section IV: Recommendations for Quality Enhancement of the Institution.

A format for the preparation of the PTR has been designed by NAAC, with the sole objective of rendering it less descriptive, more focused, and more reflective of the outcome of the institutional Assessment and Accreditation.

The PTR format will enable peer team to consolidate the report in a shorter time. Although it will not be in a text form, it will have all the relevant points focusing on the key aspects, based on the Assessment indicators. In doing so, it is expected that the final institutional CGPA will commensurate with the content of the Report. It will facilitate institutions to understand its strengths and weaknesses, which will be of help in the implementation of appropriate, post-accreditation strategies for quality sustenance, quality assurance and quality enhancement.

B. The PTR Format

The PTR format was developed by NAAC, after a series of consultative meetings with academics, educational experts and in-house personnel. The finalized format is presented below:

FORMAT OF THE PEER TEAM REPORT ON INSTITUTIONAL ACCREDITATION

PEER TEAM REPORT ON Institutional Accreditation of XYZ College Place : ABC Pin: - 700110, State: BCD

Section I: GENERAL	Information
1.1 Name & Address of the Institution:	
1.2 Year of Establishment:	
1.3 Current Academic Activities at the Institution (Numbers):	
<ul style="list-style-type: none"> • Faculties/ Schools: 	
<ul style="list-style-type: none"> • Departments/ Centres: 	
<ul style="list-style-type: none"> • Programmes/ Courses offered: 	
<ul style="list-style-type: none"> • Permanent Faculty Members: 	
<ul style="list-style-type: none"> • Permanent Support Staff: 	
<ul style="list-style-type: none"> • Students: 	

1.4 Three major features in the institutional Context (As perceived by the Peer Team):	<ul style="list-style-type: none"> • • •
1.5 Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure):	-----to Year Annexure-
1.6 Composition of the Peer Team which undertook the on- site visit:	
Chairperson	Prof. XYZ
Member Co-ordinator	Dr. XYZ
Member	Dr. XYZ
NAAC Officer:	Dr. XYZ

Section II: CRITERION WISE ANALYSIS Observations (Strengths and/or Weaknesses) on Key-Aspects (Please limit to three major ones for each and use telegraphic language) (It is not necessary to indicate all the three bullets each time; write only the relevant ones)	
2.1 Curricular Aspects:	
2.1.1 Curricular Planning and Implementation: (For Affiliated Colleges)	<ul style="list-style-type: none"> • • •
2.1.1 Curricular Design and Development (For Universities and Autonomous Colleges)	<ul style="list-style-type: none"> • • •
2.1.2 Academic Flexibility:	<ul style="list-style-type: none"> • • •
2.1.3 Curriculum Enrichment:	<ul style="list-style-type: none"> • • •
2.1.4 Feedback System:	<ul style="list-style-type: none"> • • •

2.2 Teaching-Learning & Evaluation:	
2.2.1 Student Enrolment and Profile:	<ul style="list-style-type: none"> • • •
2.2.2 Catering to Student Diversity:	<ul style="list-style-type: none"> • • •
2.2.3 Teaching-Learning Process:	<ul style="list-style-type: none"> • • •
2.2.4 Teacher Quality:	<ul style="list-style-type: none"> • • •
2.2.5 Evaluation Process and Reforms:	<ul style="list-style-type: none"> • • •
2.2.6 Student Performance and Learning Outcomes:	<ul style="list-style-type: none"> • • •
2.3 Research, Consultancy & Extension:	
2.3.1 Promotion of Research:	<ul style="list-style-type: none"> • • •
2.3.2 Resource Mobilization for Research:	<ul style="list-style-type: none"> • • •
2.3.3 Research Facilities:	<ul style="list-style-type: none"> • • •
2.3.4 Research Publications and Awards :	<ul style="list-style-type: none"> • • •
2.3.5 Consultancy:	<ul style="list-style-type: none"> • • •
2.3.6 Extension Activities and Institutional Social Responsibility:	<ul style="list-style-type: none"> • • •
2.3.7 Collaborations	<ul style="list-style-type: none"> • • •

