MARSYANGDI MULTIPLE CAMPUS

Besisahar Municipality – 07,

Lamjung, Gandaki Province, Nepal

SELF STUDY REPORT (SSR)
FOR
QUALITY ASSURANCE AND ACCREDITATION (QAA)

(Revised as per recommendations provided by PRT pre-visit)

SUBMITTED TO

QUALITY ASSURANCE AND ACCREDITATION DIVISION (QAAD)

HIGHER EDUCATION QUALITY ASSURANCE AND ACCREDITATION

COUNCIL (HEQAAC)

UNIVERSITY GRANTS COMMISSION (UGC) NEPAL

SANTOTHIMI, BHAKTAPUR

SUBMITTED BY

Date: 8 July, 2021 (24 Ashad 2078 B.S.

<u>SELF ASSESSMENT TEAM</u>

<u>Binod Neupane – Coordinator</u>

<u>Bimal Shrestha.- Member</u>

<u>Janak Raj Basnet - Member</u>

<u>Bikash Chandra Ghimire - Member</u>

<u>Dambar Bahadur Ale- Member Secretary</u>

<u>INTERNAL QUALITY ASSURANCE COMMITTEE</u>

<u>Mr. Hari Babu Thapa – Coordinator</u>

<u>Mr. Subhash Poudel.- Member</u>

<u>Mr. Brish Raj Gurung - Member</u>

<u>Mr. Binod Neupane - Member</u>

<u>Mr. Shaligram Adhikari- Member</u>

<u>Mr. Arjun Suyal-Member</u>

<u>Mr. Raj Kumar Rawal-Member</u>

<u>Mr. Bhupati Wagle- Member</u>

<u>Mr. Narayan Ghimire-Member</u>

<u>Mr. Dambar Bahadur Ale - Member - Secretary</u>

Declaration by the Head of the Campus

I certify that the data included in this Self-Study Report (SSR) are true to the best of my knowledge. The institution has prepared this SSR after having series of internal discussion and several reforms taken in the campus. No part of this report has been outsourced. I am aware that the Peer Review Team (PRT) will validate the information provided in this report during assessment visits.

Hari Babu Thapa
Campus Chief

PREFACE

Marsyangdi Multiple Campus (MMC), the first and the largest community campus in Lamjung district, is in the process of achieving Quality Assurance Accreditation (QAA). The campus received a Letter of Intent (LoI) on 8th Sept.2015. Since then the campus organized interaction with all the stakeholders of the campus about moving ahead for the QAA process. With the mandate of the Campus Management Committee (CMC), the executive body of the campus, the campus formed Self-Assessment Team (SAT) and the team formed Internal Quality Assurance Circle (IQAC). The joined efforts of the CMC, SAT, IQAC and different sub-committees and departments of the campus supported us to prepare the first draft of the Self-Study Report (SSR) report which was submitted to University Grant Commission, Nepal. Then, the Peer Review Team (PRT) visited the campus on 2076.07.06-2076.07.09 and recommended suggestions and feedback on various areas to improve the overall quality of the campus. This SRR report has been prepared following the recommendations of the PRT which encouraged us to develop in academic fields, sports, extra-curricular activities, research activity, and information communication technology.

Now, MMC has reformed its physical infrastructures, academic activities, and relationships with the public. The continuous support from the UGC Nepal, the inspiration and technical support from the QAA division of the UGC, and various government and non-government organizations have changed the physical and academic environment of the campus. The SSR team along with other sub-committees has carried out all the tasks and activities in making the SSR meaningful and significant. The CMC, Campus Council, and all the stakeholders of the campus have a collective goal to make the campus a QAA institution. The entire campus family especially CMC members, teachers, administrative staff, students, program coordinators, heads of departments have contributed while preparing the SSR. Now we are waiting for the PRT visit which is expected shortly.

Hari Babu Thapa
Campus Chief

ACKNOWLEDGEMENT

We would like to take this opportunity to express our sincere gratitude and thankfulness to all the concerned organizations and personnel of Marsyangdi Multiple Campus (MMC) in a course of succeeding Quality Assurance and Accreditation (QAA) process. . MMC followed the guidelines of the University Grant Commission (UGC), Nepal in preparing this Self Study Report (SSR); formed Self-Assessment Team (SAT) and started diagnosing actual positioning of infrastructural, academic, administrative and other various aspects of quality concerns set by the HEQAAC of UGC Nepal. In this process the SAT in coordination of IQAC and other various internal mechanisms carried out discussion and interaction sessions with stakeholders of the campus such as faculties, students, management committee, parents, employers and many more which contributed in generating valuable suggestions and feedback needed for the institutional reform. Thus the SAT is highly thankful to all the faculties, non-teaching staff, Free Students' Union, various student organizations, and students of MMC, guardians, and well-wishers.

