

Visit Schedule - PG Engineering Program(s) - 3 Day Visit

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	
11:30am–12:00noon	Experts	Individual meetings with PG faculty as decided by the experts	
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	
02:15pm -04:30pm	Experts	Study of laboratory equipment and facilities- suitability and adequacy for PG program?	
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.	
PART-II			
10:00am–01:00pm	Experts	Study all evidence for attainment of POs Ascertain Level of attainment of POs	
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.	
02:30pm–03:00pm	Chairman	Employers, Students	
03:30pm–04:30pm	Discussion with PG Students of the program		
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

Note:

1. HoD's presentation should be on the issues related to the PG program, its educational objectives