**MARSYANGDI MULTIPLE CAMPUS**

**Besishahar-7,Lamjung**

**Response Report of Pre Visit of Peer Review Team (PRT)**

**2020**

**Submitted to:**

**University Grants Commission**

**QAA Division**

**Sanothimi, Bhaktapur**

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**Introduction**

This response report is based on the suggestions and recommendations given by the pre-visit PRT on the behalf of the University Grants Commission, QAA Division to Marsyangdi Multiple Campus, Lamjung from 2076-07-06 to 2076-07-09. The report reflects the reforms of the campus in various aspects including the curricular, physical infrastructure, research activities, extra-curricular activities, library management, student counseling, feedback and placement, public information and policy procedures of the campus. The Campus Management Committee, IQAC, SAT and the entire campus family is grateful toProf. Dr. Keshar JungBaral and the entire PRT members with much appreciation for the constructive feedback and suggestions to improve in infrastructural and academic performance of the campus.We believe have improved most of the area included in the suggestions and recommendation, however some of them are going on due to the obstruction of COVID 19 pandemic. We think that the reform in the overall aspects of the campus can lead the campus ahead for QAA process.

The followings are the details of the actions along with evidences as per the recommendations and guidelines of the pre visit of the PRT.

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| **Criteria** | **Recommendations** | **Action** | **Annexes** |
| 1. Policy and Procedures
 | * Need for separate management of +2
* Formation of IQAC with a functional office and representations of student union to IQAC is mandatory.
* Prepare Human Resource Development Plan and implement it with immediate effect.
* Update strategic plan along with the operational plan.
* Job description of faculties should be restructured in detail.
* Restructure the organizational structure by accommodating the newly formed units and cells
* Formulations of necessary committees SSR's requirement and make them functional with working guidelines.
* Develop and implement strategies to attract and reduce the dropout rate of students.
* Develop policies to attract and retain the faculty member with higher academic degree in the campus
* Formulate scholarship by laws to make scholarship distribution more transparent and effective.
 | The decision of the Campus Management Committee (CMC) has decided to run grade 11 and 12 with a separate management on. Now, it has been running under the chairperson of Mr. Som Raj Ghimire's separate management committee.The CMC has decided to form IQAC with a functional office under the coordination of the campus chief which has ensured the representation of student. The CMC has also approved the IQAC guidelines.HRD plan has been included in the five year strategic plan (2020-20124) of the campus with five year HRD action plan.The campus has updated the strategic for 2020-2024 with the operational plan. The job description of the faculties along with the campus chief, assistant campus chief, and faculty heads is listed in the campus directives, amendment 2077. CMC has decided to form the necessary committees and cells under IQAC. The organizational structure of the campus has been restructured with the newly formed units and cells in the campus directives and strategic plan.The CMC has decided to formulate the necessary committees with guidelines to support the IQAC in enhancing the quality of education and infrastructure improvement. Now, all the committees are functional. The campus has made strategies to reduce the dropout rate of students and to increase the pass rate by supporting the slow learners,The campus has given priority to the candidates with higher qualification and training while hiring the new members, and the faculty members are encouraged to do M.Phil. and Ph.D. with incentives (leave support and financial support)A scholarship distribution bylaw has been formulated and the scholarship is distributed transparently.  | Please refer to [volume 1, annex 30](Annexes%20of%20SSR%20and%20Response%20Report/Volume%201/Annex%2030%20%20%28CMC%20minute%20on%20%2B2%20Separation%29.pdf) for CMC's minute, [volume 1, annex 14,](Annexes%20of%20SSR%20and%20Response%20Report/Volume%201/Annex%2014%20Campus%20Operational%20Directives%202076%20%28amdemant%202077%29.pdf) pp. 57 for the separate management of +2 program.Please refer to [volume 2, annex 4](Annexes%20of%20SSR%20and%20Response%20Report/Volume%202/Annex%204%20%28Minute%20of%20CMC%20on%20IQAC%20formation.pdf) to access the CMC's minute (decision no. 2) on IQAC formation, [volume 2, annex 5](Annexes%20of%20SSR%20and%20Response%20Report/Volume%202/Annex%205%20IQAC%20Guideline%202077.pdf) for CMC's IQAC Guidelines and [volume 2 annex 38](Annexes%20of%20SSR%20and%20Response%20Report/Volume%202/Annex%2038%20%28%20IQAC%20Photo%29.pdf) for photo of IQAC office. Please refer to [volume 1, annex 12](Annexes%20of%20SSR%20and%20Response%20Report/Volume%201/Annex%2012%2C%20%20Five%20Year%20Strategic%20Plan.pdf), pp. 11-15 to access the provision of HRD.Please refer to [volume 2, annex 39](Annexes%20of%20SSR%20and%20Response%20Report/Volume%202/Annex%2025%20Sample%20Teaching%20Plans) to access the CMC's decision no. 6 on approval of Five Year Strategic Plan 2020-2024.Please refer to [volume 1, annex 14](Annexes%20of%20SSR%20and%20Response%20Report/Volume%201/Annex%2014%20Campus%20Operational%20Directives%202076%20%28amdemant%202077%29.pdf), pp. 36-40 for job description.Please refer to [volume 2, annex 39](Annexes%20of%20SSR%20and%20Response%20Report/Volume%202/Annex%2039%20%28%20CMC%20minute%20on%20the%20approval%20of%20Strategic%20Plan%29.pdf) for the formation committees and cells under IQAC, [volume 2, annex 4](Annexes%20of%20SSR%20and%20Response%20Report/Volume%202/Annex%204%20%28Minute%20of%20CMC%20on%20IQAC%20formation.pdf) to access the CMC's minute decision no.6 on organization structure, and [volume 1, annex 14](Annexes%20of%20SSR%20and%20Response%20Report/Volume%201/Annex%2014%20Campus%20Operational%20Directives%202076%20%28amdemant%202077%29.pdf) pp. 11-17 for the same. Please refer [volume 2, annex 39](Annexes%20of%20SSR%20and%20Response%20Report/Volume%202/Annex%2039%20%28%20CMC%20minute%20on%20the%20approval%20of%20Strategic%20Plan%29.pdf) to access the CMC's decision no. 5 for the formation of necessary committees[, volume 1, annex 31](Annexes%20of%20SSR%20and%20Response%20Report/Volume%201/Annex%2031%20Guidelines%20of%20Various%20Committees%20under%20IQAC) for guidelines of various committees under IQAC and [volume 1, annex 32](Annexes%20of%20SSR%20and%20Response%20Report/Volume%201/Annex%2032%20%28Action%20plans%20of%20Various%20Committes%20including%20IQAC.pdf) for action plans of each committee for 2077/078.Please refer to [volume 1, annex 12](Annexes%20of%20SSR%20and%20Response%20Report/Volume%201/Annex%2012%2C%20%20Five%20Year%20Strategic%20Plan.pdf), pp. 11 for strategies to reduce dropout rate.Please refer to [volume 1, annex 12](Annexes%20of%20SSR%20and%20Response%20Report/Volume%201/Annex%2012%2C%20%20Five%20Year%20Strategic%20Plan.pdf), pp. 14-14 for HRD action plan.Please refer to [volume 4, annex 20](Annexes%20of%20SSR%20and%20Response%20Report/Volume%204/Annex%2020%20%28Scholarship%20Guideline%29.pdf) for scholarship bylaw, and [volume 4, annex 21](Annexes%20of%20SSR%20and%20Response%20Report/Volume%204/Annex%2021%20%28Notice%20%26%20minute%20of%20Scholarship%20Committee%29.pdf) for notice and minute of scholarship committee. . |
| 1. Curricular Aspects
 | * Make a formal mechanism for receiving and analyzing feedback from experts, peers and students.
