

MAKAWANPUR MULTIPLE CAMPUS

HETAUDA, MAKAWANPUR



SELF-STUDY REPORT For Reaccreditation

SUBMITTED TO

UNIVERSITY GRANTS COMMISSION
HIGHER EDUCATION REFORM PROJECT
SANOTHIMI, BHAKTAPUR
2017

Declaration by the Head of the Institution

I certify that the data included in this Self-Study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the peer team will validate the information provided in this SSR during the peer team visit.

Signature of the Head of the institution with seal

Place:

Date:

OUR MOTTO

- *Quality and excellence: The campus is committed to maintaining quality and excellence in all aspects.*
- *Civic involvement: The campus believes in adopting a civic mission and responsibility.*
- *Academic freedom and freedom of expression: the campus values academic freedom and free exchange of ideas.*
- *Respect for diversity: The campus respects diversity of thoughts, culture, gender and ethnicity.*
- *A sense of community: The campus believes that we are all members of a community.*
- *Responsibility and accountability: The campus values personal and institutional responsibility and accountability.*
- *Team work: The campus values a common commitment, a collective spirit and dedication to team work for achieving institution's goals and objectives.*

OUR VISION

The vision of Makwanur Multiple Campus (MMC) is to be developed as a leading and vibrant educational institution with the potentiality of Deemed University which will enhance the quality of higher education and research in the region and nation through the involvement of local bodies, social organizations, local community and other concerned. It will be widely recognized for the quality of its educational and research programs. It will be an educational institution of choice for the students of the region and abroad who seek opportunities for quality education.

OUR MISSION

MMC is the pioneer institution in the field of higher education in the region which is dedicated to enhancing people's lives through excellence in teaching, research and service. The mission of the campus is:

- to create and disseminate knowledge through teaching, learning and creative research and to supply highly competent, innovative, entrepreneurial manpower to the society.*
- to serve the students by teaching them problem solving leadership and teamwork skills.*
- to serve the regional community by offering with quality education and research programs.*
- to provide the regional community broad access to the higher education.*

QUALITY POLICY

The policy and procedures of the campus have been clearly defined in the campus constitution with its goals, objectives and standards. The academic council prepares the academic plans and programs and submits the documents to the executive body for verification. The executive body discusses on different issues related to the goals, objectives and standards of the campus, and recommends the plans and programs for effective implementation. It creates necessary infrastructures and mechanisms required for the effective implementation of

the plans and programs to achieve the estimated goals, objectives and standards. Members of research committee guide students to carry out research on various issues of different subjects in Master's and bachelor's degrees. Such activities have contributed to policy reformation of various institutions.

INSTITUTIONAL HIGHLIGHTS

- Makwanpur Multiple Campus is one of the leading community campuses in Nepal established in 22 Aswin 2037 B.S.
- It occupies 2 bigahas of land with sufficient physical infrastructures for academic activities.
- It has been running classes of Bachelor's Degree and Master's Degree levels quite successfully in Commerce and Humanities; Bachelor's Degree in Science and Technology & Education.
- About 3500 students have been currently studying in the classes of the Bachelor's Level and the Master's Level.
- This campus has made university records in academic performance several times since its inception.
- Laxman Bartaula, Lumbadwaj Mahat, Rajaram Khadka, Nawaraj Lama, Niti Aryal, Suresh Bolakhe, Dinesh Bartaula, and Dharma Raj Sapkota have made the first class first University records in the examinations conducted by T. U. in different years.
- Umesh Rimal, the student of M.B.S. 2nd Year, has made the first class first university record in the final examination of M.B.S. 1st Year conducted by T.U. in 2065.
- Recently, two students of BBM have made the first class first university record in the final examination of BBM. Ms. Bimuna Neupane and Sabin Upreti have topped the university examination in first and sixth semester respectively.
- Pragya Shrestha, the student of M.A. Sociology/Anthropology has been awarded **Gopal Singh Nepali Memorial Research Award-2009** for her dissertation entitled Industrial Employment and Women Empowerment.
- This campus has produced many skillful citizens, required for the manpower of the nation, who have been employed in different sectors as the leading figures of the nation.

- *This campus has about 88 core teaching staffs and 35 non-teaching staffs.*
- *It has got full support from local community, private sector, and national and international organizations.*

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PART- I

INSTITUTIONAL

DATA

SECTION- A
INFORMATION
FOR
INSTITUTIONAL
PROFILE

SECTION - A
INFORMATION FOR INSTITUTIONAL PROFILE

1. Institutional Information

Name of the Institution: Makawanpur Multiple Campus
Place: Hetauda- 2,
P O Box:
District: Makawanpur

2. Information for Communication:**a. Office:**

Name	Tel. No.	Fax No.	Mobile	E-mail
Principal : Bachchuram Adhikari	057-523762 057-520620 057-521876	057-523762	9855067620 9855070620	mmc@ntc.net.np
Vice-Principal : Ramchandra Subedi Bin Bahadur Raut Rajendra Bhattarai	057-521867	057-523762	9855069900 9855069840 9855030899	mmc@ntc.net.np
Management Committee Chairperson: Dormani Poudel	057-521867	057-523762		mmc@ntc.net.np

b. Residence:

Name	Tel. No.	Fax No.	E-mail
Principal : Bachchuram Adhikari	057-521657		mmc@ntc.net.np
Vice-Principal Ramchandra Subedi Bin Bahadur Raut Rajendra Bhattarai	057527111		
Management Committee Chairperson: Dormani Paudel	057-520976		

3. Type of Institute (campus):

- Constituent
- Affiliated

4. Provision of Institute (Campus)

- Public
- Community
- Private

5. Financial category of the Institute (campus):

- Government funded
- Self-financing
- Community

6.**a. Date of establishment of the Institution:**

	Day	Month	Year
B. S.	19	10	2037
A. D.	01	02	1981

b. Date of commencement of bachelor or higher level program:

Level	Program	Date of commencement
Bachelor's degree	B B S	2043-04-23
	B A	2050-05-03
	B Ed (3 Years)	2059
	B Ed (1 Year)	2060-08-26
	B Sc	2061
	B B M	2070
Master's degree	M B S	2059
	M A Sociology/Anthropology	2062-04-21
	M A English	2067-01-06

The copy of the certificate of the commencement of the program is annexed on the page 1

7. University to which the Institution is affiliated:

Tribhuvan

Makawanpur Multiple campus is affiliated to Tribhuvan University, Nepal.

[The copy of the certificate of affiliation is annexed on page-1]

8. Dates of Government / UGC Approval (Only for institution affiliated to foreign universities):

This question is not applicable for MMC

9. Is the institution autonomous in terms of

Financing Administrative Management

Academic Management None

Though the University rule does not provide for autonomous academic policy, the campus has its own autonomous administration and financing.

10. Institution area in Ropanees/ Bighas (Katthas)/Square Meters:

2

[The copy of the Land Ownership certificate is attached on page 2 of annex.]

11. Location of the Institution (campus):

Urban

Semi-urban

Rural

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

Academic Programs	Number
Certificate course (PCL 2 years)	Phase out
+2	4 (Commerce, Science, Humanities, Education)
Bachelors	5 (B.B.S., B.Ed., B.A., B.Sc., BBM)
Masters	3 (M.B.S., M.A. in Sociology & M.A. in English)
M.Phil.	-
Ph.D.	-
Any other (specify)	One Year B.Ed. and B. Ed. Science
Total	13

13. List the departments in the Institution (campus), faculty wise:

Faculty of Science and Technology
1. Department of Science
Faculty of Humanities & Social Sciences
Departments
1. Department of Sociology/Anthropology & Rural Development
2. Department of English
3. Department of Nepali & Journalism
4. Department of Economics/Mathematics & Stat

Faculty of Management
Departments: 1. Department of Management
Faculty of Education
Departments: 1. Department of Health, Population and Education

14. Give details of the self-financing courses offered by the institution (for public institutions only).

Programs	Level of Study	Cut off marks for admission at entry level in %	Student Number

Makawanpur Multiple Campus is TU affiliated campus. So it doesn't offer self-financing courses. It has been trying for self initiated courses with the permission of TU.

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

Teaching and non-teaching staffs are recruited in accordance with the provision made in Campus Legislation and Rules. Campus Council determines the required number of posts. Campus Service Committee takes initiation to fill the vacant posts by publishing vacancy announcement notices in the national daily newspaper. Free Competition models are decided by Campus Service Committee and candidates are selected according to those models.

The details of the norms and procedures for recruitment of teaching and non-teaching staff in accordance with the campus constitution and rules are mentioned as follows:

A. Permanent Recruitment

For the recruitment in any permanent post, the campus service committee shall determine the number, qualification and subject, and advertise through the public media within minimum time frame of 15 days. The candidates shall have to appear in the written exam and interview. Class observation shall be conducted for teacher selection. The successful candidates shall be appointed in one year trial period of the permanent post. However, the temporary Campus staff, who have already worked in the Campus for four years, shall be recruited in the permanent post according to the constitution of the Campus.

B. Temporary Recruitment

Following the procedure of clause A, the Campus Executive Council shall appoint the Campus staff in temporary post for one minimum year, which can be renewed each year if necessary. However in case of the full timer staff or the staff bearing the load of 3 periods every day in the post of the contract, the rule 21 of the Campus Rules shall be applicable.

C. Contract Recruitment

The Campus Executive Council shall recruit the campus staff in the contract post if the college needs emergency human resource, and if some required people are not needed for full time.

D. Recruitment in Period Basis and Daily Wages

The Campus Chief shall recruit the campus staff in Period Basis and Daily Wages in very urgent cases. However, the executive committee shall pass the decision to recruit the campus staff for more than six months.

[Copy of campus law about norms and procedures of recruiting teaching, non-teaching staffs are attached on pages 3-4]

16. Number of Full timer and Part timer teaching staff at present:

Particulars	Disadvantaged / Janajatis		Others		Grand Total
	F	T	F	T	
Full Time Teachers (Total)	0	2	6	70	78
No. of teachers with PhD	0	0	0	0	0
No. of teachers with MPhil	0	0	0	0	0
No. of teachers with Masters	0	2	6	69	77
No. of teachers with Bachelors	0	0	0	1	1
Part Time Teachers (Total)	0	4	1	5	10
Part-time teachers with PhD	0	2	0	0	2
Part-time teachers with MPhil	0	0	0	0	0
Part-time teachers with Masters	0	2	1	5	8
No. of teachers with Bachelors	0	0	0	0	0

- Give the details of average number of hours/week (class load) * F = Female * T = Total

Every faculty member has 18 periods of class loads per week. Periods more than 18 in a week are counted as over time periods. One period is equivalent to 45 minutes.

[The list of teaching staff with their work load is annexed on pages 5-8]

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

Particulars	Disadvantaged Janajatis		Others		Grand Total
	F	T	F	T	
Administrative Staff	3	6	4	23	29
Technical Staff	0	0	1	6	6

[The list of non-teaching staff with their work load is annexed on pages 8-9]

18. Regional profile of the students enrolled in the Institution for the current academic year (2073/074):

No of Students Enrolment From ...	UG		PG		MPhil		PhD	
	F	T	F	T	F	T	F	T
Same region where the institution is located	649	871		189	-	-	-	-
Other regions	132	267		47	-	-	-	-
SAARC countries	0	0	1	1	-	-	-	-
Other countries	0	0			-	-	-	-
Disadvantaged/Janajatis	174	311	13	23	-	-	-	-

(Only first year enrolled students)

***F=Female *T=Total**

[The number of the students enrolled in the campus from other regions is listed on page 10 of annex.]

19. Details of the last two batches of the students:

Particulars	Batch 1:			Batch 2:		
	Year: 2072			Year: 2071		
	Bachelors	Masters	Total	Bachelors	Masters	Total
Admitted to the program	1030	131	1161	1007	164	1171
Drop-outs						
a. Within four months of joining						
b. Afterwards	180	14	194	245	22	267
Appeared for the final year examinations	850	117	967	762	142	904
Passed in the final examinations		15		123	39	162
Pass % of number appeared (Total) 0020				16%	39%	
Pass % with distinctions					0	
Pass %, (First class)					0	
Pass %, (Second class)					28%	
Pass %, (Third class)					72%	
Number of students expelled from examination hall if any						

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

20. Give a copy of last annual budget of the Institution with details of income and expenditure. (Attach separately)

A copy of the annual budget of the institution with details of income and expenditure is presented as follows:

A: Income Details:

The institution has already made the income of Rs. 8,81,05,457.19 by the end of Ashadh 2073 out of the total estimated income Rs. 9,78,13,713.87 made in the fiscal year 2072/73. The real income of the current fiscal year lacks Rs.97,08,256.68 from the estimated income made in the fiscal year 2072/73. The reason of this is the drop out of the students from the campus.

The total budget of the current fiscal year 2073/74 has been estimated Rs.10,30,26,437/-(ten crore thirty lakhs twenty six thousand four hundred thirty seven rupees only). The income details of the current fiscal year 2072/73 have been described as follows:

I. Entrance Fee:	Rs.79,46,265.00
II. Education Fee:	Rs. 5,60,83,285.00
III. Library Fee:	Rs.52,87,400.00
IV. Building Construction Fee:	Rs. 51,56,400.00
V. Internal Exam Fee:	Rs. 48,46,885.00
VI. UGC Grant:	Rs. 12,30,000.00
VII. Laboratory Fee:	Rs. 32,72,230.00

B: Expenditure Details:

Out of the estimated expenditure Rs. 10,26,83,588 last fiscal year 2072/73, only Rs. 8,10,95,841.26 has been spared until the end of Ashad 2073.

