

# **SELF STUDY REPORT**

## **Of**

### **DHAWALAGIRI MULTIPLE CAMPUS**

#### **BAGLUNG**



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

**December, 2019**  
**(Updated, 2022)**

### **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 the wide discussions with all the stakeholders of the campus. The recommendations made after field visit from 2076/08/16 to 2076/08/20 by Internal Assessment Evaluation Team, TU-QAA Center, pre-visit of Peer Review Team (PRT) held on Magh 22-24, 2077 and PRT full visit on 13-17 Ashad, 2079, have been included while updating the data and documents of the SSR. No part thereof has been outsourced. I am hopeful that the peer review team will validate the information provided in this SSR during the final peer review team (PRT) visit.

.....  
Prof. Dr. Ram Prasad Upadhaya  
Campus Chief  
Dhawalagiri Multiple Campus, Baglung  
2079/06/ 13

Campus Seal

## Acknowledgement

We appreciate with much thankfulness to University Grant Commission (UGC) for initiating and promoting the QAA process as a campaign to improve the educational quality in higher educational institutes in Nepal. The QAA process has provided an opportunity to this campus for self-assessment with deep insight regarding the academic, infrastructural and administrative aspects. As part of the process of acquiring QAA (Quality Assurance and Accreditation) certificate granted by UGC, Self Assessment Team (SAT) was formed in DMC and the team has accomplished the task of preparing the detail report of the curricular, administrative and infrastructural aspects of the campus including the recommendations of pre visit of Peer Review Team (PRT) held on Magh 22-24, 2077 and full visit of PRT held on Ashad 13-17, 2079.

SAT approached various stakeholders in course of accomplishing its responsibilities and received valuable support and suggestions from all of them. We are grateful to the chair person of UGC Prof. Dr. Bhim Prasad Subedi and then member secretary of UGC Prof. Dr. Devraj Adhikari and current member secretary of UGC Prof. Shankar Prasad Bhandari for the valuable guideline and suggestions. We are indebted to the coordinator of PRT, Prof. Dr. Shiva Kumar Rai, and members Prof Dr. Hrushikesh Senapati (virtually connected during the field visit of PRT), Prof. Dr. Indra Prasad Tiwari, Prof. Dr. Sangita Rajbhandary and Ashma Adhikari for the close observation and critical feedback in course of PRT field visit. We can never forget the pragmatic counseling of the PRT in course of PRT Pre-visit. Further, we would like to thank with much gratefulness the sound suggestions 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, then programme officer of UGC.

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## **Institutional Profile**

### **Institutional Background**

Established in 2019, Dhawalagiri Multiple Campus (DMC) stands as one of the prides of the people of Dhawalagiri area. The aspiration of the commencement of an institution imparting higher level education in Baglung Bazaar area, the administrative and trade centre of four districts (Baglung, Parbat, Myagdi and Mustang) was profoundly higher at the time when many campuses were mushrooming in different parts of the country after the establishment of Tribhuvan University in 1959 (2016 BS). Establishment of DMC is the outcome of such an aspiration and an integrated effort of the people of Dhawalagiri area. The development and expansion of the campus is largely the result of the contribution of the untiring stakeholders of these four districts, known as Dhawalagiri area.

The classes of DMC were conducted earlier in the founding period in the school building of Vidyamandir High School, a reputed school of Baglung Bazaar, located at Baglung Municipality (ward No:3) in the night shift but now it has been able to build its own buildings from the financial and logistic support of the reverent inhabitants of Dhawalagiri area. DMC has been working on the institutional aim of becoming the Centre of Academic Excellence in the country.

DMC not only believes in imparting quality education but also focuses on preparing competent citizens ready to face challenges of the future. Hence, DMC has been an ideal abode for hundreds of education enthusiasts especially from Dhawalagiri area. It would not be an exaggeration to state that DMC is one of the very few leading campuses in the nation imparting quality education through student-oriented and globally-applied strategies, including case studies, presentations, group discussions, seminars, workshops, field visits, surveys and others to enable the students to face the national and global challenges.

DMC has been the prime choice of cream students from all over Dhawalagiri area. DMC will provide opportunities for students on an individual and group basis to develop social, intellectual and practical skills in the discipline of the choice. DMC aims to enhancing student's institution attachment through the provision of enhanced learning resources and develop a love of lifelong learning and research. Students will be encouraged to develop their personal leadership skills, and will be provided with many opportunities to interact with faculty and practitioners alike.

A careful blend of traditional classroom with more contemporary techniques of learning is key to increase overall learning efficiency. DMC has a team of dedicated faculty members with diverse academic backgrounds to deal with academic issues. They simplify and generalize the complex matter with the help of proven teaching approach. The focus of the teaching pedagogy as a whole is to stimulate the students in a way that promotes the internalization and confidence building of the students rather than distressing tradition of examination based rote learning. The assignments, project work and case analysis are designed to support students to have the desired competence and confidence in the competitive world. The overall composition of the tutorial program is oriented to preparing students for high-level professional responsibilities. Because of these approaches, DMC graduates have held eminent position in bureaucratic, academic, commercial and social/political field throughout the country and outside as well. 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 achievements 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. Student Quality Circle of the campus, comprising all the faculties and level, has been formed along with level wise, year wise and section wise SQC for involving students in quality enhancement initiatives. 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. Different internal committees under quality enhancement mechanism have been formed as the initiatives to implement enhanced teamwork system. DMC has decided to participate in QAA process to serve following purposes:

- To enhance and assure the quality of education.
- To promote the image and recognition of the campus.
- To identify weaknesses, drawbacks and areas of improvement in the process of catering qualitative higher education.

### **Motto, Vision, Mission, Core Values, Goals and Strategies**

**Motto:** Quality Education: our Commitment

**Vision:** Dhawalagiri Multiple Campus (DMC) promotes prosperous, civilized, and equitable society through academic excellence.

**Mission:** Creation of academic environment for quality education that values proficiency, rationality and equality.

#### **Core values:**

- Quality
- Equality
- Justice
- Inclusion
- Transparency
- Team spirit and teamwork
- Accountability
- Good Governance
- Student satisfaction

### **Goals and objectives**

#### **Goal 1: Enhance Human Resource Management**

- Objectives 1: Manage sufficient staffs

- Objectives 2: Review and modify the responsibilities
- Objectives 3: Enhance the efficiency of teaching and nonteaching staffs.
- Objectives 4: Motivate teaching and non teaching staffs

### **Goal 2 : Enhance and Develop Physical Infrastructure**

- Objectives 1: Develop physical infrastructures
- Objectives 2: Upgrade and expand the existing physical facilities through repair, renovation and maintenance.
- Objectives 3 : Manage essential equipment and accessories
- Objectives 4: Maintain greenery, cleanliness, peaceful and hygienic environment in Campus premises

### **Goal 3: Enhance Teaching learning practices**

- Objective 1: Launch Admission Campaign
- Objective 2: Enhance student support scheme
- Objectives 3: Promote students on reading and learning
- Objective 4: Enhance creativity and applied opportunities for competent graduates

### **Goal 4: Promote research and development**

- Objectives 1: Enhance research components
- Objectives 2: Enhance research resources and collaboration
- Objectives 3: Enhance practical engagement, research and publication

### **Goal 5 : Enhance institutional quality and assessment system**

- Objective: 1 Create an inspiring academic environment
- Objective: 2 Enhance monitoring system
- Objective 3: Develop an advanced assessment system
- Objective 4: Enhance the provision of documentation, reporting and communicating
- Objective 5: Enhance the eminence and glory of the campus

### **Goal 6 : To ensure financial sustainability**

- Objective 1: Maintain sustained economic sources
- Objective 2: Maintain financial control and reporting mechanism

### **Institutional Highlights:**

- ❖ Dhawalagiri Multiple Campus (DMC) is a constituent/autonomous campus of Tribhuvan University (TU), gaining nationwide popularity as the institute offering higher education with excellent academic result.
- ❖ DMC was established in 2019 B.S with the initiatives of local community and it was included as the constituent campus of TU in 2030 BS.
- ❖ DMC is located in the prime location of Dhawalagiri area; trade and administrative centre of four districts (2 hilly districts : Baglung, Parbat, and 2 mountainous districts : Myagdi, Mustang).
- ❖ DMC owns 88-2-2-0 Ropanees of land endowed with panoramic views of Dhawalagiri mountain and holy river Kaligandaki enriched with natural greenery and institutionally maintained garden located in the tranquil site of Baglung Bazaar
- ❖ DMC offers Bachelor programs in Humanity, Education, Science and Management (BBS and BBA) and Master Level programs in five different courses on Humanity, Education and Management.

- ❖ DMC practises the team work, Quality Enhancement Mechanism, consisting of 18 committees, constituted with distinct responsibilities, is effective implement for quality enhancement planning, internal academic audit and feedback.
- ❖ DMC has valued the collaboration with the stakeholders; DMC has broadened the collaborative practices with local, national and international level agencies after this campus was granted autonomy in 2077 BS.
- ❖ 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.
- ❖ Total number of students currently studying in the campus : 2000
- ❖ DMC offers the services of highly experienced and renowned faculties. The total number of teaching staffs is 75
- ❖ DMC practices latest teaching methods with special focus on integrating research and teaching activities with multimedia and technological implements.

### **Quality Policy:**

Quality policy model integrates continuous process of quality enhancement planning and implementation strategies 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 and submit it to the stakeholders on the Campus Anniversary Day seeking recommendation from the participants/stakeholders. Similarly, Internal Quality Assurance Committee (IQAC) has been formed which evaluates the efforts taken for enhancing academic quality and carries out academic audit and assess the academic achievements including the pass rate of internal exams, final exams, drop-out rates and the pedagogic methods practiced by the faculties. Various committees have been formed under Quality Enhancement Mechanism (QEM) and some of the committees have been merged and some of them have been reformed entitled with specific responsibilities. The mandatory provision has been introduced to all the departments, committees, faculties and staffs for carrying out the indepth assessment including the result analysis, preparing the concerned plan and progress report as well.

### **Provision of Feedback, Remedial Classes and Non-credit Course Class**

The learning achievement of the students is assessed through various tests and internal exams and necessary feedback is provided in and out of the tutorial class. The feedback activities include pre exam orientation, consisting of the guidelines of the question model and solution strategies and post exam orientation consisting of the discussion on the difficulties faced by the students in the exams and the solution to those questions. In addition to this, group and individual counselling on confusing and complicated matters, online feedback, and distribution of simplified notes are part of the feedback activities. Students with poor learning achievement are provided with additional guidelines and feedback through remedial



classes. Students are provided with sufficient inputs for the board exams depending on the procedures for remedial classes introduced recently. Similarly, the campus has recently introduced non-credit course classes depending on the procedures for such classes to promote the practical skill of the theoretical course and carrier oriented skills and efficiency.

#### **Linking research and Teaching/learning:**

Workshop, seminars, and trainings are organized for the faculties to update their skills on research, pedagogic techniques and the use of multimedia in tutorial activities. 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 institution aspiring for fulfilling public interest should act as the dynamic agent. As DMC is the higher educational institutes, it has its strength, weakness, and opportunities and threats/challenges (SWOT). SWOT analysis evaluates the internal strengths and weakness and the external opportunities and threats in an organization's environment. The SWOT analysis of this campus is as follows:-

#### **Strengths and weaknesses**

Strength is the positive internal characteristics that the organization can exploit to achieve its goals. The strength of an organization is reflected by the internal components. Weakness is the internal characteristics that might inhibit or restrict the organization's performance. It stops an organization from performing at its optimum level. It is the weaker capability of an organization. Followings are the strength and weakness of the institution:-

<b>SWOT Analysis</b>		
<b>Thematic Areas</b>	<b>Strengths</b>	<b>Weaknesses</b>
<b>Human Resource Management</b>	<ul style="list-style-type: none"> <li>• Dedicated and highly learned faculties with diverse pedagogical and research experience.</li> <li>• Sufficient and skilled administrative staffs.</li> <li>• Provision of department/institute with relevant faculties.</li> <li>• Faculties skilled at using technology</li> </ul>	<ul style="list-style-type: none"> <li>• Insufficient provision of subject wise permanent and full time faculty.</li> <li>• Insufficient provision of expert faculties with higher academic qualification (Ph.D) in some of the departments.</li> <li>• Imbalance of the teacher student proportion[less students in the subjects/courses with full time man power (Humanities) and growing pressure of students in the courses facing the shortage of fulltime faculties (Management and science).</li> <li>• Limited research and academic exposure of the faculty on research and academic field.</li> <li>• Limited number of sufficient man power competent in using technology.</li> <li>• The lab equipment of science lab has not been fully utilized owing to the shortage of relevant man power and skill.</li> <li>• Limited practice of coordination among department, sections and staffs.</li> <li>• Limited staff motivation.</li> <li>• Limited practice of modification of the responsibilities of functionless entities and individuals.</li> </ul>

<p><b>Infrastructure Management and Development</b></p>	<ul style="list-style-type: none"> <li>• DMC owns more than 88 Ropanees of expensive land located in the prime location of Baglung Bazaar.</li> <li>• Peaceful location with panoramic views.</li> <li>• Located in accessible area, the cross section of Kiligandaki Corridor and Mid-Hilly Highway.</li> <li>• Provision of Teacher staffs quarter. canteen and parking,</li> <li>• Provision of euro guard filtered drinking water.</li> <li>• Provision of Sports friendly Spacious playground and sports materials.</li> <li>• Provision of advanced science lab, computer lab and library,</li> <li>• Provision of class rooms with multi media projector and internet.</li> <li>• Provision of advanced seminar hall</li> </ul>	<ul style="list-style-type: none"> <li>• Limited provision of fencing and walling for compound security.</li> <li>• Land use is not well planned.</li> <li>• The valuable land occupied by highway has been eroded.</li> <li>• Poor transportation facility.</li> <li>• Limited provision of hostel facility for boys and poor quarter facility for the teacher/staff.</li> <li>• Limited provision of drinking water facility.</li> <li>• Partial execution of Repair, maintenance and a number of infrastructure enhancement projects.</li> <li>• Limited capacity of canteen.</li> <li>• Poor levelling of the play ground and insufficient sports materials, garden.</li> <li>• Limited provision of enhanced physical structure compatible with the enhanced quality components, limited coverage of internet and Multi media use.</li> <li>• Limited provision of workshop, seminar and covered hall.</li> <li>• Lab equipment has not been utilized completely.</li> <li>• Limited interaction and technical consultation prior to construction works.</li> <li>• Master plan for overall infrastructural development requires further upgrading.</li> <li>• Limited computer facility for the students.</li> <li>• Limited provision of departmental library and well equipped classroom.</li> <li>• Limited provision of vending machine and sanitary pad.</li> <li>• Lack of digital administrative service.</li> </ul>
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<p><b>Teaching learning practices</b></p>	<ul style="list-style-type: none"> <li>• Largest and unrivalled campus in Dhawalagiri region regarding the number of students and academic programmes (BA, Bed, BBS, BSC, BBA in Bachelor level and MA Nepali, MA Sociology, MEd Nepali, MEd Curriculum and MBS in Master level) .</li> <li>• Use of technology/ multimedia in pedagogical activities.</li> <li>• Continuous increment in the number of students.</li> <li>• Growing level of satisfaction of the students.</li> <li>• Provision of result analysis and feedback.</li> <li>• Affordable fee, scholarship and free ship benefits, field visit, practical exams.</li> </ul>	<ul style="list-style-type: none"> <li>• Higher level drop out and low attendance of the students in class and internal exam.</li> <li>• Limited provision of learning resources in the library as per the recently introduced curriculum.</li> <li>• Insufficient rewards and punishment.</li> <li>• Academic plan and unit plan are not properly maintained.</li> <li>• Limited use of technology/multimedia in pedagogical activities.</li> <li>• Enrollment on humanity and science is decreasing.</li> <li>• Low pass percent and graduation rate.</li> <li>• Low employability rate.</li> <li>• Students of science and humanities are not much satisfied.</li> <li>• Unable to initiate remedial classes.</li> <li>• Inconsistency of internal exam.</li> <li>• Limited provision of new market based programme.</li> <li>• Limited initiatives for shift management.</li> <li>• Lack of job fair.</li> <li>• Ineffective admission campaigning.</li> <li>• Inconsistency in graduate tracer documentation.</li> <li>• Limited provision for evaluation and feedback for faculties and staffs.</li> <li>• Limited provision of consultancy and counselling service.</li> <li>• Limited provision of research opportunities for students.</li> </ul>
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<p><b>Research and Development</b></p>	<ul style="list-style-type: none"> <li>• Provision of research management by Research Management Committee (RMC)</li> <li>• Promotion of rationality, enquiry and research by RMC.</li> <li>• Practice of integrating teaching and research assisted by RMC.</li> <li>• RMC conducts workshop and seminar.</li> <li>• RMC inspires faculties to engage in research and academic writing</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Limited budget for research.</li> <li>• Limited initiatives to obtain research grant.</li> <li>• Limited conduction of sustained research activities, regular educational tours, seminars/training and other efficiency enhancement activities for the faculties and staffs.</li> <li>• Insufficient workshop and seminar.</li> <li>• Limited provision of feedback and guideline for research.</li> <li>• RMC has not initiated publishing research based journal.</li> <li>• Limited functionality of RMC.</li> <li>• Limited research exposer and collaboration with national and international agencies.</li> <li>• Insufficient research publication and journal, mini research.</li> <li>• Insufficient training, seminar and exposer visits for teaching non-teaching staffs and students.</li> <li>• Limited publication by the students.</li> <li>• Research activities to be conducted through one door policy (RMC).</li> </ul>
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<b>Institutional Sustainability and Assessment</b>	<ul style="list-style-type: none"> <li>• Practice of good governance, rule abiding culture (TU rules and regulations integrated with the rules and regulation introduced by the Campus Administration).</li> <li>• Only one Constituent campus of TU in Dhawalagiri area/TU, the major source of funding.</li> <li>• Leading and resourceful campus of Dhawalagiri region.</li> <li>• Branded name in conducting broad examination/internal exam.</li> <li>• Provision of annual academic calendar.</li> <li>• Good relationship and co-operation with community</li> <li>• Quality policy and ToR with 'Quality Enhancement Directives'.</li> <li>• Supportive Free Students Union/student organizations.</li> <li>• Channelization of information through its own website (<a href="http://www.tu-dmcbaglung.edu.np">www.tu-dmcbaglung.edu.np</a>), social sites, prospectus, brochure and annual report.</li> <li>• Good result in semester system.</li> <li>• Increasing number of students.</li> </ul>	<ul style="list-style-type: none"> <li>• Confusion on the provision of reward and punishment.</li> <li>• Limited initiatives for academic leadership and coordination with the higher educational institutes of this region.</li> <li>• The execution of academic calendar is not satisfactory.</li> <li>• Community perception towards the campus is not inspiring.</li> <li>• Alumni association is to be more functional.</li> <li>• Limited monitoring provision.</li> <li>• FSU election not held consistently.</li> <li>• Political impact detrimental to quality efforts.</li> <li>• Poor implementation, evaluation and monitoring of the policy.</li> <li>• Poor documentation and reporting system.</li> </ul>
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<b>Financial Resource Mobilization</b>	<ul style="list-style-type: none"> <li>• External financial support for infrastructural development.</li> <li>• Adoption of autonomy and enhanced authority for resource and financial mobilization.</li> <li>• Operation of income generating academic programme (BBS, BBA).</li> <li>• Internal income sources including shopping shutters.</li> </ul>	<ul style="list-style-type: none"> <li>• Insufficient financial resources for infrastructural development.</li> <li>• Strong mechanism with clear provision to be introduced for financial control.</li> <li>• All the programmes are to be financially sustained.</li> <li>• Limited income sources for internally funded programmes.</li> <li>• Limited initiatives for internal resource mobilization for generating internal income.</li> <li>• Limited provision of scholarship fund.</li> <li>• More initiatives including donation campaign and grant for sustained income source for the programmes funded internally.</li> </ul>
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### Opportunity

Opportunity is the favorable external factors that could give an organization a competitive advantage. It is the condition in the external environment that is exploited effectively, helps an institution to achieve strategic opportunities. Following are the opportunities of the institution.

