

**Tribhuvan University**  
**Prithvi Narayan Campus**  
**Bhimkalipatan Bagar, Pokhara**

**SELF STUDY REPORT (SSR) PREPARATION PLAN**

SN	Activity	Time	Concern Personnel	Remarks
1	Formation of Internal Quality Assurance and Accreditation Committee (IQAAC)	15 March 2016	Under the Chairmanship of Campus Chief Prof. Dr. Debendra Bahadur Lamichhane	
2	Formation of SAT	15 March 2016	<ul style="list-style-type: none"> <li>• Coordinator - Asst. Campus Chief Nanda Lal Adhikari</li> <li>• Member - Prof. Tara Raj Khanal, Asst. Campus Chief, Faculty of Hum. &amp; Soc.Sc.</li> <li>• Member - Financial Adm Division Head Chiranjivee Thapaliya</li> <li>• Member - Faculty Dr. Min Pun</li> </ul>	
3	Work Division	14 April 2016	<ol style="list-style-type: none"> <li>1. Policy and Procedures (Prof. Bishwo Raj Adhikari)</li> <li>2. Curricular Aspects (Prof. Dr. Vikas Kumar KC)</li> <li>3. Teaching-Learning and Evaluation System (Prof. Deepak Chandra Wagle)</li> <li>4. Research, Consultancy and Extension (Prof. Dr. Akkal Dev Mishra)</li> <li>5. Infrastructure and Learning Resources (Prof. Tara Raj Khanal)</li> <li>6. Student Support and Guidance (Netra Narayan Poudell)</li> <li>7. Information Systems (Dr. Min Pun)</li> <li>8. Public Information (Huta Raj Sharma)</li> </ol>	
4	Gap Analysis	24 April 2016	Members of the Internal QAA Committee (PN Campus)	
5	Data Collection	9 May – 15	<ul style="list-style-type: none"> <li>• Prof. Dr. Debendra Bahadur Lamichhane</li> </ul>	

		August 2016	(Campus Chief & Chair, QAA Unit) <ul style="list-style-type: none"> <li>• Prof. Bishwo Raj Adhikari</li> <li>• Prof. Tara Raj Khanal</li> <li>• Dr. Min Pun (QAA Officer)</li> </ul>	
6	Data Compilation	1 Sept. 2016	Dr. Min Pun (QAA Officer)	
7	Annex Collection and Development	30 Dec. 2016	Dr. Min Pun (QAA Officer)	
8	Draft SSR preparation	15 Feb. 2017	Dr. Min Pun (QAA Officer)	
9	Dissemination	15 March 2017	Dr. Min Pun (QAA Officer)	
10	Revision of SSR	15 April 2017	Members of the Internal QAA Committee (PN Campus)	
11	CMC Endorsement	2 May 2017	Under the Chairmanship of Campus Chief Prof. Dr. Debendra Bahadur Lamichhane	
12	UGC Submission	15 May. 2017	Dr. Min Pun (QAA Officer)	