

**UNIVERSITY GRANTS COMMISSION NEPAL
HIGHER EDUCATION QUALITY ASSURANCE AND ACCREDITATION COUNCIL (HEQAAC)
SANOTHIMI, BHAKTAPUR**

DOCUMENTS (SELF – ASSERTED) REQUIRED TO BE SUBMITTED FOR LOI ACCEPTANCE

1. Cover letter of an applicant institution.
 2. Prescribed LoI form filled and approved from authority of HEI.
 3. CMC decision regarding to participate in QAA process.
 4. Campus Statute/ Regulation/Act.
 5. CMC decision on formation of IQAC and approval of its operational guidelines.
 6. CMC decision on formation of EMIS Unit and approval of its guidelines.
 7. Letter of affiliations from respective university.
 8. Appointment/ Nomination letters of all the full time faculties and their JD/ToR.
 9. Actual student enrollment record of last two academic years.
 10. Annual budget.
 11. Strategic plan (at least for the next 5 years).
 12. Financial Audit Report of last fiscal year.
 13. Annual report of the last year of the campus.
 14. Letter of recognition from the respective professional council (applicable to the HEIs having professional programs).
 15. Organizational structure (organogram) of the institution.
 16. Awards/ Certificate of recognition by Quality Assessing Agency (Optional)
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