**QUALITY ASSURANCE COUNCIL OF THE UGC**

**PROGRAMME REVIEWS**

**GENERIC SCHEDULE FOR SITE VISIT**

**Day 1**

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| **Time** | **Activity** | **Participants** |
| **8.30 AM – 900 AM** | Meeting with the Vice Chancellor | Vice Chancellor/ Dean, Director – IQAU/ Coordinator – FQAC, Chair – SER Preparation |
| **9.00 AM – 9.30 AM** | Meeting with the Director - IQAU | Director – IQAU |
| **9.45 AM – 10.45 AM** | Presentation about the Faculty and respective study programs  ***Working Tea*** | Dean FMS/ Director-IQAU/Coordinator FQAC/  All HODs of the Faculty/ Cluster Chair and SER Team/ Study program coordinators |
| **10:45 AM -11:45 AM** | Meeting with academic staff in permanent cadre (excluding HOD) | Teaching panel of respective programs (excluding HODs) Senate representatives |
| **11:45 AM -12:15 PM** | Meeting with temporary academic staff | Temporary Demonstrators, Tutors etc |
| **12:15 PM -1:00 PM** | Meeting with Administrative Staff | Registrar/Bursar/SARs/AB/SAB/Work Engineer/DR Examination |
| **1:00 PM -1:30 PM** | ***Lunch*** | |
| **1:30 PM -2:15 PM** | Meeting with Directors of Centres / Units / Cells | All Directors of Centres/ Units/ Cell Coordinators |
| **2:15PM-2:45PM** | Meeting with Student Counselors | Senior Student Counselors and student counselors |
| **2:45 PM -4:00 PM** | Observing, Physical Facilities  ***Tea*** | Review Team/ Facilitators |

**Day 2**

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| **Time** | **Activity** | **Participants** |
| **8.30 AM – 900 AM** | Observing documentation | Review Team/ Facilitators |
| **9.30 AM – 10.30 AM** | Observing teaching sessions and facilities | Review Team |
| **10.30 AM – 11.00 AM** | Meeting with Librarian/Senior Assistant Librarians [Library Visit] | Librarian/Senior Assistant Librarian/ Library Staff |
| **11.00 AM -11:30 AM** | Meeting with Technical Officers | All Technical officers |
| **11:30 AM -12:30 AM** | Observing Documentation | Review Team |
| **12:30 PM -1:30 PM** | ***Lunch*** | |
| **1:30 PM -4:00 PM** | Observing Documentation  ***Working Tea*** | Review Team |

**Day 3**

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| **Time** | **Activity** | **Participants** |
| **8.30 AM – 9.30 AM** | Observing Documentation | Review Team |
| **9.30 AM – 10.30 AM** | Meeting with Students  ***Working Tea*** | Group of students (30) representative of gender, ethnicity, level of study programs |
| **10.30 AM – 11.30 AM** | Meeting on support for student welfare | Director/Physical Education, University Medical Officer |
| **11:30 PM -12:00 Noon** | Meeting on research activities | Chairman / Research committee, members of research committee |
| **12:00 PM -12:30 PM** | Meeting with a cross section of academic support staff and non-academic staff | Representative group of academic support staff and non-academic staff (10) |
| **12:30 PM -1:15 PM** | ***Lunch*** | |
| **1:15 PM -2:15 PM** | Meeting with external stakeholders and alumni members  ***Working Tea*** | Group of external stakeholders (about 20 employers, industry, private sector, representatives with link to or involvement with the University) and Alumni |
| **2:15 PM -4:30 PM** | Observing Documentation | Review Team |

**Day 4**

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| **Time** | **Activity** | **Participants** |
| **8.30 AM – 900 AM** | Meeting with mentors and Career Guidance staff | Coordinator/mentoring and mentors, and Director – Career Guidance |
| **9.00 AM – 9.30 AM** | English Teaching Unit | Members of English teaching unit |
| **9.30 AM – 12.30 AM** | Observing Documentation  ***Working Tea*** | Review Team |
| **12:30 PM - 1:30 PM** | ***Lunch*** | |
| **1:30 PM - 2:00 PM** | Private meeting of reviewers and report writing  ***Working Tea*** | Review Team |
| **2:00 PM - 3:00 PM** | Closing meeting for debriefing | Vice Chancellor/Dean/Director – IQAU/ HODs/ Coordinator – FQAC/Chair & the SER – Team |