

3-Day IPE Schedule



IPE 3-DAY SCHEDULE & DATA REQUIRED

IPE 2022-23



QUALITY ASSURANCE AGENCY (QAA), PAKISTAN

3-Day Schedule of IPE Activities

Time Day-1 Activities

0900-0930	Meeting with the Vice-Chancellor/Rector
0930-1000	Review Panel (RP) Head discussion on 3-Day Activities, Standards distribution, Reporting format, Instructions for Reporting vis a vis Expectation Outcome Indicators (EOIs).
1000-1700	Review Panel review of Institutional Submissions (Self-review Report and University Portfolio Report (UPR) and evidence and Documentation Review against Standards & EOIs. (Working Lunch)
1700-1800	Review Panel (RP) consultation on individual findings and compile an initial draft format of IPE Report

Time Day-2 Activities

0900-1000	RP meeting to discuss the Day-2 agenda, review findings and discuss the compilation of the Initial Draft Report.
1000-1100	RP meeting with the Graduate /Post-Graduate, and Undergraduate students (sample size from each department/level will be decided by RP- b/w 18-25 in total, depending on the total institutional strength).
1100-1200	RP meeting with teaching faculty (Professors, Associate Professor, Assistant Professor, Lecturer and TAs/RAs etc (List will be provided by RP).
1200-1300	RP meeting with Chairmen/heads of departments (List will be provided by RP) - Working Lunch (Break time to be decided by the Panel)
1400-1600	RP meeting with key statutory office holders i.e. the Registrar, Controller Examination, Deans, etc., and other key officials Directors QEC, ORIC, Student Affairs, Sports, planning, etc.
1600-1730	Panel consultation on individual findings to discuss and include others' perspectives and to compile a comprehensive Report keeping EOIs in perspective. Preparation of 1st Draft Report.

Time Day-3 Activities

0900-1100	Visiting selected classroom facilities, laboratories, library, sports facilities, cafeteria /canteens, faculty and staff offices, etc. (Panel Head may distribute panel into 2/3 teams to save time)
1100-1200	Panel consultation on individual findings to discuss and include others' perspectives and to compile a comprehensive Report keeping EOIs in perspective.
1200-1600	Preparation of Final Draft of comprehensive and effective IPE Report (with working lunch)
1600-1700	Exit Meeting with VC/Rector (Exit Meeting time can be adjusted elsewhere on Day 3 prior to discussion with Panel).

Role & Responsibilities of the University

The universities are responsible for enhancing their quality of teaching and learning. To make quality in administering education and research as their hallmark, the University's top management, i.e. Syndicate/BOG and the authorities, from Vice-Chancellor/Rector to Deans must be well aware of the issues and challenges, on the way to improve quality of teaching (Faculty), learning (Students) and research (Society).

Arrangements to facilitate the Review Panel:

- i. One soft copy of the University Portfolio Report will be provided by the university to the Review Panel.
- ii. Make all the supporting documents and documentary evidence against the responses given in the "University Portfolio Report (UPR) readily available to the IPE Review Panel.
- iii. Necessary documents of the university such as Act/Charter and Statutes/Rules/Codes of the University may be made readily available to the Review Panel.
- iv. Reports of various external reviews such as accreditation councils and that of other similar provincial bodies, may be kept readily available. Also please share reports of International recognition accreditation, QAA-UK, AACSB etc. if any.
- v. Any Policy document, written reports, power-point presentations, or other information that the administration feels would be relevant to the IPE may be made available to the Panel.
- vi. Set aside a separate room, with sufficient working space, should be provided for all Panel members, where all the documents related to UPR are placed. The room should have a table for each standard and the folders containing the information, documentary evidences against responses in the UPR must be clearly numbered/tagged. Each folder may be marked as Standard #, Folder #, and Annexures # of the evidence against the UPR. The room should have proper connections for laptops/computers, internet and printout facility.
- vii. 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 UPR or any other Document.

Note for the Review Panel:

Review Panel must take following into consideration before and during the IPE Visit:

- i. EOIs, Self-assessment Report, UPR.
- ii. Act/Statutes and regulations.
- iii. Website of the University.
- iv. Instructions for Reporting.
- v. IPE ToRs for selection as a reviewer.
- vi. Panel Members must bring a laptop along.