* Encourage faculties to participate in workshops to orient them about change in curricula, instructional practices and evaluation system.
* Prepare the non – credit courses to enhance the learning capacity of the students.
 | The campus directives have given the responsibility to each faculty head to receive and analyze feedback from experts, peers and students.The campus directives 2076 (amendment 2077) have made a provision to participate the faculties in workshops, trainings and seminars about curricula, pedagogy and evaluation system. The CMC has decided formed a three member committee to study the feasibility of non-credit courses to promote vocational skills and personality development of students. Similarly, IQAC has decided to run three month basic computer course for the needy students. | Please refer to [volume 1, annex 14](Annexes%20of%20SSR%20and%20Response%20Report/Volume%201/Annex%2014%20Campus%20Operational%20Directives%202076%20%28amdemant%202077%29.pdf), pp. 39 for ToR of faculty heads, and [volume 1, annex 12](Annexes%20of%20SSR%20and%20Response%20Report/Volume%201/Annex%2012%2C%20%20Five%20Year%20Strategic%20Plan.pdf), pp. iii-x (annex section) for self-appraisal form for faculties and others. Please refer to [volume 1, annex 14](Annexes%20of%20SSR%20and%20Response%20Report/Volume%201/Annex%2014%20Campus%20Operational%20Directives%202076%20%28amdemant%202077%29.pdf) pp. 29 to access the provision of workshop, training and seminars.Please refer to [volume 1, annex 5](Annexes%20of%20SSR%20and%20Response%20Report/Volume%201/Annex%205%20%28Minute%20on%20Non%20Credit%20Course%20by%20CMC%20%26%20IQAC%29.pdf) for CMC's and IQAC's minutes. |
| 1. Teaching Learning and Evaluation System
 | * Formalize the self – appraisal system for the faculties and make a system of annual performance appraisal of the faculties on regular basis.
* Encourage teachers to prepare teaching plan on regular basis and develop the monitoring system.
* Develop the policy of identifying slow learners and ensure remedial classes to improve their learning ability.
* Plan to provide need – based professional trainings for non – teaching staffs on regular basis.
* Organize seminar on curriculum matters each year before starting the academic session.
* Student – teacher feedback form should be developed and implemented.
* Encourage to use multimedia and ICT resources in all the classes for effective teaching learning system.
* Make a policy for inviting visiting professor for guest lecturers on contemporary issues.
 | The self-appraisal system along with peer appraisal, student appraisal, and faculty performance appraisal has been included in the strategic plan with appraisal forms. The Internal Quality Assurance valuation committee has been functioning it on regular basis. The campus has a 'Pradhyapak karmarchari karya sampadan niyamabali' and the teachers and non-teaching staffs are recruited and promoted based on this bay law. The campus directives has included the provision of preparing teaching plans and the meeting of the concerned faculties also have decided to prepare lesson plan and annual plans before beginning the session. The strategic plan (2020-2024) has made a provision of individual counseling, feedback and extra classes to improve the learning ability the slow learners. The concerned faculty heads have initiated about it and have accelerated the remedial classes for slow learners after decided from the faculty meeting.The strategic plan (2020-2024) has made policy of training for non-teaching staffs every year.The concerned faculty organizes orientation programs for students before starting the academic year.A satisfaction survey is conducted every year to collect the students' feedback and take necessary action on the areas where majority