The team also extends its special gratitude to Mr. Binod Neupane, Head of the Research Management Cell in MMC for preparing the research report in line to meet the requirements of the SSR questionnaire. Likewise, it would be an injustice if the team forgets to express its thankfulness to the Department Heads of MMC, coordinators and members of those committees for their hard work in preparing academic report. The team also appreciates the coordination and collaboration of the staffs of the Exam Section, Account Section, Library Section, Administration Section, and Store Section of MMC for providing the required documents and data. Our sincere gratitude goes to the Campus Chief and SAT coordinators of Janapriya Multiple Campus, Pokhara, Aadikavi Bhanubhakta Multiple Campus, Damauli, Balkumari College, Narayangarh, Madhyabindu Multiple Campus, Nawalpur and Saptagandaki Multiple Campus, Bharatpur for their valuable suggestions and various reference materials.

. We are indebted to the chairperson of the UGC, Nepal, Prof. Dr. Bhim Prasad Subedi, and the QAA Division of the UGC for providing us with valuable guideline and suggestions. Furthermore, we would like to acknowledge Prof. Dr. Keshar Jung Baral and

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PART - I

PREAMBLE

INSTITUTIONAL PROFILE/DATA

Institutional Profile

Institutional Background

Marsyangdi Multiple Campus (MMC) stands tall in the history of higher education of the Lamjung district, not only as the oldest campus but also in terms of number of student enrollment, diversity of programs offered, its achievement, contribution and significance in the development and its strong linkage and association with other social and communal organizations. MMC, established in 1991 (2047 B.S.) under community management and affiliated to Tribhuvan University (TU), the largest university of the country, is recognized as one of the campuses of national and regional importance The campus was established with a thrust to fulfill the need of higher education of the local students with a primary objective of providing quality education in low cost. Today, this campus has been standardized as a centre of attraction to diversified students population ranging from backward and ethnic communities. This campus has been providing educational services not only to the students of Lamjung but also to students of adjoining districts like, Manang, Kaski, Gorkha, Tanahun.

In course of three decade history, MMC has made commendable achievement in enhancing academic standard and infrastructural management. As the affiliated campus of TU, MMC began the Intermediate level class of Humanities and Social Science, and Management from 2047 B.S. in the morning shift. Gradually, the campus introduced the Bachelor level programs of Humanities and Social Science and Management in 2050 B.S., One Year B.Ed. in 2060, Three Year B.Ed. in 2061, and Masters of Arts and Masters of Education in 2067 B.S. Being the affiliated community campus of TU, MMC follows the curriculum and academic programs of TU and is governed and managed according to the rules, regulations and policies of the campus constitution/ statue along with the active cooperation of the community.

Physical Infrastructures and Financial Position of the Campus

The journey of MMC began from some narrowed rooms of the local high school. Despite the limited resources, the campus is able to improve its physical infrastructures. Currently, the campus occupies 79 ropanies of land in total. The campus premises including the buildings and play ground covers 17 ropanies of land and the rest of land is

located in Aapdanda of Banjhakhet village. Out of the total land, the local people donated 4 ropanies and the campus purchased 75 ropanies from its own sources. It has its own three storeyed four buildings with 20 rooms for classroom purposes and 10 rooms for administrative purpose. Besides its own fund, various supporting organisations such as the UGC, Nepal, the Indian Embassy, CHOICE Nepal, the Gandaki Province government, the aid of Middle Marsyangdi Hydro Project's Neighbour Support Program of German Government, local municipality, and the local communities have contributed in infrastructure development of the campus. Similarly, there is a library with nearly 10,000 books and E-books, a computer lab with the internet facility, and a changing room. Boys and girls have separate toilets and volleyball court. It has a big play ground and a basketball court. There is also a separate canteen for the students, teaching and non-teaching staff which provides hygienic food. All the administrative, accounting, examination service is provided through software.

Financial planning and budgeting is an essential part of strategic planning process. We believe financial planning and budgeting determines the objectives, goals and action plan of the campus. It consists of source of revenue as well as the expenditure of the campus. Students' tuition fee is the major source of income of the campus. Apart from the tuition fee, regular grant from the UGC, Nepal, and community source are the financial resources of the campus. The campus allocates the resources according to the priorities. By considering the limited resources available in the campus, Internal Audit Committee prepares budget with the collaboration of campus chief and senior accountant annually.

Academic Programs and Activities

MMC offers Bachelor's degree programs in three different streams: Humanities and Social Science, Management, and Education. It also offers One Year B.Ed. program, Masters of Arts (in Sociology) and Masters of Education (in Curriculum). Currently, there are 25 teaching staff and 7 non-teaching staff serving this campus. Roughly 600 students in Bachelor level and 80 students in Masters Level are studying in the campus at present.

