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| **Day 1 (Monday)** | | |
| **Time** | **Activity** | **Coordinator** |
| 08.00-08.30 | Finalizing the Agenda by the Review Team with the Director /IQAU | Director/IQAU |
| 08.30-08.45 | Meeting with the Vice-Chancellor (Courtesy visit) | Director/IQAU |
| 08.45-09.30 | Presentation by the Vice-Chancellor (in the presence of Council, Deans, Directors of Centres, Units, IQAU Director, Registrar, Bursar, Librarian, Marshall, Senior Medical Officer, Wardens, Senior Student Counsellor etc.) | Director/IQAU |
| 09.30-10.30 | Discussion (with tea) | AR/QA |
| 10.30-11.00 | Meeting with members of the University Council | Registrar |
| 11.00-11.30 | Meeting with the Administrative Staff (Registrar, DRs, SARs, ARs) | Registrar |
| 11.30-12.00 | Meeting with Bursar, SABs, ABs | Bursar |
| 12.00-12.30 | Meeting with Internal Audit Dept | Head / Internal Audit |
| 12.30-13.30 | Lunch | AR/QA |
| 13.30-14.00 | Meeting with the members of the Internal Quality Assurance Unit, Team leaders of SER writing team | Director/IQAU |
| 14.00 -15.00 | Meeting with Non-academic staff of Administrative Sections (with Tea) | Registrar |
| 15.00 -15.30 | Meeting with the Librarian and Staff, Observing facilities | Librarian |
| 15.30-16.00 | Meeting with Senior Student Counsellors/ Student Counsellor; Observing facilities | Snr. Student  Counsellor |
| 16.00-15.30 | Meeting with the Head and Staff of the ELTU; Observing facilities | ELTU |
| 15.30- 18.30 | Review of documents | Director/IQAU |
| 18.30-20.30 | Discussion among members of the Review Team |  |

**QUALITY ASSURANCE COUNCIL OF THE UGC**

**INSTITUTIONAL REVIEWS**

**GENERIC SCHEDULE FOR SITE VISIT**

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| **Day 2 (Tuesday)** | |
| **Time : 8.00 a.m. – 12.30 p.m** | **Time : 8.00 a.m. – 12.30 p.m** |
| **Team 1** | **Team 2** |
| **Faculty 1** | **Faculty 2** |
| 8.00 — 8.45 Meeting with the Dean, Heads of  Departments, Coordinators  8.50 — 9.20 Meeting with Academic staff    **9.30 — 9.45 Tea Break**    9.45 - 10.15 Meeting with Non-Academic staff  10.20 - 11.15 Meeting with Students  Observing Facilities | 8.00 — 8.45 Meeting with the Dean, Heads  of Departments, Coordinators  8.50 — 9.20 Meeting with Academic staff  **9.30 —9.45 Tea Break**  9.45 — 10.15 Meeting with Non-academic staff  10.20 — 11.15 Meeting with Students  Observing Facilities |
| **12.30 – 13.30 Lunch** | **12.30 – 13.30 Lunch** |
| **Time 13.30 – 17.00** | **Time 13.30 – 17.00** |
| **Team 1 - Faculty 3** | **Team 2** - **Faculty 4** |
| 13.30 - 14.00 Meeting with the Dean & Chairmen/ Board of studies, Administrative staff  14.00 — 15.00 Meeting with students | 13.50 — 14.30 Meeting with Heads and Staff  14.35 — 15.00 Meeting with Students (Music,  Dance and Art and Design) |
| **15.00 - 15.15 Tea Break** | **15.00 - 15.15 Tea Break** |
| 15.20 — 15.50 Director/CODL, Academic/  Administrative staff,  15.55 — 16.30 Meeting with Students  16.30 — 16.55 Observing Facilities | 15.20 — 16.30 Observing Facilities  16.30 - 16.50 -Travel |
| **17.00 – 20.30 p.m Review of documents and discussion among members of the Review Team** | |

