**Site Visit of the Internal Institutional Review – SVIAS.**

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| **Day-1 Monday 21st October 2024** |
| **# Folder No. for the Photos of Internal IR Site Visit Meeting / Event No.** | **Agenda** | **Venue** | **Coordinator for each Meeting** |
| **01** | Meeting with the Director/ SVIAS.Finalizing the Agenda by the Review Team with the Director /CQA | Office  | DR/ SVIAS |
| 02 | Presentation by the Director in the presence of the Members of the Board of Management, Heads, Coordinators of Centre/Units, Director/ CQA, and DR and DB. | Board Room | DR/ SVIAS |
|  | **Department of Dance, Drama and Theater** |  |  |
| 03 | Meeting with the Head of Department  | Department | Coordinator/ IR  |
| 04 | Meeting with Academic staff **with Tea**. | Lecture Hall | Coordinator/ IR  |
|  | **Observing Facilities:** Lecture halls. | Department | Coordinator/ IR  |
|  | **Department of Music** |  |  |
| 05 | Meeting with the Head of Department  | Board Room | Coordinator/ IR  |
| 06 | Meeting with Academic staff | Board Room | Coordinator/ IR  |
|  | **Observing Facilities:** Lecture halls, Study Areas, Instrument Rooms. | Department | Coordinator/ IR  |
|  | **Lunch** |  |  Office/Director |
| **07** | Meeting with the Administrative Staff | Board Room | DR/ SVIAS |
| **08** | Meeting with the Student Counsellors  | Board Room | DR/ SVIAS |
| **09** | Meeting with the Non-Academic Staff  | Board Room | DR/ SVIAS |
| **10** | Meeting with the students and the student representatives from **all the departments** | Lecture Hall | Senior Student Councilor. |
|  | Review the documents **with Tea** | Board Room | FQAC Coordinator |

 **TENTATIVE SCHEDULE (*to be revised based on the reviewers’ comments*) FOR SITE VISIT 2024.10.21 and 2024.10.22**

Site Visit of the Internal Institutional Review – SVIAS.

**SCHEDULE FOR SITE VISIT 2024.10.22**

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|  | **Agenda** | **Venue** |
| **11** | Review the documents | IQAU/SVIAS |
| **12** | Meeting with Exam Branch | Exam Branch |
| **13** | Meeting with Student Welfare |  Student Welfare |
|  | **Department of Visual and Technological Arts** |  |
| **14** | Meeting with the Head of Department | Department |
| **15** | Meeting with Academic staff **with Tea**. | Lecture Hall |
|  | **Observing Facilities:** Lecture halls. | Department |
| **16** | Visiting to Hostel, Medical Centre, IT Lab, Language LearningZone, Sports unit, Auditorium, Gallery, Canteen |  |
|  | **Lunch** |  |
| **17** | Visit to Library | Library |
| **18** | Meeting with the Coordinators: CGU, GEE, SDC, UBL | Board Room |
|  | Meeting with the Reviewers (Confidential) | Board Room |
|  | **Wrap-up meeting** |  |
| **19** | Director/SVIAS, Heads, Coordinators of the Centres, Units, AllAcademic Staff, DR, DB, Administrative Staff | Board Room |