

Marsyangdi Multiple Campus
Internal Quality Assurance Committee
Internal Quality Audit Report
Besishahar, Lamjung

Internal Quality Assessment Team

Hari Babu Thapa (Coordinator)
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Dambar Ale (Member Secretary)

Submitted To

Campus Management Committee
Marsyangdi Multiple Campus

Date: 2077/12/10

A. Background

1. Introduction of the Campus	<p>Established in 2047 B.S. as the first community campus in Lamjung district, Marsyangdi Multiple Campus (MMC) has been continuously providing higher education to the students from rural and backward communities. Currently, the campus offers three programmes for bachelor level (Education, Management, and Humanities and Social Science) and two programmes for master's level (M.A. in Sociology, and M.Ed. in Curriculum). At present, there are 663 students, 31 teaching faculties, and 7 non- teaching staff in the campus. Roughly, 3000 students have been graduated from the campus.</p> <p>The overall governance of the campus is operated under the Campus Senate (Parishad) followed by the CMC, office of the Campus Chief, IQAC, RMC along with other various cells and committees of internal significance.</p> <p>Having its vision and mission statement of '<i>Quality education is our destination</i>', the campus intends to develop itself as one of the institutions of national significance without any compromises in quality of education and delivery of services it offers.</p>
2. Formation of the Internal Quality Assessment Team	<p>Having a feel of need for internal quality audit of the campus and its overall services and activities, the IQAC of the campus on 2077/11/09 (Decision No.6) formed the assessment team based on the clause 3, 7, (3) of IQAC guidelines.</p>
3. Objectives & Scope of the Assessment	<p><u>Objectives:</u></p> <ul style="list-style-type: none">➤ To look into the prevailing situation at the Campus.➤ To identify Strength, Opportunity, Weakness and Learning (SOWL) of the campus.➤ To recommend suggestions for further improvement. <p><u>Scope:</u></p> <ul style="list-style-type: none">➤ Assessment of teaching and learning methodology and pedagogical practices.➤ Functioning of the Library, Laboratories and Computer facilities.

	<ul style="list-style-type: none"> ➤ Evaluation of student's progression, internal examination and satisfaction. ➤ Activities of the various cells and committees including IQAC, RMC, EMIS and others. ➤ Research, innovation and extension facilities offered in the campus. ➤ Alumni and their contributions to the Campus. ➤ Information and public information system. ➤ Opportunities and Scope of improvements in the major functional areas. ➤ Other areas as identified by assessment team.
4. Methodology	
	Based on the ToR given to the assessment team, the team carried out the activities as stated in the schedule (Annex 1). For this, the team conducted interaction with stakeholders, reviewed the validating documents, visited to the offices and other service areas. Based on the observation, the team generated its impression, analyzed it and recommended suggestions for further improvement.
5. Significance of Internal Audit	
	A sincere endeavor to put forward certain views, observations and recommendations in the body of this report with expectations that these recommendations, when implemented, will best serve the interest of the campus as intended.

B. Institutional Profile

1. General	
Full Name of the Institution	MARSYANGDI MULTIPLE CAMPUS
Address	Besishahar-7, Saatbise, Lamjung
Date of Establishment	2047-08-16
Email Address	info@mmc.edu.np/mmcampus2020@gmail.com
Contact Number	066-520213 / 066-520414
Type of the Campus	Community
Total Land Area	79 Ropanies
Programs Offered	5 Programmes
Number of Students	663

CMC Chairman	Hari Prasad Baral
Campus Chief	Hari Babu Thapa
Number of Faculty Members (Full Time/ Part Time)	Out of 31 Faculty members 16 are full time members
Number of Non-academic Staff	Out of 7 members 5 are Permanent
Website	www.mmc.edu.np
2. Quality Assurance	
Coordinator of the IQAC	Hari Babu Thapa
Date of IQAC Establishment	2076/10/29 (Decision No.2) of CMC
Coordinator of SAT	Binod Neupane
Date of LoI acceptance for QAA	
Date of SSR Submitted	28 March 2020
Date of PRT Formation	
Dates of pre-visit	2076/07/06 to 2076/07/09
Dates of PRT visit	N/A
Date of Cycle completion	N/A
Date of Accreditation decision	N/A
Date of certification	N/A

C. General Observation on Quality Benchmarks

1.	<i>Governance, Institutional Policies and Transparency</i>
<ul style="list-style-type: none"> ➤ The campus is governed in alliance with the provisions stated in the campus statute/regulations. ➤ A set of guidelines for various committees (IQAC, RMC, etc) has been developed and brought into implementation. ➤ Roles and responsibilities of committees, sub-committees, units and individuals are 	

well defined.