of the students are not satisfied. Similarly, the faculties are given responsibility to collect and analyze the feedback of the teachers. The campus has managed three separate rooms equipped with multimedia projector and internet facility. Besides this, there are some portable projectors which the teachers use in classroom. Each faculties and sections are equipped with computer facility. The campus directives have included the policy of inviting visiting professor for guest lecturers. Some faculties have started to bring the visiting lecturers from the renowned institutions.  | Please refer to [volume 1, annex 33](Annexes%20of%20SSR%20and%20Response%20Report/Volume%201/Annex%2033%20%28T%2BS%20Karya%20Sampadan%20Mulyangkan%20Karyabidhi%29.pdf) to access 'Pradhyapak karmarchari karya sampadan niyamabali', and [volume 1, annex 34](Annexes%20of%20SSR%20and%20Response%20Report/Volume%201/Annex%2034%20%28Samples%20of%20Self-%20Appraisal%20of%20Teaching%20Faculty%29.pdf) for sample self-appraisal form filled by faculties.Please refer to [volume 1, annex 14](Annexes%20of%20SSR%20and%20Response%20Report/Volume%201/Annex%2014%20Campus%20Operational%20Directives%202076%20%28amdemant%202077%29.pdf) pp. 39 for provision of preparing teaching plans, and [volume 2, annex 25](Annexes%20of%20SSR%20and%20Response%20Report/Volume%202/Annex%2025%20Sample%20Teaching%20Plans) to access the decision of faculties meetings.Please refer to [volume 1, annex 12,](Annexes%20of%20SSR%20and%20Response%20Report/Volume%201/Annex%2012%2C%20%20Five%20Year%20Strategic%20Plan.pdf) pp. 10-11 to access a provision of remedial classes for slow learners, and [volume 3, annex 4](Annexes%20of%20SSR%20and%20Response%20Report/Volume%203/Annex%204%20%20%20%20%20%20%20%20%20%28%20Extra%20Class%29.pdf) for faculty meeting's decision and notice about conducting extra classes.Please refer to [volume 1, annex 12,](Annexes%20of%20SSR%20and%20Response%20Report/Volume%201/Annex%2012%2C%20%20Five%20Year%20Strategic%20Plan.pdf), pp. 17 to access the provision of training for non-teaching staff.Please refer to [volume 2, annex 32](Annexes%20of%20SSR%20and%20Response%20Report/Volume%202/Annex%2032%20%28Students%27%20Orientation%20Program%29.pdf) and [volume 2, annex 33](Annexes%20of%20SSR%20and%20Response%20Report/Volume%202/Annex%2033%20Departmental%20meetings.pdf) for related documents on orientation programs for students.Please refer to [volume 1, annex 35](Annexes%20of%20SSR%20and%20Response%20Report/Volume%201/Annex%2035%20%28CMC%20decisions%20on%20IQAC%20Audit%20Report%20%26%20Satisfaction%20Survey%20approval%29.pdf) to access CMC's decision (no. 4) on approval of satisfaction survey report -2077, and [volume 3, annex 11](Annexes%20of%20SSR%20and%20Response%20Report/Volume%203/Annex%2011%20%20%20%20%20Students%20satisfaction%20level.pdf)for satisfaction survey report 2077.Please refer to [volume 3, annex 14](Annexes%20of%20SSR%20and%20Response%20Report/Volume%203/Annex%2014%28Teaching%20through%20Power%20Point%29) and [volume 3, annex 15](Annexes%20of%20SSR%20and%20Response%20Report/Volume%203/Annex%2015%20Multimedia%20equipped%20classrooms.pdf) to access the related documents.Please refer [to volume 1, annex 14](Annexes%20of%20SSR%20and%20Response%20Report/Volume%201/Annex%2014%20Campus%20Operational%20Directives%202076%20%28amdemant%202077%29.pdf), pp. 56, and [volume 1, annex 36](Annexes%20of%20SSR%20and%20Response%20Report/Volume%201/Annex%2036%20%28%20Department%20decision%20on%20Guest%20Lecturer%29.pdf) for the policy and decision about guest lecturer.  |
| 1. Research, consultancy and Extension
 | * Research and Publication Sub – Committee should be more functional along with separate office and encourage faculty members to take initiatives to carry out research activities.
