

Typical Evaluation Team Visit Schedule

The following tables present typical activities and schedules for Evaluation Teams considering both single or (concurrent) multiple programs visit.

DAY ONE

Time	Activity	Participants
08:30	Arrival of ET on campus	ET members for all programs
09:00 – 09:40	Opening meeting	VC, Deans and Heads of participating programs, Registrar, etc. and all ET members
09:45 – 11:15	Presentations on OBE practice and evaluation by each participating program	Participating Program Head, relevant faculty members, and Program-Specific Evaluators
11:20 – 11:50	Group meeting with faculty members of each participating program	All faculty members of each participating program, excluding the concerned dean and head, Program-Specific Evaluators
11:55 – 12:40	Meeting with individual faculty members of each participating program	Faculty members selected from each participating program by ET, Program-Specific Evaluators
12:45 – 13:00	ET meeting (to review findings)	All ET members
13:00 – 14:00	Working lunch	All ET members only
14:00 – 14:55	Meeting with students of each participating program	Students selected by the ET from the student list of each program provided by the respective program, Program-Specific Evaluators
15:00 – 16:25	Visit to facilities	All ET members
16:30 – 17:15	Meeting with each program alumni	Alumni of each program selected by the respective program, Program-Specific Evaluators
19:00 – 20:00	ET meeting (at the place of accommodation to analyze the findings and evaluate the sub-criteria)	All ET members

DAY TWO

Time	Activity	Participants
08:30	Arrival of ET on campus	ET members
08:45 – 11:55	Review of documents and evidence of each program	Program-Specific Evaluators
12:00 – 12:55	Meeting with Heads of support services	Registrar, Controller of exams, Comptroller, Librarian, Head of CCC, Director P&D, DSW, Heads of safety and maintenance, Director of IT, etc.
13:00 – 14:00	Working lunch	All ET members only
14:00 – 14:30	ET meeting (to review findings)	All ET members
14:30 – 15:10	Meeting with admin and technical staff for each program	All administrative and technical staff of each department, Program-Specific Evaluators
15:15 – 16:25	Review of documents and evidence of each program	Program-Specific Evaluators
16:30 – 17:15	Meeting with employers and IAP members of each program	IAP members and employers selected by each program, Program-Specific Evaluators
19:00 – 20:00	ET meeting (at the place of accommodation to analyze the findings and evaluate the sub-criteria)	All ET members

DAY THREE

Time	Activity	Participants
08:30	Arrival of ET on campus	All ET members
08:45 – 10:45	Analysis and evaluation of each criterion for each program based on findings and preliminary evaluation	Program-Specific Evaluators
10:50 – 11:45	Consistency checks by comparing the evaluation for each program	All ET members
11:50 – 12:25	Preparation of the exit statement	Program-Specific Evaluators
12:30 – 12:55	Debriefing of each participating program head	Each participating Program head and Program-Specific Evaluators
13:00 – 14:00	Working lunch	All ET members
14:00 – 14:25	Review of exit statement on the basis of the debriefing of the program head	All ET members
14:30 – 15:00	Exit meeting	VC, Deans and Heads of participating programs, Registrar, etc. and All ET Members.