

**UNIVERSITY GRANTS COMMISSION NEPAL**  
**EDUCATION QUALITY ASSURANCE AND ACCREDITATION COUNCIL (EQAAC)**  
**SCHEDULE FOR THE PEER REVIEW TEAM'S QUALITY ASSESSMENT OF**  
**[POKHARA CAMPUS, KASKI]**  
**[03-07 JULY, 2022]**

**PEER REVIEW TEAM**

- Prof. Dr. Surya Kanta Ghimire – Team Leader
- Prof. Dr. Avay Kumar Lal Das – Member
- Prof. Dr. Nandini Natarajan - Member/Foreign Expert (online)
- Prof. Dr. Rejina Maskey – Member
- Staff Member – Member

**SCHEDULE**

Activity	Time	Focus	Participants
<b>Day I: Sunday (July 03, 2022)</b>			
KTM – PKR Flight	Between 8-10AM		Peer Review Team
Lunch and Refreshment	10.00 -12.00Hrs.		
<u>Opening Session</u> Welcome <b>By the Campus Chief</b>	12.30- 12.45Hrs	-Overview of institutional approach towards quality education.	PRT members, Campus Management Committee, Head of the Institution, Academic Heads, Faculties, SAT, Administration, Students, Alumni and other stakeholders
Presentation by <b>SAT Coordinator</b>	12.45-13.15Hrs.	-Compare and highlight the progress made after Pre-visit based on recommendations. Use progress data and figures as much as possible.	
Q & A / Feedback	13.15- 13.35Hrs. (5 minutes Each)	Q & A / Feedback on Presentation ( by PRT Members)	
Remarks <b>By PRT Coordinator</b>	13.35-13.50Hrs.	-Introduction and briefing on the process of QAA Assessment. - General remarks on presentation.	
<i>Tea Break</i>	<i>13.50-14.10Hrs.</i>		
Tour of the Institution	14.10-17.00Hrs.	-Observing infrastructure and facilities, office of various mechanisms, services and other aspects of the campus. -Verification of documents.	Peer Review Team and Campus Authorities
<b>Day II: Monday (July 04, 2022)</b>			
Interaction with Students	8.30-09.30Hrs	- Students' satisfaction on teaching, learning & evaluation process - Availability and use of learning resources - Facilities, services and opportunities for overall/all-round development	Peer Review Team, Students (representative) & FSU, SQC.

<b>Activity</b>	<b>Time</b>	<b>Focus</b>	<b>Participants</b>
		<ul style="list-style-type: none"> <li>- Student support services&amp; the access to it</li> <li>- Scholarship</li> </ul>	
Interaction with Faculty Members	09:40-10:40Hrs.	<ul style="list-style-type: none"> <li>- ToR/JD and planned teaching</li> <li>- Facilities for teaching-learning</li> <li>- Research and publications</li> <li>- Faculty development programs</li> <li>- Faculty's relative satisfaction and commitment</li> <li>- Problems, issues, and concerns</li> </ul>	Peer Review Team and Faculty Members
Interaction with the HoDs and Academic Leaders	10.50-11.50Hrs.	<ul style="list-style-type: none"> <li>-Departmental activities,</li> <li>-Coordination,</li> <li>-ECA activities</li> </ul>	Peer Review Team, HoDs and Academic Leaders
<b>Lunch Break</b>	<i>11.50-13.00Hrs.</i>	<i>@ Campus Canteen</i>	
Interaction with Research Management Committee (RMC)	13:00-14:00Hrs.	<ul style="list-style-type: none"> <li>- Research provisions, trend, funding, activities and achievements</li> <li>- Institutional research publication and the publications by the faculties</li> <li>- Blending teaching with research</li> <li>- Issues and challenges related to research</li> </ul>	Peer Review Team and RMC
Interaction with Non-teaching Staffs	14.10-15.10Hrs.	<ul style="list-style-type: none"> <li>- Work load, ToR and satisfaction at work</li> <li>- Opportunities for promotion and professional development related activities</li> <li>- Institutional support and career path</li> <li>- Staff' relative satisfaction and commitment</li> </ul>	Peer Review Team and Non-teaching Staff
Interaction with Alumni	15.20 -16.20Hrs.	-Alumni's contribution towards institutional development, identification of potential collaboration areas, working and future plan and other.	Peer Review Team & Campus Alumni
Reflection of the day	16.20 – 17.00Hrs.	- Sharing of Key observation and impression of day I and II.	Peer Review Team only.
<b>Day III: Tuesday (July 05, 2022)</b>			
Interaction with Potential Employers along with Placement Cell	08.30-09.30Hrs.	<ul style="list-style-type: none"> <li>- Academia – Industry Dialogue and their outputs</li> <li>-Graduate output and their placement</li> </ul>	
Interaction with Community, Parents/ Guardian	09.40-10.40Hrs.	<ul style="list-style-type: none"> <li>-Impression towards institution</li> <li>-Branding</li> <li>-Satisfaction</li> </ul>	

