PRT Response Report

As per the recommendation by PRT after evaluating the overall progress of Marsyangdi Multiple Campus, the following progress has been made.

Criteria	Recommendation	Progress	Evidence
1. Policy and Procedure	**Short-Term** - Technically re-frame the campus directives in consultation with a legal expert.	To make the policies, provisions and procedures more clear, systematic and applicable, the campus, in consultation with the professional legal expert has re-framed its directives and other related documents. For this purpose, the campus hired Mr. Yaga Prasad Poudel, a senior advocate as a short-term legal consultant.	1. See copy of re-framed (re-written) directives in volume 1, annex 1 & annex 2. 2. See appointment letter to Mr. Yaga Prasad Poudel as a short-term legal consultant and pay slip in volume 1, annex 3. 3. See Campus Assembly's decision regarding approval of re-framed directives in volume 1, annex 4, pp. 4.
	- Make the criteria for recruitment and promotion of faculty and administrative staff and awarding research projects.	The criteria have been revised as recommended. As such, the criteria have been designed in compliance with the affiliating university (TU). Now for the recruitment and promotion of the academic and non-academic staff, the minimum standard set by the TU will be followed. Likewise, the RMC guidelines have been revised to incorporate the following clarity : - Research award (Mini research, faculty research, institutional research, thesis award, and award for journal articles) - Research awarding process	1. See revised recruitment and promotion guidelines for faculty and administrative staff in volume 1, annex 5, pp. 2-7, p.17 2. See revised RMC guidelines in volume 1, annex 6, pp. 7-9. 3. See CMC decision regarding approval of revised criterion in volume 1, annex 7, pp. 4.

	- Not only the management but also segregate the records such as accounts, enrollment books and other concerns of programs under NEB.	The earlier decision of CMC to segregate +2 level programs with the university level is being gradually executed. As of now, separate management has been formed and the Program Coordinator has been appointed to run the +2 level separately. Likewise, separate accounting record has been maintained and annual audit reports have been generated accordingly. Similarly, the EMIS software re-designing process has been initiated to bring further clarity in the maintenance of enrollment records of students.	1. See CMC decision about separate + 2 management committee members in volume 1, annex 8. pp. 4. 2. See CMC decision to separate the +2 in volume 1, annex 9, pp. 2 3. See appointment letter of +2 coordinator guidelines in volume 1, annex 10. 4. See separate audit report of +2 program in volume 1, annex 11, and university program in volume 1, annex 11.1.
	- Develop a transparent policy for faculty development programs.	- The concerning Human Resource Management Plan has been revised. The campus now believes that the revision has brought further clarity and transparency in terms of faculty development schemes as well as the procedures of awarding such programs. As part of this plan execution, two faculties of the campus are about to complete their M.Phil. and Ph.D. The campus organizes various trainings, seminars and webinar on different topics to develop the efficacy of the faculties. Recently, the campus organized two a day workshop on academic writing and a day webinar on research proposal writing. Moreover, some faculties have completed	1. See revised HRM plan in 5 Year Strategic Plan 2020-2024 in volume 1, annex 12, pp. 15. 2. See record of programs conduction, photos and minutes in volume 1, annex 13 3. See progress report of M. Phil and Ph.D. Scholars in volume 1, annex 14. 4. See certificates of faculties attended and presented in international

		professional development courses, attended international webinar and presented paper on international conferences.	conferences and webinars in volume 1, annex 15.
	- Develop policies and strategies to improve pass percentage, drop out and retention of elite group students.	The preferred policies are incorporated in the five years' strategic plan of the campus which will be executed gradually. The campus is much concerned to balance and maintain the issues like pass percentage and drop-out. To address those issues, the following policies and strategies have been set: **Policies:** - By the end of the five-year strategic plan (2020-2024) the pass percent will have reached 40% in annual programs and 60% in semester programs (22% pass percent in annual programs and 40% in semester programs in 2021). - Students' dropout rate will have improved from 30% in 2021 to 10% by 2024. - 50% of students from elite families will have retained by 2024 (the number of students from the elite group is 12% now). **Strategies:** - Students will be enrolled based on their performance in the entrance exam. - A full scholarship will be awarded to the students with high academic profiles and those who performed well in board exams.	1. See revised 5 Year Strategic Plan 2020-2024 in volume 1, annex 12, pp. 11-12.

