

NAAC PEER TEAM VISIT PREPARATION TENTATIVE CALENDAR

Peer Team Visit Date: 25th & 26th October 2022 (24th Oct- Arrival, 27th Oct - Departure)

1. 23 September 2022: Cancellation of Class for Department Preparation

(10:00 AM- 04:00PM)

- i. CMS- Attendance, DMR, CAT Marks & Semester Results
- ii. PowerPoint Presentation
- iii. Collection of Supporting Documents
- iv. Preparation of Department Room including Department Library

*Note: a) All faculty are requested to bring Laptop
b) PowerPoint to be submitted to IQAC at 4 PM*

2. 23 & 26 September 2022 : Preparation Day for Non-Teaching Staff

- i. Meeting with Core- Committee for NAAC Peer Team Visit at 11:00 AM-23rd September 2022
- ii. Preparation of PowerPoint
- iii. Preparation of Necessary Documents
- iv. Room Arrangement

3. 27 & 28 September 2022 : Preparation Day for IQAC Cells and Add-on Courses

(10:00 AM -04:00 pm)

- i. Meeting at 10:00 AM
- ii. Preparation of PowerPoint
- iii. Collection of Activities Report (1st July 2021 – 30th September 2022)
- iv. Preparation of Supporting Documents as per SSR & New Activities

4. 29 September 2022 : Meeting & Preparation Day for Sub-Committees for NAAC Peer Team

- i. Meeting with Core- Committee for NAAC Peer Team Visit.
10:00 – 11:00 : Accommodation, Liaison Officers, Photography and Videography, Blazer In- charge, Shopping & Sight Seeing, Garlanding & Medical
11:00 – 12:00 : Transportation, Traffic and Reception
01:00 – 02:00 : Refreshment – Internal & Officials, Alumni etc.
02:00 – 03:00 : Cultural, Decoration, and Documentation
03:00 – 04:00 : Sanitation, Site Preparation, and Rapporteurs.

5. 3-7 October 2022 : Preparation Week for Sub-Committees for NAAC Peer Team Visit

6. 3 October 2022: Meeting of IQAC with Extension Bodies/Clubs OB and Prof in-charge.

- i. Meeting at 10:00AM
- ii. Preparation of PowerPoint
- iii. Collection of Document Support
- iv. Submission of PowerPoint on or before 4th October 2022 at 4PM

Note : All Professor in-Charge are requested to bring Laptop

7. 11 October 2022 : Mock Peer Team Visit at 11:00AM

8. **12 October 2022 : Review Meeting for Sub-Committees**
 - i. Meeting at 10:00AM
 - ii. Necessary Follow-up

9. **13 October 2022 : Review Meeting for Department and Non-Teaching Staff**
 - i. Meeting at 10:00AM
 - ii. Necessary Follow-up

10. **14 October 2022** : Review Meeting for Extension Bodies, Clubs, IQAC-Cells and Add-on Course In-Charge

11. **17 October 2022** : Meeting of NAAC Peer-Team Visit Core-Committee, IQAC, HoD, Librarian, Chairman and Co-ordinator of IQAC Cells at 10:00 AM

12. **Final Preparation** : 18- 21 October 2022, Detail program to be decided by meeting held on 17th October 2022

Note: The venue for all meetings to be Examination Room, Mualpui Campus.