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| **Day 3 (Wednesday)** | |
| **Team 1** | **Team 2** |
| **Time : 8.00 – 12.00** | **Time : 8.00 – 12.30** |
| **Faculty 5** | **Faculty 6** |
| 8.00 — 8.45 Meeting with the Dean, Heads of Departments, Coordinators/ Directors Units,  8.50 — 9.20 Meeting with Academic staff  **9.30 — 9.45 Tea Break**  9.50 - 10.20 Meeting with Non-academic staff  10.25 - 11.15 Meeting with Students  11.15 — 12.00 Observing Facilities | 8.00 — 8.45 Meeting with the Dean, Heads  of Departments, Coordinators / of Units  8.50 — 9.20 Meeting with Academic staff  **9.30 —9.45 Tea Break**  9.50 — 10.20 Meeting with Non-academic staff  10.20 — 11.15 Meeting with Students  11.15 — 12.00 Observing Facilities |
| **12.30 – 13.00 Lunch** | **12.00 – 13.00 Lunch** |
| **Team 1** | **Team 2** |
| **Time : 13.00 – 16.00** | **Time : 13.00 – 16.30** |
| **13.00-14.30: Unit A**  13.00 - 13.30 Meeting with Head and staff  13.40 - 14.20 Meeting with students  14.20 – 14.45 Observing facilities  [14.45 — 15.00 — Travel to Unit B | **13.00-14.00: Medical Centre**  13.30 Meeting with Senior Medical Officer and staff  13.30 — 13.55 Observing facilities |
| **15.00 — 16.30: Unit B** | **14.00-15.00: Staff Development Centre** |
| 15.00 - 15.30 Meeting with the Head of Unit & Board of Management (with tea)  15.40 — 16.10 Meeting with Staff  16.20- 17.00 - Meeting with Students  17.00 — 17.20 Observing Facilities  {17.20 — 17.40 Travel | **15.00— 16.00: Physical Education& Sports**  **Science Unit** |
| 15.00 - 15.30 Meeting with Director/Head  and Staff/ Physical Education Unit/ Sports Science Unit;  15.40 — 17.10 Observing facilities at  Gymnasium |
| **17.40 – 18.30: Discussion among members of the Review team** | |

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| **Day 4 (Thursday)** | |
| **Team 1** | **Team 2** |
| **Time : 9.00 – 12.30** | **Time : 9.00 – 12.30** |
| **Faculty 7** | **Campus X** |
| 3.00- 9.30 Meeting with the Dean, Heads of  Departments, Coordinators  9.30 — 10.00 Meeting with academic staff  10.00 - 10.15 Tea Break  10.15 - 10.50 Meeting with Non-academic staff 10.50 - 11.50 Meeting with Students  Observing Facilities (Laboratories, Lecture halls, common facilities) | 9.00 — 9.30 Meeting with Rector &  Campus Board Members (with tea}  9.40 - 9.50 —Travel Faculty X1  9.50 — 10.15 Observing Facilities  10.15 - 10.45 Travel Faculty X2  10.45 — 11.15 Dean, Heads of Departments, Coordinators of Units  11.15 — 11.45 Meeting with Academic Staff  11.45 — 12.15 Meeting with Non-academic staff  12.15 —13.15 Meeting with students |
| **Lunch 12.30 – 13.00** | **Lunch 13.00 – 14.00** |
| **Time : 13.00 – 18.00** | **Time : 14.00 – 17.00** |
| **Faculty 8** | **Faculty 9** |
| 13.00 - 13.45 Meeting with the Dean, Heads of Departments, Coordinators of Units,  13.50 — 14.20 Meeting with academic staff  **14.30-14.** **45 Tea break**  14.30 -15.00 Meeting with Non-academic staff 15.10-—16.00 Meeting with Students  16.00 — 18.00 Observing Facilities (Lecture halls, laboratories, Library, Hostels, Sports, canteen)  Travel 18.00 - 19.15 | 14.00 — 14.30 Meeting with the Dean, Heads of Departments, Coordinators of Units  14.30 — 15.00 Meeting with academic staff  15.00 — 15.15 Tea Break  15.15 - 15.45 Meeting with Non-academic staff 15.45 — 16.45 Meeting with students  16.45 — 17.45 Observing Facilities (Library, Hostels, Sports, Canteen, etc)  Travel 17.45 - 20.45 |
| **Time: 21.00 – 22.00 Discussion among members of the Review team** | |

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| **Day 5 (Friday)** | | | |
| **Team 1** | | | **Team 2** |
| **8.00 – 10.00** | | | **8.00 – 10.00** |
| 8.00 - 10.00 | In main campus - Visiting Hostels & Canteens; Observing facilities, meeting with wardens, students | | |
| 10.00 - 10.45 | Gender Equity and Equality Centre Well-Being Centre | Computer Unit | |
| 10.45—11.15 | Meeting with Chairman URC & CRIC **with Tea** | | |
| 11.15- 11.45 | Meeting with Alumni | Meeting with Works Engineer and his staff | |
| 11.45- 12.15 | Meeting with Director of UBL Cell and Faculty UBL coordinators | | |
| 12.15-12.45 | Meeting with stakeholders | | |
| 12.30 – 13.30 | **Lunch** | | |
| 13.30 -15.30 | Discussion among members of the Review team and summarise findings | | |
| 15.30-18.00 | Discussion among members of the Review team and write up | | |
| **Day 6: (Saturday)** | | | |
| 8.00-10.00 | Discussion among members of the Review team and write up | | |
| 10.00-11.30 | Wrap-up meeting with the VC, Deans, Directors etc | | |
| 11.30 – 12.00 | **Lunch** | | |
| 12.00 | **Departure** | | |