Schedule of online Peer team Visit for University.

SSR is the Primary Reference document for the Peer Team. The following schedule is to guide the peer team for efficient handling of activities and time schedule.

Time	Activity	Members to be present	Venue	Presentation / Supporting Team
Day -1 (02 June, 2025)				
9:30 -10:00	(Preliminary focused questions on the aspects of QLM mentioned by institution in the SSR and choice of Departments, Physical facilities to be visited by the team)	All the Peer team members	**Room No. 006 Vice Chancellor's Office**	
10.00-10.45	**Presentation by the Head of the Institution** covering major aspects of institutional functioning and quality within the accreditation period. (Synoptic presentation of Institutional functioning)	**Head of the institution, Registrar, Finance officer**	**Room No. 003 Committee Room Admin. Building**	**Presentation (45 minutes) Hon'ble Vice Chancellor Prof. Ajay Taneja** Dr. Mahesh Kumar (Registrar) Mr. Sajid Azami (FO) Dr. Bhavana Mishra (Controller of Examination) Prof. Sauban Sayeed Dr. Doa Naqvi Dr. Ataur Rahman Dr. Bushra Alvera Prof. Tanveer Khadija Dr. Neeraj Shukla Dr. Ruchita Sujai Chowdhary Dr. Zaibun Nisa Dr. Nalini Misra Mr. Mohammad Aqib Mr. Nitesh Maurya
10.45-11.30	**Interaction with IQAC Coordinator/Director** **Metrics to be evaluated in this interaction** 6.5.1: Internal Quality Assurance Cell (IQAC)/ Internal Quality Assurance System (IQAS) has contributed significantly for institutionalizing the quality assurance strategies and processes, by constantly	Head of the institution, **IQAC Director** and members of **IQAC team**	**Room No. 003 Committee Room Admin. Building**	**Presentation (30 Minutes)** Prof. Sauban Sayeed Dr. Doa Naqvi **Interaction (15 Minutes)** Prof. Sauban Sayeed Prof. Ehtesham Ahmad Prof. Musheer Ahmed

	reviewing the teaching-learning process, structures & methodologies of operations and learning outcomes, at periodic intervals (10) 6.5.3: Incremental improvements made for the preceding five years with regard to quality (in case of first cycle NAAC A/A) Post accreditation quality initiatives (second and subsequent cycles of NAAC A/A) (10)			Dr. Ataur Rahman Azami Mohd. Naseem Dr. Doa Naqvi Dr. Bushra Alvera Prof. Tanveer Khadija Dr. Neeraj Shukla Dr. Ruchita Sujai Chowdhary Dr. Zaibun Nisa Dr. Nalini Misra
11.30 – 12.30	**Presentation by the Head of Departments/Deans of schools**	Heads of Departments and Deans of Faculties	**Room No. 003 Committee Room Admin. Building**	All Head of Departments / Deans, and Presenter (if any) Each department to present in **10 Minutes (Max)**
12:30-13:00	Interaction in this session can be with Dean Academics or equivalent. The discussion shall cover aspects of Academic calendar planning, Curriculum planning- POs and COs for all Programmes offered by the institution and its communications. Modalities of curriculum delivery-Student centric methods,such as experiential learning, participative learning and problem solving methodologies are used for enhancinglearning experiences, teachers use ICT- enabled tools including online resources for effective teaching and learning process, integration of crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum, conduct of continuous Internal Assessment and Attainment evaluation of Pos and Cos. **Metrics to be evaluated in this interaction** 1.1.1: Curricula developed and implemented have relevance to the local, regional, national, and global developmental needs, which is reflected in the Programme outcomes (POs), and Course Outcomes(COs) of the Programmes offered by the University (20) 1.1.2: The Programmes offered by the institution	**Dean Academics** or equivalent, **IQAC Coordinators** and concerned faculty members of the institution	**Room No. 003 Committee Room Admin. Building**	**Presentation (15 Minutes)** Dr. Doa Naqvi Prof. Sauban Sayeed **Interaction (15 Minutes)** Prof. Sauban Sayeed Dr. Ataur Rahman Azami Dr. Zaibun Nisa Dr. Doa Naqvi Dr. Bushra Alvera