The total expenditure of the current fiscal year 2072/73 has been divided into two categories of Administrative Expenditure and Capital Expenditure. The main headings under Administrative Expenditure include the salary of the teaching and non-teaching staff, allowance, other facilities, exam management, stationery and service charge expenses, for which, the following expenditure plan has been estimated:

- I. Salary (Employee Provident Fund, Extra Class Wage Fund): Rs. 64826568.77
- II. Exam Management(Internal/External): Rs.48,05,596.00
- III. Stationery and Printing: Rs. 3,33,734.00
- IV. Service Charge Expense (Electricity, Telephone, Water, and Land Revenue):Rs. 5,81,051.57

The following headings of Capital expenditure have been estimated to make the educational/academic environment more conducive and fruitful:

- I. Library Reformation and Book Purchase: Rs.15,09,437.00
- II. Building Construction: Rs. 5,46,907.87
- III. Computer Purchase: Rs. 89,701.00
- IV. Building Maintenance Fund: Rs. 1,76,271.25
- V. Skill Development and Study Research Fund: Rs. 2,75,192.00

[The copy of the last annual budget of the institution is attached in the annex on the page number 11-16]

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.

- a.** Total annual expenditure budget = Rs. 9,79,19,999.44/

Number of students enrolled= 5179

Unit Cost = Total Annual Expenditure Budget (Actual) divided by Number of Students Enrolled = Rs. 18907.12

- b.** Total annual expenditure budget excluding Salary component =

Rs.3,30,93,430.67

Number of students enrolled = 5179

Unit Cost excluding Salary Component = Rs. 6,389.93

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

Semester System

Annual System

Any other (specify)

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

- | | |
|--------------------------|-------------------------------------|
| Central library | <input checked="" type="checkbox"/> |
| Computer centre | <input checked="" type="checkbox"/> |
| Health centre | <input checked="" type="checkbox"/> |
| Sports facilities | <input checked="" type="checkbox"/> |
| Press | <input type="checkbox"/> |
| Workshop | <input checked="" type="checkbox"/> |
| Hostels | <input type="checkbox"/> |
| Guest house | <input type="checkbox"/> |
| Housing | <input type="checkbox"/> |
| Canteen | <input checked="" type="checkbox"/> |
| Grievance redresser cell | <input checked="" type="checkbox"/> |
| Common room for students | <input checked="" type="checkbox"/> |
| Science Lab | <input checked="" type="checkbox"/> |
| Student Union | <input checked="" type="checkbox"/> |

[Photographs of supporting services are annexed on the following pages:

<i>E-Library</i>	<i>17</i>
<i>Library</i>	<i>18</i>
<i>Computer lab</i>	<i>19</i>
<i>Health Unit</i>	<i>20</i>
<i>Sport facilities</i>	<i>21-23</i>
<i>Canteen</i>	<i>24</i>
<i>Common room for students/ Students' Union</i>	<i>25</i>
<i>Teachers Association and Staff room</i>	<i>26</i>
<i>Science lab</i>	<i>27-28]</i>

24. Whether a duly formed Institution Committee in place?

- Yes
- No

If yes provide the composition of the committee in separate sheet.

[The composition of Management Committee is given on page 29 in annex.]

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

Particulars	Figures
Working days of the institution	2071 = 232 2072 = 231 2073 = 237
Working days of the library	2071 = 232 2072 = 231 2073 = 237
Teaching days of the institution against the standard	2071 = 209/150 2072 = 212/150 2073 = 213/150
Books in the library	54316
<u>Journals/Periodicals subscribed by the library</u>	
National:	31
International:	20
Computers in the institution	96
Research projects completed and their total outlay	3
Teachers who have received national recognition for teaching/research/consultancy	3
Teachers who have received international recognition for teaching/research/consultancy	1
Teachers who have attended international seminars	2
Teachers who were resource persons at national seminars/workshops	2
No of hours of instruction against the plan	2071 = +59 2072 = +62

	2073 = +63
--	------------

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

To promote and enhance research activities, the campus has formed its own research committee which has carried out different research activities, and has submitted its report to the campus administration. Recently one of our teachers Mr. Aatmaram Thapa has conducted a research in support to UGC. In the same way, Mr. Lokraj Sharma and Mr. Shyam Kishor Shah have completed mini research under the financial support of the campus.

[Name list of research committee and its meeting minute is annexed on page 30-32]

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

Yes No

Though the campus does not have collaboration or linkage with international institutions at present, the campus is planning to establish such relation as soon as possible. In this regard, the campus has formed a 4 member committee which has been studying the possibilities.

[The list of the committee members is attached on page 33 in annex.]

Does management run other educational institution beside the institution?

Yes No If yes, give details.

The campus has been running +2 programs in Science, Humanities, Commerce and Education programs affiliated to HSEB.

28. Give the details of the resources generated by the institution last year through the following means.

Source of Funding	Amount(NRs.)
UGC/Government grants	12,30,000\-
Donations	-----
Fund Raising drives	-----
Alumni Association	-----
Research and Consultancy	17,500\-
Fee from Self-financed/initiated courses	-----
Fees from regular programs	9,27,63,599.44
Fee of Building Maintenance (from students)	51,56,400\-

SECTION - B
BENCHMARK-WISE
INPUTS FOR
INSTITUTIONAL SSR

CRITERION- 1

POLICY

AND PROCEDURES

SECTION B
BENCHMARK-WISE INPUTS FOR INSTITUTIONAL SSR

CRITERION 1: POLICY AND PROCEDURES (15 MARKS)

(Yes with justification and with evidence =1(full marks); justification without full evidence=0.75; apparent justification without record = 0.5 apparent initiatives =0.25; No= 0)

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

Yes No If yes, mention the document and attach the material.

The campus has its own written legislation that contains its well defined goals, objectives and standards. Besides, the Campus Assembly prepares the action plan in totality every year for quality enhancement. The campus has prepared its strategic plan which has clearly defined goals, objectives and standards.

[The copy of campus Legislation is annexed on page 34--83, and the copy of Strategic Plan has been attached on page 84-104 in annex.]

2. Are there clearly defined plans, programs and strategies to achieve its specific goals, objectives?

Yes No If yes, mention the document and attach the material.

Yes. The campus has its own clearly defined plans and programs as stated in its legislation and strategic plan. To achieve its specific goals, objectives and standards, the campus carries out its management and faculty cum unit wise academic activities every year. Different faculty heads, department heads and program coordinators prepare the report of their clearly defined respective plans and programs to meet the aforementioned specific goals, objectives and standard and, submit to the campus chief.

The strategic goals of the campus are:

Goal One: To enhance academic excellence**Objective 1: To offer selective master's and bachelor's programs that meet regional and national needs and students' interest.****Required actions:**

- Make feasibility studies for new programs in bachelor and master level.
- Get permission of new programs from concerned universities.
- Recruit highly qualified faculties required for new programs and subjects.
- Organize respective training, seminar, orientation, workshops etc. for teachers.
- Establish well equipped infrastructure required for new programs.

Objective 2: To enhance support for professional development of faculty and staff**Required Actions:**

- Encourage faculty and staff for professional development by offering opportunities for training, workshop, exposure visit, career development etc.
- Allocate funds for faculty/staff development
- Formulate and implement faculty/staff development plan
- Recognize and reward faculty and staff for the better performance

Goal Two: To attract and graduate outstanding students**Objective 1: To admit and enroll high quality students****Required Actions:**

- Formulate and implement effective admission and enrollment strategies such as visiting feeder schools, providing active counseling, providing expert services to feeder schools etc.
- Develop and implement scholarship programs for deserving students as well as launch merit base scholarship

- Add emerging new programs and subjects
- Use effective advertising measures in different media
- Expand and upgrade science and computer lab
- Establish a high-tech language lab
- Create web-site for web-based advising and counseling
- Provide opportunities for study internships and experiential leadership
- Make the stakeholders aware of our institutional commitment to quality education

Objective 2: To increase graduation rates

Required Actions:

- Improve the quality of administrative, academic and other services
- Provide training, workshop, seminar and other opportunities to increase the quality of faculty members
- Determine the manageable number of students in each class
- Create suitable teaching learning environment in the campus
- Recruit and retain qualified faculty members
- Expand library facility
- Provide coaching and other supportive classes
- Arrange creative workshop, exposure visits, guest lectures.

Goal Three: To develop the Campus as a regional research institution

Objective 1: To create infrastructure required for research activities

Required Activities:

- Establish a separate research department
- Form a research committee
- Improve the efficiency and effectiveness of research committee
- Enrich the library in need of research center (establish e-library; increase the number of books, journals, magazines etc.)

Objective 2: To create research oriented teaching learning environment

Required Actions:

- Provide research facilities, offer course related project works and research materials and publish journals
- Encourage faculty members and students for the involvement in research activities
- Ensure budgetary support for research activities.
- Formulate and implement plan to conduct productive research in different fields with the involvement of faculty and students.
- Initiate and promote partnerships with local governmental bodies, institutions, private organizations for conducting productive research.
- Give high weightage to research in the promotions of faculty.

Goal Four: To integrate modern technology with teaching, learning, research and other activities

Objective 1: To ensure the extensive use of modern technology

Required Actions:

- Arrangement of audio-visual classrooms.
- Use of Multimedia system.
- Create necessary infrastructure for e-library and online education.
- Establish well-equipped laboratory as well as moderate capacity FM Station for Mass Communication practical classes.
- Promote the ability of faculty members in using modern technology.

Objective 2: To improve the administrative efficiency through the use of modern technology

Required Actions:

- Train the available manpower in using computer technology
- Use appropriate software in all administrative sections
- Networking of all administrative sections through sophisticated computerized system

Goal Five: To promote external relations and improve the image of campus

Objective 1: To develop comprehensive external relation to enhance effectiveness of MMC and to increase campus endowment through a successful capital campaign

Required Actions:

- Initiate and promote partnership with external organization in advertising and launching new programs, conducting market survey of new programs etc.
- Increase incentives for faculty, staff and students to participate in outreach programs involving different GO, NGO and INGO bodies.
- Increase support for the campus by increasing gifts and grants from different charitable trusts and organizations.
- Establish the alumni association; increase the alumni association membership, number of activities and annual fund contributions.

Objective 2: To communicate clear and distinct image of the campus to stakeholders.

Required Actions:

- Seek external and internal stakeholders' input on how to promote the campus's image
- Implement effective marketing plan and recruitment strategies
- Publish annual report detailing the collaborative effort in community-based partnerships
- Increase participation of campus faculty, staff and students in alumni activities

Goal six: To ensure quality education in affordable price for all with especial attention to educationally disadvantaged groups (dalits, janajatis, females, etc.)

Objective 1: To provide quality education for all and increase the number of dalits, janajatis, female and educationally disadvantaged groups

Required Actions:

- Managing financial support from different national and international organizations.
- Increase scholarship for dalits, janajits, female and educationally disadvantaged groups.

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 composition.**

Yes. There are different organizational structures formed under the provision of the campus legislation through which the policies of the institution are formulated, reviewed and updated. There is the Campus Assembly as the most powerful body of the college. Campus Management Committee is formed by Assembly in the policy level. Executive Committee, Academic Committee, faculties, departments etc. are there in college whose respective stratification and accountability has been presented in organogram of the institution.

[The copies of organizational structure of this campus and the list of the members of different committees are annexed on page 105-111]

4. Has the institution adopted any mechanism/process for internal quality monitoring and checks?

Yes No **Justify it.**

Yes. The campus has adopted different mechanisms for internal monitoring and checks. Every teaching and non teaching staff is responsible to his/her concerning Units and Departments. All Departments are responsible to quality monitoring and checks committee. For academic quality monitoring and check, internal examination, result analysis of both the internal and the final examination are carried by this committee, especially to find out the students' weaknesses, and separate coaching classes are provided for the weak students in different subjects. The teachers make annual work plan and they submit it to respective faculty heads and it is discussed in evaluation meeting carried out by Quality Monitoring and Checks Committee Besides, the campus has also formed a special academic

financial mechanism that consists of Campus Chief, Asst. Campus Chief (Administrative) and Account Officer in order to facilitate the teaching as well as the non-teaching staff in conducting and carrying out different academic activities such as seminars, work-shops, and conferences through financial support.

[The name lists of members of Quality Monitoring and Checks Committee and financial committee are annexed on page 109-110]

5. Is there any document of the institution to specify the job responsibilities of departments, units and individuals?

Yes No If yes, give details.

The Campus Legislation has clearly defined job responsibilities of departments, units and individuals of the campus. The Executive Committee also defines and specifies those job responsibilities of departments units and individuals which have not been defined in the campus legislation.

[The copy of Campus Legislation is annexed on page 34--83]

6. Is there any defined and written scheme to evaluate the pre-defined job responsibilities of departments, units and individuals staff?

Yes No If yes, produce those schemes and examples of some practices.

The Quality monitoring and checks committee evaluates responsibilities of departments, unites and individuals .Different department heads and program coordinators submit their respective reports of evaluation in evaluation meeting. The meeting carries out a massive discussion on the matters and the reports are further submitted to Executive committee which takes actions, gives instructions accordingly.

(The copy of evaluation meeting is annexed on page 112-113)

7. Does the institution have strategic plan and action plan emphasizing on team work and participatory decision making and a scheme for information sharing?

Yes No If yes, give details.

The latest managerial concepts such as strategic planning, team-work, decision-making, computerization and others have been built up in joint efforts of the campus chief, assistant campus chiefs, faculty heads, department heads, program coordinators, and administration officials. The executive committee has conceptualized the basic framework of strategic planning and decision-making procedures. Different units of campus administration such as examination department, library section, account section, academic administration, etc. are being conducted through computer. Campus has installed new software to increase work efficiency of these units.

(The name list of executive committee is annexed on page 113.)

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.

The campus has been providing free computer training to the students. Similarly, students are also provided accounting trainings, internship facility, practical programs for the students of journalism etc. In the same way, the campus has also been conducting extra classes for improving academic excellence of students.

9. Are there any formal provisions under which the institution brings "stakeholders or community feedbacks and orientation" in its activities?

Yes No If yes, give details.

The written provisions under which the institution brings "stakeholders or community feedbacks and orientation" in its activities are clearly stated in the campus legislation. There is the provision of the annual meeting of the campus Assembly in which the representatives of various sectors and communities come up with necessary feedbacks and orientation for quality enhancement of the campus. The campus has Public information committee which obtains feedbacks from alumni through the annual alumni meetings. It also obtains feedbacks from the parents and students through opinion survey taken at the time of parent-teacher and student-teacher meetings. The public information committee analyses

the inputs from stake holders and reports to executive committee to take necessary actions.