Running Subject under Different Faculties of Bachelor Level

S. N.	Humanities	Education	Management
1	English	English	English
2	Nepali	Nepali	Account
3	Economics	Population	Marketing
4	Mathematics	Mathematics	Finance
5	Political Science		Project Management
6	Sociology		Economics
7	History		Principle of Management
8	Geography		Mathematics

Running Subject under Different Faculties of Master Level

S. N.	Humanities	Education
1	Sociology	Curriculum and Evaluation

Majority of the students are from economically, socially and educationally backward communities of Lamjung, Manang, Tanahun and Gorkha are benefited by the programs offered by the campus as it has made them easier access to higher education.

Since its establishment, the campus has made various efforts to improve the quality of education. It conducts several activities like orientation programs, seminar and workshops to carry out its academic activities. To operate the activities effectively and systematically, it follows the operational calendar prepared by the campus. There is a provision of counseling and giving feedback to the students on the basis of their performance in the internal exam. Similarly, the campus conducts various extra-curricular activities such as quiz contest, sports, cultural dance, poem writing, and essay writing. Students are encouraged to participant in various social activities to promote the sense of civic responsibility.

To provide quality education, MMC has been working for rapid educational, administrative and infrastructural improvements for qualifying this campus to Quality Assurance and Accreditation (QAA) program that the 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. The Campus Management Committee (CMC) has formed Internal Quality Assurance Circle (IQAC) and the IQAC has formed various committees to improve the overall activities of the campus including the quality of education. With this vision and spirit, MMC has decided to participate in QAA process to serve the following purposes:

- To assure students and public with high quality education.
- To make the campus recognized as an institution providing high quality education.
- To identify weaknesses, drawbacks and areas of improvement in the process of catering qualitative higher education.

Our Motto (Slogan)

"Quality Education is our Destination."

Our Vision

To be a sustainable higher educational institution of western Nepal with its sound academic programs, Marsyangdi Multiple Campus will be widely recognized for the quality education and research programs.

Our Values

"Quality and sustainable education development"

Our Mission

The Mission of Marsyangdi Multiple Campus is to provide access to holistic higher education for the people of the western region in the country with emphasis to 'Janajati', Dalit, women and other marginalized groups. It is dedicated to produce highly efficient human resources and guided from these defined missions:

- to produce skilled manpower
- to deliver quality education services to societies at affordable cost
- to preserve local culture and tradition
- to introduce means for self-sustainability
- to establish as a research center in the district

- to serve the students by teaching them problem solving leadership and team work skills.

Goals

In order to achieve the vision and mission, the campus will strive to achieve the following specific strategic goals:

- program extension in line with the educational demands of nation
- improve internal efficiency and effectiveness on diverse concern
- continue efforts toward quality education and infrastructure development
- qualified for accreditation from the UGC and maintain the accreditation status
- to provide market need education.
- develop financial sustainability of the organization
- develop as a socially responsible educational institution, maintain good relationship with the community and stakeholders

Objectives

This plan is concentrated towards realizing these achievements.

- to increase pass percentage of students
- to increase graduate employment trend of the campus
- to achieve operating cost and effectiveness of this institution
- to increase opportunity of education for marginalized and disadvantaged group
- to increase community participation
- to increase students participation in every activities
- to improve and extend physical facilities
- to establish well-managed library
- to set up hub for modern information technology
- to introduce new, modern and technical subjects like BBA, MBS, HM, BHM, Mass communication and Travel and Tourism and Computer Science
- to introduce the campus in QAA for its enhancement and sustainability

Quality Policy

The policy and procedures of the campus have been clearly defined in the campus Statue with its Vision, Mission, Goals and Objectives and Standards. The academic committee prepares the academic plans and programs and submits the documents to the executive body of the campus for verification. The executive body discusses on different issues related to the goals, objectives and standards of the campus, and recommends the plans and programs for effective implementation. It creates necessary infrastructures and mechanisms required for the effective implementation of the plans and programs to achieve the estimate goals, objectives and standards. Members of research committee guide students to carry out research on various issues of different subjects in Master's and Bachelor's degrees. Such activities have contributed to policy reformation of various institutions.

Institutional Highlights

- Marsyangdi Multiple Campus is the first and the leading community campus in Lamjung district which was established in Marga 16, 2047 B.S.
- It occupies 79 ropanies of land with sufficient physical infrastructures for academic activities.
- It has been running classes in Bachelor's degree (in Humanities, Management and Education) and Master's degree (Sociology in Humanities and Curriculum and Evaluation in Education) levels quite successfully.
- About 700 students have been currently studying in both levels.
- This campus has made university records in academic performance several times since its inception.
- This campus has produced many skillful citizens, required for the nation building, who have been employed in different sectors as the leading figures in the district and other part.
- This campus has teaching staffs and 7 non-teaching staffs.
- It has got full support from local community, province government and local government, various government and non-government organizations, and private sector.

