

SELF STUDY REPORT

of

DHAWALAGIRI MULTIPLE CAMPUS BAGLUNG



Submitted To:
TU Quality Assurance & Accreditation Center
Kirtipur, Kathmandu

December, 2019

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 including the recommendations made after field visit from 2076-08-16-2076-08-20 by Internal Assessment Evaluation Team, TU-QAA Center 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.

Prof. Dr. Ram Prasad Upadhaya

Campus Chief

Dhawalagiri Multiple Campus, Baglung

2076/ 08/26

Campus Seal

Acknowledgement

This is a moment of gratitude and thankfulness for us. DMC has started the process of acquiring QAA (Quality Assurance and Accreditation) certificate granted by UGC. As part of the process, Self Assessment Team (SAT) was formed for preparing the detail report of the curricular, administrative and infrastructural aspects of the campus. The committee approached various stakeholders in course of accomplishing its responsibilities and received valuable support and suggestions from all of them. The committee is thankful to all the teachers, staffs, Free Students' Union, various students' Organizations, students of DMC, guardians and well wishers. Many thanks go to Research Management Cell of DMC headed by Prof. Dr. Din Bahadur Thapa and the members for preparing the research report in line with the requirements of SSR questionnaire. We cannot forget the commendable hard work of the Department Heads and program Coordinators of DMC for preparing result analysis report. We appreciate the collaboration of the staffs of Exam Section, Account Section, Library Section, Administration Section and Store Section of DMC for providing respective documents and data.

In course of carrying out the responsibility, various committees were formed assigned with special duty. SAT is grateful to the coordinators and members of those committees for the cordial help and sincerity. We will never forget the valuable help of campus chiefs of PN Campus, Pokhara, Janapriya Campus, Pokhara, Adikavi Bhanubhakta campus, Damauli, and Myagdi Multiple Campus, Beni for various reference materials provided to us. We are indebted to the chair person of UGC Prof. Dr. Bhim Prasad Subedi and member secretary of UGC Prof. Dr. Devraj Adhikari for the valuable guideline and suggestions. Further, we would like to acknowledge with much appreciation the pragmatic counseling of Prof. Dr. Bal Mukunda Bhandari (Coordinator-Internal Assessment Evaluation), Prof. Dr. Krishna Das Manandhar (Member-Internal Assessment Evaluation), Jagat Krishna Pokharel (Director-QAA-TU Center), Dr. Pramod Paudel, Director of Research Department of UGC and Mr. Gopal Acharya, the programme Officer of UGC. Finally, we are much thankful to Prof. Dr. Ram Prasad Upadhaya, the Campus Chief of DMC for the warm inspiration and constant support in course of transforming this task a reality.

Thanks

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Abbreviations

B. A.	Bachelor Of Arts
B. B. A.	Bachelor of Business Administration
B. B. S.	Bachelor of Business Studies
B. Ed.	Bachelor of Education
B.Sc.	Bachelor of Science
CBOs	Community Based Organizations
CMC	Campus Management Committee
DMC	Dhawalagiri Multiple Campus
Dr.	Doctor
GOs	Governmental Organizations
HOD	Head of Department
INGOs	International Non- Governmental Organizations
IQAC	Internal Quality Assurance Cell
M. Phil.	Master of Philosophy
M.A.	Master of Arts
M.B.S.	Master of Business Studies
M.Ed.	Master of Education
NGOs	Non- Governmental Organizations
PCL	Proficiency Certificate Level
PG	Postgraduate
Ph. D.	Doctor of Philosophy
PIC	Public Information Cell
Prof.	Professor
QAA	Quality Assurance and Accreditation
RMC	Research Management Cell
SAARC	South Asian Association for Regional Cooperation
SSR	Self Study Report
SAT	Self Assessment Team
TU	Tribhuvan University
TUEA	Tribhuvan University Employees' Association
TUTA	Tribhuvan University Teachers' Association
UG	Undergraduate
UGC	University Grants Commission
UNO	United Nation Organization

Institutional Profile

Institutional Background

Dhawalagiri Multiple Campus (DMC) is one of the tempting academic destinations for the students of western Nepal to pursue higher level studies in Humanities, Management, Science and Education. This campus is located in Baglung Municipality-2, Baglung, of Gandaki Province, about 272 KM far from the federal capital city, Kathmandu.

DMC was established in 2019, Bhadra 2 (18-08-1962 A.D.) as the result of the integrated efforts of social workers of Baglung, Parbat and Myagdi districts, who were aspiring for the facility of higher educational institute. Magar, Kshetri, Brahmin, Newar and Dalit population is pre-dominantly high in Dhawalagiri area and the major economic engagements of this population are agriculture, civil service, foreign employment, trade and involvement in Indian Army. The unified contribution of the population from diverse background was the impetus for the establishment and operation as well as for the progress of this campus. The guiding principle of this campus, as envisioned by the founders, is to produce competent man power for delivering efficient administrative, educational and social services.

In course of more than five and half decade history, this campus has made commendable achievement in enhancing academic standard and infrastructural management. Initially, the campus started operating with the name of Dhawalagiri Mahendra Inter College. The Intermediate level classes of Humanities and Social Science were introduced in the night shift in the building of Vidya Mandir High School, one of the reputed schools of Baglung Bazaar. In 2030 BS, this college was included as one of the constituent campuses of the TU and renomenclatured as Mahendra Multiple Campus. Gradually, this campus evolved to be the finest educational institutes along with the addition of various programs. After the political change in 2063 BS, this campus was again renomenclatured for the third time as Dhawalagiri Multiple Campus in 2067 as per the meeting of TU Assembly held in 2067/03/31 B.S.

As the constituent campus of TU, Dhawalagiri Multiple Campus (DMC) is governed and managed according to the rules, regulations and policies of Tribhuvan University along with the active cooperation of the community. This campus developed its five year strategic plan for the years 2073-2078 and started adopting Decentralization policy in 2075 B.S. Campus Management Committee (CMC) has been formed as per the Decentralization Act which evaluates the overall policies and programs of the campus and seeks to obtain feedback from the stakeholders to accelerate the reform activities.

Campus administration has made various efforts for accommodating suggestions of all the stakeholders of the campus and has introduced the academic programs according to their interest. This practice has benefitted the campus for gaining public support and promoting the quality of education.

At present, there are 74 teaching staffs and 27 non-teaching staffs serving this campus. The campus has been running bachelor programs in Science (B. Sc), Management (B.B.S., B.B.A.), Humanities and Social Sciences (B.A.) and Education (B.Ed.). Likewise, five programs have been launched under three Departments in Master's Degree such as Management (MBA), Humanities (M.A. Sociology/Anthropology, M.A. Nepali) and M.Ed. Nepali, M. Ed. Curriculum. Variety of subjects for specialization and elective papers has been offered.

Students, mainly from economically, socially and educationally backward classes of Dhawalagiri region, have immensely been benefitted by the programs offered by the campus as it has made them easier access to higher education. This campus was awarded as one of the best business study campus in 2018 and 2019. Many students have scored distinguished position in the University at different levels which has helped this campus gain nationwide popularity. Despite these achievements and services, new

educational programs and subjects in accordance with the demands of local community and students are yet to be introduced.

Since its establishment, the campus has made various efforts to attain the prime goals and objectives of the campus persistently prioritizing up-to-date quality education for all. It conducts orientation programs, seminars and workshops to carry out academic activities effectively. Curricular activities have been systematized for enhancing quality. On the basis of operational calendar prepared by the campus, the campus has been conducting internal examination in two different phases in all the levels to evaluate students' academic progress. Based on the students' results of the internal examination, the campus also provides necessary feedback through revising and individual counseling especially for needy students in their difficult subjects. 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 conducting seminars, workshops and orientation to the teachers and the students as well. The extra-curricular activities including oratory contest, quiz contest, poem recitation, cultural shows through singing and dancing, and sports competitions such as basketball, volleyball, football, table tennis and many other activities have been regularly conducted. Students are encouraged to participate in different social activities in order to promote the sense of civic responsibilities and social services in them. Blood donation, awareness programs on the misuse of social sites, distributing fruit to the patients in hospital on campus anniversary and other special occasions, collecting fund, necessary food and clothes and distributing them to the victims of natural calamities and so many other programs have been conducted to promote social attachment and civic responsibilities in the students. .

In course of its efforts to provide quality education, DMC has started launching rapid educational, administrative and infrastructural improvements for qualifying this campus to Quality Assurance and Accreditation (QAA) program that the University Grants Commission (UGC) has launched with the aim of improving the quality of higher education in Nepal. In the line with QAA mission, different internal bodies including faculties, departments, sections, portfolio members and working units have been further systematized with clearly defined job responsibility and all the academic, administrative and financial activities of the campus have been regulated. Thirteen different internal committees have been formed as the initiatives to implement enhanced teamwork system. DMC has decided to participate in QAA process to serve the following purposes:

- To assure students and public with high quality education.
- To make the campus recognized as an institution providing high quality education.
- To identify weaknesses, drawbacks and areas of improvement in the process of catering qualitative higher education.

Motto:

Quality Education-Our Commitment

Vision:

Dhawalagiri Multiple Campus (DMC) aims to help building civilized, prosperous, and equitable society by providing high quality higher education.

Mission:

The mission of the campus is:

- ❖ To serve the community by offering quality education and research programs.
- ❖ To disseminate knowledge, instill values and foster all round potentialities through teaching, learning and creative research and extracurricular activities
- ❖ To prepare highly competent, innovative and dexterous manpower.
- ❖ To develop this campus as a grand academic center that unifies all the colleges and educational institutes of Dhawalagiri area.

Goals:

- ❖ To extend academic programs to fulfill academic need of the society.
- ❖ To impart quality and practical education for producing competent and skilled manpower
- ❖ To enable the students to apply skill in problem solving and team work
- ❖ To foster the academic career of the teachers/staff.

Objectives:

- ❖ To launch new programs on science and technology and Management faculty
- ❖ To extend enrollment of female, dalit, marginalized, janajati, disabled, deprived, disadvantaged students.
- ❖ To promote public participation and make strong bond between the campus and the community.
- ❖ To create student-centered and research centered teaching and learning environment.
- ❖ To imbue a good moral and behavioral attitude to the students through outreach and extension programs.
- ❖ To increase graduation rate.
- ❖ To ensure professional development of all the staffs ensuring the facility of study, research and career promoting trainings and workshops.
- ❖ To develop field of academic research.
- ❖ To develop effective and efficient administration.

Core, Values and Norms:

- ❖ Education both as an end and means of development
- ❖ Holistic and integrated approach
- ❖ Quality, equality and advancement
- ❖ Justice, inclusion and active participation
- ❖ Independence, impartiality and transparency
- ❖ Team spirit and teamwork
- ❖ Increase in investment for the development of the campus
- ❖ Participatory and accountable system of educational governance & management.
- ❖ Development and mobilization of human resource
- ❖ Identification and utilization of non-human resources
- ❖ Professional development of teachers and all-round development of students
- ❖ Planned and sustainable development

Institutional Highlights:

- ❖ Dhawalagiri Multiple Campus (DMC) was established in 2019 B.S.
- ❖ DMC is located in the prime location of Dhawalagiri area; headquarter of Dhawalagiri in the tranquil site of Baglung Bazaar with 88-2-2-0 ropanees of land area.
- ❖ DMC is a constituent campus of TU, gaining nationwide popularity as the institute offering higher education with excellent academic result.
- ❖ DMC offers Bachelor programs on Humanity, Education, Science and Management (BBS and BBA) and Master Level programs on five different courses on Humanity, Education and Management.
- ❖ DMC practises the team work and collaboration with the concerned stakeholders.
- ❖ DMC has been awarded as the Best Business Study Campus (in 2018 and 2019).
- ❖ DMC is equipped with sufficient infrastructures including spacious and well equipped class rooms, Library, Science lab, Computer Lab, Spacious playground, Sufficient Sports Materials, Hostel, Teacher-Staff Quarter etc.
- ❖ DMC offers the services of highly experienced and renowned faculties.
- ❖ DMC practices latest teaching methods including the use of multimedia, continuous assessment system through internal exams and academic audit and the focus on the link of research and teaching.

Quality Policy:

Quality policy model envisions continuous process of quality enhancement planning according to the vision, mission and goals of the campus. 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. The following policies have been practiced for enhancing quality:-

Continuous assessment and review of the plan:

Continuous assessment and review of the academic and strategic plan is made to identify and solve the problems faced by the campus regarding academic and strategic plan implementation. Campus administrations prepare annual progress reports for and submit it to the stakeholders of the Campus Anniversary Day seeking recommendation from the participants/stakeholders. Similarly, Internal Quality Assessment Committee (IQAC) has been formed which evaluates the efforts taken for enhancing academic quality including the pass rate of internal exams, final exams, drop-out rates and the pedagogic methods practiced by the faculties.

Linking research and teaching/learning:

Workshop, seminars, and trainings are organized for the faculties to update their skills on research and pedagogic techniques. Faculties are assigned to guide thesis research of the Master level students and special guidelines are provided to the students to select socially useful topics for the thesis research as far as possible. Faculties are encouraged to do research on various fields and use teaching technique that incorporate research activities along with lecture methods. Likewise, faculties are encouraged to publish their their research works on the national and internal journals as well as the journals published by the publication cell and departmental publications of this campus.

Strengths, Weakness, Opportunities and Threats/Challenges:

Any institute aspiring for fulfilling public interest should act as the dynamic agent. As DMC is the higher educational institutes, it has its strength, weakness, opportunities and threats/challenges (SWOT). These aspects of DMC are as follows:

Strengths:

1. Gradual extension of new programs
2. Increasing trend in students' enrollment rate
3. Quality education in reasonable, affordable and nominal fee structure (for locally funded programs too)
4. Competent and experienced faculty members
5. Peaceful and academic environment
6. Enough land for developing various infrastructures
7. Scholarship scheme for academically excellent students and freeship for deprived, disadvantaged and needy students
8. Prime location and easily accessible
9. Well-managed library
10. Regularity in curricular and extra-curricular activities
11. Good relationship among students, teachers and staff and community
12. Regular discussion and participatory decision process
13. Availability of multi-media facility
14. Spacious playground and outdoor game facilities
15. Provision of term examination

Weaknesses

1. Lack of well managed classrooms to use new equipments of teaching aids
2. Lack of sufficient teaching materials
3. No sufficient books for the new programs in the library
4. Lack of sustainable sources of income
5. Lack of sufficient training, workshop and research for the teachers
6. Lack of sufficient hostel facility for needy students
7. Lack of sufficient research work
8. Lack of sufficient full time teaching staffs

Opportunities

1. Prospects of getting benefit from coordination and cooperation with district-level authorities
2. Prospects of extending programs and services
3. Prospect of becoming a leading campus of the region
4. Prospects of launching various academic disciplines in technical education and other subjects.
5. Selection in HERP program of University Grant Commission

Threats/Challenges

1. Challenge of maintaining balance between low cost and high quality of education
2. Challenge of addressing the needs and interests of diverse students/community
3. Challenge of educating students to make them competent enough in ever-changing, advanced and complex world
4. Challenge of maintaining quality of education

5. Impact of political instability and changes
6. Challenge of Managing sufficient income sources
7. Challenge of providing technical and skill-based education
8. Lack of sufficient fund to provide sufficient scholarship to the needy students
9. Challenge of promoting staffs on research works

DATA COLLECTION FORMAT FOR SELF-STUDY REPORT (SSR)

INSTITUTIONAL

SECTION A

INFORMATION FOR INSTITUTIONAL PROFILE

1. Institutional Information:

Name of the Institution: Dhawalagiri Multiple Campus

Place: Baglung Municipality - 2

P O Box:

District: Baglung

Website: www.tu-dmcbaglung.edu.np

2. Information for Communication

a. Office

Name	Telephone with Extension Number	Fax	E-mail
Executive Head of the Institution: Prof. Dr. Ram Prasad Upadhaya	068-520113, 9857623998	068-520113	upyram998@gmail.com
Executive Assistant: Mr. Dhurba Raj Gautam Mr. Tilak Prasad Kandel Mr. Hari Prasad Pandeya	9857620043 9857620353 9847620978	068-520113	gautamdhubaraj@gmail.com tilakkanel01@gmail.com haripandeya9@gmail.com
Management Committee Chairperson: Prof. Dr. Ram Prasad Upadhaya	068-520113, 9857623998	068-520113	upyram998@gmail.com

b. Residence

Name	Telephone with Extension Number	Fax	E-mail
Executive Head: Prof. Dr. Ram Prasad Upadhaya	068-520611	068-520113,	upyram998@gmail.com
Executive Assistant: Mr. Dhurba Raj Gautam Mr. Tilak Prasad Kandel Mr. Hari Prasad Pandeya	9857620043 9857620353 9847620978		gautamdhurbaraj@gmail.com tilakkanel01@gmail.com haripandeya9@gmail.com
Management Committee Chairperson: Prof. Dr. Ram Prasad Upadhaya	068-520611		upyram998@gmail.com

3. Type of Institution

Constituent ☒ Affiliated ☐ Degree Awarding Autonomous Institution ☐

4. Institutional Management:

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

5. Financial category of the institution:

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

6. a) Date of establishment of the Institution: **02-05-2019 BS**

(For further details, Please see Volume-1, Annex-2, Decision minute made by the meeting of the local social workers to run the campus, pp. 6-10)

b) Date of commencement of the Bachelor or higher level Program(s) **2035 B.S.**

c) University to which the Institution is affiliated: (attach the certificate of affiliation)
Constituent Campus of TU

After the advent of New Education System Plan in 2028 B.S., all the campuses established up to that time as the community campus were included as the constituent campus of TU by the government.

Dhawalagiri Mahendra Inter College, the name of the campus at that time, was included as the constituent campus according to the government's policy in 2030 B.S.