* Allocate the annual budget for mini research project to award at least 30% of full time faculty members and formulate the research by laws to administer the research project.
* Prepare the policy and plan for extension and outreach program.
 | CMC has formed a five member RMC. The RMC has a separate room with some furniture and electronic gadgets. The RMC has been conducting some research oriented programs, call for article for a peer review journal, published a journal, carry out mini research, and organize training on academic writing in collaboration with the UGC. Moreover, is has prepared RMC manual which has been approved by the CMC. Now, RMC has more than150 latest reference e-books on research methodology which the faculties and students can have freely access. The CMC has approved the budget for individual mini research, faculty research and support for students' research. RMC has decided to provide the consultancy service regarding various research projects collaborating with different organizations.  | Please refer to [volume 3, annex 24](Annexes%20of%20SSR%20and%20Response%20Report/Volume%203/Annex%2024%20%28CMC%20decision%20on%20RMC%20formation%29.pdf), decision no. 11 to access CMC decision on RMC formation, [volume 2, annex 17](Annexes%20of%20SSR%20and%20Response%20Report/Volume%202/Annex%2017%20RMC%20Karyabidhi%202077.pdf) for RMC guidelines[, volume 2, annex 3](Annexes%20of%20SSR%20and%20Response%20Report/Volume%202/Annex%203%20%28RMC%20Plan%202077-078%29.pdf) for RMC action plan, [volume 2, annex 18](Annexes%20of%20SSR%20and%20Response%20Report/Volume%202/Annex%2018%20RMC%20minutes%20and%20decisions.pdf) for RMC decision and minutes, and [volume 3, annex 16](Annexes%20of%20SSR%20and%20Response%20Report/Volume%203/Annex%2016%2C%20Marsyangdi%20Journal.pdf) for Journal publication. Please refer to [volume 2, annex 17](Annexes%20of%20SSR%20and%20Response%20Report/Volume%202/Annex%2017%20RMC%20Karyabidhi%202077.pdf), pp. 5-6 to access the provision of budget allocation for mini research project, [volume 2, annex 19](Annexes%20of%20SSR%20and%20Response%20Report/Volume%202/Annex%2019%20Notice%20from%20RMC.pdf) for notice, and [volume 3, annex 23](Annexes%20of%20SSR%20and%20Response%20Report/Volume%203/Annex%2023%20%28%20CMC%20decision%20to%20support%20mini%20research%29.pdf) for CMC's decision to support mini research projects. Please refer to [volume 3, annex 18](Annexes%20of%20SSR%20and%20Response%20Report/Volume%203/annex%2018%20RMC%20decision%20about%20consultancy%20service.pdf) to access the minute of RMC about the decision of providing consultancy services is annexed in page. |
| 1. Infrastructure and learning Resources
 | * Develop the physical infrastructure for library to accommodate atleast reference section, curricular section, periodical section, text book section, administration section, seminar hall, Wifi Zone, computers lab and e – library.
* Make the library functions automated with full open access to the students; add recent edition books, reference and journals as well as photocopy machine after implementations of recommendations on the infrastructure for library; rearrange the library in different related sections.
* Provide e – library service and link the e – library with relevant e – resources.
* Prepare a plan for academic program and infrastructure development plan to accommodate academic program.
* Improve departmental library in each department; provide computer and internet facility to the department. Arrange comfortable space for all the faculties under the department to work together.
* Prepare a plan for repair and maintenance of physical facilities.
* Establish a functional First Aid Unit with basic medical/ Clinical facilities with atleast two beds and para medical professional service.
* Provide changing room for ladies; make it functional with basic sanitary facilities to address the need of female students and staff.