2.4 Infrastructure and Learning Resources:	
2.4.1 Physical Facilities:	<ul style="list-style-type: none"> • • •
2.4.2 Library as a Learning Resource:	<ul style="list-style-type: none"> • • •
2.4.3 IT Infrastructure:	<ul style="list-style-type: none"> • • •
2.4.4 Maintenance of Campus Facilities:	<ul style="list-style-type: none"> • • •
2.5 Student Support and Progression:	
2.5.1 Student Mentoring and Support:	<ul style="list-style-type: none"> • • •
2.5.2 Student Progression:	<ul style="list-style-type: none"> • • •
2.5.3 Student Participation and Activities:	<ul style="list-style-type: none"> • • •
2.6 Governance, Leadership and Management:	
2.6.1 Institutional Vision and Leadership:	<ul style="list-style-type: none"> • • •
2.6.2 Strategy Development and Deployment:	<ul style="list-style-type: none"> • • •
2.6.3 Faculty Empowerment Strategies:	<ul style="list-style-type: none"> • • •
2.6.4 Financial Management and Resource Mobilization:	<ul style="list-style-type: none"> • • •
2.6.5 Internal Quality Assurance System:	<ul style="list-style-type: none"> • • •

2.7 Innovations and Best Practices:	
2.7.1 Environment Consciousness:	<ul style="list-style-type: none"> • • •
2.7.2 Innovations:	<ul style="list-style-type: none"> • • •
2.7.3 Best Practices:	<ul style="list-style-type: none"> • • •

Section III: OVERALL ANALYSIS Observations (Please limit to five major ones for each and use telegraphic language) (It is not necessary to denote all the five bullets for each)	
3.1 Institutional Strengths:	<ul style="list-style-type: none"> • • • •
3.2 Institutional Weaknesses:	<ul style="list-style-type: none"> • • • •
3.3 Institutional Opportunities:	<ul style="list-style-type: none"> • • • •
3.4 Institutional Challenges:	<ul style="list-style-type: none"> • • • • •

Section IV: Recommendations for Quality Enhancement of the Institution

(Please limit to *ten major ones* and use telegraphic language)

•
•
•
•
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•
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•

I agree with the Observations of the Peer Team as mentioned in this report.

Signature of the Head of the Institution

Seal of the Institution

Signatures of the Peer Team Members:

Name	Designation	Signature with date
	Chairperson	
	Member Co-ordinator	
	Member	
NAAC Officer:	Designation	

Place:

Date:

C. Profile of the Institution

Name of the Institution	Place: _____ State: _____		
Date of visit			
Affiliating University			
Status of the College	Affiliated : <input type="checkbox"/>	Constituent: <input type="checkbox"/>	Autonomous: <input type="checkbox"/>
Financial Category	Grant-in-aid <input type="checkbox"/>	Government funded <input type="checkbox"/>	Self-financing <input type="checkbox"/>
Type of College	Men <input type="checkbox"/>	Women <input type="checkbox"/>	Co-education <input type="checkbox"/>
No. of Departments	Arts:	Science:	Commerce:
	Any other:		Total:
No. of Programmes	UG:	PG:	M. Phil:
	Ph.D:	Any other:	Total:
Year of Establishment			
UGC recognition	Under 2 (f) and 12 B:		
Location of the College	Urban	Semi-urban	Rural Tribal
Area of the campus (in acres)			
No. of Teachers	Men	Women	Total
Permanent :			
Temporary:			
Total no. of Teachers Ph. D:			
Total no. of Teachers M. Phil. :			
Total no. of Teachers P. G. :			
No. of Non-teaching staff :	Men	Women	Total
Technical Staff :			
Administrative Staff :			
No. of Students:			
UG:			
PG:			
M. Phil:			
PhD:			
Any other:			
		Name	Signature with date
1.	Chairperson:		
2.	Member Co-ordinator:		
3.	Member:		
4.	NAAC Officer:		