7. Date of Government /UGC approval (only for Institution affiliated to foreign universities):

This question is not applicable to DMC.

8. Is the institution autonomous in terms of

Financing ☐ Administrative Management ☐ Academic Management ☐ None ☒

Though the University rule has the provision for autonomy in academic policy and administration, the campus does not have any plan for autonomous academic policy and administration.

9. Institution's Land area in Ropanees/Bighas (Katthas)/Square Meters:

88-2-2-0 Ropanees of Land

(For further details, Please see Volume-1, Annex-3, Land ownership certificate of the campus, pp. 11)

10. Location of the Institution

Urban ☒ Semi-urban ☐ Rural ☐

(For further details, Please see Volume-9, Annex-96, Photographs and Google map of campus within the Baglung Bazar, pp. 1433)

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

Academic Programs	Number of Program
Certificate course (PCL 2 years), 10+2 (HSEB), or CTEVT programs	Phase out
Bachelors	5 Programs (B.B.S., B.B.A., B.Ed., B.A., B.Sc.)
Masters	5 Programs (M.B.S., M.A. in Sociology/Anthropology, M.A. in Nepali, M.Ed. Nepali, M.Ed. Curriculum and Evaluation)
MPhil	-
PhD	-
Any other (specify)	One Year B.Ed.
Total	11

(For further details, Please see Volume-1, Annex-4, Approval letter of TU to run the academic programs in the campus, pp. 12-31)

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

Faculty of Science and Technology: Institute of Science & Technology
Departments:
Faculty of Humanities & Social Sciences
Departments: Department of History Department of Nepali Department of Political Science Department of Economics Department of English Department of Mathematics Department of Sociology/Anthropology
Faculty of Management
Departments: Department of Management Department of Research Management Department of BBA Program
Faculty of Education
Departments: Department of Education Department of Teaching Practice
Faculty of Law
Departments:
Institute of Engineering
Departments:
Institute of Medicine
Departments:
Institute of Agriculture
Departments:
Institute of Forestry
Departments:
Other Faculties:
Departments:

(For further details, Please see Volume-1, Annex-5, Appointment letters of department chief and coordinators of different faculties, pp. 32-42)

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

Programs	Level of Study	Eligibility requirement for student admission	Student Number (Enrolment/Capacity)
Bachelor of Science(B.Sc.)	Bachelor	Grade C or 45%	95
Bachelor of Business Studies (BBS)	Bachelor	Grade D+ or Pass Division	707

Bachelor of Business Administration (BBA)	Bachelor	Grade D+ or 45%	31
One Year Bachelor of Education(B.Ed.)	Bachelor	Grade D+ or Pass Division	41
Master of Business Education (MBS)	Master	Pass Division	61
Master in Sociology and Anthropology (MA)	Master	Pass Division	29
Master in Nepali (MA)	Master	Pass Division	-
Master in Nepali Education (M.Ed.)	Master	Pass Division	14
Master in Curriculum Education (M.Ed.)	Master	Pass Division	11
Total			989

(For further details, Please see Volume-1, Annex-6, Annual Report of campus 2075/076, pp. 43-84)

14. 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 of TU Acts and Rules/Regulation. Campus administration determines the required number of vacant posts and fulfills on part time/wage/contract basis as per the rules of TU. Campus chief is authorized to recruit the vacant posts by TU.

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

A. Permanent Recruitment

For the recruitment in any permanent post, the TU service commission conducts exams and recommends the successful candidates to the TU executive body then the executive body appoints the successful candidates in the vacant posts of different constituent campuses.

B. Contract Recruitment

The campus administration shall recruit the campus staffs on the contract basis after it has been permitted / authorized for the recruitment as per the rules and regulations of TU.

C. Part Time Recruitment Period Basis/ Daily Wage basis Recruitment

The Campus Chief shall recruit the teaching staff in the Period Basis and Daily Wage basis to those candidates who are selected through the oral tests/class observation out of all the candidates who have applied for the post advertised on the local media after the campus chief has been duly authorized by the TU.

(For further details, Please see Volume-1, Annex-7, TU Acts and Rules/Regulations for recruitment of teaching and non-teaching staff of the campus, pp. 85-94)

15. 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)	1	2		34	36
No. of teachers with PhD				3	3
No. of teachers with MPhil					
No. of teachers with Masters	1	2		31	33
No. of teachers with Bachelors					
Part Time Teachers (Total)	1	4		34	38
Part-time teachers with PhD					
Part-time teachers with MPhil				2	2
Part-time teachers with Masters	1	4		32	36
No. of teachers with Bachelors					

(For further details, Please see Volume-2, Annex-8, Appointment letters of teaching staffs of campus, pp. 95-182)

(For further details, Please see Volume-3, Annex-9, Academic documents of teaching staffs of campus, pp. 211-295)

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

Courses	Full Time Teachers (Total)	Part Time Teachers (Total)	Total
Science			
Number of periods per week (class load)	81 periods per week	287 periods per week	368 periods per week
Management			
Number of periods per week (class load)	201 periods per week	123 periods per week	324 periods per week
Humanities and Social Science			
Number of periods per week (class load)	246 periods per week	78 periods per week	324 periods per week
Education			

Number of periods per week (class load)	387 periods per week	309 periods per week	696 periods per week
Law			
Please add other courses if applicable			

Note: Full time teachers have been encouraged to take additional (overtime) classes as 15 period per week in bachelor level and 9 credit hours per year in master level semester system is included as the minimum class lead for full time teachers. There are 74 teachers and 1712 periods of classes per week. Out of 74 teachers, the number of full time teacher is 36 and the number of part timer teacher 38. Out of 1712 periods of class load, 915 periods of class load is assigned to full time teachers and 797 periods of class load are assigned to part time teachers. Full time teachers, appointed to one department, take the same subject class of other departments. To sum up 53.45 % of class load is assigned to full time teachers and remaining 46.55 % of class load are assigned to the part time teachers.

(For further details, Please see Volume-5, Annex-24, Academic routine showing flexibility and elective option in different level, pp. 482-527)

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

Particulars	Disadvantaged / Janajatis		Others		Grand Total
	F	T	F	T	
Administrative Staff	1	5	12	22	27
Technical Staff	-	-	-	-	-

(For further details, Please see Volume-3, Annex-10, Appointment letters of non-teaching staffs of campus, pp. 183-210)

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

No of Students Enrolment From ...	UG		PG		MPhil		PhD	
	F	T	F	T	F	T	F	T
Same district where the institution is located								
Other districts								
SAARC countries								
Other countries								
Disadvantaged/Janajatis								

Note: F= Female, T= Total in Table 15, 17 and 18.

19. Details of the last two batches of students:

Particulars	Batch 1:			Batch 2:		
	Year: 2074			Year: 2075		
	Bachelors	Masters	Total	Bachelors	Masters	Total
Admitted to the program	1453	205	1658	1686	226	1912
Drop-outs						
Within four months of joining						
Afterwards	244	16	260	351	21	372
Appeared for the final year examinations	1209	189	1398	1335	205	1540
Passed in the final examinations	179	35	214	229	56	285
Pass % of number appeared (Total)	14.81	18.52	15.31	17.15	27.32	18.51
Pass % with distinctions						
Pass %, (First class)						
Pass %, (Second class)						
Pass %, (Third class)						
Number of students expelled from examination hall if any						

Note: 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 the 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. 1,90,31,883/00 by the end of Aashad 2076 out of the total estimated income Rs. 1,80,00,045/- made in the fiscal year 2075/076. The real income of the current fiscal year is Rs.10,31,838/- more than the estimated income made in the fiscal year 2075/076. The reason of the addition in the real income is the increasing number of students.

The total budget of the current fiscal year 2075/076 has been estimated Rs. 3,34,74,000/00 from regular sources & Rs. 6,80,01,000/00 from internal sources which total Rs. 10,14,75,000/00 (Ten crore fourteen lakh seventy five thousand only). The income details of the current fiscal year 2075/076 have been mentioned as follows:

- a) Entrance Fee(for B.Sc and BBA): Rs. 2,56,000/- (Entrance Fee of all faculty)
- b) Education Fee: Rs. 1,51,21,238/-
- c) Library Fee: Rs. 9,23,615/-
- d) Building Construction Fee: Rs. 6,53,200/-
- e) Campus Development Fund Rs. 8,94,420/-
- f) Exam Fee: Rs. 25,01,115/-
- g) UGC Grant/HERP: Rs. 1,54,00,000/- (through TU) & Rs. 22,86,400/- (through HERP)
- h) Shopping Shutters Rent: Rs. 19,04,585/-
- i) Laboratory Fee: Rs. 1,80,000/-
- j) Practical Fee: Rs. 2,85,705/-
- k) Bank Interest: Rs. 3,64,054/03

B: Expenditure Details:

Out of the estimated expenditures Rs. 10,14,75000/- of last fiscal year 2075/076, only Rs. 64777520/29 has been spared until the end of Aashad 2076. The capital expenditure has not been fully implemented as estimated in headings. The total expenditure of the current fiscal year 2074/075 has been divided into two categories as Administrative Expenditure and Capital Expenditure. The main headings under Administrative Expenditure include the salary of the teaching (except permanent and contract basis teacher/staffs) and non-teaching staff, allowance, other facilities, exam management, stationery, maintenance and service charge expenses, for which, the following expenditure plan has been estimated: 2075/076

- a) Salary (Part time teachers, Extra Class/Over time): Rs. 4,52,93,386/07
- b) Maintenance: Rs. 2,15,281/58
- c) Exam Management(Internal): Rs. 2,50,949/-
- d) Stationery and Printing: Rs. 7,06,972/90
- e) Service Charge Expense (Electricity, Telephone, Internet, Water): Rs. 362559/48

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

- a) Library Reformation and Book Purchase: Rs. 3,38,338/00
 - b) Contingent Fund:
 - c) Building Construction: Rs. 77,77,435/67
 - d) Computer Purchase: Rs. 18,24,699/90
 - e) Science Lab Equipments: Rs. 19,85,550/- (Tender process Rs.48,28,016/-)
 - f) Maintenance : Rs. 2,15,281/58
 - g) Skill Development and Study Research Fund: Rs. 70,530+Rs.5,22,627=Rs 5,93,157/-
- (For further details, Please see Volume-3, Annex-11, Annual budget and audit report of campus, pp. 296-314)

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 expenditure budget: Rs. 6,47,77,520.29 (with capital expenditure)
Number of Students enrolled: 1912

Unit cost: Total expenditure budget (Actual) divided by Number of students enrolled:

Rs. 33879.45 per student

Unit cost = $\frac{\text{Total annual expenditure budget(with capital expenditure)}}{\text{Total no. of students}}$

$= \frac{\text{Rs. 6,47,77,520.29}}{1912}$

$= \text{Rs. 33879.45 per student}$

b) Total annual expenditure budget excluding Salary component:

Rs. 4,99,31,591.49 (without capital expenditure)

c) Number of students enrolled: 1912 students

Unit Cost excluding salary component: Rs. 26114.85 per student

Unit cost = $\frac{\text{Total annual expenditure budget(without capital expenditure)}}{\text{Total no. of students}}$

$= \frac{\text{Rs. 4,99,31,591.49}}{1912}$

$= \text{Rs. 26114.85 per student}$

(For further details, Please see Volume-3, Annex-11, Annual budget and audit report of campus, pp. 296-314)

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

Semester System ☒ Annual System ☒ Any other (specify)

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

Central library	<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 checked="" type="checkbox"/>	Guest house	<input type="checkbox"/>	Housing	<input checked="" type="checkbox"/>
Canteen	<input checked="" type="checkbox"/>	Grievance redresser cell	<input checked="" type="checkbox"/>	Common room for students	<input checked="" type="checkbox"/>

Any other (specify) Saraswati Temple, Ladies Room, Botanical Garden

(For further details, Please see Volume-3, Annex-12, Photographs of different support service in the campus, pp. 315-327)

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

Yes ☒ No ☐ If yes provide the composition of the committee in separate sheet

(For further details, Please see Volume-3, Annex-13, Description of campus management committee, pp. 328-340)

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

Particulars	Year I (2073)	Year II (2074)	Year III (2075)
Working days of the institution	268	267	282
Working days of the library	268	267	282
Teaching days of the institution	220	217	238
Teaching days set by the university	150	150	150
Books in the library	26037	26568	27452
<u>Journals/Periodicals subscribed by the library</u>			
National:			
International:			
Computers in the institution	29	29	62
Research projects completed and their total outlay	2	6	2
Teachers who have received national recognition for teaching/research/consultancy	3	3	2
Teachers who have received international recognition for teaching/research/consultancy			
Teachers who have attended international seminars			
Teachers who were resource persons at national seminars/workshops		3	
No. of hours of instruction against the plan (per year or per semester)			

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

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

To promote and enhance research activities, the Research Management Cell (RMC) has been formed, which has carried out different research activities and prepared its reports. RMC has funded for 2 ongoing researches. The fund provided for two researches is Rs. 20,000 (In words twenty thousand only)

(For further details, Please see Volume-3, Annex-14, List of Research Management Cell of the campus, pp. 341-344)

(For further details, Volume-9, Annex-88, Documents related to ongoing research of campus, pp. 1415-1419)

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

Yes ☒ No ☐ If yes, list the MoU signed and furnish the details of active MoU along with important details of collaborations.

This campus has initiated collaborating with international institutes. As per the legal provision of Nepal government, collaborations as well as grant assistance of the international institutes should be maintained through local bodies. This campus has proposed the financial aid for the construction of classroom building with the Embassy of India. Baglung Municipality has initiated the proposal on behalf of this campus requesting for financial aid regarding the construction of classroom building in this campus. MoU has been signed on behalf of this Campus between Ministry of Finance, International Economic Cooperation Coordination Division and the government of India. Similarly, in the presence of South Korean ambassador, the interaction program was conducted in this campus to share the historical, cultural and educational experience between Nepal, particularly of this campus catchment area, and South Korean Government.

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

Yes ☒ No ☐ If yes, give details.

Yes, the campus has been running B.Sc., BBA, BBS, one year B.Ed and Master level program (MBS, M.Ed Curriculum, M.Ed Nepali, MA Sociology, and MA Nepali) programs depending on the local sources.

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

Source of Funding	Amount(NRs.)
UGC/Government grants	1,76,86,400/-
Donations	-
Fund Raising drives	-
Alumni Association	-
Research and Consultancy	4,61,650/-
Fee from Self-financed/initiated courses	1,45,07,538/-
Fees from regular programs	45,24,345/-
Any others, specify	
Rent of the compound for Baglung Mahotsav conducted by Baglung Chamber of Commerce and Industry, Baglung	7,00,000 (2073 BS)
Certificate/Recommendation Letters	5,48,952/-

Hall Rent from the Exam of Public Service Commission	4,132/-
Hall Rent from the Exam of TU	89,890/-
Shopping Shutters rent	19,04,585/-
Bank Interest	3,64,054/03

(For further details, Please see Volume-3, Annex-11, Annual budget and audit report of campus, pp. 296-314)

SECTION B

The marking scheme except otherwise specified in the criteria will be as follow:

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)

(The marking division applies proportionately to the allocated marks where necessary.)

BENCHMARK-WISE INPUTS FOR INSTITUTIONAL SSR

CRITERION 1: POLICY & PROCEDURES (15 MARKS)

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

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

Yes, the campus has been operating different programs and activities as per the vision, mission, goal and objectives which have been mentioned in the preliminary part of this report.

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

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

Yes, the campus has prepared five year strategic plan for the year 2074-2079 including clearly defined plans, programs and strategies to achieve its specific goals and objectives.

(For further details, Please see Volume-4, Annex-15, Strategic Planning and team work for decision making of Campus, pp. 345-395)

3. Are there duly formed organizational structures where the policies of the Institution are formulated, reflected, reviewed and updated?

Yes ☒ No ☐ If yes, mention the organizational chart and member compositions.

Yes, Dhawalagiri multiple campus is the constituent campus of TU. Major academic and administrative policies are formulated by the TU. Strategic Plan regarding the effective implementation of TU administrative and curricular policies for overall development of the campus are formulated, updated and reviewed by the Campus Management Committee headed by Campus Chief which was formed in 2075/12/18 BS by TU executive council.

List of Campus Management Committee:

S.No.	Designation	Name	Remarks
1	Chairman	m Prasad Upadhaya	Campus Chief
2	Member	yvinda Prasad Sharma Kandel	HoD
3	Member	n Bahadur Thapa	HoD
4	Member	Dr. Sudarshan Silwal	HoD
5	Member	ruba Raj Gautam	Asst. Campus Chief
6	Member	n Prasad Sharma	Asst. Campus Chief
7	Member	ak Prasad Kandel	Asst. Campus Chief

8	Member	ri Prasad Pandeya	Asst. Campus Chief
9	Member	ra Lal Regmi	Teacher Representative
10	Member	aktiram Neupane	Teacher Representative
11	Member	an Acharya	Ward No. 2 President
12	Member	rga Bahadur Kisan	Ward No. 1 President
13	Member	hadev Rajbhandari	Donor
14	Member	mesh Rajbhandari	Donor
15	Member	aya Raj Pant	President, TUTA
16	Member	iva Prasad Padhya	President, TUEA
17	Member	rayan Prasad Sapkota	Administration Chief
18	Member	m Bahadur Thapa	Account Section Chief
19	Member	an Bahadur Thapa (Manish)	President, FSU

In addition to this, the campus has formed its Executive Committee headed by the Campus Chief as per the decentralization act 2055(including amendment of 2073-3-26) which was also formed in 2075/12/18 BS by TU executive council. This committee is entitled to implement the TU policies and the policies made by campus management committee as per the decentralization act 2055(including amendment of 2073-3-26).