* Approach road to the campus should be constructed before PRT visit.
 | The library has been divided into two main sections: book section and reading hall. Similarly, the book sections are accommodated as reference section, textbook section, thesis section and journal and periodical section. For the office purpose, there is place with computer facilities with wifi. The computer lab has been separated from the library hall. The space of the computer has been widened. The students can study in reading hall during their leisure period. The number of textbooks and reference books are added. For reference resources, more than 300 e-books have been bought, most of them are related to research methodologies, language teaching, management and philosophy. The faculties and students can have access of these books either through e-mail or they can take in their pen drive. Similarly, some international journals are made available. Students have library service 7 am-11 am in the morning and 2 pm -5 pm in the afternoon. Recently, all the faculties, noon-teaching staffs, and students of master level are connected with TU Central Library Remote Access program from where they can have access of a huge number of e-resources from their own home. The library management committee prepares annual action plan including the infrastructure development plan of the library. Each faculty and department is equipped with computer facilities with internet service and comfortable furniture. Similarly, some faculties have established library corner, however, the number of books are not enough. The faculties have requested the campus administration for more books and furniture support.The campus has formed a construction, purchase and repair committee which is responsible for repair and maintenance of the physical facilities.The campus has established a first aid unit with 2 beds and basic medical/ clinical facilities. A health assistant has been temporarily hired for medical professional service. To address the sanitary facilities to the female students and staff, the campus has constructed a changing room, and the room is equipped with sanitary pad. Similarly, a new toilet with wash facilities has been constructed for ladies.The road to the campus has been constructed in collaboration with the local municipality. | Please refer to [volume 1, annex 17](Annexes%20of%20SSR%20and%20Response%20Report/Volume%201/Annex%2017%20%20PHOTOS%20RELATED%20TO%20LIBRARY.pdf) for photos of library, [volume 1, annex 18](Annexes%20of%20SSR%20and%20Response%20Report/Volume%201/Annex%2018%20Photo%2C%20Contract%20%26%20Appoint.%20of%20IT%20Assistant) for photos related to computer lab, and contract with service provider[volume 1, annex 26](Annexes%20of%20SSR%20and%20Response%20Report/Volume%201/Annex%2026%20%28Books%20%26%20Journals%29) for list of books available in the library.Please refer to [volume 4, annex 14](Annexes%20of%20SSR%20and%20Response%20Report/Volume%204/Annex%2014%20Library%20report.pdf) to access the annual report of library.Please refer to [volume 1, annex 16](Annexes%20of%20SSR%20and%20Response%20Report/Volume%201/Annex%2016%20MoU%20with%20TU%20Central%20library.pdf) to access MoU between Marsyangdi Multiple Campus and TU Central Library for using e-resources. Please refer [to volume 1, annex 32](Annexes%20of%20SSR%20and%20Response%20Report/Volume%201/Annex%2032%20%28Action%20plans%20of%20Various%20Committes%20including%20IQAC.pdf) to access the action plan of Library Management Committee. Please refer [volume 2, annex 40](Annexes%20of%20SSR%20and%20Response%20Report/Volume%202/Annex%2040%20%28Photo%20of%20Department%20Library%29.pdf) to access the photos of the departmental library. Please refer to [volume 4, annex 3](Annexes%20of%20SSR%20and%20Response%20Report/Volume%204/Annex%203%20CMC%20decision%20of%20formation%20of%20library%20advisory%20committee.pdf) to access CMC's decision about the formation of Construction committee, and [volume 4, annex 2](Annexes%20of%20SSR%20and%20Response%20Report/Volume%204/Annex%202%20Guidelines%20%26%20Decisions%20of%20Construction%20Committee) for the guidelines of construction and maintenance committee..Please refer [volume 1, annex 19](Annexes%20of%20SSR%20and%20Response%20Report/Volume%201/Annex%2019%20%28%20HA%20Contract%29.pdf) for appointment letter of health assistant, and [volume 4, annex 9](Annexes%20of%20SSR%20and%20Response%20Report/Volume%204/Annex%209%2C%20%28Documents%20related%20to%20Health%20Unit%29) for purchasing related materials for health unit and photosPlease refer to [volume 4, annex 13](Annexes%20of%20SSR%20and%20Response%20Report/Volume%204/Annex%2013%2C%20photos%20of%20drinking%20water%20system%20and%20toilets.pdf) for the related photos.Please refer to [volume 3, annex 26](Annexes%20of%20SSR%20and%20Response%20Report/Volume%203/Annex%2026%20%28%20Road%20to%20Campus%29.pdf) to access the photo.  |
| 1. Student Support and Guidance
 | * Form a formal student feedback mechanism and make reflection of it in decision making.
