

**Visit Schedule for NBA- 3 Day Visit PG Program
Team Constitution- 2 Experts/per program + Team Chairman**

Day 1: Morning Session: 09:00am – 01:00pm

Arrival 08:45am at the College

Time	Participants	Theme	Observations
PART - I			
09:00am- 09:20am	Entire Team	Introductions	At the College
09:20am- 10:00am	Entire Team and Management /Institution representatives	Principal's Presentation about the Institute	Certainly not more than 45 minutes
10:20am- 12:30pm	Chairman	Visit Central facilities, Labs, meet faculty	
PART – II			
10:15am– 10:45am	Experts	Presentation by HoD	Overall look of the PG Program(s) – Note 1
10:45am- 11:30am	Experts	Joint Meeting with all Program faculty	See Note2
11:30am– 12:00noon	Experts	Individual meetings with PG faculty as decided by the experts	See Note 3
12:00noon– 12:30pm	Experts	Observe Conduct of lab sessions in some detail about experiment design, Learning outcomes?	<i>Friday is normally a working day. So, labs would be functioning. Please make adjustment for lab timing.</i>
12:30pm – 01:00pm	Entire team meets alone	To share thoughts	
01:00pm – 02:00pm	Working Lunch at the College		

Day 1: Afternoon Session: 02:15pm – 05:30pm

Time	Participants	Work Theme	Observation
02:15pm-04:30pm	Chairman	Discussion and Study of Admin-Different PG committees and their working	PG project thesis/project processes
02:15pm -04:30pm	Experts	Study of laboratory equipment and facilities- suitability and adequacy for PG program?	How do these differ from the routine UG labs in terms of exclusive space and equipment.
04:30pm-05:30pm Day 1 at the college ends	A meeting at the College to review the day's work		

Day 2: Morning Session 10:00am –01:00pm

Time	Participants	Work Theme	Observations
PART-I			
10:00am–12:00noon	Chairman	Study Budget, Accounts etc.	See Note 4
PART-II			
10:00am–01:00pm	Experts	Study all evidence for attainment of POs Ascertain Level of attainment of POs	See Note 5
12:00noon–01:00pm	Chairman	Visit to placement office	
01:00pm–02:00pm	Working Lunch at the College		

Day 2: Afternoon Session: 02:00pm – 04:30pm

Time	Participants	Work Theme	Observation
02:00pm-03:30pm	Experts	Visit and study all aspects of curriculum and of projects, towards attainment of POs.	See Note 5
02:30pm–03:00pm	Chairman	Employers, Students	
03:30pm–04:30pm	Discussion with PG Students of the program		See Note 6
04:30pm onwards	Report Preparation		
04:30pm Depart for place of stay			

Day 3

10:00am – 10:45am	Exit meeting Chairman presents exit comments
11:00 Noon	Visit Concludes

Notes:

1. HoD’s presentation should be on the issues related to the PG program, its educational objectives
2. Meeting with program faculty. It is expected that general academic discussion on the PG programs. To include Curriculum {Important for criterion 3 }, Student profile, Evaluation, job prospects after graduation, and more
3. These are meetings with individual faculty that allows them to share their views which they may not wish to express in public e.g. some aspects of academic processes that they feel could be better.
4. Study of Budget provisions in the context of PG program. For example, is there a separate budget for PG?

5. Assessment of all the evidence that you have asked for should be with you for assessment, particularly with **respect to criterion 2 and 3**. This is perhaps the most comprehensive task of the visit. Enough time has been provided – over 5 hours- (may be extended if needed) for studying all evidence to arrive at the **assessment of attainment levels of the POs**.
6. For the meeting with the students, it may be a good idea to have a preliminary list of questions to be raised. PG students are quite mature (They are eligible to be faculty). So this discussion can be at a higher level.