List of Campus Executive Committee:

S.No.	Designation	Name	Remarks
1	President	Dr. Ram Prasad Upadhaya	Campus Chief
2	Member	Dr. Din Bahadur Thapa	HoD
3	Member	Mr. Hira Lal Regmi	Teacher Representative
4	Member	Mr. Bhaktiram Neupane	Teacher Representative
5	Member Secretary	Mr. Tilak Prasad Kandel	Asst. Campus Chief

(For further details, Please see Volume-4, Annex-16, TU Acts regarding organizational structure and campus management committee, pp. 396-420)

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

Yes ☒ No ☐ Justify with supporting documents.

Yes, the campus has adopted different mechanisms for internal quality monitoring and checks. Internal Quality Assessment Committee (IQAC) has been formed and all the departments/institute is responsible to IQAC. Every teaching and non teaching staff is responsible to his/her concerning Department/Institute. For academic quality, internal examination, result analysis of both the internal and the final examination are carried out by this committee, especially to find out the weaknesses in teaching/learning and on the part of the students. As per the implication of the result, revision and counseling classes are provided for the weak students in different subjects. The teachers make annual work plan and they submit it to respective Department heads and it is discussed in evaluation meeting carried out by IQAC. According to the recommendation of the quality monitoring and check committee, different academic activities such as seminars, work-shops, and conferences are planned by the campus administration.

(For further details, Please see Volume-4, Annex-17, Name list of quality monitoring and checks committee, pp. 421-426)

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

Yes ☒ No ☐ If yes, give details/reference.

Yes, the Campus, as the constituent campus of TU, follows the rules and regulation of TU. TU Acts have clearly defined job responsibilities of campus administration including campus chief and assistant campus chiefs, faculties, departments, sections and teaching/non-teaching staffs of the campus.

(For further details, Please see Volume-4, Annex-18, TU Acts regarding Job responsibility of different bodies of campus, pp. 427-449)

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

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

Yes, the Campus, as the constituent campus of TU, follows the rules and regulation of TU which also directs the roles and responsibilities of Department Head and coordinators. The Campus Chief regularly monitors responsibilities of departments, Sections and individuals. Different department heads, program coordinators and section head submit their respective reports in evaluation meeting headed by Campus Chief. In the meeting, massive discussions are held on the reports and the reports are further submitted to campus administration which takes actions, gives instructions accordingly.

(For further details, Please see Volume-4, Annex-18, TU Acts regarding Job responsibility of different bodies of campus, pp. 427-449)

(For further details, Please see Volume-9, Annex-79, Documents related to minute of departments concerning about load division and analysis of departmental result, pp. 1236-1283)

(For further details, Please see Volume-9, Annex-80, Documents related to minute of campus and its stakeholders, pp. 1284-1311)

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.

Yes, 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, department heads, program coordinators and administration officials. The campus administration has conceptualized the basic framework of strategic planning and decision-making procedures that includes the assigned responsibilities to different committees, departments and sections. The job of different sections of campus administration such as examination section, library section, account section, store section, administration section etc. is being conducted through computer. Campus is planning to install necessary software to increase work efficiency in these sections.

(For further details, Please see Volume-4, Annex-15, Strategic Planning and team work for decision making of Campus, pp. 345-395)

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.

Being a constituent campus of TU, this campus is also running regular academic program as self-sustaining programs in bachelor and master level. List of the self-sustaining programs are as under:

Programs	Level
Bachelor of Science (B.Sc.)	Bachelor
Bachelor of Business Studies (BBS)	Bachelor
Bachelor of Business Administration (BBA)	Bachelor
One Year Bachelor of Education (B.Ed.)	Bachelor
Master of Business Education (MBS)	Master
Master in Sociology and Anthropology (MA)	Master
Master in Nepali (MA)	Master
Master in Nepali Education (M.Ed.)	Master
Master in Curriculum Education (M.Ed.)	Master

(For further details, Please see Volume-1, Annex-4, Approval letter of TU to run the academic programs in the campus, pp. 12-31)

9. Are there any formal provisions under which the institution brings “stakeholders or community feed backs and orientation” in its activities?

Yes ☒ No ☐ If yes, give details.

Yes, Campus Management committee and campus administration make necessary management for bringing stakeholders and community feedbacks. On the Anniversary Day of campus, the representatives of various sectors and communities come up with necessary feedbacks. Afterwards, the campus administration conducts necessary orientation for accommodating the feedbacks of the stakeholders. The campus has Public Information Committee which obtains feedbacks from alumni through the periodic alumni meetings. It also obtains feedbacks from the parents and students through opinion survey taken at the time of stakeholders' meetings as well as through the complaints and suggestions through the letters obtained in complaint box. The public information committee analyses the inputs from the stakeholders and reports to campus administration to take necessary actions.

(For further details, Please see Volume-4, Annex-19, Photographs of campus anniversary and interaction with stakeholders, pp. 464-466)

(For further details, Please see Volume-9, Annex-80, Documents related to minute of campus and its stakeholders, pp. 1284-1311)

10. Were any committees/external agencies appointed during the last three years to improve the organization and management?

Yes ☒ No ☐ If yes, what were the recommendations?

Yes, campus administration forms the committee with the specific mission to carry out the improvements and execute the policies and planning of the campus. In line with this practice, Hostel Management Committee formed in 2075, Staff Quarter Management Committee, formed in 2074, Repair and Maintenance Committee formed in 2074 and Library Reform Recommendation Committee formed in

2074 have made very useful recommendations for the improvement of management of these components of the campus.

Alumni association is at place and the members of the association have been participating in the programs conducted by the campus and the whole team is engaged in the improvement of the campus as an external agency.

As per the legal provisions of TU regarding constituent campuses, any external agencies cannot be appointed directly by the campus. However, various agencies can be contacted and promoted for the financial and managerial assistance of the campus. Kalika Bhagwati Trust functioning for the management and promotion of Kalika Bhagwati temple and its promise has managed and funded for the construction of visitors' lobby (waiters' site) in the premise of BBA block of DMC.

(For further details, Please see Volume-4, Annex-20, Minute book of different committees, pp. 454-463)

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

Yes ☒ No ☐ If yes, give details.

Yes, the elections for Free Student Union are held on the regular basis and at present Free student Union, which is highly inclusive, consisting of representatives of the students organizations affiliated to different political parties and the students from diverse ethnic, social, cultural and economic background, is at place. Representative of Free Student Union is included as the member of the Campus Management Committee. Various Committees, formed for improving campus management and quality enhancement, include the representatives of students such as : Library Advisory Committee, Internal Quality Assessment Committee (IQAC), Health Unit, Extra Curricular Activities and Extension Committee, Consultancy Unit, Maintenance Committee etc.

(For further details, Please see Volume-4, Annex-21, Approval letter of CMC including FSU, pp. 450-453)

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

a. by the university ☐

b. by the Institution ☒

Please attach the copies

Yes, the campus has practised academic audit for promoting academic quality. Internal Quality Assessment Committee evaluates the internal and final exam results reports received from the department wise subject teachers. Departments assign the faculties to evaluate the result of their respective subjects. Campus management committee and campus administration also analyses the dropout rates, pass rates enrollment status of the students including female, dalit, janajati students and other backwards community students.

(For further details, Please see Volume-9, Annex-80, Documents related to minute of campus and its stakeholders, pp. 1284-1311)

(For further details, Please see Volume-9, Annex-81, Documents related to minute of IQAC and campus administration, pp. 1312-1326)

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

Yes ☒ No ☐ If yes, give details

Yes, the Research Management Cell works to combine teaching and research activities. The Research Management Cell has been effectively carrying out research on various issues of different subjects in Master's degree and field reports/practice teaching in bachelors' program. It also conducts research oriented activities according to the requirements as mentioned in TU curriculum in order to transform theoretical concepts into practical knowledge. To combine teaching and research activities, students are asked to carry out research and write the report as part of the evaluation scheme. The students of master level must write thesis as partial fulfillment of Master level. Similarly, Bachelor level students are also involved in writing report. BBS students must make the in-depth study of a financial institute and write a report including the outcome of the management efforts. BA third year students must write a field visit report on social, economic, religious and cultural aspects of a place as part of the fulfillment of Bachelor level course.

(For further details, Please see Volume-4, Annex-22, List of thesis writing and field report prepared by students, pp. 467-479)

(For further details, Please see Volume-9, Annex-90, Documents related to combination of teaching and research of Sociology and Anthropology Department, pp. 1396-1406)

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 in addition to the massive reforms in students' academic gains. It has also contributed a lot to the policy reformation of various institutional organizations. For instance, many financial institutes in Baglung area have been benefited by the students' suggestions that they have offered in their report regarding the management and planning. Likewise, it has also helped a lot in formulating policies of NGOs/CBOs and other private sector such as industries, banks, schools, colleges, companies, cooperatives etc.

(For further details, Please see Volume-9, Annex-85, Appointment letter and educational documents of ex-students of the campus, pp. 1360-1381)

(For further details, Please see Volume-9, Annex 86, Records related to the employed graduated students of department of education of the campus, pp. 1382-1391)

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 the last three years. Audio-visual method of teaching has immensely contributed to the progress 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 accelerating the institution ahead. Some of the innovative activities are mentioned as follows:

Campus Management Committee as a strategic policy formation body:

The Campus Management Committee of Dhaulagiri Multiple Campus is the policy formation body that formulates the strategic plans and programs to meet the goals and objectives of the campus. CMC has

been proved to be an effective driving agent due to the creative participations of all the members and the collective effort it has been making as per the rules of TU acts.

Use of Modern Technology in Teaching Learning Activities:

The campus has been running teaching learning activities using multimedia, overhead projector, computer software facilities through the various scientific methods.

Facility of e-library for the students:

The campus is planning to manage e-library in near future for students of this campus.

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.

(For further details, Please see Volume-4, Annex-16, TU Acts regarding organizational structure and campus management committee, pp. 396-420)

(For further details, Please see Volume-4, Annex-23, Photos of multimedia classes and industrial tour, pp. 480-481)

CRITERION 2: CURRICULAR ASPECTS (10 MARKS)

16. Is there any provision for ensuring consistency of teaching and learning with the academic goals and objectives of the institution? (0.5)

Yes ☒ No ☐ If yes, give details.

Yes, the teaching learning activities are consistently going on in line with the goals and objectives of the campus. There are altogether 9 departments and the departments assign class loads to the faculties. As per the campus operational calendar, the meetings of the faculties are held by the department to identify the course completion status. Special counseling is provided to the students about difficult subjects for their better performance. Students are encouraged to participate in paper presentation. 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. Master level students are encouraged to write thesis on the topics which are more useful to the society. Likewise, other educational tours and industrial visits are conducted for the enhancement of the practical knowledge in the students.

(For further details, Please see Volume-5, Annex-24, Academic routine showing flexibility and elective option in different level, pp. 482-527)

(For further details, Please see Volume-9, Annex-79, Documents related to minute of departments concerning about load division and analysis of departmental result, pp. 1236-1283)

17. Are programs flexible enough to offer students the following benefits? (0.5 x 3 = 1.5)

Time frame matching student convenience ☒

Horizontal mobility ☐

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 being conducted in the morning shift and evening shift matching with students' convenience. The classes of Master in Business Studies (MBS), launching from last academic year (Year 2074/75) as semester program, are being conducted in the morning shift. Similarly, The classes of Master Level in sociology, Nepali, Nepali (Education), Curriculum (Education) are being conducted in the morning shift Different elective options are open for the students. Likewise, different educational activities are carried out as per the need of community and region.

(For further details, Please see Volume-5, Annex-24, Academic routine showing flexibility and elective option in different level, pp. 482-527)

18. Indicate the efforts to promote quality of education with provision of skills transfer among the students such as (0.5 x 5 = 2.5)

Capacity to learn ☒

Communication skills ☒

Numerical skills ☒

Use of information technology ☒

Work as a part of a team and independently ☒

Please give evidence

Counseling classes, workshop and seminar are conducted for enhancing the students' learning

capacity. Thesis writing, report writing and presentation, debate/elocution competition are conducted to develop communication skills. Classes on statistics and mathematics 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 of the students.

(For further details, Please see Volume-4, Annex-23, Photos of multimedia classes and industrial tour, pp. 480-481)

(For further details, Please see Volume-5, Annex-25, Documents related to orientation program conducted by campus, pp. 528-531)

(For further details, Please see Volume-5, Annex-26, Photographs of orientation program, Awareness program, Seminar & workshop program, pp. 563-568)

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

Yes ☒ No ☐ If yes, give details.

Yes, Marketing and Finance as the specialization subjects are provided as electives in BBS Fourth Year. Similarly Marketing and Finance subjects are offered in M.B.S. second year. English, Nepali, Economics, Sociology, History, Political Science and Mathematics subjects are offered as the elective in Bachelor level of Humanity and Social Science. MA in Sociology as specialization subject is offered in the campus. Faculty of Education offers English, Nepali, Economics, Mathematics, Health & Physical, Political Science, History and Supervision in Bachelor level as the elective subject. Similarly, Nepali and Curriculum subjects are offered in M.Ed level. Physics, Chemistry and Mathematics (PCM) combination and Chemistry, Botany and Zoology (CBZ) combination are provided as elective subjects for the B.Sc. students.

(For further details, Please see Volume-5, Annex-27, Prospectus and brochure of campus, pp. 532-543)

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. Some of the teachers of this campus have also been nominated as the member of subject committee of TU and those members have taken part in the meeting held for curriculum design and reformation. Prof. Dr. Ram Prasad Upadhyaya and Mr. Govinda Prasad Sharma Kandel have been nominated as the member of subject committee of History Education. Similarly, Mr. Bijaya Raj Pant has been nominated as the member of subject committee of English. Likewise, Dr. Din Bahadur Thapa was nominated as the member of subject committee of Nepali Education. These are the evidences to prove the contribution of the campus in curriculum design.

(For further details, Please see Volume-5, Annex-28, Letter of nomination in subject committee of TU, pp. 544-547)

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

Yes ☒ No ☐ If yes, give details.

Yes, 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 feedbacks, comments and suggestions from employers, stake holders and academic peers through the Graduated Students' Performance Evaluation Form the Cell has

prepared. The campus makes further policies on the basis of such feedbacks.

(For further details, Please see Volume-4, Annex-19, Photographs of campus anniversary and interaction with stakeholders, pp. 464-466)

(For further details, Please see Volume-9, Annex-89, Copies of graduates students performance evaluation form for the feedback, pp. 1392-1395))

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, commercial sectors, schools and other job oriented sectors. The courses prescribed in the Bachelor level and the Master level have immensely satisfied the needs of the local industry, commercial sectors, schools and other job oriented sectors. Many staffs of the campus have been invited as the experts in the selection of teachers and staffs in different schools and institutes. Similarly, the staffs have been nominated as the advisors/counselors and resource persons in different firm, institutes, organizations and institutes, which have helped to maintain neighborhood relation of the campus with them. Because of college's network with industry and other commercial/educational sectors, the graduates of this campus have been prioritized for providing job opportunities and students are getting opportunities to work in internship for their skill development in different firm/institutes.

(For further details, Please see Volume-5, Annex-29, Internship letter and contract paper made with the neighborhood organization, pp. 548-552)

(For further details, Please see Volume-5, Annex-30, Photographs of industrial tour, pp. 554-555)

(For further details, Please see Volume-9, Annex-83, Documents related to consultancy and expert service provided by the staff of campus, pp. 1339-1356)

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

Yes, Inculcation of civic responsibilities among the students has highly been focused by this campus. Students are highly encouraged to work as volunteers in fairs, festivals and public celebration. They are motivated to distribute fruit for patients at hospital on the auspicious occasion of the campus day, and also they have been inspired to participate in interaction programs organized by different NGOs/CBOs. The campus always encourages the students to participate in different social activities such as Blood Donation, Tree Plantation, Sanitation, and Awareness on the misuse of social sites and environmental awareness programs.

(For further details, Please see Volume-5, Annex-31, Photographs of civic responsibilities performed by campus, pp. 556-559)

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

In addition to the regular courses, the campus has been conducting various extra-curricular activities such as literary contests, sports, discussion/debate/elocution programs, seminars, workshops, paper presentation on contemporary issues and so on for the all round personality development of the learners. The students of journalism also publish a regular newspaper named differently in different years in which students with literary skills also publish their creative works. Similarly, the students of Sociology/Anthropology and the students of journalism (BA third year) as well as the students of BBS

publish the journal and the reports of Educational Tour consisting of the literary and creative talents of the students.

(For further details, Please see Volume-5, Annex-32, Photographs of extra-curricular activities, seminar & workshop, awareness program performed by campus, pp. 560-568)

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 to impart the value based education. Student's uniform is a must for all the students. 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 and other natural disasters. Likewise, the campus encourages the students for taking part in the awareness raising program on the misuse of social sites.

(For further details, Please see Volume-5, Annex-31, Photographs of civic responsibilities performed by campus, pp. 556-559)

(For further details, Please see Volume-5, Annex-32, Photographs of extra-curricular activities, seminar & workshop, awareness program performed by campus, pp. 560-568)

CRITERION 3: TEACHING LEARNING AND EVALUATION (15 MARKS)

26. Which of the following methods do you apply in admitting the new graduates? Select as many as apply. (1)

Yes with justification = 0.25, Yes without justification = 0.10 No = 0, otherwise stated

☒ Through academic records

☒ Through written entrance tests

☒ Through group discussions

☒ Through interviews

☒ Through combination of above all

We admit the new graduates through academic records. The campus has been conducting entrance examination in written and through interview for admitting the new graduates in B.Sc., BBA and Master Level semester programs. However, the system of the written entrance test has been deemed unnecessary for B.A. and B.B.S. level as TU has already cancelled it due to students' opposition. The campus also provides necessary guidelines to the weak students before the entrance examination in order to enable them to succeed in the entrance examination and get admission.

(For further details, Please see Volume-5, Annex-33, Notice documents related to entrance, interview and admission published by campus, pp. 569-610)

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

Yes ☒ No ☐ If yes, cite examples.