* Make annual plan and program for extra – curricular activities and implement them accordingly.
* Make student counseling and placement cell more functional with separate office.
* Improve the sports facilities to the students for both boys and girls.
* Arrange professional non – credit courses for students besides the regular teaching activities including personality development provisions.
* Strengthen institutional linkage with industry, community based organization, bank, NGOand local government.
* Make the students aware of all of the committees and their functions in the campus.
* Conduct the tracer study on regular basis.
 | The CMC has formed a student counseling, feedback and placement committee to provide counseling services and feedbacks to the students about the curricular matters, their academic progress and other activities. Similarly, the committee supports them for their internship and job placement. The extra-curricular committee organizes various programmes like sports, quiz, cultural dances, essay writing, etc. with an annual action plan. Student counseling and placement cell works with its annual action plan. The cell has been counseling the students collaborating with the faculty heads and other faculties. Similarly, the cell has organized an interaction program with the service provides including the banks and schools about the placement of the students and link the skills requires in real work market to the classroom teaching. Now, it has a separate counseling desk to provide counseling service to the students. For sports activities, the campus has repaired the basketball court, separate volleyball court for boys and girls. Similarly, the foundation for badminton court is in progress.The CMC has decided to introduce some non-credit courses for students' personality development. The committee is working for finding the effective courses which can be suitable in the local context. A three member committee has been formed to work on it. Similarly, IQAC.The campus has established a relation with various community based organizations including NGOs, banks, schools, and the local government. There is a provision in the campus constitution that the mayor of the local municipality is a member of CMC. Similarly, the campus has signed in the MOU with various organizations like TU central library, NREN, banks and schools. The students are made aware of all the committees and their functions through SQMC as each class has 3-5 members SQMC. Since 2016, the campus has been conducting the tracer study on regular basis. | Please refer to [volume 4, annex 24](Annexes%20of%20SSR%20and%20Response%20Report/Volume%204/Annex%2024%20%28IQAC%20decision%20to%20form%20Students%20Councelling%2C%20Feedback%20and%20Employment%20Cell%29.pdf) to access the IQAC's decision of forming student counseling, feedback and placement committee.Please refer to [volume 1, annex 20](Annexes%20of%20SSR%20and%20Response%20Report/Volume%201/Annex%2020%20ECA%20Guideline%20%26%20Workplan.pdf) to access ECA's guidelines and action plan.Please refer to [volume 3, annex 25](Annexes%20of%20SSR%20and%20Response%20Report/Volume%203/Annex%2025%20%28%20Minutes%20of%20Students%27%20Councelling%2C%20Feedback%20%26%20Employment%29.pdf) to access the related documents. Please refer to [volume 1, annex 21](Annexes%20of%20SSR%20and%20Response%20Report/Volume%201/Annex%2021%2C%20photos%20of%20sport%20ground%20and%20events.pdf) to access the related photos. Please refer to [volume 1, annex 5](Annexes%20of%20SSR%20and%20Response%20Report/Volume%201/Annex%205%20%28Minute%20on%20Non%20Credit%20Course%20by%20CMC%20%26%20IQAC%29.pdf) for CMC's and IQAC's minutes. Please refer to [volume 2, annex 35](Annexes%20of%20SSR%20and%20Response%20Report/Volume%202/Annex%2035%20%28MoU%20with%20different%20institutions%29) to access MoU with various organizations, volume [2, annex 36](Annexes%20of%20SSR%20and%20Response%20Report/Volume%202/Annex%2036%20%28MoU%20with%20%20Educational%20Institutions%29.pdf) for MoU with educational institutions and financial institutions.Please refer to [volume 4, annex 24](Annexes%20of%20SSR%20and%20Response%20Report/Volume%204/Annex%2024%20%28IQAC%20decision%20to%20form%20Students%20Councelling%2C%20Feedback%20and%20Employment%20Cell%29.pdf) to access the minute of the formation of SQMC.Please refer to [volume 4, annex 30](Annexes%20of%20SSR%20and%20Response%20Report/Volume%204/Annex%2030%20%28%20Tracer%20Study%20Formation%20%26%20Approval%29.pdf) to access CMC's minute for forming the trace study 2019 team and approval decision.  |
| 1. Information System
 | * EMIS system should be made operational with advance software as well as well network it with account, administration, library and examination division.
