



MANAGED BY PATEL KELAVANI MANDAL

**M.M. Ghodasara Mahila Arts & Commerce College**

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**Peer Team Visit Schedule (13-14 Sept. 2024)**

13-09-2024		
Day - 1	<i>Presentation by Principal</i>	<b>9:00– 9.45 hrs</b>
Day - 1	<b>Activities/ Meeting:</b> <i>Meeting and Interaction with Head of Departments Committee</i>	<b>9.45 – 10.40 hrs</b>
Day - 1	<i>Meeting and Interaction with the IQAC Coordinator &amp; Visit to IQAC Cell by NAAC Peer team</i>	<b>10.40-11.25 hrs</b>
Day - 1	<i>Visit to class rooms, Computer lab, Library, seminar hall, sports room and college campus</i>	<b>11.25-12.15 hrs</b>
Day - 1	<i>Visit of Departments, NSS, NCC, Sports activities, Cultural &amp; Saptadhara etc.,</i>	<b>12:15.-13.00 hrs</b>
Day - 1	<b>Lunch on meeting:</b> <i>Meeting with the Governing Body/ Management representatives</i>	<b>13:00 – 14:00 hrs</b>
Day - 1	<i>Interaction with Students</i>	<b>14.30 – 15.00 hrs</b>
Day - 1	<i>Interaction with Alumni</i>	<b>15.00 – 15.20 hrs</b>
Day - 1	<i>Interaction with Parents</i>	<b>15.20 – 15.35 hrs</b>
Day - 1	<i>Interaction with Office Staff and non Teaching Staff etc.,</i>	<b>15.35 – 16.00 hrs</b>
Day - 1	<ul style="list-style-type: none"><li>✿ <i>Visit to various committees' co-ordinator(Anti Raging Cell, Placement Cell, Counseling Center, etc.,</i></li><li>✿ <i>Interaction with Non-teaching Staff, office visit, Verification of Audit statement files, Student files, Staff file &amp; Service books, Faculty Assessment Analysis, Teaching &amp; Non-Teaching Staff Details</i></li></ul>	<b>16.00 – 17.00 hrs</b>
Day - 1	<b>Cultural Programmes by Students</b>	<b>17.15 – 18:05 hrs</b>

**14-09-2024**

<b>Day - 2</b>	<i>Review of best Practices (Environment Consciousness and Sustainability measures, Energy audit, rain water harvesting, Fire safety measures etc.,)</i>	<b>09.00 – 10.00 hrs</b>
<b>Day - 2</b>	<i>Visit to Hostel &amp; Review of physical facilities Document verification</i>	<b>10.00 – 10.30 hrs 10.30 – 11.00 hrs</b>
<b>Day-2</b>	<i>Peer team discussion with Head of Institution and IQAC Co-ordinator on outstanding issues Report Writing</i>	<b>11:00 - 11.30 hrs 11:30 - 13.00 hrs</b>
<b>Day-2</b>	<b><i>Lunch</i></b>	<b>13:00 - 13:30 hrs</b>
<b>Day-2</b>	<i>Report writing continues by Peer team.....</i>	<b>13:30 - 14:00 hrs</b>
<b>Day-2</b>	<i>Report Sharing by the Peer Team with Head of the Institution</i>	<b>14:00 - 14:30 hrs</b>
<b>Day-2</b>	<i>Finalizing of the Peer Team Report</i>	<b>14:30 - 15.00 hrs</b>
<b>Day-2</b>	<b><i>Exit Meeting by NAAC Peer Team Members</i></b>	<b>16:00 Owards</b>

**Chairperson  
NAAC Peer Team**

**Member Co-ordinator  
NAAC Peer Team**

**Member  
NAAC Peer Team**

**Principal  
MMG College**