- Possibility to be a promising campus with enhanced didactic capability convening the students from poor, hilly and remote area of Dhawalagiri region as the campus is located at Baglung municipality, the administrative and trade Centre of four districts known as Dhawalagiri area and an intersection area of two national highway, Mid-hilly Highway and Kaligandaki Corridor.
- Possibility of becoming one of the prominent institutions offering higher education, research opportunities, pedagogical training, consultancy services and resourceful learning resource centre in Gandaki Province.
- Opportunity to enhance the imminence of the campus and draw students massively.
- High possibility to be upgraded as a deem university as many ground works have been accomplished.
- Opportunity to enhance economic sustainability by using the landscape with panoramic view.
- Possibility of obtaining grants assistance from national and international donor agencies for the enhanced management of physical, pedagogical and research infrastructure and accessories.
- Opportunity to conduct new programme to supply the professional manpower.
- Possibility of running technical courses and multiple soft courses supporting professional development of the students.
- Possibility of producing internally useful and globally competitive human resources at affordable cost.
- Opportunity to mobilize local community compatible with autonomous policy.
- Possibility of enhancing income generating sources by constructing additional shopping shutters in the upper compound bordered with Jeep park area and by coordinating with the local community and maintaining ownership over Dadhibari community forest area attached with the lower compound of the campus.

- Possibility to develop adventure tourism courses including sky cycling, Bunjjumping, rock climbing, Zeep flier with resort management in the lower promises adjacent to northern side teachers quarters.

### **Threats**

Threat is the unfavorable external factors that could have the potentiality to harm an organization. Threats are the condition in the external environment that may hinder an organization's effort to achieve strategic competitiveness.

- Confusing provision between recently introduced autonomous policy and directive policy of TU for constituent campuses.
- Political pressure impairing sustained execution of crucial strategies.
- Lack of sufficient whole timer human resource and technical skill especially in science and technology institute.
- Lack of research promoting policy and programmes and sufficient skilled man power with national and international research exposure.
- Higher drop out rate due to growing tendency of students going abroad.
- Lack of sufficient Job generating professional courses, vocational practical education and vibrant job market in the locality and country as well.
- It is challenging to integrate the policy among TU, QAA and autonomous act.
- Lack of sufficient IT manpower to operate EMIS in long term.
- Inconsistent government's policy towards the higher education.
- Migration of prospects student abroad for higher education after completion of plus two.
- Increasing competition with the establishment of Province University and other Universities.
- Lack of trust of public towards public institution.
- Attraction of students in foreign employment.
- Unmanageable expectation and difficulty for the adjustment of the students hailing from diverse ethnic/economic/social background.
- The indifference of the university to introduce and execute job generating courses, academic calendar consisting of admission and results timing.
- Challenge to maintain balance between quality education and low level fee structure.



## 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](http://www.tu-dmcbaglung.edu.np)  
[info@dmc.tu.edu.np](mailto:info@dmc.tu.edu.np)

2. Information for Communication

a. Office

Name	Telephone with Extension Number	Fax	E-mail (Official /Personal)
<b>Executive Head of the Institution</b>			
Prof. Dr. Ram Prasad Upadhaya	068-520113, 9857623998	068-520113	ram.upadhyaya@dmc.tu.edu.np/ upyram998@gmail.com
<b>Executive Assistants</b>			
Mr. Tilak Prasad Kandel	9857620353	068-520113	tilak.kandel@dmc.tu.edu.np/ tilakkanel01@gmail.com/
Mr. Hari Prasad Pandeya	9847620978		hari.pandeya@dmc.tu.edu.np/ haripandeya9@gmail.com
Mr. Hira Lal Regmi	9857620703		hira.regmi@dmc.tu.edu.np/ regmihl@gmail.com
Mr. Kamal Sharma	9857622202		kamal.sharma@dmc.tu.edu.np/ kamalsharmabaglung@gmail.com

b.

Residence

Name	Telephone with Extension Number	Fax	E-mail
Executive Head of the Institution			
Prof. Dr. Ram Prasad Upadhaya (Campus Chief)	068-520113, 9857623998	068- 520113	ram.upadhyaya@dmc.tu.edu.np/ upyram998@gmail.com
Executive Assistants			
Mr. Tilak Prasad Kandel (Assistant Campus Chief)	9857620353	068- 520113	tilak.kandel@dmc.tu.edu.np/ tilakkanel01@gmail.com/
Mr. Hari Prasad Pandeya (Assistant Campus Chief)	9847620978	068- 520113	hari.pandeya@dmc.tu.edu.np/ haripandeya978@gmail.com
Mr. Hira Lal Regmi (Assistant Campus Chief)	9857620703	068- 520113	hira.regmi@dmc.tu.edu.np/ regmihl@gmail.com
Kamal Sharma (Student Welfare Chief)	9857622202	068- 520113	kamal.sharma@dmc.tu.edu.np/ kamalsharmabaglung@gmail.com

*[For further details please see Volume 10, page 1-6, annex 1, Appointment letters of executive body of the Institution.]*

3. Type of Institution

Constituent  Affiliated  Degree Awarding Autonomous Institution

This Campus has recently been granted autonomy by the TU. (2078/05/17 BS)

*[For further details please see Volume 10, page 7-31, annex 1, Letter of TU regarding the decision about granting autonomy.]*

4. Institutional Management:

Public  Community  Private  Other (please specify)

5. Financial category of the institution:

Government Funded  Self-financing  Community  Other (please specify)

*[For further details please see Volume 10, annex on page 32-51, Financial audit report of the year 2077/078.]*

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)*

**[For further details please see Volume-1, annex on page 12-31, Letters received from TU to commence the programmes.]**

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 initiation 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. This campus was granted autonomy by TU on 2078/05/17 BS.

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

After the university has granted autonomy to this campus, the campus has started practising autonomy in financing, administrative and academic management.

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)
M.Phil	-
PhD	-
<b>Total</b>	<b>10</b>

(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)

<b>Faculty of Science and Technology:</b> Institute of Science & Technology
Departments:
<b>Faculty of Humanities &amp; Social Sciences</b>
<b>Departments:</b> Department of History Department of Nepali Department of Political Science Department of Economics Department of English Department of Mathematics Department of Sociology/Anthropology
<b>Faculty of Management</b>
<b>Departments:</b> Department of Management Department of Research Management Department of BBA Program
<b>Faculty of Education</b>
Departments: Department of Education Department of Teaching Practice
<b>Faculty of Law</b>
<b>Departments:</b>
<b>Institute of Engineering</b>
Departments:
<b>Institute of Medicine</b>
Departments:
<b>Institute of Agriculture</b>
Departments:
<b>Institute of Forestry</b>
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).

<b>Programs</b>	<b>Level of Study</b>	<b>Eligibility requirement for student admission</b>	<b>Student Number (Enrolment/Capacity)</b>
Bachelor of Science (B.Sc.)	Bachelor	Grade C+, CGPA: 2.01 or 45%	68/200
Bachelor of Business Studies (BBS)	Bachelor	Grade D+, CGPA: 1.8 or Pass Division	918/1400
Bachelor of Business Administration (BBA)	Bachelor	Grade D+, CGPA: 1.8 or Pass Division	124/132

One Year Bachelor of Education (B.Ed.)	Bachelor	Grade D+ or Pass Division	0
Master of Business Education (MBS)	Master	Bachelor level graduation from all streams	68
Master in Sociology and Anthropology (MA)	Master	Bachelor level graduation from all streams	28
Master in Nepali (MA)	Master	Bachelor level graduation with major Nepali	0
Master in Nepali Education (M.Ed.)	Master	Bachelor level (BEd) graduation with major Nepali	10
Master in Curriculum Education (M.Ed.)	Master	Bachelor level graduation from all subjects of BEd.	23
<b>Total</b>			1239

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

**[For further details please see Volume 18, annex on page19-20, Number of students included in Strategic plan (2079/80-2083/84.)]**

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 autonomy Acts and Rules/Regulation. Campus administration determines the required number of vacant posts and fulfills on part time/wage/contract basis as per the autonomy Act of TU.

The detail of the norms and procedures for recruitment of teaching and non-teaching staff in accordance with the autonomy Act of TU is 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 autonomous/ constituent campuses.

**B. Contract/ Course 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 TU autonomy Act.

**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)

*[For further details please see Volume 10, annex on pag 55-75, Autonomy Act of TU regarding the recruitment process of teaching and non-teaching staff].*

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

Particulars	Disadvantaged / Janajatis		Others		Grand Total
	F	T	F	T	
<b>Full Time Teachers (Total)</b>	1	2	3	61	63
No. of teachers with PhD				5	5
No. of teachers with MPhil				3	3
No. of teachers with Masters	1	2	3	53	55
No. of teachers with Bachelors					
<b>Part Time Teachers (Total)</b>		1		11	12
Part-time teachers with PhD					
Part-time teachers with MPhil					
Part-time teachers with Masters		1		11	12
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)*

*[For further details please see Volume 10, annex on page 76-165, Appointment letter of newly appointed permanent teaching staffs, course contract teachers and permanent non-teaching staffs.]*

*[For further details please see Volume 11, annex on page 166-305, ToR /Job description of the teaching staffs of this campus.]*

*[For further details please see Volume 18, annex on page 83-105, Appointment letter of recently appointed full time teachers]*

16. Give the details of average number of hours/week (class load: 2078)

Courses	Full Time Teachers (Total)	Part Time Teachers (Total)	Total
Science			
Number of periods per week (class load)	71 periods per week	321 periods per week	392 periods per week
Management			
Number of periods per week (class load including BBA and Master level)	255 periods per week	177 periods per week	432 periods per week

Humanities and Social Science			
Number of periods per week (class load with Master level)	261 periods per week	141 periods per week	402 periods per week
Education			
Number of periods per week (class load with Master level)	408 periods per week	282 periods per week	790 periods per week
Law			
Please add other courses if applicable			
Total Period	995	921	1916

Note: The class load of the academic year 2079 is yet to be completed. Therefore, the load of the year 2078 has been included in the document.

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 load for full time teachers. There are 75 teachers and 1916 periods of classes per week. Out of 75 teachers, the number of full time teacher is 63 and the number of course contract/part timer teacher 12. Out of 1916 periods of class load, 995 periods of class load is assigned to full time teachers and 921 periods of class load are assigned to contract/part time teachers. Full time teachers, appointed to one department, take the same subject class of other departments. To sum up 51.93 % of class load is assigned to full time teachers and remaining 48.07 % 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)*

**[For further details please see Volume 11, annex on page 166-305, ToR /Job description of the teaching staffs of this campus.]**

**[For further details please see Volume 18, annex on page 108-130, Class routine -2078-079.]**

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		2	12	23	25
Technical Staff (IT)	-	-	-	1	1

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

**[For further details please see Volume 10, annex on page 76-97, Appointment letter of newly appointed permanent and full time teaching and non-teaching staffs.]**

**[For further details, Please see Volume-18, Annex on page 24-25, Strategic Plan (2079/80-2083/84), List of Non-teaching staff.]**

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	1002	1123		102				
Other districts	55	157		27				
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: 2077			Year: 2078		
	Bachelors	Masters	Total	Bachelors	Masters	Total
Admitted to the program	1468	119	1588	1909	110	2019
<b>Drop-outs</b>						
Within four months of joining						
Afterwards	351	21	372			
Appeared for the final year examinations	1335	205	1540			
Passed in the final examinations	229	56	285			
Pass % of number appeared (Total)	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.

[For further details please see Volume 12, annex on page 338-376, Result analysis of past three years 2074, 2075, 2076.]



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 campus made the total income of Rs. 9,20,61,869/84 in the fiscal year 2076/077 out of which the amount Rs. 22183709/43 was collected from students' fee and Rs. 69878160.41 was the amount collected from internal sources and TU grants. Similarly, total income of Rs. 7,58,46,199/52 was made in the fiscal year 2077/078 out of which the amount Rs. 14460920/06 was collected from students' fee and Rs. 61385279.46 was the amount collected from internal sources and TU grants. The income details of the last two fiscal year 2076/077 and 077/078 have been mentioned as follows:

Description	Income Rs. (Fiscal Year 076/077)	Income Rs. (Fiscal Year 077/078)
Entrance Fee (for B.Sc and BBA)	227325	117300
Education Fee	8849710	7706660
Library Fee:	595115	651805
Building Construction Fee	532140	0
Campus Development Fund Rs.	964450	1003040
Exam Fee	1706850	2004265
UGC Grant/HERP: Rs. 1,54,00,000/- (through TU) & Rs. 22,86,400/- (through HERP)	5781536.40	8724609
Shopping Shutters Rent: Rs. 19,04,585/-	1446170	1257280
Laboratory Fee: Rs. 1,80,000/-	216780	143370
Practical Fee: Rs. 2,85,705/-	490330	761570
Bank Interest: Rs. 3,64,054/03	873246.39	669239.88
Total	21683652.79	23039138.88

**B: Expenditure Details:**

The total expenditure of the fiscal year 076/077 was Rs. 80646680/40 out of which the capital expenditure was Rs. 2,16,08,423/49 and the operation cost was Rs. 5,90,38,256.91. Similarly, The total expenditure of the fiscal year 077/078 was Rs. 7,66,23,245.43 out of which the capital expenditure was Rs. 2,09,19,214.52 and the operation cost was Rs. 5,5704030.91. The main headings under operation cost include the salary of the teaching and non-teaching staff, allowance, other facilities, exam management, stationery, maintenance and service charge.

The details of expenditure of the fiscal years 076/077 and 077/078 are as follows:

**Operation cost**

Description	Expenditure Rs. (Fiscal Year 076/077)	Expenditure Rs. (Fiscal Year 077/078)
Salary (Part time teachers)	22015994/14	23232153
Salary Extra Class/Over time	10884658/33	10153661/11
Salary (Non teaching staff)	11392215/44	10640176/0
Allowances	3511307/29	3367603

Provident Fund	2540114/02	2723850/20
Gratuity Fund	1280231/80	1474092/70
Maintenance	1682630	829610
Exam Management (Internal	158115	141560
Stationery and Printing	698162	487058
Service Charge Expense (Electricity, Telephone, Internet, Water)	322930/10	400182/32

### Capital expenditure

Description	Expenditure Rs. (Fiscal Year 076/077)	Expenditure Rs. (Fiscal Year 077/078)
Library Reformation and Book Purchase	284887	114389
Contingent Fund		
Building Construction: Rs	11813663/70	18294534/52
Computer Purchase	1573483/99	605000
Science Lab Equipments	4165959/00	-
Maintenance	1682630	829610
Skill Development and Study Research Fund	417700	277450/00

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

[For further details please see Volume 10, annex on page 32-51 and volume 12, annex on page 380-401, Annual Budget Audit report of fiscal year 076/077 and 077/078.]

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 of the fiscal year 077/078 is: Rs. 7,58,46,199.5 (with capital expenditure)  
Number of Students enrolled: 2019

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

Rs. 37,566.22 per student

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

Total no. of students

$$= \text{Rs. } \frac{7,58,46,199.5}{2019}$$

= Rs. 37,566.22 per student

- b) Total annual expenditure (excluding capital expenditure):

Rs. 5,57,04,030.91 (without capital expenditure)

- c) Number of students enrolled: 2019

Unit Cost excluding capital expenditure: Rs. 27,589.91 per student

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

Total no. of students

= Rs. 55704030.91

2019

= Rs. 27,589.91 per student

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

[For further details please see Volume 10, annex on page 32-51 and volume 12, annex on page 380-401. Annual Budget Audit report of fiscal year 076/077 and 077/078.]

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  Computer centre  Health centre   
 Sports facilities  Press  Workshop   
 Hostels  Guest house  Housing   
 Canteen  Grievance redresser cell  Common room for students   
 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 (2076)	Year II (2077)	Year III (2078)
Working days of the institution	282	280	285
Working days of the library	282	280	285
Teaching days of the institution	238	220	235
Teaching days set by the university	150	150	150

Books in the library	29950		
<u>Journals/Periodicals subscribed by the library</u>			
National:			
International:			
Computers in the institution	62	80	80
Research projects completed and their total outlay	2		
Teachers who have received national recognition for teaching/research/consultancy	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			
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.) Fiscal Year: 076/077	Amount (NRs.) Fiscal Year: 077/078
UGC/ HERP	5781536/60	8724609
UGC/ Development Budget	29000000	32000000
Government grants	1578761	233029
Donations	-	-
Fund Raising drives	-	-
Alumni Association	-	-
Research and Consultancy	417700	277450
Fee from Self-financed/initiated courses	10822205	8545465
Fees from regular programs	4714850/00	2328345/00
Any others, specify (Deposit and Others)	5707852/43	2083890/06
Rent of the compound for Baglung Mahotsav conducted by Baglung Chamber of Commerce and Industry, Baglung	500000	-
Certificate/Recommendation Letters/Late fee	938802	179940
Hall Rent from the Exam of Public Service Commission	-	
Hall Rent from the Exam of TU		
Shopping Shutters rent		1293280
Bank Interest		

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

[For further details please see Volume 10, annex on page 32-51 and volume 12, annex on page 380-381, Annual Budget and income/expenditure of fiscal year 076/077 and 077/078.]

**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 continuously updating the strategic plan and the vision, mission, goals and objectives. The vision, mission, goals and objectives formulated and updated in course of preparing strategic plan (2079/80-83/84) are as follows:

**Motto, Vision, Mission, Core Values, Goals and Strategies**

**Motto:** Quality Education: our Commitment

**Vision:** Dhawalagiri Multiple Campus (DMC) promotes prosperous, civilized, and equitable society through academic excellence.

**Mission:** Creation of academic environment for quality education that values proficiency, rationality and equality.

**Core values:**

- Quality
- Equality
- Justice
- Inclusion
- Transparency
- Team spirit and teamwork
- Accountability
- Good Governance
- Student satisfaction

**Goals and objectives****Goal 1: Enhance Human Resource Management**

- Objectives 1: Manage sufficient staffs
- Objectives 2: Review and modify the responsibilities
- Objectives 3: Enhance the efficiency of teaching and nonteaching staffs.
- Objectives 4: Motivate teaching and non teaching staffs

**Goal 2 : Enhance and Develop Dhysical Infrastructure**

- Objectives 1: Develop physical infrastructures
- Objectives 2: Upgrade and expand the existing physical facilities through repair, renovation and maintenance.

- Objectives 3 : Manage essential equipment and accessories
- Objectives 4: Maintain greenery, cleanliness, peaceful and hygienic environment in Campus premises

**Goal 3: Enhance Teaching learning practices**

- Objective 1: Launch Admission Campaign
- Objective 2: Enhance student support scheme
- Objectives 3: Promote students on reading and learning
- Objective 4: Enhance creativity and applied opportunities for competent graduates

**Goal 4: Promote research and development**

- Objectives 1: Enhance research components
- Objectives 2: Enhance research resources and collaboration
- Objectives 3: Enhance practical engagement, research and publication

**Goal 5 : Enhance institutional quality and assessment system**

- Objective: 1 Create an inspiring academic environment
- Objective: 2 Enhance monitoring system
- Objective 3: Develop an advanced assessment system
- Objective 4: Enhance the provision of documentation, reporting and communicating
- Objective 5: Enhance the eminence and glory of the campus

**Goal 6 : To ensure financial sustainability**

- Objective 1: Maintain sustained economic sources
- Objective 2: Maintain financial control and reporting mechanism

*[For further details please see Volume 13, annex on page 402-457, Updated five year strategic plan 2073/074-2078/079*

*[For further details please see volume 18, Annex on page 1-84, Strategic Plan (2079/80-83-84), minutes of IQAC regarding the formation of Strategic planning Committee, minutes of Campus Operation Committee regarding the approval of Strategic Plan.]*

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 completed the term of first five year strategic plan 2073/074-2078/079 and prepared the new strategic plan for the years 2079/80-83/84 consisting of the detail of programmes, action plans 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)*

**[For further details please see Volume 13, annex on page 402-457, [For further details please see Volume 13, annex on page 423, Updated five year strategic plan 2073/074-2078/079]**

***[For further details please see volume 18, Annex on page 1-84, Strategic Plan (2079/80-83-84.)***

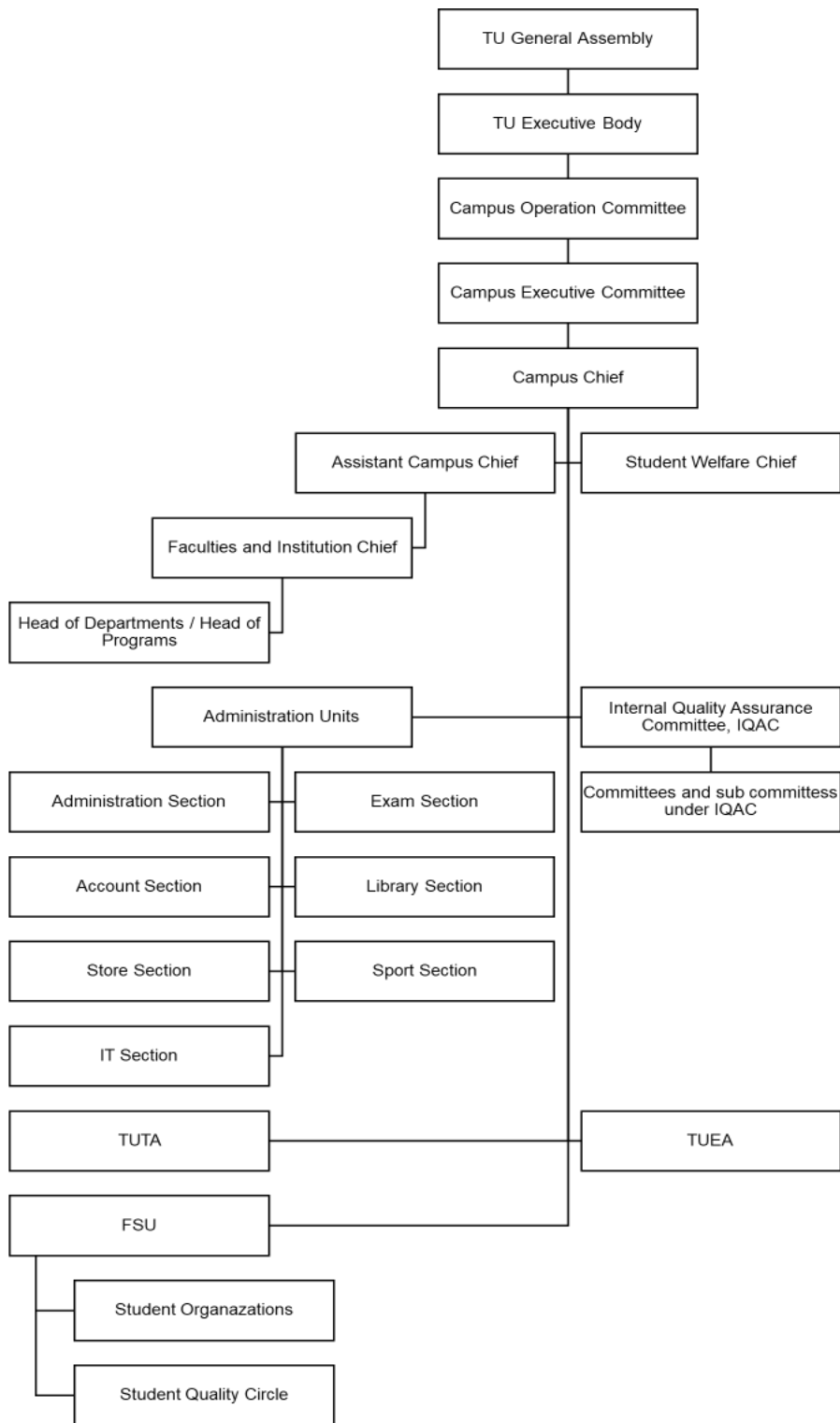
3. Are there duly formed organizational structures where the policies of the Institution are formulated, reflected, reviewed and updated?

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

Yes, Dhawalagiri multiple campus is the constituent/autonomous campus. Major academic and administrative policies are formulated by the TU. Strategic plan regarding the effective implementation of TU policies, quality enhancement policies and infrastructural development policies of the campus are formulated, updated and revised by the Campus Operation Committee which was formed as per the autonomous act of TU on 2078/05/17 BS. The organizational chart, included in the strategic plan (2079/80-83-84) that consists of campus operation committee, campus executive committee, campus administration and quality enhancement mechanism under IQAC, is as follows:



## Organizational Chart of DMC



**Campus Operation Committee**  
(Formation Date: 2078-05-17 BS)

S. No.	Name	Designation	Representation
1	Pro. Dr. Din Bahadur Thapa	President	
2	Gobinda Prasad Sharma Kandel	Member	Head of Department
3	Dr. Sudarsan Silwal	Member	Head of Department
4	Biplav Sharma	Member	Coordinator, BBA Program
5	Tika Ram Sapkota	Member	Intellectual/Educationist
6	Jagnnath Acharya	Member	Intellectual/Educationist
7	Ramesh Rajbhandari	Member	Social Worker/Donor
8	Saha Dev Rajbhandari	Member	Social Worker/Donor
9	Jaya Ram Bhari	Member	Guardian
10	Bishnu Prasad Bhusal	Member	Guardian
11	Suraj Bosel	Member	Ward President (Ward No. 2, Baglung Municipality)
12	Kusma Raj Upadhyaya	Member	Chief, District Education Coordination Unit, Baglung
13		Member	Representative (University Grants Commission)
14	Man Bahadur Thapa	Member	President of Free Student Union
15	Bijaya Raj Panta	Member	President, TUTA
16	Shiva Prasad Padhya	Member	President, TUEA
17	Narayan Prasad Sapkota	Member	Administration Section Chief
18	Hum Bahadur Thapa	Member	Account Section Chief
19	Hira Lal Regmi	Member	Teacher Representative
20	Bhakti Ram Neupane	Member	Teacher Representative
21	Pro. Dr. Ram Prasad Upadhyaya	Member Secretary	Campus Chief

Campus Management Committee formed as per the Decentralization Policy of TU , Prior to the adoption of autonomous policy, is as follows:

**List of Campus Management Committee:**

S.No.	Designation	Name	Remarks
1	Chairman	Dr. Ram Prasad Upadhaya	Campus Chief
2	Member	Mr. Govinda Prasad Sharma Kandel	HoD
3	Member	Dr. Din Bahadur Thapa	HoD
4	Member	Dr. Sudarshan Silwal	HoD
5	Member	Mr. Dhruba Raj Gautam	Asst. Campus Chief
6	Member	Mr. Om Prasad Sharma	Asst. Campus Chief
7	Member	Mr. Tilak Prasad Kandel	Asst. Campus Chief
8	Member	Mr. Hari Prasad Pandeya	Asst. Campus Chief
9	Member	Mr. Hira Lal Regmi	Teacher Representative
10	Member	Mr. Bhaktiram Neupane	Teacher Representative

11	Member	Mr. Jivan Acharya	Ward No. 2 President
12	Member	Mr. Durga Bahadur Kisan	Ward No. 1 President
13	Member	Mr. Sahadev Rajbhandari	Donor
14	Member	Mr. Ramesh Rajbhandari	Donor
15	Member	Mr. Bijaya Raj Pant	President, TUTA
16	Member	Mr. Shiva Prasad Padhya	President, TUEA
17	Member	Mr. Narayan Prasad Sapkota	Administration Chief
18	Member	Mr. Hum Bahadur Thapa	Account Section Chief
19	Member	Mr. Man Bahadur Thapa (Manish)	President, FSU

In addition to this, the Campus Executive Committee headed by the Campus Chief formed on 2075/12/18 as per the decentralization act-2055 (including amendment of 2073-3-26) was at place. This committee was entitled to implement the TU policies and the decentralization policy of TU. act 2055(including amendment of 2073-3-26).

**List of Campus Executive Committee (formed on 2075/12/18):**

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)*

The campus management committee decided to introduce autonomous policy and necessary procedures were accomplished. After the decision to introduce autonomous policies, ad hoc executive committee was formed in 2077 is as follows:

**List of ad hoc Campus Executive Committee (2077):**

S.No.	Designation	Name	Remarks
1	President	Pro. Dr. Ram Prasad Upadhaya	Campus Chief
2	Member	Pro. Dr. Din Bahadur Thapa	HoD
3	Member	Mr. Hari Prasad Pandeya	Assistant Campus Chief
4	Member	Mr. Hira Lal Regmi	Teacher Representative
5	Member	Mr. Bhaktiram Neupane	Teacher Representative
6	Member	Mr. Biplov Sharma	Program Coordinator
7	Member Secretary	Mr. Tilak Prasad Kandel	Asst. Campus Chief

**After the formation of campus operation committee, the executive committee of the campus was formed in 2078. The list of currently functioning Campus Executive Committee (2078):**

S.No.	Designation	Name	Remarks
1	President	Pro. Dr. Ram Prasad Upadhaya	Campus Chief
2	Member	Mr. Hari Prasad Pandeya	Assistant Campus Chief
3	Member	Mr. Hira Lal Regmi	Teacher Representative

4	Member	Mr. Bhaktiram Neupane	Teacher Representative
5	Member	Mr. Biplov Sharma	Program Coordinator
6	Member	Mr. Hum Bahadur Thapa	Account Section chief
7	Member Secretary	Mr. Tilak Prasad Kandel	Asst. Campus Chief

***[For further details please see Volume 10, annex on page 7-31, Letter of TU granting Decentralization Minute of campus management committee to introduce autonomous policy, letter of TU granting autonomy.]***

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 assurance, monitoring and auditing. Internal Quality Assurance Committee (IQAC) has been formed for the internal quality assurance, monitoring, and auditing. All the departments/institutes are responsible to IQAC. IQAC formed a committee to carry out internal academic audit as well as preparing the detail of the self assessment report of the campus as part of the campus profile. The committee has prepared the profile and completed the task of carrying out internal academic audit of the year 2077/78 BS.

IQAC has further maintained the systematic provision of teaching learning practices. Every teaching and non-teaching staff is responsible to his/her concerning Department/Institute. The teachers make annual work plan and they submit it to their respective Department Heads. Different academic activities such as seminars, work-shops, and conferences are planned by Research management committee and department as well.

Internal examination, result analysis of both the internal and the final examinations are carried out as per the plan made by this committee, especially to find out the weaknesses in tutorial activities 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 campus has prepared the procedures for the remedial classes and strategically planned to launch such classes targeting to the slow learners for enhancing the learning achievement of those weak students.

*(For further details, Please see Volume-4, Annex-17, Name list of Internal Quality Assurance Committee, pp. 421-426).*

***[For further details please see Volume 13, annex on page 458-492, List of campus profile preparation and self assessment committee, campus profile and academic audit report.]***

***[For further details please see Volume 15, annex on page 848-850, Guidelines and ToR of the internal examination committee.]***

***[For further details please see Volume 18, annex on page 131-138, Minutes of the campus executive committee for the formation of the committee for preparing the procedures for remedial class.]***

***[For further details please see Volume 19, annex on page 447-451, Procedures of Remedial classes.]***

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/autonomous campus, follows the policies, rules and regulation of autonomous Acts of TU. Autonomous Act of TU has clearly defined job responsibilities of the administrative post bearers. Internal quality assurance committee (IQAC) assigned the task of

compiling the job description of all the components of the campus in a book form entitled 'Quality Enhancement Directives' to Self Assessment Team (SAT). Every staff has been provided with the book.

*(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 11, annex on page 166-305, Job responsibilities and ToR of administrative post bearers, teaching and non- teaching staffs.]***

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/autonomous campus of TU, follows the rules and regulation of TU which also directs the roles and responsibilities of department head and coordinators. The administrative post bearers regularly monitor roles and responsibilities of departments, sections, teaching and non-teaching staffs. IQAC evaluates the pre-defined job responsibilities on the basis of the Job description of the concerned staffs. Evaluation forms (Self-appraisal form, peer evaluation students /stakeholders' evaluation form of the teaching and non-teaching staffs) have been developed and all the teaching and non-teaching staffs are encouraged to maintain the forms. The indicators contained in the evaluation forms provide the basis of evaluation of the teaching and non-teaching staffs. The campus has started preparing the analytical report of the all sort of evaluation forms. In addition to this, different department heads, program coordinators and section head submit their respective reports in the evaluation meeting. In the meeting, massive discussions are held on the reports and the reports are further submitted to campus administration which takes necessary actions 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)*

***[For further details please see Volume 13, annex on page 493-621, Self-appraisal form, peer evaluation form, student/ stakeholders'.]***

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, participatory decision-making, computerization and others have been built up with the joint efforts of the campus operation committee, campus chief, assistant campus chiefs, department heads, program coordinators, coordinators of different committees and administration officials. The campus administration has conceptualized the basic framework of strategic planning (2079/080-083/084) prepared recently and decision-making procedures that includes the detail of action plans with specified responsibilities assigned 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. The Campus has started working with software and almost all the academic, administrative, library data and documentation have been maintained and operated through the software.

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

***[For further details please see Volume 13, annex on page 402-457, Updated five year strategic plan 2073/074-2078/079.]***

***[For further details please see Volume 18, annex on page 1-84, Five Year Strategic Plan 2079/080-2083/084 and annual plan.]***

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/autonomous campus of TU, this campus is also running regular academic program as self-sustaining programs in bachelor and master level. The campus has prepared the procedures for introducing non-credit courses and some of such courses have already been executed. List of the self-sustaining programs are as follows:

<b>Programs</b>	<b>Level</b>
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)*

***[For further details, please see Volume 18, Annex on page 139-159, Procedures of non-credit course, report of non- credit course and minutes of COC.]***

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/Operation 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 Cell which obtains feedbacks from alumni and

stakeholders through different channels and joint meeting. 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, facebook page, website and email. 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, Construction, 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, 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. Free Student Union is the elected body consisting of the representatives of students. The representation of Free Student Union is maintained in COC as the president of free student union has been nominated as the member of the Campus Management/Operation 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, Construction, Repair and Maintenance Committee etc.

Students' Quality Circle (SQC) has been formed in all the year/section and semesters to involve the students in the quality enhancement of teaching learning practices. According to the procedures of SQC, a committee comprising 3-7 member has been formed depending on the number of students. Each

and every SQC has been provided with SQC diary that consists of the teacher's attendance and the diary is to be filled up by the SQC. The diary reveals the details of the regularity of the class and punctuality of the teachers' through the SQC diary. The roles and responsibilities of the SQC members are included in the diaries provided to the SQC of every level/year sections.

Similarly, students are asked to report their evaluation about administrative and academic services, service delivery of administrative staffs and basic facilities provided by the campus through the complaint letters.

Accordingly, the meeting of the SQCs has been called at times and the issues requiring the improvement of the overall educational quality have been discussed and the minute of the decisions has been maintained. Student Welfare Chief has been assigned as the director of the SQC.

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

***[For further details please see Volume 14, annex on page 622-672, List of the SQC and SQC dairy consisting of procedures.]***

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 prepared the academic audit (of the year 2077/78). Internal Quality Assurance Committee (IQAC) is assigned with carrying out the internal academic audit. The academic audit, developed on the model of Educational Quality Experimental Centre, Ministry of Education, Science and Technology, Bhaktapur, is instrumental for identifying the actual level of progress made in various aspects of improvement plan leading to further improvement plannings.

The focus of the academic audit is mainly on three aspects: Investment, Process and Achievement. The detail findings has been made on tutorial activities including the application of academic calendar, practice of annual plan and unit plan of tutorial activities, use of multimedia, assignment and project works for the students, involvement of the teachers on trainings and workshops, involvement of teachers and students in mini research, research and publication, consistency in constructive and reformative assessment of learning achievement of the students, the consistency in maintaining the evaluation forms (self-appraisal form, peer evaluation form and evaluation made by the students and stakeholders.) and the involvement of the faculties in teamwork activities.

*(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)*

***[For further details please see Volume 13, annex on page 458-492, List of campus profile preparation and self assessment committee, campus profile and academic audit report. ]***

***[For further details please see Volume 13, annex on page 493-621, Self-appraisal form, peer evaluation form, student/ stakeholders']***

***[For further details please see Volume 13, annex on page 458-492, List of campus profile preparation and self assessment committee, campus profile and academic audit report.]***



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

Yes  No  If yes, give details

Yes, the Research Management Committee works to combine teaching and research activities. The Research Management Cell has been 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 massive reforms in students' academic gains and better employment opportunities. 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)*

***[For further details, Please see Volume 19, Annex on page 270- 275, Annual plan and annual report of RMC]***

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. Provision of annual plan, teaching plan, use of Audio-visual aids and teaching-learning activities assisted with e-equipment including internet and overhead projectors have profoundly facilitated both the students as well as teachers in accelerating the tutorial activity effectively. In addition to these practices, some of the innovative activities that have contributed to the enhancement of the institutional quality are mentioned as follows:

#### **Campus Management/Operation Committee as a strategic policy formation body:**

The Campus Management/Operation Committee of Dhaulagiri Multiple Campus is the policy formation body that formulates the plans, policies and programs to meet the goals and objectives of the campus. CMC/COC 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 decentralization policy and autonomous Act of TU.

**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-learning for the students:**

The campus has maintained internet facility available to all classrooms and the campus is planning to manage e-library in the near future.

**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)*

***[For further details please see Volume 10, annex on page 22-31, Autonomy Act of TU. ]***

## 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. As the constituent campus of TU, The campus has provided all the curricular courses of TU. There are altogether 9 departments and the departments assign class loads and ask the faculties to prepare annual plan and unit plan as per the academic calendar of the campus. Workshops and training are held to acquaint the teachers about the pedagogical approaches for teaching the course. 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)*

**[For further details please see Volume 14, annex on page 673-734, Minute of the formation of Academic audit, Academic audit report, Academic calendar, Annual plan and unit plan, self-appraisal form, peer evaluation form and evaluation made by the students and stakeholders, and campus profile.]**

**[For further details, Please see Volume 18, Annex on page 50-60, Strategic Plan (2079/80-83/84)]**

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) 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 evening shift. Different elective options are offered 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)*

**[For further details please see Volume 14, annex on page 735-749, Syllabus of Humanities, Education and Management of Bachelor and master level and Bachelor level syllabus of Science and Technology.]**

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. The campus has prepared the procedures for conducting the remedial class and it will be executed targeting to the students with weak learning achievement. The provision of remedial class applies to the weak students when they have been identified after the first term exam.

*(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)*

***[For further details, Please see Volume 19, Annex on page 447-451, Procedures of Remedial Class.]***

***[For further details, Please see Volume 18, Annex on page 50-60, Strategic Plan (2079/80-83/84)]***

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. 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 Upadhaya 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, Prof. 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 developed peer evaluation form and asks all the teaching staffs to have the form filled up by their academic peers. The peer evaluation form consists of the indicators regarding the textual and pedagogical knowledge and skills. The peer assessment functions as the creative feedback for the individual staffs. The employers are invited on the special occasion of the campus including the campus anniversary day. Similarly, the employment cell, which occasionally holds meetings with employers for exploring possible placements for the students as well as for obtaining feedback regarding the job performance of the students. The campus has installed complaint box, Facebook page, website and emails to maintain the channel for collecting feedback from all the concerned stakeholders and employers. The Public information cell publishes and collects feedbacks, comments and suggestions from employers, stake holders and academic peers. 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)*

***[For further details please see Volume 14, annex on page 673-734. Minute regarding the preparation of Academic calendar, Annual plan and unit plan, self-appraisal form, peer evaluation form and evaluation made by the students and stakeholders, and campus profile.]***

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 MOU 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, in addition to the provision of scholarship maintained by the TU, the donors and philanthropists to promote the access of the economically poor students to higher educations have installed Five different scholarship funds. The campus has prepared the procedures of scholarship and free ship to distribute the scholarship systematically. The sense of civic responsibility among the civic society has been upheld through this provision and the outstanding and economically backward students have been additionally benefitted. Furthermore, inculcation of civic responsibilities among the students has highly been focused. 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)*

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

***[For further details, please see Volume 21, Annex on page 511-512, Procedures of Free Ship Distribution.]***

***[For further details, please see Volume 19, Annex on page 206-209, Document related to the distribution of scholarship.]***

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 tutorial activities, the campus has been conducting various extra-curricular and co-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)*

***[For further details, Please see Volume 19, Annex on page 295-298, Progress Report and Annual Plan of extra-curricular activities.]***

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. The flex board consisting of the code of conduct for the student has been installed just above the notice board. The roles, responsibilities and the moral values that the campus aims to promote have been included in the SQC diary and these are the major topics of the orientation programmes

conducted prior to the formal commencement of the classes. 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)*

***[For further details please see Volume 14, annex on page 622-672, List of the SQC and SQC dairy consisting of procedures.]***

**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)*

***[For further details, Please see Volume 19, Annex on page 215-221, Academic calendar.]***

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

Yes  No  If yes, cite examples.

Yes, we conduct the visit of feeder schools. Counseling on the nature and scope of the courses are provided to the perspective students. We encourage those students to share their expectations regarding their expected career and academic aspiration. Similarly, orientation programmes are conducted in the campus to acquaint the students about the nature and scope of varieties of courses. Entrance test is conducted for the master level students and BSc. students. CMAT is conducted in semester program of BBA.

*(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)*

***[For further details please see Volume 14, annex on page 645-655 and 750- 77, Attendance of orientation programme and Photographs and document prepared for orientation program.]***

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 planned to conduct remedial classes for those students whose performance in internal examination and unit test is poor. Procedures of remedial classes has been prepared and the mandatory provision



for conducting remedial classes after the result of the term exams has been proposed in the procedures targeting to those weak students whose scoring in the internal exam is very poor. Revision classes, online counseling and feedback, orientation prior to the internal exam and post exam feedback, distribution of hand slip and simplified softcopy of notes are the measures to enhance the learning ability of the weak students. The campus is planning to initiate bridge courses for B.Sc., BBA and MBS perspective students.