Yes, two internal exams are conducted in a semester program in master levels and three internal exams are conducted in semester program of BBA. Similarly, Students are given home assignment in all the semester programs. Likewise, two internal examinations are conducted during one academic year in annual programs. The results of all the internal exams and home assignment are evaluated for assessing students' knowledge and skills.

(For further details, Please see Volume-5, Annex-34, Notice documents and result sheet related to internal exam conducted by campus, pp. 611-667)

(For further details, Please see Volume-9, Annex-91, Copies of operational calendar with academic event for the year 2076, pp. 1403-1408)

28. Does the institution provide bridge/remedial courses to the academically weak and disadvantaged students? (0.5)

Yes ☒ No ☐ If yes, cite examples (UGC or other supports received in this regard may be indicated).

Yes, the campus has started conducting remedial classes for those students whose performance in internal examination and unit test is poor. Targeting these weak students, teachers conduct revision classes as needed for such students. Revision classes are part of feedback after unit tests and internal exams. The campus is planning to initiate bridge courses for B.Sc., BBA and MBS perspective students.

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

Yes ☒ No ☐ If yes, gives details.

Yes, the campus instructs the teachers to prepare teaching plan and unit plan according to the operational calendar prepared by the campus. The teachers are instructed to teach their respective courses in terms of term wise plan.

(For further details, Please see Volume-9, Annex-92, Sample of teaching plan implemented in campus, pp. 140-1418)

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

Yes ☒ No ☐ If yes, give details of implementation in terms of monitoring, coverage, correction, etc

Yes, the syllabi have been harmonized according to the academic calendar and operational calendar of the year prepared by the campus in terms of the terminal assessment system for monitoring, course coverage, correction etc. the campus instructs the teachers to prepare annual teaching plan and unit plan according to the operational calendar. The teachers are instructed to teach their respective courses in terms of term wise plan. They submit the copies of their annual teaching plan to their program coordinator or department heads. The campus has Internal Quality Assessment Committee (IQAC) which makes necessary suggestions if the teaching schedules are not in harmony with the syllabi. This committee also evaluates annual work plan and its progress regularly and holds discussions about the extent of course taught before the term exam and makes suggestions in order to keep the teaching schedule in harmony.

(For further details, Please see Volume-9, Annex-91, Copies of operational calendar with academic event for the year 2076, pp. 1403-1408)

(For further details, Please see Volume-9, Annex-92, Sample of teaching plan implemented in campus, pp. 140-1418)

31. How does the institution supplement the lecture method of teaching with other teaching methods with specific weightage in terms of hours? (directed studies, assignments, presentations) (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 BBS, BBA, B.Ed. and all classes of Master level, assignments are part of curriculum. Similarly in B.Sc., special laboratory assignments are frequently practised in combination with the theoretical classes. The time weightage of practical class in each subject is six hours per week. Students must prepare and submit the subject wise report of research with field work in the practical exam. Students are asked to perform (through lecture and participatory method) in the class as part of their learning evaluation. For B.A. level students majoring English, "Film" covers 20 marks, so audio-visual is a part of the 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.

(For further details, Please see Volume-5, Annex-35, Photographs of audio-visual and oral presentation, pp. 709)

(For further details, Please see Volume-5, Annex-30, Photographs of industrial tour, pp. 554-555)

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

Yes ☒ No ☐ If yes, give details about the facilities.

Yes, there are computers, laptops, photocopy machine, scanners, microphones and multimedia projectors for audio and visual presentation and these facilities are accessible to all the teachers. Teachers have been benefited a lot by these audio visuals and other teaching aids.

(For further details, Please see Volume-3, Annex-12, Photographs of Computer center in the campus, pp. 326)

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

Teaching days per semester or per year against the requirement: (217/268-2074 BS and 238/282 BS)

Working days per week against the requirement: (6/6 - 2074 BS and 6/6 -2075 BS)

Work load per week (for full time teachers): 15 periods in Bachelor Level

12 periods in Masters Level (as per TU Provision)

Work load per week (for part time teachers):

Ratio of full-time teachers to part-time teachers: 37:34 -2074 BS and 36:38 -2075 BS

Ratio of teaching staff to non-teaching staff: 71:27 -2074 BS and 74:27 -2075 BS

Percentage of classes taught by full-time faculty: 55.77% -2074 BS and 53.45% -2075 BS

Number of visiting professors/practitioners:

(For further details, Please see Volume-5, Annex-24, Academic routine showing flexibility and elective option in different level, pp. 482-527)

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

Yes, the students are oriented to the programs, evaluation system, codes of conduct and other relevant institutional provisions and requirements through prospectus, brochure, bulletin, campus charter, consisting the procedure of service delivery, installed in the prime spot of the campus premise and through the orientation programs conducted in the beginning of the academic session.

(For further details, Please see Volume-5, Annex-27, Prospectus and brochure of campus, pp. 532-543)

(For further details, Please see Volume-9, Annex-93, Photographs of code of conduct and campus charter, pp. 1432)

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

Yes ☒ No ☐ If yes give evidence.

Yes, at the beginning of the year, the evaluation methods including internal examinations, final examinations, Thesis/Report Writing, assignment and the mark weightage of these evaluation methods are communicated to the students through orientation program.

(For further details, Please see Volume-5, Annex-36, Photographs of orientation program, pp. 710-711)

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

Yes ☒ No ☐ If yes, give details

Yes, the college monitors the overall performance of students at the beginning of the year on the basis of their past academic records and interviews. Similarly internal examinations, assignments, thesis/report writing and final examinations are conducted and result analysis report is prepared to monitor the performance of the students periodically.

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

Vacancy Category	Operational Mechanism					
	Job Advertisement	Selection Committee Formation	Examination by Selection Committee	Evaluation of Demo Classes	Interview by Selection Committee	Job Contract Through Formal Appointment Letter
Self-Funded	Yes	Yes	No	Yes	Yes	Yes
Government Funded						
Any other category: a. b. c.						

(For further details, Please see Volume-5, Annex-37, Documents of new appointment of teaching staffs, pp. 668-693)

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

Teaching staff recruited from ...		
the same district it operates		from other districts
same institution	other institutions	
Year I:	Year I:	Year I:
Year II:	Year II: 4	Year II: 1

(For further details, Please see Volume-5, Annex-37, Documents of new recruited staffs, pp. 693)

38. a. Does the institution have the freedom and the resources to appoint and pay temporary/adhoc teaching staff? Are such provisions define in the institution act/board decision/minute?

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

Yes, as this campus is the constituent campus of TU, this campus must get the approval from the TU registrar office to appoint and pay teaching staff. TU service commission, Executive council and Office of the TU Registrar are responsible for the permanent appointment and of staff needed for the campus. The salary for the permanent staffs and contract basis teaching staffs of the program included in TU program (Bachelor level Humanity and Education) is borne by the TU. The campus manages the salary for the staffs of the programs from the internal resources of the campus (Management- MBS, BBS, BBA, Science-B.Sc., and all the master level program-MA sociology/Anthropology, M.Ed Nepali) as per the TU Decentralization act 2055.

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

Yes ☒ No ☐ if yes give details (0.5)

Yes, the campus has invited visiting/guest faculties several times to share the teaching and research experiences. Several visiting lecturers are invited to the campus according to the necessity of course for the overall development of students.

(For further details, Please see Volume-9, Annex-91, Documents related to the decision and payment to the guest lecture, pp. 1428-1430)

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

	Participants	Resource persons	Organizer
Institutional level	48	6	TUTA, DMC
National level	16		Various Institution
International level	1		Central Department of Sociology

(For further details, Please see Volume-5, Annex-38, Documents of participants attended in seminars and workshop, pp.694-707)

(For further details, Please see Volume-9, Annex-82, Documents related to workshop and seminar conducted different units of campus, pp. 1327-1338)

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

Yes ☒ No ☐ If yes, how are teachers encouraged to use the feedback? Provide justifications.

Yes, the campus has prepared the result analysis form to systematize evaluating the annual and internal results of the students. All the departments and institutions annually prepare the result analysis report that includes the number of passed students and failed students of all the subjects and the name of the teacher teaching the subject. Questionnaires have been developed and students, guardians and

other stakeholders are asked to respond the questions that implicate the appraisal of all the aspects including the teaching/non-teaching staffs. The departments and campus administration make decisions and implements them to improve the faculty in teaching, research and extension.

(For further details, Please see Volume-5, Annex-39, Result Analysis Report of 2074, pp.712-747)

41. Does the institution follow any other teacher performance appraisal method? (0.5)

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

Yes, the campus conducts subject wise result analysis to evaluate teacher performance. The result of teacher performance appraisal method is evaluated in marks which are used in recommending teacher's reward and it is also the basis for the marks of performance evaluation given by the campus administration required to the teachers at the time of promotion. The campus annually honors and felicitates with prizes for the teachers who produce good results.

(For further details, Please see Volume-5, Annex-39, Result Analysis Report of 2074, pp.712-747)

42. Does the institution collect student evaluation on institution experience? (0.5)

Yes ☒ No ☐ If yes, what is the significant feedback from students and how has it been used?

Yes, the campus conducts tracer study by asking the graduated students for filling up the tracer study questionnaire form, asking them to include their suggestions for improving the quality of teaching learning activities in terms of campus rules and regulation and teaching learning practices of the campus. The campus has also developed questionnaire to get current students' feedback. Feedback from the students is thoroughly evaluated. On the basis of evaluation, facilities of library, playing instruments have been provided. 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 solar panel lamp for night and morning shift classes, library facility for students especially in evening classes etc and the campus has taken necessary decisions about it. The voice of the students' has been published in Pragnya Saarathi Bishesanka 2076, published by TUTA, DMC, Baglung.

(For further details, Please see Volume-5, Annex-40, Students' Voice, pp.748-751)

43. Does the institution conduct refresher courses/seminars/conferences/symposia/workshops/programs for faculty development?(0.5)

Yes ☒ No ☐ If yes, give details.

Yes, the campus 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.

(For further details, Please see Volume-5, Annex-32, Photographs of extra-curricular activities, seminar & workshop, awareness program performed by campus, pp. 560-568)

(For further details, Please see Volume-9, Annex-82, Documents related to workshop and seminar conducted different units of campus, pp. 1327-1338)

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

Faculty Development Programs	No. of Beneficiaries
International Conference on Social Structure and Social Change	1
Dissemination Program on Curriculum of Semester System	5
A Workshop on MBS Semester: Course Dissemination, Orientation and Evaluation	9
Strengthening the Semester System: Making Major Shift	2
Workshop Program on Project Work in Bachelor Level of Science	1

(For further details, Please see Volume-5, Annex-38, Documents of participants attended in seminars and workshop, pp.694-707)

(For further details, Please see Volume-9, Annex-76, Documents of participants attended in seminar, pp 1224)

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

The campus encourages the teachers to apply innovative teaching methods such as interactive method, presentation method by using audio-visuals, directed method, etc. The students are taken to educational excursion and industrial tour to broaden their practical knowledge. The campus is also planning to provide laptops to the faculty members, increase the use of multimedia, and extend library facilities through computer software.

(For further details, Please see Volume-5, Annex-35, Photographs of audio-visual and oral presentation, pp. 709)

(For further details, Please see Volume-5, Annex-30, Photographs of industrial tour, pp. 554-555)

46. 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. This responsibility is given to a team which consists of Campus Chief Ram Prasad Upadhaya, Assistant Campus Chief Mr. Dhruva Raj Gautam, Assistant Campus Chief Mr. Tilak Prasad Kandel and Assistant Campus Chief Mr. Hari Prasad Pandeya.

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

47. Research budget of the institution in 1.25 % of total operating budget. (1)

The campus has allotted Rs. 6,25,712/- for the research activities for the fiscal year 2075/76, that is about 1.25 % of the total recurring budget Rs. 4,99,31,591/49 (In words four crore ninety lakhs thirty one thousand five hundred ninety one rupee and forty nine paisa only) of the campus. Similarly, the Research Management Cell (RMC) has also allotted Rs. 20,000 from its internal sources to promote research activities. Altogether the research budget of the campus is about 1 % of the total recurring budget.

(For further details, Please see Volume-6, Annex-41, Annual Budget of Campus FY 2075/076, pp. 752-758)

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

- Encourage PG students doing project work
- Teachers are given study leave
- Teachers provided with seed money
- Provision of Research Committee
- Adjustment in teaching load/schedule

The campus has been promoting research in different ways. The post-graduate students are encouraged to do project work. Teachers are given study leave for M.Phil and Ph.D.). Research Management Cell is the body of this campus entitled to manage and promote research activities. RMC announces for the proposal of mini research for the teachers and staff of this campus and also provides certain amount as seed money to the selected proposal among the registered proposals. Teachers involved in research activities are given facilities by making necessary adjustment in teaching schedules.

(For further details, Please see Volume-6, Annex-42, Documents of research study leave, pp. 759-777)

(For further details, Please see Volume-6, Annex-43, Documents related to the activities of RMC, pp. 778- 824)

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

Yes ☒ No ☐ If yes, give details

Yes, the campus encourages the faculties to study further including the PhD. The campus has provided study leave for the faculties engaged in PhD.

(For further details, Please see Volume-6, Annex-42, Documents of research and study leave for PhD engaged faculties, pp. 759-777)

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

Recently, about 30 percent teachers are engaged in guiding the students in their research as all the teachers teaching in master level semester programs (M.A. Sociology, M.A. Nepali, M.Ed. Curriculum and Evaluation, M.Ed. Nepali and M.B.S. programs) have actively participated in guiding the students in their research. About 29 percent teachers are actively engaged in research activities. Three teachers

have completed their Ph.D. and five teachers are involved in Ph.D. Two teachers have completed their M.Phil and 10 teachers are involved in M.Phil.

(For further details, Please see Volume-4, Annex-22, List of thesis writing and field report prepared by students, pp. 467-479)

(For further details, Please see Volume-6, Annex-42, Documents of research study leave, pp. 759-777)

(For further details, Please see Volume-6, Annex-44, Report of Research projects conducted by teachers, pp. 825-857)

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

The table below shows the details of admission status of the MPhil/PhD scholars of this campus:

Level	Enrollment Status		Total
	Full Time	Part Time	
MPhil	5	6	11
PhD	5	-	5

(For further details, Please see Volume-6, Annex-42, Documents of research study leave, pp. 759-777)

(For further details, Please see Volume-9, Annex-94, Documents of teachers admitted in MPhil, pp. 1428-1431)

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

Nepali teacher Prof. Dr. Din Bahadur Thapa, Economics teacher Dr. Sudarshan Silwal, and History teacher Prof. Dr. Ram Prasad Upadhaya have been awarded with Ph.D.

(For further details, Please see Volume-3, Annex-9,, Certificates of PhD holders' teachers, pp.211-216)

53. Does the institution provide financial support to research students? (0.5)

Yes ☒ No ☐ If yes, give % of financial support from recurring cost.

Yes, campus has been providing financial support to the students who make field visit or industrial tour for research purpose. Campus has allotted Rs. 5,50,712/- for the research students to provide financial support in the fiscal year 2075/076, which is 1.1% of total recurring cost.

(For further details, Please see Volume-6, Annex-41, Annual Budget of Campus FY 2075/076, pp. 752-758)

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

Campus has its own Research Management Cell which regularly performs the research activities for the upgrading of research knowledge to the faculties by providing fund as seed money. Moreover, master level programs of TU has been conducted in campus, so, the number of students involved in research activities through ongoing thesis writing are also listed below:

Total number of projects	Project Revenues (in NRs.)
2 (Teachers)	Rs. 20,000
23 (Students doing thesis)	

(For further details, Volume-9, Annex-88, Documents related to ongoing research of campus, pp. 1415-1419)

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

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

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

Yes, Tribhuvan University Teachers' Association (TUTA) campus unit has been functioning as the publication division that has published magazines, academic calendar, reports etc in close coordination with Campus Administration. The campus has been able to publish four magazines under the title The Pragya Saarathi (Annual publication published by TUTA Campus Unit), Remapping (Annual Publication Published by English Department), Dhawalagiri Journal of Sociology/Anthropology (Annual Online/hard copy Publication by Department of Sociology/Anthropology), Annual field visit report (in different name in different year) published by the students of Sociology/Anthropology, Shaichhik Sahayog Samagri published by Nepali Department and Dhawalagiri Prabaha published by the students of Nepali Department. Similarly, on the occasion of 50th anniversary, the campus has published Sworna Mahotsav Smarika. Likewise, TUTA campus unit has published Pragnya Sarathi Campus Bishesanka 2076. Free Student Union publishes bulletin under the title "Dhawalagiri Darpan". Students of different faculties also publish different Journals and reports about their educational and industrial tour. The campus regularly publishes academic calendar.

(For further details, Please see Volume-6, Annex-45, Copies of the publications of the Campus, pp. 858-913)

(For further details, Please see Volume-10 and Volume-11, Annex-95, Original copies of publications of the campus)

57. 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. Recently Campus chief Prof. Dr. Ram Prasad Upadhaya has been nominated as the member of planning commission of Gandaki Province and Prof. Dr. Din Bahadur Thapa, Head of Nepali Department, has been nominated as the member of Language commission of Gandaki Province

and they have been providing suggestions concerning their area.