		- Individual counseling, additional classes for slow learners, and classes from guest professors will be offered. - A campaign to reduce early age marriage and early age pregnancy will be conducted by the faculty of Social Science of the campus. - The student counseling, feedback, and employment cell will coordinate the employers for on study jobs to the needy students. - The amount of scholarship and fee waive will be increased generating new resources to support the needy groups. - Regular counseling and motivational programs will be conducted to highlight the value of education in human life. - New academic programs such as BBA, BHM, and BCA will be offered as per the demand of the elite group students. - Besides academic programs, various non-credit courses will be offered to develop their professional and interpersonal communication skills.	
	- CMC needs to develop a financial plan and policies for better resource generation and sustainability.	The campus accepts the fact that the campus should have a sustainable plan to ensure its regular source of income. Thus, as recommended by the PRT, the CMC formed a three-member committee to study, design and report the potential sustainability plan of the campus. The committee has already prepared its report and	1. See committee formation decision in volume 1, annex 7, pp. 5. 2. See financial plan report of the committee in volume 1, annex 16.

		has submitted it to the CMC. The CMC is currently under the study of this report. The report will soon be approved by the CMC with possible improvisation.	
	- Present at least five years working plan Alumni Association.	Alumni Association has prepared its five years' working plan and has started its execution. As part of the plan, it has made a profile of some alumni members and working to contact more.	1. See approved work plan of the Alumni Association and meeting minutes in volume 1, annex 17.
2. Curricular Aspects	**Short - Term** - Develop the curriculum for non-credit to increase the employability of the graduates.	- CMC has approved the non-credit courses prepared by the non-credit courses preparation committee led by Mr. Bhes Bahadur Poudel, IPP of CMC, and decided to open admission for non-credit courses from March 2022.	1. See CMC's decision of approving non-credit courses and admission open from March 2022 in volume 1, annex 7, pp. 5. 2. See approved non-credit courses in volume 1, annex 7.1. 3. See admission notice of non-credit/soft skill course in volume 1, annex 7.2.
	Long - Term - Develop the curriculum for the autonomous program to be run after the institution is QAA certified.	- As recommended, the CMC has formed a three-member team under Mr. Bhes Bahadur Poudel, IPP of CMC, to study the probability of an autonomous program to be run after the institution is QAA certified. CMC has also decided to activate the program from 2023.	1. See CMC's decision of autonomous course in volume 1, annex 7, pp. 5.
3. Teaching Learning and Evaluation System	**Short - Term** - Increase the number of multimedia projectors in classrooms.	Additional 5 classrooms are equipped with multimedia projectors. The number will further be increased gradually. CMC has decided to increase the number of multimedia each year and make all classrooms equipped with multimedia projectors by the end of 2024.	1. See photographs of multimedia projector-equipped classrooms in volume 2, annex 1. 2. See CMC's decision to increase the number of

			multimedia projectors each year in volume 1, annex 7, pp. 5.
	- Invite visiting professors and experts to enhance the knowledge of both faculties and students.	As recommended, the campus invites guest professors to facilitate master's level students on using SPSS in Social Science research and thesis writing. Amid pandemic, few such classes were conducted virtually also. The campus is committed to continue its practice of inviting visiting professors in the campus.	1. Minutes and photographs of classrooms taken by visiting professors in volume 2, annex 2.
	Long - Term - to improve the teaching and learning environment, the campus should develop/ have at least one faculty with Ph.D. in each faculty/department.	The campus understands the value of faculties with higher qualifications. In this line, the campus has sent two faculties for the MPhil and Ph.D. study. The HRM plan has provisioned that the faculties will be promoted for Ph.D. studies.	1. See revised Strategic Plan, for faculty development policy and for HRM action plan in volume 1, annex 12, pp. 12-15. 2. See CMC's decision for developing Ph.D. faculty in volume 1, annex 7, pp. 6.
	- Initiate to integrate research outcomes pursued by faculties in teaching-learning activities.	The campus in collaboration with RMC organizes research finding disseminating programs and encourage them to integrate research outcomes.	1. RMC revised guidelines in volume 1, annex 6 .
4. Research Consultancy and Extension	**Short-Term** - Re-design the activities of the RMC annual plan with budgetary allocation and by increasing the number of research methodology training, workshop, and seminars along with writing proposals, and research articles.	As recommended, the RMC annual plan has been re-designed with budgetary allocation For the current FY, the budget allocation for research is Rs. 8,00,000 which is 5% of the total operational budget. The RMC conducted two days workshop on Analyzing Qualitative Data through SPSS from 29-30 Poush, 2078. Recently, RMC organized a one-day virtual webinar on	1. See RMC action plan with budgetary division in volume 2, annex 3. 2. See annual campus budget of 2078/79 in volume 2, annex 4, pp. 2 3. See notice and photos of workshops and webinars in volume 2, annex 5.

