

PRE/PRT VISIT RESPONSE REPORT

SUBMITTED BY

DHAWALAGERI MULTIPLE CAMPUS

BAGLUNG

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SUBMITTED TO

UNIVERSITY GRANTS COMMISSION

HIGHER EDUCATION QAA COUNCIL

QAA DIVISION, SANOTHIMI, BHAKTAPUR

1. Background

Dhawalagiri Multiple Campus (DMC), Baglung, has started introducing rapid improvement activities in educational, infrastructural and administrative domain. The acute planning and steady action have been integrated with the subtle monitoring for the comprehensive improvement of the academic and administrative performance along with infrastructural facility enhancement. The improvement planning and activities are aimed to enhancing academic quality as per the standard set by QAA department of University Grants Commission (UGC) and ensuring eligibility of this campus to Quality Assurance and Accreditation (QAA) certificate. After the submission of SSR to UGC, Peer Review Team (PRT) was formed and the PRT made a pre visit from Magh 21 to 23, 2077. Various constructive recommendations were made in course of the pre-visit of PRT.

DMC promptly started improvement activities recommended by Peer Review Team (PRT). Despite the disturbance in steady action due to nation wide lock down from time to time caused by outbreak of COVID-19, most of the actions were successfully carried out as per the recommendation of PRT.

2. Purpose of the Report

The purpose of the report prepared as per the recommendation of PRT is as follows:

- i. To review and update the documents and existing activities regarding the infrastructural/physical facilities of the campus.
- ii. To reevaluate the assigned responsibilities and improve the performance of the teachers/staffs, students and stakeholders of the campus in line with the recommendation made by PRT.
- iii. To prepare and update all the documents as per the enhanced action recommended by PRT and carry out all the actions as per the requirements set by QAA.

3. Process of Report Preparation

The process mentioned below were followed while preparing this report:

- i. Detail study of the recommendation of PRT.
- ii. Formation of the additional mechanism as recommendation by PRT.
- iii. Decision of the concerned committees.
- iv. Management of the required budget, equipment and other needy resources as recommended by PRT.
- v. Implementation of the additional planning including the physical improvement, administrative efficiency enhancement and human resource mobilization.
- vi. Documentation of the additional activities as recommended by PRT.
- vii. Validation of the documents by the campus authority.

4. Responses/Action Taken

Criteria	Recommendations	Actions Taken/ Activities Done	Documents in the Annex	Annex/ Volume No.	Page No.
1 Policy and Procedure	Upgrade annual action plan following the strategic plan and implement it	Five year strategic plan (2073/074- 078/079) has been reviewed and vision, mission, goals and objectives including the action plan of the fiscal year 2078/2079 have been updated and incorporated in the five year strategic plan.	Updated five year strategic plan 2073/074- 2078/079.	Volume 13	402-457
	Strengthen Internal Quality Assurance Committee (IQAC) to internally regulate and foster quality education and excellence and promote the quality culture. Formulate working procedure of IQAC.	<ul style="list-style-type: none"> Working procedure consisting of ToR for IQAC has been prepared and implemented. IQAC has conducted academic audit. IQAC has held meeting more frequently and discussed the progress of the policies set for maintaining and promoting academic excellence. IQAC has the academic calendar prepared and evaluation form (self appraisal, peer evaluation and evaluation by the students) filled up and started implementing corrective measures as indicated through the evaluation. IQAC has started monitoring the activities and progress of SQC and has instructed the teachers to be regular, punctual and well prepared. 	-Working Procedure and ToR of IQAC -Minutes of IQAC meetings - Academic audit report	<ul style="list-style-type: none"> Volume 11 Volume 17 Volume 17 Volume 13 	-181 -1039 to 1047 -1059 to 1076 - 458-492
	Periodic academic audit should be conducted and reported by IQAC.	Academic audit of the year 076/077 has been done.	List of campus profile preparation and self assessment committee, campus	Volume 13	458-492

			profile and academic audit report		
	Revise organizational structure of the campus incorporating all the functional cells and unit and make it visible.	Organizational structure incorporating all the functional cell and unit has been prepared and its flex board has been maintained in the front side of the campus administrative building.	Updated five year strategic plan 2073/074-2078/079.	Volume 13	423
	Merge the committees of the similar nature and make all the institutional committee fully functional.	The merger of the committees of similar nature has to be done yet.			
	Regular meeting of the department and committees should be held and proper minute should be maintained.	Meeting of the department and committees have been held more frequently and the minute has been maintained.	Minutes of departments meeting	Volume 17	1127-1187
	Proper documentation of all the activities carried out by the campus should be maintained.	The documentation of all the activities of the campus has been maintained properly through minutes and most important activities have been published in the websites, face book page and campus bulletin.	Screenshot photos of Campus website	volume 16	1002-1003
	Job description should be provided to each teaching and non-teaching staff	Job description has been distributed to all the teaching and non teaching staffs.	Job responsibilities and ToR of administrative post bearers, teaching and non- teaching staffs.	Volume 11	166-305
	Prepare human resource development plan, manage career path for working	Human resource development plan consisting of the career development scheme has been prepared and started implementing it.	Human resource development plan	Volume 17	1048-1052

	professionals; develop criteria and implement it with immediate effect as per the criteria of TU.				
	Prepare an integrated guideline associating all the functional policies, procedures, ToR and other related provisions which helps to bring clarity in their roles and responsibilities.	An integrated guideline consisting of all the functional policies, procedures, ToR and other provisions have been prepared	Job responsibilities and ToR of administrative post bearers, teaching and non- teaching staffs.	Volume 11	166-305
	Implement formally the appraisal system (Performance Appraisal, Self Appraisal, peer appraisal and student appraisal) for both the faculties and non- teaching staff.	Appraisal system (Performance Appraisal, Self Appraisal, peer appraisal and student appraisal) has been introduced.	Self-appraisal form, peer evaluation form, student/ stakeholders.	Volume 13	493-621
	Strengthen the Alumni Association and involve the Alumni in the overall development of the campus.	Close coordination with the Alumni has been maintained and effort has been made to make it more functional			
	Form student Quality Circle (SQC) representing students of all programs and activate their roles in enhancing enhancing quality related activities	SQCs have been formed in all the running classes/section and the SQCs have been functioning actively.	List of the SQC and SQC dairy consisting of procedures.	Volume 14	622-672
	Prepare policies for regular professional	Policies for regular professional development of	Human resource development plan	Volume 17	1048-1052

	development of teaching and non-teaching staffs.	teaching and non-teaching staffs, included in Human Resource Development Plan, has been introduced.			
	Plan for maximum use of the available land resources to strengthen financial status of the campus.	Additional shopping complex with 8 shutters has been recently constructed and rented and effort has been made to construct new shopping complex building	Contract paper and other related documents of recently rented shopping complex	Volume 17	1088-1108
	Increase the number of full time faculties.	Six permanent lecturers and one IT staff, appointed by TU in this campus have been serving and the appointment process of 24 full time teachers (Teaching Assistant) through internal management has been completed and the appointment letter is planned to be given within a month.	Appointment letter of newly appointed permanent teaching staffs, course contract teachers and permanent non-teaching staffs.	Volume 10	76-165
2 Curricular Aspects	Organize regular workshops to orient faculties about changes in curricula, instructional practices and evaluation system including the recent trends in Higher Education pedagogy.	<ul style="list-style-type: none"> Teachers teaching in management faculties have participated in the workshop from Falgun 13 to 14, 2078, conducted by Dean Office, Faculty of Management in Pokhara. Due to the out break of COVID-19 and the lock down from time to time, the campus has been unable to conduct workshop for faculties. 	Documents related to workshop and seminar conducted by FOM Dean Office.	Volume 16	1004-1016
	Develop and run market-oriented and skill based Professional non-credit module courses to enhance the quality education.	Non-credit module course has not been introduced and the campus has attempted to launch such a course soon.			
3 . Teaching Learning	Encourage the preparation and submission of	An orientation for the teachers on overall teaching plan (annual plan, teaching plan and	Minute of the formation of Academic calendar,	Volume 14	673-734

and Evaluation System	teaching plan by all the faculties under each department, and develop the monitoring system.	unit plan) was conducted on 2077-12-06. All the teachers have been instructed to submit the teaching plan to their respective departments and mechanism for monitoring (IQAC) has been functionalized.	Annual plan and unit plan.		
	Plan for implementing the continuous assessment of students of all programs.	Schedule for two internal exams for annual program and semester program has been prescribed in the academic calendar and assessment of students through internal exam has been carried out.	Routine and result sheet of internal exam, attendance and photographs of thesis orientation.	Volume 15	797-850
	Provide multimedia and other ICT facilities for all the classes of each programs.	The capacity of internet has been extended and eight additional projectors have been installed.	Quotation and bill regarding the purchase of projectors.	Volume 17	1109-1118
	Provide need-based professional trainings for non-teaching staffs on regular basis.	Due to the out break of COVID-19 and the lock down from time to time, the campus has been unable to conduct workshop for non teaching staffs. However, non teaching staffs have participated in an online workshop.	Certificates of the participation of non-teaching staff in an online training.	Volume	1053-1058
	Implement the faculty development programs focusing on need-based performance of the faculty members.	Human Resource Development Plan, consisting faculty development program, has been introduced.	Human resource development plan	Volume 17	1048-1052
4 Research, Consultancy And Extension	Functionalize Research Management Cell, utilize research budget and encourage RMC to carry out all Research activities.	Research Management Cell (RMC) has asked for the proposal for mini research with research grant. Students of Master level doing thesis have been assigned carry out locally useful research.	- Minutes of RMC meetings about the submission of proposal for mini research - Research budget	-Volume 17 -Volume 12	-1191-1202 -380-401
	Prepare research	Research guideline has been	Research Guideline	Volume 17	1188-1190