***[For further details please see Volume 15, annex on page 772-796 (Prepared as per the recommendation of PRT pre visit). Softcopy of simplified notes.]***

***[For further details please see Volume 19, Annex on page 447-451, Procedures of Remedial Classes.]***

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 annual 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)*

***[For further details please see Volume 14, annex on page 709-734, copies of annual plan and unit plan.]***

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 Assurance 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 plans, pp. 140-1418)*

***[For further details, Please see Volume 19, Annex on page 215-221, Academic calendar.]***

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 that incorporate more interactive activities including assignments, group discussion, directed studies, audio-visual presentation and oral presentation as per the nature of the course. Teachers are instructed to prepare annual plan and teaching

plan. Most of the classes are equipped with overhead projectors that require the preparation of tutorial activities in the laptop. The teachers prepare the lecture notes in their laptop compatible to present through the projectors.

In BA, BBS, BBA, B.Ed. BSc. and all classes of Master level, assignments are part of tutorial activity. For theoretical classes, group discussion and interaction are the major tutorial techniques in addition to lecture method. 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. The teachers have been using different methods like audio-visual presentation, methods of assignments, group discussion and interaction and directed studies according to the subject matter. For B.A. level students majoring English, "Film", visual arts, cinematography are part of the textual course, so audio-visual activity is the major part of tutorial class.

*(For further details, Please see Volume-5, Annex-35, Photographs of audio-visual and oral presentation in the class rooms, 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. All the teachers have access to these facilities. 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)*

***[For further details, Please see Volume 18, Annex on page 18-19, List of laptops and overhead projectors.]***

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, 24 period for recently appointed full time teachers

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)*

***[For further details, Please see Volume 19, Annex on page 215-221, Academic calendar.]***

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 orientation programmes conducted prior to the formal commencement of the physical classes. Students are additionally acknowledged on the programs, evaluation system, codes of conduct and other relevant institutional provisions and requirements through campus charter, prospectus, brochure, bulletin, and website. The campus charter, installed in the prime spot of the campus premise, consists of the procedure of service delivery.

*(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)*

***[For further details please see Volume 14, annex on page 645-655 and 750- 771, Attendance of orientation programme and Photographs and document prepared for orientation program.]***

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.

***[For further details please see Volume 15, annex on page 797-850, Routine and result sheet of internal exam, attendance and photographs of thesis orientation.]***

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.						

This campus has been recently granted autonomy after 59 years of its establishment. From 2030 onwards, the campus was running as the constituent campus till 2078/05/17. Only the bachelor level humanities (BA) and bachelor level education were included as the regular (constituent) programmes of TU. Bachelor level management (BBS/BBA), and all the master level programmes were conducted through the internally managed resources. The appointment procedures for the internally managed programmes were as per the rule of TU for affiliated campus and funding for the internally managed programmes were as per the need and availability of human and financial resource where as the appointment and funding for the regular programmes of TU were fully dependent on TU. In addition to this, the campus has prepared the procedures for the appointment of full time teachers and 23 full time teachers have been appointed as per the procedures.

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

*[For further details please see Volume 10, annex on page 55-118, Policy of TU for the appointment of human resource and funding for affiliated campuses, procedures for the appointment and management of the fulltime teachers, minutes of the executive committees regarding the appointment process.]*

*[For further details, Please see Volume 18, Annex on page 85-107, Appointment letters of newly appointed full time teachers.]*

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 (Previously serving as part time/ course contact teachers)	other institutions	same institution (Previously serving as part time/ course contact teachers)	other institutions
Year I (2078): 23 (Course contact)	Year I (2078):	Year I (2078): 8 (Course contact)	

Year II (2079 ): 18 (Full time appointment)	Year II (2079):	Year II (2079): 5 (Full time appointment)	
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*(For further details, Please see Volume-5, Annex-37, Documents of new recruited staffs, pp. 693)*

***[For further details please see Volume 10, annex on page 117-165, Documents/ appointment letters of recently recruited staffs.]***

***[For further details, Please see Volume 18, Annex on page 85-107, Appointment letters of newly appointed full time teachers.]***

38. a. Does the institution have the freedom and the resources to appoint and pay temporary/ad hoc teaching staffs? Are such provisions defined in the institution act/board decision/minute?

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

Yes, as this campus is the constituent/autonomous campus of TU, this campus provides the payment for the teaching staffs as per the constituent/autonomous act of the TU. For the permanent appointment and payment of the teaching and non teaching staffs, autonomous Act has clearly mentioned its procedures. The salary for the permanent staffs and contract basis teaching staffs of the program included in TU regular 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/Autonomous act.

***[For further details please see Volume 10, annex on page 55-73, Policy of TU for the appointment of human resource and funding for affiliated campuses.]***

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 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)

The staffs of this campus have attended seminars and conferences/workshops as participants/resource persons. The list of the participants/resources persons as follows:

	Participants	Resource persons	Organizer
Institutional level	48	6	TUTA, DMC
National level	16		Various Institution
National level	10		FOM, Dean Office
International level	1		Central Department of Sociology

Recently, three faculties of this campus have attended the conference workshop. Prof. Dr. Ram Prasad Upadhyaya attended the conference on consultation meeting study on Silk Roads Corridors of Nepal: Lumbini-Lo-Manthang and Simrongadh- Kathmandu- Kodari organized by Government of Nepal, Ministry of Culture ,

Tourism and Civil Aviation, Department of Archaeology on 29 May, 2022. Similarly Dr. Sudarsan Silwal attended the conference on Fourth Global Takaful and Re-Takaful Forum organized by AlHuda Centre of Islamic Banking and Economics, UAE on 24 August, 2022 and Mr. Bishbu Prasad Chapagai attended the National Conference on Mathematics and its Application organized by Nepal Mathematics Society from June 11 to 13, 2022.

*(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)*

***[For further details, please see Volume 20, Annex on page 547-554, Documents related to the participation on workshop and seminar.]***

***[For further details please see Volume 16, annex on page 1004-1016, Documents related to workshop and seminar conducted by FOM Dean Office.]***

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 developed different evaluation forms and started practicing the method of self appraisal, peer evaluation and evaluation made by the students/stakeholders. The departments/institution thoroughly analyses those forms filled up and submitted by the staffs. The feedback is provided to the concerned staffs accordingly. Similarly, all the departments and institution annually prepare the result analysis report that includes the number of passed students and failed students of all the subjects, average pass percentage, contrast with the previous three years 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)*

***[For further details please see Volume 13, annex on page 493-621, Self- appraisal forms, peer evaluation form, students and stakeholders' evaluation form.]***

***[For further details please see Volume 12, annex on page 338-379, Result analysis report of last three year.]***

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 and asks the teacher to submit the evaluation form for the evaluation of teachers' 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 scores higher marks in teachers' performance evaluation.

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

***[For further details please see Volume 13, annex on page 493-621, Self- appraisal forms, peer evaluation form, students and stakeholders' evaluation form.]***

***[For further details please see Volume 12, annex on page 338-379, Result analysis report of last three year.]***

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 distributes questionnaire to the current students and collects their responses regarding the institutional facilities, services and feedback suggestion. The students are asked to fill up the evaluation form regarding the performance of the teaching and non teaching staffs.

Similarly the campus conducted tracer study in 2017 for the first time and second tracer study, consisting of the data of the years 2019 and 2020, was conducted recently. Through the tracer study, the campus has collected the suggestions of the graduated students for improving the quality of teaching learning activities, facilities and services, the culture of abiding by rules and regulation, improvements of toilets making them friendly for females and handicapped students.

On the basis of the responses received through the questionnaire and evaluation form, facilities of library have been increased and systematized. Other significant feedbacks resolved immediately are about the quality of food in canteen, problems due to solar panel lamp for night and morning shift classes, installation of euroguard, provision of sanitary pad and installation of vending machine etc. The students, specifically those who are committed and involved in Student Quality Circle (SQC), are encouraged, through the roles and responsibilities also included in the SQC diary, to post their grievances in the complaint letter box. Those grievances and feedbacks are duly analyzed and forwarded to the concerned authority including the recommendations for the solution. The written grievances of the students' have 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)*

***[For further details please see Volume 14, annex on page 622-672, List of the SQC and SQC dairy consisting of procedures.]***

***[For further details please see Volume 13, annex on page 493-621, Self- appraisal forms, peer evaluation form, students and stakeholders evaluation form.]***

***[For further details please see Volume 15, annex on page 851-852, Minutes and procedures of Grievance handling committee.]***

***[For further details, Please see Volume 20, Annex on page 555-600, Tracer Study Report of DMC (2019/20).]***

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)

**[For further details, Please see Volume 19, Dhawal Barshik Pragati Pratibedan (078/079), Academic Calendar Annex on page 215-221, Annual Plan of RMC page on 270-275 and Annual Plan of the Departments on page 314-417.]**

44. Give details of 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
New Appointments	23
International Conference on Social Structure and Social Change	3
Dissemination Program on Curriculum of Semester System	5
A Workshop on MBS Semester: Course Dissemination, Orientation and Evaluation	9
Workshop on research proposal writing and research methodology for teachers conducted by RMC of DMC	44
Workshop on research proposal writing and research methodology for teachers conducted by IOST of DMC	15
Workshop on research proposal writing and research methodology for students conducted by RMC of DMC	52
Strengthening the Semester System: Making Major Shift	2
Workshop Program on Project Work in Bachelor Level of Science	1
Workshop program on Overall Teaching Plan (OTP)	50

(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)

**[For further details please see Volume 14, annex on page 673-708, Attendance of Workshop on OTP and OTP booklet.]**

**[For further details, Please see Volume 19, Annex on page 299-303, Human Resource development Plan and progress report 2078/79.]**

**[For further details, Please see Volume 21, Annex on page 601- 602, Minutes of Campus Executive committee regarding the appointment of full time teachers.]**

**[For further details please see Volume 21, annex on page 603-631, Attendance of Workshop and paper presented by resource person.]**

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-visual resources, 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 and e-library facilities.

*(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 president of COC, Campus Chief and Assistant Campus Chiefs.

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

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

The campus allotted Rs. 6,25,712/- for the research activities for the fiscal year 2075/76, that was 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 paise only) of the campus. Similarly, the Research Management Committee (RMC) also allotted Rs. 20,000 from its internal sources to promote research activities. Altogether, the research budget of the campus was about 1 % of the total recurring budget.

Similarly the campus has allotted Rs. 948170 /- (In words nine lakh forty eight thousand one hundred seventy Rs. only) for the research activities in the fiscal year 2078/79, that was about 1.31 % of the total recurring budget Rs. 72457015/- (In words seven crore twenty four lakhs fifty seven thousand and fifteen Rs. only) of the campus. Similarly, the Research Management Committee (RMC) also allotted Rs. 45,000 from its internal sources to promote research activities of the students.

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

***[For further details please see Volume 12, annex on page 380-401, Annual Budget of Campus FY 2076/077 and FY 2077/078.]***

***[For further details, Please see Volume 21, Annex on page 632-634, Annual Budget of the campus (Fiscal Year 2078/2079)]***

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. The students are encouraged to write thesis on research format and the campus has introduced the provision of publishing the selected theses. Teachers are given study leave for M.Phil and Ph.D.). Research Management Committee (RMC) is the body of this campus entitled to manage and promote research activities. The role and responsibilities/ToR of RMC have been defined specifically and RMC has prepared its procedures. Accordingly, RMC has prepared annual plan. 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 out of 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)*

*[For further details please see Volume 11, annex on page. 181, Research guidelines and procedures of RMC.]*

***[For further details please see Volume 19, annex on page 270-275, Dhawal Barshik Pragati Pratibedan: Annual Plan of RMC.]***

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

Yes  No  If yes, give details

The campus encourages the faculties to study further including the PhD. However, the campus has not offered PhD program.

*(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. five teachers have completed their Ph.D. and five teachers are involved in Ph.D. Three teachers have completed their MPhil and 10 teachers are involved in MPhil.

*(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)*

***[For further details please see Volume 21, annex on page 635-636, Documents of the teachers recently awarded with Ph.D.]***

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

The campus has not launched MPhil and PhD programmes.

Level	Enrollment Status		Total
	Full Time	Part Time	
MPhil			
PhD			

*(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)

The campus has not launched PhD programs yet. However, Nepali teacher Prof. Dr. Din Bahadur Thapa, Economics teacher Dr. Sudarshan Silwal, and History teacher Prof. Dr. Ram Prasad Upadhaya, political science teacher Dilli Raj Gautam and sociology teacher Prakash Sapkota have been awarded with PhD by TU.

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

***[For further details please see Volume 21, annex on page 635-636, Documents of the teachers recently awarded with Ph.D.]***

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, in the fiscal year 077/078, 127000/- research budget has been allotted by the campus respectively which is less than one percent of the total recurring budget for the fiscal year 077/078. The campus has provided Rs. 25000/- for the research activities carried out by the students of BSc programme in the year 2079/080.

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

***For further details please see Volume 12, annex on page 380-401, Research budget for the fiscal year 076/077 and 077/078.***

***[For further details please see Volume 21, annex on page 637-638, Documents of the budget provided to BSc students for research activities.]***

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

Campus has its own Research Management Committee 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.)
6 (Teachers)	Rs. 20,000
72 (Students doing thesis)	

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

***[For further details please see Volume 15, annex on page 853-888, List of the teachers and students involved in ongoing research/ thesis writing.]***

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

The research project, funded by external agency, is not going on at present. However, the campus has approached various external agencies for research project funding. Kushma Municipality funded Rs.

498000/-, Modi Rural Municipality funded Rs. 498000/- and Jaljala Rural municipality funded Rs. 499000/- for the research. The research was focused on cultural, historical, religious and tourist spots, places of natural heritage, customs, culture and tradition of different ethnic groups in the respective municipalities located in Parbat District. Mr. Hira Lal Regmi, lecturer of DMC, and other two research fellows carried out the research collaboratively in the year 2077/078 and 2078/2079.

Funding agency	Amount (Rs.)	Duration (Years)	Collaboration, if any
Kushma Municipality, Parbat	498,000	2077/08	Hira Lal Regmi (DMC), Liladhar Subedi and Chandra Bahadur Chhetri
Modi Rural Municipality, Parbat	498,000	2077/078	Hira Lal Regmi (DMC), Liladhar Subedi and Chandra Bahadur Chhetri
Jaljala Rural Municipality, Parbat	499,000	2078/2079	Hira Lal Regmi (DMC), Chandra Bahadur Chhetri

**[For further details please see Volume 21, annex on page 639-657, Documents of the Research projects funded by external agencies.]**

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 Saarithi (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 50<sup>th</sup> anniversary, the campus has published Sworna Mahotsav Smarika. Likewise, TUTA campus unit has published Pragnya Sarathi Campus Bishesanka 2076 and has started publishing annual progress report of the campus in book form, entitled " Dhawal Barshik Pragati pratibedan". 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)*

**[For further details please see Volume19, annex on page 160-459, Annual progress report of DMC entitled Dhawal Barshik Pragati Pratibedan.]**

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

Yes  No  If yes, give details.

Yes, the campus has its own consultancy unit. The strategic planning of the campus (2079/80-83/84) has prioritized the consultancy services with promotional budgetary provision in the strategic goal 4, objective 2, and second strategy. Currently consultancy unit has been providing consultancy services in related fields. Dr. Sudarsan Silwal, Head of Economics department of this campus was invited as the trainer in the training program on **Possibility and Challenges of Tourism in Baglung** organized by Baglung Municipality. Dr. Silwal and other members of the consultancy unit have been frequently invited as the trainers and consultants by many local levels/institutions. 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)*

**[For further details, Please see Volume 18, Annex on page 50-59, Five year strategic plan (2079/80-83/84).]**

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 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

The campus has recently reconstituted new committee to initiate and promote extension and extra curricular activities. The list of the Extension/ Extra Curricular committee formed recently is as follows:

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

*[For further details please see Volume 16, annex on page 999-1001 (Prepared as per the recommendation of PRT pre visit). Minute of the formation of extracurricular/extension activities committee.]*

*[For further details, Please see Volume 18, Annex on page 78-84, Minutes of IQAC regarding the the formation of new Extension/ Extra Curricular committee]*

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, students quality circle has been formed in all the levels/years/sections 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 formed extracurricular and extension committee comprising teachers, staffs and students and the committee has been encouraging teachers and students to participate in extension activities. Socio-cultural awareness from humanitarian point of view is the focused area of the extension activities. 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).

Similarly, botanical garden in the campus premise, has been constructed with the financial support of District Forest Office, Baglung. Ministry of Social Development, Gandaki Province has been allocated Rs. 16,00,000/- (In words sixteen lakhs Rs. only) for the managing e-library in the campus.

*(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)*

***[For further details please see Volume 16, annex on page 1017-1034. Contract paper/MOU and related document about extension activities along with NGO's and GO's. ]***



**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 master plan has recently been updated. The document of the master plan has been submitted along with this report.

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

***[For further details please see Volume 15, annex on page 889-907 (Prepared as per the recommendation of PRT pre visit). Updated master plan-2078.]***

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/Operation Committee consults the stakeholders and makes necessary decisions and policies incorporating the feedbacks obtained from the stakeholders for augmenting the infrastructure. Such policies are included in the strategic planning and the campus operation/executive committee carries out necessary actions to implement the policies for keeping pace with academic growth. In line with this process, Girls' hostel, science building, seminar hall, BBA classrooms on the first floor of shopping shutters etc have recently been constructed. Similarly, the campus has started constructing another library building. The proposal asking for the financial aid for the installation of underground water pump, construction of new administrative building, boys' hostel, classroom building and teachers'/staffs quarter has been submitted to different agencies. The ministry of Education, Science and technology has allocated ten crore rupees to construct the classroom building in this campus as part of the reconstruction of the structures damaged by the earthquake of 2072.

***[For further details please see Volume 13, annex on page 404-457, Updated strategic plan. ]***

***[For further details please see Volume 15, annex on page 889-907 (Prepared as per the recommendation of PRT pre visit). Updated master plan-2078.]***

***[For further details please see Volume 14, annex on page 750, Photograph of girls' hostel. ]***

***[For further details please see Volume 18, annex on page 1-84, Strategic plan (2079/80-83/84),***

***[For further details please see Volume 21, annex on page 658-661, the minute of the joint meeting of the Campus Operation Committee and Consultants of the ministry of MoEST for the construction of the classroom building from the budget of MoEST. ]***

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. The Campus has recently reformed the committee, and the committee is entitled to discharge its assigned job of construction and maintenance of the infrastructures.

**List of Repair & Maintenance Committee:**

S./No.	Name	Designation
1.	Mr. Om Prasad Sharma	Coordinator
2.	Mr. Hiralal Regmi	Member
3.	Mr. Bhakti Ram Neupane	Member
4.	Mr. Udaya Chandra Chapai	Member
5.	Mr. Narayan Prasad Sapkota	Member
6.	Mr. Shiva Prasad Padhya	Member
7.	Mr. Hum Bahadur Thapa	Member

The campus has recently reconstituted new committee to initiate and promote construction and repairing activities. The list of the construction and repairing committee formed recently is as follows:

**List of recently reformed Repair & Maintenance Committee:**

S.No.	Name	Designation
1.	Mr. Om Prasad Sharma	Coordinator
2.	Mr. Hiralal Regmi	Member
3.	Mr. Bhakti Ram Neupane	Member
4.	Mr. Shyam Prasad Sharma	Member
5.	Mr. Narayan Prasad Sapkota	Member
6.	Mr. Hum bahadur Thapa	Member
7.	Mr. Shiva Raj Panta	Member

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

***[For further details please see Volume 15, annex on page 908-909, Recently updated construction, repair and maintenance committee, ToR, minute, action plan, and budget.]***

***[For further details, Please see Volume 18, Annex on page 78-84, Minutes of IQAC regarding the the formation of new maintenance and repairing committee]***

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., B.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 47 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. 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)*

***[For further details please see Volume 18, annex on page 50-59, Strategic plan (2079/80-83/84.)***

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 workshop 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. In addition to the provision of sufficient toilets for male and female students, the campus has maintained necessary requirements for the promotion of pollution free environment. Two beautiful botanical gardens with varieties of flowers and plants have been

maintained to facilitate the students of science as part of their botanical experiment and maintain the fresh atmosphere in the campus. The garden adjacent to the science building is specifically maintained for the purpose of botanical experiment.

There are big trees towards the north east side of the upper compound of the campus. 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. As mentioned in the strategic plan (2079/80-83/84), the campus is planning to plant some more trees in the necessary place and it is also planning to construct additional botanical garden and make the existing botanical gardens more beautiful and better.

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 is a spacious canteen which serves varieties of hygienic food for the students, and for teaching and non-teaching staffs.