Signature of the Principal and Seal

D. Specimen Grade Sheet (Affiliated Colleges)

(For Universities and Autonomous Colleges weightages will be different)

Name of the Institution: ABCD College

Place: XYZ

Dates of Visit:

Criteria	Weightage (W _i)	Criterion-wise weighted Grade Point (CrWGP _i)	Criterion-wise Grade Point Averages (CrWGP _i /W _i)
I. Curricular Aspects	100	160	1.60
II. Teaching-Learning and Evaluation	350	850	2.43
III. Research, Consultancy and Extension	150	390	2.60
IV. Infrastructure and Learning Resources	100	210	2.10
V. Student Support and Progression	100	290	2.90
VI. Governance, Leadership and Management	100	180	1.80
VII. Innovations and Best Practices	100	170	1.70
Total	$\sum_{i=1}^7 W_i = 1000$	$\sum_{i=1}^7 (CrWGP_i) = 2250$	

$$\text{Institutional CGPA} = \frac{\sum_{i=1}^7 (CrWGP_i)}{\sum_{i=1}^7 W_i} = \frac{2250}{1000} = \boxed{2.25}$$

$$\text{Grade} = \boxed{B}$$

	Name	Signature with date
Chairperson:		
Member Co-ordinator:		
Member:		

Checked by NAAC Co-ordinating Officer:

Verified by scrutinizing committee

(Affiliated Colleges)

(For Universities and Autonomous Colleges weightages will be different)

Affiliated/ Constituent Colleges Cycle -

Name of the Institution: ABCD College

Place: XYZ

Dates of Visit:

Criteria and Key Aspects	Weightage (W _i)	Key Aspect Grade Points 4/ 3/ 2/ 1/0	Key Aspect Wise Weighted Grade Points
Criterion I: Curricular Aspects			
Curricular Planning and Implementation	20	3	60
Academic Flexibility	30	2	60
Curriculum Enrichment	30	0	00
Feedback System	20	2	40
TOTAL	100		160
Calculated CrGPA_I=(CrWGP)_I/W_I=160 /100=1.60			
Criterion II: Teaching - Learning and Evaluation			
Student Enrolment and Profile	30	3	90
Catering to Student Diversity	50	0	00
Teaching-Learning Process	100	3	300
Teacher Quality	80	3	240
Evaluation Process and Reforms	50	2	100
Student Performance and Learning Outcomes	40	3	120
TOTAL	350		850
Calculated CrGPA_{II}=(CrWGP)_{II}/W_{II}=850 /350=2.43			
Criterion III: Research, Consultancy and Extension			
Promotion of Research	20	2	40
Resource Mobilization for Research	10	1	10
Research Facilities	10	2	20
Research Publications and Awards	20	2	40
Consultancy	10	0	00
Extension Activities and Institutional Social Responsibility	60	4	240
Collaborations	20	2	40
TOTAL	150		390
Calculated CrGPA_{III}=(CrWGP)_{III}/W_{III}=390/150=2.60			

	Name	Signature with date
Chairperson:		
Member Co-ordinator:		
Member:		

Checked by NAAC Co-ordinating Officer:

(Affiliated Colleges)

(For Universities and Autonomous Colleges weightages will be different)

Affiliated/ Constituent Colleges
Cycle -

Name of the Institution: ABCD College

Place: XYZ

Dates of Visit:

