

Tentative Schedule of External Peer Reviewer Team (EPRT) Visit at the  
**Department of Business Administration, Prime University**

Day 1: 24 October 2018

Sl.	Time	Description	Participants	Venue
01	09:00 a.m. – 09:30 a.m.	EPRT Meeting with IQAC	EPRT and IQAC	IQAC Office
02	09:30 a.m. – 09:45 a.m.	EPRT Meeting for Team Leader Selection and Work Plan Finalization	EPRT	IQAC Office
03	09:45 a.m. – 10:45 a.m.	Presentation on SAR by SAC, Department of Business Administration	EPRT, IQAC, SAC, Faculty members	Conference Room
04	10:45 a.m. – 11:15 a.m.	<b>Tea Break</b>		IQAC Office
05	11:15 a.m. – 12:30 p.m.	EPRT Meeting with the students.	EPRT and students	Conference Room
06	12:30 p.m. – 01:00 p.m.	Class Inspection (1 <sup>st</sup> year)	EPRT and class	Any Classroom
07	01:00 p.m. – 2:15 p.m.	<b>Lunch and Prayer Break</b>		Conference Room
08	02:15 p.m. – 03:15 p.m.	EPRT Discussion with the faculty members	EPRT and Faculty (without SAC)	Conference Room
09	03:15 p.m. – 03:45 p.m.	EPRT Discussion with Non-academic Staff	EPRT, Non-academic Staff	Conference Room
10	03:45 p.m. – 04:00 p.m.	Library visit	EPRT and the staffs of library	PU Library
11	04:00 p.m. – 04:30 p.m.	Inspection of Physical Facilities of Department of Business Administration	EPRT, SAC	DBA
12	04:30 p.m.	<b>Snacks and Closing of Day 1</b>		IQAC Office

  
 30.09.18  
 Asst. Prof. Md. Jahidul Azad  
 Additional Director, IQAC  
 Prime University  
 Mirpur-1, Dhaka-1216.

Tentative Schedule of External Peer Reviewer Team (EPRT) Visit at the  
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**Day 2: 25 October 2018**

Sl.	Time	Description	Participants	Venue
01	09:00 a.m. – 10:00 a.m.	EPRT meeting with SAC and review of related documents as required	EPRT and SAC	Conference Room
02	10:00 a.m. – 11:00 a.m.	EPRT Meeting with Registrar & Controller of Exam (CoE), Proctor and the Director of Finance	EPRT, Registrar, CoE, Proctor, Director of Finance	Conference room
03	11:00 a.m. – 12:00 p.m.	EPRT Meeting with Clubs and organizations	EPRT, clubs and organizations	Conference room
04	12:00 p.m. – 12:15 p.m.	<b>Tea Break</b>		IQAC Office
05	12:15 p.m. – 12:45 p.m.	EPRT Meeting with Honorable Vice Chancellor	Honorable VC	Chamber of Honorable VC
06	12:45 p.m. – 01:15 p.m.	Class visit (4 <sup>th</sup> year)	EPRT and class	Any class
07	01:15 p.m. – 2:30 p.m.	<b>Lunch and Prayer Break</b>		IQAC Office
08	2:30 p.m. – 03:30 p.m.	EPRT Discussion with Alumni	EPRT, Alumni	Conference Room
09	3:30 p.m. – 4.30 p.m.	EPRT Discussion with Employers	EPRT, Employers	Conference Room
11	4.30 p.m.	<b>Snacks &amp; Closing of Day 2</b>		IQAC Office

  
30.09.18

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**Day 3: 26 October 2018**

Sl.	Time	Description	Participants	Venue
01	09:00 a.m. – 10:00 a.m.	Exit Report preparation	EPRT and SAC, DBA	IQAC office
02	10:00 a.m. – 12:00 p.m.	Exit meeting with Faculty Members, IQAC and SAC	EPRT, IQAC Directors, SAC, Faculty	IQAC Office
03	12:00 a.m. – 01:00 a.m.	EPRT Meeting with Chairman, BoT and other BoT members	EPRT, IQAC Directors, Chairman, BoT, SAC	Board Room
04	01:00 p.m. – 2:30 p.m.	<b>Lunch, Prayer Break and closing of Day 3</b>		IQAC Office

  
20.09.18  
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