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

***[For further details please see Volume 14, annex on page 750-753, Photograph of the new garden maintained in front of the administrative building. ]***

***[For further details please see Volume 18, annex on page 50-59, Strategic plan (2079/80-83/84,***

***[For further details please see Volume 21, annex on page 662-667, Photographs of the tree plantation and sanitary programmes, annual plan for green, clean and pollution free environment in the campus 2079 ]***

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.

***[For further details please see Volume 21, annex on page 668-670, Photograph of the computer lab.]***

***[For further details please see Volume 18, annex on page 50-59, Strategic plan (2079/80-83/84]***

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 for making it accessible to all the students, faculties and staffs on holidays too.

***[For further details please see Volume 21, annex on page 668-670, Photograph of the computer lab.]***

***[For further details please see Volume 18, annex on page 50-59, Strategic plan (2079/80-83/84]***

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

Five 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 7 years onwards and all the teachers as well as students have been benefitted by the internet services. Similarly, 14 CC TVs have been installed to cover the area in front of the administrative building and 9 exam halls.

*(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)

The campus started online teaching immediately after the nation wide lockdown when COVID-19 out broke. The computers and laptops of the campus were used by the teachers in course of online teaching. Some of the teachers use the computers of the campus/ computer centre for preparing annual/teaching plan. The laptops and printers of the campus/computer centre have been used while preparing lecture notes teaching through projectors and printing tutoring materials.

***[For further details please see Volume 21, annex on page 671-684, documents related to online class, photographs of the teaching activities using projectors and laptops. ]***

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. Recently, a permanent IT staff has been appointed with specified ToR and the staff is assigned with the job of maintaining computers and electronic equipment. Occasionally, the technicians are hired to carry out maintenance works.

***[For further details please see Volume 15, annex on page 910-913, Appointment letter of newly appointed IT staff. ]***

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 ground and physical as well as 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 cash and other 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 25 boys and about 75 girls students in the campus. The hostel building for boys was partially damaged by the earthquake of 2072 and the repair work is has been made recently. A hostel building for dalit students has been built and is in operation.

*(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)*

***[For further details please see Volume 14, annex on page 750, Photograph of girls' hostel.]***

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 (for Boys and Girls)	11
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. In addition to this, the campus had submitted a proposal for underground water lifting project asking for the financial aid to the ministry of Social Development, Gandaki Province. The ministry has allocated the budget (twenty five lakh). The project is being implemented within this fiscal year.

**[For further details please see Volume 21, annex on page 685, documents of the water lifting project.]**

**[For further details please see Volume 19, annex on page 287-291, documents of the water lifting project.]**

**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, a working procedures and ToR of the library staffs have been prepared and open access to the library for the students has been provided. Student can read and make notes of the books as per his/her interest and need in the library.

**[For further details please see Volume 15, annex on page 914-925, ToR of library staffs, working procedures and photograph of library.]**

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

Books		29950	(0.2)
Current Journals			
Nepalese	11		(0.2)
Foreign	11		(0.2)
Magazines		17	(0.2)
Reference Books		9033	(1.0)
Text Books		20917	(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 Nepal Collection (821), Special books gifted by King Birendra (413) (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 2077		The year 2078	
	Number	Total cost	Number	Total cost
i. Text books	550	3,38,380/-	2498	5.87,238/-
ii. Other books				
Journals/periodicals		33,330/-		
Any others				
Photocopy machine				53815/-

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 and organizational structure of the library has been managed in accordance with the goal of managing well-equipped and modernized library.

**List of Library Advisory Committee:**

S.No.	Name	Designation	Remarks
1.	Mr. Dhruva Raj Gautam	Coordinator	
2.	Mr. Gyanendra Gautam	Member	
3.	Ms. Kalpana Regmi	Member	
4.	Ms. Shanti Kumari Regmi	Member	
5.	Mr. Surya Prasad Gautam	Member	
6.	Ms. Sangita Sharma	Member	
7.	Ms. Laxmi Sharma	Member	
8.	Representative, FSu	Member	

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

**For further details please see Volume 10, annex on page ... Organization structure of library.**

86. Staff development programs for library (0.5)

Refresher/orientation courses attended :

Workshops/Seminars/Conferences attended 3

Other special training programs attended 2 ( online Digital Library Mangement Training,

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 : Mitra ERP designed by Era company.

Yes, the campus has installed software application of 'Mitra ERP' designed by Era company to make the library fully automated. Most of the data including the bar code and spine level of the books has been entered into the application and the process of digitalizing some books and journal is going on.

**[For further details, please see Volume 21, Annex on page 686-691, Documents related to digitization and automation of the library]**

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

The campus has allocated about 0.85% 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

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. [ 50 ]
- (ii) Average no. of users visited / Documents consulted per month [200]
- (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 department of education has collected the list of such students. The detail list has been published in Pragnya Saarathi Bishesanka 2076. The campus has formed tracer study team to prepare the detail list of the graduated students. The team has prepared the tracer study report of the pass-out students of the year 2017 and 2019 A.D. The tracer study report includes the data of the students who have passed civil service exam, employment related exam and other national and international level entrance exam.

*(For further details, Please see Volume-7, Annex-66, Tracer Study Report of campus, 2017 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)*

***[For further details, Please see Volume 20, Annex page on 555-600, Tracer Study Report of campus, 2022 ]***

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, admission criteria, 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)*

***[For further details please see Volume 16, annex on page 926-949, Updated prospectus of the campus.]***

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 free ship facility. Three scholarship fund have been founded in the campus by the well wishers/donors of this campus in the name of their parents/kith and kin. Similarly, two funds founded outside the campus have also been awarding scholarship to the students of this campus. FNCCI Baglung has been awarding the scholarship (Cash five thousand Rs.) to the topper students to management faculty of this campus. 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. Such provision of free ship and scholarship facilities has benefitted the needy and outstanding students.

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

***[For further details please see Volume 16, annex on page 950-964, Minutes of founding scholarship fund, scholarship distribution procedures and list of the scholarship and free ship awarded students.]***

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

Financial aid	Year 2076	Year 2077	Year 2078
i. Merit scholarship	4	3	34
ii. Merit-cum-Means	153	160	225
Any others (Disable)	4	5	--

Twenty percent students enrolled in the regular programme of TU (BA, BEd) and self financed programme (BBS) are granted free ship as per the TU rule and the free ship has been distributed in the former years. Similarly class topper students have been falicitated and provided the scholarship. Freeship provision for the self financed programmes have been introduced and scholarship provision have been increased.

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

***[For further details please see Volume 16, annex on page 950-964, Minutes of founding scholarship fund, scholarship distribution procedures and list of the scholarship and free ship awarded students.]***

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, invite employers and get their feedback and help the students for placement. Occasionally, the cell conducts job fair meeting and interaction with the employers. The cell has prepared annual plan for the systematic execution of the employment related activities.

**List of Employment, Career Development and Consultancy Cell:**

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

Similarly, the campus has formed Employment, Career Development and Consultancy Cell recently merging employment coordination cell and career development and counselling cell. The list of the newly formed committee is as follows:

S.No.	Name	Designation	Remarks
1.	Dr. Sudarshan Silwal	Coordinator	
2.	Mr. Dipak Prasad Sharma Kandel	Member	
3.	Mr. Biplav Sharma	Member	
4.	Mr. Shiva Prasad Poudel	Member	
5.	Ms. Ram Raja Kandel	Member	
6.	Mr. Dr. Prakash Prasad Sapkota	Member	
7.	Representative	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)

**[For further details, Please see Volume 18, Annex on page 78-84, Minutes of IQAC regarding the the formation of new Employment, Career Development and Consultancy Cell .]**

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 frequently consult their teachers to obtain academic and other required counseling. Teachers suggest students about job opportunities and prospects of further studies, self employment, study abroad, research areas and methods, and opportunities in the related fields. The job of academic counselling counselling has been undertaken by the employment cell (mentioned in 96). Similarly, the counselling committee, formed specifically to address female related issues, provides counseling on the issues specific to the female students. The counselling cell has prepared the annual plan (for the year 2079/80) and progress report (of the year 2078/79). The list of the counseling cell to address female students' issues is as follows:

SN	Name	Designation	Remarks
1	Saraswoti Sharma	Coordinator	
2	Rupa Devi Sapkota	Member	
3	Gita Devi Sharma	Member	

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

[For further details, please see Volume 18, Annex on page 78-84, Minutes of the formation of counseling cell.]

[For further details please see Volume 19, annex on page 284-286. Annual plan and progress report of Counselling cell (for female).]

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 and 2019 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)

[For further details, Please see Volume 20, Annex page on 555-600, Tracer Study Report of campus, 2022]

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. The alumni association has prepared the annual plan for the year 2079/80 to carry out the activities more systematically and more rapidly.

**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.	Mr. 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

Similarly, the campus has formed Alumni Association recently. The list of the newly formed Alumni Association is as follows:

S.No.	Name	Designation
1.	Mr. Janak Raj Poudel	Coordinator
2.	Mr. Basanta Kumar Shrestha	Member
3.	Mr. Hira Bahadur Khatri	Member
4.	Mr. Govinda Bahadur Nepali	Member
5.	Mr. Kamal Bahadur Adhikari	Member
6.	Mr. Krishna Raj Gautam	Member
7.	Mr. Laxmi Baskota	Member
8.	Mr. Gita Shrees	Member
9.	Mr. Tej Prasad Niure	Member
10.	Mr. Muktesh Chandra Rajbhandari	Member
11.	Mr. Nabin Shisir BK	Member
12.	Mr. Archana Palikhe	Member
13.	Mr. Bhim Lal Pokharel	Member
14.	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)*

**[For further details, please see Volume 21, Annex on page 692, Annual plan of Alumni Association for the year 2079/80.]**

**[For further details, please see Volume 18, Annex on page 78-84, Minutes of IQAC regarding the the formation of new Alumni Association.]**

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)*

***(For further details, Please see Volume 16, Annex on page 926-950. Prospectus 2022.)***

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	<input type="checkbox"/>	Special accommodation	<input type="checkbox"/>	Induction courses	<input type="checkbox"/>
Socio-cultural activities	<input type="checkbox"/>	Welfare program	<input type="checkbox"/>	Policy clearance	<input type="checkbox"/>
		Visa Support	<input type="checkbox"/>		<input type="checkbox"/>

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 campus has formed EMIS unit and ToR with the authority of maintaining academic data has been prepared. The EMIS software has been installed. The Internal Quality Assurance Committee (IQAC) analyzes various academic data which have been maintained by EMIS unit. Those academic data include admission of the students, scoring of the internal exams and board exams, graduation rate and result analysis reports prepared by the departments. In addition to this, IQAC conducts academic audit annually.

**List of EMIS unit and Internal Quality Assurance Committee :**

**EMIS Unit**

S. No.	Name	Designation
1.	Hari Prasad Pandeya	Coordinator
2.	John Bajracharya	Member
3.	Dev Bahadur Chhetri	Member
4.	Subash KC	Member
5.	Ambika Regmi	Member
6.	Shiva Raj Panta	Member
7.	Hum Bahadur Thapa	Member

Similarly, the campus has formed EMIS unit. The list of the newly formed EMIS unit is as follows

S.No.	Name	Designation
1.	Hari Prasad Pandeya	Coordinator
2.	Dipendra Jaishi Chhetri	Member
3.	Dev Bahadur Chhetri	Member
4.	Subash KC	Member
5.	Ambika Regmi	Member
6.	Hum Bahadur Thapa	Member
7.	Shiva Raj Panta	Member
8.	Ananda Pathak	Member

**Internal Quality Assurance Committee**

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

Similarly, the campus has formed IQAC recently incorporating the chiefs of all the departments, Institute and Programme coordinator. The list of the newly formed IQAC is as follows

S. No.	Name	Designation
1.	Prof. Dr. Ram Prasad Upadhaya	Coordinator
2.	Hari Prasad Pandeya, Asst. Campus Chief	Member
3.	Hira Lal Regmi , Asst. Campus Chief	Member
4.	Dr. Din Bahadur Thapa	Member
5.	Mr. Govinda Prasad Sharma Kandel	Member
6.	Dr. Sudarshan Silwal	Member
7.	Mr. Bijaya Raj Pant	Member
8.	Mr. Kul Prasad Adhikari	Member
9.	Mr. Bishwo Bandhu Adhikari	Member
10.	Mr. Yam Prasad Sharma	Member
11.	Dr. Prakash Prasad Sapkota	Member
12.	Mr. Biplov Sharma	Member
13.	President of TUTA	Member
14.	President of TUEA	Member
15.	Mr. Man Bahadur Thapa (Manish)	Member (FSU)
16.	Mr. Tilak Prasad Kandel	SAT Coordinator

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

***[For further details please see Volume 16, annex on page 965-967, Minutes of reforming EMIS unit, ToR of IQAC and EMIS and academic data analysis report].***

***[For further details please see Volume 21, annex on page 693-715, Documents related to the functioning of EMIS software].***

***[For further details, please see Volume 18, Annex on page 78-84, Minutes of IQAC regarding the formation of new EMIS unit and IQAC.]***

***[For further details please see Volume 21, annex on page 716-744, Report of Students' Satisfaction survey].***

***[For further details please see Volume 22, annex on page 745-854, Students' Satisfaction survey questionnaire].***

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, average marks, dropout rate, level of students' satisfaction 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)*

***[For further details please see Volume 12, annex on page 338-379, Result analysis of past three years 2074, 2075, 2076.]***

**[For further details please see Volume 19, annex on page 160-459, Annual progress report namely Dhawal Barshil Pragati Pratibedan 2079].**

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 hardcopy file and digital copy in the EMIS software maintained by EMIS unit.

**[For further details please see Volume 12, annex on page 338-379, Result analysis of past three years 2074, 2075, 2076.]**

**[For further details please see Volume 21, annex on page 693-715, Documents related to the functioning of EMIS software].**

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

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

This information is open to the stake holders. Students and parents are notified about the results through the result sheets. Students' answer papers of internal examinations are given back to the students. The information is communicated to all the stake holders through the annual reports namely '**Dhawal Barshik pragati Partibedan**' on the Anniversary day and the summary of the annual progress as well as annual planning 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 and 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.

**[For further details please see Volume 12, annex on page 338-379, Result analysis of past three years 2074, 2075, 2076.]**

**For further details please see Volume 16, annex on page 968-983, Latest Bulletin of the campus.]**

**[For further details please see Volume 19, annex on page 160-459, Dhawal Barshik Pragati Partibedan-078/79.]**

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 stakeholders. The campus has prepared and started implementing the policy for information and dissemination (Suchana Tatha Prachar Prasaar Niti - 2079). Similarly, annual report namely '**Dhawal Barshik pragati Partibedan-078/79**', consisting of the report of all the committees and departments including the annual plan and policies, has been published. The prospectus, brochure and Campus bulletin are the printed channel to connect stakeholders and the campus regarding its activities. Additionally, academic calendar that include the information regarding internal exams, anniversary day and the detail of campus curricular and extra curricular activities are distributed to the students and stakeholders too. In addition to this, the first academic audit of the campus has been published in the book '**Dhawalagiri Bahumukhi Campusko Bigat ra Bartaman**'. While analyzing and revising the policies for academic improvements including the result of the campus, CMC/COC meetings are held and the preliminary report as well as the concerning data are communicated to them seeking their views on analysis.

*[For further details please see Volume 15, annex on page 797-850, Result sheet of internal exam 2078.]*

*[For further details please see Volume 19, annex on page 160-459, Dhawal Barshik pragati Partibedan-078/79.]*

*[For further details please see Volume 22, annex on page 855- 858 , Suchana Tatha Prachar Prasaar Niti – 2079]*

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

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

Yes, the campus has its own Public Information Cell which receives comments or feedbacks on the published data through interaction, meetings with the stakeholders, email, comments on social sites (facebook account) and websites. Grievance Handling Committee, formed as per the procedures and authorized with handling the grievances and complaints and recommending the measures to address the grievances to the concerned authority, has been the effective mechanism/channel to maintain co-ordination with the stakeholders, receive their comments or feedbacks and address their concerns.

The campus has kept a complain box to receive comment and feedbacks from stakeholders. Such comment and feedbacks are discussed in the meeting of Grievance Handling Committee (GHC) to take necessary initiatives. List of grievance handling and discipline maintain committee is as follows:

S.No.	Name	Designation
1.	Mr. John Bajracharya	Coordinator
2.	Mr. Shiba Prasad Paudel	Member
3.	Mr. Ram Chandra Sharma	Member

Similarly, the campus has formed Grievance Handling and Discipline Maintain Committee recently merging Grievance Handling and Discipline Maintain Committee. The list of the newly formed committee is as follows:

S.No.	Name	Designation
1.	Mr. Hira Lal Regmi	Coordinator
2.	Mr. Kamal Sharma	Member
3.	Mr. Bhakti Ram Neupane	Member
4	Mr. Biplov Sharma	Member
5	Mr. Shiba Prasad Paudel	Member
6	Mr. Dipendra Jaishi Chhetri	Member
7	Mr. Shiva Raj Panta	Member
8	Representative of FSU	Member
9	SQC Coordinator	Member

*[For further details please see Volume 20, annex on page 500-502 , Gunastar Prabardhan Nirdesika, Procedures of GHC.]*

*[For further details please see Volume 19, annex on page 264-367 , Annual plan (for the year 2079/80 ) and progress report (of the year 2078/79 of GHC regarding the comments and feedbacks from the stakeholders, Dhawal Barshik Pragati Pratibedan-078/79 ]*

*[For further details, please see Volume 18, Annex on page 78-84, Minutes of IQAC regarding the formation of new Grievance Handling and Discipline Maintain Committee.]*

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 and for immediate address of the grievances. 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)*

***[For further details please see Volume 22, annex on page 859-864, Report on the Impact Analysis of Public Information System.]***

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.	Parking area is insufficient	New spacious parking has been managed.
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.
12.	No provision for special feedback for weak students	Procedures of remedial class has been prepared and the class is set to start after terminal exams.

Similarly, the campus has managed public information system equipped with more information technology. In addition to print media including bulletin, prospectus, brochure, annual report and academic calendar, regularly updated website, face book page and email have been the effective channel to communicate institutional information and obtain feedbacks. The report on the impact of public information, consisting of the suggestion for quality improvements measures obtained at the feed back from the stakeholders, has been prepared.

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

***[For further details please see Volume 20, annex on page 500-502 , Gunastar Prabardhan Nirdesika, Procedures of GHC.]***

***[For further details please see Volume 19, annex on page 264-367 , Annual plan (for the year 2079/80 ) and progress report (of the year 2078/79 of GHC regarding the comments and feedbacks from the stakeholders, Dhawal Barshik Pragati Pratibedan-078/79 ]***

***[For further details please see Volume 22, annex on page 859-864, Report on the Impact Analysis of Public Information System.]***

**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 formed Public Information Cell (PIC) assigned with the specific guidelines included in ToR. Public Information Cell publishes Bulletin, Brochure, Prospectus, Academic Calendar, Academic notice and Reports for communicating the details about programs offered by the campus and details about the learning opportunities available to the students. It also highlights national and international awards achieved by the campus and students. Beside this, the campus also has Publication Cell which publishes magazine, newspaper, journal, etc.

**List of Public Information Cell:**

S.No.	Name	Designation
1.	Mr. Hari Prasad Pandeya	Coordinator
2.	Mr. Bishowbandhu Adhikari	Member
3.	Mr. Ambika Regmi	Member
4.	Mr. Bhupal Chalise	Member
5.	Mr. Rupadevi Sapkota	Member

Recently, the campus has formed Public Information and Dissemination Cell. The list of newly formed Public Information and Dissemination Cell is as follows:

S.No.	Name	Designation
1.	Mr. Hari Prasad Pandeya	Coordinator
2.	Mr. Hira Lal Regmi	Member
3.	Mr. Shyam Prasad Sharma	Member
4.	Mr. Dev Bahadur Chhetri	Member
5.	Mr. Yam Bahadur Pokharel	Member
6.	Mr. Ambika Regmi	Member
7.	Mr. Ananda Pathak	Member

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

*[For further details please see Volume 16, annex on page 999-1001, Minute of the formation of PIC and its ToR.]*

*[For further details please see Volume 16, annex on page 926-949, Updated prospectus of the campus.]*

*[For further details please see Volume 16, annex on page 984-998, Result analysis of board exam and annual progress and academic report of 2078.]*

*For further details please see Volume 16, annex on page 968-983, Latest Bulletin of the campus.*

*For further details, please see Volume 18, Annex on page 78-84, Minutes of IQAC regarding the the formation of new Public Information and Dissemination Cell.)*

*For further details, please see Volume 20, Annex on page 485, ToR of Public Information Cell, Quality Enhancement Directives-2078]*

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

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

The campus has prepared the procedure for Public information and dissemination policy and has started carrying out the information related activities accordingly. As specified in the procedure, Vision, Mission, Goals, Objectives, academic information regarding the programs and subjects including the date of admission, internal exams and results, academic notice, 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. In addition to this, the cell prepares the report on the impact of public information and utilizes the report for addressing the concern of the stakeholders.