[Photographs of campus assembly are attached on page 114-115 of annex.

Photos of interactions with stake holders, with students and with ex-students are annexed on page 116-117

The structure and name list of present members of campus assembly are annexed on page 106-107]

- 10. Were any committees/external agencies appointed during the last three years to improve the organization and management? If yes, what were the recommendations?**

Yes No If yes, what were the recommendations.

The campus has formed different committees under the coordination of the members of the management committee to improve the organization and management. The Committee of Discipline observes and conducts disciplinary activities in the campus. The Internal Examination Committee conducts and carries out internal examination in different phases of the academic year and submits its report to the campus administration. Likewise, the Research Committee helps students as well as teaching and non-teaching staff to carry out research oriented activities effectively. This committee has formed a 3 member SSR Task Force. Though no external agency has yet been involved in the improvement of the organization and management of the campus, the campus is going to launch MBA program autonomously, and it is trying to employ the team of external expert for supporting the campus.

[The lists of different committees to improve the organization are annexed on page 105--111]

- 11. Are the students involved in institution management system and quality assurance?**

Yes No If yes, give details.

The representatives of the students through the Student's Union present their demands and suggestions in the meeting of Campus Assembly and Management Committee for institution management system and quality assurance. The

representatives of students are involved in various committees like Library Advisory Committee, Quality Monitoring and Checks, Health Unit, Publication Cell, Extra Curriculum Activities, etc.

[Lists of committees in which students' union is involved are annexed on pages 105-110]

12. Has there been an academic audit? Justify it.

- a. By the university
 b. By the Institution

Though the campus does not have academic audit by the university, it has its own mechanism--Quality Monitoring and Checks Committee--which audits academic activities.

13. Is there any specific mechanism to combine teaching and research?

Yes No If yes, give details.

There is a research committee which works to combine teaching and research activities. The research committee has been effectively carrying out research on various issues of different subjects in Master's degree and field reports in Bachelor's program. It also conducts research oriented activities according to the requirements as mentioned in T.U. curriculum in order to transform theoretical knowledge into practical knowledge. To combine teaching and research activities, students of bachelor and masters levels are also involved in internship programs conducted by Hetauda Municipality and District Development Committee.

[Letters related to internship programs are annexed on page 118-119]

14. Have you observed any positive outcomes of combination of teaching and research?

Yes No If yes, give details.

Yes. The combination of teaching and research activities has resulted in better employment opportunities and it has also contributed a lot to the policy reformation of various institutional organizations. For instance, many students of our college have been able to get employed in banks and other institutions.

Frequently the students have contributed for the social charity, sanitation,

awareness campaign and fund raising for victims of disasters. Likewise, it has also helped a lot in formulating policies of NGOs/CBOs and other private sector such as industries, banks, schools, institutions, etc.

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

The campus has been adopting new approaches, methods, and techniques of teaching-learning activities for many years. Audio-visual method of teaching has immensely contributed to the growth of quality education in the institution.

Likewise, teaching-learning activities through e-learning technology have also profoundly facilitated both the students as well as teachers in leading the institution ahead. Some of the innovative activities are mentioned as follows:

Organization of Workshop/ Seminar periodically: Different departments and faculties of the campus organize various workshops, seminars, orientations, refresher trainings etc. for teachers so as to enhance their skill, and to make them up to date to recent trends and technologies of teaching learning activities.

Use of Modern Technology in Teaching Learning Activities: The campus has been running teaching learning activities with multimedia, OHP, computer software facilities through the various scientific methods.

Facility of e-library for the students: The students of this campus have been immensely facilitated from the use of e-library.

Facility of Industrial Tour and Observational Visits for Developing Practical Knowledge: The students are encouraged to participate in industrial tour and observational visits conducted by the campus to enhance practical knowledge in them.

[Photos of teaching-learning activities using multimedia are annexed on page 120-121

Photos of industrial tour are annexed on page 122-123]

CRITERION- 2

CURRICULAR

ASPECTS

CRITERION 2: CURRICULAR ASPECTS (10 MARKS)

- 1. Is there a 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 teaching learning activities are consistently going on in accordance with the goals and objectives of the institution. The teaching course is completed on time. Extra coaching classes of difficult subjects are provided for the betterment in students' performance. Students are encouraged to participate in paper presentation. Quarterly internal examinations are held to assess the students' progress. Practical classes for the students of science are conducted in science laboratory. Practice teaching program are conducted for the students of education faculty, and likewise, other educational tours and industrial visits are conducted for the enhancement of the practical knowledge in students.

- 2. Are programs flexible enough to offer students the following benefits? (0.5x3=1.5)**

- a. Time frame matching students' convenience**
b. Horizontal mobility
c. Elective options

Yes. The time framework of the campus has been systematized for the convenience of the students. Most of the students of masters' level are job holders, so masters' degree programs are in evening shift matching with students' convenience. The same subject is being provided in different levels to maintain horizontal mobility. If academic criteria permit, the students of one stream can change their stream according to their interest. Different elective options are open for the students. Likewise, different educational activities are carried out as per the need of community and region.

(The copy of prospectus is annexed on page 139-140.)

3. 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 | <input checked="" type="checkbox"/> |
| b. | Communication skills | <input checked="" type="checkbox"/> |
| c. | Numerical skills | <input checked="" type="checkbox"/> |
| d. | Use of information technology | <input checked="" type="checkbox"/> |
| e. | Work as a part of a team and independently | <input checked="" type="checkbox"/> |

Coaching classes, workshop and seminar are conducted to enhance the students' learning capacity. Report writing and presentation, debate competition are conducted to develop communication skills. Extra account, statistical and mathematical classes are conducted to develop numerical skills. Computer, multimedia projector are used to facilitate teaching learning activities. Group field work and individual field work are assigned to enhance the practical knowledge in students.

(Photos of workshop and seminar are annexed on page 124-125)

19. Are there any additional focused programs and electives offered by the institution? (1)

Yes No If yes, give details.

Some of the focused program and electives in B B S fourth year are Account, Finance and Marketing. In the same way the subject like Journalism, Sociology, and Rural Development are offered in B A third year.

[List of the elective subjects of all faculties published on prospectus is annexed on page126]

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)

The campus has contributed to the curriculum design of the university in terms of the feedback sought by the university from the campus. The campus has

recommended some important areas of studies especially to reform and modify the syllabus of B. B. S. and B. A. programs. In the same our institution has been trying to form a new and independent syllabus to run MBA in autonomous way. *(Copy of certificates of teachers taking part in meetings of curriculum design carried out by University is annexed on 127)*

21. Is there any mechanism to obtain feedback from academic peers and employers? (1)

Yes No If yes, give details.

The campus has employment cell which regularly holds meetings with employers for exploring possible placements for the students as well as for collecting feedbacks. Similarly, public information cell publishes and collects information from stake holders. The campus makes further policies on the basis of such feedbacks. Regarding academic peers there is regular visit of other campuses to our campus to learn something about QAA, and we also visit many other campuses frequently.

[Photographs of interaction with different stakeholders are annexed on pages 116-117]

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

The campus has been providing the courses that meet the necessities of the local industry and neighborhood. The courses prescribed in the Bachelor level and the Master level have immensely satisfied the needs of the local industry and neighborhood. The local industry provides opportunities for the students to have industrial tour and observational visits. Because of institution- industry neighborhood networking students are getting opportunities to work in internship for their skill development.

(Copy of internship letters are annexed on page 118-119)

(Photos of students' industrial tour is annexed on page 122-123)

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

Yes. In order to inculcate civic responsibilities among the students, the campus has encouraged the students to work as volunteers in health camp, to distribute fruit for patients at the hospital on the auspicious occasion of the campus day, and also it has organized interaction programs about Constituent Assembly and the formulation of constitution. The campus always encourages the students to participate in different social activities such as blood donation, AIDS awareness and environmental awareness programs.

[Photos of all activities are annexed of pages 128-129]

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

The Institution has been conducting various extra-curricular activities such as literary contests, sports, discussion programs, seminars, workshops, paper presentation on contemporary issues, besides providing the regular courses for the all round personality development of the learners. The students of journalism also publish a regular book annually in which students with literary skills also publish their creative works.

[Photographs of extra curricular activities are annexed on pages 130-134.

Photographs of seminars and workshops are annexed on pages 124-125]

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 has set up code of conducts for its teachers, staffs and students. Student's uniform is a must for each student. The campus has been regularly assisting the students in carrying out the civic responsibilities such as helping the poor and needy people, collecting fund, clothes and other necessary things for the victims of flood and landslides. Likewise, the campus involves the students in traffic awareness programs in coordination with District Traffic Office.

[Photo of fund raising is annexed on page 300]

CRITERION- 3

TEACHING

LEARNING AND

EVALUATION

CRITERION 3: TEACHING LEARNING AND EVALUATION (10 MARKS)

[Yes with justification = 0.25, Yes without justification = 0.1, No = 0, otherwise stated]

19. 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 all

We admit the new graduates through academic records. The system of the written entrance test has been deemed unnecessary as T.U. has already cancelled it due to students' opposition. However, the campus has been conducting entrance examination in written and through interview for admitting the new graduates in B. Sc. Level. The campus also provides necessary guidelines and orientation to the weak students before the entrance examination in order to enable them to succeed in the entrance examination and get admission.

20. Is there any provision for assessing students' needs and aptitudes for a course? (0.5)

Yes No If yes, cite examples.

There is a provision of internal examination conducted in three phases. The results are evaluated and extra classes are carried out for assessing students' knowledge and skills for a particular program.

21. 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).

Though the campus doesn't have such bridge and remedial courses at present, it is providing extra classes for weak and disadvantaged students. It has also been providing many other classes like accounting, computer training, English language teaching in coordination with Free Students Union.

22. Does the institution encourage the teachers to make a teaching plan? (0.5)

Yes No If yes, give details.

Yes. The campus instructs the teachers to prepare annual teaching plan. The teachers teach their respective subjects in terms of terminal wise course teaching plan. They submit the copies of their annual teaching plan to their program coordinator or faculty heads. It helps them complete their classes on time.

[Sample copy of annual teaching plan is annexed on pages 136-138]

23. Are syllabi in harmony with the academic/teaching calendar? (0.5)

Yes No If yes, give details of implementation in terms of monitoring, coverage, etc.

Yes. The syllabi have been harmonized according to a teaching schedule through the year in terms of the terminal assessment system for monitoring, coverage, correction etc. The campus has Quality Monitoring and Checks Committee which makes necessary suggestions if the teaching schedules are not in harmony with the syllabi. This committee also evaluates work plan and its progress regularly and holds discussions about teaching schedules of the teachers and makes suggestions in order to keep the teaching schedule in harmony.

[Copy of the minute of evaluation by Quality Monitoring and Checks Committee is attached on pages 112-113 in annex]

24. 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) (0.5)

Produce some examples.

The campus has been supplementing the lecture method of teaching with the methods of assignments, directed studies or self study for students, audio-visual presentation and oral presentation. In some classes like in B.B.S and B.Ed assignments are as part of curriculum. Similarly in B.A level students of English literature study "Film" for 20 marks, so audio-visual is a part of curriculum. But as the supplement, these teaching methods are being frequently used in different levels. Though there has not been specific weightage of these supplementary methods in terms of hours, the teachers have been using different methods like audio-visual presentation, methods of assignments, and directed studies according to the subject matter.

[Photographs of the activities are annexed on pages 120-121]

25. Is there a facility to prepare audio visuals and other teaching aids? (0.5)

Yes No If yes, give details about the facilities.

There are Multimedia Projectors for visual presentation. Tape recorders and cassettes are also available sufficiently. Teachers have been benefited a lot by these audio visuals and other teaching aids. The teachers prepare audio visual teaching aids using computers, laptops, OHP, photocopy machine, scanner, etc. available in the campus. Each teacher/staff has been provided laptop to facilitate teaching learning activities. There is also free wifi facility in college for teacher staff

26. Furnish the following for the last two years (1.5)

Teaching days per semester or per year against the requirement: -----

Working days per week against the requirement: -----

Work load per week (for full time teachers): -----

Work load per week (for part time teachers):

Ratio of full-time teachers to part-time teachers: -----

Ratio of teaching staff to non-teaching staff: -----

Percentage of classes taught by full-time faculty: -----

Number of visiting professors/practitioners:

Particulars	Year 2072	Year 2073
Teaching days per year against the standard	212/150	213/150

Working days per week against the standard	6/6	6/6
Work load per week (for teachers):	18 periods for Bachelor 12 periods for Masters	18 periods for Bachelor 12 periods for Masters
Ratio of full-time teachers to part-time teachers	78:10	78:10
Ratio of teaching staff to non-teaching staff	88:35	88:35
Percentage of classes taught by full-time faculty	85%	85%

27. A. Are the students oriented to the program, evaluation system, codes of conducts, other relevant institutional provisions and requirements? If yes give evidence. (0.5)

Yes. At the beginning of the year, the evaluation methods are communicated to the students through orientation program, brochure and prospectus.

[Copies of brochure and prospectus are annexed on page139-140]

B. Are evaluation methods communicated to students at the beginning of the academic session? (0.5)

Yes No If yes give evidence.

In the beginning of the session, the campus provides orientation class in which the students are communicated about the evaluation method of the college and they are also informed about the internal examination system. They are also informed that if they don't appear in internal examinations, they won't be eligible for the scholarship and other facilities from college.

28. Does the institution monitor the overall performance of students periodically? (0.5)

Yes No If yes, give details.

Yes. The institution monitors the overall performance of students at the beginning of the year on the basis of their past academic records and interviews. The evaluation method includes class tests, monthly tests, internal examinations, etc.

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

Vacancy Category	Operational Mechanism					
	Job Advertisement	Selection Committee Formation	Examination by Selection Committee	Evaluation of Demo Class	Interview by selection Committee	Job Contract Through Formal Appointment Letter
Self-funded	Vacancies are advertised in national dailies like "Kantipur".	The Selection Committee is formed by the campus management committee as mentioned in the campus constitution.	Written and oral mechanisms are operated	The Selection Committee conducts demonstration classes of the candidates on the basis of predetermined criteria	The Selection Committee conducts interviews according to the predetermined criteria	The Selection Committee appoints permanent and temporary teaching and non-teaching staffs through formal appointment letter
Government funded						

[Supporting documents of the process for new appointment of the teaching faculty are annexed on pages 141-142]

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

Teaching staff recruited in 2072 and 2073		
the same region where it operates		the other regions
Same institution	Other institutions	
Year I: 1	Year I:	Year I: 4

Year II: 1	Year II:	Year II:
------------	----------	----------

[Name list of recruited teaching staff is attached on page 143 in annex.]

31. A. Does the institution have the freedom and the resource to appoint and pay temporary/ad hoc teaching staff? Are such provisions defined in the institution act/board decision/minute?

Yes No If yes, give details of their salary structure and other benefits. (0.5)

The campus has the freedom and the resource to appoint and pay temporary/ad hoc teaching staff in accordance with the provisions made in the campus constitution. The resources are managed by the campus management committee. The salary structure of the teaching staff is based on the T.U. scale. Other benefits include gratuity, provident fund, medical treatment fund etc.

(Read campus constitution on page 34 in annex)

B. Does the institution have provision and practice for inviting visiting/guest faculty on regular basis?

Yes No if yes give details (0.5)

Though we don't have provision of regular guest faculty, we frequently invite the faculties from different university/colleges as visiting guest faculties.

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

	Participants	Resource persons	Organizer
Institutional level	33	5	
National level	34	2	
International level	5		

[Copies of some of the certificates are annexed on pages 144-145.]

- 33. Does the institution follow the self-appraisal method to evaluate the performance of the faculty in teaching, research and extension program?**

Yes No If yes, how are teachers encouraged to use the feedback?

Provide justification. (0.5)

Yes. The campus has the system of evaluating the results of the students in terms of the performance of the faculty members. Internal examination system and the students' responses are the measuring tools to encourage teachers to improve their performance. The academic committee makes decisions and implements them to improve the faculty in teaching, research and extension.

- 34. Does the institution follow any other teacher performance appraisal method?**

Yes No If yes, give details of the same and state how the results of the appraisal are used?

Yes. The campus conducts subject wise result analysis to evaluate teacher performance. The result of this teacher performance appraisal method is used in promoting teacher's position and status. The campus also honors and provides cash prizes for the teachers in different occasions who produce good results.

- 35. Does the institution collect student evaluation on institution experience?**

Yes No If yes, what is the significant feedback from students and how has it been used? (0.5)

Yes. The campus solicits with the passed students for improving the quality of teaching learning activities in terms of campus rules and regulation. The campus has also developed questionnaire to get students' feedback. Feedback from students are collected and evaluated. On the basis of evaluation, facilities of library, playing instruments, pure drinking water, tutorial classes, facility of spacious cycle stand, etc. have been provided and improved. Through questionnaires and discussions, suggestions are collected about the Campus and the campus management committee takes necessary actions. Some significant feedbacks are about the quality of food in canteen, problems due to old generator, transportation facility for girl students in evening classes etc. and the campus has taken necessary decisions about it.

[Sample copy of students' questionnaire is annexed on pages 273.]

36. 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 frequently conducts workshops, seminars, refresher courses, etc. for faculty development of the campus. The campus also sends its faculty members to different seminars, conference and workshops frequently which have helped to make teaching learning activities more effective.

[Photographs of such activities are annexed on pages 124-125]

37. Give details on a few faculty development programs and the number of teachers who are benefited out of them, during the last two years. (0.5)

The campus frequently organizes workshops, seminars and refresher courses in the campus and it frequently sends teachers and staffs to such programs to develop the skill and to make teaching learning activities more effective.

Faculty Development Programs	No. of Beneficiaries
English:	3
Science	18
Management	28
Sociology/Rural Development/Journalism	12
Economics	5
Nepali	2

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

The campus has been frequently encouraging teachers to apply innovative teaching methods like audio-visual methods, directed method, etc. The campus has been providing extra classes for weak students in their difficult subjects. The students are taken to educational excursion and industrial tour to broaden the horizon of their practical knowledge. The campus has replaced blackboard and chalk with whiteboard and marker, has increased the use of multimedia, has provided laptops to the faculty members, and has extended library facilities with e-library.

[Supporting documents are annexed on page 120-121]

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

Though the campus has not established specific international linkages for teaching and/or research, it has been planning to set up national and international linkages for teaching and/or research according to UGC program. A task force has been made for it to execute this task under the leadership of Mr. Bachchuram Adhikari, the campus chief.

7.	Quality of food in canteen.	Necessary directions are given to the canteen owner.
8.	Need of regular terminal examination.	Provision of different terminal exams.
9.	Problems due to old generator.	Through matching fund provided by UGC, the campus has installed a new soundproof generator.
10	Need of green environment	Plantation of trees in college premises.
11	Need of seminar and auditorium hall	Construction of well managed and facilitated seminar and auditorium hall

CRITERION- 4
RESEARCH,
CONSULTANCY
AND EXTENSION

CRITERION 4: RESEARCH, CONSULTANCY AND EXTENSION (10 MARKS)**19. Research budget of the institution in % of total operating budget. (1)**

The campus allots about 3% of total recurring budget to carry out research.

(Annexed on budget copy on page 11-16.)

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

- Encourage graduate and post graduate students doing project work
- Teachers are given study leave
- Teachers provided with seed money
- Provision of Research Committee
- Adjustment in teaching load/schedule
- Provide certain amount for research work

The campus has been promoting research in different ways. The graduate and post-graduate students are encouraged to do project work. Teachers are given study leave. There are research committees to submit project proposals. Teachers involved in research activities are given facilities by making necessary adjustment in teaching schedules. Not only that, teachers publishing article in campus journal are provided financial encouragement. The teachers who publish their articles in international journal are provided financial assistance.

[Supporting documents are annexed on pages 30-32.]

Copy of the support for journal article is annexed on page-30.]

21. Is the institution engaged in PhD level programs? (1)

Yes No If yes, give details

Though the institution does not have its own PhD level program of its own, some of the teachers of our college are doing PhD from different Universities. Out of those Mr. Shankar Prasad Upadhdhya and Mr. Ram Prasad Adhikari are about to be awarded. Regarding their case, only final defense is to take place. Apart from it, many other teachers have been enrolled as PhD scholars.

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

Recently, about 21 percentages of teachers are engaged in guiding the students in their research. Some of them have been guiding the report writings of graduate students, and some of others have been guiding thesis writing of Master's level. Mr. Shankar Prasad Upadhdhya and Mr. Ram Prasad Adhikari are about to be awarded PhD and all the teachers teaching in M. A. Sociology, M. A. English and M.B.S. programs have actively participated in guiding the students in their research. Recently three teachers have done research, and have submitted their dissertation in the campus. Mr. Lokraj Sharma and Mr. Shyam Kishor Shah have done it with the financial support of the campus itself. Mr. Aatmaram Thapa did the research with the support of UGC.

23. Mention the admission status of the MPhil/PhD graduates in your institution. (0.5)

Level	Enrollment Status		Total
	Full Time	Part Time	
MPhil	1	–	1
PhD	9	–	9

24. How many PhDs have been awarded during the last five years? (1)

Mr. Taralal Shrestha has been awarded with PhD in English, but he has left college now. Mr. Sarbagya Kafle received paid leave for his M. Phil. Study, but he has also left college now. Mr. Lalit Krishna Lal Das, part time professor of our college, has been awarded with PhD. Mr. Shankar Prasad Upadhdhya and Mr. Ram Prasad Adhikari are about to be awarded PhD as only their final defense is to take place.

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

Yes. The campus has been providing support to the students to write research paper on the basis of their interest and quality of proposal. Some students get chance to submit Master's thesis free of cost if they conduct research in the topic of our need and public demand. There is no any fixed percentage of budget allocated for it.

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

Total number of projects	Revenues (in NRs.)

The campus doesn't have any ongoing research project right now. Some of our teachers have completed their projects before. Now some of our teachers have been engaged in PhD research, and they are about to complete their task.

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

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

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

Yes, the campus has its own publication division. It has published newspapers, magazines, academic calendar, brochure, prospectus etc. The campus has been able to publish four magazines under the title *The Makawanpur Campus Smarika*, *Mayukh*, and *Garjan* on the occasion of 15th, 21st and 25th anniversaries. The students of journalism of this campus used to publish newspaper with the title *Makawanpur Darpan* though it has stopped as the number of students in Journalism has reduced. The campus publishes academic calendar, brochure,

prospectus etc. every year. The students of Journalism publish a book about our college every year. Free Student Union also publishes calendar and newspapers regularly.

[Copies of all publications are published on pages 146-147]

29. Does the institution offer consultancy services? (0.5)

Yes No If yes, give details.

Yes, the campus has its own consultancy unit. It has been providing consultancy services in related fields.

[Copies of the certificates of teaching and non-teaching staff doing consultancy service are annexed on pages 148-152.]

30. 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 the head of extra curricular activities for extension activities in additional charge.

[List of the members of extra curricular activities is annexed on page 110]

31. 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

Environmental awareness

Regarding the extension activities of the institution, the campus has been supporting students' Youth Red Cross Circle to carry out their programs such as blood donation and so on in the campus. Apart from it, the campus has been conducting different AIDS awareness, environmental awareness programs, and sport programs to extend effectively. In the same way, the teachers and other staff of this campus donated money to the earthquake victims in 2072. In coordination with Local Level Restructuring Commission the teachers of our college organized an interaction program about restructuring of local government.

[Photos of sanitation program on page 130.

Photos of blood donation are annexed on page 1133.

Photo of different interaction programs on social issues are annexed on page 129]

- 32. 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.

Yes. The Free Students' Union of the campus has conducted various outreach programs such as AIDS awareness program and so on.

(Photos annexed on page 130-133)

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

The campus has been encouraging teachers and students through socio-cultural awareness from humanitarian point of view to participate in the programs conducted by Nepal Red Cross Circle, and also, in similar other activities conducted by any other social organization for social awareness. Sometimes different organizations demand the support from teachers and students for such programs and request college administration. At that time our college provides support to them sending students and teachers. The campus also organizes such programs, and teachers and students actively participate on such programs.

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

The campus has been working with different NGOs and GOs in different fields such as awareness for constitution formation, training for skill development environmental and AIDS awareness programs. In the same way, the teachers and other staff of this campus donated money to the earthquake victims in 2072. In coordination with Local Level Restructuring Commission the teachers of our college organized an interaction program about restructuring of local government. The campus teachers and other staff including the campus itself happily donated for the construction of the building of *Manav Sewa Aasram*.

[Photos annexed on pages 128 -129]

CRITERION- 5

INFRASTRUCTURE

AND

LEARNING

RESOURCES

CRITERION 5: INFRASTRUCTURE AND LEARNING RESOURCES

(20 MARKS)

A. General Physical Infrastructure

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

The master plan of the institution indicating the existing buildings and the projected expansion in the future has already been prepared and the document of this plan has been submitted along with this report.

[Master plan of the institution indicating the existing buildings and the projected expansion is annexed on page 153.]

20. 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 academic council of the campus reports the need for augmenting the infrastructure to the campus management committee which carries out necessary actions to keep pace with academic growth. There is a Construction Sub – committee under the management committee which takes responsibility of construction.

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

Laboratory

Library

Others

Give details.

The campus has well equipped computer and science laboratories. There are separate laboratories for Physics, Chemistry and Biology. There is a computer lab with sufficient computers. In addition to them we have been providing the facility of E-Library in which there is internet facility. Both students and teachers can use this library for research and study.

The campus has a separate library building with sufficient text and reference books. There are sufficient national and international magazines. The campus is using the EIMS successfully to make campus activities and other performances more advanced. The campus has an automated inverter as emergency power backup.

Photographs of library is annexed on pages 18

Photograph of e-library is annexed on page 17

Photographs of computer lab is annexed on page 24

Photographs of science lab are annexed on pages 27-28].

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

The campus has been allotting separate budget from its annual budget for the maintenance of its infrastructure. The infrastructure construction sub-committee under the management committee has been taking care of the maintenance of the infrastructure.

[Name list of infrastructure construction sub-committee is annexed on page 154.]

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

The campus has been utilizing its infrastructure facilities in full fledge in the morning shift through teaching learning and administrative activities. Bachelor's classes (B B S, B A, B Ed.) are run in three buildings and administrative activities are carried out in two buildings. In the afternoon shift, the campus has been running +2 level in Science and Commerce in English medium programs. B B M program has also been running in day shift . In the same way, B Sc, M B S and M A in Sociology and Anthropology, and M A in English have been running with the same infrastructural facilities in the evening shift. An auditorium hall has been made in the third floor of library building

23. Does the institution encourage use of the academic facilities by external agencies? (0.5)

Yes No If yes, give clearly defined regulations.

Yes, the campus has been providing computer facilities and science lab facilities to the school students of this locality. It has also been providing teachers as resource persons in different fields. Its buildings are also being used frequently by external agencies/institutions. Election Commission has been using the building as a place to collect and count the ballot in different elections. Likewise, District Public Health Office organizes polio-program in campus premises. Public Service Commission frequently organizes training and examinations in the campus.

Different GOs and NGOs frequently conduct and carry out public awareness and interactions programs in the campus. In addition to it, our seminar hall and auditorium hall are also used by other external agencies for academic purposes.

[Photographs of polio program are annexed on page-134.

Photos of exams and training by public service commission are annexed on page 135.]

24. What efforts are made to keep the institution clean, green and pollution free?

Give plan. (0.5)

Different programs are carried out in accordance with the decision of the campus executive committee in order to keep the institution beautiful and pollution free.

Two separate modern toilets have been used by the male and the female students.

There is a spacious canteen which serves varieties of hygienic food for the students, and for teaching and non-teaching staff. A beautiful botanical garden with varieties of flowers and plants has been created to facilitate the students of science in research and also to maintain the fresh atmosphere in the campus. The playground has been modernized and used to carry out sports activities such as volleyball, basketball, table tennis and so on. A beautiful temple of the goddess Saraswati has been established to inculcate the moral sense of faith in students.

There are plants and green trees that provide sufficient greenery inside the campus premises. Efforts are being made to make the campus premises more beautiful and pollution free. It is also planning to make the botanical garden more beautiful and better.

[Photographs of greenery in the campus premises are annexed on pages 155-156.]

- 25. Are there computer facilities in the institution that is easily accessible to students and faculty? (0.5)**

Number of computer accessible to the students 32

Computer accessible to the faculty

Internet accessible to the Students

Internet accessible to the faculty

The campus has computer facilities for students and faculties. The campus has well equipped computer lab which is easily accessible to the students and faculty members. More than this, we have set up e-library in the first floor of library building which is accessible for both teachers and students.

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

The computer center opens for six days of a week, and for twelve hours of a day. However there is no access to it on holidays and off hours except in necessary conditions of the teachers and students.

- 27. A. How many departments have computers of their own? Give details. (0.5)**

All the departments use computer facilities from the computer center.

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

Although all students don't get internet facility everywhere in college premises, they can get this facility in library. There is also internet facility in administration building for teachers and other staff. We also have set up CC TV in different places of our college.

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

The computer center has made an outstanding achievement in developing computer aided learning packages in various subjects of Bachelor levels in Science and Commerce. BBS students have been trained in computer (tally and account package) as required to enhance their efficiency. Because of it they are getting job opportunities in banking and financial sectors. Teachers are also getting benefit from computer centre in developing teaching materials, and in conducting research activities.

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

The store department of the campus collects the reports about the computers in the computer center, library and other departments and carries out necessary actions under the instruction of the executive council to maintain computers and their accessories in good condition.

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

The institution has relations with other universities through internet. It has been using web sites of different national and international universities and libraries.

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

The campus has First Aid Unit which has been providing the service of first aid to the students, teachers and other staff of the campus.

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

The campus has spacious playground. It has provided sufficient physical and infrastructure facilities for volleyball, cricket, basket ball, table tennis, Javelin

throw, short-put, with required materials and playground. Students of physical education are provided with sufficient equipments and sports teacher coordinates all these activities. The campus celebrates its anniversary organizing sports week to promote sport and physical education.

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

The outstanding sports persons are given either full or partial scholarship to study in the campus in terms of their performance. The campus conducts various sports programs in different occasions and outstanding sports people are felicitated with different awards in campus anniversary.

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

	Participation of Students	Outcomes
Regional	25	
National	15	Gold and Silver
International	1	

[Supporting documents are annexed on page 157.]

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

The campus has not been able to provide the facility of hostel accommodation till date. But it has been planning to provide this facility through financial assistance of the Indian Embassy.

36. Give details of the facilities for drinking water and toilets. (0.5)

The campus has sufficient drinking water facility for both teachers and students. We have set up euro guard for pure drinking water in two different places. There are sufficient taps for students, and for teachers there is the facility of jar. In the case of toilets, there are separate toilets for each building. There are floor wise

toilets in buildings except in 'Block A'. In administrative building there are toilets in each floor. For teachers there is an attached bathroom in common staff room.

B. Library as a Learning Resource

37.

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

On working days: 12 hours

On holidays: x

Prior to examinations-

b. Does the library provide open-access to students? (0.25)

Yes No

There are two parts in library. In the outer part, the students can stay and read newspapers and magazines. If they want to get into the inner part, they need to show their identity card, and only they can observe the books and other materials. But the inner part is not fully accessible to students.

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

➤	Books	54316	(0.2)
➤	Current Journals		
	▪ Nepali	11	
	▪ Foreign	11	
➤	Magazines	20	(0.2)
➤	Reference Books	15000	(1.0)
➤	Text Books	39000	(0.2)
➤	Referred journals		(0.4)
➤	Back Volumes of Journals		(0.2)
➤	E- Information Resources		(0.4)
	▪ E- library,	40 computers	
	▪ CD's/DVD's	40	
	▪ Databases		
	▪ Online Journals	50	
	▪ AV Resources		
	▪		

1. Special collection (0.5)

- UNO Depository center - 4 UNO magazines
- World Bank Repository -
- Materials acquired under special schemes, if any
- Competitive Examinations
- Book Bank
- Manuscripts
- Any other please specify

[Supporting documents are annexed on pages 158-260.]

39. Give the number of books/journals /periodicals that have been added to the institutional 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	6660	825675	4170	752475
ii. Other books	1154	125787	1803	175344
iii. Journals/periodicals	45	25215	51	32088
iv. Any others				
a. Newspapers	21	37800	26	47800
b. International Magazines	7	4200	10	6000
c. National Magazines	12	4200	15	4500

40. Mention (1)

- I. Total carpet area of the institutional library (in sq.mts.) [186] (0.25)
II. Total number of departmental libraries [3] (0.25)
III. Seating capacity of the Library [95] (0.25)
IV. Open access to library [1] (0.25)

41. Give the organizational structure of the library. (0.5)

- I. Total number of staff :** 6
a. Professionals (with Qualifications): 1
b. Semi-professionals: 3
c. Others: 2

II. Library advisory committee (0.2), Give details

The library advisory committee has been formed in accordance with the provision made in the campus legislation. In this committee, Assistant Campus Chief (Academic) is the chair person. Different Department Heads, program coordinators and library head are its members. This committee carries out overall activities concerned with library enhancement.

[List of Library Advisory Committee is annexed on page 111.]

42. Staff development programs for library (0.5)

- Refresher/orientation courses attended
- Workshops/Seminars/Conferences attended
- Other special training programs attended

The head of the library has taken part in different library training programs and he has trained his subordinates at campus.

43. Are the library functions automated? (0.5)

- Yes No If yes: Fully automated: (0.5)
Partially automated: (0.25)

Name the application software used.

The campus has already installed EIMS College for every library activities.

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

The campus has allocated about 2% of total annual budget for library.

[Copy of annual budget 2072/73 is annexed on page 11-16.]

45. Does the library provide the following services/facilities? (10x0.1=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

46. Furnish the details on the following (1.5; to be equally distributed)

- (i) Average number of books issued/returned per day. [300]
- (ii) Average no. of users visited / Documents consulted per month [1500]
- (iii) Please furnish the information on no. of Log- ins in to the [400]
E-Library Services/E- Documents delivered per month.
- I. Ratio of Library books to number of students enrolled [80 %]

CRITERION- 6

STUDENT SUPPORT AND GUIDANCE

CRITERION 6: STUDENT SUPPORT AND GUIDANCE (10 MARKS)**19. Furnish the following details (0.25 x 4 = 1)**

- Percentage of students appearing for the exam after the prescribed (minimum) period of study: 83.6%
- Drop out rate: 16.4%
- Progression to further study (UG to PG or PG to Ph.D.): UG to PG- About 70%. PG to Ph.D.- 0%
- Prominent positions held by alumni

[Copy of the record of the positions held by alumni is annexed on page 295-297.]

20. How many students have passed the following examinations in the last five years? (0.25 x 4 = 1)

- Nepal Civil Services Examinations : 62
- Other employment related examinations: 256
- International level entrance examination: 2
- Others (please specify)

Although the campus does not have the record of exact number for the above mentioned topics, this data is provided on the basis of our search for the number. We have been carrying out tracer study for the last two years. So the data from two years can be provided in exact number.

[Supporting documents are annexed on page 298-300]

21. Does the institution publish its updated prospectus annually? (1)

Yes (1) No (0) If yes, what are the contents of the prospectus?

Yes. The campus publishes its updated prospectus annually with its newly defined contents which include the introduction of the campus, its objectives, descriptions of its educational programs and teaching subjects, physical and infrastructure facilities available in the campus, record of the excellent results obtained by the outstanding students, and the internal examination scheme to measure the students' progress every year.

[Copy of the latest prospectus is annexed on page 139-140.]

22. What kinds of financial aids are available to students from the government, the institution and others? (0.5)

The government, the institution and others like District Development Committee, Dalit Commission and Student Financial Assistance Fund Development Board have been providing free scholarship to the students who are financially weak, disabled, dalit, janajati and marginalized. The institution has allocated 5% of its annual budget for the scholarship.

[Name lists of students who have got scholarships from different organizations are annexed on page 261-262]

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

Financial aid	2071/72	2072/73
i. Merit scholarship	21	21
ii. Merit-cum-Means	274	290
iii. Janajati and Dalits	100	149
iv. Conflict Victims	3	2
v. House-wife	45	60
vi. Players	2	3
vii. Disabled	6	12
Total	451	537

24. 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. (0.25x2=0.5)

I. Employment cell:

Role: Inform students about job opportunities and help them in placement.

II. Placement officer:

Role:

The campus has its own employment cell which informs the students about job opportunities and helps them in placement.

[List of the members of employment cell is annexed on page111.]

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

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

The teachers always participate in academic and personal counseling. Students of different levels and their parents frequently consult their teacher to obtain academic and other required counseling. Teachers suggest students as well as parents about the students' interest and their performance in the related fields.

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

	UG students	PG students	Research scholars
i. Local firms/companies	65	11	-
ii. International firms/companies	5	3	-
iii. Government	15	4	-
iv. Public (semi-government) sector	10	3	-
v. Private sector	21	15	

This statistics is based on the study done by employment cell of this campus. Although there is no any formal provision of placement desk in this campus, employment cell supports students for job placement.

27. 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 of the campus motivates the students to seek self-employment.

[The name list of the self-employed students is annexed on page 264]

28. Does the institution have an Alumni Association? (0.5)

Yes No If yes, indicate the activities of Alumni Association.

Yes, the campus has recently formed an Alumni Association and it is actively supporting in the development of academic environment of the campus.

[Copy of the structure of the Alumni Association is attached on page 296-297 in annex.]

29. How the policies and criteria of admission are made clear to perspective students?

The policies and criteria of admission are made clear to perspective students through prospectus, counseling and advertisements in different media..

[Copies of advertisements are attached on pages 267 in annex.]

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

With regard to overseas students, no specific policy of the campus is in practice.

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

- | | |
|---------------------------------|--------------------------|
| Overseas student service office | <input type="checkbox"/> |
| Special accommodation | <input type="checkbox"/> |
| Induction courses | <input type="checkbox"/> |
| Socio-cultural activities | <input type="checkbox"/> |
| Welfare program | <input type="checkbox"/> |
| Policy clearance | <input type="checkbox"/> |
| Visa support | |

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

- | | |
|------------------------|-------------------------------------|
| Indoor games | <input checked="" type="checkbox"/> |
| Outdoor games | <input checked="" type="checkbox"/> |
| Nature Clubs | <input type="checkbox"/> |
| Debate Clubs | <input checked="" type="checkbox"/> |
| Student Magazines | <input checked="" type="checkbox"/> |
| Cultural Programs | <input checked="" type="checkbox"/> |
| Audio Video facilities | <input checked="" type="checkbox"/> |

CRITERION- 7
INFORMATION
SYSTEM

CRITERION 7: INFORMATION SYSTEM (10 MARKS)

19. Is there any cell in the Institution to analyze and record various academic data? (2)

Yes (2) No (0) **If yes, mention how does the cell work along with its compositions.**

Yes. The Academic Committee analyzes and records various academic data of the campus. The Academic Committee consists of Assistant Campus Chief, Faculty Heads, Department Heads and Program Coordinators which collects and submits the academic data after the internal and final examinations of each educational program and the completion of each administrative activity. Along with this, the campus has Quality Monitoring and Checks Committee which also analyses the records of various academic data and informs the outcomes to Academic Committee for further suggestions.

[Name list of Academic Committee has been annexed on page 109]

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

The admission of the students, the faculty-wise and subject-wise analysis of their results in internal and final exams and the position secured by the students in the University are the particular areas on which such analysis is carried out. Apart from them, analysis of the course of different subjects and the need of additional classes are discussed in Academic Committee.

21. How these analyzed data are kept in the institution record? (1)

These analyzed data are saved in the computer and kept safely in the campus file as well as in hard copy.

22. Are these information open to the stakeholders? (1)

Yes (1) No (0) **If yes, explain how they are disclosed?**

This information is open to the stake holders. Students and parents are notified about the results through the result sheets. Students' answer papers of internal

examinations are given back to them so that they could find out their weaknesses they made in the exams. This practice has helped them improve their performance in final exams. The information and analyzed report are kept in the administrative section, in the departments and in the library. The record and information are open to all concerning bodies and individual. The information is announced on the Annual Day, Public Meeting, Campus Assembly and it is also published in Campus Newspaper, magazine, prospectus and Brochure. If any stakeholder seeks campus information individually, campus is ready to provide the related information. Analysis of the academic progress is displayed through pie-charts and diagrams. Outstanding students are honored with prizes on different campus occasion.

23. Are the methods of study and analysis also open to the stakeholders? (1)

Yes (1) No (0)

The methods of study and analysis are open to the stake holders through brochures, prospectus, academic calendars and FM radio programs, campus websites and facebook pages etc.

24. Is there any mechanism to receive comments or feedbacks on the published data? (1)

Yes (1) No (0) If yes, explain how does it happen?

Yes. The campus has its own Public Information Committee which receives comments or feedbacks on the published data through interaction and questionnaire with the stake holders. The campus has kept a suggestion box to receive feedbacks from stakeholders. Such complains are discussed in concerned committees to take necessary initiatives.

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

Such information system has catered positive impacts on decision making process. It has made the comparative study of the result analysis quite easy. It has

also helped a lot to distinguish the problem area and to come up with better solution to standardize the teaching learning process for the betterment in students' performance.

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

The information system has helped a lot in the quality improvements of this campus. The feedbacks received from the stakeholders have helped us identify the weaknesses and provided guidelines to take necessary actions the concerned fields. The provision of various terminal examinations, launching of BBM program, plantation of trees, construction of seminar and auditorium hall, drinking water facility, open access library etc. have been done on the basis of feedbacks collected from the stakeholders by the use of information system.

