SELF-STUDY REPORT (SSR)

for

Quality Assurance Accreditation (QAA)

(In Response to the Comments received from Technical Committee)

SUBMITTED TO:

Quality Assurance and Accreditation Division (QAAD)

University Grants Commission (UGC)

Sanothimi, Bhaktapur, Nepal

2023

SUBMITTED BY:

Pokhara Multiple Campus,

Pokhara-9, Kaski, Nepal

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COMMITTEE FOR SSR DEVELOPMENT

A team of seven members was formed by the Campus Management Committee (CMC) after receiving the approval for the Letter of Intent for undertaking the Quality Assurance and Accreditation from UGC Nepal. The team was tasked with drafting the Self-Study Report (SSR) in consultation with the Campus Chief, CMC members, Department Heads and faculty members, students, staff and concerned bodies and also gathering and compiling the evidence supporting the SSR Report. The team comprised of following team members:

S.N.	Name/Position	Role in committee
1	Mahendra Prasad Rimal	Coordinator
2	Shankar Gurung	Member
3	Badri Shrestha	Member
4	Bhim Prasad Neupane	Member
5	Anup Mani Adhikari	Member
6	Deepak Prasad Ghimire	Member
7	Puspa Raj Adhikari	Member
8	Nilima Hirachan	Member
9	Ishwor Shrestha	Member
10	Sanita Gurung	Member

The committee made a rigorous effort for answering and making a SWOT analysis of all eight criterion within the Self Study Report. The team held rounds of meetings, consultations and workshops with various internal and external stakeholders to complete this SSR Report. After the completion of the draft report, it was submitted to the CMC for approval after which it would be submitted to the UGC for review.

DECLARATION OF THE INSTITUTION

To,
The Chief,
Quality Assurance and Accreditation Division (QAAD)
University Grant Commission
Sanothimi, Bhaktapur, Nepal

Subject: Response to the Technical Committee Feedback of the Self Study Report of Pokhara Multiple Campus

Dear Sir / Madam,

I would like to thank the Quality Assurance and Accreditation Division, University Grants Commission for providing us the comments and recommendations regarding the Self Study Report submitted by Pokhara Multiple Campus. These comments were very insightful and meaningful enhancing the overall quality improvement of the Campus. We have tried our best in addressing the comments provided to the Campus and have updated and attached the required evidences and information in the Annex.

I, hereby, declare that the information and document provided in the Self-Study Report (SSR) including the Annexes are done with high-level honesty and integrity.

The details regarding correction, update and attachment in the annex in regard to the recommendations provided to us have been submitted in the table attached with this letter.

Thank you.
Regards,

……
Campus Chief
Pokhara Multiple Campus
Pokhara, Kaski, Nepal

Response to Observations/Comments provided by Technical Committee

Comment	Recommendation	Activities undertaken to address the recommendations	Details of Annex
1	Clearly state the status of land ownership	Lease contract agreement with Ministry of Urban Development has been added	*Volume 1, Annex 16, Lease Contract Agreement with Ministry of Urban Development, pp. 90-91*
2	Present Action Plan to improve student pass percentage and decrease drop out	Action plan has been added	*Volume 1, Annex 17, Plan for improving student pass percentage and decreasing drop out, pp. 92-93*
3	Improve the unnecessary and repeated indication of tracer study	Unnecessary and repeated indication of tracer study in list of evidences has been removed	
4	Standardize the academic calendar	Standardized academic calendar focusing on academic programs has been added	*Volume 1, Annex 18, Improved Academic Calendar, pp. 94-104*
5	Produce plan and progress on journal	Recently published Campus Journal has been attached	*Volume 5, Annex 16, Campus Journal, pp. 43-56*
6	Complete the various tables in SSR	All the tables have been updated in the SSR	
7	State the number of computers available clearly	17 Computers available to students and 8 computers available to faculty members and administration	*Volume 6, Annex 29, Details on number of computers, pp. 65*
8	Report the activities of various committees formulated	A report on activities of various committees has been added	*Volume 2, Annex 23, Details on the activities of various committees, pp. 121-132*
9	Produce plan on human resource development	Plan for human resource development has been attached	*Volume 4, Annex 39, Faculty Development Plan, pp.*

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ACKNOWLEDGMENT

Pokhara Multiple Campus has always been striving to be a centre for academic and research excellence in the Western region of the country. It has made its journey quite successful with the efforts, support and cooperation of its founding members, dedicated faculty members, students, community members and other stakeholders. As a result, the Campus is today well known in the region for providing quality higher education services in the region.

Further, I can verify that with the aim of the campus to receive the Quality Assurance and Accreditation Certification from UGC Nepal, the institution has strived to make further improvements and enhancements in its teaching-learning aspects, as well as in improving its infrastructural facility and policy level improvements. I would like to express deep gratitude to all the members, partners and individuals who have contributed in any way to the fulfilment of this procedure. The CMC members have played a phenomenal role in bringing this report to completion with their dedicated support to the SSR drafting committee. Though there were many technical and other issues in recording and analyzing all the answers in this SSR Report, I can say that with teamwork and joint effort, this task of drafting the final SSR Report has been completed.

I would like to express my thanks and gratefulness to all the members for their help and support. Thank you all.

……

Shishukala Parajuli

Campus Chief

EXECUTIVE SUMMARY

The Self-Study Report (SSR) prepared with the rigorous effort and teamwork of the members of the SSR Drafting Committee provides a detailed picture of the current status of Pokhara Multiple Campus. This is a great opportunity for the campus to reflect on its strengths and weakness as well as plan better for the coming opportunities and be more prepared for the coming challenges. All 120 questions within the eight criteria have been answered to in consultation with the relevant and concerned authority.

The report shows that the Campus has well prepared its plans, policies and guidelines to provide direction and efficient operation of all its teaching learning and administrative activities. Further, even with limited resources, it has been able to cater to the educational needs of many students in the region. The Campus has and can do more in terms of extra-curricular and co-curricular activities and providing exposure to the students. One of the major challenges for the campus is to introduce and enhance technological innovation in its teaching and learning as well as administrative tasks.

Pokhara Multiple Campus (PMC) is devoted to ongoing quality improvement. To construct systems and mechanisms, the PMC created and modified the required policy, procedures, laws, and rules.

To provide the quality assurance and improvement process outlined by the University Grants Commission, the PMC built systems and mechanisms. There are already established theme committees and sub-committees. The idea of lesson/unit plans with academic calendars was introduced to the faculty. The university also has a program for faculty development.

The CMC established the Research Committee to promote a research culture on campus. For the research study, funds have been made aside. Journal papers were published by the PMC, which also encouraged the practice. The CMC established a mechanism to deliver extension, job placement and extra-curricular activities. Based on the action plan the mechanisms are implementing defined activities focusing on students. The IQAC is the main body responsible for overseeing and improving educational, administrative, and training activities. The IQAC is devoted to putting into practice the UGC-established standards and norms. Academic audits of tracer studies have also been carried out. The publication team is dedicated to sharing awareness and holding communication events with a stakeholder focus. The PMC is always attempting to raise funds and expand facilities and infrastructure for students and faculty.

ABBREVIATION / ACRONYMS

CMC	College Management Committee
EMIS	Education Management Information System
HEI	Higher Education Institution
HERP	Higher Education Reform Project
ICT	Information, Communication and Technology
IQAC	Internal Quality Assurance Committee
LOI	Letter of Intent
PMC	Pokhara Multiple Campus
QAA	Quality Assurance and Accreditation
QAAD	Quality Assurance and Accreditation Division
RMC	Research Management Committee
SQC	Student Quality Circle
SSR	Self-Study Report
SWOT	Strengthen, Weakness, Opportunity, Threats
UGC	University Grant Commission
VMGO	Vision, Mission, Goal and Objective

PART ONE

DATA COLLECTION FORMAT FOR INSTITUTIONAL SELF-STUDY REPORT

SECTION A: INFORMATION FOR INSTITUTIONAL PROFILE

1. Institutional Information

Name of the Institution	Pokhara Multiple Campus
Province	Gandaki
District	Kaski
Metropolitan City/Sub-Metropolitan City/ Municipality/Rural Municipality	Pokhara Metropolitan City
Ward No.	9
Street (Tole)	Shanti Ban Batika
Post Box No.	-

2. Information for Communication

a. Office

Name of the Officials	Telephone with Extension No.	Fax No.	E-mail
Executive Head of the Institution	061587313	-	pokharamultiplecampus@gmail.com
Executive Assistant of the Institution	061571114	-	pokharamultiplecampus@gmail.com
Chairperson of the Management Committee	061587313	-	pokharamultiplecampus@gmail.com

b. Residence

Name of the Officials	Telephone with Extension No.	Fax No.	E-mail
Executive Head of the Institution	061586263, +9779856041000	-	shishukalaparajuli7@gmail.com
Executive Assistant of the Institution	+9779846282180	-	rishiranabhat81@gmail.com
Chairperson of the Management Committee	+9779856024846	-	lalchan1948@gmail.com

3. Type of Institution

- Constituent ☐
- Affiliated ☒
- Degree Awarding Autonomous Institution ☐

For further details,
Please refer to:
Volume 1, Annex 1, Affiliation Certificate provided by the University, pp. 1-4

4. Institutional Management

- Public ☐

- Community ☒
- Private ☐
- Other (please specify) ☐

For further details,
Please refer to:
Volume 1, Annex 2, Campus Statute, pp. 5-29

5. Financial category of the institution

- Government Funded ☐
- Self-financing☒
- Community ☐
- Other (please specify) ☐

For further details,
Please refer to:
Volume 1, Annex 3, Audit Report 2078/79, pp. 30-42

6. Dates Related to the Institution

a) Date of establishment of the Institution (dd/mm/yyyy): 14/08/2044
b) Date of commencement of the Bachelor or higher-level Program(s) (dd/mm/yyyy): 20/04/2060 BS (BA), 21/11/2066 BS (BBS)
c) Date of Government/UGC approval (only for Institution affiliated to foreign universities) (dd/mm/yyyy):

For further details,
Please refer to:
Volume 1, Annex 1, Affiliation Certificate provided by the University, pp. 1-4

7. University to which the Institution is affiliated/related:

For further details,
Please refer to:
Volume 1, Annex 1, Affiliation Certificate provided by the University. pp. 1-4

8. Is the institution autonomous in terms of

- Financing ☒
- Administrative Management ☒
- Academic Management ☒
- None ☐

For further details,
Please refer to:
Volume 1, Annex 2, Campus Statute (Campus Bidhan), pp. 5-29

9. Institution's Land area in Ropanees/Bighas/Square Meters: 4 ropani

The Pokhara Upatyka Nagar Bikasha Committee, Kaski, Pokhara, has granted the Pokhara Multiple Campus 2034.96 square meters of land. The land is located in Pokhara Metropolitan City's District 9. Along with it, the lease holding documents were submitted.

For further details,
Please refer to:
Volume 1, Annex 6, Land Lease documents, pp. 43-44
Volume 1, Annex 16, Lease Contract Agreement with Ministry of Urban Development, pp. 90-91

10. Location of the Institution

- Urban ☒
- Semi-urban ☐
- Rural☐

11. Current number of academic programs offered in the Institution under the following categories: (Enclose the list of academic programs offered)

Academic Programs	Number of Program
BA	1
BBS	1
Total	**2**

12. List the Departments in the Institution (faculty/institute-wise)

Faculty/Institute	Name of the Departments
Science and Technology	
Humanities and Social Sciences	√
Management	√
Education	
Law	
Engineering	
Medicine/Health Science	
Agriculture	
Forestry	
Other Faculties	

13. Give details of the self-financing/self-initiated courses, if any offered by the institution (for public institutions only).

Programs	Level of Study	Eligibility requirement for student admission	Student Number (Enrolment/Capacity)
NA			

14.State the norms and procedures for recruitment of teaching and non-teaching staff of the Institution (Enclose the details):

- Open vacancy advertisement
- Class observation
- Interview

The recruitment process of the college is according to the by law of the campus. The process is open vacancy advertisement, class observation and interviews.

For further details,
Please refer to:
Volume 1, Annex 7, Vacancy Announcement made in newspaper, pp. 45-48
Volume 1, Annex 8, Appointment letter provided to teaching staff, pp. 49
Volume 1, Annex 9, Appointment letter provided to administrative staff, pp. 50-52
Volume 1, Annex 10, Campus Statute, pp. 53-77

15. Number of faculty members at present

Particulars	Academic Qualification				Grand Total
	PhD	M. Phil	Master's	Bachelor's	
Professor					
Associate Professor/Reader					
Assistant Professor/Lecturer			27		
Teaching Assistant/Instructors					
Full Time Teachers (Total)					
Professor					
Associate Professor/Reader					
Assistant Professor/Lecturer			18		
Teaching Assistant/Instructors					
Part Time Teachers (Total)			9		
Total			27		

For further details,
Please refer to:
Volume 1, Annex 8, Appointment letter provided to teaching staff, pp. 49

16. Give the details of average number of hours/week (class load)

Name of the Programs/Courses	For Full Timers	For Part Timers	Total
BA/BBS	**18**	**6**	

17. Number of the non-teaching staff of the institution at present

Particulars	Gender wise distribution of the staff			Grand Total
	Male	Female	Other	
Administrative Staff	5	2		7
Technical Staff	1			1
Total	6	2		8

For further details,
Please refer to:
Volume 1, Annex 9, Appointment letter provided to administrative staff, pp. 50

18. Regional profile of the students enrolled in the institution for the current academic year

No of Students Enrolled	UG		PG		MPhil		PhD		Total
	F	T	F	T	F	T	F	T	
From the same district where the institution is located	91	142							
From other districts	164	262							
From SAARC countries	1	2							
From other countries									

Note: F= Female and T= Total

19. Details of the last two batches of students

Particulars	Batch 1: Year 2077			Batch 2: Year 2076		
	UG	PG	Others	UG	PG	Others
Admitted to the program	123			127		
Drop-outs (within 4 month of joining)	7.62 %			6.35%		
Drop-outs(afterwards)						
Appeared for the final year/semester examinations	315			319		
Passed in the final examinations	43			77		
Pass % of number appeared (Total)	7.32			4.14		
Pass % with distinctions or Equiv.						
Pass % with (First class or Equiv.)						
Pass % with (Second class or Equiv.)						
Pass % with (Third class or Equiv.)						

Note: For other types of evaluation system such as GPA, provide respective grades and brief explanation about their ranges in percentage.

For further details,
Please refer to:
Volume 1, Annex 17, Plan for improving student pass percentage and decreasing drop out, pp. 92-93

20. Give the last annual budget of the Institution with details of income & expenditure:

S. N	Income	Expenditure
1	5678696.60	4898467.00

For further details
Please refer to:
Volume 1, Annex 12, Annual Budget 2077/78, pp. 78-79

21. What is the institution's *'unit cost'* of education? [unit cost = total annual expenditure budget (actual) divided by the number of students enrolled]. Also give unit cost calculated excluding salary component.:
Unit cost: 4898467.00/406 = 12065.18
Excluding salary: 1529527/406 = 3767.30

22. What is the temporal plan of academic work in the Institution?

- Semester System☐
- Annual System ☒
- Any other (specify)☐

23. Tick the support services available in the institution from the following:

- Central library/Library ☒
- Departmental library ☒
- E - Library ☒
- Computer centre ☒
- Health centre/unit ☒
- Play ground ☒
- Printing press ☒
- Seminar hall ☒
- Hostel ☐
- Guest house☐
- Canteen☒
- Common room for students☒
- Changing room for students ☒
- Any other (specify) ☐----------

24. Whether a duly formed Institution Management Committee is in place?

- Yes ☒
- No ☐

If yes provide the composition of the committee in separate sheet

For further details,
Please refer to:
Volume 1, Annex 12, Composition of Campus Management Committee, pp. 80-82
Volume 1, Annex 13, Minute for the formulation of Campus Management Committee, pp. 83-85

25. Furnish the following details (in figures) for the last three years:

Particulars	**Year I 2076**	**Year II 2077**	**Year III 2078**
Working days of the institution	270	287	190
Teaching days set by the university	150	150	150
Teaching days per semester/year			
Teaching days per year	229	257	164
Working days of the library	270	287	190
Books in the library	12647	12677	12928
Journals/Periodicals subscribed by the library	0	0	0

National: International:			
Computers in the institution	36	34	25
Research projects completed	0	0	0
Teachers who have received national recognition for teaching/research/consultancy	0	0	8
Teachers who have received international recognition for teaching/research/consultancy	0	0	0
Teachers who have attended international seminars	0	0	0
Teachers who were resource persons at national seminars/workshops	0	0	0
No. of hours of instruction against the plan (per year or per semester)	0	0	0

Note: Please attach the annual calendar of operations of the institution

For further details,

Please refer to:

Volume 1, Annex 14, Annual Calendar of the Campus, pp. 86

Volume 1, Annex 18, Improved Academic Calendar, pp. 94-104

26. Give the number of ongoing research projects and their total outlay.

SN	Name of the Project	Principle Researcher	Funding Agency	Funds (Rs.)
	NA			

27. Does the Institution have collaborations/linkages with international institutions?

- Yes ☐
- No ☒

If yes, list the MoU signed and furnish the details of active MoU along with important details of collaborations.

28. Does the management run other educational institutions besides the institution?

- Yes ☐
- No ☒

If yes, give details.

29. Give details of the resources generated by the institution in the last year through the following means:

Source of Funding	Amount (Rs.)
UGC	6185025
Government grants	187160
Donations	2633876
Fund Raising Drives/Activities	-

Alumni Association	-
Research and Consultancy	-
Fee from Self-financed/initiated courses	-
Fees from regular programs	5592550
Any others (specify) …….	800973.93

For further details,
Please refer to:
Volume 1, Annex 3, Audit Report 2078/79, pp. 30-42

SECTION B: BENCHMARK-WISE INPUTS FOR INSTITUTIONAL SSR

CRITERION 1: POLICY & PROCEDURES (15 MARKS)

1. Are there clearly defined vision, mission, goals, and objectives of the Institution in written?

Yes ☒ No ☐ If yes, mention and attach the document.

Yes, the Campus has duly defined the mission, vision, goals and objectives of the institution. These are specifically mentioned in the Campus Strategic Plan for providing the overall direction and roadmap to the Campus in various thematic fields. The vision, mission, goals and objectives of the Campus are as follows:

Vision

To be a centre of academic excellence by preparing academic leaders, educators and researchers with outstanding educational opportunities for students.

Mission

- Prepare outstanding and competent human resources with leadership qualities through research-based education.
- Deliver exceptional compassionate nation-builders through education, practice, research, innovation and integrity.
- Strive to create high-quality learning opportunities that respond to the needs of the students.

Values

- Adhere to the highest standards of objectivity, professional integrity and scientific rigour.
- Collaborate in interdisciplinary approaches in advancing scientific research and knowledge to improve quality education.
- Evaluate the effectiveness of our efforts, assess if we have made a difference and learn from our experiences.
- Create innovative approaches to educate, inspire and motivate students to develop entrepreneurship.
- Embrace and build on diverse perspectives, beliefs and cultures for the upliftment of the overall development of the village.
- Promote equity, social justice and inclusion in defining and addressing social understanding and professional human resources.
- Pursue excellence and adhere to the highest standards in all endeavours.
- Bring courage, passion and perseverance to advance the urban-rural linkage for the enhancement of social and national development.

Goals

- To achieve academic excellence through scientifically driven academic programs for equitable and accessible quality higher education.

Objectives

- To work on Quality Assurance and Accreditation(QAA) processing and attain a letter of accreditation from the University Grants Commission (UGC) to maintain the quality education on the campus.
- To foster research-based academic intercourse on Sociology, Rural Development, Journalism and ethic-based Mass Communication that create and support outstanding faculties.
- To create a connection with the world, promote empathy and foster appreciation.
- To increase the number of students who pursue careers in Management and Social Science.
- To inculcate a culture of professionalism, respect and commitment in the arena of the graduation of their subjects.
- To expand the horizon of understanding language and literature.
- To demonstrate mastery of knowledge using various skills and tools of managerial principles in accounting and finance.
- To increase the participation with stakeholders (students' representatives, guardians, local government, political parties, business communities and social workers) that help to strengthen the capacity of the campus.

For further details,
Please refer to:
Volume 2, Annex 1, Strategic Plan, pp.3-5
Volume 2 Annex 2, CMC minute for ratification of the Strategic Plan, pp. 23-24

2. Are there clearly defined plans, programs and strategies to achieve its specific goals and objectives?
Yes ☒ No ☐ If yes, mention and attach the document.

Yes, the Campus has clearly outlined the action plan with strategic intervention activities to achieve the above-mentioned goals and activities. The activities mentioned in the action plan are prepared for each goal and objective and are to be performed by the responsible authority within the specified time frame.

For further details,
Please refer to:
Volume 2, Annex 1, Strategic Plan, pp. 1-22
Volume ,2 Annex 2, CMC minute for ratification of the Strategic Plan, pp. 23-24

3. Are there duly formed organizational structures where the policies of the Institution are formulated, reflected, reviewed and updated?
Yes ☒ No ☐ If yes, mention the organizational chart and member compositions.

Yes, the Campus has a duly formed organizational structure where the policies of the Institution are formulated, reflected, reviewed and updated. The Campus consists of the College Assembly, policy formulating body, the Campus Management Committee which is the main executive committee of the Campus, the Campus Chief, various departments and

faculties. All of the department function within their prescribed roles and responsibilities.

For further details,
Please refer to:
Volume 2, Annex 5, Strategic Plan, Organizational Structure, pp. 22
Volume 2, Annex 6, CMC minute endorsing Organizational Structure of the Campus, pp.28-32
Volume 2, Annex 23, Report on Activities of various committees, pp. 121-132

4. Has the Institution adopted any mechanism/process for internal quality monitoring and checks?
Yes ☒ No ☐ Justify with supporting documents.

Pokhara Multiple Campus has made its prime objective to ensure quality in its academic service. The Campus has a duly formed Internal Quality Assurance Committee (IQAC) which is primarily responsible for internal quality monitoring and checks. The Committee Operational Guidelines have provided the roles, responsibilities, composition and functions of the IQAC Committee in detail. The IQAC Committee is accountable to the Campus Management Committee. The IQAC Committee formulates its annual action plan as well in which it mentions the actions to be conducted for quality monitoring and providing necessary feedback for quality improvement.

For further details,
Please refer to:
Volume 2, Annex 6, CMC minute for the formulation of IQAC Committee, pp. 28-32
Volume 2, Annex 7, Annual Action Plan of IQAC Committee, pp. 33-34

5. Is there any document of the institution to specify the job responsibilities of departments, units and individuals?
Yes ☒ No ☐ If yes, give details/references.

Yes, the roles and responsibilities of the various department and sections of the Campus are outlined in the Campus Operational Guideline. Further, the job description is also provided along with the appointment letter to all the faculty members and administrative staff which provides direction on what they are expected of and also makes the responsible person accountable towards his/her job.

For further details,
Please refer to:
Volume 2, Annex 8, Campus Operational Guidelines pp. 35-50
Volume 2, Annex 9, Appointment letter of teaching staffs, pp. 51-53
Volume 2, Annex 10, Appointment letter of non-teaching staff, pp. 54-55

6. Is there any defined and written scheme to evaluate the pre-defined job responsibilities of departments, units and individual staff?
Yes ☒ No ☐ If yes, produce those schemes and examples of some practices

Yes, Pokhara Multiple Campus has recently brought into practice the evaluation of pre-defined job responsibilities of departments, units and individual staff. The Campus Operational Guideline mentions the need for timely evaluation and how it is to be performed.

Each staff member is to be evaluated by his/her immediate supervisor. The individual staff member has to self-evaluate himself/herself and the immediate supervisor evaluates the concerned staff. The performance appraisal form is endorsed by the Campus Management Committee along with the Campus Operational Guideline.

For further details,
Please refer to:
Volume 2, Annex 12, Format of Performance Appraisal Form, pp. 56-58
Volume 2, Annex 14, Campus Operational Guidelines, pp. 59-75
Volume 2, Annex 15, Example of Performance Appraisal, pp. 76-79

7. Does the institution have a strategic plan and action plan emphasizinn teamteamwork participatory decision making and a scheme for information sharing?
Yes ☒ No ☐ If yes, give details.

Participatory decisions and teamwork are emphasized in the strategic plan of the campus. Further, all the thematic committees except the examination committee and finance committee have student representatives to express their concerns and voices.

For further details,
Please refer to:
Volume 2, Annex 1, Strategic Plan, pp. 1-22
Volume 2, Annex 2, CMC minute for endorsement of Strategic Plan, pp. 23-24

8. Does the institution have program(s) to strengthen the regular academic programs through other self-sustaining programs/courses and others?
Yes ☐ No ☒ If yes, give details.

9. Are there any formal provisions under which the institution brings "stakeholders or community feed backs and orientation" in its activities?
Yes ☒ No ☐ If yes, give details.

The Campus holds regular meetings with stakeholders such as parents, teachers, student representatives and also local community members to bring feedback and valuable suggestion regarding various college activities. The campus always openly welcomes the feedback provided by the stakeholders. Further, after each activity, the campus asks for feedback from students and faculty members to make further improvements in the coming days.

For further details,
Please refer to:
Volume 2, Annex 16, Feedback provided by teachers, parents, students, pp. 80-82

10. Were any committees/external agencies appointed during the last three years to improve the organization and management?
Yes ☒ No ☐ If yes, what were the recommendations?

The campus has formulated various thematic committees with their specific composition, objective, roles and responsibilities to improve the organization and management of the Campus and its activities. IQAC Committee, Research Committee, Examination Committee,

Finance and Procurement Committee and Student Quality Circle are some of the examples of the Committees so formed. Committee Operational Guideline provides the necessary outline of the roles and responsibilities of all these committees.

For further details,
Please refer to:

Volume 2, Annex 17, CMC minute for formulation of various committees, pp. 83-86

11. Are the students involved in institution management system and quality assurance?
Yes ☒ No ☐ If yes, give details.

Yes, as already mentioned above, student representatives are involved in all the committees except the examination committee and finance and procurement committee. Student Quality Circle (SQC) is an important body formulated with a student representative from all the classes that provide necessary feedback, complaints, advice and suggestion to the Campus Management Committee regarding various programmes and academic and administrative aspects of the Campus.

For further details,

Please refer to:

Volume 2, Annex 18, Formulation of Student Quality Circle by Campus Management Committee, pp. 87-88

12. Has there been an academic audit? Justify it.
by the university ☐
by the Institution ☒
Please attach the copies

IQAC Committee is primarily responsible for conducting a timely and periodic academic audit of the Campus and submitting the report to the CMC along with feedback and recommendations. The academic audit covers the academic, administrative and policy aspects in its assessment.

For further details,
Please refer to:

Volume 2, Annex 21, CMC minute for formulation of IQAC Committee. Pp. 89-92

Volume 2, Annex 22, IQAC Minute regarding Academic Audit, pp. 93

13. Is there any specific mechanism to combine teaching and research?
Yes ☒ No ☐ If yes, give details

The campus chief serves as the chair of the subcommittee formed to integrate research and teaching. The chair of the subcommittee is the campus chief, and three department heads have been nominated as members.

14. Have you observed any positive outcomes of combination of teaching and research?
Yes ☒ No ☐ If yes, give details.

The combination of teaching and research has given out student's exposure to their potential in society and the real job market. The students of humanities and social science participate in various radio stations for their practical life.

15. Provide institution specific other innovations which have contributed to its growth and development.

NA

CRITERION 2: CURRICULAR ASPECTS (10 MARKS)

16. Is there any provision for ensuring consistency of teaching and learning with the academic goals and objectives of the institution? (0.5)
    Yes ☒ No ☐ If yes, give details.

The Campus Operational Guideline of the College has the provision for regular meetings between Department Heads, faculty members and Campus Chief, in order to ensure consistency of teaching and learning with the academic goals of the institution. The academic goals of the institution are clearly mentioned in the Strategic Plan which is communicated to the faculty members. Faculty members are encouraged to keep in focus such academic goals and objectives of the institution in their teaching-learning activities. The Annual Calendar of the College is prepared in order to provide a guideline for the college activities and for faculties to plan their lessons as well.

For further details,
Please refer to:
Volume 3, Annex 1, Strategic Plan, pp. 1-22
Volume 3, Annex 2, Campus Operational Guidelines, pp. 23-38
Volume 3, Annex 3, Annual Calendar, pp. 39-42
Volume 3, Annex 4, Meeting minutes of meeting held between Campus Chief, Department Head and faculty members regarding consistency of teaching and learning with academic goal and objectives of the institution, pp. 43

17. Are programs flexible enough to offer students the following benefits? (0.5 x 3 = 1.5)
    a. Time frame matching student convenience☒

At present, all the classes are held in the morning through the afternoon. However, the Campus Operational Guideline has the provision to consider changing the time frame of the program as per student convenience. If the majority of the students demand such a change in timing, the Campus will consider making such changes as per the need of students and the availability of faculty members.

For further details,
Please refer to:
Volume 3, Annex 5, Campus Notice regarding class timing, pp. 44

    b. Horizontal mobility ☒

In case of horizontal mobility, the Campus follows the policy of the University.

c. Elective options ☒

The campus is providing elective options to the students as per the syllabus and curriculum provided by the University. Every year, students are notified to choose from among the elective subject as per their interest and need.

For further details,
Please refer to:
Volume 3, Annex 7, List of elective subjects being taught at various levels, pp. 45-46
Volume 3, Annex 21, TU Credit transfer policy, pp. 92

18. Indicate the efforts to promote quality of education with provision of skills transfer among the students such as (0.5 x 5 = 2.5)
    a. Capacity to learn ☒
    b. Communication skills ☒
    c. Numerical skills ☒
    d. Use of information technology ☒
    e. Work as a part of a team and independently ☒

The Campus has made efforts to promote quality of education with the provision of skill transfer among students in various ways.

a) **Capacity to learn**: The Campus believes that all students can learn and that they require proper guidance, motivation and environment for the same. Students are therefore mainly encouraged to do classroom presentations where students prepare a presentation on various topics and present in the class. Further, students are encouraged to engage in practical sessions which adds to theoretical knowledge. The creative assignment which requires students to think and that requires originality in their work is promoted on Campus.
b) **Communication Skills**: Teachers encourage students to express themselves in the classroom and engage in group discussions on the topic. Classroom presentation is one of the ways through which students can develop the confidence to speak among their colleagues and teachers. Other activities such as debate competitions and speech competitions are also held on Campus.
c) **Numerical Skills**: As numerical skill is one of the essential life skills and it also helps in enhancing thinking and problem-solving skills, the Campus has been conducting numerical skill since this year.
d) **Use of Information Technology**: The Campus encourages students to prepare presentations using PowerPoint and other multimedia skills which can make the presentation interactive and interesting. At the same time, students would also be improving their computer skills. Students can use computers and laptops available on campus for learning purposes. We are also planning to have students do their assignments using programs such as MS Word and submit them through their mail as far as possible. However, as computers and laptops are not readily accessible to all students, it is quite challenging.
e) **Work as a part of a team and independently**: Faculty members use group work to foster teamwork and collaboration. Group report writing and group presentation are some other ways that help to enhance teamwork. Students also work independently on their assignments and report writing.

For further details,
Please refer to:
Volume 3, Annex 19, Sample of presentation slides prepared by students, pp. 88-91
Volume 3, Annex 9, Participation in group workshops, pp. 47-52
Volume 3, Annex 10, Meeting minute of IQAC Committee to host training program for enhancing various skills, pp. 53-57
Volume 3, Annex 11, Action Plan of extracurricular activities, pp. 58-61
Volume 3, Annex 12, Photo of training, pp. 62-68

19. Are there any additional focused programs and electives offered by the institution? (1)
Yes ☒ No ☐ If yes, give details.

The Campus is considering providing basic computer knowledge and skill program to all the students as an additional focused program. However, such a program would be conducted internally and a non-credit hour course.

For further details,
Please refer to:

20. Has the institution taken any initiative to contribute/feedback to the curriculum of the university? Give evidence with the examples of last 4-5 years (1)

Yes, the Campus has held meetings with faculty members and department heads under the chairmanship of the Campus chief discussing on the strengths and weaknesses of the curriculum provided by the University with necessary suggestions/feedback for improvement.

For further details,
Please refer to:
Volume 3, Annex 14, Meeting minute for review of curriculum, pp. 67-68
Volume 3, Annex 15, Letter sent to the University with feedback/ suggestion on the curriculum, pp. 69-71

21. Is there any mechanism to obtain feedback from academic peers and employers? (1)
Yes ☒ No ☐ If yes, give details.

The IQAC Committee is responsible for receiving feedback from the internal stakeholder of the Campus mainly faculty members and administrative staff for enhancing the quality of the Institution. IQAC Committee holds meeting with various departments and faculty members on receiving feedback.

For further details,
Please refer to:
Volume 3, Annex 16, IQAC Meeting minutes regarding collection of feedbacks, pp. 72

22. Give details of institution-industry-neighborhood networks if any? (1)

The campus has signed MOUs with a slew of alliance partners for partnership, employment generation, placement services, and strengthening the students' professional capacity. The partners' list is given for your reference.

For further details,
Please refer to:
Volume 3, Annex 22, MOUs of partner organizations, pp. 93-103

23. Does the institution inculcate civic responsibilities among the students? Give brief explanation in terms of activities (0.5)

Yes, the Campus is actively involved in inculcating civic responsibilities in the students.
The student empowerment and moral values education program has been organized in partnership with Brahma Kumari Iswhoriya Univerity, Pardi Pokhara. All total participants have participated in the aforementioned program. The purpose of the program was to inculcate civic responsibilities among the students.

Volume 3, Annex 23, Meeting minute of IQAC Committee to host training program for enhancing various skills, pp. 104

24. What are the efforts of the institution towards all-round personality development of the learners? Give brief explanation in terms of activities. (0.5)

Various extra-curricular activities are organized by the Campus where students can participate, exhibit and develop their talents, skills and interest. Competitions such as debate competition, speech competition, and sports competition are held that helps student towards all-round personality development. Various motivational sessions are also organized.

For further details,
Please refer to:
Volume 3, Annex 10, Meeting minute of IQAC Committee to host training program for enhancing various skills, pp. 53-57
Volume 3, Annex 11, Academic Calendar with various extracurricular activities, pp. 58-61
Volume 3, Annex 12, Photo of training, pp. 62-66
Volume 3 Annex 17, Photos of extra-curricular activities, pp. 73-85

25. What are the practices of the institution to impart moral and ethical value-based education? Give examples of some practices (0.5)

The Campus is aware and responsible for imparting moral and ethical value-based education to students. Students are made aware of the rules and regulations of the Campus. Students are encouraged to be punctual, disciplined and respectful towards the Campus Code of Ethics.

For further details,
Please refer to:
Volume 3, Annex 18, Campus Code of Ethics, pp. 86-87

CRITERION 3: TEACHING LEARNING AND EVALUATION (15 MARKS)

26. Which of the following methods do you apply in admitting the new graduates? Select as many as apply. (1)
☒ through academic records
☒ through written entrance tests
☐ through group discussions
☒ through interviews
☐ through combination of above all

Every year the Campus announces notice from New Admission through social media and also through prospectus and brochures. The application form is distributed and interested students are required to complete and submit the admission form along with their certificates and mark sheets. The written entrance test is conducted on a scheduled date. Prospective students are called in for an interview and based on their past academic records, the list of the candidates eligible for admission is published.

For further details,
Please refer to:
Volume 4, Annex 1, Notice for New Admission published by Campus, pp. 1-2
Volume 4, Annex 2, Application form for new admission, pp. 3-4
Volume 4, Annex 3, Notice for Entrance Exam, pp. 5
Volume 4, Annex 4, Notice for Admission for qualified candidates, pp. 6-7

27. Is there any provision for assessing students' needs and aptitudes for a course? (0.5)
Yes ☒ No ☐ If yes, cite examples.

Yes, students' needs and aptitude for a course are mainly assessed through interviews before admission. Students are asked why they want to join this particular course and are informed of the course requirements. In doing so, students are assessed based on their dedication and pre-knowledge regarding the subject matter.

28. Does the institution provide bridge/remedial courses to the academically weak and disadvantaged students? (0.5)
Yes ☒ No ☐
If yes, cite examples (UGC or other supports received in this regard may be indicated).

Yes, bridge/remedial classes are being provided to students who have not been able to show satisfactory performance in exams and based on their needs. Faculty members are asked to make a list of students who require such assistance and students are informed to attend the remedial classes.

For further details,
Please refer to:
Volume 4, Annex 5, Notice for remedial classes, pp. 8
Volume 4, Annex 6, Meeting minutes of Department Head and faculty members for providing remedial classes, pp. 9-10

29. Does the institution encourage the teachers to make a teaching-plan? (0.5)
Yes ☒ No ☐ If yes, gives details.

Yes, teachers are encouraged to make yearly and unit-wise teaching plans. Teachers have

also been provided with training to prepare a such lesson plan. Especially, teachers are encouraged and oriented to use Bloom's taxonomy in the preparation of lesson plans. Faculty members are required to submit their unit lesson plans to Department Heads..

For further details,
Please refer to:
Volume 4, Annex 7, Sample of teaching plan prepared by faculty member, pp. 11-12
Volume 4, Annex 8, Meeting minute of IQAC Committee to provide orientation and training to teachers on preparation of teaching plan, pp. 13

30. Are syllabi in harmony with the academic/teaching calendar? (0.5)
Yes ☒ No ☐
If yes, give details of implementation in terms of monitoring, coverage, correction, etc

Campus Chief has a periodic meeting with Department Heads concerning progress in coverage of the syllabus and the need for extra classes if required to cover the course in time. Department Heads monitor and discuss with faculty members regarding the progress in their syllabus, and coverage of all units and lessons and report about it to the Campus Chief. If necessary, Department Head can provide extra classes to faculty members with the permission of the Campus Chief to complete the course in due time.

For further details,
Please refer to:
Volume 4, Annex 9, Meeting minute of Camus Chief with Department Heads, pp. 14

31. How does the institution supplement the lecture method of teaching with other teaching methods with specific weightage in terms of hours (directed studies, assignments, presentations)? Produce some examples. (0.5)

Campus Chief in consultation with Department Heads and IQAC Committee has recently decided to implement an internal assessment mechanism apart from regular term examinations to improve participation, attendance and engagement of students in classwork and home activities and assignments. Even though the internal exam would be conducted for 100 marks, it would be converted into 80% for internal evaluation. The remaining 20% would be provided from internal evaluation. Within that 20%, the weightage is as follows: Classroom activities – 20%, Assignment – 50%, presentation – 10%, attendance -10% and project work- 10%).

For further details,
Please refer to:
Volume 4, Annex 12, Sample of presentation prepared by students, pp. 15-27
Volume 4, Annex 13, Sample of student assignment, pp. 28-29

32. Is there a facility to prepare audio visuals and other teaching aids? (0.5)
Yes ☒ No ☐ If yes, give details about the facilities.

Yes, teachers can use audio-visual materials in their classes as per their needs in the lessons. Teachers have the facility to use laptops, overhead projectors and other printing facilities as per their needs.

For further details,
Please refer to:
Volume 4, Annex 41, List of computer equipment's in the campus, pp. 94

33. Furnish the following for the last two years (1.5)
Work load per week (for full time teachers): 15 periods
Work load per week (for part time teachers): 7 periods
Ratio of full-time teachers to part-time teachers: 17:9
Ratio of teaching staff to non-teaching staff: 3:4
Percentage of classes taught by full-time faculty: 60.4 %
Number of visiting professors/practitioners: 2

For further details,
Please refer to:
Volume 4, Annex 16, List of full-time teachers, pp. 30
Volume 4, Annex 17, List of part time teachers, pp. 31
Volume 4, Annex 18, Class Routine for all classes, pp. 32

34 (a). Are the students oriented to the program, evaluation system, codes of conduct other relevant institutional provisions and requirements? (0.5)
Yes ☒ No ☐ If yes give evidence.

Yes, every year after the scheduled date for admission is complete, new students are invited to the orientation program. The program serves as an opportunity where students to be informed about the history of our campus, our achievements, our goals and our objectives. Most, importantly, students are informed about the program, evaluation system and code of conduct during the orientation program. Faculty members, administrative staff, and Department Heads are also introduced to new students in this program.

For further details,
Please refer to:
Volume 4, Annex 19, Notice of orientation program, pp. 37
Volume 4, Annex 20, Attendance list of orientation program, pp. 34-36
Volume 4, Annex 21, Photos of orientation program, pp. 37

34 (b). Are evaluation methods communicated to students at the beginning of the academic session? (0.5)
Yes ☒ No ☐
If yes give evidence.

Yes, students are well informed about evaluation methods communicated to students at the beginning of the academic session in the orientation program. Students are informed about examination dates, the number of examinations and tests to be held, the internal assessment framework, assignments and attendance requirements in the orientation program.

For further details,
Please refer to:
Volume 4, Annex 19, Notice of orientation program, pp. 33
Volume 4, Annex 20, Attendance list of orientation program, pp. 34-36
Volume 4, Annex 21, Photos of orientation program, pp. 37

35. Does the institution monitor the overall performance of students periodically? (0.5)
Yes ☒ No ☐ If yes, give details

Students' academic performance is periodically monitored by the Department Head. The examination committee is responsible for conducting periodic examinations and result ledgers are prepared after the examination. Department Heads assess such mark ledger and discuss it in the meeting with Campus Chief.

Volume 4, Annex 23, Mark Ledger Sample, pp. 38-45
Volume 4, Annex 24, Meeting minute of Campus Chief and Department Heads about academic progress of students, pp. 46-48

36. In the case of new appointment of the teaching faculty made by the institution itself, select among the following funding criteria that are evidential in your institution. (1.5)

Vacancy Category	**Operational Mechanism**					
	Job Advertisement	Selection Committee Formation	Examination by Selection Committee	Evaluation of Demo Classes	Interview by Selection Committee	Job Contract Through Formal Appointment Letter
Self-Funded	√	√	√	√	√	√
Government Funded						
Any other category						

When there is a need to appoint new teaching faculty, a selection committee is formulated on the composition of the Campus Chief, Department Head and senior faculty member. The job vacancy is advertised in the national daily newspaper and asked to send their CV and cover letter to the Campus mail. Shortlisted candidates are contacted for interviews based on their experience and educational qualification. The written examination is held by the selection committee. Prospective candidates are called in for a demo class and the selected candidate is appointed and provided with a formal appointment letter.

For further details,
Please refer to:
Volume 4, Annex 25, Job vacancy announced in newspaper, pp. 46-48
Volume 4, Annex 26, Employee Regulations. Pp. 49-60
Volume 4, Annex 29, Sample of Appointment letter, pp. 61-62

37. Provide the following information (in number) about the teaching staff recruited during the last two years. (0.5)

Teaching staff recruited			
From the same district it operates		**From other districts**	
Year I: 2077	Year II: 2078	Year I: 2077	Year II: 2078

38. (a). Does the institution have the freedom and the resources to appoint and pay temporary/ad hoc teaching staff? Are such provisions define in the institution act/board

decision/minute? (0.5)

Yes ☒ No ☐

If yes, give details of their salary structure and other benefits.

Yes, the institution has provided Campus Chief with the authority to appoint any required temporary faculty member on the recommendation of the Department Head. The CMC has decided to provide the authority to the Campus Chief for such an appointment. Temporary staff are also put on a probation period of a minimum of 3 months and salary is determined after negotiation with the prospective candidate.

For further details,
Please refer to:
Volume 4, Annex 30, CMC minute providing authority to Campus chief for appointment of temporary teachers, pp. 63-64

38 (b). Does the institution have provision and practice for inviting visiting/guest faculty on regular basis? (0.5)

Yes ☒ No ☐

If yes give details

Yes, the Institution has the provision and practice for inviting visiting/ guest faculty on regular basis. Usually, visiting faculties are invited by the faculty members after taking consent from Department Head. Such faculties are invited based on their expertise to provide lectures on important and relevant issues.

39. Number of teaching staff who have attended seminars/conferences/workshops as participants/resource persons/organizer in the last two years: (1.5)

Particulars	Participants	Resource persons	Organizer
Institutional level	25	Mr. Jasha Bahadur Gurung	Pokhara Multiple Campus
National level	3		UGC
International level	3	Dr. Nagendra Bhandari Dr. Saroj Koirala Rama Islam Mohamad Ullah Farhadur Reza	PN Campus, TU Pokhara University Pokhara Multiple Campus

40. Does the institution follow the self-appraisal method to evaluate the performance of the faculty in teaching, research and extension program? (0.5)

Yes ☒ No ☐

If yes, how are teachers encouraged to use the feedback? Provide justifications.

