NAAC PEER TEAM VISIT (PTV)

AMRITA
VISHWA VIDYAPEETHAM

1st July, 2021

NAAC PEER TEAM VISIT (PTV)

- Academic or administrative peers who are assessors for our academic, research, administration and extension activities

- Likely to be independent teams to each campus due to pandemic situation

- Likely to be a team of 3 to 7 for Amrita Vishwa Vidyapeetham Coimbatore campus

- Likely to be from same state or neighboring state

- We will know their identity only 3 days before the actual visit

- Their accommodation and travel will be arranged by NAAC. However institution has to arrange all local transportation and hosts for them

- Objective of the visit is to get an overall perception of the quality of educational delivery

- PTV Focus is qualitative but they can ask specific queries on quantitative aspects

- The assessors are required to look at the university-level Self-Study Report (SSR) and can ask for clarifications as per NAAC

- Peer Team is expected to cover maximum number of departments and cover at least 50% of departments with preference given by both the institution and peer team

NAAC PTV DEPARTMENTAL VISIT

NAAC PTV departmental visit comprises of:

- Departmental/Center presentation

- Interaction with faculty

- Documentation verification

- Visit to selected teaching & research labs

- Interaction with research scholars in labs

Review & mock audit at university-level by Amrita CARE

NAAC PTV DEPARTMENTAL PRESENTATION

- Crisp departmental/center presentation of 10 minutes

- Overview of the department/center as per NAAC 7 criteria

- Quantitative aspects, facts & figures to be provided as a summary alone

- Figures can be projected for 2014-2019 period as well as 2014 till date

- Highlight qualitative aspects using this summary slide with reference to each qualitative question like:
  - 1.1.1 Relevance of curricula to local, national and global needs and OBE
  - 1.3.1 Courses with sustainability, values and ethics
  - 2.2.1 Slow learner & fast learner strategies

- Departmental best practices & future plans can be highlighted

- One round of presentations over and first version sent to Dean, Faculty of Engineering

NAAC PTV DEPARTMENT VISIT LOCATIONS & INFRASTRUCTURE

- Venue for presentation & document verification

- Departmental display boards (Faculty name boards, infrastructure & department at a glance boards etc)

- Teaching & Research Labs (Items, Boards & Displays) including:
  - Fire Extinguishers & Safety apparatus
  - Name boards of all Faculty in-charges & technical staff
  - Laboratory highlights, achievements & accomplishments (Projects/Patents/Papers/Awards/Other outcomes)
  - List of major equipment
  - List of major experiments/exercises
  - Educational-aids & charts
  - Safety Instructions
  - Rules & Regulations

- Audit of departmental labs already done. Gaps to be plugged as per reports given to respective departments. A department-wise summary is attached

NAAC PTV EXHIBITION

- No central exhibition

- Exhibition walkthrough only at a department/center level.

- Exhibition Displays in corridors, conference rooms and labs

- Showcase of selected department/center outcomes, activities and achievements in research, faculty, students, extension, placement, alumni etc.

- Innovations & working models and demos in the respective labs, both teaching and research

DEPARTMENTAL/CENTER FILES

AMRITA VISHWA VIDYAPEETHAM
&
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Internal Quality Assurance Cell (IQAC)

Documents to be maintained at the Department/Centre Level

- Handbook
- Annual report of the department/centre
- Regulations, Syllabi, Curricula of all academic programmes offered by the department and Successive curricula, records on revision.
- Board of Studies (Composition, minutes etc)
- Approval letters and resolutions from academic council or statutory bodies with regard to the programmes run by the department
- Alumni Details especially prominent alumni and some records of their feedback
- Annual budget and Budgetary provisions (if any)
- Detailed Classroom process (Mentor list, course plans, class and course committee composition and minutes, conduct of committee meetings, supplementary coaching, etc)
- Timetable
- Workload
- Attendance registers
- Teaching Staff profile
- Non-teaching (both administrative and technical) staff profile
- Student list (year-wise, batch-wise, class-wise)
- Department infrastructure display through boards / banners
- Research report: A comprehensive report covering details such as current academic and sponsored research details, research scholars and their profile, programmes organized to promote research, research environment within the department, research facilities available for the teachers and students, student research activities, expert lectures delivered by faculty in other Institutions, research outcome such as noteworthy publications, achievements, patents, etc. research
- Faculty Development Programmes: Proof of attending and organizing staff development programmes / orientation programmes / refresher programmes, delivering expert lecture/invited lecture outside, etc.
- Evaluation Procedure and observation records necessary
- Instructional material developed by Staff, if any
- Minutes of Department meetings and Copy of circulars
- Records pertaining to selection of staff, Pay and reward statements, selection committee minutes relevant to the department, appointment, recruitment, promotion and relieving documents of all staff
- Present and past students profile (Can be maintained by the class advisor/mentor/counsellor)
- Infrastructure report: Department infrastructure including labs giving list of equipments purchased during the last five years.
- Stock and Equipment register
- Student attendance records
- Student Counselling note books and records
- Records of special coaching for weak students
- ICT report
- Placement report
- Records of examination and results