	focus on employability/ entrepreneurship/ skill development and their course syllabi are adequately revised to incorporate contemporary requirements (30) 1.3.1: Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment & Sustainability and other value framework enshrined in Sustainable Development goals and National Education Policy–2020 into the Curriculum (15) 2.2.1: The institution assesses the learning levels of the students and organises special Programmes to cater to differential learning needs of the student (5) 2.3.1: Student centric methods, such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experience and teachers use ICT- enabled tools including online resources for effective teaching learning process (10) 2.3.2.: The institution adopts effective Mentor-Mentee Schemes to address academics and student-psychological issues (10) 2.6.1: The institution has stated learning outcomes (Program and Course outcomes)/graduate attributes which are integrated into the assessment process and widely publicized through the website and other documents and the attainment of the same are evaluated by the institution (15)		
Lunch Break (13.00-14.00)			
14.00-16.00	Visit to 50% of Departments, class rooms, labs, IKS centre/IPR cell etc (virtual live tour to be enabled along with on-site Peer team members)	**Advance Team will coordinate as per schedule (Route Plan) Refer to Plan** **Prof. Sauban Sayeed** **Dr. Nalini Misra** **(Only two persons mentioned above will escort the Peer Team)**	

16.00-17.00	This session shall highlight the following: Research Facilities of the institution, Research related to IKS, IPR facilitations, Incubation centers and other facilitations for knowledge creation/enhancement and transfer with outcomes and its evidences **Metric to be evaluated:** 3.1.1: The institution's Research facilities are frequently updated and there are well defined policy for promotion of research which is uploaded on the institutional website and implemented (2) 3.3.1: Institution has created an ecosystem for innovations, Indian Knowledge System (IKS) including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of technology/knowledge and the outcomes of the same are evident (15)	Interaction with Dean of Research or equivalent. Members to be present: Faculty related to IKS, IPR cell, Incubation Centre etc	**Room No. 120** **IQAC Committee Room** **Admin building**	**Presentation (10 Minutes each)** Prof. Chandana Dey **(Research)** Prof. Syed Haider Ali **(Incubation Centre)** Dr. Neeraj Shukla **(IKS)** **Interaction and Visit (30 Minutes)** Prof. Chandana Dey Prof. Tanveer Khadija Prof. Syed Haider Ali Dr. Neeraj Shukla Dr. Suman Kumar Mishra
17.00 – 17.30	Day-1 Wind up discussion by the Peer team members	Only Peer team members		

Day -2 (03 June, 2025)				

9.30 - 11.00	Visit to Extension activities related sites (virtual live tour to be enabled along with on-site Peer team members)
	This session will evaluate Extension activities carried out by institution:
	Adoption of villages or communities , if any, Activities in neighborhood communities, impact and sensitization to the students on social issues for their holistic development, Awards and recognition earned for the activities, if any,Institutional efforts in providing inclusive environment
	   Metric to be evaluated:
	3.6.1: Outcomes of extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues and holistic development, and awards received if any during the last five years (Showcase at least four case studies to the peer team) (10).
	
	7.1.8: Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and such other diversities. (5)
		Interaction with NCC, NSS, coordinator, Coordinator of Extra Curricular Activities	**Room No. 120**
			IQAC Committee Room
			Admin building
				Presentation (30 Minutes)
				Dr. Bushra Alvera
				Dr. Nalini Misra
				
				Visit (1 Hour)
				Dr. Nalini Misra
				Dr. Bushra Alvera
				Dr. Poonam
				Dr. Shan-e Fatima
				Dr. Sweta Agarwal
				Dr. Ram Das
				Dr. Abhay Krishna
				Dr. Zafrun Naqi
				Dr. Manish Kumar
				Dr. Haroon Rasheed
				Dr. Saima Aleem
				
				(Further visit to IPR/ Incubation Centre if not gone on 1st day
				  Coordinator:
				  Prof. Syed Haider Ali
				  Dr. Neeraj Shukla)

11.00 - 1.00	This will be interactive session where the Peer team Visits to physical infrastructures like sports, cultural facilities, library, ICT facilities etc (virtual live tour to be enabled along with on-site Peer team members)
	  • Infrastructure and other facilities ICT facilities, Cultural and sports facilities etc.)
	  • Library, its level of automation, its resources like books and subscriptions
	  • Utilization of Library by students and faculties IT infrastructure and internet facilities
	  • Gender audit (based on document provided in SSR)
	The institution should keep scanned documents of proof related to the metric to substantiate the presentation and operations.
	
