

----- Name of the College -----
Academic and Administrative Audit
Date -----

Schedule

Day 1 (-----)

09.30 am – 10.30 am : Meeting with Manager, Principal and the IQAC Team

10.30 am – 04.30 pm : Dept.-wise Presentation

(10 minutes PPP for each Department followed by discussion and interaction).

UG Departments will be given 30 to 40 minutes and PG Departments will be given 40 to 50 minutes

(If there are more than eight Departments, Day 2 will also be utilized for Department-wise presentation)

Day 2 or 3 (-----)

09.30 am – 11.45 am : NAAC Criteria-wise Presentation (15 mts. for each Criteria)

11.45 am – 12.30 pm : Interaction with student leaders (Few parents and Alumni may also be invited for interaction)

12.30 pm – 01.30 pm : Visit to Office, Library & Computer Lab/Centre and other Facilities and Services

02.00 pm – 02.30 pm : Meeting with Manager, Principal and the IQAC Team

03.00 pm – 04.00 pm : Exit meeting with Manager, Principal, Teachers and Staff