		writing a proposal for faculty and thesis year students.	
	- Increase the amount for mini-research projects, make a transparent process for evaluation of project proposals.	As recommended, RMC guidelines have been revised to make the project evaluation and award process more transparent. Similarly, the award amount of each mini-research project has been raised from Rs. 20, 000 to 30,000 as recommended. The budget has been allocated for faculty research as well.	1. See revised RMC Guidelines in volume 1, annex 6, pp. 10-19. 2. See CMC's approval of RMC revised guidelines with the provision of the mini-research evaluation process and increased amount for mini research, faculty research, and institutional research in volume 1, annex 7, pp. 4-6.
	Long Term - Link individual's (faculty members) research engagement with the performance appraisal system and set a policy to encourage faculties to publish research articles in national/international peer-reviewed and indexed journals	- The RMC has published a peer review journal and it has been indexed in Nepjol. To encourage the faculties for publishing a research article in indexed national and international journals, a provision has been made in the Self-appraisal Form with high scores. Similarly, there is a provision for publishing research articles in the faculties' promotion system. Recently, some of the faculties have published their research article in national and international peer-review journals.	1. See Marsyangdi Journal vol. 2, a peer-review journal in volume 2, annex 6. 2. See notice for journal article call for vol. 3 of peer review journal in volume 2, annex 7. 3. See sample of self-appraisal form with priority to research carried by faculty members in the promotion in volume 1, annex 12, pp i-x. 4. See peer-reviewed articles in an international journal published by faculty members in volume 2, annex 8.
	- Develop a plan and working strategy to explore avenues for institutional research consultancy.	As recommended, MMC has formed a consultancy policy for institutional research consultancy with detailed	1. See Consultancy Policy of MMC in volume 2, annex 9.

		guidelines and scope. RMC will coordinate for consultancy services and the expertise of the faculties in the various sector will be utilized.	
	- Formalize the extension and outreach programs by incorporating them in the annual operational plan.	- The extension and outreach programs have been incorporated in the annual operational plan of the campus. For example, the Department of Sociology is planning to conduct an awareness campaign on early-age marriage in ethnic and Dalit communities. The students will be mobilized for the awareness campaign. Similarly, every year, B.Ed. students visit old age houses and spend a whole day with elderly people caring for them and helping them.	1. See Campus Operational Calendar with extension and outreach plan in volume 2, annex 10.
	- Develop offline digital library.	- The campus has offered an offline digital library with hundreds of e-books and research articles in the campus library and computer lab of RMC.	1. See screenshot of offline digital library with available resources in volume 2, annex 11. 2. See list of e-books, Ph..D. and M.Phil theses, International Journals and Journal articles available in volume 2, annex 12.
5. Infrastructure and Learning Resources	**Short Term** - Replace old furniture in the old academic building with the new and convenient ones.	The campus is committed to gradually replacing all old furniture with new and convenient ones. Within the limitation of budgetary resources, the campus has been able to replace at least 200 sets of desk-bench, 20 teacher desks, etc. The remaining will be replaced in the upcoming FY.	1. See photographs of replaced furniture in classrooms in volume 2, annex 13.
	- Implement the pre-visit recommendations regarding the library.	- As per the pre-visit recommendations, different sections such as the textbook	1. See photographs of library and related