*(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 22, annex on page 855- 858 , Suchana Tatha Prachar Prasaar Niti – 2079]**

**[For further details please see Volume 22, annex on page 859-864, Report on the Impact Analysis of Public Information System.]**

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 prospectus, brochure, bulletin, academic calendar; annual report namely '**Dhawal Barshik Pargati Pratibedan**' and financial reports. These published information and 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)*

*For further details, Please see Volume-16, Annex on page 950-980, Prospectus and brochure of campus.)*

**[For further details please see Volume19, annex on page 160-459, Dhawal Barshik pragati Partibedan-078/79]**

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

Yearly  (1) in 4 years  (0)

Annual progress report of the campus '**Dhawal Barshik Pragati Pratibedan**' is published annually. Campus prospectus, campus brochure, Academic calendar and campus annual report are



published annually and campus bulletin is published twice a year, academic notice is published occasionally. Campus website (www.tu-dmcbaglung.edu.np) is updated timely.

*[For further details please see Volume 16, annex on page 1002-1003, Photograph of campus website that consists of prospectus, Brochure, academic calendar, annual report and Academic notice and published copy of prospectus, Brochure, academic calendar, annual report and Academic notice.]*

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)
Academic Report	Annual Report ' <b>Dhawal Barshik Pragati Pratibedan'</b>	Annually

*(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)*

*[For further details please see Volume 16, annex on page 926-949, Updated prospectus of the campus.]*

*[For further details please see Volume 16, annex on page 984-998, Result analysis of board exam and annual progress and academic report of 2078.]*

*[For further details please see Volume 16, annex on page 968-983, Latest Bulletin of the campus.]*

***For further details please see Volume19, annex on page 160-459, Dhawal Barshik pragati Partibedan-078/79]***

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, complaint letters received through the complaint 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.

*[For further details please see Volume 16, annex on page 999-1001, Minute of the formation of PIC and its Tor.]*

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 Public Information Cell evaluates the impact of public information and publishes its report. Afterwards, the campus utilizes the report 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.

*[For further details please see Volume 19, annex on page 264-367 , Annual plan (for the year 2079/80 ) and progress report (of the year 2078/79 of GHC regarding the comments and feedbacks from the stakeholders, Dhawal Barshik Pragati Pratibedan-078/79 ]*

*[For further details please see Volume 22, annex on page 859-864, Report on the Impact Analysis of Public Information System.]*

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, free ship 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.

• **Improvement of the campus community relationship and increment in the stakeholders participation:**

As the consequence of public information, the stakeholders of the local community have been better informed about the institutional activities. They have started responding about those activities. Public Information Cell of the campus has received complaints and responses from those stakeholders. The complaints are about the limited participation of the campus in social activities. Because of the public information system, the campus community relationship is getting friendlier. The 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.

- **Initiation of the stakeholders for the construction and repair of the physical infrastructures.**
- **Initiation of the stakeholders for conducting the additional programme.**
- **Emphasis on the shift management and change of some programmes.**
- **Additional contribution on students support.**

*(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)*

***[For further details please see Volume 22, annex on page 859-864, Report on the Impact Analysis of Public Information System.]***

## Section C

### CRITERION-WISE ANALYSIS

#### CRITERION 1

#### POLICY AND PROCEDURES

Dhawalagiri Multiple Campus (DMC), run as a constituent campus of Tribhuvan University for about forty seven years, has recently been granted autonomy by Tribhuvan University (TU). Almost all the policies and procedures framed by TU for all the Constituent campuses have been practised in this campus. The educational programmes and courses have been conducted as per the policies of TU in this campus. The constituent as well as autonomous campuses are encouraged to meet the objectives of TU. Only the policies and procedures of TU are not instrumental to run all the programmes and courses of this campus. Some programmes are included under TU regular programmes and others are self financing programmes. The campus has prepared its vision, mission, goals and objectives in line with the educational objectives of TU integrating the academic expectations of the founders of this campus.

#### **Goals and Objectives:**

The main goal of this campus, concerned with the criterion 'Policy and Procedures', is to frame the distinct roadmap for speeding up the reformation process systematically. The policies and procedures have been designed to address the long term plan, particularly focusing on the current needs. The long term plan includes the efforts for enhancing the campus to a high quality higher educational institute with trustworthy educational quality and advanced facilities. Specific objectives have been set to achieve the goal which has also been maintained in the strategic plan concerning the bench mark 'Policy and Procedures'. The objectives are to develop strong mechanism to implement the plans and policies of the strategic plans, to adopt the policy of Autonomy according to the TU provision and practise more effective involvement of local stakeholders in the management and policy making level of this campus, to form the Quality Enhancement Mechanism and practise team work and participatory decision making process, to introduce effective monitoring and evaluation system for enhancing accountability and efficient job performance and to consolidate Research Management Cell and integrate teaching and research.

#### **Current Status:**

DMC has smartly started implementing the objectives mentioned above. For self financing courses, necessary resources and fund have been maintained by mobilizing the local stakeholders and internal sources. Campus Operation Committee (COC), that includes the representatives of local level and local donors as well as the local intellectuals, has been formed as per the Autonomous Act. COC is maintaining and updating overall policies and programs of the campus. COC is making further coordination with other stakeholders and efforts have been made to obtain their feedback to accelerate the reform activities.

Necessary mechanisms, namely the Quality Enhancement Mechanisms, have been maintained and the mechanism is working with uniform goal of enhancing overall quality and making the campus eligible to acquire QAA certificate. Internal Quality Assurance Committee (IQAC), a part of major Quality Enhancement Mechanism, has been consistently assessing the curricular activities for the identification of the weak aspects requiring further efforts for enhancing educational quality. Curricular activities have been further systematized. All the departments as well as faculties have been made more accountable to their

assigned job. Necessary monitoring is made by campus administration to ensure that the specific job responsibilities, as per the TU act. Duty specification (ToR) is assigned for all the staffs and necessary monitoring is made to confirm whether the ToR is duly followed or not.

All the committees formed to maintain and enhance the overall quality of the campus have practiced 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. Under the policy and procedures defined by TU., Campus administration and CWC are jointly maintaining coordination among the stakeholders for framing plans and programs for the infrastructural, administrative and curricular management as well as reformation efforts of the campus.

The campus is bent on adopting new approaches, methods and techniques of teaching-learning activities since last three years. Orientations, workshop and seminar have been organized for updating teaching staffs for using multimedia, overhead projector, computer software facilities, e-learning technology and method of integrating research and teaching, which have profoundly fostered the confidence of the teachers and benefitted the students. After the nationwide lockdown from 11 Chaitra, 2076, DMC made an immediate plan to launch online classes and made a tough effort to involve as many students as possible.

The campus has strategically introduced 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 introduced modern technology with teaching, learning, research and other activities. The campus has been working to develop it as a regional research institution.

The campus has introduced second five year strategic plan (2079/80-2083/84). The strategies are primarily concentrated on enhancing academic quality in tune with required physical facilities.

The campus has been running teaching learning activities to promote all round development of the students. Efforts have been made to broadly accommodate the views and expectations of all the stakeholders to frame, review and modify and the plans and policies. Campus Executive committee makes final plan to implement the policies.

### **Best Practices:**

DMC is speedily working on enhancing the overall quality of the campus. The integrated endeavors of the campus are for elevating overall quality for qualifying the campus to be eligible to acquire QAA certificate. Under Quality Enhancement Mechanism, sixteen different committees have been formed with the purpose of practicing team work spirit and accountability. Annually, the strategies are reviewed and modified as per the changing context. Necessary policies are formulated and implementation strategies are made to substantiate those policies. DMC is authorized to formulate its internal policies as this campus started adopting Decentralization Policy in 2075 B.S. As the autonomous campus at present, DMC is autonomous to formulate the required policies.

Latest strategic planning is shaped accordingly and integrated efforts have been made to enhance the educational quality. The five year strategic plan for the years 2073/74-2078/79 has been successfully executed and another five year strategic plan for the year 2079/80-2083/84 has already been introduced.

The academic gain of the students is evaluated through internal exams. The departments as well as faculties have been assigned to make thorough analysis of the internal as well as board exam's result. The effectiveness of the job performance of the campus chief, assistant campus chiefs, other administrative post bearers are evaluated in the CWC and CEC meetings and recommendations as well as corrective measures are initiated. The Campus administration reviews the strategies and evaluates the overall outcomes.

The Campus provides scholarships to educationally disadvantaged groups (Dalits, Janajaties, females, etc.) to ensure quality education in affordable price for all. 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.

Campus anniversary day is observed as the day of broader discussions on the development of various aspects of the campus. All the stakeholders are invited in the anniversary programmes. The reports including the annual plans and policies and their academic, infrastructural and administrative outcomes are presented for discussion and recommendation. Feedbacks of the participants are given due consideration since the feedbacks are collected and they are safely maintained for accommodating them in making further plans.

Alumni association is at place and the association is coordinating with all the graduated students of this campus who are engaged in different spheres of life within the country and abroad. Various agencies have been contacted and encouraged for the financial and infrastructural assistance of the campus.

The practice of collecting feedbacks from different stakeholders through website, face book page, email, and complaint box has been maintained. The campus encourages the teachers to do research works by providing various incentives. The teaching and the non-teaching staffs 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), formed to integrate teaching and research activities, 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 enhanced 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.

Critical Appraisal: With regard to the critical appraisal regarding this benchmark, DMC stands in better position. The most notable strength is that this campus received various guidelines and help as the constituent campus of TU and recently it has been granted as the autonomous campus by the TU. Most of the policies and procedures of TU are the implements of the campuses. Mostly the vision, mission, goals and objectives of TU have been reflected in the vision, mission, goals and objectives of DMC. Since TU has recently granted the autonomy to this campus, for formulating the instrumental policies as per the requirement of DMC, autonomy has bolstered its position enabling it to launch new syllabus and courses. Similarly, well defined job responsibility for all the teaching and non-teaching staffs is the strong aspects of DMC. Well planned reform and development schemes have been introduced through the strategic planning.

In addition to these strengths, there are still some things that have not been maintained and managed properly in DMC. They can be listed as the weaknesses. DMC is battling with the lack of resources, financial and human resource, for introducing new programmes, courses and syllabus. The resources obtained from TU are too little to run even the existing programmes and courses included under the regular programmes of TU. For maintaining self financed programmes, internal resources are not sufficient. The support and involvement of local stakeholders is not much inspiring. To obtain the assistance from the external agencies financially and technically, the procedures are not much friendly. Number of community campuses fully dependent on the internal sources for their financial aspects have been receiving various supports from the external agencies that is almost out of reach for DMC.

It is also the weak aspect of the campus that much effort has not been made to transform the lack of interest and concern of the stakeholders and community to the competitive willingness to assist and involve in the reform and development activities of the campus.

### **Efforts Made:**

Consultation has been going on with the academicians, intellectuals and stakeholder for introducing more effective measures to create positive environment for receiving needy assistance and creative feedbacks from the stakeholders. The sense of ownership is not equally strong among all the stakeholders. Efforts have been made to introduce special plan to develop the strong sense of ownership and collective responsibility of those stakeholders. Policies have been introduced in the new strategic plan (2079/80-83/84) as the effort to accommodate the concerns and promote the involvement of the stakeholders. More detailed scheme has been conceived to promote team work and participatory decision making as well as information sharing plan.

Efforts have been initiated to maintain regular follow up, interaction and coordination with external agencies to draw their attention more and more towards their involvement and contribution for the management and development of this campus. Specially, regular coordination has been initiated to maintain fruitful rapport with the alumni association.

Internal quality monitoring and evaluation is the most crucial aspect for identifying the problematic areas and introducing the measures to solve those problems and enhance the quality and efficiency of the institutional services including teaching, learning, research and other activities. In line with these aspects, observable indicators of the job performance of faculties, departments, sections and individual staffs have been introduced. Joint efforts have been made by IQAC, Campus Operation Committee, and campus administration to identify the causes of the dropout rates. The procedures of the remedial class targetting the slow learners has been made and the classes are set to be conducted as an effort to increase pass rates and enrollment status of the students including female, Dalit, Janajati students and other backward community students. DMC has started specifying the method, responsibility and schedule of monitoring.

Broader consultation has been made to make the aspect of academic audit, monitoring and evaluation more effective, diagnostic and constructive. Special plans are being introduced to make the Research Management Cell more resourceful and effective. More effective plans and instrumental management will be made for integrating research and teaching.

## CRITERION 2

### CURRICULAR ASPECTS

**Goal and objectives:**

The emphasis of curricular management is to impart the knowledge, skills and experience to the students so as to ensure their better career in employment field, self-employment status and other technical as well as entrepreneurial fields. Curricular activities are mostly the input of the learners. If the curricular activities are organized properly with the especial focus on quality, that can enable the students for their outstanding performance in their later career. Efforts have been made to equip our graduates with such outstanding performance skills and experiences.

The campus has been consistently running its curricular activities according to the syllabus and courses prescribed by Tribhuvan University (TU). The goal of this campus concerning the curricular aspects is to manage the curricular requirements for maintaining consistent growth of better result. In line with this goal, four objectives have been set. The first objective is to equip the departments with more resources. The second is to launch new elective or optional courses as per the demand of the students. Similarly, the third objective is to maintain strong networking with other institutions of the catchment area of this campus. The fourth or final objective is to introduce new practices for inculcating civic responsibilities and ethical values in the students.

**Current Status:**

To achieve the curricular goal and objectives, the courses of Humanity and Social Science, Education, Management and Science and technology have been offered. The academic infrastructural, technical and accessorial resources have been maintained for the curricular activities. There are altogether 9 departments assigned to carry out curricular activities. The campus has prepared academic calendar and the faculties of the concerned departments are assigned to run their curricular duty as per the academic calendar. Faculties have been instructed to prepare annual teaching plan and unit plan. Various optional and elective subjects 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. 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 extracurricular activities aiming to raise socio-cultural and national political awareness of the students. The extra-curricular activities that the campus has been conducting are literary contests, sports, discussion/debate/elocution programs, seminars, workshops, paper presentation on contemporary issues and so on. Students are encouraged to take part in those activities as per their aptitudes and interest to foster their all round personality development. The campus has set up code of conducts for the students and student's uniform is a must.

#### **Best Practices:**

Counseling classes, revisions, workshop and seminar are conducted for enhancing teaching efficiency and learning capacity of the students. Students are especially motivated to choose socially useful topics for thesis writing, report writing and presentation and debate/elocution competition as well. While introducing new programmes and subjects, the emphasis has been given to accommodate the demand of the perspective students, parents and local community. Due consideration is laid 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. Students are highly encouraged to work as volunteers in fairs, festivals and public celebration. They are motivated to distribute fruit to patients at hospital. 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.

#### **Critical Appraisal:**

With regard to the critical appraisal concerning this criterion, DMC stands in better position. Provision of departments with specific departmental responsibilities, curricular activities on the basis of academic calendar, varieties of elective and optional subjects offered to the students, masters programmes with the provision of research oriented dissertation and report oriented assignments, bachelor programmes with the provision of case study, field visit and report writing, practice teaching, sufficient fulltime teachers for all the programmes, faculties nominated as the members of curriculum design and reformation are the genuine aspects of DMC which can be enlisted as the strengths of this campus.

Similarly, there are some aspects in the campus which require more systematic management and maintenance. These aspects concerning this criterion can be termed as weaknesses. The consistency has not been maintained to obtain feedback from the employers and stakeholders. The institution industry/employers firm/institution network is not much fruitful. The effort to inculcate the civic responsibilities in the students is not consistent. Some of the departments are not much resourceful and are not systematically managed.

Efforts Made: Efforts have been made for launching new programs in Bachelor level. Similarly, the focus has been concentrated on the provision of scheduled plan for seminar, workshop and training. Efforts have been initiated to enhance the authority and accountability of the departments. Similarly, more detailed plan is being worked out to implement effective mechanism for obtaining feedback from academic peers and employers. Much more interaction programmes have been proposed to obtain feedback from the employers including private and government schools, colleges, financial organizations, NGOs etc. More scheduled activities are being introduced to increase the involvement of the students in social and humanitarian activities to promote the sense of civic responsibilities and social values.

## CRITERION 3

### TEACHING, LEARNING AND EVALUATION

#### Goal and Objectives:

Teaching activities are the primary input to make the learning activities more effective. Teaching Learning and Evaluation criterion is to manage the teaching, learning and evaluation aspects subtly and ensure that nothing is lacking in the effective functioning of all those aspects. The provision of the Human Resources, equipments, strategies and infrastructures is for assisting the teaching learning process. The goal of this campus concerning this criterion is to enhance the educational quality along with the necessary management of the required implements. Four specific objectives have been set to achieve the goal. The first objective is to launch effective plan of evaluating and enhancing the learning abilities of the students with special emphasis on the weak students. Second objective is to integrate latest teaching methods along with lecture method. The third is to introduce effective method of monitoring and evaluating teacher's staff's performance. The fourth objective is to maintain linkage with other institutions.

#### Current Status:

The campus has started conducting two internal exams for annual programmes and three internal exams for semester programmes. The result of the internal exams is subtly analyzed. All the departments and institutions annually prepare the result analysis report that includes the number of pass percentage, average score, and the detail causes of the the drawbacks of the result and recommendations for improvement. The focus of the analysis is finding out why the result is not as satisfactory as expected and what measures can be introduced to improve the situation. The system of result analysis has been instrumental for enhancing the accountability of the subject teachers and concerned department.

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. The three-pronged evaluation method has been practised that evaluates the performance of the teacher/staffs on the basis of specified standard and relevant indicators. The evaluation system of the teaching and non teaching staffs regarding their job performance has been introduced and all the teaching and non teaching staffs are asked to fill up/have filled up the forms. The evaluation forms in common include the indicators for measuring the knowledge, skills, attitudes and values of the staffs. The self evaluation form, pair evaluation form and the evaluation form by the students have been maintained. Teachers' performance in teaching is also 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 has formed Research Management Committee 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 unit plan 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 group discussion and interaction, assignments, directed studies, audio-visual presentation, internet based guidelines and so on. The students are taken to educational excursion and industrial tour to broaden their practical knowledge. Remedial classes are to be conducted as the remedy of the slow learners and the procedure for remedial classes introduced recently, has maintained the provision of remedial class after the

terminal exam. Counseling on difficult subjects as well as online counseling are conducted for the students. 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. The campus has started maintaining Tracer study of the graduated students consisting of their learning experience in the campus which have been taken as the feedbacks. Similarly the campus has started students' satisfaction survey and has collected constructive feedback from the current students. Some significant feedback obtained through students' satisfaction survey 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.

Though the campus has been using multi-media and audio-visual equipments in teaching learning activities, there are still some classes without these facilities. All the classrooms should be equipped with projectors and multi-media/ audio-visual aids. Therefore, the campus is planning to collect fund for making separate halls for audio-visual and multi-media presentation.

### **Best Practices:**

The campus manages wide publicity to the enrolment 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. The campus is all set to conduct remedial classes after the term exam and feedback are provided to the students after unit tests.

The provision of self appraisal, pair evaluation and evaluation made by the students as well as result analysis depending on some measurable indicators have been instrumental for enhancing the accountability of the subject teachers and concerned department. The students, guardians and other stakeholders are encouraged to provide their appraisal, experience and suggestions as the feedback that are useful for improving the aspects concerned with the teaching/non-teaching staffs. The campus has started conducting current students' satisfaction survey and tracer study that include the suggestions of students for improving the quality of teaching learning activities in terms of campus rules and regulation and teaching learning practices of the campus.

**Critical Appraisal:** With regard to the critical appraisal concerning this criterion, the position of DMC seems average. Annually, academic calendar is prepared and the harmony of syllabus as well as the progress of the textual course is maintained with the calendar. In addition to lecture method, the latest teaching methods including assignments, demonstration consisting of audio visual aids, written and oral presentation and report writing are part of teaching techniques employed in this campus. Similarly, students are properly oriented on code of conduct, evaluation system and scope of the course in the beginning of the academic session. In addition to the specified three pronged evaluation practice including current students' satisfaction survey, tracer study is carried out to collect the institutional experience of the students. Website, face book page and campus bulletin are the online channel to obtain feedback. These aspects are the strengths of this campus regarding this criterion.

However, there are a lot more things to do concerning this criterion. These aspects can be included under the weaknesses. The campus effective provision has not been maintained to systematize teaching

activities through teachers' teaching plan. There is no freedom and resource to pay for ad hoc teaching. No consistency has been maintained regarding inviting and visiting guest lecturers. Attendance of the teachers on seminar, workshop and pedagogical orientation is not as frequent as it should be. Workshop, seminars and orientation have not been consistently organized. The participation in international level seminars and workshop has rarely been made.

