

Unit of Siddha Medicine, University of Jaffna
Programme Review-Schedule for the Site Visit
10th to 13th February 2020

Day 1: 10th February 2020 - Monday

Time	Activity	Participants	Venue
8.00am – 8.15 am	Meeting with Competent Authority, UOJ	Competent Authority/ Director – CQA/Head, Siddha Medicine/ Coordinator, IQAC-Siddha, Agri	Board Room, UOJ
8.15am-8.45 am	Meeting with the Director, CQA	Director – CQA, Coordinator, IQAC-Siddha, Agri	Board Room, UOJ
8.45am-9.15 am	Meeting with the Administrative staff, UOJ	Registrar, Bursar, Librarian, DR/Examination, DR/Admission, DR/Academic and DR/Nonacademic, AR/Academic, AR/Welfare	Board Room, UOJ
9.15am-9.45 am	Meeting with Directors of Centres / Units/ Cells <i>Working with tea</i>	All Directors of Centres/ Units/ Cells. Department of English Language Teaching – Arts, Gender for Equity and Equality Centre, Staff Development Centre, Well-Being Centre, University Business Linkage Cell and Career Guidance Unit	Board Room, UOJ
9.45am-11.00 am	Observation of facilities available in the CQA office, University Main Library	Coordinator ,Director Librarian, Senior Assistant Librarian	Library, UOJ
11.00am-11.30 am	Observation the Sports facilities available in the University (Sports)	Director/ Physical Education and Staff	Physical Education Unit, UOJ
11.30am-12.00 noon	Visit to the computer Unit	Head/Computer Unit and Staff	IT Unit, UOJ
12.30pm-1.00pm	Meeting with the Chairman & members of BOM.	Chairman and members of the BoM/USM	Board Room, USM
1.00pm-1.30pm	Lunch		USM

1.30pm-2.00 pm	Presentation Unit of Siddha Medicine and BSMS Study programme by Head	Head/USM, Director/CQA, Coordinator/IQAC, SER Team and Academic staff of USM	Board Room, USM
2.00pm-2.30 pm	Meeting with academic staff involved in teaching BSMS Study Programme	Academic Staff of USM	Board Room, USM
2.30pm-3.00pm	Meeting with external stakeholders	Group of external stakeholders	Board Room, USM
3.00pm-3.30pm	Visit to the Library & IT lab in Unit of Siddha Medicine.	Library staff	Library and IT Lab of USM
3.30pm-3.45pm	Meeting with Student Counselors	Senior Student Counselor and student counselors	Board Room, USM
3.45pm-5.00 pm	Observing Documentation <i>Working with Tea</i>	Review Team	IQAC/USM

Day 2: 11th February 2020 –Tuesday

Time	Activity	Participants	Venue
8.30 am 9.30 am	Observing Physical Facilities at Siddha Teaching Hospital, Kaithady.	Review Team and Facilitators	Siddha Teaching Hospital, Kaithady.
9.45am-10.30am	Observing Physical Facilities at Hostels	Review Team and Facilitators	Male and Female Hostels, Kaithady.
10.30 am -12.30 pm	Observing Documentation <i>Working with Tea</i>	Review Team	IQAC/USM
12.30 pm -1.30 pm	<i>Lunch</i>		USM
1.30 pm – 2.00 pm	Meeting with a cross section of academic support staff	Academic Temporary staff	Board Room/USM
2.00 pm – 4.30 pm	Observing Documentation <i>Working with Tea</i>	Review Team	IQAC/USM

Day 3: 12th February 2020 - Wednesday

Time	Activity	Participants	Venue
8.30 am – 9.30 am	Observing Herbal garden facilities	Review Team & Facilitators	Herbal garden/ USM
9.45 am -10.45 am	Visit to the Canteen & Students Complex Tea	Review Team & Action committee members of Siddha medical student Association (SMSA).	Canteen SMSA Room
10.45 am-11.45 am	Meeting with Students	Group of students (30) representative of gender, ethnicity, level of study programs	Auditorium ,USM
11.45 am -12.45 pm	Observing teaching sessions Lectures and practical	Review Team & Lectures	Lecture Halls & Laboratories/USM
12.45 pm -1.15 pm	<i>Lunch</i>		USM
1.15 pm – 1.45 pm	Visit to the research Laboratory	Chairman and members of Research and higher degree committee	Research Laboratory in USM
2.30 pm- 4.30pm	Observing Documentation <i>Working with Tea</i>	Review Team	IQAC/USM

Day 4: 13th February 2020 - Thursday

Time	Activity	Participants	Venue
8.30 am -9.00 am	Meeting with a cross section of non-academic staff	non-academic staff	Board Room, USM
9.00 am – 9.30 am	Meeting with Librarian, Senior Assistant Librarians, Senior. Staff Assistant (Library Services)	Librarian, Senior Assistant Librarian/ UOJ, Senior. Staff Assistant (Library Services) & Office Assistant (Library Services)/USM	Board Room, USM
9.30 am – 11.30 am	Observing Documentation <i>Working with Tea</i>	Review Team	Lecture Hall
11.30 am -12.30 pm	Open hour for any stakeholder to meet Review Team	Review Team	Board room, USM
12.30 pm – 1.30 pm	<i>Lunch</i>		USM
1.30 pm – 2.00 pm	Private meeting of reviewers and report writing	Review Team	Board Room ,USM
2.00 pm – 3.00 pm	Closing meeting for debriefing <i>Working Tea</i>	Competent Authority, Head/USM, Director Coordinator/IQAC, Chair & the SER -Team	Board Room, USM