Criterion IV: Infrastructure and Learning Resources			
Physical Facilities	30	3	90
Library as a Learning Resource	20	3	60
IT Infrastructure	30	2	60
Maintenance of Campus Facilities	20	0	00
TOTAL	100		210
Calculated CrGPA_{IV}=(CrWGP)_{IV}/W_{IV}=210/100=2.10			
Criterion V: Student Support and Progression			
Student Mentoring and Support	50	4	200
Student Progression	30	3	90
Student Participation and Activities	20	0	00
TOTAL	100		290
Calculated CrGPA_V=(CrWGP)_V/W_V=290/100=2.90			
Criterion VI: Governance, Leadership and Management			
Institutional Vision and Leadership	10	3	30
Strategy Development and Deployment	10	2	20
Faculty Empowerment Strategies	30	3	90
Financial Management and Resource Mobilization	20	2	40
Internal Quality Assurance System	30	0	00
TOTAL	100		180
Calculated CrGPA_{VI}=(CrWGP)_{VI}/W_{VI}=180/100=1.80			
Criterion VII: Innovations and Best Practices			
Environment Consciousness	30	3	90
Innovations	30	0	00
Best Practices	40	2	80
TOTAL	100		170
Calculated CrGPA_{VII}=(CrWGP)_{VII}/W_{VII}=170/100=1.70			
Grand Total	1000		2250
Institutional CGPA = 2250/1000 = 2.25			

	Name	Signature with date
Chairperson:		
Member Co-ordinator:		
Member:		

Checked by NAAC Co-ordinating Officer:

E. Guidelines for the Peer Team to use the Format

The Peer Team may find the following guidelines useful, while preparing the PTR in the format:

- Criterion-wise Key-aspects and Assessment Indicators under each key aspect may be perused along with the SSR.(Please see the Manual)
- The institutional data, the evaluative report and the observations of the peer team during the visit on each aspect have to be consolidated, while finalizing the PTR in bullet form.
- Strengths and/ or weaknesses of the institutions may be identified in bullet form under each key aspect wise.
- Only 3 most-significant points may be indicated, for each key aspect
- It is not necessary to indicate all the 3 bullets of each key aspect. *(Use them only if required)*
- Telegraphic language means the use of precise keywords instead of long sentences.
- Detailed visit schedule and the certification for Code of Conduct and Maintenance of Ethical Standards by the peer team members have to be appended along with the report. The format for the same is enclosed, as annexure - 3 & 4.
- Assessors are advised to refer **Specimen Grade Sheet** carefully before filling actual grade sheet.
- Since corrections and overwriting are strictly prohibited, it is advisable to make rough calculations before final entry into grade sheet.
- Assessors can contact NAAC coordinating Officer in case of any doubts about filling grade sheets.
- Assessors need to consider questions and answers in self study reports for making judgement on each key aspect.
- Please note that institutions are expected to respond only to those questions which are relevant to it. Institutions need not respond to all questions.

F. NAAC Guidance note to the Assessors for Revised Methodology

NAAC has assigned predetermined Weightage to each of 32 key aspects under seven criteria. To help the peer team in arriving at KAGP, NAAC provides suggestive guiding indicators. Indicators are available in each manual. Please see www.naac.gov.in/manuals_ass_accrd.html. Using the guiding indicators, interactions and based on their onsite observations and assessment of the institution (*onsite visit and the validation of SSR*), the peer team is expected to assign appropriate grade point to each of the key aspect by using five point scale (0-4). These grade points are assigned as **0/1/2/3/4** without using decimal points and are referred to as the Key Aspect-wise Grade Points (KAGP).

A model score sheet is given in pre-page for the peer team for reference. If any input is to be provided on the calculation and process please e-mail it to: - director.naac@gmail.com

G. Implementation of Revised Grading System of NAAC w.e.f. 1st July 2016

As per the decision of Executive Committee the Grading System of NAAC has been revised as below. The revised grading system will come into effect from **1st July 2016**.

CGPA	Letter Grade	Status
3.76 – 4.00	A++	Accredited
3.51 – 3.75	A+	Accredited
3.01 – 3.50	A	Accredited
2.76 – 3.00	B++	Accredited
2.51 – 2.75	B+	Accredited
2.01 – 2.50	B	Accredited
1.51 – 2.00	C	Accredited
≤ 1.50	D	Not Accredited

- The present system of descriptors for letter grades, i.e., Very Good, Good, Satisfactory, Unsatisfactory, is discontinued in the revised grading system.
- All higher education institutions for which visits will take place from **1st July 2016** onwards will be graded as per the revised grading system irrespective of date of submission of Self Study Report (SSR).
- As of now except for the letter grades to be assigned, all other aspects of Assessment and Accreditation methodology such as the Criteria, Key aspects, calculation of Cumulative Grade Point Average (CGPA) etc. and the manuals remain the same.
- Higher Education Institutions already accredited in the earlier grading system will continue with the same accreditation status till validity period.