**Efforts Made:**

The campus has initiated various efforts to enhance the quality of teaching, learning and evaluation. Efforts have been made to introduce bridge course to facilitate the perspective students of the campus to reduce wider gap between 10+2 level and level of the courses of Bachelor level. The average learning achievements of the students from plus two levels is not as satisfactory as the students from intermediate level, which has officially been phased out. Additional provision will be made for enhancing their learning level to enable them to meet the level of bachelor course. Plans are underway to introduce effective remedial courses for academically weak students.

Continuous efforts have been made to train and update those teachers who are not acquainted with using technology-based teaching methods. Scheduled plan with consistent mechanism will be introduced to monitor the teachers to find out if the classes, assignments and internal exam are going on according to the teaching plan prepared by the concerned teachers. More and more incentives, orientation and trainings are required to promote the latest teaching methods. Efforts have been made to update the teachers with the latest teaching methods. More interaction and monitoring is going to be held to confirm the use of audio visual and other advanced teaching aids. A system of joint evaluation of curricular as well as extra-curricular performance of the students will be introduced and an additional incentive will be made to encourage those students who have outstanding performance in extracurricular activities. The mechanism of inviting and visiting as guest faculties will be made more systematic. Efforts have been made to introduce a fair and just plan with special incentive package for the faculties to promote their attendance in the seminars and conferences.

A consistent method with observable indicators has been introduced to evaluate the faculties of their performance on teaching, research, publication and extension activities. Similarly, the system of collecting students' experience in the institution will be made more consistent. Students' lack of interest in posting/writing their experience through email, face book page, website and students column in bulletin is an issue that the campus should review properly. Students will be oriented and some incentives will be introduced to promote the students to post/write their experience. Consultation has been made to introduce a special package programme for faculty development. A virtual link or online fraternity will be maintained with other national and international institutions.

## CRITERION 4

### RESEARCH, CONSULTANCY AND EXTENSION

#### Goal and Objectives:

The Bachelor level and Master level courses offered by TU have accommodated the research activities as part of the curricular assignment. The quality enhancement mechanism should place the top priority for integrating teaching and research to promote over all quality of the campus. DMC has started promoting research culture. The goal set by DMC concerning this criterion is to maintain and promote DMC as the resource center of research activities. Three objectives have been set in line with the goal. The first objective is to make the Research Management Cell more resourceful. The second objective is to introduce more incentive packages for research and publication and the third objective includes enhancing the consultancy services and extension activities.

#### Current Status:

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. Research Management Committee has been formed to manage and promote research activities. About 30 percent teachers are engaged in guiding the Master level students in their thesis research. Nepali teacher Prof. Dr. Din Bahadur Thapa, Economics teacher Dr. Sudarshan Silwal, and History teacher Prof. Dr. Ram Prasad Upadhaya, Political science teacher Dilli Raj Gautam and Sociology teacher Prakash Sapkota are the Ph.D. graduate teachers.

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 publishes magazines, academic calendar, reports, journals etc in close coordination with Campus Administration. The PragyaSaarathi, 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.

#### Best Practices:

Research Management Cell manages and promotes 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 obtained through matching grants. For the internship and research activities of the students, various Banks, Finance companies and Industries, different schools and firms provide supports. 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. Teachers are given study leave for MPhil and Ph.D. The post-graduate students are encouraged to do project work.

Tribhuvan University Teachers' Association (TUTA) campus unit functions as the publication division that has published magazines, academic calendar, reports, journals etc.

### **Critical Appraisal:**

With regard to the critical appraisal of this criterion, the position of DMC is in average condition. Regarding the strengths, DMC has maintained some consistent provision for providing special incentives for the teachers aiming to promote their involvement in research and publication. Teachers are provided with study leave especially for their Mphil and PhD courses. Annually, adjustment of teaching load is maintained to spare and manage the teaching load of those teachers who have applied for the study leave. Special provision of fund has been maintained to publish the academic journals, bulletin, calendar, prospectus, brochure and annual report. For promoting extension activities, Extension Activities Committee has been formed and the committee has been coordinating with the concerned stakeholders to conduct extension activities.

However, there are a lot of things which are not systematically managed concerning this criterion. These aspects can be termed as weaknesses. The budget for research activities is not sufficient. Necessary efforts have not been made to obtain the budget and other resource for promoting research activities. No distinct provision has been maintained for promoting the involvement of post graduate students in doing research and project works. Seed money for teachers has rarely been provided. Well defined plan has not been made to introduce the courses of M.Phil. and Ph.D. programmes. The engagement of the teachers in research activities is meager. Provision for providing financial support for the students involved in research activities is not well defined. There are not much ongoing research projects and no fund has been defined for carrying out the research projects. No consistent provision has been maintained to promote consultancy services. The consultancy services have not been much consequential. Outreach and extension activities are not much noticeable. The campus has not maintained well defined method of the collaboration with NGOs and INGOs for extension activities.

### **Efforts Made:**

Of course, one of the most stressed measures of enhancing quality in academic delivery of this campus is integrating teaching and research. Therefore efforts have been made to promote research activities. Research Management Committee will be made additionally resourceful. More budget and manpower will be managed for concentrating research activities. Efforts have been made to provide instrumental and handy resources to Research Management Committee. A fruitful planning and incentives for involving all the teachers in research activities will be introduced. Environment for other organizations and firm to have the research services from the campus will be maintained and necessary coordinating will be made. More emphasis will be given to motivate and organize students in extension activities. The campus has planned to actively participate and organize different social activities which will enhance public relation of the campus. Therefore, it is set to introduce new extension activities and outreach programs on its own and in the collaboration with NGOs and GOs.

A task team and clubs consisting of teachers, staffs and students will be formed which will be mobilized in natural disasters and other community needs such as community sanitation, health literacy and hygiene awareness, environmental issues and others. Students with outstanding performance in extension activities will be awarded in every year/ semester. Efforts have been made to maintaining strong networking with NGOs and GOs to promote extension activities. The collaboration scheme will be launched with the NGOs which are working specifically in the area of backward communities focusing on awareness, sanitation, health issues.

## CRITERION 5

### INFRASTRUCTURE AND LEARNING RESOURCES

#### Goal and Objectives:

In addition to the existing provision of the classrooms, library, laboratories, hostels and furniture, DMC has started reassessing and upgrading the infrastructures and learning resources. The goal of this campus concerning this criterion is to develop and upgrade necessary physical infrastructures and learning resources systematically, maintaining the harmony among the curricular programmes, equipment, accessories, need and projected programmes. Five different objectives have been set to achieve the goal. The first objective is to construct required physical and IT infrastructure, new class room building, staff accommodation building, offices for the departments along with necessary adjustment. The second objective includes the installation of underground water pumping system for the sufficient provision of drinking water. Similarly, the third objective is concerned with launching the repair and maintenance work effectively. The fourth objective consists of equipping all the departments with departmental library and computers. The fifth objective is to upgrade library, sports facilities, website and internet facilities.

#### Current Status:

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 Operation 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, hostel building for girls, underground water tank etc have recently been constructed. The campus has started constructing another library building.

The campus has accomplished the construction of science and technology building and has maintained well equipped science laboratories. Similarly, computer lab and library with sufficient text and reference books in separate flat have been maintained. There are sufficient national and international magazines in the library. The campus is also planning to install library software to make the library more advanced. Construction, 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 for the 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. Basketball 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 gardens with varieties of flowers and plants. There are big trees towards the north premise/in front of the science and BBA Block. 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. Separate offices have been maintained for the departments equipped with computers and departmental library. From the last 5 years onwards, the campus has been free wifi zone and the internet as well as campus website have recently been upgraded. 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 maintain electronic accessories and documents, IT staff has been entitled. 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, badminton, 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 sports facilities are available. Students are encouraged to participate in sports activities and outstanding sports persons are felicitated on special occasions. The campus provides hostel facility for about 5% students. As per the plan of increasing hostel facilities, the construction works for girl's hostel building, consisting of 40 rooms that can accommodate 75 students, has already been completed. A hostel building for dalit students has been built and it is in operation.

### **Best Practices:**

Students are encouraged to use internet facilities, library facilities, computer lab facilities and sports facilities. Students with outstanding sports performance are felicitated on campus anniversary and other special occasions. Especial provision has been made to carry out repair and maintenance works. Local level organizations, governmental bodies and donors are encouraged and involved for the development of infrastructures and learning resources. Alumni association has been formed and necessary co-ordination has been maintained to promote the involvement of graduate students within the country and abroad for developing the infrastructures and learning resources.

With regard to the critical appraisal of this criterion, various strong aspects have been observed in the campus. DMC has been augmenting necessary infrastructures depending on the master plan prepared after few years of its establishment. The campus has maintained learning resources including lab, library, Internet, power back up and multimedia appliances. DMC has maintained the provision for regular repair and maintenance of the infrastructures through repair and maintenance committee. The infrastructures have been utilized up to the optimum level. The classes have been operated in three shifts- morning, day and evening shift. External agencies have been coordinated for the infrastructural development. Clean, green and pollution free environment has been maintained in the campus premises. Computers, Internet and library facilities are accessible to all the faculties, staffs and students. Most of the departments have separate offices equipped with departmental library and computer facilities. Especial provision for security and punctuality of teachers and staffs has been maintained through the installation of CC camera. First aid

services have been provided through First Aid Unit. Hostel facilities have been maintained for needy students. The construction work of new hostel building for girls has been accomplished.

DMC has left no stone unturned to strengthen the infrastructures and learning resources. The weak aspect concerning this criterion is almost negligible. The academic growth and the infrastructure required for the additional academic programme are the most fundamental issues of the educational institutes. But a stable planning has not been worked out concerning the long term plan along with the involvement of all the stakeholders. The provision for launching new academic programme and augmenting the necessary infrastructures has not been well-defined. Similarly, involvement of the concerned stakeholders for the periodic review of the planning as per the changing context has not been consistently maintained. Much attention has not been paid for promoting students to use library. Similarly, the campus has not allocated sufficient budget for library. Some staffs of the library section are not trained and no consistent provision has been practiced to train and upgrade the skills of non-teaching staffs.

**Efforts Made:**

Efforts have been made to introduce regular monitoring mechanism to maintain neatness, cleanliness and pollution free environment in the campus premises including toilets, compound, lab, library and classrooms. The Ministry of Education, Science and Technology has allocated ten crore rupees as part of the reconstruction plan of those infrastructures damaged by the earthquake of 2072 BS and the campus has planned to construct new classroom building with the budget. Within the term of five year strategic plan (2079/80-2083/84), a new accommodation building for the teacher/staff will be constructed. The campus has started the administrative services through software in account section and Exam section, and the complete digitalized services will be provided from all the section and departments soon. The provision for training and upgrading the skills of non-teaching staffs has been introduced in the strategic plan ((2079/80-2083/84).

## CRITERION 6

### STUDENT SUPPORT AND GUIDANCE

#### Goal and Objective:

The campus has made various provisions for supporting the students to materialize their dream of acquiring higher level education and boost their confidence in their academic gain. The goal of this campus concerning this criterion is to support and encourage needy students for accomplishing their study and help them for further opportunities. In line with this goal, four objectives have been set. The first objective is to promote the enrollment of the backward students. The second objective is to maintain the employment and self employment record of the graduated students and provide further feedback. Similarly, the third objective includes introducing incentives for poor and outstanding students. The fourth objective is to coordinate with the graduate students and alumni to encourage them for financial and technical assistance.

#### Current Status:

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 has maintained different provision for assisting outstanding and needy students in their studies. It offers scholarship to the diligent students who obtain good results in the internal as well as board examinations. Similarly, free ship is distributed to the deprived and disadvantaged students. The students are motivated with internal as well as external feedbacks to participate in internal examinations. The students absent in internal examinations are excluded from the process of getting any kind of scholarship and free ship offered by the campus. The Employment Coordination Cell has placed many students in different fields of employment. Teachers are counseling the students and 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/autonomous campus of TU, most of the policies made by the TU are in practice and timely instructions are followed regarding the overseas students. Various recreational and leisure time facilities including indoor games, outdoor games, various magazines and journals, books and internet facilities have been offered to the students

#### Best Practice:

The policies and criteria of admission are made clear to the students through prospectus, website, counseling, media, advertisement etc. The campus has admission policy with regard to overseas students according to TU policy. The campus prepares the updated prospectus and brochure every year and distributes to the perspective students as well as the current students to communicate academic information to them. The prospectus contains all the information on admission criteria, required documents, academic programs and their features offered by the campus. As per the provision of TU, students admitted in regular programme of TU are provided with free ship facilities. Three scholarship funds have been founded in the campus. Two scholarship funds founded outside the campus have also been awarding the scholarship consistently to the students of this campus. A mechanism namely Employment Coordination Cell has been

formed and the Cell provides useful counseling to the graduated students regarding employment opportunities, self employment and career.

With regard to the critical appraisal of this criterion, the position of this campus is stronger. The campus has started collecting the experience of the current students through Students' satisfaction survey in addition to the evaluation form evaluated by the students for identifying the learning experiences of the current students. Tracer study has maintained the experience of the graduated students. Those students have provided very useful feedbacks about the improvement of overall quality of the campus. Different provision for free ships and scholarships has been set up and the outstanding as well as needy students have been benefited by this provision. A consistent coordination with the employers has been maintained and students have been encouraged with necessary information regarding their employment and self employment opportunities. Wide publicity has been maintained regarding admission notice, scholarship and free ship provision, learning resources, library, lab, hostels and sports facilities through prospectus, brochure, bulletin, website and face book page.

The weak aspects concerning this criterion are negligible. There are not sufficient numbers of computers required for all the students. A large number of graduated students have been appearing in the competitive examinations for governmental services every year but the detail record of all the students have not been maintained yet. The campus has not maintained consistency to carry out tracer study and obtain the data regarding out-going students. Participation of the students in nature club, debating club and other creative and recreational group activities is meagre.

#### **Efforts Made:**

It is the serious concern of the campus that the dropout rate is higher due to the growing trend of foreign job. Efforts have been made to decrease the dropout rate and help students complete their graduate level studies. The campus has formed consultancy service unit and employment cell. These committees have been entitled to prepare the detail list of the graduated students who have passed civil service examinations and international level entrance examination. The provision will be introduced to speed up the task of maintaining the list of such students annually. Additional motivation and orientation will be provided to the students for their career development. The information with regard to employment opportunities in governmental sectors, private sectors, non-governmental organizations and international organizations will be communicated effectively to the students. Further coordination will be maintained with the alumni association to obtain technical and capital resources for maintaining necessary equipment and other accessories including the computers.

## CRITERION 7

### INFORMATION SYSTEM

#### Goal and Objectives:

Strong and efficient information system are the implements to maintain the institutional academic documents and information communicate them to the concerned stakeholders and enhance the participation and contribution of the stakeholders. Otherwise, obtaining creative feedback from them will not be much instrumental and formulation, assessment and implementation of academic policies and plans will not be in tune with the needs and expectation of the stakeholders. The role of the stakeholders was commendable in the early days of the campus. Since DMC has been granted autonomy by the TU, the participation and enhanced contribution of the stakeholders has been more imperative. Therefore, the goal that the campus has set concerning this criterion is to maintain and promote effective information system for communicating them to the concerned stakeholders. Three objectives have been set to achieve the goal. The first objective is to maintain and upgrade information system. The second objective is concerned with analyzing and maintaining the academic data more consistently. The third objective includes promoting more effective mechanism for accommodating the feedbacks of the stakeholders with regard to the modification and revision of academic policies and implementation strategies.

#### Current Status:

The campus has formed Educational Management and Information System (EMIS) to maintain and upgrade effective information system which is the basis of maintaining coordination with the concerned stakeholders. Periodic analysis and record keeping of various academic data has been jointly maintained by Internal Quality Assurance Committee (IQAC) and Educational Management and Information System (EMIS). 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 provision of the information system maintained in the campus includes record files and registers, minutes of the meetings, computers and internet, website, annual report, especial publication of journals and bulletins etc. The institutional information and data, the detail information regarding personal and academic gain of the students, outstanding results and academic excellence have been maintained. Different electronic and printed channels including social site (Facebook Page), website, email, brochure, prospectus, annual report and the campus bulletin are the implements to communicate that information to the concerned stakeholders. Even the methods of evaluation are communicated through website, prospectus and brochure. The campus has recently installed EMIS software and most of the data have been maintained in the software. Campus website, in which needy information about the campus activities are uploaded, has been updated regularly. From this system, it will be easier for the campus to be in touch with its stakeholders and get feedbacks from them. It will also help the college to widen its horizon in public sector.

#### Best Practices:

The campus has started maintaining all the data in the EMIS software. In addition to the documentation of the data in electronic files, updated manual record has been maintained for reliability of the institutional data and information. The provision of software and internet-based filing system as well as connectivity application are more effective for maintaining and obtaining the information. Different committees including IQAC and EMIS are assigned with obtaining, analyzing and recording the institutional and academic information. The campus has started publishing the detail report of the activities

of all the departments, committees, and authorised bodies as per the ToR in a book form namely "**Dhawal Barshik Pragati Pratibedan**". The book is distributed to the stakeholders. The system of obtaining comments or feedbacks on the published data has been maintained through email, face book page, website, interaction and meetings with the stake holders. The campus has maintained a complaint box to receive feedbacks from the students and other stakeholders. It is through such feedbacks and comments that the campus has identified the public expectation and the areas on which the campus has to improve its management and services. Such feedbacks have enabled the campus to improve the quality of education.

With regard to the critical appraisal of this criterion, the position of this campus is better. For the assessment and monitoring of overall efforts made for enhancing quality, Internal Quality Assurance Committee (IQAC) has been formed. Similarly for maintaining data and documentation regarding the internal academic data and information and for necessary management, Educational Management and Information System (EMIS) has been formed. The analysis of academic data, maintaining the record of those data and communicating the necessary information to the concerned departments, sections and other stakeholders has been jointly maintained by these mechanisms- IQAC, EMIS and Public Information Cell. The academic information and other activities of the campus have been communicated to the stakeholders through bulletin, annual report and website. Public Information Cell receives comments and feedbacks through the facebook page, website and complaint box which are thoroughly analyzed in the meeting of the concerned committee and necessary recommendations are made to campus management committee. The campus has recently introduced the policies for public information and started preparing the report on the impact of public information.

There are some weak aspects of this campus regarding this criterion. EMIS software has recently been installed and the detail data has yet to be maintained. The analysis of the academic data through software has yet to be done. Similarly, the provision of communicating the academic data to the public and the method of study is not much consistent. Feedbacks and comments from the stakeholders have been received rarely.

**Efforts Made:**

Efforts have been made to maintain the effectiveness of the IQAC and EMIS required for running the quality enhancement plan more smoothly. The members of the IQAC and EMIS have been assigned with specific TOR. Joint initiatives will be made for maintaining and assessing the academic data and reports. Much more concentration will be paid on the data, facts and conclusions of the IQAC, EMIS, RMC and quality enhancement mechanism while making decisions by the campus management/operation committee and campus administration. The decision making process of the campus will be oriented to accommodating and implementing the recommendations of quality enhancement mechanism.

## CRITERION 8

### PUBLIC INFORMATION

#### Goal and Objectives:

The provision of Public Information of this campus was traditionally managed. Recently, new arrangement has been made and new mechanism has been maintained. The goal of this campus concerning this criterion is to communicate updated information of the campus to the stakeholders. Three objectives have been set to achieve the goal. The first objective is concerned with maintaining effective channels for public communication. The second objective includes assessing the impacts of public information. Similarly, the third objective is to promote the involvement of the stakeholders for their feedback to modify and implement plans and policies of the campus.

#### Current Status:

The campus has formed public information cell to communicate information of the campus to the stakeholders. Different channels have been maintained to communicate the details of vision, mission, goals, objectives, academic information regarding the programs offered by the campus and learning opportunities available in 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 and campus report are published annually and campus bulletin is published twice a year. Recently, EMIS software has been installed and the website has been updated more consistently. Necessary information and notices of the campus have been posted in the website. Annual report of all the departments regarding their academic activities as per the ToR and the activities of all the committees formed for enhancing educational quality has been published in a book form namely "Dhawal Barshik Pragati Pragati Pratibedan". Local TV channels, FM Radios, Newspapers and magazines frequently include the news of the campus concerning the services and activities of the campus. Information officer has been assigned with providing institutional information sought by different National and Local media.

