

INSTITUTIONAL FEEDBACK FORM

National Assessment and Accreditation Council (NAAC) is committed for improving the eminence of qualitative assessment of institutions by the onsite visit during COVID pandemic situation. NAAC would appreciate your feedback regarding the measures taken in the institution to combat COVID-19 infection and spreading during the onsite visit, among the faculty, students and Peer Team Members. To prevent infection and to make onsite visit safer and more secure NAAC request's you to provide your valuable feedback in the prescribed format and return the filled in feedback form to NAAC Coordinator after the onsite visit.

Name of the Institution:

Address and Contact Detail:

AISHE code:

PTV Dates:

| Sl. No. | Questionnaire | Yes | No |
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| 1. | Institution has abided by all the rules and regulations with regard to COVID-19 framed by Central/State Government/UGC/NAAC. | | |
| 2. | For the PTV, Quarantine free hotels with good hygiene and cleanliness, near the institution was verified and recommended to the NAAC | | |
| 3. | Institution has given General Instructions/Guidelines regarding the COVID-19 precautionary measures to be taken during PTV to its faculty, students, supporting staff and other stakeholders by Electronic/Print/Social media etc. | | |
| 4. | Institution has ensured COVID-19 negative reports of all the Faculty, students, supporting staff and the people involved in PTV before 48 Hours from the date of PTV. | | |
| 5. | Institution has arranged separate entry and exit points. | | |
| 6. | Institution has made adequate arrangements of the following (available at all entry and exit points, including the reception area.) <ul style="list-style-type: none">• Thermal Scanners• Oxymeters• Alcohol based Sanitizers• Face Masks• Face Shields• Gloves• Hand Wash Stations | | |
| 7. | Institution has made adequate hygienic arrangements for safe hot drinking water, refreshments and food in the campus for Peer Team Members. | | |

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| 8. | During the peer team visit all the stakeholders in the HEI campus were compulsorily wearing face Masks/Shields/Gloves | | |
| 9. | Institution has followed adequate social distancing arrangements during the Peer Team Visit. | | |
| 10. | Institution has ensured appropriate clean and hygienic conditions including sanitization, fumigation, disinfection process and other procedures using 1% sodium hypochlorite solution/spray at all the places such as whole campus, including administrative, academic buildings, classrooms, laboratories, computer labs, hostels, canteen, hostel kitchen, mess, washrooms, libraries, common rooms, toilets, water stations, furniture, learning material, teaching aids, sports equipment, computers, college buses, other transportation means etc.. If No, please specify the reasons. | | |
| 11. | The stationary materials, computers, laptops, printers etc, has been disinfected with 70% alcohol swipe before providing to the Peer Team Members at the hotel/institution during the visit. | | |
| 12. | During the presentations and interactions, the persons presenting/interacting with the Peer Team Members were compulsorily wearing masks, face covers, gloves and maintaining social distance. | | |
| 13. | HEI has ensured minimum participants not exceeding 50-60 personnel at any point of time during the PTV. | | |
| 14. | Institution has prominently display Posters/Standees/AV media/Proper signages, symbols, on preventive measures about COVID-19 at appropriate places to remind the students and staff for maintaining physical distancing. The details of COVID-19 cell established by the institution are prominently displayed containing the emergency number, helpline number, email id and contact details of persons in case of any emergency in the institution. | | |
| 15. | Institution has ensured the norms of physical distancing, sanitization and hygienic conditions for use of common facilities, viz., Auditorium, Conference/ Seminar halls, Sports, Gymnasium, Canteen, Parking Area etc. | | |
| 16. | During the Local transportation arrangements proper COVID-19 safety measures were taken by HEI. | | |
| 17. | Proper disposal of COVID face covers/masks/gloves leftover by visitors and/or employees is ensured in the institution premises. | | |

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| 18. | Whether the Institution has made spitting strictly prohibited in the campus | | |
| 19. | HEI has not involved any faculty, student, employee, etc who was affected by corona or was asymptomatic and not in good health. | | |
| 20. | The office management has facilitated work from home, wherever feasible for employees who were at higher risk i.e. older employees, pregnant women employees and employees who were undergoing medical conditions | | |
| 21. | Medical arrangements were made by HEI in case of any medical emergency to handle the symptoms such as fever, cough difficulty in breathing etc., | | |
| 22. | Suggestions to improve the PTV in view of COVID-19: | | |

Signature of the Head of the Institution with seal