

Shared Expertise as Resource Persons

The Principal and IQAC Coordinator of GDCW, Begumpet were invited as Resource Persons to Raja Bahadur Venkata Rama Reddy Women's College, Narayanaguda on 20th September, 2022 to present key points on the '**Preparation of Self Study Report**' (SSR) in the One Day Workshop organized by the college as they were going for 5th cycle.

The workshop was divided into three Segments:

- Session 1- Preparation of SSR at Institutional Level presented by Prof. K. Padmavathi, Principal, Government Degree College for Women, Begumpet
- Session 2 - Preparation of SSR at Department and Criterion Level presented by Dr. T. Annie Sheron, IQAC Coordinator, Government Degree College for Women, Begumpet
- Session 3- Do and Don'ts while preparing SSR – Inputs by both the Resource Persons

Session 1-

Preparation of the National Assessment and Accreditation Council (NAAC) Self Study Report (SSR) involves several key steps to ensure comprehensive documentation of an institution's achievements, strengths, challenges, and plans for improvement. The steps are as follows:

- It is essential to go through and understand the NAAC guidelines.
- Formulate committees responsible for different aspects of the SSR preparation
- Gather data related to various aspects like academic programs, faculty, infrastructure, student support services, research activities, extension services, governance, etc. It should be ensured that the data is accurate, reliable, and verifiable.
- Analyze the institution's performance against each criterion to identify strengths, weaknesses, opportunities and threats (SWOT analysis),
- Prepare detailed documentation with evidence like reports, documents, policies, photographs, videos, etc.

- Involve stakeholders for their inputs and feedback for a comprehensive report.
- Ensure the quality and integrity of data and information presented in the SSR,
- Compile all the information gathered and analyzed into a coherent and well-structured SSR document.
- Follow the prescribed format and guidelines provided by NAAC
- Conduct a peer review of the SSR before finalizing it. External reviewers can provide valuable insights and suggestions for improvement.
- Prepare a presentation summarizing the key highlights of the SSR for the NAAC peer team visit. This presentation should effectively communicate your institution's achievements, challenges, and plans for improvement.
- Finally submit the SSR along with all supporting documents to NAAC within the stipulated deadline.

Session 2 dealt with Preparation of SSR at Department and Criterion Level

Preparing the NAAC Self Study Report (SSR) at the criterion level involves a detailed and systematic approach to address each criterion outlined by NAAC. Steps to prepare each criterion:

- Form committees dedicated to each criterion. These committees should consist of faculty members, administrators, and staff with expertise in the specific areas covered by the criterion.
- Thoroughly read and understand the specific requirements and indicators outlined by NAAC for each criterion. This will provide a clear framework for your SSR preparation.
- Gather relevant data and evidence pertaining to each criterion. This may include academic records, faculty profiles, infrastructure details, student feedback, research publications, outreach activities, etc.
- Conduct a detailed self-assessment of your institution's performance against each criterion. Identify strengths, weaknesses, challenges, and areas for improvement. Use tools like SWOT analysis to facilitate this process.

- Prepare documentation for each criterion, providing evidence to support your institution's claims and achievements. This documentation may include reports, policies, surveys, case studies, photographs, videos, etc. Organize the documentation in a structured manner to facilitate review by NAAC.
- Engage stakeholders relevant to each criterion, such as faculty members, students, alumni, industry partners, and community members. Seek their input and feedback to enrich your understanding and documentation of each criterion.
- Ensure the quality and integrity of data and information presented for each criterion. Cross-verify data from multiple sources to minimize errors and discrepancies. Pay attention to detail and ensure consistency throughout the SSR.
- Write the SSR section for each criterion, following the prescribed format and guidelines provided by NAAC. Present a comprehensive overview of your institution's performance, addressing all relevant indicators and providing supporting evidence.
- Conduct a peer review of each criterion section before finalizing the SSR. External reviewers can offer valuable insights and suggestions for improvement, helping to strengthen the overall quality of the report.
- Prepare a presentation summarizing the key findings and achievements related to each criterion for the NAAC peer team visit. This presentation should effectively communicate your institution's strengths, challenges, and plans for improvement within the context of each criterion.
- Compile all criterion sections into a cohesive SSR document and submit it to NAAC within the specified deadline. Ensure compliance with formatting requirements and include all necessary supporting documents.
- After submission, remain accessible to NAAC for any follow-up inquiries or requests for clarification. Address any feedback or recommendations provided by NAAC to facilitate the accreditation process.

Session 3- dealt with Dos and Don'ts of Preparation of SSR

Dos: Start early, familiarize yourself with the latest NAAC guidelines, form committees, verify data, provide documental evidence, self-analysis, conduct peer

review, ensure consistency, assure integrity, prepare an engaging presentation highlighting the SSR and stay proactive.

Don'ts: Don't procrastinate, do not misinterpret data, do not deviate from guidelines and don't compromise on the quality of the SSR.