	Metrics to be Evaluated:
	4.1.1: The institution has adequate infrastructure facilities for a. teaching - learning. viz., classrooms, laboratories, b. ICT
		Members to be present: Librarian, ICT in-charge and other concerned supporting staff in their respective places to be visited by Peer team	**Room No. 120**
			IQAC Committee Room
			Admin building
				Presentation (10 Minutes each)
				
				Infra and Culture:
				Dr. Neeraj Shukla
				
				ICT
				Dr. Raza Abbas Haidri
				
				Sports:
				Dr. Mohammad Sharique
				
				Library:
				Mr. Harsh Tiwari
				
				Gender Audit Report:
				Dr. Nalini Misra

	enabled facilities such as smart classes, LMS etc. c. Facilities for cultural and sports activities , yoga centre, games (indoor and outdoor) gymnasium, auditorium etc. (20) 4.2.1: Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscription to e-resources and journals are made. The library is optimally used by the faculty and students (15) 4.3.1: Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection (15) 4.4.2: There are established s y s t e m s a n d procedures for maintaining and utilising physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (10)			**Visit (1 Hour 20 Minutes)** Prof. Masood Alam Finance Officer Registrar Dr. Neeraj Shukla Dr. Mazhar Khaliq Dr. Raza Abbas Haidri Dr. Suman Kumar Mishra Dr. Mohammad Sharique Dr. Nalini Misra Mr. Hasan Mehdi
1.00 2.00	**Lunch Break**			
2.00 - 3.00	**Student Interaction with Peer Team Members** **Metric to be evaluated in this Interaction**: 5.1.2: Efforts taken by the institution to provide career Counseling including e-counseling and guidance for competitive examinations during the last five years(5) 5.3.2: Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution	Peer team members and student representatives	**Room No. 245** **2nd Floor** **Academic Building**	**Students' Coordinators** Mr. Abdullah Mr. Habibur Rahman Mr. Divyanshu Pathak Mr. Priyanshu Dixit Mr. Krishna B Tech Mr. Mohammad Umar Miss. Sweta Chaurasiya BJMC Miss. Nida Parveen BA **Faculty Members** Prof. Chandana Dey Dr. Mohd. Akmal Dr. W A Azam Ansari Dr. Rahul Kumar Mishra Dr. Raj Kumar Singh Mr. Ayoosh Mishra **Task:** To ensure students seating by 1.30 pm. **Room Maintenance:** Dr. Shavej Ali Siddiqui Mr. Apratim Chatterji Ms. Shivani Tripathi Ms. Kanchan Saini

				Tasks: Related banners to be deployed in the Room. Basic Flower decoration to be done. Water arrangement Flower buds presented by the students' coordinator
3.00-3.30	**Alumni Interaction:** (It is considered that institution must have provided the registration document of Alumni Society and related documents in SSR itself) This session will focus on Peer team's interaction with alumna of the institution **Metric to be evaluated in this Interaction:** 5.4.2: Alumni contributes and engages significantly to the development of University through academic and other support system (5)	Peer Team and Alumni of the Institution	**Room No. 245** **2nd Floor** **Academic Building**	**Alumni Coordinators** Mr. Adnan Miss. Muskna Bano Miss Khalida Miss Arisha Mr. Aayush Tiwari Mr. Mohd Amaan **Faculty Members** Prof. Tanveer Khadija Dr. Ruchita Sujai Chowdhary Mr. Tasleem Jamal Dr. Raza Abbas Haidery **Task:** To ensure students seating by 2.30 pm. **Room Maintenance:** Prof. Shalini Tripathi Dr. Ahtesham Ahmad Dr. Shubham Rastogi **Tasks:** Related banners to be deployed in the Room. Basic Flower decoration to be done. Water arrangement Flower buds presented by the students' coordinator

3.30 - 4.30	Peer team Interaction with Management Committee on • Institutional governance • Institutional practices in line with vision and mission • NEP implementation • Sustained Institutional growth • Decentralization • Participative institutional governance • Institutional perspective Plan (short and long term)· • Deployment and mile stone achievement of Perspective plans • Rules and Regulations at place • Performance Appraisal System for faculty • Welfare measures for teaching and non-teaching Staff • Avenues for career progression • strategies for mobilization • optimal utilization of resources and funds • Internal and External audits **Metric to be evaluated in this Interaction:** 6.1.1: The Institutional governance and leadership are in accordance with Vision and mission of the institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth,de-centralization, participation in the institutional governance and in their Short term and Long term institutional perspective plan. (15) 6.2.1: The institutional perspective plan is effectively deployed and functioning of the Institutional bodies are effective and efficient as visible from policies, administrative set-up, appointment, service rules, procedures etc. (5) 6.3.1: The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression (4) 6.4.1: Institutional strategies for mobilization of funds other than salary and fees and the optimal utilization of resources (4) 6.4.3: Institution regularly conducts internal and external	Head of the institution, **Registrar**, **Finance Officer**, Senate and syndicate members	**Room No. 120** **IQAC Committee Room** **Admin building**	**Presentations (5 Minutes each)** Dr. Zaibun Nisa Dr. Ataur Rahman Azami (Samarth) Registrar Controller of Examination Finance Officer **Interaction (35 Minutes)** **Prof. Ajay Taneja** Dr. Bhavana Mishra Dr. Mahesh Kumar Mr. Sajid Azmi Prof. Sauban Sayeed Dr. Nalini Misra Dr. Zaibun Nisa Dr. Ataur Rahman Azami

