**Reviewer training workshop for Institutional Reviews**

**Assignment for group work**

Given below is the typical list of stakeholder meetings to be conducted during the site visit of an IR. **For the criterion assigned to your group,** identify the most relevant stakeholder meeting/s for each standard given in the IR manual, and suggest what kind of additional information you can collect other than the information provided by the documentary evidence.

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|  | **Meeting**  | **Standard** |
| **1** | Meeting with the Vice-Chancellor (in the presence of Council, Deans, Directors of Centres, Institutes and Units, IQAU Director, Proctor, Registrar, Bursar, Librarian, Chief Marshall, Chief Medical Officer, Wardens, and Senior Student Counsellor etc.) |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |
| **2** | Meeting with Members of the Council (at least more than 50% of external members is a must) |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |
| **3** | Meeting with the Administrative Staff (Registrar, DRs, SARs, ARs) |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |
| **4** | Meeting with Bursar, SABs, Abs |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |
| **5** | Meeting with Internal Audit Branch  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |
| **6** | Meeting with the Internal Quality Assurance Unit |   |   |   |  |   |  |   |   |   |   |   |   |   |   |   |   |  |  |
| **7** | Meeting with the Librarian and staff |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |
| **8** | Meeting with the CGU (Director and CG Advisors) |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |
| **9** | Meeting with Senior Student Counsellors and Student Counsellor  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |
| **10** | Meeting with the Head and Staff of the ELTU |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |
| **11** | Faculties: Meeting with the Deans, Heads of Departments, Coordinators/ Directors of Units, |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |
| Meeting with Academic staff, |   |   |   |   |  |   |   |   |   |   |   |   |   |   |   |   |  |  |
| Meeting with Non Academic Staff  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |
| Meeting with Students |   |   |  |  |  |   |   |  |   |   |   |   |   |   |   |   |  |  |
| **12** | Meeting with Physical Education Unit, with the Director and the Staff |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |
| **13** | Medical Centre, Meeting with UMO and staff  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |
| **14** | Staff Development Centre (SDC), Meeting with Director and Staff |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |
| **15** | Student Hostels, Meeting with wardens and hostel students |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |
| **16** | Meeting with Alumni |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |
| **17** | Meeting with the CGU and staff |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |
| **18** | Meeting with the International Affairs Unit |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |
| **19** | Gender Equity and Equality Centre  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |
| **20** | University Business Linkages  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |
| **21** | Any committee related to Research and Technology Transfer Office  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |
| **22** | Information Technology Unit |   |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |
| **23** | Meeting with Center for Open and Distance Learning Unit  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |
| **24** | Official Website of the HEI |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |
| **25** | Faculty of Graduate Studies: Meeting with the Deans, Chairmen of BOS, Coordinators of Programmes  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |
| **26** | Meeting with Graduate Students |   |   |   |   |  |   |   |  |   |   |   |   |   |   |   |   |  |  |
| **27** | Meeting with the Examination Branch |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |
| **28** | Meeting with Non Academic Establishments Branch  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |
| **29** | Meeting with Academic Establishments Branch  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |