

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.