S.N.	Complaints received:	Taken initiatives by the campus:
1.	Lack of clean drinking water facility.	Euro-guards have been installed in each building.
2.	Lack of photocopy machine and catalogue in library.	We have installed a photocopy machine and the library software to make the library more students friendly.
3.	Not enough fans in the classrooms.	More fans have been installed in necessary classrooms.
4.	Lack of sports material.	Some more sports materials have been made available.
5.	Not sufficient scholarship	The budget allocation for scholarship has been increased.
6.	Inadequate cycle and motorbike stand.	Space for cycle stand has been extended and a new motorbike stand has been built.
7.	Quality of food in canteen.	Necessary directions are given to the

		canteen owner.
8.	Need of regular terminal examination.	Provision of different terminal exams.
9.	Problems due to old generator.	Through matching fund provided by UGC, the campus has installed a new soundproof generator.
10	Need of green environment	Plantation of trees in college premises.
11	Need of seminar and auditorium hall	Construction of well managed and facilitated seminar and auditorium hall.

CRITERION- 8

PUBLIC

INFORMATION

CRITERION 8: PUBLIC INFORMATION (10 MARKS)

19. Is there public information cell within the institution? (2)

Yes (2.5) No (0)

The campus has its own Public Information Cell. It publishes details about the programs offered by the institution and details about the learning opportunities available to the students through brochure and prospectus. It also highlights national and international awards achieved by the institution and students. Beside this, information cell also publishes academic calendar, reports, campus bulletin, etc. The campus also has Publication Cell which publishes magazine, newspaper, journal, etc. In this way, Public Information Cell is more concerned with giving information related with the Institution whereas Publication Cell deals with academic publication.

[Lists of the members of Public Information Cell and Publication Cell are annexed on page 110-111]

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

Academic (0.25)

Administration (0.25)

Financial (0.5)

All (1.0)

Academic information and information related with administration are published in brochure, campus magazine, newspaper published by the campus, prospectus, etc. It includes information about number of students, academic achievements of the students, information about exams, scholarships, etc. In financial reports financial condition of the campus, budgets, future plans, etc. are included.

21. Where are these information published? (1.5)

Newspapers (0.5)

Magazines (0.5)

Institutional special magazine dedicated for this (0.5)

These information about the campus are published in campus magazine, campus newspaper, brochure, prospectus, etc. Campus prepares its annual academic and financial reports and presents it to campus management committee which further submits it to campus assembly. These reports are kept in library which is open to all its stakeholders. Some administrative announcements like, vacancy announcement, tender invitation, etc. are also published in national and local newspapers.

[Copies of annual academic and financial reports are annexed on page 267-272 & 11-16]

22. How often are these information published? (1)

Yearly (1)

In 4 years (0)

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

Areas	2072	2073
Academic /Administrative	academic calendar, brochure, prospectus, advertisement, annual reports, Naulo Awaja	academic calendar, brochure, prospectus, advertisement, annual reports, Voice of Students, Naulo Awaj
Financial	Annual reports	Annual reports

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

Yes (2) No (0) If yes, give details.

The public information cell collects responses through questionnaires, discussions, interactions from stakeholders. The campus assembly consists of the representative of students, guardians, teachers and other stakeholders and the feedbacks on academic, financial and administrative are collected and implemented.

The copy of questionnaire to collect the information and presentation of data are annexed in page 273-294

25. Is there any system to evaluate the impact of public information on quality improvements? (1)

Yes (2) No (0) If yes, how these impacts are measured?

Yes. The campus has system to evaluate the impact of public information on quality improvements. The Public Information cell collects feedbacks from stakeholders and forwards these to Campus Administration which in turn evaluates them and if it is necessary forwards to the campus Management Committee with necessary recommendations. The Campus Management Committee takes necessary steps towards the implementation of recommendations.

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

The public information practice has made positive impacts on overall development of the campus. Some positive impacts are:

- **Improvement on students' discipline:** The Public Information Cell (PIC) has collected important feedbacks related with the disciplines of the students from the stakeholders which have enabled campus administration to take strict measures to maintain discipline in the campus.
- **Wider participation of national and international community in the campus activities:** as a consequence of the dissemination of campus information, the participation of different organizations of community has increased in campus activities. District Development Committee, Makawanpur, has provided scholarship and internship facilities for the students. Likewise, Hetauda Municipality, Urban Development Fund and Narayani Yatayat Byawasayi Sangh have offered financial assistance to the campus and scholarships for the students. Similarly, the Government of India has provided financial assistance of about 2 crores to construct buildings for classrooms and library.

- **Increment of campus participation in social/community activities:** The Public Information Committee of the campus has received complaints about the limited participation of the campus in social activities. In response to this complain campus administration has increased its participation in social activities like blood donation, environmental awareness programs, fruit distribution to the patients, raising funds and collecting clothes to flood victims, donation to earthquake victims, support to *Manav Sewa Aasram* etc.

[Supporting documents are annexed on page 128.]

PART

-II-

PREAMBLE

Brief Introduction to the Institute

Makawanpur Multiple Campus (MMC) is a public campus which is governed and managed by the participation of the public. It has a campus assembly as a legislative body which consists of members from different fields of the society such as social workers, statesmen, administrators, professionals, businessmen, representatives of different communal groups and other organizations (Narayani Yatayat Byabasai Sangh, Makawanpur Chamber of Commerce & Industries, Hetauda Municipality and District Development Committee). It has a managing committee as an executive body formed by campus assembly. Managing committee is solely authorized to implement policies and programs formulated by campus assembly in the interest of campus and society.

The campus has its own constitution approved by the campus assembly. All the internal bodies of the campus are formed in accordance with the provision made by the campus constitution. The campus constitution has clearly defined job, responsibility, and right of different internal bodies, portfolio members and working units. Under the provision of campus constitution, Academic and Administrative by laws and Economic Administration by laws have been formulated and enforced by the campus assembly. All academic, administrative and financial activities of the campus are governed and regulated by the campus constitution and by laws formulated under it.

Thus, the campus constitution is the main charter that states, defines and regulates different provisions, rules and regulations in a scientific way to achieve the prime goals and objectives of the campus in terms of catering up-to-date qualitative education for all.

Since its establishment up to the present time, the campus has been providing quality education to the students. It received QAA certificate in 2012 AD with an aim to promote its quality in education and to enhance its strength. This college has been conducting effecting roles in academic field in Makawanpur.

Development History

Makawanpur Multiple Campus (MMC) is a non-profit oriented community based institution, established in 2037 B.S. It is the pioneer campus for catering higher education

in Makawanpur district. Since its establishment up to the present situation, it has gone through several upheavals achieving several historic educational milestones that have not only transfigured itself, but also changed the face of Makwanpur district contributing a lot of skillful educated manpower required for the nation. The campus at present is the consequence of the insurmountable efforts, unflinching struggle with deep love of people of Makawanpur district, District Development Committee, Hetauda Municipality, various private and public organizations including Makawanpur Chamber of Commerce and Industry, Narayani Transportation Association and so on.

Highlights of Major Activities and Achievements

The campus has been running different academic programs from the +2 level to the master's degree. It conducts orientation programs, seminars and workshops to carry out academic activities effectively. It has also been conducting internal examination in three different phases in all the levels to evaluate students' academic performance. Based on the results of the internal examination obtained by the students, the campus also provides necessary feedback through the coaching classes especially for weak students in difficult subjects like English, Maths, and Accountancy and so on. The students have been immensely benefited in improving their academic performance through these activities.

Besides teaching-learning activities in the classrooms, the campus has also been running extra curricular activities to orient the students towards the practical value of their theoretical knowledge. The extra curricular activities include oratory contest, poem recitation, cultural shows through singing and dancing, and sports competitions in basketball, volleyball, football, javelin throw, short put, Kabaddi, table tennis and so on.

Apart from the academic activities performed in the campus premises, the campus has been conducting different social activities through students' participation in order to inculcate the sense of civic responsibilities and social services in them. The students are encouraged to participate in blood donation, traffic awareness programs, environmental awareness programs, distributing fruit to the patients in hospital on campus anniversary, collecting fund, necessary food and clothes and distributing them to the victims of natural calamities.

Having got success in establishing required physical infrastructure, MMC at present has been running +2 programs in Science, Management, Humanities and Education, affiliated to Higher Secondary Education Board. It has also been running bachelor programs in Science, Management, Humanities and Social Sciences and Education, affiliated to Tribhuvan University. Likewise, Master's Degree programs in Management, Humanities (Sociology/Anthropology) and in English affiliated to Tribhuvan University are also running quite effectively. In the same way, it has also introduced B.B.M. program in day shift and B. Ed. science. It has been catering qualitative education in students at different levels at the affordable rate of fee. Our students have succeeded several times in achieving the first, the second, the sixth, and the eighth positions in the final examination held by T.U. in different years of the past. Laxman Bartaula, Lumbadwaj Mahat, Rajaram Khadka, Nawaraj Lama, Niti Aryal, Suresh Bolakhe, Dinesh Bartaula, and Dharma Raj Sapkota have made the first class first University records in the examinations conducted by T. U. in different years. Recently, Umesh Rimal, the student of M.B.S. has made the first class first university record in the final examination conducted by T.U. in 2065. Not only that, two students from B.B.M. Bimuna Neupane and Sabin Upreti have made first class first in T.U.

Despite the fulfillment of the basic requirements, MMC has managed modernized computer and science labs, and is trying for audio-visual room in order to achieve the goals and objectives of the campus. It has also constructed well equipped auditorium hall and seminar hall to organize various educational programs such as seminar, exhibition, and workshop and so on.

Moreover, MMC is moving ahead with an aim of fulfilling all the requirements to meet the aspired goals and objectives with the collective efforts of all concerned authorities. The campus still has to make a lot of endeavors to be a leading and vibrant educational institution of the nation.

Educational Faculties Available at Present

Makawanpur Multiple Campus started its academic program with intermediate level in Commerce. However, different academic programs were added later on to fulfill the

educational need of this region. Now, the campus is running academic programs of different levels and faculties that have been mentioned below:

- a. +2 Programs in Science, Management, Humanities and Education (HSEB) - Morning & Day Shift
- b. Four Years B.B.S. (T.U.) - Morning Shift
- c. Three Years B.A. (T.U.) - Morning Shift
- d. Four Years B.Ed. (T.U.)- Morning Shift
- e. Four Years B.Sc. (T.U.) – Evening Shift
- f. M.B.S. (T.U.) - Evening Shift
- g. M.A. in Sociology & Anthropology (T.U.) - Evening Shift
- h. M.A. in English (T.U.) - Evening Shift
- i. One Year B.Ed. (T.U.) - Evening Shift
- j. Eight Semesters B.B.M. (T.U.) – Day Shift

Despite the educational programs running now, new educational programs and subjects in accordance with the demands of local community and students compatible with the need of time are yet to be introduced.

At present, about 6,000 students are studying in this campus. This campus has not only facilitated the students of the district, especially those from the backward class, it has also immensely facilitated many students mainly from the backward class in the neighboring districts such as Bara, Parsa, Rautahat, Sarlahi, Dhading, Kavre and Sindhuli. It has granted educational opportunities in an easy access to the people mainly from economically, socially and educationally backward classes such as Tamang, Danuwar, Rai, Magar, Chepang and other ethnic groups.

Physical Infrastructure and Financial Position of the Campus:

The campus started its academic journey in the building of Adhunik High School (A government School). It did not have any physical property at that time. Later on, two Bighas of land was made available for the campus by the then managing committee in order to provide stability and permanency to it. A building with six rooms was constructed on the land and the whole set up of the campus was shifted to its own building on 15th April, 1983. The campus needed more rooms for the accommodation of

the increasing number of students. Therefore, other two buildings were constructed in the subsequent years. The details of the physical infrastructure have been presented below:

- I. Main Building (Three Storeyed)- 23 rooms
- II. Science Building (Four Storeyed)- 23 rooms
- III. New Buildings with Toilets (Three Storeyed)- 18 rooms
- IV. Canteen (Tin Roofed)
- V. Office Building for Administration, Account, Examination and Store sections- 15 rooms
- VI. A Big Underground Tank to Store Water (30,000 ltrs.)
- VII. Toilets for Male & Female
- VIII. A Library with a big reading room (Three Storeyed). Second floor is for E- Library and third floor is for seminar and auditorium halls. At present, the campus has six eye catching buildings in which it has been operating administrative service and teaching learning activities. It has got a separate library building which contains a large number of text books, articles, journals, encyclopedias etc. There is also a separate building for the science and the computer laboratories. It has got a large play ground for the students to carry out their practical exercises. There is also a beautiful garden which is also being used as a botanical garden by the students of science. The temple of Goddess Saraswati is standing in front of the main building of the campus. The latest three-storied campus building constructed under the financial assistance of the Government of India (GOI) is the most attractive one. It is being used as the classroom building in which bachelor programs of different faculties are running quite effectively. Next to it stands the library building constructed under the financial assistance of GOI.

As stated above, MMC is a non profit making educational institution, the only source of its income is students' fee, which is not sufficient for its overall development. The campus can not increase the rate of fee to increase its income. The people of this region are economically handicapped and they can not afford to pay high rate of fee. Time and again, the students and the guardians even plead for reducing the existing rate of tuition fee. So, the campus is bound to teach the poor students at lower rate of monthly fee. Therefore, the campus always faces financial crisis, which poses obstacles in its development.

Achievement and Quality of Education Maintained by the Campus

The campus has been providing quality education with updated information to the students. Many students have secured different position in the University at different levels which has helped this campus gain nationwide popularity. Laxman Bartaula, Lumbadwaj Mahat, Rajaram Khadka, Nawaraj Lama, Niti Aryal, Suresh Bolakhe, Dinesh Bartaula, and Dharma Raj Sapkota have made the first class first University records in the examinations conducted by T. U. in different years. Recently, one of the M.B.S. students Mr. Umesh Rimal, who has been studying in the second year, has topped the final examination held by T.U. in 2065. In the same way the students named Bimuna Neupane and Sabin Upreti have topped the final examination of T U in BBM. It is also one of the striking educational achievements of the campus. Besides, it has also produced a number of professionals who have been well placed in different government and non-government organization. It has often produced good results ever since it was founded. However, the graduation rate and the quality of education have not been enhanced to the level of our expectation. We believe that there is still a lot to be done in order to enhance the graduation rate and quality of education.