- The campus has been selected by SHEP in 'C' Group for academic excellences and infrastructural development.
- The campus offers classes in English and Nepali medium as per the demand of students.

Strength, Opportunities and Challenges

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.

Quality Initiatives of the Institution
- Quality checkup and monitoring by the concern body of the campus (IQAC).
- Budgetary procedure and double entry book keeping system
- Result analysis of different level and analysis of other parts of campus the concerned authority
- Strategic planning (long term and short term)
- Academic calendar of campus programs and events for system tools
- Publications
- Delegating faculty members for seminars and workshops

- Student counseling

- Students feedback system and analysis

- Organization of discussion, workshop programs

- Self-appraisal

- Performance appraisal

- Identifying departmental best practice

- Placement activities made by placement cell

- Establishment of Research Department Cell

- Gardening for good educational environment

- Establishment of Euro-guard for safe drinking water

- Establishment of Solar light for alternative power source

SSR Preparation

Understanding the Concept

The campus has taken strong initiatives as set by the parameters designed by Second Higher Education Project (SHEP) under the Quality Assurance and Accreditation (QAA) process to enhance quality education through this institution. As required in the QAA process, the campus has been engaged in documentation and SSR preparation immediately after attending the QAA training program organized by SHEP in Sanothimi, Bhaktapur. We visited some accredited campuses like, Aadikabi Bhanubhakta Multiple Campus, Tanahun, Myagdi Multuple Campus, Myagdi and Janapriya Multiple Campus, Kaski, Balkumari College, Narayangurh, Lumbini Banijya Multiple Campus, Butwal, Makanpur Multiple Campus, Hetauda, Damak Multiple Campus, Jhapa, and Tikapur Multiple Campus, Kailali in different occasions. The visit of these accredited institutions gave some insight and encouragement to move ahead for the process of preparing Self Study Report (SSR) report.

This SSR contains overall information of MMC from the date of its inception to the present situation. In other words, it is the mirror of the 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 quality education. Though it is also one of the reliable documents of the institution sought by SHEP for quality assurance and accreditation in one sense, the campus has understood it as the most important institutional document which contains 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 report has also paved the way for this institution to formulate new academic plans, policies and procedures and guided a lot to implement them effectively in order to meet the requirements for quality education. It has also immensely facilitated the institution in conducting various academic programs in systematic and scientific way through documentation. Similarly, it has reflected the real image of the campus by highlighting its strengths, challenges and weaknesses along with the physical and academic aspects.

Formation of SSR Team

The campus has formed a five member Self-Assessment Team (SAT) to take the initiation and carry out the overall activities as suggested by the QAA guidelines. The SAT developed a good coordination with CMC, different faculties, parents, students, and other stakeholders of the campus while preparing the SRR. Since its formation, the SSR task force has been performing various academic activities as guided and instructed by the parameters set up by the campus in enhancing quality education through. In course of preparing the report, the SSR task force has frequently solicited with the QAA officials at QAA office to acquire necessary advice for accomplishing task of SSR preparation and documentation. The guidelines and formal advice provided by the QAA officials not only guided and inspired the task force to work in QAA process but also made some highly commendable achievements in quality improvement. The CMC in coordination with QAA committee formed various sub-committees with well-defined guidelines and job responsibilities to perform several activities for quality enhancement. The following are the major committees and sub-committees actively working in the campus along with the subject faculties:

1. Internal Quality and Assurance Cell (IQAC)
2. Self Assessment Team (SAT)
3. Research Management Cell (RMC)
4. EMIS Committee
5. Extra-curricular and First Aid Committee
6. Library Management Committee
7. Information Communication and Technology Committee
8. Public Relation Committee
9. Student Support, Employment and Grievance Cell
10. Students Alumni
11. Internal Exam Committee
12. Students Quality Management Committee (SQMC)

These committees have been actively engaging in their respective areas of research and have been regularly contributing to the growth of quality education. The SRR team is controlled by the QAA committee which was formed by the Campus Operating Committee.

Approaches

The SSR team of this institution has followed different approaches to complete the task of documentation and SSR preparation. The following approaches are the major approaches through which this task force is aiming to accomplish the task of documentation and SSR preparation.