	guideline and annual plan of action to utilize the allocated budget properly through RMC.	prepared and the research activities are carried out accordingly.			
	Let RMC coordinate with all departments and ensure that each department is engaged in research activities.	Faculties as well as students from all the departments have been encouraged to carry out the research/research oriented thesis.	List of the thesis prepared by the students	Volume 15	853-888
	Initiate to publish the campus journal.	Publication of campus journal in addition to annual journal Pragya Sarathi published by publication cell has been the priority of the campus in the coming year.			
	Maximize the participation of both faculties and students in extension and outreach activities'	Students as well as faculties have been encouraged to take part in extension and research activities. SQC members have been especially inspired to conduct extension as well as outreach activities. Due to the disturbance caused by COVID-19, physical involvement in such activities have been impossible.			
	Encourage the participation of faculties and students in workshop, seminars and conferences'	Organizing workshop and seminars and conferences during the severe fear of COVID-19 was risky. After the lowering COVID outbreak, the campus is planning to maximize the conduction and participation of the students and faculties in workshop, seminars and conference.			
	Make the faculty identify the consultancy services to be	The areas to counsel/ serve local people with consultancy services have been studied and as the normally prevails with			

	provided locally and encourage them to get involved in them.	no fear of COVID- 19 such activities will be made more effective.			
	Explore possibility of research collaboration and consultancy with the government, NGOs/INGOs, local communities and sign MOUs with them.	Collaboration and consultancy with the governments/ NGOs/INGOs will be rapidly explored and practiced after the normalcy prevails.			
	Encourage faculties as well as students in research based academic publication on a regular basis.	Research based publication will be prioritized on regular basis after the normalcy prevails and the appointment of 24 full time teachers comes into effect (within a month).			
5. Infrastructure and Learning Resources	Prepare the comprehensive master plan indicating the existing building and the projected expansion of the campus.	Comprehensive master plan indicating the existing building and the projected expansion of the campus has been prepared.	Updated master plan-2078.	Volume 15	889-907
	Denting painting of the infrastructure should be done and garden should be developed and maintained.	Denting painting of the infrastructure has been accomplished and new botanical garden in front of campus administrative building has recently been maintained.	Photograph of the new garden maintained in front of the administrative building.	Volume 14	759-753
	Expand the capacity of the library with added number of recent edition books, references and journals; make it open access with full automation; and introduce the photocopying and	Some books and references have been added in the library and installation of photocopy machine and full automation of the library are planned to be implemented within this year.			

	printing system in library.				
	Provide e-library service and link the e-library with relevant e-resources.	The plan to E-library service is underway. After signing the MoU with Gandaki Province, Ministry of Social Development, the financial aid was granted by the ministry and the accessories including computers have already been purchased.	Proposal asking for financial aid with the Ministry of Social Development, Gandaki Province, MoU, letter of issuing the budget.	Volume 16	1023-1034
	Develop a Standard Operation Procedure (SOP) for the systematic handling of the labs'.	Standard Operation Procedure (SOP) for the systematic handling of the lab has been introduced.	Standard Operation Procedure of Science Lab	Volume 16	1035-1038
	Prepare annual plan of action for repair and maintenance and implement them accordingly.	Annual plan of action for repair and maintenance has been incorporated in the action plan of the year 077/078, 078/079 in the five year strategic plan of the campus. The action plans are being implemented.	<ul style="list-style-type: none"> • Updated five year strategic plan 2073/074-2078/079. • ToR, minute, action plan, and budget of repair and maintenance committee. 	<ul style="list-style-type: none"> • Volume 13 • Volume 15 	<ul style="list-style-type: none"> • 402-457 • 908-909
	Number of multimedia projectors should be increased for their use in the classroom.	Multimedia projectors have been installed in 8 more classrooms	Quotation and bill regarding the purchase of projectors.	Volume 17	1109-1118
	Establish a need based departmental library in each department.	Departmental libraries have been maintained in the departments with more than hundred students.			
	Canteen space should be expanded.	Canteen space has been expanded.	Photograph of the Canteen after extension	Volume 17	1203-1206