(For further details, Please see Volume-6, Annex-46, Supporting documents of the staffs involving in consultancy service, pp.914-922)

(For further details, Please see Volume-9, Annex-83, Documents related to consultancy and expert service provided by the staff of campus, pp. 1339-1356)

58. Does the institution have a designated person for extension activities? (0.5)

Yes ☒ No ☐ If yes, indicate the nature of the post as –

Full-time ☒ Part-time ☐ Additional charge ☐

Yes, the campus has formed a committee under the coordination of student welfare chief of this campus to initiate and promote extension activities. The list of committee is as follows:

S.No.	Name	Designation
1	Mr. John Bajracharya	Coordinator
2	Mr. Bhakti Ram Neupane	Member
3	Mr. Shivasharan Gyawali	Member
4	Mr. Shiva Prasad Poudel	Member
5	Mr. Bishnu Prasad Chapagain	Member
6	Ms. Prabina Kumari Regmi Parajuli	Member
7	Ms. Sushmita Bohora (FSU)	Member

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

Community development ☐ Training in Disaster Management ☐ Health and hygiene awareness ☒

Medical camps ☒ Adult education and literacy ☐ Blood donation camps ☒

AIDS awareness ☒ Environment awareness ☐ Any other ☐

The campus has been supporting students to carry out their programs such as blood donation and awareness raising campaign, debating and interactive programs. Apart from it, the campus has been conducting different awareness programs, and sport programs to promote extension activities effectively.

(For further details, Please see Volume-5, Annex-31, Photographs of civic responsibilities performed by campus, pp. 556-559)

(For further details, Please see Volume-5, Annex-32, Photographs of extra-curricular activities, seminar & workshop, awareness program performed by campus, pp. 560-568)

60. Are there any outreach programs carried out by the institution (for example, Population Education Club, Adult Education, National Literacy Mission, etc.)? (0.5)

Yes ☒ No ☐ If yes, justify

Yes, the campus has conducted various outreach programs to serve the different spheres of the society. Free Student Union of this campus has formed a debating club and the club conducts programs

on various national issues for promoting social political awareness in the society. Similarly, the students of BBA have formed BBA quality circle (BQC) and the circle conducts various outreach programs regarding misuse of social sites and adult literacy programs. The campus organizes blood donation program and fruit distribution program to the hospital patient on the occasion of campus anniversary. The teachers/staffs of this campus have been invited as the resource persons for various governmental and non-governmental offices/institutes. In the same way, the teachers/staffs have served as the advisors of different social organizations, cooperatives and educational institutes.

(For further details, Please see Volume-5, Annex-31, Photographs of civic responsibilities performed by campus, pp. 556-559)

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

The campus has been encouraging teachers and students to participate in extension activities to meet the objectives of campus. Regarding extension activities, socio-cultural awareness and civic responsibilities from humanitarian point of view are the special focus. Students are encouraged to participate in the programs conducted by social organization for social awareness. The campus also organizes such programs and teachers and students actively participate on such programs.

(For further details, Please see Volume-5, Annex-31, Photographs of civic responsibilities performed by campus, pp. 556-559)

(For further details, Please see Volume-5, Annex-32, Photographs of extra-curricular activities, seminar & workshop, awareness program performed by campus, pp. 560-568)

(For further details, Please see Volume-6 Annex-47, Photographs of Social Program conducted by campus, pp. 923)

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

Yes, this campus has made the plan to promote extension activities along with other governmental organizations. The campus has collaborated with different NGO's and governmental bodies to promote extension activities including the infrastructural management in the campus. Baglung Municipality office has submitted a proposal to the embassy of India for classroom building construction in Dhawalagiri Multiple Campus. Similarly, hostel building, consisting of 6 rooms with the capacity of accommodating 12 students in the campus premise, has been constructed by Dalit Sanjal, Baglung. Likewise, for the construction of E-library building, Rs. 50,00,000/- (In words fifty lakhs rupees) has been allocated from the Samshad Bikash Kosh (MP Development Fund).

(For further details, Please see Volume-9, Annex-77, Documents related to national and international support to the campus, pp. 1225-1232)

For further details, Please see Volume-9, Annex-78, Documents related to dalit hostel of the campus, pp. 1233-1235)

CRITERION 5: INFRASTRUCTURE AND LEARNING RESOURCES (20 MARKS)

A. General Physical Infrastructure

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

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.

(For further details, Please see Volume-7, Annex-48, Master Plan of campus, pp. 924)

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

On the basis of the programs introduced newly and the number of students admitted in different programs, Campus Management Committee makes necessary decisions for augmenting the infrastructure and the campus executive committee carries out necessary actions to keep pace with academic growth. In line with this process, science building, seminar hall, workshop hall etc have recently been constructed. Similarly, the campus has started constructing the hostel building for girls and the campus has planned to construct another library building in the near future.

b. What support facilities are available for conducting the education programmers 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, Botany and Zoology. There is a computer lab with sufficient computers and it also has the facility of internet. The campus has a separate flat for library with sufficient text and reference books. There are sufficient national and international magazines. The campus is also planning to install library software to make the library more advanced.

The campus has an automated inverter as emergency power backup.

(For further details, Please see Volume-7, Annex-49, Photographs of Science Lab and departmental library, pp. 1007-1011)

(For further details, Please see Volume-3, Annex-12, Photographs of Central library of the campus, pp. 318-319)

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

The campus allots separate budget from its annual budget for the maintenance of its infrastructure. As per the acts and rule/regulation of TU, Campus Administration forms the Repair and Maintenance committee entitled with the job description depending on the need of the maintenance, and the committee discharges its assigned job of maintaining the infrastructure.

List of Repair & Maintenance Committee:

S.No.	Name	Designation
1.	Mr. Om Prasad Sharma	Coordinator
2.	Mr. Hiralal Regmi	Member
3.	Mr. Govinda Raj Gautam	Member
4.	Mr. Hari Prasad Sharma	Member
5.	Mr. Narayan Prasad Sapkota	Member
6.	Ms. Ambika Regmi	Member
7.	Mr. Shiva Prasad Padhya	Member
8.	Mr. Subash Acharya	Member
9.	Mr. Man Bahadur Thapa (Manish)	Member (FSU)

(For further details, Please see Volume-4, Annex-17, Name list of Repair & Maintenance Committee of campus, pp. 421-422)

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

The campus has been utilizing its infrastructure to the fullest for assuring facilities for the students and optimum utilization of the available infrastructures. BBS programs, M.B.S. and B Sc. Program are conducted in the morning shift along with the administrative services. B.A. and B.Ed. programs are conducted in the day shift and M.A. in Sociology/Anthropology, M.A. in Nepali, M.Ed. in Nepali, M.Ed. in Curriculum and Evaluation have been running with the same infrastructural facilities in the evening shift. Except shopping shutters and canteen, there are altogether six buildings with 51 rooms where administrative activities, library, science lab, curricular classes are conducted. Construction of new educational building with 20 rooms including teachers' room and meeting hall has been proposed and Baglung Municipality has forwarded the proposal to the Embassy of India asking for financial aid. BBA program is also conducted in the dayshift. Basket Ball court, mini football ground, Volleyball courts and badminton court have been managed in the campus premise in front of the administrative/curricular buildings.

(For further details, Please see Volume-5, Annex-24, Academic routine showing optimum utilization of infrastructure, pp. 482-496)

(For further details, Please see Volume-7, Annex-50, Photographs of playground of different games within the premises of campus, pp. 1014-1015)

67. 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 auditorium hall for conducting seminars, workshops and training programs for the district level government offices and NGOs/INGOs and most of which have benefitted the students and teacher/staffs. The teachers of this campus have been mobilized as the resource persons/trainers/experts in such programs. Public Service Commission frequently organizes trainings and exams in the campus. Different GOs and NGOs frequently conduct and carry out public awareness and interactions programs in the campus.

(For further details, Please see Volume-7, Annex-51, Documents related to program conducted by external agencies, pp. 925-930)

(For further details, Please see Volume-5, Annex-26, Photographs of Seminar & workshop program conducted by external agencies, pp. 563-565)

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

Different programs are carried out in accordance with the decision of the campus administration in order to keep the institution beautiful and pollution free. Six separate 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 staffs. A beautiful botanical garden with varieties of flowers and plants has been maintained 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, football, and so on. A beautiful temple of the goddess Saraswati has been made to inculcate the moral sense of faith in students. There are big pine and sishaw trees towards the north premise/ in front of the newly constructed science building. Recently the plants have been planted along the both side of the central lane for the sufficient greenery inside the campus premises. Efforts are being made to make the campus premises more beautiful and pollution free. The campus is planning to plant some more trees in the necessary place and it is also planning to make the botanical garden more beautiful and better. Clean toilets have been maintained sufficiently.

(For further details, Please see Volume-7, Annex-52, Photographs of greenery parts of campus, pp. 1002-1006)

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

Number of computer accessible to the students ☒

Computer accessible to the faculty ☒

Internet accessible to the faculty ☒

Internet accessible to the faculty ☒

The campus has computer facilities for students and faculties. The campus has well equipped computer lab with internet facility which is easily accessible to the students and faculty members. The campus has been planning to make separate computer room in library for teachers with internet facility.

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

The computer lab has been used to provide facilities for the faculties and needy students as well. The campus has planned to develop separate computer center.

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

Some departments have computers of their own and other departments use computer facilities from the computer center.

(For further details, Please see Volume-7, Annex-53, Photographs of departmental computer of campus, pp. 1016)

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

Yes, the campus has been the free wi-fi zone from the last 5 years onwards and all the teachers as well as students have been benefitted by the internet services. Similarly, CC TV has been installed.

(For further details, Please see Volume-7, Annex-54, Photographs of CC TV, pp. 1012)

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

There aren't any significant computer aided learning packages developed by the center.

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

The store department of the campus is assigned with collecting the reports about the condition of the computers in the computer center and other departments and carries out necessary maintenance under the instruction of the campus administration to maintain computers and their accessories in good condition.

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

Yes, the campus has used the services of inter-university facilities. The staffs of this campus have provided their expertise services and monitoring services to TU and other universities. Students from other universities visit the library of this campus for their study and research. Students of Agriculture University, Lamjung campus, students as well as research fellows of Pokhara University have made several visit of this campus and they have studied the books of the library of this campus. Similarly, the student of this campus visits other universities in course of the study tour and research purpose. The campus is planning to strengthen the inter-university facilities further.

(For further details, Please see Volume-9, Annex-84, Documents related to show the inter-university facilities, pp. 1357-1359)

75. 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 is responsible to the first aid services for the students and teacher staff at the campus. Besides, the campus is located within three minutes of walking distance from the government hospital (Dhawalagiri Zonal Hospital) and further emergency health care and first aid facilities are accessible to all the students and teacher staffs.

(For further details, Please see Volume-7, Annex-55, Photographs of Health Center, pp. 1017)

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

The campus has spacious playground. It has provided sufficient physical and infrastructure facilities for volleyball, cricket, basket ball, table tennis and athletics with required materials and playground. Students of physical education are provided with sufficient sports equipments and sports teacher coordinates all these activities. A separate sports room with sport staff has been managed for indoor games where the facilities of Table Tennis, Chess, Carom Board and other indoor games are available. Different games are organized as part of the extracurricular activities which are informed to the students through academic calendar. The campus celebrates its anniversary organizing sports week to promote sport and physical education.

(For further details, Please see Volume-7, Annex-56, Documents of Sports Staff of campus, pp. 991)

(For further details, Please see Volume-7, Annex-57, Photographs of Sports facility of campus, pp. 1013)

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

The outstanding sports persons are inspired through various sports programs in different occasions and best sports persons are felicitated with different awards in the campus anniversary.

(For further details, Please see Volume-7, Annex-58, Photographs of prize distribution for outstanding sports persons, pp. 1018)

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

	Participation of Students	Outcomes
District		
National		
International	Volleyball Competition	Second

(For further details, Please see Volume-7, Annex-59, Documents of students participation, pp. 992-1001)

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

There is hostel facility for boys students in the campus and the hostel can accommodate 25 students. However the hostel building was partially damaged by the earthquake of 2072 and the repair work is underway. A hostel building for dalit students has been built and is in operation. In addition, a construction of girls' hostel with the capacity of accommodating 90 students has been operated and expected to complete within two years.

(For further details, Please see Volume-3, Annex-12, Photographs of hostel facility of campus, pp. 316-317)

For further details, Please see Volume-9, Annex-78, Documents related to dalit hostel of the campus, pp. 1233-1235)

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

The campus has managed sufficient toilets for the students and the teachers/staff. The toilets are adjoining with different blocks. The details of the toilet is as follows:

S.No.	Block	No. of Toilet
1.	Administration	3
2.	Law Building	4
3.	Main Building	6 toilet including urinary toilets
4.	Science Block	4
5.	BBA Block	5 toilet including one urinal
6.	Hostel	2
7.	Teacher/staff Quarter	3

Similarly for drinking water, 5 drinking water taps from the main water supply line have been attached and 2 euro guards for water filtration have been installed and water taps have been managed for BBA/B.Sc. block, Main block and Administration block separately.

B. Library as a Learning Resource

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

On working days _14 Hrs On holidays _ Prior to examinations _14Hrs

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

Yes, the library has been managed to provide open access to the students. Student can read and

make notes of the books as per his/her interest and need in the library.

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

Books 27452 (0.2)

Current Journals

Nepalese 11 (0.2)

Foreign 11 (0.2)

Magazines 17 (0.2)

Reference Books 7265 (1.0)

Text Books 20187 (0.2)

Refereed journals 2 (0.4)

Back Volumes of Journals (0.2)

E- Information Resources (0.4)

CD's/DVD's

Databases

Online Journals

AV Resources

Special collection (0.5)

Please specify for example ; UNO Depository center, World Bank Repository, Competitive Examinations, Book Bank, Old Book Collection, Manuscripts

(For further details, Please see Volume-7, Annex-61, Documents of collection & dispatch of materials in library, pp. 942-974)

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

	The year before last		The year before	
	Number	Total cost	Number	Total cost
i. Text books	480	1,81,730/50	550	3,38,380/-
ii. Other books				
Journals/periodicals		40,505/-		33,330/-
Any others				
.				

84. Mention (1)

i) Total carpet area of the institution library (in sq.mts.) [212] (0.25)

(ii) Total number of departmental libraries [5] (0.25)

(iii) Seating capacity of the Library [90] (0.25)

(iv) Open student access to library [120] (0.25)

(For further details, Please see Volume-3, Annex-12, Photographs of central library in the campus, pp. 318-319)

(For further details, Please see Volume-7, Annex-64, Photographs of departmental library, pp. 1007-1010)

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

(i) Total number of staff 5 (0.3)

a. Professionals (List with qualifications)

Semi-professionals 1

Others 4

There are altogether 5 staffs in the library and they are under the subordination of section officer.

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

The library advisory committee has been formed in accordance with the goal of managing well-equipped and modernized library.

List of Library Advisory Committee:

S.No.	Name	Designation
1.	Mr. Dhruva Raj Gautam	Coordinator
2.	Ms. Kalpana Regmi	Member
3.	Mr. Gyanendra Gautam	Member
4.	Ms. Shanti Kumari Regmi	Member
5.	Ms. Sujata Ghamal Nepali	Member
6.	Mr. Surya Prasad Gautam	Member
7.	Ms. Sangita Sharma	Member
8.	Ms. Laxmi Sharma	Member
9.	Mr. Bishnu Raj Paudel	Member (FSU)

(For further details, Please see Volume-7, Annex-62, Documents related to library staffs and advisory committee, pp. 931-933)

86. Staff development programs for library (0.5)

Refresher/orientation courses attended

Workshops/Seminars/Conferences attended 3

Other special training programs attended 2

The head of the library section and some other staffs have participated in different library training programs and other subordinates staffs of the library section have been trained by them.

(For further details, Please see Volume-7, Annex-63, Documents related to library staffs, pp. 934-941)

87. Are the library functions automated? (0.5)

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

Name the application software used -----

Yes, the campus has started installing software to make it automated. At present, many data about the number and name of text books, reference books, journals etc have been set in the computer.

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

The campus has allocated about 0.67% of total annual budget for library.

(For further details, Please see Volume-6, Annex-41, Annual Budget of Campus FY 2075/076, pp. 752-758)

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

Circulation Services	√	<input type="checkbox"/>
Maintenance services		<input type="checkbox"/>
Reference/referral service	√	<input type="checkbox"/>
Information display and notification services		<input type="checkbox"/>
Photocopying and printing services		<input type="checkbox"/>
User Orientation/Information Literacy	√	<input type="checkbox"/>
Internet/ Computer Access		<input type="checkbox"/>
Inter-Library Loan services		<input type="checkbox"/>
Networking services		<input type="checkbox"/>
Power Backup facility		<input type="checkbox"/>

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

(i) Average number of books issued/returned per day. [20]

(ii) Average no. of users visited / Documents consulted per month [100]

(iii) Please furnish the information on no. of Log- ins in to the []

E-Library Services/E- Documents delivered per month.

(iv) Ratio of Library books to number of students enrolled [16.14:1]

(For further details, Please see Volume-7, Annex-61, Documents of collection & dispatch of materials in library, pp. 942-974)

CRITERION 6: STUDENT SUPPORT AND GUIDANCE (10 MARKS)

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

Percentage of regular students appearing for the exam. 79.70% (2075)

Dropout rate (drop out from the course) 20.30% (2075)

Progression to further study (Bachelors to Master, Master to MPhil/PhD)

Prominent positions held by alumni

(For further details, Please see Volume-8, Annex-65, Academic records of the students including dropout, pp. 1019-1020)

(For further details, Please see Volume-8, Annex-66, Tracer Study Report of campus, pp. 1021-1065)

(For further details, Please see Volume-4, Annex-17, Name list of Alumni committee, pp. 424-425)

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

Nepal Civil Services Examinations

Other employment related examinations

International level entrance examination

Others (please specify)

The campus has assign all the departments as well as the tracer study team to prepare the detail list of the graduated students who have passed civil service exam, employment related exam and other national and international level entrance exam. The department of education has collected the list of such students. The detail list has been published in Pragnya Saarathi Bishesanka 2076. Similarly, tracer study team started preparing tracer study report of the pass-out students from the year 2017 A.D. So the information prior to the year 2017 A.D. is not systematically recorded. The summary of the students who have passed different exams and are engaged in different fields in the year 2017 A.D. is prepared in the tracer study report.

(For further details, Please see Volume-7, Annex-66, Tracer Study Report of campus, pp. 1021-1065)

(For further details, Please see Volume-9, Annex-85, Appointment letter and educational documents of ex-students of the campus, pp. 1360-1381)

(For further details, Please see Volume-9, Annex 86, Records related to the employed graduated students of department of education of the campus, pp. 1382-1391)

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

Yes ☒ (1) No ☐ (0) If yes, what are the contents of the prospectus? (attach a copy)

Yes, the campus publishes its updated prospectus annually consisting of the introduction of the campus, its objectives, descriptions of its educational programs and subjects, physical and infrastructure facilities available in the campus, evaluation system, its newly launched programs and record of the excellent results obtained by the outstanding students and their progress, students' voice regarding their experiences during their learning period in the campus, etc.

(For further details, Please see Volume-5, Annex-27, Prospectus and brochure of campus, pp. 532-543)

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

As per the provision of TU, twenty percent students are provided with freeship facility out of the total students admitted in the regular (funded by TU) programs, 20 percent students of this campus

have been receiving freeship facility. The government institution and others like District Coordination Committee, Dalit Commission have been providing scholarship to the students who are financially weak, disabled, dalit, janajati and marginalized.

(For further details, Please see Volume-8, Annex-69, Documents related to freeship distributed in campus, pp. 1066-1076)

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

Financial aid	Year before last	Year before
i. Merit scholarship	4	3
ii. Merit-cum-Means	153	160
Any others (Disable)	4	5

(For further details, Please see Volume-8, Annex-69, Documents related to freeship distributed in campus, pp. 1066-1076)

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

i. Employment cell: ☒ Role: Inform students about job opportunities and help them in placement.

List of Employment Coordination Cell:

S.No.	Name	Designation
1.	Dr. Sudarshan Silwal	Coordinator
2.	Mr. Chakrapani Poudel	Member
3.	Mr. Biplav Sharma	Member
4.	Mr. Shiva Prasad Poudel	Member
5.	Ms. Pramila Rajbhandari	Member
6.	Mr. Ramraja Kandel	Member
7.	Mr. Prakash Prasad Sapkota	Member
8.	Ms. Sangita Sharma	Member
9.	Mr. Sujan Sapkota	Member (FSU)

ii. Placement officer: ☒ Role: Coordinates with the employers about the type of human resources available in the campus and helps students to be employed in those jobs.

(For further details, Please see Volume-4, Annex-17, Name list of Employment coordination cell, pp. 424)

97. 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 teachers to obtain academic and other required counseling. Teachers suggest students as well as parents about job opportunities and prospects of further studies,

self employment, study abroad, research areas and methods, and opportunities in the related fields.

(For further details, Please see Volume-4, Annex-17, Name list of Counseling cell unit, pp. 423)

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

	UG students	PG students	Research scholars
i. Local firms/companies	-	-	-
ii. International firms/companies	-	-	-
iii. Government	5	2	-
iv. Public (semi-government) sector	1	-	-
v. Private sector	1	-	-

The campus has prepared tracer study report for the year 2017 A.D. which includes the overall employment condition of the students of this campus but it does not have employment condition of the students as in the table with different sectors given above. Numbers of students employed through placement service of this campus are presented in the table. Also, Department of Education of this campus has collected the data of the students graduated from this department and employed in different fields.

(For further details, Please see Volume-9, Annex-85, Appointment letter and educational documents of ex-students of the campus, pp. 1360-1381)

(For further details, Please see Volume-9, Annex 86, Records related to the employed graduated students of department of education of the campus, pp. 1382-1391)

99. Does the employment cell motivate the students to seek self-employment? (1)

Yes ☒ No ☐ If yes, how many are self-employed (data may be limited to last 5 years)?

Yes, the employment cell has motivated the students for seeking self employment. The graduated students from different level of this campus, who were especially motivated by the employment cell, have successfully run different business and private institutes in local market.

The table below shows some samples:

S.No.	Name of the Students	Business/Private Institute
1	Devi Prasad Acharya	Micro Computer Pasal
2	Shambhu Prasad Pandey	Pandey Health Clinic and Lab Center
3		
4		

(For further details, Please see Volume-9, Annex 87, Documents related to employment cell and self employment status of the students, pp. 1407-1414)

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

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

Yes, the campus has formed an Alumni Association and it has been actively supporting in the

development of academic environment of the campus.

List of Alumni Association:

S.No.	Name	Designation
1.	Mr. Janak Raj Poudel	Coordinator
2.	Mr. Gangadhar Gautam	Member
3.	Mr. Basanta Kumar Shrestha	Member
4.	Mr. Hira Bahadur Khatri	Member
5.	Mr. Govinda Bahadur Nepali	Member
6.	Mr. Kamal Adhikari	Member
7.	Mr. Sagar Kunwar	Member
8.	Mr. Krishna Raj Gautam	Member
9.	Ms. Laxmi Baskota	Member
10.	Ms. Sakuntala Sharma	Member
11.	Mr. Tej Prasad Niure	Member
12.	Mr. Mukesh Rajbhandari	Member
13.	Mr. Chiranjivi Gautam	Member Secretary

(For further details, Please see Volume-4, Annex-17, Name list of Alumni committee, pp. 424-425)

(For further details, Please see Volume-8, Annex-70, Documents of forming Alumni Association, pp. 1044-1046)

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

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

(For further details, Please see Volume-5, Annex-27, Prospectus and brochure of campus, pp. 532-543)

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

As the constituent campus of TU, policies made by the TU are in practice in this campus and timely instructions are followed regarding the overseas students. However, the need of distinct policy of the campus has not been conceived regarding specifically to the overseas students.

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

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

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

Indoor games ☒ Outdoor games ☒ Nature Clubs ☐ Debate Clubs ☒

Student Magazines ☒ Cultural Programs ☒ Audio Video facilities ☒

Any others -----

(For further details, Please see Volume-8, Annex-71, Photographs of different facilities, pp. 1147-1151)

CRITERION 7: INFORMATION SYSTEM (10 MARKS)

105. 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 Internal Quality Assessment Committee, formed on 18 Jestha, 2075 BS and reformed on 16 Mangshir, 2076 BS, analyzes various academic data and those data including the analysis reports are recorded by this committee.

List of Internal Quality Assessment Committee (Reformed on 15 Mangshir, 2075):

S.No.	Name	Designation
1.	Prof. Dr. Ram Prasad Upadhaya	Coordinator
2.	Dr. Din Bahadur Thapa	Member
3.	Mr. Govinda Prasad Sharma Kandel	Member
4.	Dr. Sudarshan Silwal	Member
5.	Mr. Bijaya Raj Pant	Member
6.	Mr. Hira Lal Regmi	Member
7.	Mr. John Bajracharya	Member
8.	Mr. Prakash Prasad Sapkota	Member
9.	Mr. Shiva Prasad Padhya	Member
10.	Mr. Man Bahadur Thapa (Manish)	Member (FSU)
11.	Mr. Tilak Prasad Kandel	SAT Coordinator

The committee 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, Internal Quality Assessment Committee also analyses the records of various academic data and recommends necessary policies for further improvement of teaching learning standard.

(For further details, Please see Volume-4, Annex-17, Name list of Internal Quality Assessment Committee, pp. 421)

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

The policy to increase the admission of the students, the faculty-wise and subject-wise analysis of their results in internal and final exams including average pass percentage of each subject, highest marks, dropout rate, the position/rank secured by the campus in the University regarding the pass percentages of the students are the particular areas on which such analysis is carried out.

(For further details, Please see Volume-8, Annex-72, Result Analysis of campus conducted in 2074, pp. 1152-1188)

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

These analyzed data are included in the minutes and reports prepared by the campus administration and concerned departments/sections committees and these reports are kept safely in the campus file.

108. Are these information open to the stakeholders? (1)
Yes ☒ (1) No ☐ (0) If yes, explain how they are disclosed?

These informations are 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 the students. The information is communicated to all the stake holders through the reports on the annual day and it is also published in bulletin. Students with outstanding results are honored with prizes on different occasion and the details about the outstanding results are published in the bulletin and annual report which are distributed to all the participants of the anniversary programs. Similarly, the website of the campus is maintained update and these information including the admission of the students, average pass percentage of the students in final exam, drop-out data, programs and their operation shift, the position/rank secured by the campus in the University are communicated through the website.

109. Are the methods of study and analysis also open to the stakeholders? (1)
Yes ☒ (1) No ☐ (0)

Yes, the methods of study and analysis are open to the stake holders through prospectus, brochure and academic calendar that include the information regarding admission, internal exams and anniversary day. While analyzing and revising the policies for academic improvements including the result of the campus, CMC meetings are held and the preliminary report as well as the concerning data are communicated to them seeking their views on analysis.

110. 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, meetings with the stakeholders, email, comments on social sites (facebook account) and websites. The campus has kept a complain box to receive comment and feedbacks from stakeholders. Such comment and feedbacks are discussed in the meeting of concerning committees to take necessary initiatives.

111. 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 been the basis for identification of the problem, improvements, reform and re-management in various aspects. It has also helped a lot to distinguish the problem area, to make the thorough study and analyze the problem and to come up with better measures to improve the teaching learning process for the betterment of students' performance. It is through such feedbacks and comments that the public expectation and the areas on which the campus has to improve its delivery are identified and the areas on which the community is to be mobilized is also known.

(For further details, Please see Volume-8, Annex-73, Documents of grievances of students, pp. 1189-1201)

112. 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 provide guidelines to take necessary actions and solve the problems on the concerned fields. Summary of the list of the weakness and areas of improvement that were received through our information system and the actions initiated by the campus administration is as follows:

S. No.	Complaints received:	Taken initiatives by the campus:
1.	Toilet facility for BBA block should be provided.	Separate toilet has been built within the premises of BBA block.
2.	Lack of sufficient books in the library	Addition of necessary books in the library according to the demand of departments.
3.	Lack of clean drinking water facility.	Euro-guards have been installed sufficiently.
4.	Lack of photocopy machine and catalogue in library.	Plan to buy photocopy machine is underway that is to be installed and software of catalogue to be set in the library to make it more student friendly.
5.	Lack of sufficient Multimedia Class in semester classes.	Overhead projectors have been installed sufficiently.
6.	Lack of sufficient sports material.	Some more sports materials have been made available.
7.	No scholarship provision for BBS students.	Complaints forwarded to campus management committee and positive reaction is found.
8.	Inadequate motorbike stand.	A motorbike stand has been built and the plan is underway to expand it.
9.	Low quality food in canteen	Necessary directions have been given to the canteen owner and cross monitoring is being made.
10.	Problems due to dim solar lamp in the night shift classes	The campus is going to install a new additional solar lamp.
11.	Lack of sufficient practical activities for B.Ed. students.	Regularly monitoring by HoD and Internal supervisor.

(For further details, Please see Volume-8, Annex-73, Documents of grievances of students, pp. 1189-1201)

CRITERION 8: PUBLIC INFORMATION (10 MARKS)

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

Yes ☒ (2) No ☐ (0) if yes, give details.

The campus has its own Public Information Cell. It communicates the details about programs offered by the campus and details about the learning opportunities available to the students through bulletin, brochure and prospectus. It also highlights national and international awards achieved by the campus and students. Beside this, public information cell also publishes Bulletin, Brochure, Prospectus, Academic Calendar, and Reports. The campus also has Publication Cell which publishes magazine, newspaper, journal, etc. In this way, Public Information Cell is more concerned with communicating information related to the campus whereas Publication Cell deals with academic publication.

List of Public Information Cell:

S.No.	Name	Designation
1.	Mr. Hari Prasad Pandeya	Coordinator
2.	Mr. Biswa Bandhu Adhikari	Member
3.	Ms. Ambika Regmi	Member
4.	Mr. Bhupal Chalise	Member
5.	Ms. Rupa Devi Sapkota	Member

(For further details, Please see Volume-4, Annex-17, List of Publication and information cell, pp. 422-423)

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

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

Vision, mission, goals, objectives, academic information regarding the programs and subjects including the date of admission, internal exams and results, facilities for the students, activities held in the campus etc are published in campus prospectus, brochure, academic calendar and bulletin and the information concerning the administration including number of students, academic achievements of the campus and students, financial and academic progress reports of the campus, budgets, future plans, are published in campus annual report. The detail of extra-curricular activities, extension activities, free ship, scholarships, awards etc is published in campus bulletin.

(For further details, Please see Volume-8, Annex-74, Copies of academic publication of campus, pp. 1207-1223).

(For further details, Please see Volume-8, Annex-75, Copies of non-academic publication of campus, pp. 1112-1143).

(For further details, Please see Volume-1, Annex-6, Annual Report of campus 2075/076, pp. 43-84)

115. Where are these information published? (1.5)

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

The information about the campus is published in academic calendar, campus bulletin; brochure, prospectus, etc. departments and sections prepare annual academic and financial reports and present it to campus administration. 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.

(For further details, Please see Volume-8, Annex-75, Copies of non-academic publication of campus, pp. 1112-1143)

(For further details, Please see Volume-5, Annex-27, Prospectus and brochure of campus, pp. 532-543)

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

Yearly ☒ (1) in 4 years ☐ (0)

Campus prospectus, campus brochure, Academic calendar and campus annual report are published annually and campus bulletin is published twice a year. Campus website (www.tu-dmcbaglung.edu.np) is updated timely.

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

Areas	Year 1, place of publication	Year 2, place of publication
Academic	Pragnya Saarathi (Yearly) Dhaulagiri Journal of Sociology and Anthropology (Yearly) Remapping, A Journal of Literary and Cultural Studies Dhawalagiri Prabaha	Pragnya Saarathi (English & Nepali Edition) (Yearly) Dhaulagiri Journal of Sociology and Anthropology (Yearly) Remapping, A Journal of Literary and Cultural Studies
Newsletter	Dhawal Bulletin (Half Yearly)	Dhawal Bulletin (Half Yearly)
Administrative	Academic Calendar (Yearly), Brochure (Yearly), Prospectus (Yearly), Advertisement (Regularly), Pocket Calendar (Yearly)	Academic Calendar (Yearly), Brochure (Yearly), Prospectus (Yearly), Advertisement (Regularly), Pocket Calendar (Yearly)
Financial	Annual Report	Annual Report

(For further details, Please see Volume-8, Annex-74, Copies of academic publication of campus, pp. 1207-1223)

(For further details, Please see Volume-8, Annex-75, Copies of non-academic publication of campus, pp. 1112-1143)

(For further details, Please see Volume-1, Annex-6, Annual Report of campus 2075/076, pp. 43-84)

(For further details, Please see Volume-5, Annex-27, Prospectus and brochure of campus, pp. 532-543)

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

Yes ☒ (1) No ☐ (0) If yes, give details

The public information cell collects responses through website, email, complain letters received through the complain box, social sites, meetings and interactions with stakeholders. In the special functions of campus such as anniversary day and other special occasions, the participants are encouraged to give their responses. The issues and responses including published information of the campus are the agendas for the discussion and also the source of the feedbacks on academic, financial and administrative programs.

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

Yes ☒ (1) No ☐ (0) If yes, how these impacts are measured?

Yes, the campus has the system to evaluate the impact of public information on quality improvements. The responses and comments received from different channels are duly perused by Public Information cell and Grievance Management Committee to seek if there are genuine issues, grievances, complaints and recommendations which are not under the notice of the campus. If such issues are found, these are forwarded to Campus Administration which in turn evaluates them and takes necessary steps.

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

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

• **More active involvement of the stake holders:**

Public Information Cell (PIC) has started publishing detail activities and has communicated the goals, policies, programs, admission information, freeship and scholarship schemes and the details of the achievement and activities of the campus through brochures, prospectus, bulletin, website and different journals and calendars. As a consequence the involvement of the stakeholders in the programs launched by the campus has been increasing and that has been one of the major incentives for launching curricular, infrastructural and administrative improvements and launching preparation for QAA programs.

• **Improvement on students' discipline and security concerns:**

The Public Information Cell (PIC) has collected important feedbacks related to the disciplines of the students and security concern from the stakeholders and alumni, the forum of the graduated students of this campus, which have enabled campus administration to take strict measures and have the collaboration of the local community to maintain discipline and ensuring security by installing CC camera in the campus.

• **Wider participation of national and international community in the campus activities:**

As a consequence of wider circulation of campus information, the participation of different organizations has increased in campus activities. Baglung Municipality has initiated to seek the financial aid of about 4.5 crores with the Indian Embassy/Government of India to construct buildings for classrooms. Similarly, fifty lakh Rupees has been allocated from Samsad Bikash Kosh (MP Development Fund) for the construction of Library building in this campus. Moreover, participation of players from different places in different sports activities conducted by Free Student Union of this campus has been valued as the mark of wider participation of national community in the campus activities.

• **Increment of campus participation in social/community activities:**

The Public Information Cell of the campus has received complaints about the limited participation of the campus in social activities. In response to this complain, campus has increased its participation in social activities like blood donation, social and political awareness programs through Debating Club, awareness on the misuse of social site through BBA Quality Circle, fruit distribution to the patients, raising funds and collecting clothes for flood victims etc.

(For further details, Please see Volume-5, Annex-31, Photographs of civic responsibilities performed by campus, pp. 556-559)

(For further details, Please see Volume-5, Annex-32, Photographs of extra-curricular activities, seminar & workshop, awareness program performed by campus, pp. 560-568)

For further details, Please see Volume-9, Annex-77, Documents related to national and international support to the campus, pp. 1225-1232)

For further details, Please see Volume-9, Annex-97, Minutes related to Sports organized by FSU, DMC, pp. 1423-1427)

CRITERION-WISE ANALYSIS

CRITERION 1

POLICY AND PROCEDURES

Dhawalagiri Multiple Campus (DMC) is a constituent campus of TU. For Constituent campuses, Policies and procedures are framed by TU and the constituent campuses are instructed and encouraged to meet them. To promote the educational objectives of TU and substantiate the academic expectations of the founders of this campus, DMC has prepared its vision, mission, goals, objectives and standards. Latest strategic planning is shaped accordingly and integrated efforts have been made to enhance the educational quality.