		section, reference section, thesis section and journal section have been managed. Hundreds of e-books, Ph.D. and M.Phil. theses, and Journal articles are available offline in the library as reference materials for students and teachers. Recently, the campus has purchased reference books in the amount of 2 Lakhs. There has been MOU with TU central library for remote access and more than 100 master level students along with faculties are getting access to this facility. Moreover, a separate floor is being built for wide library space.	evidence in volume 2, annex 13.1. 2. See list of ebooks, international journals, and Ph.D. thesis offline available in the library in volume 2, annex 12. 3. See MOU between the campus and TUCL and the list of students who have been using remote access from TUCL in volume 2, annex 14. 4. See photo of new library hall under construction in volume 2, annex 15.
	- Immediately seek opportunity to send librarian for formal training at least for 3 months. Also, create such opportunities for other non-teaching staff.	The initiation of the campus to send librarians for long-term intensive training has not been successful to date, only because of the unavailability of the trainer organization. However, Ms. Surya Rimal, the campus librarian, completed a short-term online digital library management course organized by TUCL. Once such an opportunity is encountered, the campus is committed to it. The CMC has already decided in this regard.	1. See CMC's decision about training for librarian is in volume 1, annex 7, pp. 5, and e-mail correspondence inquiring for formal training to TUCL is in volume 2, annex 16. 2. See screenshot of the librarian participating in online digital training in volume 2, annex 17.
	- Bring the provisioned bar code system into practice.	- The barcode system has been brought into full operation in the library. The books are managed in a bar code system.	1. See photo of bar code machine and books managed with a bar code system in volume 2, annex 17.1.

	- Fix railing on stairs of library and old academic building.	As recommended, the railing has been fixed on the stairs of the library and old academic building.	1. See related photos in volume 2, annex 17.2
	Long Term - Develop a land-use plan of land owned by the campus. - Increase the number of multimedia projectors, computers, free Wi-Fi access zones, and plan for converting conventional classrooms into smart ones. - Pay enough attention to environmental concerns and construct a garden within its premises. - Consider the other safety and security measures during new constructions.	As recommended, the campus has developed a land-use plan to use land owned by the campus. - Accepting the role of ICT in education, the CMC has decided to equip all classrooms with multimedia projectors with free wi-fi facilities and convert the existing classrooms into smart ones within five years. Recently, the campus has purchased 5 multimedia projectors and set them in classrooms. Gradually, all classrooms will be equipped with multimedia projectors. The campus has submitted a proposal to the Gandaki province for ICT support. - As stated in the campus master plan, the construction committee has decided to construct a garden. - Safety and security measures as recommended by the norms of building construction by the technician will be considered during new construction.	1. See the land-use plan to use land in volume 2, annex 18. 2. See CMC's decision about approving land use plan and increasing multimedia projectors every year volume 1, annex 7, pp. 1, 5-6. 3. See the decision of the Construction Committee to construct the garden and follow all safety and security measures during new construction in volume 2, annex 19.
6. Student Support and Guidance	**Short Term** - Produce in a plan to regularly offer soft-skill training, leadership and communication training, experience sharing sessions with successful entrepreneurs, motivational lecturers, and academia-industry dialogue and related other activities. - Revise the scholarship guidelines by ensuring further transparency in the award process.	- The campus offers two soft-skill trainings: computer literacy and English communication skill training, and Montessori training. The interested students join the program of their interest. - The Student Guidance and Cancelling Cell invite motivational speakers, social leaders, entrepreneur, and academic leaders to share their experiences and skills with students. Recently, The DSP from Nepal Police facilitated	1. See CMC's decision to announce admission for Soft-skill training in volume 1, annex 7, pp. 5. 2. Action plan of student counseling, feedback and employment cell in volume 2, annex 20. 3. See photos of motivational and experience sharing

