

**GUIDELINES FOR THE MEMBERS OF CIEC TO INSPECT, EVALUATE AND
GRADE THE UNIVERSITY / DAI (REGULAR VISIT)**

Following are the guidelines for the members of CIEC to inspect, evaluate and grade a University / DAI:

1. The members shall be informed regarding date and venue of the inspection of a University / DAI and “**MEG-Form A**” filled-in by the concerned institution, shall also be forwarded to all the members, which shall contain general information regarding concerned institution.
2. The members may point out the discrepancies found in the data of the concerned University / DAI, especially in the areas which are not visited / evaluated by the experts.
3. The members may physically visit the University / DAI and check the physical-infrastructure during CIEC visit.
4. The members shall make sure that the compliance of the recommendation / observations of previous visit of the University / DAI, has been done satisfactorily.
5. The members shall review the minutes of the meetings of Syndicate / BOG, Finance & Planning Committee, Academic Council etc. and in case of any discrepancy, the members may discuss the issue(s) in the joint meeting.
6. The members shall check that the ORIC and QEC of the concerned University / DAI are functioning properly as per the rules and regulations.
7. The members shall check the research journals of the University (if any) / research work done by the University / DAI.
8. The members shall check that concerned University / DAI is functioning as per its ACT / Ordinance.

9. The members shall also check other legal formalities and policies being followed by the University / DAI.
10. The members may make queries with the representatives of the University / DAI, during the visit / joint meeting and asked them to provide documentary evidence to justify their response.
11. The members may suggest and share their experience, as per their fields, for guidance and assistance of the University / DAI.
12. The members may make recommendations for compliance by the University.
13. The members shall fill the Grading-Forms and score against various attributes as per the performance of the concerned University / DAI.
14. The Draft Report of the concerned university / DAI shall be forwarded to the members for perusal and once it gets finalized, the members shall sign the report for onward transmission.