DMC has run several self financing programmes in addition to the programmes and courses included under TU constituent programmes. Annually, the strategies are reviewed and modified as per the changing context. The five year strategic plan for the years 2073-2078 has been prepared and DMC has started adopting Decentralization policy in 2075 B.S. Campus Management Committee (CMC), headed by campus chief, has been formed as per the Decentralization Act which evaluates the overall policies and programs of the campus and seeks to obtain feedback from the stakeholders to accelerate the reform activities.

Under the policy and procedures defined by TU., campus administration prepares the academic plans and programs and submits the documents to the meeting of CMC for discussion and necessary modification, recommendation and revision. Recommended issues are further synthesized and formulated in the meeting of Campus Executive committee, formed after adopting decentralization policy, so as to ensure effective implementation. Endeavors are concentrated on the goals, objectives and standards of the campus. Necessary infrastructures and mechanisms have been maintained required for the effective implementation of the plans and programs. For the regular assessment of the efforts made for enhancing educational quality, Internal Quality Assessment Committee (IQAC) has been formed and the curricular activities are further systematized and monitored. The academic gain of the students is evaluated through internal exams. The departments as well as faculties are assigned to make thorough analysis of the internal exam result. All the departments as well as faculties are made more accountable to their assigned job and necessary monitoring is made by campus administration and IQAC to ensure that the specific job responsibilities, as per the TU act and duty specification assigned by the campus, are duly followed, including all administrative staffs, program coordinators and faculty heads.

The effectiveness of the job performance of the campus chief, assistant campus chiefs, other administrative post bearers are evaluated in the CMC and CEC meetings and recommendations as well as corrective measures are forwarded.

The Campus administration reviews the strategies and evaluates the overall outcomes. On the campus anniversary day, the reports including the outcomes of academic, infrastructural and administrative planning and proposal for modification are presented for discussion and recommendation. Different committees formed to maintain and promote different aspect of the campus have practised the teamwork concept. In line with this practice, Hostel Management Committee, Staff Quarter Management Committee, Repair and Maintenance Committee, Library Reform Recommendation Committee and other committees have made very useful recommendations for the improvement of management of these components of the campus.

Alumni association is at place and the whole team is engaged in the improvement of the campus as an external agency. Various agencies have been contacted and promoted for the financial and infrastructural assistance of the campus.

There is also a provision of collecting feedbacks from different stakeholders regarding the different sections, departments, faculties, and committees to improve academic as well as infrastructural quality and update the policies of the campus.

The campus encourages the teachers to do research works by providing various incentives. The teaching and the non-teaching staff are encouraged to participate in different workshops and seminars to develop their skills. The campus provides study leave to the teachers and staffs for their M.Phil and Ph.D. degrees that helps for the development of their professional efficiency. Research Management Cell (RMC) has been formed to integrate teaching and research activities. RMC is trying to establish relations with other institutions, NGOs and INGOs. Students have been encouraged to do researches on various issues through their thesis writing and field reports/practice teaching report. Involving students in research has better their employment opportunities and academic gains. It has also contributed a lot to the policy reformation of various institutional organizations of various NGOs/CBOs and other private sector such as industries, banks, schools, colleges, company and firm.

In addition to the academic assessment or audit made by IQAC, Campus management committee and campus administration also analyses the dropout rates, pass rates enrollment status of the students including female, Dalit, Janajati students and other backward community students.

The campus has been adopting new approaches, methods, and techniques of teaching-learning activities for the last three years. Updating teaching staffs through workshop and seminar, using multimedia, overhead projector, computer software facilities, e-learning technology etc. have also profoundly facilitated both the students as well as teachers.

The Campus Management Committee (CMC) has been proved to be an effective driving agent. The campus has policy to introduce new graduate and postgraduate programs as per the academic necessity of this region. To attract outstanding students, the campus has formed a policy to provide more merit-based scholarships and introduce modern technology with teaching, learning, research and other activities. The campus gives especial attention and provides scholarships to educationally disadvantaged groups (Dalits, Janajatis, females, etc.) to ensure quality education in affordable price for all. The campus has been working to develop it as a regional research institution.

The campus has been running teaching learning activities to promote all round development of the students. The students are encouraged to participate in industrial tour and observational visits conducted by the campus to enhance practical knowledge in them. Free Students' Union also plays positive and responsible role for substantiating campus policies. The representatives of free student union have been included in different committees and assigned with different responsibilities to accommodate the expectation of the students and enhance academic excellence.

CRITERION 2

CURRICULAR ASPECTS

The campus has been consistently running its curricular activities according to the courses prescribed by the Tribhuvan University (TU) in terms of its goals, objectives and standards. There are altogether 9 departments assigned to carry out curricular activities as per the campus operational calendar. Various optional and elective subjects are offered for their choices. Updated courses of education, humanities, management and science are offered to the students. The time framework of the campus has been systematized for the convenience of the students. The campus has conducted programs in the morning shift, day shift and evening shift to facilitate the students.

The campus has conducted five programs (B.B.S., B.B.A., B.Sc., B.Ed., and B.A.) in Bachelor's Level and five subjects (M.B.S., M.A. in sociology and M.A. in Nepali, M. Ed. in Nepali and M., Ed. in curriculum) in Master's level. The students can choose different elective subjects according to their interests. Counseling classes, revisions, workshop and seminar are conducted for enhancing teaching efficiency and learning capacity of the students. Thesis writing, report writing and presentation, debate/elocution competition are conducted. We have a plan to introduce demand oriented subjects to match the regional and national requirements. Involvement of teachers, communities, students and stakeholders has been prioritized 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 the goals, objectives and standard of the campus.

Some of the teachers of this campus have also been nominated as the member of subject committee of TU and those members have contributed to curriculum design and reformation. The campus has formed an employment cell for exploring possible placements for the students as well as for collecting feedbacks. The campus makes further policies on the basis of such feedbacks. Similarly, public information cell is assigned to publish and collect feedbacks, comments and suggestions from employers, stake holders and academic peers.

Many staffs of the campus have been invited as the experts and resource persons by different institutes, organizations and institutes, which have helped to maintain neighborhood relation of the campus with them.

To impart value based education, the campus has been running different curricular activities to raise socio-cultural and national political awareness in students. Students are highly encouraged to work as volunteers in fairs, festivals and public celebration. They are motivated to distribute fruit for patients at hospital. The campus has been conducting various extra-curricular activities such as literary contests, sports, discussion/debate/elocution programs, seminars, workshops, paper presentation on contemporary issues and so on for all round personality development of the learners. The campus has set up code of conducts for the students and student's uniform is a must. Students are encouraged for taking part in the awareness raising program, collecting fund, clothes and other necessary things for the victims of flood and landslides and other natural disasters.

CRITERION 3

TEACHING, LEARNING AND EVALUATION

The campus manages wide publicity to the admission process through prospectus, brochure, newspapers, F.M. radios, pamphlets, 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 including internal examinations, final examinations, Thesis/Report Writing and the mark weightage of these evaluation methods and teaching learning environment of the campus. Two internal exams are conducted in a semester program in master levels and three internal exams are conducted in semester program of BBA. Likewise, two internal examinations are conducted during one academic year in annual programs. The results of all the internal exams and home assignment are evaluated for assessing students' knowledge and skills. Revision classes and feedback are provided to the students after unit tests and internal exams.

For the permanent appointment of staffs needed for the campus, TU is responsible but for the appointment of part time and contract basis staffs for self financing courses, the campus administration appoints as per the TU rule and manages the salary from the internal sources of the campus.

All the departments and institutions annually prepare the result analysis report that includes the number of passed students and failed students of all the subjects and the name of the concerning teacher. Questionnaires have been developed and students, guardians and other stakeholders are asked to respond the questions that implicate the appraisal of all the aspects including the teaching/non-teaching staffs. 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 conducts tracer study that include the suggestions of graduated students for improving the quality of teaching learning activities in terms of campus rules and regulation and teaching learning practices of the campus. Some significant feedbacks obtained through tracer study questionnaires include facilities of library, playing instruments, the quality of food in canteen, problems due to solar panel lamp for night and morning shift classes etc.

The campus has formed Research Management Cell which 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. The teachers prepare annual lesson plan and it is strictly followed throughout the academic year which is evaluated periodically in review meetings. The teachers are encouraged to apply innovative teaching methods and use audio-visuals aids. The lecture method of teaching is supplemented with assignments, directed studies, audio-visual presentation, internet facility, and so on. The students are taken to educational excursion and industrial tour to broaden their practical knowledge. Revision classes and counseling on 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 the university levels several times.

Though the campus has been using multi-media and audio-visual equipments in teaching learning activities, it is not sufficient in proportion to the large number of students. It is in need of more multi-media and audio-visual aids equipped classrooms. Therefore, the campus is planning to collect fund for making separate halls for audio-visual and multi-media presentation.

CRITERION 4

RESEARCH, CONSULTANCY AND EXTENSION

The campus has been promoting research in different ways. The campus allocates about 1.25 % amount for research from its total annual budget every year. The campus is planning to increase the budget for research. The post-graduate students are encouraged to do project work. Teachers are given study leave for M.Phil and Ph.D.). Research Management Cell has been formed to manage and promote research activities. Some of the teachers are also engaged in research and the campus is planning to encourage more and more teachers in research activities supporting them with financial aids achieved through matching grants. Recently, about 30 percent teachers are engaged in guiding the Master level students in their thesis research. Recently, Nepali teacher Prof. Dr. Din Bahadur Thapa, Economics teacher Dr. Sudarshan Silwal, and History teacher Prof. Dr. Ram Prasad Upadhaya have been awarded with Ph.D.

RMC announces for the proposal of mini research for the teachers and staff of this campus and also provides certain amount as seed money to the selected proposal. Teachers involved in research activities are given facilities by making necessary adjustment in teaching schedules. RMC has been coordinating with different NGOs and governmental bodies for the internship and research activities of the students. Baglung Municipality, Baglung Chamber of Commerce and Industry, Various Banks, Finance companies and Industries, different schools and firms are providing support for the internship and research activities of the students.

Tribhuvan University Teachers' Association (TUTA) campus unit has been functioning as the publication division that has published magazines, academic calendar, reports, journals etc in close coordination with Campus Administration. The Pragya Saarathi, Remapping, Dhawalagiri Journal of Sociology/Anthropology are the academic and research journals published by the campus. Annual field visit report (in different name in different year) published by the students of Sociology/Anthropology, Shaichhik Sahayog Samagri published by Nepali Department and Dhawalagiri Prabaha published by the students of Nepali Department are other publications. Similarly, on the occasion of 50th anniversary, the campus has published Sworna Mahotsav Smarika. Free Student Union publishes bulletin under the title "Dhawalagiri Darpan". The campus regularly publishes academic calendar.

Recently Campus chief Prof. Dr. Ram Prasad Upadhaya has been nominated as the member of planning commission of Gandaki Province and Prof. Dr. Din Bahadur Thapa, Head of Nepali Department, has been nominated as the member of Language commission of Gandaki Province and they have been providing suggestions concerning their area. In addition, the campus has formed a committee to offer consultancy services. As part of extension services, the campus has been supporting students to carry out their programs such as blood donation and socio-political awareness raising campaign.

Though the campus has planned to actively participate and organize different social activities, it is felt that the campus should increase such social activities to enhance public relation. Therefore, it is set to introduce new extension activities and outreach programs on its own and in the collaboration with NGOs and GOs.

CRITERION 5

INFRASTRUCTURE AND LEARNING RESOURCES

The campus has its own master plan and the existing physical infrastructures have been constructed as per the master plan. The projected expansion in the future is also included in the master plan. On the basis of the programs introduced newly and the number of students admitted in different programs, Campus Management Committee makes necessary decisions for augmenting the infrastructure and the campus executive committee carries out necessary actions to keep pace with academic growth. In line with this process, science building, seminar hall, workshop hall etc have recently been constructed. The campus has started constructing the hostel building for girls and the campus has planned to construct another library building in the near future.

The campus has well equipped computer lab, science laboratories, separate flat for library with sufficient text and reference books. There are sufficient national and international magazines. The campus is also planning to install library software to make the library more advanced. Repair and Maintenance committee has been formed for carrying out maintenance works. The committee discharges its assigned job of maintaining the infrastructure. The campus allots separate budget from its annual budget for the maintenance of its infrastructure.

The campus has been utilizing its infrastructure to the fullest for assuring facilities for the students and optimum utilization of the available infrastructures. BBS programs, M.B.S. and B.Sc. Program are conducted in the morning shift and B.A. and B.Ed. programs are conducted in the day shift. M.A. in Sociology/Anthropology, M.A. in Nepali, M.Ed. in Nepali, M.Ed. in Curriculum and Evaluation have been running with the same infrastructural facilities in the evening shift. There are altogether six buildings with 51 rooms where administrative activities, library, science lab, curricular classes are conducted. Construction of new educational building with 20 rooms including teachers' room and meeting hall has been proposed and Baglung Municipality has forwarded the proposal to the Embassy of India requesting for financial aid. BBA program is also conducted in the dayshift. Basket Ball court, mini football ground, Volleyball courts and badminton court have been managed in the campus premise. The campus has been providing auditorium hall for conducting seminars, workshops and training programs for GOs/NGOs/INGOs and most of which have benefitted the students and teacher/staffs. The teachers of this campus have been mobilized as the resource persons/trainers/experts by different organizations.

To keep the institution beautiful and pollution free, various provisions have been maintained including toilets, canteen, beautiful botanical garden with varieties of flowers and plants. There are big pine and sishaw trees towards the north premise/ in front of the newly constructed science building. Recently the plants have been planted along the both side of the central lane for the sufficient greenery inside the campus premises. The campus has well equipped computer lab with internet facility which is easily accessible to the students and faculty members. Some departments have separate offices with computers of their own and the plans are underway to equip other departments with computer facilities. From the last 5 years onwards, the campus has been free wifi zone and all the teachers as well as students have been benefitted by the internet services. Similarly, CC TV has been installed to maintain punctuality and security.

To maintain accessories including computer, store section is entitled to carry out necessary maintenance under the instruction of the campus administration. To ensure first aid services, the campus has maintained First Aid Unit which is responsible to the first aid services for the students and teacher staff at the campus.

The campus has spacious playground where students can enjoy sports activities such as volleyball, basketball, table tennis, football, and so on. A separate sports room with sport staff has been managed for indoor games where the facilities of Table Tennis, Chess, Carom Board and other indoor games are available. Students are encouraged to participate in sports activities and outstanding sports persons are felicitated on special occasions. The campus does not have sufficient hostel facility at present. Only about 1.5% students can receive hostel facility. As per the plan of increasing hostel facilities, the construction works for girl's hostel building, consisting of 40 rooms that can accommodate 90 students, has already been inaugurated by former Vice Chancellor of TU Prof. Dr. Tirtha Raj Khania. A hostel building for dalit students has been built and it is in operation.

In the current year, the library advisory committee is planning to install special library software to make it automated. Library staffs are encouraged to participate in trainings and seminar to develop their efficiency. The campus allots sufficient budget for library.

CRITERION 6

STUDENT SUPPORT AND GUIDANCE

The campus has been supporting the students to carry out their academic performance. It is the serious concern of the campus that the dropout rate is slightly higher due to the growing trend of foreign job. For governmental jobs, many students of this campus have passed Nepal Civil Service Examinations and other various examinations. They have secured prominent positions in different fields of society and various sectors of employment. The campus prepares the updated prospectus and brochure every year and distributes among the students to communicate academic information with 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 website, counseling, media, advertisement etc. The campus has admission policy with regard to overseas students according to TU policy.

It offers scholarship to the diligent students who obtain good results in the internal examinations. Similarly, freeship is distributed to the deprived and disadvantaged students. The campus, as per the rule of TU, distributes freeship to twenty percent of the total students admitted in the campus, excluding the students admitted in self financing courses. The students absent in internal examinations are excluded from the process of getting any kind of scholarship and freeship given by the campus. They are motivated with internal as well as external feedbacks to participate in internal examinations. The campus has its own employment cell and it studies the areas of employment opportunities for the students. The cell has placed many students in different fields of employment. Teachers suggest students as well as parents about job opportunities and prospects of further studies, self employment, study abroad, research areas and methods, and opportunities in the related fields.

The campus also has an alumni association to expand the network of information about the passed out students of the college and help the campus for academic and infrastructural improvements. As the constituent campus of TU, policies made by the TU are in practice and timely instructions are followed regarding the overseas students. Various recreational and leisure time facilities have been offered to the students including indoor games, outdoor games, various magazines and journals, books and internet facilities.

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 campus to collect all the data, the campus has been able to maintain almost all the data regarding out-going students through tracer study report.

CRITERION 7

INFORMATION SYSTEM

The campus administration manages to conduct periodic analysis and record keeping of various academic data. After the formation of Internal Quality Assessment Committee (IQAC), the data analysis is maintained by this Committee. The Committee prepares and submits the analyzed data to the campus administration for implementation. 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 maintained in the campus. The information of those students who have achieved academic excellence is communicated to the stakeholders through the campus bulletin, social site (Facebook Account) and website. Even the methods of analysis are made public through prospectus and brochure.

The campus has formed Public Information Committee which receives comments or feedbacks on the published data through email, messenger, interaction and meetings with the stake holders. The campus has kept a complain box to receive feedbacks from stakeholders. The feedbacks are taken internally from students on the academic data. It is through such feedbacks and comments that the public expectation and the areas on which the campus has to improve its delivery are identified and the areas on which the community is to be mobilized is also known. Such feedbacks have enabled the campus to improve the quality of education.