- Comprehensive list of files defined by IQAC considering accreditations & rankings, statutory & regulatory compliances

- Used for 1st and 2nd cycle of NAAC Accreditation

- Audit of these departmental/center files was done and 75% to 90% complete across various departments/centers. Gaps have been communicated and have to be addressed by individual departments/centers

NAAC PTV DEPARTMENT DOCUMENTATION

- These are documents that are likely to be verified in the department during NAAC PTV. This documentation is subsumed in the Departmental/Center Files list.

- Amrita CARE is likely to specify additional documents as per communication from NAAC after confirmation of dates. Following is a representative documentation list based on qualitative metrics:

CRITERIA 1 & 2

- Course Plans of courses:
  - Based on national/global developmental needs – for e.g., related to health, entrepreneurship, security
  - Gender, Environment and Sustainability, Human Values and Professional Ethics
- Curriculum & Syllabi with POs, PSOs & COs as also its availability on website and dissemination to stakeholders primarily students
- Curricular innovations – for e.g., simulation based or project-based teaching that may have given a more hands-on or more immersive experience and/or produced significant outcomes

NAAC PTV DEPARTMENT DOCUMENTATION (CONTD..)

- Department Academic Advisory Committee (DAAC) reports: Due Date given by IQAC is 21st July, 2021. This is also specified as an BEST PRACTICE at the university level
  - Program-wise, semester-wise, attainment report from individual faculty
  - Role of IQAC & DAAC in implementing feedback surveys (class and course committee, student feedback surveys, program exit survey, INPODS/AMPLE reports and closing the loop
  - Sample question papers showing the mapping to COs (and BTLs wherever possible).
- Selected Student Innovations & Project Reports
  - Teaching-learning methods used for advanced learners
  - Product/Project demonstrations with inter-disciplinary and/or societal outcomes
  - Experiential learning like Live-in-Labs
  - Grace marks awarded for paper publications & victories in competitions/hackathons etc
  - Teaching-learning methods, timetable, schedule & attendance of classes for slow learners with student lists
  - Feedback, if any from Advanced and slow learners
- Usage of MOOCs program-wise and year-wise with lists and certificates

NAAC PTV DEPARTMENT DOCUMENTATION (CONTD..)

CRITERION 3

- University research and consultancy policy
- Industry-collaboration, consultancy & research promotion activities facilitated by CIR
- Utilization & support of TBI, patent cell, Institute's Innovation Council (IIC) & Entrepreneurship cell of the university
- Departmental extension activities in the neighborhood community in terms of impact and sensitizing students

CRITERION 4

- Optimal utilization of resources with timetables, classroom/lecture hall allocation plan, lab sharing/booking mechanism, etc
- Documents & Files in both teaching & research labs such as:
  - Records of all purchases of equipment & consumables
  - Lab records & manuals
  - Sample observation notebooks & student reports/records
  - Mechanism of upkeep of Physical Resources (Maintenance of Instruments, equipment etc.)
  - Stock & equipment register

NAAC PTV DEPARTMENT DOCUMENTATION (CONTD..)

CRITERION 5

- Class Committee meetings & minutes and closing the loop
- Departmental associations and professional society chapters
- Participation in Anokha techfest
- Alumni contributions by way of seminars, webinars, talks, support to student club events and Techfest events, advisory inputs for curriculum, program delivery, etc

CRITERION 6

- Departmental mission & vision and its alignment to university and school of engineering vision & mission as also it serving as a foundation for POs & PSOs
- Departmental committees and involvement of faculty, meeting minutes etc
- Budget and strategic plan
- Employee handbook and career progression policy
- FRAP forms
- Annual Quality Assurance Report (AQAR) for July to December, 2020: Due date by IQAC was 21st June, 2021

NAAC PTV STAKEHOLDER INTERACTIONS: FACULTY

- Awareness and alignment to vision & mission of university, school and department
- Curriculum Development & Pedagogy, Initiation of programmes, modifications in curriculum
- Teaching- learning methods, Students' feedback
- Faculty evaluation through self-evaluation
- Individual Professional development, Faculty development programme, awards / recognition
- Access to computer center. Level of computer literacy & use
- Grievance redressal mechanism & Welfare programme
- Participation in the preparation of the Self-study Report
- Impact of autonomy (If applicable), Details of any innovative activity
- Awareness of various policies at university level like research, consultancy, career progression etc
- Campus-level coordinator: Deputy Dean