Present Position of Human Resources:

The details of the Human Resources have been presented below:

Teaching Staff	Permanent	Full Time Contract	Part Time	Total
Professor				
Reader	7			7
Lecturer	33	5		38
Asst. Lecturer	2	30	10	42
Others		1		1
Total	42	36	10	88
Non-Teaching Staff	Permanent	Full Time Contract	Part Time	Total
First Class	1			1
Second Class	3			3
Third Class	2			2

Assistant Level	13	7		20
Class-Less	5	4		9
Others				
Total	24	11		35

The vacant post of teaching and non teaching staff are announced for free competition and fulfilled thereby. Nonetheless, the professional development of teaching and non teaching staff has not been enhanced to the level of requirement because of limited resources.

Strengths, Challenges and Opportunities

Strengths:

- Good infrastructure
- Sufficient professional manpower
- Good recognition in the nation because of its outstanding results in T. U. and other exams
- One of the best nine community institutions chosen by UGC
- Well-defined organizational structure
- Well recognized personalities representing different sectors of community in campus assembly
- Democratic way of electing management committee from campus assembly which changes every four years
- Support from local government and non-governmental bodies
- Sound academic environment
- Good location with favorable natural environment
- Well equipped science and computer labs
- Comfortable, spacious and airy classrooms
- Clean and green premises
- Pure drinking water
- Support for the technology based class and laptops

- Consulting support for the students
- Provision of FSU

Challenges:

The challenges of the institution are stated as follows:

- Large number of students
- Limited trained non-teaching staff
- Large class size
- Lack of effective implementation of technology based teaching learning activities
- Insufficient technological equipments for all students
- Rising number of competitors and unhealthy competition
- Rising cost to establish new programs
- Lack of financial and academic support by the state, fully dependent on students' fee
- Rising salaries of the teaching and non-teaching staff
- Lack of transportation facility especially for students of night shift and far distance
- Low income group parents who can't easily pay the fee
- Lack of Hostel facility
- Influence of national political activities
- Lack of sufficient research activities among teaching and non-teaching staff

Opportunities:

- Introduction of new programs and courses as per the need of students
- Application of modern technology in teaching, learning and other activities
- Improvement of relation with community
- Development of alternative economic sources by building relationship with stakeholders
- Opportunities for the developing relationship with different commercial, industrial and financial institution for academic internship

- Rising numbers of feeder higher secondary schools
- Increase in immigration rate
- Wide coverage due to geographical and climatic suitability
- Chance to be the centre of academic excellence
- Chance to develop as the mini-university of the province

Development Initiatives

The effective implementation of planning activities is possible only when the components of planning can be expressed into an integrated framework relating the different activities to each other. The planning model of MMC incorporates four interrelated cycle of planning activities-Strategic Planning, Annual Planning, Quality Enhancement Planning and Evaluation and Review.

Strategic Planning

It covers a period of five years. A review for our mission, evaluation of SWOT through internal and external environment scan provides the basis for the five year cycle of planning implementation and evaluation. The strategic plan drives specialized plans for various areas of the campus.

Annual Planning

Annual Planning process is the complementary part of the strategic planning process. So, annual planning process is carried out keeping in view of the strategic goals and objectives stated in strategic plan. Annual planning process evaluates previous year's activities in different areas and prepares the plan for the next year. HERP body, budget committee, campus management committee, campus council, faculties, staffs and students are involved in annual planning process.

Quality Enhancement Planning

Quality enhancement planning process draws input from annual planning process focusing on vision, mission and the goals of the campus. The planning model envisions continuous process of quality enhancement planning. Quality enhancement planning reflects the commitment of the campus to pursue excellence throughout the planning

cycle. So, quality enhancement planning is an integral part of the campus planning model.

Evaluation and Review

The ultimate success of strategic plan depends upon continuous evaluation and review of the plan. Continuous evaluation and review of the plan is helpful to identify and solve the problems faced by the campus in implementing strategic plan and specialized sub plans.

HERP body undertakes annual plan evaluation and assessment and prepares an annual progress reports for the submission to HERP office and campus management committee.

The annual progress report prepared by HERP body provides guidelines for the modifications by strategic plan and specialized sub plans.

SSR PREPARATION

The campus received QAACertificate in 2012 AD. It was provided on 29 May in 2012 for the term of five years. As the time of QAA certificate was going to be over from the June of 2017, we decided to go for the reaccreditation process. A new committee of SSR was formed for the preparation of the new SSR. It was formed on 10 April, 2017. This SSR team started working and prepared the report as per the guidelines and materials provided by the campus. This team also received support from the previous SSR team in many ways. After the preparation of the final draft of the SSR, the team submitted the report to the campus administration for the further processing to its final approval. Then the report was submitted to the campus management committee which approved the report after the necessary corrections.

Formation of SSR Team

The campus has formed the Self-Study Report (SSR) team as follows:

1. Coordinator : Mr. Sangam Chaulagain, lecturer of English,
2. Member: Mr. Uttam Aryal, lecturer of English
3. Member : Mr. Bhaskar Chandra Adhikari, lecturer of R D

Since its formation, the SSR task force is always dedicated to conduct and carry out overall academic activities as guided and instructed by the parameters set up by HERP to help enhance quality education through our institution. This SSR task force has frequently solicited with the QAA officials at QAA office to acquire necessary advice for accomplishing task of SSR preparation and documentation on time. According to the guidelines and formal advice provided by the QAA officials, the SSR task force has made some highly commendable achievements in quality improvement. It has also involved teaching and non-teaching staffs in nine different committees formed by the campus to help conduct and carry out overall academic activities for quality enhancement in education provided by the campus. These committees are mentioned as follows:

1. Quality Monitoring and Checks Committee Members

- Ramchandra Subedi Coordinator, Asst. Campus Chief, Academic
- Udayanath Adhikari Head of the Faculty, Humanities

- Yam Bdr. Silwal Head of the Faculty, Management
- Shivshankar Mishra Head of the Faculty, Science
- Ram Prasad Adhikari Head of the Faculty, Education
- Kumar K C Chair, FSU

2. Research Committee Members

- Bijaya Kumar Sharma Coordinator, Lecturer
- Lokraj Sharma Member
- Shankar Prasad Sharma Member
- Ram Prasad Adhikari Member
- Akash Adhikari Member,FSU

3. Extra curricular/Extension activities committee Members

- Rajenda Bhattarai Coordinator
- Udaynath Adhikari Member
- Madhu Kumar Singh Member
- Shishir Parajuli Member, FSU

4. Publication Cell Members

- Khil Prasad Baral Coordinator, lecturer
- Lokraj Sharma Member
- Ghanshyam Ghimire Member
- Keshav Pd. Timalisina Member
- Girija Adhikari Member,FSU

5. Consultancy Service Unit Members

- Bachchuram Adhikari coordinator, Campus Chief
- Ram Chandra Subedi Member
- Bin Bd. Raut Member
- Rajendra Bhattarai Member

- Bina Devkota Member,FSU

6. Employment Cell Members

- Yam Silwal Coordinator, Lecturer
- Keshav Dahal Member
- Bibek Bartaula Member
- Aashish Rauniyar Member,FSU

7. Health Service Unit Members

- Ram Prasad Adhikari coordinator, Lecturer
- Uttam Uprety Member
- Govinda Sanjel Member
- Shiva Shankar Mishra Member
- Shrijana Nepal Member, FSU

8. Library Advisory Committee Members

- a. Ramchandra Subedi Coordinator, Asst. Campus Chief,
- b. Rajendra Bhattarai Member
- c. Udayanath Adhikari Member
- d. Balkrishna Dahal Member, FSU

9. Publication Information Cell Members

- Bashu Pd. Dhungel Coordinator
- Ramji Neupane Member
- Bhanu BhaktaThapaliya Member
- Suresh Shrestha Member
- Devraj Guatam Member,FSU

These committees are actively engaged in their respective areas of research and have been regularly contributing to the growth of institution through quality education.

Approaches

The SSR team of this institution has followed different approaches to complete the task of documentation and SSR preparation. The following approaches are the major approaches through which this task force is aiming to accomplish the task of documentation and SSR preparation.

Orientation

The SSR team has given several orientation classes to the teaching and non-teaching staff of the campus in order to help improve academic environment of the campus and thereby lead it to the direction of maintaining the status of quality assurance and accreditation. This task force has guided and instructed its different sub-committees (as mentioned above in the table) through orientation to conduct and carry out overall academic activities in a systematic way. Likewise, this SSR task force has also provided several orientation classes to the students in order to acquaint them with the major task of the SSR team and to maintain coordination.

Seminar

This team has also conducted various seminars with various stakeholders of this campus like the guardians of the students, business people, ex-students, representative of community, etc and has collected their valuable opinions which have played very crucial role in the growth of the institution through quality enhancement. This SSR for reaccreditation was prepared on the basis of their support and opinion.

Conference:

Through the conferences organized by the campus, the SSR team has been able to gain support from different organizations, donors, stakeholders, and community members, which has immensely facilitated the SSR team in carrying out the task of SSR preparation and documentation.

Participation and Discussion:

Most importantly, the SSR team has followed the approach of wider participation of all the teaching and the non-teaching staff of the institution and carried out massive discussion on various issues related to the institution in order to accomplish the task of SSR preparation. It has conducted several meetings with the teaching and the non-teaching staffs for the Reaccreditation. The campus also conducted the discussion with

thw representative of other community campuses like Bardiya Multiple Campus, and Nuwakot Adarsha Multiple Campus on the issues of Accreditation and reaccreditation.

Visits

The SSR team has also visited the companion institutions chosen in HERP. Such visits have immensely facilitated the process of preparing SSR. The SSR team has also visited the QAA office time and again and has followed genuine suggestions and instructions given by the QAA officials.

Validation

The working committees formed by the SSR task force (as mentioned above) conduct and carry out their works on their respective areas and submit their reports to the campus administration. The campus administration studied and analyzed their reports through massive discussion on various details of the submitted reports with the committee members and the administrative bodies before submitting them to the campus management committee. Different faculty heads, department heads, program coordinators, assistant campus chiefs and campus chief were involved in discussion with different committee members on various topics of their reports. Necessary corrections were made by the campus administration during the discussion session and the reports were verified with the signatures of committee members, different faculty heads, department heads, program coordinators, assistant campus chiefs and campus chief as required for finalization.

After the verification, the campus administration submitted the verified reports prepared by the working committees to the campus management committee for the final approval. The campus management committee studied and analyzed the verified documents through massive discussion with the campus administration. It also observed and studied the compatibility of the verified reports with the existing campus situation and environment. During the discussion session, the campus management committee made corrections as deemed necessary. After the newly made corrections, the verified reports were finally approved by the campus management committee.

CRITERION- WISE ANALYSIS

CRITERION 1: POLICY AND PROCEDURES

The policy and procedures of the campus have been clearly defined in the campus constitution with its goals, objectives and standards. The academic council prepares the academic plans and programs and submits the documents to the executive body for verification. The executive body discusses on different issues related to the goals, objectives and standards of the campus, and recommends the plans and programs for effective implementation. It creates necessary infrastructures and mechanisms required for the effective implementation of the plans and programs to achieve the estimated goals, objectives and standards. All teaching staff are responsible for the job towards their program coordinators and faculty heads. All program coordinators, department heads and faculty heads are responsible for their job towards assistant campus chief (academic) and academic council. All administrative staffs are responsible for their job towards assistant campus chiefs (administration and academic) and executive committee. The campus chief and the assistant campus chiefs are responsible for their works towards the campus management committee and Campus Assembly is the supreme body of the institution. The Campus Management submits its decisions to annual Campus Assembly for endorsement.

The institution has different academic and financial committees to provide quality education and improve academic environment. There is also a provision of collecting feedbacks from different stakeholders which helps the institution to make and amend its policies. Students' Union also plays positive and responsible role in making campus policies.

To enhance academic excellence, the campus has policy to introduce new graduate and postgraduate programs as per the academic necessity of this region. To attract outstanding students, the institution has formed a policy to provide more merit-based scholarships and introduce modern technology with teaching, learning, research and other activities. The institution gives especial attention and provides scholarships to educationally disadvantaged groups (dalits, janajaties, females, etc.) to ensure quality education in affordable price for all. The institution has been working to develop it as a regional research institution. In this regard the Research Committee is trying to establish relations with more institutions, NGOs and INGOs. The campus encourages the teachers

to do research works by providing them incentives. The institution is going to make policy to provide seed money for their research work. The institution provides study leave to achieve M.Phil. and Ph.D. degrees for the professional propagation of teachers and staff. To promote external relations and improve the image of the institution, many social activities are being organized. It has taken initiative to promote partnership with external organization by launching outreach programs involving different GO, NGO and INGOs.

The institution has been organizing workshops, seminars, and discussion programs frequently for quality enhancement. It also sends the teaching and the non-teaching staff to participate in different workshops and seminars to develop their skills. However, such programs are not sufficiently held. Therefore, the campus has felt the necessity of more such programs and more budgets have been allocated for such programs. Likewise, despite the fact that the institution has provided study leave and partial scholarship for the teachers to complete M. Phil. and Ph. D. degrees, very few teachers have shown interest in it till now. So, to motivate the teachers, the institution has planned to increase the scholarship through the financial help of the UGC grants.