Orientation

The SSR team has conducted some workshops to the teaching and non-teaching staff of the campus along with various committees and sub-committees to guide and facilitate to carry out overall academic activities systematically. Likewise, the SRR task force has interacted with students, parents, calumnies and other stakeholders to acquaint them with the major task of the SSR team and to maintain coordination.

Seminar

The campus has conducted different seminars with the representatives of the local governments, NGOs, INGOs, employment agencies, educational and financial

institutions, and different communities to acquaint them with the QAA process of the campus. The seminars have supported the SSR team to collect various opinions which have immensely facilitated the SSR team 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.

Participation and Discussion

Most importantly, the QAA committee has followed the approach of wider participation of all the teaching and the non-teaching staff and CMC of the campus and carried out rigorous discussion on various issues 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 and discussed on several issues related to the QAA parameters, and how the campus can be accredited and promotes its quality. Similarly, the SSR task force team has conducted discussion program in the subject of quality improvement /empowerment and strategy forming for aggregate development and future plan of the campus. These discussions remained fruitful to the SRR task force to move ahead in the process of QAA and take the required actions.

Visits

The QAA team and the members of CMC have visited some QAA certified campuses like Aadikabi Bhanubhakta Multiple Campus-Tanahun, Janapriya Multiple Campus-Kaski, Balkumari College, Narayanghat, Lumbini Banijya Multiple Campus-Butwal and Myagdi Multiple Campus and shared the best practices of those campuses. The visits encouraged the QAA team and the CMC to bring the good activities and academic practices in MMC. Moreover, the SSR team has also visited the QAA division of UGC, Nepal time and again and has followed the constructive feedbacks, suggestions and instructions given by the QAA officials.

Validation/Justification

The working committees formed by the SSR task force (as mentioned above) conduct and carry out their works on their respective areas and submit their reports to the

campus administration. The campus administration studies and analyzes their reports through massive discussion on various details of the submitted reports with the committee members and the administrative bodies before submitting them to the campus management committee. Different faculty heads, department heads, program coordinators, assistant campus chiefs and campus chief are involved in discussion with different committee members on various topics of their reports. Necessary corrections are made by the campus administration during the discussion session and the reports are verified with the signatures of committee members, different faculty heads, department heads, program coordinators, assistant campus chiefs and campus chief as required for finalization.

After verification, the campus administration submits the verified reports prepared by the working committees to the campus management committee for the final approval. The CMC studies and analyses the verified documents through discussion with the campus administration. It also observes and studies the compatibility of the verified reports with the existing campus situation and environment. The CMC corrects the reports if necessary and approved the verified reports for implementation.

Thus, all the documents prepared under the instruction of the SSR task force have gone through this process of verification in documentation. The SSR task force has been immensely facilitated in designing this document of self-study report through this process of verification and documentation. The terms and conditions of their validity are well mentioned in the campus constitution and the campus by laws.

Development Initiatives

MMC incorporates interrelated cycle of planning activities such as strategic planning, linkage between strategic planning and campus budget, financial planning, annual planning, quality enhancement planning and implementation, evaluation and review.

Strategic Planning

The strategic planning of MMC covers a period of 5 years. It includes the campus's VMGO, evaluation of SWOT, linkage between strategic priorities and campus budget, financial planning, implementation, evaluation and review.

Annual Planning

MMC prepares a plan for running year by evaluating the previous year's strengths, drawbacks, threats and overall activities to fulfill the determined VMGO. The Internal audit committee prepares annual budget with the coordination of campus chief and accountant. Campus council, faculties, staff, and CMC are involved in annual planning.

Quality Enhancement Planning

From the establishment of this campus, it focuses on quality education in this locality. To fulfill the determined VMGO of this campus, quality enhancement planning focuses on the commitment to produce excellent manpower for the country. So, it is essential part of campus's planning model.

Linkage between Strategic Priorities and Campus Budget

The Internal Audit Committee (IAC) of MMC is responsible to prepare annual budget with the coordination of campus chief and accountant. The budget is commenced two months before the end of every fiscal year. This process is emphasized more to be made quite transparent, linking it with the campus planning process. This committee proposes the statement of regular income and area of expenditure of campus relating to the priority sectors established on the ground of goals and objectives of campus.

After collecting the advices and suggestions from department heads, teaching and non-teaching personnel and students, a discussion is carried out IAC. Such discussions are based on the strategic goals and objectives and overall income as well as expenditure of the campus. Then IAC prepares the draft of budget and submits to the CMC. The draft is discussed in the CMC meeting and approved the budget with some suggestions and advices for the modification, if required. Hence, the campus annual budget is carried out by CMC through campus administration.

