

**SCHEDULE OF NAAC PEER TEAM VISIT
LAKHIMPUR COMMERCE COLLEGE
NORTH LAKHIMPUR-787001, ASSAM
(Period of Visit: 03-04-2023 to 04-02-2023)**

Peer Team Visit Schedule		Venue	Time
Day 0	Peer Team Discussion (Pre-visit meeting at the place of stay)		17:00 – 19:00 hrs
DAY – 1 (03-02-2023, Friday)			
Day - 1	Departure from Hotel		08:45 hrs
	Arrival at College Gate		08:55 hrs
	Welcome the Peer Team		8:55 – 09:00 hrs
	Presentation by the Head of the Institution/Principal	Principal Conference Hall	9:00 – 09:45 hrs
Focus on Criterion I : Curricular Aspects			
Day - 1	<u>Activities / Meeting</u> ❖ Meeting and Interaction with Heads of Department (Planning and documentation for curriculum delivery, cross-cutting issues integrated into the Curriculum etc...)	Principal Conference Hall	09:45 – 10:30 hrs
Focus on Criterion II : Teaching-Learning and Evaluation			
Day - 1	<u>Activities / Meeting</u> ❖ Presentation of Department: 1. Department of Accountancy 2. Department of Management 3. Department of Economics 4. Department of Education 5. Department of English 6. Department of Business Statistics/ Mathematics/Commercial Arithmetic 7. Department of Commercial Law 8. Department of Commerce Visit of Department: 1. Department of Accountancy 2. Department of Management 3. Department of Economics 4. Department of Education 5. Department of English 6. Department of Business Statistics/ Mathematics/Commercial Arithmetic 7. Department of Commercial Law 8. Department of Commerce 9. Department of Banking 10. Department of Assamese 11. Department of Political Science 12. Department of Sociology 13. Department of Hindi 14. Department of Information and Technology	Principal Conference Hall	10:30 – 12:15 hrs

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[Signature]
Principal
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North Lakhimpur, Assam

	<i>(Assessment of learning levels of students, student centric methods for enhancing learning experiences, innovation and creativity in teaching-learning, Reforms-Transparency and Grievance-Redressal mechanism in Continuous Internal Evaluation (CIE), adherence to Academic Calendar for conduct of CIE, Statements & Attainment of POs, PSOs & COs etc....)</i>		
	Focus on Criterion III : Research, Innovations and Extension		
Day - 1	<p>Activities / Meeting</p> <p>❖ <i>Visit to</i></p> <ol style="list-style-type: none"> 1. Education Lab 2. Vermi-Compost 3. Innovation and Entrepreneurship Centre 4. Project Lab <p>❖ <i>Meeting and Interaction with the Coordinators/ Conveners of</i></p> <ol style="list-style-type: none"> 1. Research and Development Cell 2. NSS 3. NCC 4. Red Ribbon Club 5. Extension and Outreach Activities Cell <p><i>(Research Committee, Collaborations, Eco-system created for Innovations, Extension activities, NCC, NSS etc.....)</i></p>		12:15 – 13.00 hrs
Day - 1	❖ <i>Lunch on meeting: Meeting with the Governing Body/University representatives</i>		13:00 – 14:00 hrs
	Focus on Criterion IV : Infrastructure and Learning Resources		
Day - 1	Activities / Meeting		
Day - 1	<p>❖ <i>Visit to Physical Facilities</i></p> <ol style="list-style-type: none"> 1. Central Library 2. Sports & Gymnasium 3. Vivekananda Kendra Study Center (Yoga Centre) 4. Computer Laboratory & Centre 5. Internal Examination Monitoring Committee <p>❖ <i>Onsite Interaction with</i></p> <ol style="list-style-type: none"> 1. In – Charge of Canteen 2. Hostel Superintendent 3. Health & Hygiene Cell 4. IGNOU Centre 5. DODL Study Centre, Dibrugarh University 6. KKHSOU Study Centre 7. P.G. Department of Commerce <p><i>(Facilities for teaching – learning, sports, games etc., automation of library, collection of rare books, manuscripts, updated IT facilities including Wi-Fi, procedures for maintenance and utilization of physical, academic and support facilities etc...)</i></p>		14:00 – 14.45 hrs

