

# IPE ACTIVITY SCHEDULE

## IPE Activity Schedule

### Day-1

0900:0930 Meeting with the Vice Chancellor/Rector  
0930:1700 Review Panel working in the room.  
(with working Lunch)

### Day-2

0900:1000 Review Panel (RP) meeting for review and discussion.  
1000:1100 RP meeting with Chairmen / heads of departments (List will be provided by RP)  
1100:1200 RP meeting with Asst. Professor/lecturer (List will be provided by RP)  
1200:1300\* RP meeting with the Post Graduate, Graduate and Under graduate students (one from each selected department)  
1400:1600 RP meeting with the Registrar, Head of Finance, Director P & D, Controller Examination, Director QEC  
1600:1730 Review Panel working in the room.

\*Working Lunch Break time to be decided by the Panel

**Important:** A Laptop / Desktop with Internet facility and a Printer may kindly be arranged in the room.

### Day-3

0900:1100 Visiting selected classroom facilities, laboratories and library.  
1100:1400 Review Panel Working (with working lunch)  
1400:1500 Exit Meeting with VC/Rector.  
It is on the discretion of the VC/Rector to decide who, other than Panel, to be present with him/her in the exit meeting.

### Please Note:

- A separate room is required for IPE Panel, where all the documents related to UPR should be placed.
- Photocopies of the documents/evidences are not required; as no document is taken out of the room.
- The room for the IPE Panel should have a table for each standard and the folders, containing the information, are to be clearly numbered. Sufficient office space, within the room, should be provided for all Panel members.
- Proper electrification with a laptop or desktop + internet facility and printout facility are also required in the room.
- Any additional written reports, power-point presentations, or other information, that IPE Panel have not requested but that the administration feels would be relevant to IPE, may be placed in the room.
- One soft copy and six hard copies of the University Portfolio Report should be provided.
- IPE Panel may request additional information and/or may request a meeting with other senior officers in order to seek clarification regarding certain points in the University Portfolio Report.