Financial Planning

Financial planning and budgeting is an essential part of strategic planning process. Based on the area of priorities, the campus prepares the necessary resources and allocates the fund. By considering the limited resources available in the campus, IAC prepares budget with the collaboration of campus chief and senior accountant annually. The budget must focus on the 2 year action plan of the campus from the following sources:

i) Internal source

ii) Community source

iii) Grants received from UGC

Implementation, Evaluation and Review

The campus council, CMC, campus administrators, faculty heads, subject committees, teaching and non-teaching personnel and other related stakeholders of the campus are responsible for the implementation, evaluation and review of the five year strategic plan. Evaluation and review technique is applied as a decision making tool to meet its objectives. The campus practices the implementation of five year strategic plan to meet its vision, mission and goals.

SECTION - A

INFORMATION FOR INSTITUTIONAL PROFILE

DATA COLLECTION FORMAT FOR SELF-STUDY REPORT (SSR)

INSTITUTIONAL

SECTION A

INFORMATION FOR INSTITUTIONAL PROFILE

1. **Institutional Information:**

   Name of the Institution : Marsyangdi Multiple Campus

   Place: Besishahar Municipality - 7

   P O Box :

   District: Lamjung

2. **Information for Communication:**

   a. **Office**

Name	Telephone Number	Fax	E-mail
Executive Head of the Institution: Hari Babu Thapa	066-520213 9856045380		thapaharibabu2020@gmail.com
Executive Assistant: Padam Bahadur Rawat	066-520414 9856046100		rawatpadam143@gmail.com
Management Committee Chairperson: Hari Prasad Baral	9856045359		

   b. **Residence**

Name	Telephone Number	Fax	E-mail
Executive Head: Hari Babu Thapa	066-520380		thapaharibabu2020@gmail.com
Executive Assistant: Padam Bahadur Rawat	066-520936 9856046100		rawatpadam143@gmail.com
Management Committee Chairperson: Hari Prasad Baral	9856046100		

3. **Type of Institution:**

Constituent ☐   Affiliated ☑   Degree Awarding Autonomous Institution ☐

(Please refer to volume 1, annex 1, pp.1-5 to access the university affiliation letter)

4. **Institutional Management:**

Public ☐   Community ☑ Private ☐ Other (please specify) ☐

(Please refer to volume 1, annex 2 to access public campus renewal certificate)

5. **Financial Category of the Institution:**

Government Funded ☐ Self-financing ☑ Community ☑ Other (please specify

(Please refer to volume 1, annex 3 to access Campus Statute/Bidhan amendment 2077)

6. a) **Date of Establishment of the Institution : (dd/mm/yyyy)**

	Day	Month	Year
B.S.	16	10	2047
A.D.	30	01	1991

(Please refer to volume 1, annex 1, pp.1-5 to access the university affiliation letter)

b) **Date of Commencement of the Bachelor or Higher Level Program(s):**

(dd/mm/yyyy)

Level	Day	Month	Year(B.S.)	Remarks
1. I.A. and I.com	11	10	2047	Now phase out
2. BA and BBS	24	12	2050	
3. B.Ed.(1 Year)			2060	
4. B.Ed. (3 Year)	08	06	2061	
5. M.Ed.	06	04	2067	
6. M.A.	24	03	2067	

(Please refer to volume 1, annex 1, pp..1-5 to access the university affiliation letter)

c) **University to which the institution is affiliated: (attach the certificate of affiliation)**

Marsyangdi Multiple campus is affiliated to Tribhuvan University, Nepal.

(Please refer to volume 1, annex 1 to access the university affiliation
letter)

7. Date of Government /UGC Approval (only for institution affiliated to foreign universities): (dd/ mm/yyyy)

NA

8. Is the institution autonomous in terms of

Financing ☐√ Administrative Management ☐√ Academic Management ☐

Being an affiliated community campus, it is fully autonomous in terms of financial and administrative management but partially autonomous in handling academic management. The campus follows policies, procedures and calendar of the affiliated university for academic management.

(Please refer to volume 1, annex 3 to access the Campus Statute which includes academic, administrative and financial regulations of the campus)

9. Institution's Land Area in Ropanees/Bighas (Katthas)/Square Meters:

Block No.	Location	Ropani	Anna	Paisa	Dam
	Besishahar Municipality Lamjung	17			
	Bhanjhakhet VDC Lamjung	62			
Total		**79**			

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(Please refer to volume 1, annex 4 to access the land certificate)

10. Location of the Institution:

Urban   Semi-urban ☐√   Rural

(Besishahar is listed as a semi-urban area in Nepal government's portfolio)

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 Programs
Proficiency Certificate Level (PCL)	Phase out
+2 from NEB *(under separate management system)*	3 (Management, Humanities, Education)
Bachelor's Degree	3 (B.B.S., B.Ed., B.A.,)
Master's Degree	2 (M.A. in Sociology, and M.Ed. in Curriculum)
M. Phil.	No
Any other (specify)	1 (One Year B.Ed.)
Total	**9**

12. List the Departments in the Institution (Faculty-wise)

Faculty of Humanities and Social Sciences
Faculty of Management
Faculty of Education

(For convenience, MMC practices Faculty system)

13. Give details of the self-financing/self-initiated courses, if any offered by the institution (for public institutions only).

