Visit Schedule for NBA- Tier 1 Institutions
Team Constitution: Chairperson + 2 Program Evaluators

Day 0:

Time	Program Evaluators (PEs)	Team Chairperson (TC)
Evening	Arrival at Hotel	
18:30 – 20:00	Team meeting: Chaired by TC at Hotel • Review of pre-visit evaluation reports of all Programs • Identify and discuss issues common to all Programs	Introductions: PE and TC at Hotel • Collate pre-visit evaluation reports of all programs • Finalize the scope/ purpose of meetings scheduled • Briefing to PEs on evaluation process during visit followed by Q&A session
20:00- 21:30	Team Dinner	

Day 1: Morning Session 9:00 am to 1:00 pm

Arrival 8:45am at the College

Time	Participants	Theme	Observations
PART - I			
9:00am- 9:20am	Entire Team	Introductions	At the College
9:20am- 10:00am	Entire Team and Management /Institution representatives	Principal's Presentation about the Institution	Certainly not more than 45 minutes
10:20am – 12:30pm	Chairperson	Visit Central facilities, 1st Year Labs, meet 1st Year faculty	*1 See notes
PART - II			
10:15am – 11:00am	Experts in respective departments	Presentation by HoD	*2
11:00am – 12:00pm	Experts in respective departments	Meeting with Program faculty	*3
12:00pm – 12:30pm	Experts in respective departments	Individual meetings with a few (3-4) faculty as decided by the experts	*4
12:30pm – 1:00pm	Entire team meets alone	To share thoughts	
1:00pm – 2:00pm	Working Lunch at the College		

Day 1: Afternoon: 2:15pm to 5:30pm

Time	Participants	Work Theme	Observation
2:15pm -4:30pm	Chairperson	Discussion and Study of Admin-Different committees and their working	*5
2:15pm -4:30pm	Experts	Laboratories to see equipment adequacy, Conduct of lab sessions*2	Friday is normally a working day. So, labs would be functioning
4:30pm -5:30pm Day 1 the college ends	A meeting at the College to review the day's work		

Day 2: Morning Session 9:30am – 1:00pm

Time	Participants	Work Theme	Observations
PART - I			
9:30am – 10:00am *(To be adjusted as per the time table of institution)*	All Team	Lectures. Every member on his own	Either one or two halves. Allows one to see conduct of teaching.
10:00am – 12:00pm	Chairperson	Study Budget, Accounts, etc.	
PART - II			
10:00am – 1:00pm	Experts	Study all evidences for attainment of POs	*6
12:00pm – 1:00pm	Chairperson	Visit to placement office	
1:00pm – 2:00pm	Working Lunch at the College		

Day 2: Afternoon Session 2:00pm – 4:15pm

Time	Participants	Work Theme	Observations
2:00pm – 3:30pm	Experts	Visit and study of projects, towards attainment of POs	*7
2:30pm – 3:00pm	Chairperson	Alumni, Parents, Employers	
3.00pm – 3.30pm	All Team	Students	*8
3:30pm onwards	All Team	Report writing	*8
5:30pm Depart for place of stay			

Day 3

11:00am – 11:45am	Exit meeting - Chairperson presents exit comments
12:00pm	Visit concludes

Notes:

*1. Visit to central facilities and first year facilities is for collecting observations on criterion 1- Institution's vision, mission, PEOs so that consistency amongst these could be checked; and (more importantly) for criterion 8. first year academics- all details needed as per Evaluation Guidelines to be collected jointly

*2 HoD's presentation would be on the lines of the suggested template and will provide details needed subsequently.

*3. Meeting with program faculty. This is an academic meeting. It is for criteria: Criterion 2: Program Curriculum and Teaching–Learning Processes (100), criterion 3: Course Outcomes and Program Outcomes (175) (more than quarter of the weight). This discussion could also be around: (a) Process of designing curriculum, its structure and components (b) Projects and assignments, (c) Extent of Compliance of curriculum for attaining POs and PSOs, etc.

   The discussion may allow you to identify evidence that you wish to see (like in-sem question papers, answer scripts, tutorial sheets, assignments, etc.) and examine on the next day (apart from the evidence that you might have asked for prior to the visit).
   The faculty list is to be obtained, verified and later given to the Chairperson.

*4. These are meetings with individual faculty that allows them to share their views which they may not wish to express in public e.g. some aspects of academic processes that they feel could be better.

*5. Criterion 10: Governance, Institutional Support and Financial Resources (120)

   Allows you to understand how different governance bodies work and evaluate these. Institution's vision and mission statements, budgets, spending, funds availability, administrative offices are studied for rules and regulations, working of different statutory bodies like: Anti-ragging Committee, Sexual Harassment Committee, Internet Committee, Library Committee, etc. It is suggested that the Chairperson + 1 Evaluator could do a quick visit to all departments under consideration to get an overall picture of the institution.

*6. Assessment of all the evidences that you have asked for should be with you for assessment, particularly with respect to criterion 2 and 3. This is perhaps the most comprehensive task of the visit.

*7. A good one and a half hour is provided (may be extended a bit, if needed) as much of the assessment of attainment levels of some of the POs is expected to be done here. Particularly, POs {6 to 10}.

*8.   For the meeting with the students, it may be a good idea to have a preliminary list of questions to be raised.