CRITERION 2: CURRICULAR ASPECTS

The campus has been consistently running its curricular activities according to the courses prescribed by the Tribhuvan University (T. U.) in terms of its goals, objectives and standards. There are different areas of studies open for the aspiring students. Various optional and elective subjects are offered for their choices. Interdisciplinary courses are introduced at the beginning of the year. Updated courses of arts, commerce and science are clarified for the convenience of the students. The campus has conducted four programs (BBS, BSc, BA, BEd) in Bachelor's Level and three subjects (MBS, MA in sociology and MA in English) in Master's level. The students can choose different elective subjects according to their interests as per the capacity of the campus in any discipline of Bachelor Level. The campus has conducted programs in the morning shift, day shift and evening shift to facilitate the need of the students. The campus offers elective options, horizontal mobility and time frame matching student convenience. We have a plan to introduce demand oriented subjects to match with the regional and national requirements. We give importance to the involvement of teachers, communities, students and stakeholders to achieve goals and objectives of the campus.

Besides the academic courses, the students are also encouraged to participate in extra-curricular activities compatible with their curricular aspects. In this way, the campus has been running its curricular activities in harmony with its goals, objectives and standards. The campus obtains its feedback on teaching programs from campus council. To impart value based education, the campus has been running different curricular activities to create socio-cultural and national political awareness in students. It has also been running extra curricular activities such as quiz, sports, and oratory programs and so on for the sake of all round personality development of the students. There is institution-industry-neighborhood network in course-works at present. We frequently consult with the stakeholders of possible fields of employment for their needs and demands and we extend our programs accordingly.

However, the campus has been facing some challenges in curricular activities. Despite the fact that the campus has got the feasibility to orient the students towards the engineering courses, M. Phil. and Ph. D. degrees, it has not been fully able to introduce such programs according to the need of the community of this region. It is still in need of

wider financial support from national and international organizations in order to launch and continue with such programs for it has got very narrow source of income only through the students' fee.

Though the campus has been running some self-financed courses such as computer trainings, yet it has got to introduce some more self-financing courses as per the need of the students. In this regard, the campus is planning to start some academic courses like TOEFL, IELTS, etc, and bridge courses for the students of science.

CRITERION 3: TEACHING, LEARNING AND EVALUATION

The campus ensures wide publicity to the admission process through prospectus, newspapers, F.M. radios, pamphlets, hoarding boards, banners, etc. The students are admitted in the campus through their academic records. They are given orientation classes to introduce them to the course, evaluation methods and teaching learning environment of the campus. Multiple areas of studies have been introduced for their choices. The institution promotes access to ensure equity by offering sufficient scholarship to students from disadvantaged community, women, differently-able, economically weaker section and sports personnel.

Qualified and well experienced teachers teach in the classroom. Different methods and procedures are applied in the classroom to carry out teaching learning activities effectively. Teachers prepare annual lesson plan and it is strictly followed throughout the academic year which is evaluated periodically in review meetings. The lecture method of teaching is supplemented with assignments, directed studies, audio-visual presentation, internet facility, and so on. The students' performance is also evaluated through their results in the internal examinations, which is communicated to the students through result sheets. The answer sheets of the students are also distributed after the result which helps them realize their mistakes. Free coaching classes of difficult subjects are conducted for the students who cannot perform well in internal examinations. Necessary handouts are provided in the classroom. Because of these efforts, many students of this campus have frequently secured top positions in university levels in different years.

Permanent and temporary teaching faculties are appointed through free competition in accordance with the provisions made in the campus legislation. Teachers' performance in teaching is evaluated on the basis of their presentation in the classroom, students' response, the result in the internal as well as the final examinations. The campus encourages the teaching staff to participate in seminars, conferences and workshops to keep pace with the recent developments in various subjects and for the professional development of the faculty. The campus also elicits the feedback from the passed out students about the teaching learning environment of the campus informally. Thus, the teaching learning activities and evaluation are carried out every year to maintain the

standard of quality education. The campus is upgrading and modernizing its library by installing library software and adding text books, reference materials, magazines, newspapers and academic equipments to ensure and easy access to the students. The campus is launching policies and programs to make its teachers, students and staffs to be dependable on computer use.

However, the campus is facing some challenges in teaching, learning and evaluation. Though the campus has been using multi-media and audio-visual equipments in teaching-learning activities, it has not been sufficient in proportion to the large number of students. It is in need of separate multi-media and audio-visual classrooms with advanced equipments. Therefore, the campus is planning to make separate rooms for audio-visual and multi-media presentation.

CRITERION 4: RESEARCH, CONSULTANCY AND EXTENSION

The campus allocates about 3% amount for research from its total annual budget every year. The students are encouraged every year to conduct effective research in the areas of their studies. They are also facilitated in making tour and travels from place to place to collect actual data and information related to their studies. The programs of workshop, seminar and conference are conducted inside and outside the campus premises. A research committee has been formed to evaluate the performance of the students of Bachelor's degree and Master's degree in research. The campus has a policy to encourage the teachers in research activities supporting them with financial aids. The campus has been coordinating with Municipality, District Development Office, Makwanpur Chamber of Commerce, banks, finance companies and Industries for the internship and research activities of the students.

However, the campus is facing some challenges in research, consultancy and extension. The campus has formed its own publication division which has been facilitating in the publication of campus magazines, prospectus, brochures, academic calendar, and newspapers for practical purpose of the students, but the institution has not been able to publish scholarly journals regularly in time frame. So, it is planning to publish it regularly in coming years. The campus has increased its extension activities and social responsibilities after receiving QAA certificate from UGC. It is further planning to introduce new extension activities and outreach programs along with NGOs and GOs deemed necessary for academic excellence.

CRITERION 5: INFRASTRUCTURE AND LEARNING RESOURCES

The campus has its own master plan indicating the existing infrastructures and the projected expansion in future. At present, the campus has three separate eye catching buildings of its own to run the classes from the +2 level up to the level of Master's degree. All the classrooms are equipped with enough furniture. The campus is planning to add up some more modernized furniture with scientific equipments to facilitate the teaching learning activities in the classrooms. There is a separate building for administration in which different departments of administration are carrying on administrative activities. There is also a separate building standing next to the campus building in which the library has been set up. The campus has a sophisticated computer lab with on line facility which opens during campus hours. The campus also has its own well equipped science lab for the students of physic, chemistry and biology in B. Sc. Program. Some physical infrastructures for sports and physical education are also available in the campus. The campus provides scholarship to the outstanding sports persons. Many students of this campus have secured positions in national and international games until recently.

The library is in the process of getting modernized with proper scientific equipments. There are text books, references, articles, journals, magazines and newspapers available for all in the library. The second floor of the library building consists of E-Library in which there are several computers, places to study and many reference books. Software system has been used to collect data and information. The campus has its own-library resources. The campus has library advisory committee which consists of assistant campus chiefs, different faculty heads, coordinators, head of the library and representative of students' union. This committee plans to make the library more advanced and equipped by installing special library software to make it automated

The institution has well facilitated staff room, spacious canteen, enough vehicles parking and common room for students, which is also used as student union's office. There is a small dispensary room with necessary first aid medicines. The institution has a plan of making a guest room in administrative block of the institution which is also included in strategic plan of the institution.

Since, Makawanpur Multiple Campus is a leading institution of this region, a

large number of students from different part joins this institution every year. Because of this there is strong demand from the students for hostel facility and the institution has been taking initiatives to fulfill this demand with the financial help from Indian Embassy. Indian Embassy also has given positive response towards this.

CRITERION 6: STUDENT SUPPORT AND GUIDANCE

The campus has been supporting the students to carry out their academic performance. Many students of this campus have passed Nepal Civil Service Examinations, other in country examinations and TOEFL. They have secured prominent positions in different fields of society and various sectors of employment. The campus prepares the updated prospectus every year and distributes among the students to cater academic information in them. The prospectus contains all information of its academic programs and their features. The policies and criteria of admission are made clear to the students through prospectus, counseling, media etc. The campus has no special admission policy with regard to overseas students. It gives scholarship to the diligent students who obtain good results in the internal examinations. The students unwilling to participate in internal examinations are excluded from the process of getting any kind of scholarship given by the institution. They are motivated with internal as well as external feed backs to participate in internal examinations.

The students from poor and backward community also get financial support through scholarship. They are also strongly recommended for various financial aids offered by the government and other national and international organizations. On the basis of such recommendation, many students have got scholarship from government and non-governmental organizations.

The campus has its own employment cell and it studies the areas of employment opportunities for the students. The campus has placed many students in different fields of employment. Many students have secured prominent positions in various governmental and non-governmental organizations and it has the record of those students who have succeeded in maintaining their positions. The institution also has an alumni association to expand the network of information about the passed out students of the institution.

The campus has allocated five percent of annual campus budget for scholarship of students in different titles. The campus has been providing the services of clean drinking water, hygienic canteen facility and first aid services to the students. There are different dress codes for the students of different levels according to their faculties. They are frequently monitored and checked by the discipline committee of the campus. The committee has three female members who study the cases of sexual harassment of female

students and carry out necessary actions.

However, the campus has been facing some kinds of challenges in student support and guidance. The institution has the computer laboratory for skill development of students. But because of large number of students, it is felt that the number of computers is not adequate for all the students. Similarly, a large number of students have been appearing in the competitive examinations every year. Though it is very difficult for the institution to collect all the data, the institution has been able to trace almost 90% of out going students' records. From next year, the campus will make some mechanism which will help to trace the record of all out going students.

Though the campus has been regularly publishing its prospectus, brochure, academic calendar, and newspaper for the practical purpose of the students, it has not been able to publish institution magazine and journal regularly. It has only published two journals till date: one is in English, and another is in Nepali. The campus has allocated enough budgets for the publication cell, but it has not been utilized properly. Now we are trying to publish another journal in recent future.

CRITERION 7: INFORMATION SYSTEM

The campus has its own academic committee. It analyzes and records various academic data. It prepares and submits the analyzed data to the campus management committee for discussion. The areas on which such analysis is carried out are students' pass rate (overall and subject wise), students' enrollment position, positions secured by the students in university examinations and so on. The results of such analysis are kept in the campus. The information of those students who have achieved academic excellence is published in the institution newspaper. The feedbacks are taken internally from students on the results of the analysis of academic data. Such feedbacks have enabled the campus to improve the quality of education.

The campus has its own web site in which all the information about the campus activities are described for the viewers. From this system, it will be easier for the institution to reach its stakeholders and to get feedbacks from them. It will also help the institution to widen its horizon in public sector.

CRITERION 8: PUBLIC INFORMATION

The campus has its own public information cell. It was established in the year 2066 and now it has been reformed. This cell is comprised of 5 members which is under the coordination of Bashu Prasad Dhungel. Other members of this committee are Ramji Neupane, Bhanu Bhakta Thapalia, Suresh Shrestha and . They conduct various activities to circulate information of the campus to various public sectors concerned. The campus has acquainted different public sectors to its various programs in order to increase public participation in its programmes.

It collects overall institutional information and submits it to the campus administration which is later on submitted to the annual meeting of the campus council. The record of such information is kept in the campus library which is open to stakeholders. The information related to the campus are regularly published in prospectus, brochure, advertisement, etc. the campus also releases its public information through its website.

CRITICAL APPRAISAL

Over the past twenty nine years since its establishment, the campus has achieved several educational milestones in both the bachelor's and the master's programs. It has succeeded in widening its physical infrastructure along with its widening vision, mission, goals and objectives. In course of achieving this success, MMC has also undergone several ups and downs with unflinching support from the people of this region. The most powerful factor to establish it as a leading educational institution for higher education in this region is nothing other than the qualitative education at the affordable rate of fee it has been catering in students for years.

At present about 6,000 students have been studying in different programs of this campus. About 3500 student are in Bachelor's and master's programs. Being a non-profit earning community based educational institution; it is always committed to educate the aspiring students at the affordable rate of fee. The campus management committee, the academic council, the administration, the teaching and non-teaching staff, and the students, all are cooperative in the matter of campus development through quality enhancement. Several internal and external donors and agencies have provided financial assistance to develop physical infrastructures of the campus. Qualified, skilled and efficient manpower has been contributing a lot to quality enhancement. About 50% of the total students regularly complete graduation and post-graduation with excellent positions each year.

Nonetheless, the campus has yet to exercise a lot to meet the criteria for keeping pace with the changing goals and objectives of the academic world. Being a community based education institution; it has got to appear boldly in the competition with private institutions mushrooming every year. Keeping pace with the national political scenario, MMC is therefore moving ahead. Instead of close and forced teaching learning activities, MMC has established a trend of open system in which students feel free to expose themselves.

In this way, Makwanpur Multiple Campus (MMC) has been spreading the light of higher education for many years. It has been producing skillful manpower each year required for the nation. Almost all the students who have completed their courses from this campus have been well settled in governmental and non-governmental organizations.

ACHIEVEMENTS AFTER QAA CERTIFICATE

After the QAA certificate was handed over to this campus, the campus took it both as an opportunity to progress and as a challenge to maintain quality as demanded by UGC. This campus has been able to grab some academic, administrative and financial achievements. This campus got an opportunity to interact with many community colleges, and share experiences. These interactions helped to enhance quality in the teaching learning activities of the campus. With the financial grants that the campus received, it got an opportunity to expand infrastructures like extension of buildings, management of well furnished classrooms, construction of seminar hall and auditorium hall etc. In the same way, the campus extended its library, and installed e-library facility.

Academically, the campus has developed the concept of subject departments so as to create academic environment in the campus. In the past, we only had the provision of four Faculties and some specialized programs. Similarly, the campus made the provision of supporting teachers as well as students for research activities providing financial aids. The teachers who publish their articles in international journal are financially supported. Not only teachers, even the students of MBS, BBM and BA third year regularly publish books with some creative articles and research papers.

The fund of UGC has helped the campus to make permanent fund for student scholarship, and retirement of staff. The campus uses the interest of scholarship fund to distribute scholarship to the students of different programs. The number of students who receive scholarship has increased after receiving QAA certificate. In the same way, we also have made retirement fund stronger, so that the teaching and not teaching staff will be benefitted.

The office administration of the campus has been systematized and computerized system has been used in every work. There is the use of software named EIMS in the library. There are computers in every department of the campus, and administration rooms. About 100 computers are there in the campus. The campus has also installed digital attendance of teacher staff. The number of seminars/ workshops and refresher trainings has increased in these years. The quality of computer lab and science labs has been upgraded. In a nutshell, the campus has gained immense support from UGC and its programs. Thanks!