

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

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

Revised on: 20 Nov. 2017

SN	Activity	Time	Concern Personnel	Remarks
1	Formation of IQAAC	25 Nov. 2017	Under the Chairmanship of Campus Chief Prof. Dr. Chandra Bahadur Thapa	
2	Formation of SAT	26 Nov. 2017	<ol style="list-style-type: none"> <li>1. Coordinator – Dr. Min Pun</li> <li>2. Member – Dr. Ram Jeevan Yadav</li> <li>3. Member – Dr. Girdhari Dahal</li> <li>4. Member – Radha Devi Sharma</li> <li>5. Member - Khim Raj Subedi</li> <li>6. Member - Resham Sharma</li> <li>7. Member - Khagendra Raj Poudel</li> <li>8. Member – Srikrishna Panthi</li> <li>9. Member - Ramji Gautam</li> </ol>	
3	Work Division	30 Nov. 2017	<ol style="list-style-type: none"> <li>1. Policy and Procedures (Khagendra Raj Poudel)</li> <li>2. Curricular Aspects (Khim Raj Subedi)</li> <li>3. Teaching-Learning and Evaluation System (Srikrishna Panthi)</li> <li>4. Research, Consultancy and Extension (Dr. Ram Jeevan Yadav)</li> <li>5. Infrastructure and Learning Resources (Resham Sharma)</li> <li>6. Student Support and Guidance (Dr. Girdhari Dahal)</li> <li>7. Information Systems (Ramji Gautam)</li> <li>8. Public Information (Radha Devi Sharma)</li> </ol>	
4	Gap Analysis	15 Dec. 2017	Members of the Internal QAA Committee (PN Campus)	
5	Data Collection	16 Dec. 2017 – 15 Feb. 2018	<ul style="list-style-type: none"> <li>• Dr. Min Pun</li> <li>• Dr. Ram Jeevan Yadav</li> <li>• Khagendra Raj Poudel</li> <li>• Khim Raj Subedi</li> </ul>	

6	Data Compilation	16 Feb. 2018 –	<ul style="list-style-type: none"> <li>• Dr. Min Pun</li> <li>• Rameshwor Baral</li> <li>• Khagendra Raj Poudel</li> </ul>	
7	Annex Collection and Development	1 March 2018	<ul style="list-style-type: none"> <li>• Dr. Min Pun</li> <li>• Dr. Girdhari Dahal</li> <li>• Khim Raj Subedi</li> </ul>	
8	Draft SSR preparation	15 March 2018	<ul style="list-style-type: none"> <li>• Dr. Min Pun</li> <li>• Resham Sharma</li> <li>• Ramji Gautam</li> </ul>	
9	Dissemination	30 March 2018	<ul style="list-style-type: none"> <li>• Dr. Min Pun</li> <li>• Dr. Ram Jeevan Yadav</li> <li>• Resham Sharma</li> </ul>	
10	Revision of SSR	1 April 2018	Members of the Internal QAA Committee (PN Campus)	
11	CMC Endorsement	1 May 2018	Under the Chairmanship of Campus Chief Prof. Dr. Chandra Bahadur Thapa	
12	UGC Submission	8 May. 2018	<ul style="list-style-type: none"> <li>• Dr. Min Pun</li> <li>• Dr. Ram Jeevan Yadav</li> </ul>	