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Focus on Criterion V : Student Support and Progression			
Day - 1	Activities / Meeting ❖ <i>Visit to</i> 1. ICG Cell 2. Anti Raging Cell 3. Anti – Sexual Harassment Cell etc., 4. ST/SC Cell 5. OBC Cell 6. Minority Cell	<i>Principal Conference Hall</i>	<i>14:45 – 15:00 hrs</i>
Day - 1	❖ <i>Interaction with</i> 1. Students Union/ Representatives 2. Meeting with students 3. Members of Alumni Association 4. Guardians / Parents 5. Meeting with faculty member 6. Meeting with Non-teaching staff NB. (may include Student Satisfaction Survey Guidance) (Student Council & representation of students on academic & administrative bodies/committees, contribution from Alumni Association/Chapters etc....)	<i>Room No. 5 Room No. 6 Room No. 7</i>	<i>15:00 – 16:00 hrs</i>
Day - 1	❖ <i>Tea at Canteen with Retired Teachers</i>	<i>College Canteen</i>	<i>16:00 – 16:15 hrs</i>
Focus on Criterion VI : Governance, Leadership and Management			
Day - 1	Activities / Meeting ❖ <i>Presentation and Meeting with the Coordinator-IQAC, IQAC members in IQAC office.</i> <i>(The Governance & Leadership of Institution, Organizational Structure, perspective/strategic plan and deployment documents, welfare schemes, performance appraisal system for teaching and non-teaching staff, IQAC set up as per norms and contribution of IQAC etc)</i> ❖ <i>Interaction with Head Assistant, Accountant and Non-teaching staff.</i> <i>(Internal and external audits, mobilization of funds and optimal utilization of resources)</i>	<i>Principal Conference Hall</i>	<i>16:15 – 17.15 hrs</i>
Day - 1	<i>Cultural programmes by Students</i>		<i>17.15 – 18:00 hrs</i>
Day - 1	<i>Team Discussion at the place of stay</i>		<i>19:00 – 20:30 hrs</i>

Chairperson

A. Mallick
2.2.2023


Head of the Institution

Principal
Lakhimpur Commerce College
North Lakhimpur, Assam

DAY - 2 (02-02-2023, Saturday)


Peer Team Visit Schedule		Venue	Time
Focus on Criterion VII : Institutional Values and Best Practices			
Day - 2	<p style="text-align: center;">Activities / Meeting</p> <p>❖ <i>Review of physical facilities such as safety and security, Counseling, Ramp/Rails, skill development centres etc., and review of alternative energy initiatives, rain water harvesting, waste management system etc.,</i></p> <ol style="list-style-type: none">1. Internal security and Cleanliness Committee2. Eco-Club3. Health & Hygiene Cell4. Innovation and Entrepreneurship Centre5. Equal Opportunity Cell6. Beautification Committee7. Electricity Committee <p>❖ <i>Meeting and Interaction with Coordinators and Conveners of various committees/cells of the College.</i></p> <ol style="list-style-type: none">1. Women Cell2. Vigilance Cell3. Internal Complaint & Disciplinary Action Committee4. Research & Development Cell5. Code of Conduct monitoring Committee6. Grievance Redressal Committee7. Prevention Against Sexual Harassment of Women at Work Place8. Extension Service & Outreach Activities Cell9. Electoral Literacy Club10. Committee for Task Force for NEP-2020 Implementation11. Tourism Club12. Transportation Cell13. Extension Services and Outreach Activities Cell14. Visit to second campus <p><i>(Gender sensitization, Environmental Consciousness and Sustainability measures, Green practices, Human values and professional Ethics, Best Practices, Institutional distinctiveness etc)</i></p>		09.00 – 09.45 hrs
Day-2	<p><i>Report writing, Checking Documentary evidences, if any. Discussion and modifying the draft Peer Team Report and finalization. Visiting to facilities which have not been covered so far.</i></p> <p>NB. To be done within the Institutional premises.</p>		09.45 – 12:15 hrs
Day-2	<p><i>Discussion with Head of Institution and IQAC Coordinator on outstanding issues</i></p>		12:15 -13.00 hrs

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Day-2	Lunch		13:00 - 14:00hrs
Day-2	Report writing		14:00 - 15:00hrs
Day-2	<i>Sharing the Peer Team Report with Head of the Institution</i>		15:00 - 16:00hrs
Day-2	<i>Finalizing the Peer Team Report (Signatures to obtain from Head of the Institution and Peer Team Members on, i). Peer Team Report</i>		16:00 - 17.00hrs
Day-2	Exit Meeting		17:00 - 17.30hrs

Amal S.
 Chairperson *29.2.2023*


Head of the Institution
 Principal
 Lakhimpur Commerce College
 North Lakhimpur, Assam