

UNIVERSITY GRANTS COMMISSION (UGC) NEPAL
EDUCATIONAL QUALITY ASSURANCE AND ACCREDITATION COUNCIL (EQAAC)
WORKING SCHEDULE
FOR THE PEER REVIEW TEAM'S PRE-ASSESSMENT (FOR THE SECOND CYCLE) OF
J.S. MURARKA MULTIPLE CAMPUS
LAHAN, SIRAHA, NEPAL
Ashoj 06-08, 2083 (September 22- 24, 2026)

Peer Review Team (PRT):

Prof. Dr. Basu Dev Kafle, Team Leader

Staff from EQAAC Secretariat, Member Staff

Visit Objectives:

- Verifying the claims presented in the SSR and institutional response reports through on-site observations and validation of original documents.
- Assessing and evaluating the quality improvements achieved by the institution during the second cycle of accreditation.
- To assess the extent to which quality assurance efforts and practices have been institutionalized within the institution's culture.
- Provide constructive feedback and recommendations, where necessary, to support continuous quality enhancement of the institution.

Activity	Time	Focus	Participants
Ashoj 06, 2083 (September 22, 2026, Tuesday)			
KTM -JKR	Between 7.15-8.30 Hrs.	via Air	PRT
Janakpur - Lahan	9.00-12.30 Hrs.	via Road	PRT & IQAC/SAT Coordinator/Other
Hotel Check-in, Refreshment & Lunch	12.30-14.00 Hrs.		
Opening Session			
Welcome	14.30-14.45 Hrs.	<i>Program Chair - CMC Chair</i> <i>Welcome Remark – Campus Chief</i>	
Presentation on SSR (By SAT Coordinator)	14.45-15.15 Hrs.	<i>Please limit the powerpoint presentation to the following concerns:</i> - Establish the rational for second cycle of accreditation. - Summarize benchmark-wise the key progress (one slide each) - Compare year-wise progress trend of last 5 years (enrollment, pass percent, research, graduation rate, placement, physical expansion, STR, program addition, ECA & CCA etc) - Defined and specific future plans. - Showcase institutional best practices. <i>(Complete presentation within the stipulated time)</i>	PRT, CMC, Campus Chief , Asst. Campus Chief/s , HoDs, Other Academic Leaders, IQAC, SAT, Faculties, Administrative staffs, Students, and all other stakeholders
Closing of Opening Session	15.15-15.30 Hrs.	<i>Remarks:</i> - By PRT, Team Leader /Member - By CMC Chair	
<i>Tea/Coffee Break</i>	15.30-15.45 Hrs.		
Visiting Offices and Services	15.45-18.30 Hrs.	-Observation of major infrastructures and facilities - Library and Labs	Peer Review Team, IQAC and SAT Coordinators,

Activity	Time	Focus	Participants
		-Office of academic and administrative departments -Office of IQAC, RMC, EMIS, ECA, Employment Cell and other major mechanism/committees -Sports facilities, Health & sanitation, garden, and others <i>(Please make sure that the concerned people are there in their office during this visit)</i>	Concerned people (in their respective offices)
Ashoj 07, 2083 (September 23, 2026, Wednesday)			
Interaction with Alumni	08.30-09.15 Hrs.	- Activities of Alumni - Opportunities and collaboration created - Future scope	Peer Review Team & Alumni
Interaction with Students	09.20-10.20 Hrs.	-Issues of students' concerns -Students' satisfaction with teaching-learning and institutional services -Status of soft skill training and exposure -Status of students-initiated drives	Peer Review Team & Students
Meeting with the Faculty Members	10.25-11.25 Hrs.	-Issues of teachers' concerns -ToR and Work Load -Faculty satisfaction and availability of teaching facilities -Faculty development programs -Human Resource Plan -Other relevant issues	Peer Review Team & Faculty members
Meeting with the RMC	11.30-12:15 Hrs.	- Research provisions, trends, funding, activities, and achievements - Approaches for research promotion and sustenance - Major Achievements and Future plans - Research Outcomes <i>(Please prepare a presentation slide of not more than 10 minutes)</i>	PRT & RMC
Lunch	12.15-13.15 Hrs.	@ Campus Canteen	
Interaction with Employment/Placement Cell & ECA Committee	13.15-14.00 Hrs.	- Institutional approaches towards students' employment and placement - Major activities (soft skill trainings and others) - Major placement records - Major ECA activities - Major achievements - Potentials and future plan <i>(Please prepare a presentation slide of not more than 10 minutes overall)</i>	Peer Review Team and Employment/Placement Cell & EA Committee
Meeting with Non-teaching Staff	14:05-14.50 Hrs.	- ToR and Work Load -Satisfaction with the work -Human Resource Plan, training and exposure -Institutional support and career path	Peer Review Team & Non-teaching staff
Meeting with IQAC and SAT	14.55-15.40 Hrs.	-Discussion on quality matters/attempts - IQAC roles and responsibilities -IQAC activities and achievements -Providing feedback on SSR/Annexes <i>(Please prepare a presentation slide of not more than 10 minutes to highlight IQAC activities)</i>	Peer Review Team, IQAC & SAT

Activity	Time	Focus	Participants
Meeting with the Campus Chief	15.45-16.00 Hrs.	- Open discussion - Key inputs	Peer Review Team & Campus Chief
Meeting with the CMC	16.05-17.00 Hrs.	- Reflection of PRTs impression - Plan, programs and progress of the campus - Implementation, monitoring and evaluation - Possibilities and Way forward	Peer Review Team & CMC/ Equivalent Body
Preparation of the Draft Report	17.00 onwards	- Preparing the draft report - Finalization of the Review Report	Peer Review Team
Ashoj 08, 2083 (September 24, 2026, Thursday)			
Building consensus over report	8.30 -10.30 Hrs.	- Building Consensus on issues (if any) Finalizing report based on feedback received from the campus, signing the agreed report.	
<u>Exit Session</u>	10.30- 11.00 Hrs.	Presentation of Final Report PRT Team Leader	Peer Review Team, Campus Management Committee, Campus Chief, Academic Heads, Faculties, SSR Team, Administration, Students, Alumni and other stakeholders
	11.00-11.10 Hrs.	Remarks by PRT Member/s	
	11.10-11.20 Hrs.	Institutional Commitment By the Campus Chief	
	11.20-11.30 Hrs.	Institutional Commitment & Session Closing with key notes By the CMC Chair	
Group Photo	11.30-11.40 Hrs.		
Lunch	11.40-12.30 Hrs.		
Lahan - Janakpur	12.30 – 16.00		PRT & IQAC/SAT Coordinator/Other
JKR - KTM	16.50-19.00 Hrs.		Peer Review Team

Note: The PRT shall ask for any document required to verify and validate the documents against the claim.
Concerned authorities are responsible to provide such documents.