#### Best practices:

The Public Information Cell (PIC) communicates the institutional information and collects responses through various channels. The Cell summarizes the complaints and feedbacks obtained from the stakeholders. Mostly those feedbacks are concerned with academic, infrastructural, strategic and administrative plans and outcomes of the campus. The (PIC) forwards these reports to campus administration which in turn evaluates them and takes necessary steps for the implementation. The campus has maintained notice board and Campus Charter and the institutional notices and the detail of the process for the services available in the campus has been included in them.

In the different functions of the campus such as anniversary day, feedbacks and responses received from the concerned stakeholders regarding various information of the campus are the agendas for the discussion. The news and public reaction concerned with the services and activities of the campus, which are made public through local TV channels, FM Radios are all the issues that the campus administration itself seeks to handle if acknowledged through any sources. This practice has helped to identify the public

perception of the academic and administrative services, which has made positive impacts on the overall development including the improvement of discipline and community involvement of the campus. The Public information cell has started publishing the report on the impact of public information.

With regard to the critical appraisal of this criterion, the current position of this campus is very strong. The campus has managed the effective provision for maintaining information of the campus and communicating them to the stakeholders. The campus has communicated the vision, mission, goals, objectives, academic information, programmes and offers for the support of the students including free ship and scholarship provision, hostel, library, lab and sports facilities, newly launched programmes and courses through, prospectus, brochures, bulletin, annual report, website and academic calendar. The campus has maintained the provision of collecting responses on published information through complaint box, face book page, website, email etc.

However, there are some weak aspects of this campus regarding this criterion. The stakeholders of this campus are not much accustomed to responding the information communicated to them. Since the responses have rarely been received, The practice of evaluating the impact of public information is not much enhanced. The mechanism maintained in the campus to communicate the campus information is well functioning. However, the targeted public is not as responsive as expected about the issues of the campus communicated to them through different channel. A kind of natural inclination exists among most of the local stakeholders to regard the campus as a government funded, government owned and government managed campus.

**Efforts Made:**

Efforts have been made to stimulate the stakeholders for conveying their feedback and responses on the concerned published data and information. The everyday notices and information of the campus will also be communicated through website in addition to the face book page, and Notice Board. Additional motivation will be introduced to make the stakeholders more responsive.



## 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 as per the 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 2000 students have been studying in different programs of this campus. Being a constituent/ autonomous campus of TU, it is always committed to educating the aspiring students in peaceful academic environment.

The campus management/operation 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 for keeping pace with the changing goals and objectives of the academic world. It has got to compete with private colleges mushrooming every year. Instead of close and forced teaching learning activities, DMC has started introducing a trend of open system of teaching that involves discussion and interaction 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.

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 and 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 campus. The academic activities like internal examination, literary symposiums, paper presentations; and programs like blood donation, environmental awareness, health awareness sports, interactions with other 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 about 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, and teachers' quarter, free student union building, and shopping shutters. The well equipped science lab has been managed for the practical purposes of the students. The library is 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 about 25 boys and 75 girls. Girls' hostel especially for the poor and diligent students who come from economically and socially backward class and community from the remote rural area of the region has been constructed recently and the capacity of the hostel has been expanded as per the strategic plan.

As campus has recently constructed the auditorium hall to conduct workshop, seminar, conference and meetings in the campus, the frequency of such programmes is expected to increase. 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 be eligible to QAA certificate and 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 assessment 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 2073/074 to 2078/079.

### **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 management/operation committee, 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 summarizes 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 the time bound implementation of the strategic plan which requires 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. 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 formed five member Self Assessment Team (SAT) under the coordination of the Asst. Campus Chief Mr. Tilak Prasad Kandel to conduct and document overall academic as well as administrative activities in order to prepare SSR and complete documentation. Self Assessment Team, formed on 28 Magh, 2074, carried out the documentation of the several academic, administrative and infrastructural activities required as per the questionnaire and prescribed format of self-assessment report. DMC reconstituted SAT and other committees on 10 Shrawan, 2079, after the field visit of PRT from 2079 Asghad 13-17.

The newly formed seven member SAT is also under the coordination of Assistant Campus chief, Tilak Prasad Kandel. Since its formation for the second time too, the SAT has been working with enthusiasm to document the overall institutional improvements and quality enhancement as guided and instructed by the parameters set up by QAA. SAT has frequently solicited with the internal and external stakeholders to acquire necessary information for accomplishing the task of SSR preparation and documentation including the recommendation of PRT.

Besides, the campus has reconstituted different committees merging some of the previous committees and also involved teaching and non-teaching staffs in those committees to help conduct and carry out overall academic activities for quality enhancement in education provided by the campus. The committees formed recently and the committees formed previously are as follows:

<p><b>Internal Quality Assessment Committee</b></p> <ul style="list-style-type: none"> <li>• Coordinator: Prof. Dr. Ram Prasad Upadhaya-Campus Chief</li> <li>• Member: Hari Prasad Pandeya, Asst. Campus Chief</li> <li>• Hira Lal Regmi, Asst. Campus Chief</li> <li>• Prof. Dr. Din Bahadur Thapa- Head of Nepali Department.</li> <li>• Govinda Prasad Sharma Kandel - Former Campus Chief/HoD of History</li> <li>• Dr. Sudarshan Silwal, HoD of Economics</li> <li>• Bijaya Raj Panta, HoD of English</li> <li>• Kul Prasad Adhikaari, HoD of Education</li> <li>• Bishwo Bandhu Adhikari, HoD Sociology</li> <li>• Yam Prasad Sharma, HoD of Management</li> <li>• Prakash Prasad Sapkota: Program Coordinator, Institute of Science and Technology</li> <li>• Biplov Sharma, Program Coordinator, BBA</li> <li>• Bhakti Ram Neupane, President of TUTA Campus Unit</li> <li>• Shiva Raj Panta, President of TUEA Campus Unit</li> <li>• Man Bahadur Thapa (Manish): President of FSU</li> <li>• Member Secretary: Tilak Prasad Kandel, SAT Coordinator</li> </ul>	<p><b>Research Management Cell</b></p> <ul style="list-style-type: none"> <li>• Coordinator- Prof. Dr. Din Bahadur Thapa (Head of Nepali Department)</li> <li>• Member- Dr. Sudarsha Silwal</li> <li>• Member- Mr. Hira Lal Regmi</li> <li>• Member- Mr. Prakash Sharma</li> <li>• Member: Mr. Dilli Raj Gautam</li> <li>• Member: Mr. Prakash Prasad Sapkota</li> </ul> <p><b>Self Assessment Team (SAT)</b></p> <ul style="list-style-type: none"> <li>• Coordinator- Mr. Tilak Prasad Kandel</li> <li>• Member- Mr. Hari Prasad Pandeya</li> <li>• Member- Mr. Hira Lal Regmi</li> <li>• Member- Mr. Kamal Sharma</li> <li>• Member- Mr. Dev Bahadur Chhetri</li> <li>• Member- Mr. Pradip Panta</li> <li>• Member- Mr. Ambila Rehmi</li> </ul>
<p><b>Extra Curricular/Extension activities committee</b></p> <ul style="list-style-type: none"> <li>• Coordinator – Kamal Sharma - Student Welfare Chief</li> <li>• Member- Mr. Bhakti Ram Neupane</li> <li>• Member- Mr. Shivasharan Gyawali</li> <li>• Member- Mr. Shiva Prasad Poudel</li> <li>• Member- Mr. Ramji Prasad Subedi</li> <li>• Member- Ms. Prabina Kumari Regmi Parajuli</li> <li>• Member- Ms. Representative of (FSU)</li> </ul>	<p><b>Employment and Career Development Cell</b></p> <ul style="list-style-type: none"> <li>• Coordinator- Dr. Sudarshan Silwal</li> <li>• Member- Mr. Dipak Prasad Sharma Kandel</li> <li>• Member- Mr. Biplav Sharma</li> <li>• Member- Mr. Shiva Prasad Paudel</li> <li>• Member- Mr. Ramraja Kandel</li> <li>• Member- Dr. Prakash Prasad Sapkota</li> <li>• Member- Representative (FSU)</li> </ul>
<p><b>Health Service Unit</b></p> <ul style="list-style-type: none"> <li>• Coordinator- Mr. Dipak Prasad Sharma Kandel</li> <li>• Member- Mr. Yam Prasad Sharma</li> <li>• Member-Mr. Saraswoti Sharma</li> <li>• Member- Mr. Kalpana Sharma</li> <li>• Member- Mr. Shibaraj Panta</li> <li>• Member- Ms. Gitadevi Sharma</li> <li>• Member- Representative (FSU)</li> </ul>	<p><b>Library Advisory Committee</b></p> <ul style="list-style-type: none"> <li>• Coordinator- Mr. Dhruva Raj Gautam</li> <li>• Member- Mr. Gyanendra Gautam</li> <li>• Member- Ms. Kalpana Regmi</li> <li>• Member- Ms. Shanti Kumari Regmi</li> <li>• Member- Mr. Surya Prasad Gautam</li> <li>• Member- Sangita Sharma</li> <li>• Laxmi Jaishi</li> <li>• Member- Representative (FSU)</li> </ul>
<p><b>Public Information and Dissemination Cell</b></p> <ul style="list-style-type: none"> <li>• Coordinator- Mr. Hari Prasad Pandeya</li> <li>• Member- Mr. Hira Lal Regmi</li> <li>• Member- Mr. Shyam Prasad Sharma</li> <li>• Member- Mr. Dev Bahadur Chhetri</li> <li>• Member- Mr. Yam Bahadur Pokharel</li> <li>• Member- Mr. Ambika Regmi</li> <li>• Member- Mr. Ananda Pathak</li> </ul>	<p><b>Educational Management and Information System Unit (EMIS)</b></p> <ul style="list-style-type: none"> <li>• Coordinator- Mr. Hari Prasad Pandeya</li> <li>• Member- Mr. Dipendra Jaishi Chhetri</li> <li>• Member- Mr. Dev Bahadur Chhetri</li> <li>• Member- Mr. Subhash KC</li> <li>• Member- Mr. Ambika Regmi</li> <li>• Member- Mr. Hum Bahadur Thapa</li> <li>• Member: Mr. Shiba Raj Panta</li> </ul>

	<ul style="list-style-type: none"> <li>Member- Ananda Pathak</li> </ul>
<b>Internal Examination Committee:</b> <ul style="list-style-type: none"> <li>Coordinator- Mr. Hari Prasad Pandeya</li> <li>Member- Mr. Shivasharan Gyawali</li> <li>Member- Mr. Ram Raja Kandel</li> <li>Member- Ms. Motikala Sharma</li> <li>Member- Mr. Shiva Raj Pant</li> <li>Member- Mr. Bhupal Chalise</li> <li>Member- Ms. Rupa Devi Sapkota</li> </ul>	<b>Repair &amp; Maintenance Committee:</b> <ul style="list-style-type: none"> <li>Coordinator- Mr. Om Prasad Sharma</li> <li>Member- Mr. Hira Lal Regmi</li> <li>Member- Mr. Bhakti Ram Neupane</li> <li>Member- Mr. Shyam Prasad Sharma</li> <li>Member- Mr. Narayan Prasad Sapkota</li> <li>Member- Ms. Hum Bahadur Thapa</li> <li>Member- Mr. Shiva Raj Panta</li> </ul>
<b>Grievance Handling and Discipline Maintain Committee:</b> <ul style="list-style-type: none"> <li>Coordinator- Mr. Hira Lal Regmi</li> <li>Member- Mr. Kamal Sharma</li> <li>Member- Mr. Bhakti Ram Neupane</li> <li>Member- Mr. Biplov Sharma</li> <li>Member- Mr. Shiva Prasad Paudel</li> <li>Member- Mr. Dipendra Jaishi Chhetri</li> <li>Member- Mr. Shiva Raj Panta</li> <li>Member- FSU representative</li> <li>Member- SQC Coordinator</li> </ul>	<b>Consultancy Service ( Girls Student Friendly) Unit</b> <ul style="list-style-type: none"> <li>Coordinator- Mr. Saraswoti Sharma</li> <li>Member- Mr. Rupadevi Sapkota</li> <li>Member- Mr. Gitadebi Sharma</li> </ul>
<b>Educational Calendar Preparation Committee</b> <ul style="list-style-type: none"> <li>Coordinator- Mr. Kul Prasad Adhikari</li> <li>Member- Mr. Shiba Prasad Paudel</li> <li>Member- Mr. Pradip Panta</li> <li>Member- Mr. Nawa Raj Sharma</li> <li>Member- Mr. Dammar Singh Khatri</li> </ul>	<b>Alumni Association</b> Coordinator: Janak Raj Paudel Secretary: Chiranjivi Gautam Member: Basanta kumar Shrestha Member: Hira Bahadur Khatri Member: Gobinda Bahadur Nepali Member: Kamal Bahadur Adhikari Member: Laxmi Baskota Member: Tej Prasad Niure Member: Mukesh Chandra Rajbhandari Member: Geeta Shrees Member: Nabin Shishir BK Member: Archana Palikhe Member: Bhim Lal Pokhrel

The list of the committees formed on 18 Jestha, 2075 is as follows:

<b>Internal Quality Assessment Committee</b> <ul style="list-style-type: none"> <li>Coordinator: Prof. Dr. Ram Prasad Upadhaya-Campus Chief</li> <li>Member: Prof. Dr. Din Bahadur Thapa- Head of Nepali Department.</li> <li>Member: Govinda Prasad Sharma Kandel - Former Campus Chief/HoD of History</li> <li>Dr. Sudarshan Silwal-HoD of Economics</li> <li>Member: Bijaya Raj Panta- President of TUTA Campus Unit</li> </ul>	<b>Research Management Cell</b> <ul style="list-style-type: none"> <li>Coordinator- Prof. Dr. Din Bahadur Thapa (Head of Nepali Department)</li> <li>Member- Dr. Sudarsha Silwal</li> <li>Member- Mr. Prakash Sharma</li> <li>Member- Mr. Hira Lal Regmi</li> <li>Member- Mr. Prakash Prasad Sapkota</li> </ul>
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<ul style="list-style-type: none"> <li>• Member: Hiralal Regmi-Lecturer</li> <li>• Member: John Bajracharya -Student Welfare Chief</li> <li>• Prakash Prasad Sapkota: Program Coordinator, Institute of Science and Technology</li> <li>• Shiva Prasad Padhya: President of TUEA Campus Unit</li> <li>• Man Bahadur Thapa (Manish): President of FSU</li> <li>• Tilak Prasad Kandel : SAT Coordinator</li> </ul>	
<p style="text-align: center;"><b>Extra Curricular/Extension activities committee</b></p> <ul style="list-style-type: none"> <li>• Coordinator - John Bajracharya - Student Welfare Chief</li> <li>• Member- Mr. Bhakti Ram Neupane</li> <li>• Member- Mr. Shivasharan Gyawali</li> <li>• Member- Mr. Shiva Prasad Poudel</li> <li>• Member- Mr. Bishnu Prasad Chapagain</li> <li>• Member- Ms. Prabina Kumari Regmi Parajuli</li> <li>• Member- Ms. Sushmita Bohora (FSU)</li> </ul>	<p style="text-align: center;"><b>Publication Cell</b></p> <ul style="list-style-type: none"> <li>• Coordinator- Mr. Bijaya Raj Pant</li> <li>• Member- Mr. Bhakti Ram Neupane</li> <li>• Member- Mr. Shivasharan Gyawali</li> <li>• Member- Mr. Kul Prasad Adhikari</li> <li>• Member- Mr. Hira Lal Regmi</li> <li>• Member- Mr. Uday Chandra Chapain</li> <li>• Member- Ms. Pramila Rajbhadari</li> <li>• Member- Mr. Ramchandra Sharma</li> <li>• Member- Mr. Biswa Bhandu Adhikari</li> <li>• Member- Mr. Dipak Sharma Kandel</li> <li>• Member- Mr. Shiva Prasad Paudel</li> </ul>
<p style="text-align: center;"><b>Consultancy Service Unit</b></p> <ul style="list-style-type: none"> <li>• Coordinator- Mr. Dhruva Raj Gautam</li> <li>• Member- Mr. Bishnu Prasad Sharma</li> <li>• Member- Mr. Shiddha Raj Joshi</li> <li>• Member- Mr. Uday Chandra Chapain</li> <li>• Member- Mr. Chudamani Pokharel</li> <li>• Member- Mr. Ramchandra Sharma</li> <li>• Member- Mr. Bishnu Raj Paudel (FSU)</li> </ul>	<p style="text-align: center;"><b>Employment Cell</b></p> <ul style="list-style-type: none"> <li>• Coordinator- Dr. Sudarshan Silwal</li> <li>• Member- Mr. Biplav Sharma</li> <li>• Member- Mr. Shiva Prasad Paudel</li> <li>• Member- Ms. Pramila Rajbhandari</li> <li>• Member- Mr. Ramraja Kandel</li> <li>• Member- Mr. Prakash Prasad Sapkota</li> <li>• Member- Ms. Sangita Sharma</li> <li>• Member- Mr. Sujan Sapkota (FSU)</li> </ul>
<p style="text-align: center;"><b>Health Service Unit</b></p> <ul style="list-style-type: none"> <li>• Coordinator- Mr. Sheskanta Rijal</li> <li>• Member- Mr. Dipak Prasad Sharma Kandel</li> <li>• Member- Mr. Prakash Sharma</li> <li>• Member- Mr. Yam Prasad Sharma</li> <li>• Member- Ms. Kalpana Sharma</li> <li>• Member- Mr. Shiva Raj Pant</li> <li>• Member- Mr. Bibek G.C. (FSU)</li> </ul>	<p style="text-align: center;"><b>Library Advisory Committee</b></p> <ul style="list-style-type: none"> <li>• Coordinator- Mr. Dhruva Raj Gautam</li> <li>• Member- Ms. Kalpana Regmi</li> <li>• Member- Mr. Gyanendra Gautam</li> <li>• Member- Ms. Shanti Kumari Regmi</li> <li>• Member- Mr. Surya Prasad Gautam</li> <li>• Member- Mr. Hari Bhandari 'Ramesh' (FSU)</li> </ul>
<p style="text-align: center;"><b>Public Information Cell</b></p> <ul style="list-style-type: none"> <li>• Coordinator- Mr. Hari Prasad Pandeya</li> <li>• Member- Mr. Bishwa Bhandu Adhikari</li> <li>• Member- Ms. Ambika Regmi</li> <li>• Member- Mr. Bhupal Chailse</li> <li>• Member- Ms. Rupa Devi Sapkota</li> </ul>	<p style="text-align: center;"><b>Discipline Committee:</b></p> <ul style="list-style-type: none"> <li>• Coordinator- Mr. John Bajracharya</li> <li>• Member- Mr. Balaram Sharma</li> <li>• Member- Mr. Dammar Bahadur BK</li> <li>• Member- Mr. Ramchadra Sharma</li> <li>• Member- Mr. Shiva Prasad Padhya</li> <li>• Member- Mr. Hum Bahadur Thapa</li> <li>• Member- Mr. Dolendra Raj Sharma</li> <li>• Member- Ms. Gita Devi Sharma</li> <li>• Member- Mr. Balkrishna Sharma (FSU)</li> </ul>
<p style="text-align: center;"><b>Internal Examination Committee:</b></p>	<p style="text-align: center;"><b>Repair &amp; Maintenance Committee:</b></p>

<ul style="list-style-type: none"> <li>• Coordinator- Mr. Hari Prasad Pandeya</li> <li>• Member- Mr. Shivasharan Gyawali</li> <li>• Member- Mr. Guru Prasad Kandel</li> <li>• Member- Ms. Motikala Sharma</li> <li>• Member- Mr. Shiva Raj Pant</li> <li>• Member- Mr. Bhupal Chalise</li> <li>• Member- Ms. Rupa Devi Sapkota</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinator- Mr. Om Prasad Sharma</li> <li>• Member- Mr. Hira Lal Regmi</li> <li>• Member- Mr. Govinda Raj Gautam</li> <li>• Member- Mr. Hari Prasad Sharma</li> <li>• Member- Mr. Narayan Prasad Sapkota</li> <li>• Member- Ms. Ambika Regmi</li> <li>• Member- Mr. Shiva Prasad Padhya</li> <li>• Member- Mr. Man Bahadur Thapa 'Manish'</li> </ul>
<p><b>Grievance Handling Committee:</b></p> <ul style="list-style-type: none"> <li>• Coordinator- Mr. John Bajracharya</li> <li>• Member- Mr. Shiva Prasad Paudel</li> <li>• Member- Mr. Ramchandra Sharma</li> </ul>	

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**

The campus 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. It 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, SAT has also conducted several orientation classes to the students in order to acquaint them with QAA and the major task of SAT.

### **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 SAT 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 the campus has been able to gain support from different organizations, donors, stakeholders, and community members, which has immensely facilitated the task of carrying out 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 the campus for the purpose of the quality enhancement 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.