Yes, the Institution has the practice of following the self-appraisal method for the performance evaluation of faculty members. Faculty members are well-informed about the evaluation method adopted by the Campus and the areas in which the evaluation takes place. Further, the CMC has approved the performance evaluation framework designed by the IQAC Committee to evaluate the performance of faculty members, especially regarding teaching, research and extension programs. Under the evaluation process, first, the faculty

member has to evaluate himself/herself by giving points for each statement related to the performance of staff. After that, the immediate supervisor (Department Head or the Campus Chief) provides marks/points for each statement in the evaluation form. In this way, the evaluation is conducted in the Institution.

For further details,
Please refer to:
Volume 4, Annex 32, Performance Evaluation Form, pp. 65-66
Volume 4, Annex 33, CMC minute for endorsement of evaluation form, pp. 67-68
Volume 4, Annex 34, Completed Performance Evaluation Form, pp. 69-72

41. Does the institution follow any other teacher performance appraisal method? (0.5)
Yes ☒ No ☐
If yes, give details of the same and state how the results of the appraisal are used.

Yes, the institution also makes informal evaluations of the teacher performance by discussing with Department Heads along with the self-evaluation method. Such evaluation is used for constructive purposes such as motivating and encouraging the faculty member in terms of enhancing pedagogical and research skills, using innovative ways in classroom and project works, in order provide a basis for salary raises and so on.

42. Does the institution collect student evaluation on institution experience? (0.5)
Yes ☒ No ☐
If yes, what is the significant feedback from students and how has it been used?

Yes, Research Management Committee conducts a student satisfaction survey in which students are requested to share their experience in the institution as well as provide suggestions and feedback on how the Campus can enhance its educational as well as extra-curricular activities. Students have often requested for including excursions and academic visits in their course content which will help them gain practical experience and exposure. Also, students are aware of the need of using ICT in teaching-learning activities and have suggested an increase in it in the classroom.

For further details,
Please refer to:
Volume 4, Annex 35, RMC minute for conducting tracer study, pp. 73-74
Volume 4, Annex 36, RMC report of tracer study, pp. 75-90

43. Does the institution conduct refresher courses/seminars/conferences/symposia/ workshops/programs for faculty development? (0.5)
Yes ☒ No ☐ If yes, give details.

Yes, the Campus has been conducting various training programs for faculty development. Various workshops such as planning lessons, formative and summative assessments, research related training have been conducted.

For further details,
Please refer to:
Volume 4, Annex 37, Participants list of the training, pp. 91-92
Volume 4, Annex 38, Photos of training activities, pp. 93

Volume 4, Annex 39, Faculty Development Plan, pp. 94-98

44. Give details faculty development programs and the number of teachers who benefited out of them, during the last two years. (0.5)

Faculty Development Programs	No. of Beneficiaries
Journal Article Writing training to faculty	17
Article Report Writing	24

45. Furnish information about notable innovations in teaching. (0.5)

Pokhara Multiple Campus has been encouraging its faculty members to use notable innovations in teaching and learning activities. Especially, faculty members are encouraged to provide creative and practical assignments to students. Teachers have started using ICT in their teaching practices such as using power-point presentations in class.

46. What are the national and international linkages established for teaching and/or research? (0.5)

NA

CRITERION 4: RESEARCH, CONSULTANCY AND EXTENSION (10 MARKS)

47. Research budget of the institution in % of total operating budget. (1)

The Institution has been allocating 4% of its total operating budget to research. It includes training and seminars, providing incentives to students and faculty members for research activities, and meeting allowances related to research projects and research publications.

For further details,
Please refer to:
Volume 5, Annex 1, Annual Budget of the Campus, pp. 1-2
Volume 5, Annex 2, CMC minute for allocating 5% budget for research activities, pp. 3

48. How does the institution promote research? (1)

- Encourage PG students doing project work
  N/A

- Teachers are given study leave

  The Campus has been providing study leave to faculty members especially if they need to do fieldwork for research activities or if they have to attend research-related workshops. Such leave has to be approved by Campus Chief.

  For further details,
  Please refer to:
  Volume 5, Annex 4, Study leave permitted by Campus Chief, pp. 5-6

- Teachers provided with seed money

The Campus also has the provision to provide seed money to faculty members for research activities that are based on their subject matter and that further contribute to their expertise.

For further details,
Please refer to:
Volume 5, Annex 5, Meeting minutes of CMC, pp. 7-22

- Provision of Research Committee

  The Campus has the provision of a Research Committee along with its guidelines which have been endorsed by the Campus Management Committee and have been formulated. The Research Committee is mainly concerned with enhancing research activities and projects on the Campus, integrating research into teaching and learning activities and promoting research culture.

  For further details,
  Please refer to:
  Volume 5, Annex 7, CMC minute for formulation of Research Committee, pp. 23-36
  Volume 5, Annex 8, Research Committee Guidelines, pp. 27-28

- Adjustment in teaching load/schedule

  The teaching load/schedule of the teachers has been maintained in a manner that faculty members who need to oversee the research activities of the students such as supervision of dissertations or research projects are provided with comparatively fewer theoretical classes. It would help them to give more time and dedication to research activities on Campus.

  For further details,
  Please refer to:
  Volume 5, Annex 9, List of faculty members supervising dissertation of students, pp. 29

49. Is the institution engaged in PhD level programs? (1)
    Yes ☐ No ☒ If yes, give details

50. What percentage of teachers is engaged in active research - guiding research scholars, operating projects, publishing regularly, etc.? Give details. (0.5)

The CMC has encouraged all the faculty members to actively engage in research activities as it not only helps them in enhancing their research skills but it also helps to further their career goals and capacity. However, about 80% of the teachers are engaged in active research. Students are allocated their research supervisors first of all form among our faculty members according to the expertise of the faculty member in that subject matter. Faculty members are also engaged in research activities such as designing research projects, data analysis and interpretation and also publish their work regularly.

For further details,
Please refer to:
Volume 5, Annex 9, List of faculty members supervising dissertation of students, pp. 29

51. Mention the admission status of the MPhil/PhD scholars in your institution. (0.5)

Level	Enrollment Status		Total
	Full Time	Part Time	
MPhil	NA		
PhD			

N/A

52. How many PhDs have been awarded during the last five years? (1)
N/A

53. Does the institution provide financial support to research students? (0.5)
Yes ☐ No ☒ If yes, give % of financial support from recurring cost.

No

54.Provide details of the ongoing research projects: (0.5)

Total number of projects	Project Revenues (in NRs.)

No

55. Give details of ongoing research projects funded by external agencies. (0.5)

Funding agency	**Amount (Rs.)**	**Duration (Years)**	**Collaboration, if any**

No

56. Does the institution have research/academic publication? If yes, give details of publications in the last two years. (0.5)

Yes, the Campus has been recently published its own journal.

For further details,
Please refer to:
Volume 5, Annex 16, Campus Journal, pp. 43-56

57. Does the institution offer consultancy services? (0.5)
Yes ☒ No ☐ If yes, give details.

Yes, the campus has provision of providing consultancy services especially related to research activities. The campus can participate in the bidding process after the decision of the Research Management Committee and consultation with the Campus Chief.

For further details,
Please refer to:
Volume 5, Annex 5, Campus Operational Guidelines, pp. 7-22

58. Does the institution have a designated person for extension activities? (0.5)
Yes ☒ No ☐ If yes, indicate the nature of the post as –
Full-time ☒ Part-time ☐ Additional charge ☐

Yes, the Campus has designated full-time personnel for extension activities who is the coordinator of the Extra-curricular Committee. The coordinator plans the extension activities in consultation with the members of the Committee and furthers it to the Campus Chief for approval. The extension activities and other extra-curricular activities are then put on the Annual Calendar of the Campus.

59.Indicate the extension activities of the institution and its details: (0.5)

- Community development ☐
- Training in Disaster Management ☐
- Health and hygiene awareness ☐
- Medical camps ☐
- Adult education and literacy ☐
- Blood donation camps ☒
- AIDS awareness ☐
- Environment awareness ☐
- Any other ☐

For further details,
Please refer to:
Volume 5, Annex 12, Appointment letter provided to Coordinator of Extra-curricular Committee, pp. 30-33
Volume 5, Annex 13, Meeting minutes of extracurricular activities, pp. 34

60. Are there any outreach programs carried out by the institution (for example, Population Education Club, Adult Education, National Literacy Mission, etc.)? (0.5)
Yes ☐ No ☐ If yes, justify.

No

61. How are students and teachers encouraged to participate in extension activities? Any defined approaches? (0.5)

Students and teachers are encouraged to regularly participate in the extension activities. The extension activities are important from the viewpoint of enhancing community relationships and contributing to the communal sector. Campus Chief motivates the students and faculty members to participate actively in the extension activities. Student Quality Circle also encourages the students such participate.

62. Does the institution work and plan the extension activities along with NGO's and GO's? Give details of last 3 years. (0.5)

No

CRITERION 5: INFRASTRUCTURE AND LEARNING RESOURCES (20 MARKS)

A. General Physical Infrastructure

63. Does the institution have a comprehensive master plan indicating the existing buildings and the projected expansion in the future? (0.5)

Yes, the institution has a comprehensive master plan which shows the existing buildings and also its future plan for extension.

For further details,
Please refer to:
Volume 6, Annex 1, Comprehensive Master Plan and CMC meeting minutes, pp. 3-5

64 (a). How does the institution plan to meet the need for augmenting the infrastructure to keep pace with academic growth? Produce plan, if any. (0.5)

The strategic plan is the document that looks over the development trend regarding academic growth, increases in enrolment and also plans for adding courses and programs. Concerning the Strategic Plan, the IQAC Committee assesses the future needs of the Campus to cater to the needs of the students and faculty members along with infrastructural needs in near future.

For further details,
Please refer to:
Volume 6, Annex 2, IQAC report to the CMC about the future needs of the Campus in reference to the Strategic Plan, pp. 6-7

64 (b). What support facilities are available for conducting the education programmers in the institution? (0.5)

- Laboratory
- Library
- Others

Give details

The construction of support facilities, a laboratory, a library training hall new academic building has a large conference hall with a capacity of around 200 students. The campus also has students' welfare clubs, sports clubs, Yuwa Redcross, Prativa Prasputan, and SQC for the flourishment of the student quality circles.

65. Does the institution have provision for regular maintenance of its infrastructure? Provide scheme. (0.5)

Yes, the Campus has the provision of a Procurement and Maintenance Committee which is mainly responsible for the regular maintenance of the infrastructure. The Annual plan prepared by the Committee defines the course of action for such maintenance within the year. Further, minor and immediate maintenance issues are handled immediately by the Committee.

For further details,
Please refer to:

Volume 6, Annex 4, CMC minute for formulation of Procurement and Maintenance Committee, pp. 30-31
Volume 6, Annex 5, Campus Operational guideline, 2077, pp.32-33
Volume 6, Annex 6, Annual Plan prepared by Finance and Procurement Committee, pp. 34-36

66. How does the institution ensure optimum utilization of its infrastructure facilities? Produce the plan. (0.5)

No

67. Does the institution encourage use of the academic facilities by external agencies? (0.5)
Yes ☒ No ☐ If yes, give clearly defined regulations.