Campus is planning to further update its website in which all the information about the campus activities is elaborated for the viewers. From this system, it will be easier for the campus to reach its stakeholders and to get feedbacks from them. It will also help the college to widen its horizon in public sector.

CRITERION 8

PUBLIC INFORMATION

The campus has formed public information cell to communicate information of the campus to the stakeholders. It communicates the details of vision, mission, goals, objectives, academic information regarding the programs offered by the campus and learning opportunities available to the students and subjects, information concerning the administration including number of students, academic achievements of the campus and students, financial and academic progress reports of the campus, budgets, future plans including the date of admission, internal exams and results, facilities for the students and all the activities held in the campus. Communication is maintained through prospectus, brochure, academic calendar, bulletin, website and annual report. Campus prospectus, brochure, calendar, campus report and campus magazine are published annually and campus bulletin is published twice a year.

The public information cell collects responses through various channels. In the different functions of campus such as anniversary day and different meetings, issues and responses regarding various information of the campus are the agendas for the discussion and also the source of feedbacks on academic, financial and administrative programs. The Public Information cell summarizes the complaints and feedbacks obtained from stakeholders and forward these reports to Campus Administration which in turn evaluates them and takes necessary steps towards the implementation of recommendations regarding the academic and administrative efficiency. This practice has made positive impacts on the overall development including the improvement of discipline and community involvement of the campus.

CRITICAL APPRAISAL

Over the past fifty seven 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, DMC 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 that has been catering in students for years. At present, about 1900 students have been studying in different programs of this campus. Being a constituent campus of TU, it is always committed to educating the aspiring students in peaceful academic environment.

The campus management committee, the executive committee, the administration, the teaching and non-teaching staffs, Free Student Union and the students, all are cooperative in the matter of campus development through quality enhancement. Several internal and external agencies have contributed a lot to develop physical infrastructures of the campus. Without the commendable contribution of the qualified, skilled and efficient manpower, it would be impossible to enhance the status and quality of this campus to this level. 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. It has got to compete with private colleges mushrooming every year. Keeping pace with the national scenario, DMC is therefore moving ahead. Instead of close and forced teaching learning activities, DMC has established a trend of open system in which students feel free to expose themselves. This way, Dhawalagiri Multiple Campus (DMC) has been spreading the light of higher education for many years. It has been producing skilled 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.

SSR SUMMARY

This Self-Study Report (SSR) of Dhawalagiri Multiple Campus consists of overall information of the institution in detail. It is written in the format as prescribed by the office of Quality Assurance and Accreditation (QAA). It begins with the institution's motto, vision, mission, goals, and objectives; along with the institutional profile, preamble of the institution, institutional narratives; and concludes with the critical appraisal of the institution. The vision, mission, goals and objectives described in this report are clearly mentioned in the strategic plan of the campus, and other documents. The supporting documents of all the information given in this report are mentioned in the appendix. All the documents mentioned in the appendix have been systematically filed and preserved through documentation. During the preparation of this SSR, the campus has gone through several meetings, discussions and interactions and record of these are secured in the minutes through documentation. Thus, this report is the product of the collective effort of all the teaching staffs, non-teaching staffs, students, campus administration, local community and its stakeholders.

Discussion and Interaction with Stakeholders

As explained in detail throughout this SSR, it is quite obvious that the campus has got its own strengths and weaknesses, too. DMC has given due respect to the suggestions of its stakeholders and extended several academic programmes recommended by them. Interactions with the stakeholders have most often been held and necessary policies have been formulated. The campus has gone through several upheavals since its inception in 2019. At present, it has been running Bachelor (in Management, Humanities, Education and Science) and Master level (in Management, Sociology and Anthropology, Nepali, Education Nepali, Curriculum and Evaluation) in morning, day and evening shifts. Along with the conduction of the updated courses of the University with the necessary technological improvements of audio-visual aids, the campus has been carrying out several extracurricular activities that have helped to boost up the overall career enhancement of the students and bolster the community relation of the college. The academic activities like internal examination, sports, literary symposiums, paper presentations; and programs like blood donation, environmental awareness, health awareness, interactions with the institutions, the community, etc. are the solid steps in this regard. In addition, research activities are encouraged among students and teachers. The college has allocated 3% of its annual budget, and Research management cell that was formed in 2068 B.S. is actively carrying out seminars, workshops, interactions and meetings so as to further research oriented activities establishing link with Municipality, Government offices, Baglung Chamber of Commerce & Industry, Banks, Finance companies and INGOs. Regarding physical infrastructure, the campus has altogether 47 rooms including the rooms for teaching, library, science lab, administration, canteen, parking, hostel, teachers' quarter, free student union building, stage, and shopping shutters. The well equipped science lab has been managed for the practical purposes of the students. The library is in the process of being modernized through the installment of the computer software.

However, the campus is facing some challenges in terms of the growing needs of the community. Due to the limited source of its income, it has not been able to introduce new programs in time. B.Sc. programs are fully dependent on part time teachers. The extension of boys' hostel with the capacity of accommodating at least 100 boys is the need that is to be addressed as soon as possible. The accommodation capacity of existing boys' hostel building is just for 24 boys, and some parts of the hostel building damaged by the earthquake of 2072 have recently been repaired and the hostel is about to be operated at present. As the hostel facility for girls was not available and it was also the problem that the campus had been unable to manage the construction of hostel building for girls is underway. Girls' hostel especially for the students who come from economically and socially backward class and community

from the remote rural area of the region has been included in the strategic plan of the campus the capacity of the hostel will be increased as planned.

As campus has its auditorium hall to conduct workshop, seminar, conference and meetings in the campus. Nonetheless, the campus is optimistic that we will be able to collect the sources and equip the hall with advanced instruments. It is increasing its pace with the UGC project to enhance academic excellence. It is hopeful that it will be able to meet its major targets in relation to the growing needs of the community with financial support from the Higher Education Reform Project (HERP). Therefore, the campus at present is oriented to managing all the things to achieve UGC grants as set by the UGC parameters.

Best Practices of the Campus

The effective implementation of planning activities is possible only when the components of planning can be expressed into an integrated framework involving different activities. The planning model of DMC 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. The strategic plan of DMC functioning at present covers the year 2073 to 2078.

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 the strategic plan. Annual planning process evaluates previous year's activities in different areas and prepares the plan for the next year. Campus Administration, TUTA campus unit, TUEA campus unit, faculties, departments, free student union, staffs, students and local stakeholders 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. Campus administration undertakes annual plan evaluation, assessment and prepares an annual progress reports for the submission to campus anniversary day. The annual progress report prepared by the campus provides guidelines for the modifications of strategic plan and specialized sub plans.

SSR PREPARATION

How It Is Understood

The campus has taken strong initiatives as the parameters designed by Second Higher Education Project (SHEP) under the Quality Assurance and Accreditation (QAA) process to enhance quality in higher education through this institution. As required in the QAA process, the campus has been engaged in documentation and SSR preparation. This self-study report (SSR) contains overall information of Dhawalagiri Multiple Campus, Baglung, from the date of its inception to the present day situation. In other words, it is the mirror of Dhawalagiri Multiple Campus that reflects overall academic performance of the institution since its establishment that has not only contributed to developing the educational status of the people of this region, but also has tremendously contributed to the career enhancement of Nepali citizens in different sectors through qualitative education. Though it is also one of the reliable documents of the institution sought by UGC for QAA certification in one sense, the campus has understood it as the most important institutional document consisting of the information of overall academic performance of the institution in the past and on the basis of which the campus is able to make both retrospective as well as introspective analysis through documentation for better academic performance in future in another sense.

This self-study report has also paved the way for this institution to formulate new and improved academic plans, policies and procedures and has guided a lot to implement them effectively in order to meet the qualitative educational needs of new generations emerging today. It has also immensely facilitated the institution in conducting various academic programs in systematic and scientific way through documentation. Similarly, it has also boosted the campus image in national arena by particularly highlighting its historic educational milestones and setting forth its further strengths, challenges and weaknesses.

Formation of SAT

The campus has formed Self Assessment Team (SAT) under the coordination of the Asst. Campus Chief to conduct and carry out overall academic as well as administrative activities in order to prepare SSR and complete documentation. Mr. Tilak Prasad Kandel, the coordinator of SAT, is leading the SSR task. Other members of the SAT are Asst. Campus Chief Mr. Hari Prasad Pandey, Student Welfare Chief Mr. John Bajracharya, Lecturer Mr. Hira Lal Regmi and Section Officer Mrs. Ambika Regmi. Since its formation, the SAT has been working with dedication to conduct and carry out overall institutional improvements and enhance quality education as guided and instructed by the parameters set up by HERP. SAT has frequently solicited with the QAA officials at QAA office to acquire necessary advice for accomplishing task of SSR preparation and documentation in time. According to the guidelines and formal advice provided by the QAA officials, SAT has initiated some highly commendable measures in quality improvement. It has also involved teaching and non-teaching staffs in thirteen different committees formed by the campus to help conduct and carry out overall academic activities for quality enhancement in education provided by the campus. Some of these committees have mentioned in the preliminary part and others are as follows:

1. Internal Quality Assessment Committee

- Coordinator: Prof. Dr. Ram Prasad Upadhaya-Campus Chief
- Member: Prof. Dr. Din Bahadur Thapa- Head of Nepali Department.
- Member: Govinda Prasad Sharma Kandel - Former Campus Chief/HoD of History
- Dr. Sudarshan Silwal-HoD of Economics

- Member: Bijaya Raj Panta- President of TUTA Campus Unit
- Member: Hiralal Regmi-Lecturer
- Member: John Bajracharya -Student Welfare Chief
- Prakash Prasad Sapkota: Program Coordinator, Institute of Science and Technology
- Shiva Prasad Padhya: President of TUEA Campus Unit
- Man Bahadur Thapa (Manish): President of FSU
- Tilak Prasad Kandel : SAT Coordinator

2. Research Management Cell

- Coordinator- Prof. Dr. Din Bahadur Thapa (Head of Nepali Department)
- Member- Dr. Sudarsha Silwal
- Member- Mr. Prakash Sharma
- Member- Mr. Hira Lal Regmi
- Member- Mr. Prakash Prasad Sapkota

3. Extra Curricular/Extension activities committee

- Coordinator - John Bajracharya - Student Welfare Chief
- Member- Mr. Bhakti Ram Neupane
- Member- Mr. Shivasharan Gyawali
- Member- Mr. Shiva Prasad Poudel
- Member- Mr. Bishnu Prasad Chapagain
- Member- Ms. Prabina Kumari Regmi Parajuli
- Member- Ms. Sushmita Bohora (FSU)

4. Publication Cell

- Coordinator- Mr. Bijaya Raj Pant
- Member- Mr. Bhakti Ram Neupane
- Member- Mr. Shivasharan Gyawali
- Member- Mr. Kul Prasad Adhikari
- Member- Mr. Hira Lal Regmi
- Member- Mr. Uday Chandra Chapain
- Member- Ms. Pramila Rajbhadari
- Member- Mr. Ramchandra Sharma
- Member- Mr. Biswa Bhandu Adhikari
- Member- Mr. Dipak Sharma Kandel
- Member- Mr. Shiva Prasad Paudel

5. Consultancy Service Unit

- Coordinator- Mr. Dhruba Raj Gautam
- Member- Mr. Bishnu Prasad Sharma
- Member- Mr. Shiddha Raj Joshi
- Member- Mr. Uday Chandra Chapain
- Member- Mr. Chudamani Pokharel
- Member- Mr. Ramchandra Sharma
- Member- Mr. Bishnu Raj Paudel (FSU)

6. Employment Cell

- Coordinator- Dr. Sudarshan Silwal
- Member- Mr. Biplav Sharma

- Member- Mr. Shiva Prasad Paudel
 - Member- Ms. Pramila Rajbhandari
 - Member- Mr. Ramraja Kandel
 - Member- Mr. Prakash Prasad Sapkota
 - Member- Ms. Sangita Sharma
 - Member- Mr. Sujan Sapkota (FSU)
- 7. Health Service Unit**
- Coordinator- Mr. Sheskanta Rijal
 - Member- Mr. Dipak Prasad Sharma Kandel
 - Member- Mr. Prakash Sharma
 - Member- Mr. Yam Prasad Sharma
 - Member- Ms. Kalpana Sharma
 - Member- Mr. Shiva Raj Pant
 - Member- Mr. Bibek G.C. (FSU)
- 8. Library Advisory Committee**
- Coordinator- Mr. Dhruba Raj Gautam
 - Member- Ms. Kalpana Regmi
 - Member- Mr. Gyanendra Gautam
 - Member- Ms. Shanti Kumari Regmi
 - Member- Mr. Surya Prasad Gautam
 - Member- Mr. Hari Bhandari 'Ramesh' (FSU)
- 9. Public Information Cell**
- Coordinator- Mr. Hari Prasad Pandeya
 - Member- Mr. Bishwa Bhandu Adhikari
 - Member- Ms. Ambika Regmi
 - Member- Mr. Bhupal Chailse
 - Member- Ms. Rupa Devi Sapkota
- 10. Discipline Committee:**
- Coordinator- Mr. John Bajracharya
 - Member- Mr. Balaram Sharma
 - Member- Mr. Dammar Bahadur BK
 - Member- Mr. Ramchadra Sharma
 - Member- Mr. Shiva Prasad Padhya
 - Member- Mr. Hum Bahadur Thapa
 - Member- Mr. Dolendra Raj Sharma
 - Member- Ms. Gita Devi Sharma
 - Member- Mr. Balkrishna Sharma (FSU)
- 11. Internal Examination Committee:**
- Coordinator- Mr. Hari Prasad Pandeya
 - Member- Mr. Shivasharan Gyawali
 - Member- Mr. Guru Prasad Kandel
 - Member- Ms. Motikala Sharma
 - Member- Mr. Shiva Raj Pant
 - Member- Mr. Bhupal Chalise
 - Member- Ms. Rupa Devi Sapkota

12. Repair & Maintenance Committee:

- Coordinator- Mr. Om Prasad Sharma
- Member- Mr. Hira Lal Regmi
- Member- Mr. Govinda Raj Gautam
- Member- Mr. Hari Prasad Sharma
- Member- Mr. Narayan Prasad Sapkota
- Member- Ms. Ambika Regmi
- Member- Mr. Shiva Prasad Padhya
- Member- Mr. Man Bahadur Thapa 'Manish'

13. Grievance Handling Committee:

- Coordinator- Mr. John Bajracharya
- Member- Mr. Shiva Prasad Paudel
- Member- Mr. Ramchandra Sharma

These committees are actively engaged in their respective areas. SAT has followed different approaches to complete the task of documentation and SSR preparation. The following approaches are the major approaches through which this team is aiming to accomplish the task of documentation and SSR preparation.

Orientation

SAT has conducted several orientation programs involving the teaching and non-teaching staff of the campus in order to improve academic environment of the campus and thereby lead it to the direction of maintaining quality. SAT has guided and instructed its different sub-committees (as mentioned above) through orientation to conduct and carry out overall academic activities in a systematic way. Likewise, the team has also conducted several orientation classes to the students in order to acquaint them with the major task of SAT and to maintain coordination.

Seminar

The campus has conducted different seminar programs with local community, industry, different NGOs and INGOs to acquaint them with the QAA process of the institution. Through this activity, the SSR team has been able to collect different opinions from different organizations of the locality which have immensely facilitated SAT to accomplish the task of SSR preparation and documentation. This team has also conducted various seminar activities with the guardians of the students and collected their valuable opinions which have played very crucial role in the growth of the institution through quality enhancement.

Conference

The campus has organized various conferences with the stakeholders of the institution in order to involve them actively in the process of qualifying the institution to the standard of the QAA. Through the conferences organized by the campus, SAT has been able to gain support from different organizations, donors, stakeholders, and community members, which has immensely facilitated the team in carrying out the task of SSR preparation and documentation.

Participation and Discussion

Most importantly, SAT 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 concerned with the institution in order to accomplish the task of SSR preparation and documentation for Quality Assurance and Accreditation. It has conducted several meetings with the teaching and the non-teaching staffs for the discussion on the several issues on the Quality Assurance and Accreditation (QAA) parameters and the campus situation. This approach has enabled the team to collect different views of the staff which have immensely facilitated SAT to accomplish the task of SSR preparation and documentation on time.

Visits

SAT has also visited the companion colleges awarded with QAA or chosen in HERP. Such visits have immensely facilitated the process of preparing SSR. The 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 SAT(as mentioned above) were assigned to conduct and carry out their works on their respective areas and submit their reports to the SSR task force. The final documents have been prepared through an extended process.

Faculty heads, department heads, program coordinators, assistant campus chiefs and campus chief have been involved in the meetings and discussion with different committee members on their assigned works. The committees have made necessary corrections and modifications as per the recommendation of the meetings. Afterwards, the reports have been prepared by the committees including the recommendations for improvements and submitted to SAT. SAT as well as campus administration has gone through their reports submitted by the committees. Collective meetings of all the coordinators of the committees and campus administration have been held afterwards. After necessary corrections during the discussion session, the reports have been verified by the campus administration with the signatures of committee members, different faculty heads, department heads, program coordinators, assistant campus chiefs and campus chief as required for finalization.

In the process of discussions and modifications on the campus anniversary day, perspectives of the participants on effectiveness, quality enhancement, compatibility of the existing campus situation and environment have been given due considerations. In the close session of the campus assembly, massive discussions have been held on various details of those reports and corrections have been made if necessary. Only after massive discussions on various stages, the conclusions regarding these reports and documentations have been reached.

After the conclusion and verification, the reports have been finally approved by the campus administration. Thus, even all the documents prepared under the instruction of SAT have gone through this process of verification in documentation. SAT has been immensely facilitated in designing this document of self-study report through this process of verification and documentation. All the documents included in this report are referred, verified and approved by the campus administration.

Thanks.