<b>Activity</b>	<b>Time</b>	<b>Focus</b>	<b>Participants</b>
Interaction with ECA/Outreach Committee	10.50-11:50Hrs	- ECA/Outreach activities planning, implementation and outcomes.	
<b>Lunch Break</b>	<b>11.50-13.00Hrs.</b>	<b>@ Campus Canteen</b>	
Interaction with IQAC and SAT	13.00-14.00Hrs.	- Seeking clarification on information - Discussion on quality matters/attempts - IQAC roles and responsibilities - IQAC activities and achievements - Providing feedback on SSR/Annexes	Peer Review Team and IQAC & SAT
Meeting with the Campus Chief	14.10-14.50Hrs.	-Open discussion and key inputs	Peer Review Team and Campus Chief
Interaction with the CMC	15.00-16:00Hrs.	- Vision, Mission, Strategy & Action Plan - Policy and procedures - Appraisal system and feedback - Academic and operational calendar - Budget, programs and achievements - Seeking clarification on raised issues - Further Commitment	Peer Review Team and the CMC
Reflection of the day	16.10 – 17.00Hrs.	- Sharing of Key observation and impression of day III.	Peer Review Team only.
<b>Day IV: Wednesday (July 06, 2022)</b>			
Meeting with the Dean, IoF	8.30 – 10.00 Hrs.	-Open discussion and key inputs	Peer Review Team & Dean
Drafting Report	10.00 – 12.00Hrs.	- Preparing initial draft of the assessment Report	Peer Review Team
<b>Lunch Break</b>	<b>12.00-13.00Hrs.</b>	<b>@ Campus Canteen</b>	
Finalizing Draft Report & Sharing	13.00-14.00Hrs.	Finalizing the draft of assessment report and sharing it to the campus authorities.	Peer Review Team Peer Review Team
Finalizing Marking Report	14.00-16:00 Hrs.	- Finalizing Assessment & Marking Report	
Finalizing Reports	16.00 – 17.00Hrs.	-Finalizing assessment and marking reports based on feedback received from the campus.	

<b>Activity</b>	<b>Time</b>	<b>Focus</b>	<b>Participants</b>
<u>Exit Session</u> Presentation of Final Report <b>PRT Coordinator</b>	17.00-17.20Hrs.		PRT members, Campus Management Committee,
Remarks <b>By PRT Members</b>	17.20-17.50Hrs. (10 Mins. Each)		Head of the Institution, Academic Heads,
Commitment on Behalf of University <b>By Dean, IoF</b>	17.50- 18.00Hrs.		Faculties, SSR Team, Administration, Students,
Institutional Commitment & Closing of session <b>By the Campus Chief</b>	18.00-18.10Hrs.		Alumni and other stakeholders
<b>Day V: Thursday (July 07, 2022)</b>			
PKR – KTM	Between 9 -11 AM		Peer Review Team

*Note: Since International Expert is joining the assessment virtually, it is a responsibility of the campus to arrange smooth connection of internet and manage uninterrupted interaction sessions. Please make connections of required equipment accordingly.*