The institution has been providing its facility, mainly its infrastructure (classrooms and halls) for utilization by other stakeholders on their request for seminars and meetings when the classes are not operational. The Campus is also planning to make its ground available for sports activities to local clubs at their request.

For further details,
Please refer to:
Volume 6, Annex 7, CMC minute for allowing external stakeholders to make use of campus facilities for seminars when classes are not operational, pp. 37-38

68. What efforts are made to keep the institution clean, green and pollution free? Give details (0.5)

The Extra-curricular Committee organizes a campus cleaning campaign with students volunteering for cleaning up the campus premises. Further, trees have been planted and the garden has been maintained within the campus premises. Dustbins have been put in various corners of the premises and in the classrooms to maintain cleanliness.

69. Are there computer facilities in the institution that is easily accessible to students and faculty? (0.5)
- Number of computer accessible to the students ☒ 17
- Computer accessible to the faculty ☒ 8
- Internet accessible to the student ☒ Yes
- Internet accessible to the faculty ☒ Yes

Yes, students and faculty members have access to computer facilities on Campus. Students can access computer facilities to prepare their project work or presentations or find out relevant necessary information from the internet. Likewise, faculty members have been provided with computer facilities for their teaching and learning activities.

For further details,
Please refer to:
Volume 6, Annex 9, List of computer equipment in the Campus, pp. 39-40
Volume 6, Annex 10, Contract with Internet Service Provider, pp. 41
Volume 6, Annex 26, Details on number of computers, pp. 65

70. Give the working hours of the computer centre and its access on holidays and off hours. (0.5)

The computer centre is operational during the campus working hour only. However, the The campus has been planning to operate it even during public holidays, if possible, to facilitate the need of the students.

71 (a). How many departments have computers of their own? Give details. (0.5)

All the departments have been provided with computers of their own which helps in the administrative procedures as well. It is mostly used to keep and access student records and other necessary administrative work.

71 (b). Does the institution have provisions of internet/intercom/CC TV/other facilities Give details (0.5)

Yes, the institution has well-connected internet service that caters to the academic needs of the students and also that of faculty members and administrative staff.

For further details,
Please refer to:
Volume 6, Annex 10, Contract with Internet Service Provider, pp. 41

72. Explain the output of the centre in developing computer aided learning packages in various subjects during the last three years? (0.5)

Especially during the COVID-19 pandemic when physical classes had to be suspended and the Campus decided to operate online classes, the computer centre proved to be a vital asset for our Campus. All the faculty members were first oriented and also provided immediate assistance and training or preparing teaching materials using Office packages like MS Word and MS PowerPoint. Faculty members had to be oriented about various other computer skills as well such as creating pdf files and preparing lessons. This has helped enhance the ICT skills of our faculty members as well as of our students.

For further details,
Please refer to:
Volume 6, Annex 12, CMC decision to operate online classes due to lockdown, pp. 42-43
Volume 6, Annex 13, Sample of presentation slides prepared by faculty members, pp. 44-48

73. Is there any provision for maintaining/updating the computer facilities? Provide the details of the system. (0.5)

Yes, the computer facilities are regularly updated and maintained on the Campus. The Campus has a dedicated IT personnel who is engaged in overseeing the maintenance and need for repair of computer facilities.

74. Does the institution make use of the services of inter-university facilities? (0.5)

NA

75. What are the various health services available to the students, teacher and other staff? Give details. (0.5)

The Campus has maintained a well-facilitated sick room with the necessary first aid kit, medicines and a bed for resting purposes. In case of emergency, students are sent to the hospital after necessary first aid response on the Campus.

For further details,
Please refer to:
Volume 6, Annex 15, Photo of the sick room, pp. 49

76. What are the physical and infrastructural facilities available in the sports and physical education centre? Give details. (0.5)

The Campus has outdoor and indoor sports facilities for students. Various sports events are organized by the Campus in which students participate. Further, students are also encouraged in participating in indoor and outdoor activities on Campus during their leisure.

77. What are the incentives given to outstanding sports persons? (0.5)

The Campus has a provision in the Scholarship Policy to provide scholarships to outstanding sports persons. Further, the Campus also felicitates and recognizes the participation and success of students in regional and national level sports events.

For further details,
Please refer to:
Volume 6, Annex 18, CMC minute to provide scholarship to outstanding sports persons
Scholarship Policy, pp. 50-51

78. Give details of the student participation during the last year at the university, regional, national and international events. (0.5)

Particulars	Participation of Students	Outcomes
District	NA	
National	NA	
International		

No

79. Give details of the hostel facilities available in the institution? (0.5)

The Campus at present does not have hostel facilities. However, the Campus has connections with local hostel providers to whom the Campus refers the students in case of necessity. Further, the Campus has the plan to operate its hostel facility shortly.

80. Give details of the facilities for drinking water and toilets. (0.5)
The campus has provided clean drinking water. It provides filtered water to all. The toilets are also well facilitated with water for cleaning purposes. The toilets are regularly cleaned.

For further details,

Please refer to:
Volume 6, Annex 19, Photo safe drinking water and toilet facilities, pp. 54-55

B. Library as a Learning Resource

81 (a). What are the working hours of the library? (0.25)

- On working days: opening time: 5.30 AM Closing time: 11.30 AM
- On holidays: remained closed_____
- Prior to examinations 5.30 AM Closing time: 11.30 AM

The library is open from 5.30 am to 11.30 AM during normal operating hours. Library facilities are continually provided even during the exam time and prior as well. However, the campus has initiated an e-library, which will enhance access to the e-library for faculty and students 24/7.

81 (b). Does the library provide open-access to students? (0.25)
Yes ☒ No ☐

No

82. Mention the total collection of documents. (3.5)

- Books (0.2)
- Current Journals
  - Nepalese (0.2)
  - Foreign (0.2)
- Magazines (0.2)
- Reference Books (1.0)
- Text Books (0.2)
- Refereed journals (0.4)
- Back Volumes of Journals (0.2)
- E- Information Resources (0.4)
  - CD's/DVD's
  - Databases
  - Online Journals
  - AV Resources
- Special collection (0.5) (Please specify for example: UNO Depository center, World Bank Repository, Competitive Examinations, Book Bank, Old Book Collection, Manuscripts)

For further details,
Please refer to:
Volume 6, Annex 23, Library Report, pp. 57

83. Give the number of books/journals/periodicals that have been added to institution library during the last two years and their cost. (1)

	The year before last		**The year before**	
	Number	**Total cost**	**Number**	**Total cost**
i. Text books	7132	698266	7320	595407
ii. Other books/References	2765		2770	
iii. Journals/periodicals	0		0	

iv. Any others	2838		2838	

84. Mention (1)
(i) Total carpet area of the institution library (in sq.mts.) [80.7] (0.25)
(ii) Total number of departmental libraries [No] (0.25)
(iii) Seating capacity of the Library [40] (0.25)
(iv) Open student access to library [Yes] (0.25)

For further details,
Please refer to:
Volume 6, Annex 23, Library Report, pp. 57
Volume 6, Annex 24, Library photos, pp. 58-61

85. Give the organizational structure of the library. (0.5)
(i) Total number of staff (0.3)
a. Professionals (List with qualifications)
b. Semi-professionals
c. Others

The librarian is semi-professional, and the campus is hunting training opportunities for them.

For further details,
Please refer to:
Volume 6, Annex 25, Organizational structure of Library, pp. 62-63

(ii) Library advisory committee (0.2), Give details

The library advisory committee has been formulated by the CMC with a composition of five members. The Committee is mainly concerned with planning and implementing ways through with library facilities can be enhanced for supporting students and faculty members.

For further details,
Please refer to:
Volume 6, Annex 26, CMC minute for formulation of library committee, pp. 62-63
Volume 6, Annex 27, Minute of Library committee, pp. 64

86. Staff development programs for library (0.5)
(i) Refresher/orientation courses attended
(ii) Workshops/Seminars/Conferences attended
(iii) Other special training programs attended

The Campus has been encouraging and motivating the staffs to participate in skill development trainings for the library purposes.

87. Are the library functions automated? (0.5)
Yes ☒ No ☐
If yes: Fully automated ☒ (0.5) Partially automated ☐ (0.25)

No

88. What is the percentage of library budget in relation to the total budget of the Institution? (0.5)

Out from total campus budget, 2.5% has been allocated out for library development.

For further details,
Please refer to:
Volume 6, Annex 28, Annual Budget, pp. 65

89. Does the library provide the following services/facilities? (10 x 0.1 = 1)

- Circulation Services ☐
- Maintenance services ☐
- Reference/referral service ☒
- Information display and notification services ☒
- Photocopying and printing services ☒
- User Orientation/Information Literacy ☐
- Internet/ Computer Access ☒
- Inter-Library Loan services ☐
- Networking services ☐
- Power Backup facility ☐

For further details,
Please refer to:
Volume 6, Annex 23, Library Report, pp. 57

90. Furnish details on the following (1; *to be equally distributed*)

(i) Average number of books issued/returned per day. [5/3]
(ii) Average no. of users visited / Documents consulted per month [250/ 50]
(iii) Please furnish the information on no. of Log- ins in to the [No]
(iv) E-Library Services/E- Documents delivered per month [No]
(v) Ratio of Library books to number of students enrolled [2:162]

CRITERION 6: STUDENT SUPPORT AND GUIDANCE (10 MARKS)

91. Furnish the following details: (0.25 x 4 = 1)

- Percentage of regular students appearing for the exam
- Dropout rate (drop out from the course)
- Progression to further study (Bachelors to Master, Master to Mphil/PhD)
- Prominent positions held by alumni

• Percentage of regular students appearing for the exam	78 %
• Dropout rate (drop out from the course)	22 %
• Progression to further study (Bachelors to Master, Master	17 persons out of 38 graduates

to MPhil/PhD)	
• Prominent positions held by alumni	22 persons out of 38 graduates

For further details,
Please refer to:
Volume 7, Annex 1, Tracer Study Report, pp. 1-16

92. How many students have passed the following examinations in the last five years? (0.25 x 4 = 1)
    - Nepal Civil Services Examinations
    - Other employment related examinations
    - International level entrance examination
    - Others (please specify)

Nepal Civil Services Examinations	0
Other employment related examinations	0
International level entrance examination	0
Others (please specify)	0

For further details,
Please refer to:
Volume 7, Annex 1, Tracer Study Report, pp. 1-16

93. Does the institution publish its updated prospectus annually? (1)
    Yes ☒ No ☐
    If yes, what are the contents of the prospectus? (Attach a copy)

Yes, the Campus publishes the updated prospectus annually. The prospectus contains general information about the Campus, features of the Campus, vision and mission, campus activities including information on different programs run by the Campus.

For further details,
Please refer to:
Volume 7, Annex 4, Annual Prospectus, pp. 17-21

94. What kind of financial aids are available to students from the government, the institution and others? Give details. (0.5)

Various scholarships (financial aid) are provided to students as per the Scholarship Policy of the Campus. Diligent students achieving outstanding results in campus internal exams and university exams are provided with scholarships. Students from marginalized and Dalit communities are also provided with financial aid to support their education. Further, sports persons and students with special needs are also provided with scholarships.

