**PRE/PRT VISIT RESPONSE REPORT**

**SUBMITTED BY**

**[NAME OF THE HEI]**

**[ADDRESS OF THE HEIS]**

**[MM/YY]**

**SUBMITTED TO**

**UNIVERSITY GRANTS COMMISSION**

**HIGHER EDUCATION QAA COUNCIL**

**QAA DIVISION, SANOTHIMI, BHAKTAPUR**

**1. Background**

**2. Purpose of the Report**

**3. Process of Report Preparation**

**4. Responses/Action Taken**

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| **Criteria** | **Recommendations** | **Actions Taken/ Activities Done** | **Documents in the Annex** | **Annex No.** | **Page No.** |
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**5. Conclusion**

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 **Prepared by Forwarded by Approved by**

**SAT Coordinator IQAC Coordinator Campus Chief**

**Date: ………………….**

**6. Annex**