NAAC PTV STAKEHOLDER INTERACTIONS: NON-TEACHING STAFF

- Staff development programmes

- Staff view on the value of their contribution to the institution

- Relationship with faculty, user friendly approach towards students

- Staff welfare programmes, grievance redressal mechanism, security of service

- Level of computer literacy & use

- Campus-level coordinator: Deputy Dean

NAAC PTV STAKEHOLDER INTERACTIONS: STUDENTS

- Reason for choosing course / institution

- Match between curriculum and expectations (flexibility, choice, content)

- Appropriateness of the curricular content to the development of the knowledge and Skills

- Relevance to prospective career / further study, Student timetable and workload

- Opportunities for practical and vocational experience, where appropriate

- Range of teaching and learning methods experienced

- Students' views on quality of teaching

- Guidance and support for independent study

- Students' understanding of assessment methods and criteria

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NAAC PTV STAKEHOLDER INTERACTIONS: STUDENTS (CONTINUED)

- Feedback on assessed work, Access to computer center
- Health services & canteen facilities, grievance redressal mechanism
- Financial aid, academic and personal counseling
- Three things most appreciated in the institution
- Three things that need attention to serve the student community even better
- Campus-level coordinator: PSW

NAAC PTV STAKEHOLDER INTERACTIONS: PARENTS

- General impression about the institution

- Any specific reason for selecting the institution for their wards

- The nature of interaction with the Head / Faculty of the institution and frequency

- Facilities for overall development of wards

- Employment / higher education need / plan for their wards

- Suggestions as to how this institution can help its students even more

- Campus-level coordinator: PSW and Alumni & PR Coordinator

NAAC PTV STAKEHOLDER INTERACTIONS: ALUMNI

- Competencies developed at the institution, Alumni prominent positions

- Alumni meeting – nature and outcome, plans to generate resources

- Suggestions for active functioning of Alumni Association

- Suggestions for the improvement of the institution and areas in which they can contribute

- Campus-level coordinator: Alumni & PR Coordinator

NAAC PTV VISIT TO IQAC OFFICE & INTERACTION WITH MEMBERS

- Short presentation & Interaction with IQAC members from departments, centers, and support departments like CIR etc

- Files & documents pertaining to the office at the campus-level related to rankings and accreditation

- Acting on the first peer team report

- Feedback from parents, teachers and students

- Interaction with the potential employers in the concerned region

- Identifying New Research Area suitable to local and regional needs

- Surveys for need based and customized programs

- Yearly External Academic and Administrative Audit of the Department by the Academic peers

- Suggestion for augmentation of Infrastructure from parents, teachers, students and alumni, Impact of autonomy (If applicable)

- Documentation of activities of the college, plans to generate resources

- Optimum utilization of the institution infrastructure

- Campus-level coordinator: Vice-Chairman. IOAC

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NAAC PTV VISIT TO STUDENT WELFARE OFFICE & INTERACTIONS

- Short presentation focusing on various activities such as counseling, grievance redressal, feedback etc

- Anti-ragging committee members meeting & minutes

- Women's cell committee members meeting & minutes

- Students discipline committee members meeting & minutes

- Hostel/mess committee members meeting & minutes

- Club members & coordinators interaction especially ones focusing on institutional value system

- Document verification

- Campus-level coordinator: HSAF & PSW

NAAC PTV CULTURAL PROGRAMS BY STUDENTS

- 45 minute program showcasing Indian culture and values of the institution

- We can limit to one musical performance by Ragasudha and one dance performance by Natyasudha

- Campus-level coordinator: PSW

NAAC PTV VISIT TO EXAMINATION OFFICE

- Short presentation focusing on examination reforms, best practices, automation using AUMS, AMPLE etc

- Verification of files & documents pertaining to the office such as examination records & documents at the campus-level such as:
  - Results
  - Occurrence of malpractices
  - Feedback from students on the transparency of evaluation and conduct of exams

- Campus-level coordinator: Dy COE

NAAC PTV CAMPUS-LEVEL DOCUMENT VERIFICATION

- Central Venue

- Campus-level coordinator: Administration officer

NAAC PTV VISIT TO PHYSICAL FACILITIES IN CAMPUS

- Library
- Convention center
- Guest house
- Network Operations Centre & Server Room
- Computer Labs
- Canteen
- Hostel & Mess
- Sports facility & Gymnasium
- Swimming Pool
- Medical-Aid Facility
- Language Lab
- Building Ramps & rails
- Alternative energy sources
- Rainwater harvesting facility
- Waste Management facility
- Amrita Recycling centre

- Campus-level Coordinator: Campus Director
- Upkeep, maintenance, readiness and utilization of all facilities with personnel, policy and documents.
- Documentation of utilization of library, computer labs, bandwidth, WiFi etc
- Display boards and in-charge name boards at library, hostel, canteen, sports and other facilities as required with the support of the in-charges, i.e. Head-ICTS, librarian, Physical Education Director, CCWH, medical officer, guest house manager etc
- Logistical arrangements
- Banquet dinner

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