Since MMC does not hold full autonomy for academic management, it cannot initiate self-financed regular courses. However, the CMC has formed a three members committee for the feasibility study and preparation of curriculum on Hotel Management and Travel and Tourism (a non-credit course) for students' vocational and personality development. Similarly, IQAC has decided to start three month basic computer course based on the demand of the students in the campus.

(Please refer to volume 1, annex 5 to access the minutes on non-credit course by CMC and IQAC)

14. State the norms and procedures for recruitment of teaching and non-teaching staff of the Institution. (Enclose the details)

Teaching and non-teaching staff are recruited in accordance with the provision made in the campus statute. The detail of the recruitment process is given below:

A. Permanent Recruitment

For the recruitment in any permanent post, the campus management committee fulfills the required number of posts, and then, according to the direction of the Campus Management Committee, the Campus Teacher and Staff Selection Sub Committee will advertise through the public media within minimum time frame of 15 days. The candidates will have to appear in the written exam and interview. Class observation on presents of subject expertise, will be conducted and the successful candidates will be appointed in one year trial period of the permanent post. However, the temporary campus staffs, who have already worked in the campus for four years, will be recruited in the permanent post internally according to the rule mentioned in pariched 6 sec 11.6 of sub sec 11.6.3 Ga of the campus by laws.

B. Temporary Recruitment

For the temporary recruitment process for appointment of the full time teachers and staff, teacher and staff selection sub-committee follows the same process. However, part time teachers are selected based on their class observation by the sub-committee along with the head of the subject committee. Beside this, the free opinions and views of the students are also considered.

At present, there is a teaching and non-teaching staff recruitment committee headed by Mr. Bhes Bahadur Poudel, Immediate Past President of CMC according to the decision of CMC on 16th Magh, 2075.

(Please refer to volume 1, annex 6 to access the CMC decision on formation of teaching and non-teaching staff recruitment committee, and volume 1, annex 7 to access प्राध्यापक कर्मचारी सेवा नियमावली of the campus)

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

Particulars	Disadvantaged / Janajatis		Others		Grand Total
	F	T	F	T	
Full Time Teachers (Total)				11	11
No. of teachers with Ph.D.					
No. of teachers with M.Phil.					

No. of teachers with Master's Degree				11	11
No. of teachers with Bachelor's Degree					
Part Time Teachers (Total)		01	08	09	09
Part-time teachers with Ph.D.					
Part-time teachers with M.Phil.					
Part-time teachers with Master's Degree		01	08	08	09

(Please refer to <u>volume 1, annex 8</u> to access the teachers' pay roll and <u>volume 1, annex 9</u> to access the teachers' appointment letters)

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

Courses	Full Time Teachers (Total)	Part Time Teachers (Total)	Total
Management a) BBS 1st	18 periods	12 periods	30
b) BBS 2nd	18 periods	12 periods	30
c) BBS 3rd	18 periods	12 periods	30
d) BBS 4th	18 periods	12 periods	30
Education a) B.Ed. 1st	36 periods	24 periods	66
b) B.Ed. 2nd	42 periods	36 periods	78
c) B.Ed. 3rd	36 periods	30 periods	66
d) B.Ed. 4th	36 periods	12 periods	48
Humanities a) M.A. 1st Sem.	8 periods	7 periods	15
b) M.A. 2nd Sem.	8 periods	7 periods	15
c) M.A. 3rd Sem.	8 periods	7 periods	15

Every faculty member has 24 periods of class loads per week. One period is equivalent to 45 minutes.

[Please refer to <u>volume 1, annex 10</u> to access university transcript of the teaching staff)

17. Number of members of the non-teaching staff of the institution at present:

Particulars	Disadvantaged / Janajatis		Others		Grand Total
	F	**T**	**F**	**T**	
Non-technical staff	1	3	2	6	9

(Please refer to volume 1, annex 11 to access the nomination letters of non-teaching staff)

18. Regional profile of the students enrolled in the institution for the current academic year 077/078:

No. of students enrollment from	UG		PG		M. Phil.		Ph. D.	
	F	**T**	**F**	**T**	**F**	**T**	**F**	**T**
Same district where the institution is located	457	557	28	75	The campus does not offer M.Phil. and PhD programs.			
Other districts	15	27	2	6				
SAARC countries								
Other countries (Japan)								
Disadvantaged/Janajatis	312	372		67				