	Cleanliness of the campus premises, science lab and classroom should be done in regular basis.	Cleanliness has been maintained in the campus premises, science lab and classrooms in regular basis.	Photograph of the campus premises.	Volume 17	1207-1209
6. Student Support and Guidance	Formalize the employment cell and make it functional with a separate office.	Employment cell is planned to make more functional and a separate office will be maintained soon.			
	Form a counseling committee including female faculty in it.	Counselling service has been provided by the consultancy unit up to now. After the appointment of full time female teachers capable of handling counselling service, the counselling committee including female faculty will be formed.			
	Identify slow learners and initiate remedial classes to empower them.	Along with the operation of physical classes, the process of identifying the slow learners will be effectively introduced and the remedial classes will be initiated effectively.			
	Increase the capacity of internet in the campus to provide efficient internet (wifi) facilities to the students.	The capacity of internet in the campus has been extended and internet (wifi) facility has been available to the students.			
	Enhance the networking with the potential employers through defined mechanism of the institution	MOU has been maintained with some local employers and efforts have been made to maintain MOU with more other employers.			
	Strengthen Extra-curricular cell. Make annual plan and program for extra/co-curricular	The schedule for extracurricular activities has been arranged in the academic calendar. However, the activities were not fully	Academic calendar of the campus	Volume 14	683-686

	activities, and implement them accordingly.	conducted as per the schedule due to COVID-19 and the lockdown.			
	Provide professional life skill development, leadership quality development, soft skills and personality development courses.	The campus has planned to make the feasibility study of the locally useful Professional life skill development, leadership quality development, soft skills and personality development courses and the local levels of the catchment area of the campus have been contacted.			
	Improve sports facilities and maintain the playground.	The campus has allocated budget for improving sports facilities and conducting sports facilities. However, the COVID-19 and the lockdown has impaired the programmes.	Annual Budget and income/expenditure of fiscal year 076/077 and 077/078.	Volume 12	380-388
	Form a student evaluation form and make reflection of it in decision-making.	Evaluation form has been developed for evaluating the performance of the teacher's staffs and has the form been filled up by the students. Corrective measures, as per the student's remarks have been sorted out and the decision have been made to implement them.	Self-appraisal forms, peer evaluation form, students and stakeholders evaluation form.]	Volume 13,	493-621
	Maintain the female (changing) room with minimum infrastructure and facilities. Make it functional with immediate effect to address the special needs of female students, staff, and faculty members.	Female changing room has been maintained. Sanitary pad vending machine has been set.			
7. Information System	Functionalize EMIS Unit and make responsible to keep the record of	EMIS unit has been working hard to install EMIS software and serve efficiently through software. A contract has been	Contract paper with software designing company	Volume 17	1119-1123

	academic data, profile of students and graduates.	signed with a software company and the installation process and operation will be commenced within few months.			
	Install EMIS software and network internal connectivity among different related sections like library, finance, academic administration, and examination.	Installation of EMIS software is going on and the input of some academic data has been completed. Internal connectivity among different sections will be maintained after the installation and operation of the software	Printed copy of input data in EMIS software.	Volume 17	1124-1126
8. Public Information	Strengthen Public Information Cell with separate functional office. Analyze the impact of public information and generate impact analysis report of the public information cell.	Additional infrastructure (library) is being constructed and after its completion, office rooms for different cell including public information will be managed in the current library hall. As the normalcy is prevailing and fear of COVID outbreak is declining, the impact of public information will be more comprehensively analyzed.			
	Develop a detailed prospectus of the campus including the details of the program.	Campus prospectus consists detail information has been published and distributed to the stakeholders	Details of updating campus prospectus.	Volume 16	926-949
	Organize interaction with parents in frequent interval so that the relationship of the Campus with the stakeholders becomes strong.	As the normalcy is prevailing, interaction with parents will be organized on a regular basis.			
	Update the website regularly; disseminate all campus activities in the web page timely.	Updating website has been made regular from the last few months onward.	Printed copies of lately updated website.	Volume 16	1002-1003

5. Conclusion:

The participation of this campus in Quality Assurance and Accreditation process initiated by University Grant Commission (UGC) has been much fruitful in identifying the areas surrounded with weaknesses and the measures to address them. Along with the submission of LoI, the initial step of the participation in QAA process, the campus started rapid improvement activities and a lot has been done afterwards. However, much more improvement activities have to be done yet. Our collective commitment to march ahead, despite the insufficient human resource, technical skills and accessories, is the major driving force to enhance quality of the academic environment of this campus. We are indebted to Prof. Dr. Shiva Kumar Rai, the coordinator of Peer Review Team (PRT), and the member Aashma Adhikari, for the close review of the QAA related activities initiated by this campus and the constructive suggestion regarding the quality enhancing activities of the campus. The response report prepared as per the recommendation of PRT is based on the factual evidences and activities of the campus.

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6. Annex:

The supporting documents of the response report, prepared as per the recommendation PRT pre visit, have been annexed in the volume no. 10 to 17.