- Formulate the strategy to develop the communication skill of the students. - Regularly sit together with the students to allow them to address their grievances. **Long- Term** - Expedite the activities of students' placement and counseling services. - Sports facilities and ECA need to be made more regular and competitive.	gender violence awareness programs. Similarly, three teachers from the UK and a religious leader shared their experiences with students. - The scholarship guidelines have been revised to make it more transparent in the award process. - To develop the communication skills of the students, a strategy has been formed to involve the students in discussion, interaction, presentation, and various project-related tasks. Recently, the third-year students of B.Ed. visited some reputed schools, collected information about them and share this information with analysis in mass. Such activity developed students' interpersonal, collaboration and leadership skills. Moreover, the focus is given to student-centered learning. - The student counseling and grievance cell organize a joint meeting between students and teaching faculties to provide opportunities and to address their grievances. - For students placement and counseling service, student counseling and grievance cell work with its annual plans. - The ECA committee develops its annual plans and organizes sports facilities and ECA regularly. The construction committee has decided to construct a new badminton court and a separate volleyball court for girls.	in volume 2, annex 21, and gender violence awareness program in collaboration with Nepal police in volume 2, annex 22. 4. See reframed scholarship guidelines in volume 2, annex 23, pp. 3-4. 5. See photos of students' fieldwork activities, report and discussion in workshop in volume 2, annex 24. 6. See Students counseling's annual plans in volume 2, annex 20. 7. See annual plan of ECA and related activities in volume 2, annex 25. 8. See construction committee decision to construct basketball court and girls' volleyball court volume 2, annex 19.

7. Information System	**Short – Term** - Publish at least the first edition of the EMIS report by systematically analyzing the institutional data and putting it on a website for public display and reach. **Long- Term** - MIS should be strengthened to regularly monitor the records of attendance, individual student achievements, remedial coaching, class tests, syllabus completion, accessible and equitable learning opportunities, quality educational environment, etc. It should facilitate the work of IQAC. - Link EMIS database with the decision-making process.	- As recommended, the first edition of the EMIS report has been published on MMC's website. - As per the recommendation, there is an MOU between MMC and e-Zone International (e-School cloud-based MIS Software) to manage MIS along with LMS effectively. - Records of students' attendance, individual student achievement, etc. have been kept in EMIS. - While making a decision such as internal audit report, conducting tracer study, awarding scholarship and allocation of budget for departments, EMIS data based is linked.	1. See EMIS report in volume 2, annex 26. 2. See MOU with Software Company in volume 2, annex 27. 3. See EMIS plan states all the recommended activities volume 2, annex 28. 4. See screenshot of the student record, fee, library in volume 2, annex 29.
8. Public Information	**Short- Term** - Re-visit the SSR annexes and make them systematic and easily identifiable. - Seek opportunities to positively utilize the linkage with financial institutions, social entrepreneurs, location government, employers, and NGOs for institutional growth. **Long- Term** - Re-design the website, make it more interactive and insert more resources for wider reach.	- The SSR annexes have been made systematic - A MOU between Marsyangdi Multiple Campus and the financial institutions in Besishahar has been made to provide an internship opportunity for students. Students' presence in these institutions can develop a linkage of campus with these institutions and students can have access to jobs. - The meeting of CMC decided to request regular financial support from the local	1. See SSR annexes in campus website following the link: https://drive.google.com/drive/folders/1-4xLGTYuHc851j1oF1A3LWhGoow1g0cM?usp=sharing 2. See MOU with financial institutions in volume 2, Annex 30. 3. See CMC's decision about requesting financial support in

	- Organize stakeholders' consultations sessions regularly. - Sought out the opportunity to establish collaborative networks with other academic and professional institutions, in and outside the country.	governments along with NGOs of the district and some of them have provided support for its infrastructure development. - The website of MMC has been re-designed as per the recommendation. - IQAC has planned for stakeholders' consultation sessions regularly. - As recommended, the CMC has formed a three-member committee under Bhes Bahadur Poudel, IPP of CMC to establish collaborative networks with other academic and professional institutions in and outside the country. The committee has requested Chandigarh University, India for collaborative network and faculty exchange programs. As a response, recently, Chandigarh University has invited two faculty members: Mr. Hari Babu Thapa and Mr. Binod Neupane to visit the university as guest faculty for an international faculty exchange program as a part of collaborative networks.	volume 2, annex 30.1, pp. 3. 4. See screenshot of re-designed campus website in volume 2, annex 30.2. 5. See IQAC plans with interaction plans among parents, students, employers, and the local community in volume 2, annex 31. 6. See CMC's decision to form a collaborative network committee with other academic institutions in and outside the country in volume 1, annex 7, pp. 6. 7. See invitation email from Chandigarh University for international faculty exchange program to establish collaborating networks in volume 2, annex 32.

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