



Peer Team will visit your institution from 28th - 29th September 2018.

1 message

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Wed, Jul 25, 2018 at 11:32 AM

To: principalicskhed@gmail.com, ayubpersonal@gmail.com, shrikanthkekane56@gmail.com

**NAAC/GH/ MHCOGN10866/3rd Cycle
2018**

24th July

Dr. Gopinath Baba Sarang

Principal

Sahajeevan Shikshan Sanstha's

Shrimati Indira Mahadev Beharay College

of Arts Shriman Chandulal Sheth College

of Commerce and Shrimati Shobhanatai

Chandulal Sheth College of Science

Khed, **Dist.Ratnagiri** – 415709, Maharashtra

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Dear Sir,

With reference to the **Accreditation (3rd Cycle)** of your institution by NAAC, the Peer Team will visit your institution from **28th - 29th September 2018.**

In an effort to enhance the professionalism and objectivity of the Peer Team Visit, the following changes in the procedure for onsite Peer Team Visit are hitherto applicable to all SSRs processed from 27th June 2017 onwards:

- 1. NAAC will not disclose the names of the Peer Team Members to the Institution in advance**
- 2. NAAC will make all the logistic arrangements for the visit. Unless specified institutions will not be responsible for any logistic arrangements for the visiting teams.**

Follow the instructions for smooth conduct of Peer Team Visit:-

1. The composition of the peer team members along with their contact details will be intimated approximately three (3) working days before the visit, by e-mail. On receipt of the information from NAAC, you may contact the peer team members and finalize visit schedule or any other clarification sought by peer team members.

2. Institution has to make necessary arrangements to pick up the members from the Airport/Railway Station to the Hotel/Place of stay. The members should be informed for pooling of vehicles preferably for

ensuring safety of journey, if desired.

Similarly Institution has to make local transportation arrangement from the hotel to Institution and back to the Peer Team members during the visit period. Institution shall also arrange Lunch and snacks during course of the visit. Institution shall also arrange videography during the entire peer team visit. **These expenses is to be fully borne by the Institution (not reimbursable).**

3. The institution will provide secretarial assistance to the Peer Team, during the visit. The Peer Team Members be provided a room in the College premises for their day-to-day functioning. It is necessary that the room be equipped with a computer, printer and some secretarial assistance. As the work of the Team tends to extend into later hours in the night, it will be appreciated if similar facilities are made available in the place of stay too to facilitate smooth functioning of the team.

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4. The tentative Visit Schedule of the Peer Team is enclosed herewith, which may help you in planning the activities of your college during the Peer Team Visit. The institution is also requested to intimate the details of the Peer Team Visit to Registrar/Director, Dean CDC/BCUD of the Affiliating University and Director/Commissioner of Higher education or any other concerned authority of the State Government along with a request to attend the Peer Team discussion session - "Interaction with management", if they so desire.

5. **All the payments would be paid by NAAC directly to the Members.**

6. During the visit, the peer team will interact with faculty and visit the facilities of the departments, conduct meetings with staff, students etc., randomly and collectively considering the profile of the institution.

7. Please arrange visit to departments keeping in mind their proximity, so that the Peer Team members may move across the campus sequentially.

8. **As per the decision of NAAC all the institutions are mandated to do the video recording of the entire visit and submit the same to NAAC immediately after the completion of the Peer Team Visit and also upload the same immediately on the institution website. For further details go through the NAAC web link <http://www.naac.gov.in/docs/VIDEO%20RECORDING.pdf>.**

9. In keeping with the traditions of the process and in order to maintain Professionalism, gestures such as presentation of gifts should be avoided.

10. The HEI's will mail signed copy of "No conflict of interest statement" to NAAC office during the Peer Team visit along with other relevant documents like Video recordings etc.,. In case the institutions feels there is "Conflict of Interest" they may indicate the nature of the conflict in the prescribed Proforma as soon as they receive the names of the Peer Team Member. (may attach additional sheet) for further evaluation by NAAC, if necessary.

11. Circulars may be sent to faculty, staff and students for the meetings to be organized independently. To facilitate the various meetings of the Peer Team it is suggested that

adequate internal publicity be given about the peer team visit. The institution may kindly note that the peer team members would like to acquaint themselves with the strengths and weaknesses of the institution and analyze the mechanism adopted for quality improvement. The meetings are neither a faultfinding exercise nor an attempt to solve the grievances and the whole exercise is “aimed at positive introspection.

12. Institution has to pay Balance amount of its Assessment and Accreditation Fees in the form of Demand Draft (DD) in favour of the Director NAAC, payable at Bangalore.

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13. HEI's irrespective of their coverage under 2f & 12B of the UGC Act should pay an advance amount as prescribed below towards Peer Team expenses, by way of **DD in favour of The Director, NAAC payable at Bangalore**. Hence you are requested to mail **DD for Rs.1,50,000/- + GST 18% for the General and Professional Colleges (for two days visit) and Rs. 3,00,000/- + GST 18% for Universities and Professional Institutions (for three and more days visit)** to the undersigned **at the earliest** of the receipt of this intimation as this will facilitate finalizing the peer team visit to your institution. You are also requested to send scanned copy of DD by email for advance information (**Email address: ganesh179@gmail.com and responsenaac@gmail.com**). Also note the total expenditure towards the peer team visit will be calculated by NAAC after the conclusion of the total process of A&A and in case amount spent towards the visit is in excess of the amount deposited, the additional amount will be claimed from the institution by NAAC or otherwise balance amount will be refunded to the institution.
14. The institution covered under 2f & 12B of UGC Act will be reimbursed the actual amount spent towards peer team expenses subjected to the maximum ceiling prescribed by NAAC from time to time after the transfer of funds by UGC to NAAC for this purpose. This process is independent of the settlement against the initial deposit received from the institution towards Peer Team expenses. For the purpose of re-imburement the Institutions have to raise claim request afresh along with the proof for having received XII plan General Development Grants to the Finance Department of NAAC. Institution has to make local transportation arrangement from the hotel / place of stay to Institution and back for the Peer Team members during the visit period. Institution shall also arrange lunch and snacks during of the visit. The expenditure thus incurred is to be fully borne by the Institution (not reimbursable).

Enclosed is a Format for the Feedback on the Peer Team from the Head of the Institution and Declaration –“Adherence to the Code of Conduct and Ethical Standards” which the institution should submit to NAAC within one week of the completion of the Peer Team Visit to the Institution.

Please find the following documents enclosed:

1. No Conflict of Interest Statement
2. Tentative Visit Schedule.

3. Declaration – Adherence to the Code of conduct
4. Check list to Head of the Institution
5. Format for the Feedback on the Peer Team from the Head of the Institution
6. Blue folder containing a set of documents in sealed cover to be **handed over to Chairperson/ Member Co-ordinator on the day of their arrival.**

For any further information or clarifications, kindly contact the undersigned, details are given below:









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Yours sincerely,

(Ganesh Hegde)

Regards,
Dr. Ganesh Hegde
Deputy Adviser
National Assessment and Accreditation Council (NAAC)
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(Ministry of Human Resource Development, Government of India)
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8 attachments

-  **1. No conflict institution.pdf**
49 KB
-  **1-Letter to Institution GH DK 16318.doc**
70 KB
-  **2. RAF-Final Version - PTV Schedule -Aff. Colleges-1.doc**
145 KB
-  **3. Adherence Institution.pdf**
49 KB
-  **04 Nearest hotel details from institution.doc**
41 KB
-  **4. Declaration institution.pdf**
63 KB
-  **5. check list for the visit.doc**
39 KB
-  **6. Feed back institution.pdf**
37 KB