For further details,
Please refer to:
Volume 7, Annex 6, Scholarship Policy of the Campus, pp. 22-26

Volume 7, Annex 8, List of students who have received scholarship in the current academic year, pp. 27-34

95. Mention the number of students who have received financial aid during the last two years. (0.5)

Financial aid	Year before last	Year before
i. Merit scholarship	50	
ii. Merit-cum-Means	128	
iii. Any others		

For further details,
Please refer to:
Volume 7, Annex 6, Scholarship Policy of the Campus, pp. 22-26
Volume 7, Annex 8, List of students who have received scholarship in the current academic year, pp. 27-34

96. Does the institution have an employment cell and a placement officer who offers career counseling to students? If yes, give details of the cell and its office. (0.25 x 2 = 0.5)

i. Employment cell: ☒

Yes, the Institution has the provision of an Employment Cell which has been formulated by the CMC for enhancing the employment potentiality of the students by organizing various programs. The Cell organizes various soft skill development programs for students.

For further details,
Please refer to:
Volume 7, Annex 9, CMC minute for formulation of Employment Cell, pp. 35-38

ii. Placement officer:☒

The coordinator of the Student Counselling, Feedback and Employment Committee has been designated as the full-time placement officer. The placement officer organizes meetings of the Counselling, Feedback and Employment Committee and is concerned with organizing and managing various employment-related programs for students.

For further details,
Please refer to:
Volume 7, Annex 9, CMC minute for formulation of Counselling, Feedback and Employment Committee, pp. 35-38
Volume 7, Annex 10, College Operational Guideline, 2077, pp.39-40

97. Do teachers participate in academic and personal counseling? (0.5)

Yes ☒ No ☐ If yes, give details as to how they are involved.

Yes, faculty members participate and engage in regular academic and personal counselling of students. Faculty members can be easily reached out to by the students who need such counselling related to academics as well as counselling in their career goals.

98. How many students were employed through placement service during the last year? (1)

Particulars	UG students	PG students	Research scholars
i. Local firms/companies	NO		
ii. International firms/companies			
iii. Government			
iv. Public (semi-government) sector			
v. Private sector			

No

99. Does the employment cell motivate the students to seek self-employment? (1)
Yes ☒ No ☐
If yes, how many are self-employed (data may be limited to last 5 years)?

Yes, the employment cell also motivates the students to seek self-employment. In such an environment where young students are choosing to go abroad for further studies or employment purposes, the Employment Cell has been organizing workshops and motivational sessions to encourage students for enhancing their self-employment skills.

For further details,
Please refer to:
Volume 7, Annex 12, Minute of Employment Cell to organize a motivation and informative session on self-employment, pp. 41-45
Volume 7, Annex 13, Tracer Study Report, pp. 46-61

100. Does the institution have an Alumni Association? (0.5)
Yes ☒ No ☐
If yes, indicate the activities of the Alumni Association.

Yes, the campus has the provision of and has formulated the Alumni Association. The Alumni Association operates by its guidelines. The Alumni Association provides necessary help during the Campus programs and also is involved in providing suggestions to the campus about its activities. It initiates various social service programs throughout the campus as well.

For further details,
Please refer to:
Volume 7, Annex 14, Guidelines of Alumni Association, pp. 62-91
Volume 7, Annex 17, Minutes of Alumni Association, pp. 92-97

101. How the policies and criteria of admission are made clear to prospective students? (0.5)

The Campus announces the notice for Admission Open through the newspaper, social media and its brochures and prospectus. The prospectus also contains information about the program, the general eligibility required for admission and the curricular aspects of the program. Further, when prospective students visit the campus to taking information about admission, students are provided with information in detail about the admission policies and criteria.

For further details,
Please refer to:
Volume 7, Annex 18, Newspaper notices for Admission Open, pp. 98-99
Volume 7, Annex 19, Campus Prospectus, pp. 100-103

102. State the admission policy of the institution with regard to international students. (0.5)

International Students interested in pursuing the programs offered by the Campus are admitted regarding the policies provided by the University. Further, the Campus also seeks an equivalent certificate of the previous degree obtained by the prospective candidate to make that the student meets the eligibility criteria for admission. Also, students are advised of the program and policies of the campus and are provided with the necessary support for visas as well.

For further details,
Please refer to:
Volume 7, Annex 20, Guidelines for International Student, pp. 104-105
Volume 7, Annex 21, CMC minute for endorsement of the Guidelines, pp. 106-107

103. What are the support services given to international students? (0.5)

- International student service office ☒
- Special accommodation ☐
- Induction courses ☒
- Socio-cultural activities ☒
- Welfare program ☐
- Policy clearance ☒
- Visa Support ☒

First and foremost, international students require a student visa for their legal stay in the status of the student in Nepal. Thus, the Campus provides the student with the necessary documents and referral letter to be provided to Immigration for visa application. Students who require additional induction courses are also provided support with extra guidance.

For further details,
Please refer to:
Volume 7, Annex 20, Guidelines for International Student, pp. 104-105
Volume 7, Annex 21, CMC minute for endorsement of the Guidelines, pp. 106-107

104. What are the recreational / leisure time facilities available to students? (1)

- Indoor games ☒
- Outdoor games ☒
- Nature Clubs ☐
- Debate Clubs ☐
- Student Magazines ☒
- Cultural Programs ☒
- Audio Video facilities ☒
- Any others ----------

Various recreational facilities can be availed by the students on campus. The campus provides students with indoor and outdoor sports equipment to refresh themselves during their leisure time. Every year, a sports program is held on Campus as well. There are newspaper and magazine facilities in the campus library which students have access to during their leisure time. Further, various cultural programs are organized on different occasions on campus.

For further details,
Please refer to:
Volume 7, Annex 22, List of outdoor and indoor sport facility, pp. 108-109
Volume 7, Annex 23, Photos of sport program, pp. 110

CRITERION 7: INFORMATION SYSTEM (10 MARKS)

105. Is there any cell in the institution to analyze and record various academic data? (2)
Yes ☒ No ☐
If yes, mention how does the cell work along with its compositions?

The Campus has duly formed Education Management Information Committee (EMIS) as per the EMIS committee guidelines. The Committee is primarily responsible for recording all the academic as well as administrative data and analyzing it periodically. Such information is provided to the Campus Chief and Campus Management Committee for further necessary decisions or actions.

For further details,
Please refer to:
Volume 8, Annex 1, CMC minute for endorsement of EMIS Committee guidelines, pp. 1-16
Volume 8, Annex 2, CMC minute for formulation of EMIS Committee, pp. 17-19
Volume 8, Annex 3, EMIS Committee guidelines, pp. 20

106. What are the areas on which such analysis is carried out? (1.5)

EMIS Committee analyzes academic and administrative data on various areas such as academic performance, data on enrolment of boys and girls and the basis of ethnicity, regularity, drop-out rate, graduation rate and so on. Further other data on staff attendance and regularities are also analyzed. The committee then provides such information to the responsible body (Campus Chief, Department Heads or CMC) to make necessary decisions or provide suggestions for improvement.

For further details,
Please refer to:
Volume 8, Annex 4, Annual report of the Campus, pp. 22-50
Volume 8, Annex 6, Analysis of academic performance of students, pp. 67-68

107. How these analyzed data are kept in the institution records? (1)

The Campus keeps the analyzed data physically as well as in the computer database. The Campus has well-maintained cupboards for storing files and folders. The Campus has also started storing these documents on the computer for future reference and easy accessibility.

For further details,

Please refer to:
Volume 8, Annex 7, Photos of cupboards for file storage, pp. 69

108. Are these information open to the stakeholders? (1)
Yes ☒ No ☐
If yes, explain how they are disclosed?
The information is open to the stakeholders. Stakeholders can request to see such data which is made available by the front office staff. Further, the reports, brochures and prospectus is made available on the campus website as well.

For further details,
Please refer to:
Volume 8, Annex 8, Camus Website, pp. 70
Volume 8, Annex 9, Prospectus, pp. 71-74
Volume 8, Annex 10, Various notices issued by the Campus, pp. 75-80

109. Are the methods of study and analysis also open to the stakeholders? (1)
Yes ☒ No ☐

Whenever the data are analyzed by the EMIS Committee or in certain cases by Research Management Committee, the committee are suggested to write the method of study and analysis of the report itself and how the such conclusion was reached.

110. Is there any mechanism to receive comments or feedbacks on the published data? (1)
Yes ☒ No ☐
If yes, explain how does it happen?

The Campus has formulated an Academic Prospectus and Calendar Publication Committee based on The Committee collects and receives any comments or feedback on the published data or reports through various ways such as feedback and suggestion boxes, email communication or students and faculty members are asked their feedback in the various programs as well. Onward, the campus is using EMIS for Grievance Redressal and collection of feedback and suggestion from the stakeholders.

For further details,
Please refer to:
Volume 8, Annex 11, Educational Management Information and Public Information Committee Guidelines, pp. 81-82
Volume 8, Annex 12, CMC formulation of Public Information and Publication Guidelines, pp. 83-84
Volume 8, Annex 13, CMC endorsement of Educational Management Information and Public Information Committee Guidelines, pp. 85-87
Volume 8, Annex 14, Meeting minutes of Academic Prospectus and Calendar Publication Committee, pp. 88

111. What are the impacts of such information system on decision making process? (1.5)
Produce in brief the impact analysis.

The analyzed data and reports are forwarded to Campus Chief, Campus Management Committee or in some cases to the Department Heads for necessary actions and decisions.

Such analysis helps the authorities make informed decisions for making improvements in various aspects of the Campus' academic and administrative system.

112. Give examples of quality improvements initiated due to the use of information system. (1)

The analyzed data and reports are forwarded to Campus Chief, Campus Management Committee or in some cases to the Department Heads for necessary actions and decisions. Such analysis helps the authorities make informed decisions for making improvements in various aspects of the Campus' academic and administrative system.

CRITERION 8: PUBLIC INFORMATION (10 MARKS)

113. Is there public information cell within the institution? (2)
Yes ☒ No ☐
If yes, give details.

The Campus has formulated an Education Management Information and Public Information Committee based on Educational Management Information and Public Information Committee Guidelines. The Committee is mainly responsible for the dissemination of information that is public in nature such as campus notices and circulars, prospectus, brochures and reports. The Committee provides necessary advice and suggestion to the concerned department or authority in framing the notices, reports and academic calendars.

For further details,
Please refer to:
Volume 9, Annex 1, Educational Management Information and Public Information Committee Guidelines, pp. 1-2
Volume 9, Annex 2, CMC formulation of Educational Management Information and Public Information Guidelines, pp.3-5
Volume 9, Annex 3, CMC endorsement of Educational Management Information and Public Information Committee Guidelines, pp. 6-7
Volume 9, Annex 4, Minutes of Educational Management Information and Public Information Committee, pp. 8

114. What are the areas of information published by the cell? (1)

- Academic ☒ (0.25)
- Administration ☒ (0.25)
- Financial ☒ (0.5)
- All ☒ (1.0)

The Educational Management Information and Public Information Committee publish academic, administrative and financial information regularly through the annual report, special report and bulletins, notice, circular, academic performance analysis, making audit reports available to relevant stakeholders on request, etc.