Actual Visit Schedule

Name of the Institution and full address: _____

Date of Peer Team Visit:

(full schedule with signature need to be enclosed with the Peer Team Report)

Signature of the Head of the Institution
Seal of the Institution

Signature of the Peer Team

- **Chairman**
- **Member Co ordinator**
- **Member**

Place:

Date:

**No Conflict of Interest Statement
By the Peers**

Name of the Institution: _____

Place: District : State:.....

Visit Date: _____
(1st / 2nd / 3rd / 4th Cycle)

This is to certify that, I have ‘no conflict of interest’ with the proposed institution as detailed under:

- * I have no involvement with the proposed institution, directly or indirectly through my close relatives, in the past or at present, as either an employee or a member of any official bodies, or a consultant or even a graduate.
- * I am not a domicile of the same state for the last 5 years.
- * I have no affiliation with an institution competing directly with the proposed institution.

Name & Signature of the Peer

Name : _____

Signature : _____

To,
Regional Co-ordinator

Please Note: No Conflict of Interest Statement need to be submitted to NAAC within a week.



NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P.O. Box. No. 1075, Nagarbhavi, Bengaluru - 560 072, INDIA

Declaration to be Given by Peer Team Members

(To be signed individually by all the members of the Peer Team, immediately after the institutional visit and submitted to the NAAC)

CODE OF CONDUCT AND ETHICAL STANDARDS

- The Peer Team Members should not accept any gifts (in kind or any other form), from the institution, its management or any of their representatives, before, during or soon after the Assessment and Accreditation visit to the institution.
- No hospitality should be availed by the Peer Team Members for any of their family members, by the institution.
- The TA/ Honorarium and the hospitality received by the Peer Team Members by the institution should be strictly in accordance with the UGC/ the NAAC norms.
- No paid consultancy/ job/ assignment should be accepted by the Peer Team Members from the institution for a period of one year after the declaration of the accreditation status of the institution, by the NAAC.
- The confidentiality of the outcome of the Assessment and Accreditation process should be maintained till the official declaration is made by NAAC and no contacts should be kept with the institution in regard to the process, visit and outcome of Assessment and Accreditation.
- The Peer Team should be above board, and not be influenced directly or indirectly by the Institution in regard to the outcome of the Assessment and Accreditation.
- Violation of the Code of Conduct and Ethical Standards will result in exclusion of the person concerned from NAAC activities.
- Institutional facilities may be availed only for official purposes.

Declaration by the Member of the Peer Team

I _____ certify that I had strictly adhered to the code of conduct and ethical standards as stated above during my visit to the _____ as Chairman/ Member/ Member Co-ordinator of the Peer Team.

Signature of the Peer Team Member

Place:

Date:



NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P.O. Box. No. 1075, Nagarbhavi, Bengaluru - 560 072, INDIA

Adherence to the Code of Conduct and Ethical Standards

Name of the Institution : _____

Place: District : State:

(1st / 2nd / 3rd / 4th Cycle)

DECLARATION BY THE PEER TEAM MEMBERS:

Certified that we have adhered to all the norms of Code of Conduct and Ethical Standards as listed in the Guidelines to the Peer Team Document (Section-G Pg-11)

	Name	Signature with date
Chairperson:		
Member Co-ordinator:		
Member:		

Place:

Date:

*For Communication with **NAAC***

The Director

National Assessment and Accreditation Council (NAAC)

(An Autonomous Institution of the University Grants Commission)

P.O. Box. No. 1075, Nagarbhavi

Bengaluru - 560 072

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Website : www.naac.gov.in