- The institutional mechanisms in general are found to be functional which need to be made more oriented and productive.
- The campus should develop its comprehensive HRM plan and systematically offer promotional, professional and career development opportunities to its teaching and non-teaching staffs.
- The campus management needs to develop a financial plan for better resource generation and sustainability.

2. Strategic Planning, Implementation and Outcomes

- The strategic plan (2020-2024) has set institutional Vision, Mission, Goals and Objectives (VMGO) along with related policies, plans and activities to advance the quality and standards in the institution.
- The campus has prioritized to increase the academic quality to produce competent human resource, extending the research related activities, infrastructure and support services, improving the institutional governance practices, maintaining progressive record keeping system and so on.
- The campus should pay additional attention to implement the activities as stated in the action-matrix of the strategic plan. Proper evaluation should be done to truly frame the implementation of actions in compliance with set VMGOs.
- The outcomes of the strategic plan can be considered as: "**Quality Education is our Destination**".

3. Academic Management, Departmental Activities and Approaches

- Academic departments are established and operated through institutional regulations and directives, academic calendar.
- Responsibilities of departments, units and individuals have been set which are mostly stated in documents like campus statute, campus directives and respective guidelines of committees and units. The appraisal process has also been defined in respective documents.
- Curricular goals and objectives are mostly communicated to members of departments and students through orientation programs.

➤ The campus follows the university guided procedures to admit new students which are mainly written entrance test and record of previous academic certificates.

4. Student-centric Support services, Progression and Results

- Individual records of the students, enrollment, progression and performance, etc. are maintained in the campus through EMIS. The record of student's presence and absence in classroom is maintained through logbook.
- Orientation programs are organized to admit students where additional information is shared about course requirements, fee structure and institutional policies, services available, scholarship opportunities, and other.
- Support services like student counseling, ECA, library and labs, computer lab, placement service, etc exists in the campus.
- Various types of scholarship schemes are offered to the students and students eligible for scholarship are selected through the procedures as defined in scholarship guidelines.
- SQC have been formed and students are represented in other major decision making committees like CMC, IQAC, Scholarship Selection and distribution Subcommittee, Library Management Committee, ECA & First Aid Subcommittee and others.
- Extra classes are offered to weak students.

5. Faculty Development, Research and Innovation

- Research Management Cell (RMC) has been established in the campus and it is financially facilitated with the sum amount of 8 Lakhs in FY 2076/77 which comes to become 2.6% of total operational budget of the campus.
- RMC has produced its annual working plan to conduct various activities in FY 2077/078. Various provisions have been made in RMC guidelines- 2076 to promote research culture among faculty and students.
- The campus offers various mini research projects yearly funding Rs. 30,000.00 to each project. Currently, there are three projects ongoing.
- The campus annually publishes its Research Journal entitled "*Marsyangdi Journal*".
- Faculties are offered sabbatical leave to pursue higher academic qualification.
- Various research and training programs are offered to its faculties.

6.	<i>Community Linkage and Outreach</i>
<ul style="list-style-type: none"> ➤ Evidences imply that the campus has served the community needs through programmes and activities such as social awareness, blood donation, sanitation, financial literacy, digital literacy, etc. ➤ The campus has also set its collaboration with GOs and NGOs through MoUs for extension and outreach programs. ➤ Extra Curricular Activities (ECA) committee oversees and manages sports and other related activities in the campus. 	
7.	<i>Infrastructure Sufficiency, Teaching Materials & Equipment Availability</i>
<ul style="list-style-type: none"> ➤ The campus has its academic building along with administrative and library building. At present, 17 rooms are used for conducting teaching, 3 rooms for Hotel Management Lab, Computer lab & library, one conference hall, one canteen and 5 rooms for administrative One for Chairman, One for CMC meeting hall, 3 rooms for HoDs. ➤ ICT materials like multimedia projectors, computer lab, internet facility, CCTV surveillance are installed. ➤ Health unit has been set up, safe drinking water is provided, and cleanliness of urinals is maintained. ➤ Sports facilities, such as Volleyball, Basketball, Table tennis, Chess, Football are offered. 	
8.	<i>Information, Public Information & Feedback System</i>
<ul style="list-style-type: none"> ➤ EMIS unit has been established in the campus which collects and records data in a system (software). Dedicated staff has been appointed for this task. This has made the institutional record keeping and database management more secure and convincing. ➤ Grievance Handling Cell has been formed which need to be further activated utilized in collection of feedback. ➤ Tracer studies has been conducting since 2016 and reported to UGC ➤ Public Information Cell (PIC) has been formed and its guidelines have been developed. ➤ The information related to the campus can be traced out from website, annual report, broucher and other means. 	

- Annual report and Journal are annually published.
- Feedback is collected mainly through email, social site platform, complain box, etc.

9. Curricular, Co-curricular and Extra Curricular Activities

Apart from curricular activities, students are involved in various co-curricular and extra-curricular activities. For the curricular activities, the campus follows the curriculum prescribed by TU as it is a TU affiliated institution. The gradual shift from lecture method to student-centric method, involve students in filed work, use of ICT in education are some of the good practices. However, faculties should be motivated to learn and use the latest instructional technology and research oriented activities.

For the physical, social and mental development of the students, the campus organize various extra-curricular activities such as Volleyball Competition, Basketball Competition, Chess Competition, Quiz Competition, Debate Competition, Essay Writing Competition and Folk Dance Competition. Similarly, students are encouraged to participate in various activities organized by different organizations.

10. Library & E-library

- The campus has got its separate library building.
- 5 member 'Library Management Committee' has been formed under the coordination of Jivan Kumar Shrestha (CMC- Member)
- With the computer strength of 10 mbps, e-library has been established in the campus where e-resources are shared in collaboration with (eg. TU central library)
- At present, there are number of books in the campus. Specifically,text books,reference books,journals, and about 300 above e-books.
- Annual budget is allocated for the expenditure of library.
- Training is given to the library staff.

D. Overall Impression

As per the motto "Quality Education is our Destination", Marsyangdi Multiple Campus has been striving to achieve the set goals. Since its establishment to till the date it has become more or less successful to improve physical infrastructures. Hence, it has to work

out in the following points in the days to come:-

- to raise academic performance
- effective organizational records through software
- to achieve QAA certificate
- provide additional programs
- to provide ideal, moral and ethic manpower for the nation

E. SWOL Analysis

Strength

- Strong and reliable infrastructure
- Wide coverage of services
- Self-sustained financial resources
- Well defined organizational structure
- Occupied own land
- More attraction of students
- Provision of various scholarship and fee waiver for the students who are from low socio-economic background.
- Affordable fee structure for low income students
- Good relation with the community
- Proper management of students in each class
- Co-operative administrative staff
- Qualified and dedicated teachers, responsible executive members, and supportive parents
- Provision of online learning and facilitating system for the irregular students
- Provision of English and Nepali medium of teaching as per the need of students with equal fee.

Opportunities:

- Introducing new programs as per the demand of the market and society.
- Adapt with modern teaching technology.

- Development of campus as a quality academic and research centre.
- Qualitative and quantitative graduation passing out ratio.
- Collaborate and develop academic relation with international universities.
- Continuous support from various government and non-government organizations and well-wishers.
- Establish one of the leading campuses for higher education in the Gandaki province.
- Access to people from different walks of life.
- Enrich library facilities, infrastructure modernization, and resilient education.
- Develop relationship and collaborate with various financial and academic institutions.

Challenges:

- Fragile government policy regarding higher education.
- Abroad and Urban centric ideology for higher education.
- Inadequate support from the government of Nepal.
- Lack of proper job opportunities for graduation students.
- High dropout rate.
- Lack of public awareness for higher education.
- Unnecessary political pressure.
- Privatization in education.
- Lack of transportation facilities.
- Lack of adequate scholarship and supportive fund for the financially deprived students.
- Assimilate research activities in teaching learning activities.

F. Conclusion and Recommendations

Conclusion:

MMC has been working for its quality improvement through infrastructure development, academic development, administrative efficiency, and economic transparency. The IQAC


is responsible for the overall quality improvement. The IQAC along with the support of the Campus Management Committee, all the sub committees such as RMC, EMIS, and ECA, and faculties, is gradually improving the existing situation of the campus. Various committees and sub committees are formed with definite guidelines and the entire campus team has realized the essence of QAA certificate for its quality improvement and academic excellence, however, there are certain areas such as linking research activities to academic programmes, professional development programmes for the faculties and restructure the library and ICT facilities of the campus.

Recommendations:

- Faculties may be encouraged to conduct research projects, through various funding options such as UGC major and minor research projects, as the percentage of faculties conducting research projects is relatively less
- Faculties may be encouraged to publish papers, articles or participate in book review, as the percentage of faculties involved in such activities is less
- The institution may formulate a consultancy policy and encourage its faculties to participate in consultancy projects
- The institution may partner with other institutions of repute through formal MoU
- Student centric learning mechanism may be improved
- Use of PowerPoint in classes for teaching learning by the students and the faculties may be reinforced
- Feedback mechanism may be introduced from external stakeholders
- Although the college has an add-on course, additional certificate courses may be introduced towards making the students more employable
- Welfare schemes may be introduced for the students and the faculties

Signatories:

 (Coordinator)

 (Member)

..... (Member)