	financial audits (4) 7.1.1: Institution has initiated Gender audit and measure for the promotion of gender equity. (5)			
4.30 - 5.00	7.1.3: facilities in the Institution for the management of the following types of degradable and non-degradable waste (6) • Solid waste management • Liquid waste management • Biomedical waste management • e-Waste management • Waste recycling system • Hazardous chemicals and radioactive waste management 7.1.5: Green campus initiatives (5) 7.1.7: The Institution has Differently-abled (Divyangjan) friendly, barrier free environment (5) 7.1.9: Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (4) (Institution shall arrange for Live video tour along with Peer team Members visiting the site)	Head of the institution, **IQAC Coordinators** and related faculty members to the Best Practice component	**Room No. 120** **IQAC Committee Room** **Admin building**	**Presentation (20 Minutes)** Dr. Nalini Misra **Visit (10 Minutes)** Prof. Ajay Taneja Dr. Nalini Misra Prof. Musheer Ahmed Mr. Kaushlesh Kumar Shah Dr. Asghar Husain Rizvi Dr. Vipin Singh Dr. Diksha Mishra
5.00-5.30	Day-2 Wind up discussion among the Peer team members	Only Peer team members		

Day 3 (04 June, 2025)				
9:30 - 10:30	Discussion on Two best practices successfully implemented by the Institution **Metric to be Evaluated:** 7.2.1: Two best practices successfully implemented by the Institution as per NAAC format provided in the Manual (30) 7.3.1: Institutional Distinctiveness (20)	Head of the institution, **IQAC Coordinators** and related faculty members to the Best Practice component	**Room No. 120 IQAC Committee Room Admin building**	**For Distinctiveness** **Presentation (10 Minutes)** Prof. Tanveer Khadija **Interaction (20 Minutes)** Prof. Ajay Taneja Prof. Tanveer Khadija Prof. Fakhre Alam Dr. Nalini Misra Dr. Bushra Alvera Dr. Ruchita Sujai Chowdhary Dr. Arif Abbas Dr. Aayesha Shahnaz Dr. Shipra Singh Dr. Yogendra Kumar Singh Dr. Himanshu Gangwar Students' Team **For Best Practice 1-2 (SEWA, Baal Pathshala)** **Presentation (10 Minutes to each Best Practice)** Dr. Nalini Misra **Interaction (10 Minutes)** Dr. Nalini Misra Dr. Abhay Krishna Dr. Poonam Dr. Saima Aleem Dr. Sweta Agarwal Dr. Ram Das Dr. Zafrun Naqi Dr. Manish Kumar Dr. Mohammad Sharique

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10:30 - 10:45	Teaching Faculty Interaction with Peer Team Members	Peer team members and teaching faculty members	**Room No. 245 2nd Floor Academic Building**	Coordinator: **Prof. Ehtesham Ahmad Prof. Syed Haider Ali**
10:45 –11:00	Non-teaching Faculty Interaction with Peer Team Members	Peer team members and non-teaching faculty members	**Room No. 245 2nd Floor Academic Building**	Coordinator: **Mr. Shabih Haider Mr. Ankit Saxena**
11:00 onwards	Report writing by Peer team	Institution and NAAC coordinator excluded in this session		
2:30 - 3:00	Outstanding clarifications or issues by Peer team members (if any)from the Head of the Institution and IQAC Co-coordinator	Is session is only on request where the Head of the Institution and IQAC Co-coordinator logs in to clarify any outstanding clarifications raised by the PTM		
3:15 - 3:30	Discussion of report with the Head of institution and IQAC coordinator	Peer team members, Head of Institution and IQAC coordinator		
4:00 - 4:15	Closure Remarks by the Peer team	Head of Institution and IQAC coordinator an Faculty members to join for closure Remarks	**Room No. 245 2nd Floor Academic Building**	**All Faculty Members**
4:15 - 5:30	Confirmation of Score and Submission of Report in portal by Peer team members	Confined only to the Peer team members		

Footnote:

1.   **In addition to the suggested schedule, the peer team may decide to visit any additional sites or interact with stakeholders as deem to be fit.**