For further details,
Please refer to:
Volume 9, Annex 5, Publication by campus, pp. 9-12

Volume 9, Annex 6, Various notices, pp. 13-15
Volume 9, Annex 7, Annual Report, pp. 16-44
Volume 9, Annex 8, Audit Report, pp. 45-57

115. Where are this information published? (1.5)

- Newspapers ☒ (0.5)
- Magazines ☒ (0.5)
- Institutional special magazine dedicated for this ☐ (0.5)

The information related to vacancy announcements; admission openings are published in the newspapers or academic magazines. However, other information is published in the Campus Website or social media.

For further details,
Please refer to:
Volume 9, Annex 9, Notice published in newspapers, pp. 58
Volume 9, Annex 5, Publication by Campus, pp. 9
Volume 9, Annex 6, Various notices, pp. 13-15
Volume 9, Annex 7, Annual Report, pp. 16-44
Volume 9, Annex 8, Audit Report, pp. 45-57

116. How often are this information published? (1)

- Yearly ☒ (1)
- In 4 years ☐ (0)

The information that is published yearly is an annual report, prospectus and brochures, and newsletters of the campus. Other documents such as notices and circulars are published regularly as per the need.

For further details,
Please refer to:
Volume 9, Annex 5, Publication by Campus, pp. 9
Volume 9, Annex 6, Various notices, pp. 13-15
Volume 9, Annex 7, Annual Report, pp. 16-44
Volume 9, Annex 8, Audit Report, pp. 45-57

117. Mention all such publications of last two years (1)

Areas	Year I	Year II
Administrative	1	1
Financial	1	1
Academic	3	3

Please complete the above table as per the campus status

118. Does the cell also collect responses, if any, on the published information? (1)

Yes ☒ No ☐

If yes, give details

The Committee collects and receives any comments or feedback on the published data or reports through various ways such as feedback and suggestion boxes, through email communication or students and faculty members are asked for their feedback on the various

programs as well.

For further details,
Please refer to:
Volume 9, Annex 1, Educational Management Information and Public Information Committee Guidelines, pp. 1-2
Volume 9, Annex 2, CMC formulation of Educational Management Information and Public Information Guidelines, pp.3-5
Volume 9, Annex 3, CMC endorsement of Educational Management Information and Public Information Committee Guidelines, pp. 6-7
Volume 9, Annex 4, Minutes of Educational Management Information and Public Information Committee, pp. 8

119. Is there any system to evaluate the impact of public information on quality improvements? (1)
Yes ☒ No ☐
If yes, how these impacts are measured?

Yes, the campus has a mechanism to evaluate the impact of public information on quality improvements. The Committee regularly provides feedback and suggestions to various departments and committees for necessary improvement, revision, correcting or initializing activities in various areas. The Committee has a periodic meeting for self-evaluation and reflection in which it makes a review of what suggestions were provided and how such information was utilized by the campus to make improvements.

120. Mention some positive impacts made by the public information practice. (1.5)

No

Part 2: Criterion-Wise Analysis

Preamble

The Self-Study Report (SSR) prepared with the rigorous effort and teamwork of the members of the SSR Drafting Committee provides a detailed picture of the current status of Pokhara Multiple Campus. This is a great opportunity for the campus to reflect on its strengths and weakness as well as plan better for the coming opportunities and be more prepared for the coming challenges. All 120 questions within the eight criteria have been answered in consultation with the relevant and concerned authority.

The report shows that the Campus has well prepared its plans, policies and guidelines to provide direction and efficient operation of all its teaching learning and administrative activities. Further, even with limited resources, it has been able to cater to the educational needs of many students in the region. The Campus has and can do more in terms of extra-curricular and co-curricular activities and providing exposure to the students. One of the major challenges for the campus is to introduce and enhance technological innovation in its teaching and learning as well as administrative tasks.

Criterion-Wise Analysis

Criterion 1: Policy & Procedures

Strengths

a) The campus is situated in the very downtown Pokhara.
b) Officials of the campus management committee who are devoted and adamant.
c) Professional, goal-oriented leadership, faculty, and staff.
d) Decentralization and participatory management are two organizational approaches that demonstrate effective leadership.
e) The institution's academic and administrative governance are commensurate with its clearly defined vision and goal.
f) As evidenced by policies, administrative setup, appointments, service regulations, procedures, etc., the institutional entities are working effectively and efficiently.
g) A quality assurance system that has been in place and is effective

Weakness

a) Fewer elective options are available for students and faculty with limited resources.
b) Limited resources and inconsistent revenue.

Opportunities

a) Introduction of fresh faculties and expansion of the student's elective options.
b) The Digital Learning Initiative's optimization.
c) Increasing the campus's income diversity and establishing monetary sustainability.
d) Providing chances for ongoing education, retraining, and lifelong learning.

Challenges

a) Developing and improving our infrastructure and learning resources, and realigning academic programs to meet international standards.
b) Combining research with education.
c) Compounding entrepreneurial and applicable skills.

Criterion 2: Curricular Aspects

Strengths

a) Practiced curricular translation to accomplish educational objectives.
b) Formed structure and system for skill transfers on campus.
c) Created a system for collecting stakeholder input.
d) System focused on students to impart civic responsibilities.

Weakness

a) Technology, techniques, methods, and resources alone would be insufficient to tailor the curriculum for the classroom.

Opportunities

a) Come on, research-blinded teaching approaches.
b) Improving learning engagement with ICT.

Challenges

a) Limited academic flexibility to adopt novel approaches.
b) The whole process of managing the curriculum is influenced by the exam system.

Criterion 3: Teaching Learning and Evaluation

Strengths

a) Teacher-student ratio is satisfactory.
b) Adequate faculty members were recruited.
c) Faculty members are required to prepare and use lesson plans by the academic calendar.
d) For newly enrolled students, an orientation session is offered to introduce policy, procedure, services, and the examination system.
e) Placed mechanisms and a system to routinely monitor students' academic progress.
f) Provision of annual performance appraisal of every faculty member.

Weakness

a) Faculty members have minimal exposure to the national and international arena, particularly in terms of research, outreach, and teaching.
b) For research and education, ICT and EMIS utilization are not up to par.

Opportunities

a) Optimize the use of ICT for high-quality research and teaching.
b) Increase the variety of teaching and learning methods and resources.
c) Enhanced capabilities of professors to standard for excellent performance and help them reach curricular goals.

Challenges

a) Offer courses that are self-sustaining.
b) Expansion in new faculties.
c) Lower the rate of student attrition

Criterion 4: Research, Consultancy, and Extension

Strengths

a) Established a system and procedure to foster a research culture on campus.
b) System for distributing scholarships and funding for research projects to students.
c) Research scholar who is dedicated to performing research.
d) A structure and mechanism have been set up for the outreach and extension initiative.
e) For the management and operation of the extension and outreach program, full-time human resources have been deputized.

Weakness

a) The ideal strategy for soliciting funds would be through research consultancy services, but to provide those services, a campus must reform its systems and policies.
b) Advance research cannot be done because resources and expertise are scarce.

Opportunities

a) Generating funding through research consulting services.
b) Joint research projects with HEIs and research organizations at the national and international levels.
c) The establishment of a research centre on campus.
d) Expanding collaboration and network with national and international research organizations.

Challenges

a) Phenomenon of skill transformation is arduous.
b) avoiding plagiarism and upholding academic research standards.
c) Retention of highly proficient research scholar on minimum benefit and working setup.

Criterion 5: Infrastructure and Learning Resources

Strengths

a) Facilities for learning and learning are available in academic buildings.
b) The academic community derives from a sizable, well-stocked library.
c) Facilities such as an indoor game, a café, and primary healthcare.
d) A committee for the building and maintenance of the physical infrastructure is established.
e) Installed CCTV in several places.

Weakness

a) Another academic infrastructure is being built as an expansion.

b) Inadequate facilities for outdoor sports.
c) Every classroom should be equipped with sophisticated learning and teaching tools.

Opportunities

a) Spent on enhancing the infrastructure.
b) Make an automated library that is roomy and well-equipped.
c) Provide both boys' and girls' hostel accommodations.
d) Develop a conference hall with several uses.

Challenges

a) The expense of maintenance will escalate.
b) Investment will increase for facility development.

Criterion 6: Student Support and Guidance

Strengths

a) Established a system to do the Tracer study every year.
b) Provides scholarships in the following primary categories: merit scholarships, free studentships, sportsperson scholarships, research studentships, etc.
c) Set up a publication and information dissemination system with prospective students in mind.
d) Formed an employment cell and assigned a placement officer.

Weakness

a) Counseling is an overly technical and intricate procedure, yet neither teachers nor employees are trained about it.
b) There is no entrepreneurship development program on campus.

Opportunities

a) Establish a counselling desk.
b) Offer educational, psychosocial and health counseling to all students.
c) Specially to encourage self-employment, establish an incubator facility.

Challenges

a) Market forces and programs to promote entrepreneurship rarely mesh well.
b) Student ideas for self-employment are numerous.
c) For a campus that is owned by the community, the cost is another tough issue.

Criterion 7: Information System

Strengths

a) Devised a prototype and mechanism to introduce and handle information technologies for educational management.
b) Developed tools and procedures for data analysis and stakeholder input on released data.
c) Delivering a skill-development program to improve subscribers' information technology literacy.

Weakness

a) We are using a minimally integrated, up-to-date, and user-friendly educational management information system.
b) The rate of information technology application in education and research is mediocre.

Opportunities

a) Use an educational management system that is comprehensive, integrated, and contemporary.
b) Campus transformation to a tech-driven culture.
c) assemble an extensive campus database.

Challenges

a) Cost concerns are causing problems for the community campus.
b) Potentially encourage cybercrime and misuse of information technologies.

Criterion 8: Public Information

Strengths

a) Develop a mechanism for publishing and sharing information that is targeted toward stakeholders.
b) System for gathering input from stakeholders on information that has been broadcast.

Weakness

a) Inadequate expertise in publications and communications initiatives.

Opportunities

a) Improved capability for communication and communication to the public.
b) Expansion of network with communication professionals.
c) Develop a system for face-to-face and instant communication.

Challenges

a) Mishandle and incorrect use of information that has been released.
b) Hard engage stakeholders to improve the impacts of public information.

Summary

Pokhara Multiple Campus (PMC) is devoted to ongoing quality improvement. To construct systems and mechanisms, the PMC created and modified the required policy, procedures, laws, and rules.

To provide the quality assurance and improvement process outlined by the University Grants Commission, the PMC built systems and mechanisms. There are already established theme committees and sub-committees. The idea of lesson/unit plans with academic calendars was introduced to the faculty. The university also has a program for faculty development.

The CMC established the Research Committee to promote a research culture on campus. For the research study, funds have been made aside. Journal papers were published by the PMC, which also encouraged the practice. The CMC established a mechanism to deliver extension, job placement and extra-curricular activities. Based on the action plan the mechanisms are implementing defined activities focusing on students. The IQAC is the main body responsible for overseeing and improving educational, administrative, and training activities. The IQAC is devoted to putting into practice the UGC-established standards and norms. Academic audits of tracer studies have also been carried out. The publication team is dedicated to sharing awareness and holding communication events with a stakeholder focus. The PMC is always attempting to raise funds and expand facilities and infrastructure for students and faculty.