* Maintain the profile of current students along with details of alumni and place it on the public domain.
 | To operate the EMIS system with advance software, the campus has purchased Cloud based e-school MIS Cloud software from e-Zone International, Kathmandu which can network with account, administration, library and examination division.The EMIS has decided to prepare current students' annual profile along with the details of alumni in the EMIS software. | Please refer to [volume 2, annex 12](Annexes%20of%20SSR%20and%20Response%20Report/Volume%202/Annex%2012%20%28Mou%20with%20e-Zone%20International%29.pdf) to access official contract with the software developer, and volume 5, annex 1 for minute of EMIS.Please refer to [volume 5, annex 1](Annexes%20of%20SSR%20and%20Response%20Report/Volume%205/Annex%201%20%28%20EMIS-%20Guideline%2CWorkplan%20%26%20Minute%29.pdf) to access the minute of EMIS. |
| 1. Public Information
 | * Formulate the policy for Parent teacher associations to interact between teacher and the parents.
* Update the website regularly; disseminate all campus activities on the web page timely.
* Strengthen public information cell for disseminating information to all stakeholders.
* Establish the Alumni Association and involve the alumni in the overall activities development of the campus.
 | Parent Teacher Association has been formed.The campus has updated its websites regularly and disseminated all campus activities on the web page.The cell disseminates the information of campus from local FM radio, TV, newspapers, web sites. Now, the campus has its own notice board service for immediate information. The Alumni Association has been formed with its own bylaws.  | Please refer to [volume 4, annex 31](Annexes%20of%20SSR%20and%20Response%20Report/Volume%204/Annex%2031%20%28%20PTA%20Formation%29.pdf) to access the minute of the formation of PTA.Please refer to [volume 4, annex 28](Annexes%20of%20SSR%20and%20Response%20Report/Volume%204/Annex%2028%2C%20Campus%20website%20screen%20shot) to access screen shot of campus website.Please refer to [volume 4, annex 24](Annexes%20of%20SSR%20and%20Response%20Report/Volume%204/Annex%2024%20%28IQAC%20decision%20to%20form%20Students%20Councelling%2C%20Feedback%20and%20Employment%20Cell%29.pdf) to access IQAC's decision Public Information Cell formation and [volume 5, annex 7](Annexes%20of%20SSR%20and%20Response%20Report/Volume%205/Annex%207%20PIC%20minutes%20%26%20Decisions.pdf) to access PIC's minutes and decisions.Please refer to [volume 4, annex 26](Annexes%20of%20SSR%20and%20Response%20Report/Volume%204/Annex%2026%20Regulation%20of%20Alumni%20Association.pdf) to access the bylaws of alumni and [volume 4, annex 27](Annexes%20of%20SSR%20and%20Response%20Report/Volume%204/Annex%2027%20%28%20Registration%20Certificate%20of%20Alumni%20Association%29.pdf) for alumni registration certificate. |

