

# Tentative Visit Schedule

## **Day 0: Arrival of the Peer Team**

*1930 – 20.30 hrs: Team Discussion – I at the Hotel*

## **Day 1:**

*Session 1: 0900 - 0930 hrs*

*Meeting with the Principal/IQAC Members*

*Session 2: 0930 - 1300 hrs*

*Visit to departments and facilities*

*Session 3: 1300 - 1400 hrs*

*Luncheon Meeting with Governing Body/ Boards of Management*

*Session 4: 1400 - 1530 hrs*

*Visit to departments and facilities continues*

*Session 5: 1530 - 1630 hrs*

*Visit to the support services*

*Session 6: 1630 - 1700 hrs*

*Visit to the Office of the institution*

*Session 7: 1700 - 1730 hrs*

*Interaction with a representative group of Students*

*Session 8: 1730 – 1800 hrs*

*Interaction with Alumni and Parents*

*Session 9: 1800 - 1830 hrs*

*Checking the documentary evidence*

*Session 10: 1830 – 1930 hrs Cultural Programme (optional)*

*Showcasing the extracurricular activities/talents of the students of the Institution only)*

*1930 - 2030 hrs: Team Discussion - II at the place of stay*

**Day 2:**

0930 - 1000 hrs: *Team Discussion – III at the place of stay*

*Session 11: 1000 – 1300 hrs*

*Visit to the Administrative and finance section of the Institution and Interaction with the staff*

*Session 12: 1400 – 1430 hrs*

*Discussion with the Head of the institution on any outstanding issues*

*Session 13: 1430 – 1500 hrs*

*Finalizing the report and confidential grade sheet  
(Final ratings – criterion- wise GPA and CGPA and the Report)*

*Session 14: 1500 – 1530 hrs*

*Sharing the report with the Principal*

*Session 15: 1530 – 1600 hrs*

*Exit meeting*