

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. |