(Please refer to volume 1, annex 12, pp. 33-34 to access the student enrollment record in Five Year Strategic Plan, 2020-2024)

19. Details of the last two batches of students:

Particulars	Batch 1			Batch 2		
	2074/075			2075/076		
	Bachelor	Master	Total	Bachelor	Master	Total
Admitted to the program	508	27	535	523	62	585
Drop out						

	10	2	12	21	2	23
a. Within four months of joining	10	2	12	21	2	23
b. Afterwards	92	6	98	76	14	90
Appeared for the final year examinations	406	19	425	426	48	474
Passed in the final examinations	58	5	63	61	10	71
Pass % of number appeared (Total)	14.28	26.3	14.8	14.3	20.8	14.9
Pass % with distinctions						
Pass %, (First class)						
Pass %, (Second class)						
Pass %, (Third class)						
Number of students expelled from examination hall if any						

20. Give a copy of the last annual budget of the institution with details of income and expenditure.

A copy of the last annual budget of the institution with details of income and expenditure is presented as follows:

A. Income Details:

The income details of the current fiscal year 2076/077 as compared with last two years have been described as follows:

S.N.	Particular	074/075	075/076	076/077
1	Students fees	16662485.00	16780880	12524389
2	UGC a) Regular grant	848850.00	945050	1092100
	b) Performance	780425.00	0	0
	c) Procurement	1509781.24	2455345.01	1240969.92
	d) Tracer Study	0	100000	115000
	e) Annual Report	0	100000	100000
	f) DLI 5			1500000
	g) Website Establishment			300000
	h) SSR			140000
3	HSEB/NEB exam conduction exp. received	147530.00	194498	52420

4	Community Support	0	0	86000
5	Municipality Support	0.00	0	472805
7	Lifelong membership	185000.00	90000	0
8	Bank interest received	190101.76	186896.23	136172.82
9	Tender Form sold	0	3000	3000
10	Miscellaneous income	386547.60	140803	1565087.96
11	Canteen Rent	0	15000	36000
14	Advertisement in Smarika	10000.00	0	0
15	other income	62732.63	0	0
	Total	**20783453.23**	**21011472.24**	**19363944.7**

B: Expenditure Details:

The expenditure details of the current fiscal year 2076/077 as compared with last two years have been described as follows:

S. N.	Particular	074/075	075/076	076/077
1	Salary and allowance	9301378.85	9696110.55	10378800.02
2	TA/DA	143410.00	131395	152230
3	Office materials and stationery	65843.00	61868	23837
4	Printing and publication	25051.00	70855	83064
5	Free student union	101725.00	138785	54996
6	Public campus charges	2500.00	0	6500
7	Exam and registration	2419029	2233172	1744012
8	Communication	26081.00	74079	205064
9	Hospitality /Campus Council	261115.00	494649	219617.55
10	Sports and prizes	65950.00	27400	72230
11	News papers and magazines	28900.00	0	0
12	Advertisement	49000.00	5500	18700
13	Scholarship distributed	152100.00	287500	0
14	Financial support and donation to society	9000.00	0	0

Capital Expenses			
Particular	074/075	075/076	076/077
Building construction	2621274.94	1897092.31	286863.54
Repair and maintenance	2593413.00	348133.58	758680.67
Furniture	434296.95	702494.05	624000
Books	62100.00	389541.39	22970
Educational materials	509500.00	0	103000
Land Purchased	0	82422	0
Sub-total (B)	6,220,584.89	3419683.33	1795514.21
Total (A + B)	26,914,391.42	17320776.69	15902127.17

15	Education tour /excursion	411650.00	448170	203590
16	Tax on interest/ bank commission	9503.86	8306.81	555052.34
17	Auditor remuneration	25000.00	25000	27120
18	Water and electricity	43481.50	38819	66338
19	Peon's uniform	6200.00	9400	0
20	Miscellaneous expenses	84000.00	43374	48416.32
21	Technician charges	55000.00	0	80000
22	QAA project expenses	65785.00	106710	167045.73
	Sub- total (A)	13,351,703.21	13901093.36	14106612.96

(Please refer to volume 1, annex 13 to access the financial audit)

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.

CALCULATION OF UNIT COST

Detail	Year		
	074/075	075/076	076/077
Total expenditure	26,914,391.42	17320776.69	15902127.17
No. of students enrolled	700	611	663
Unit cost	38449.1306	28348.24	23985.10
Detail	**Year**		
	074/075	075/076	076/077
Total expenditure including salary	26,914,391.42	17320776.69	15902127.17
Expenses only on salary	9301378.85	9696110.55	10378800.02
Total expenditure excluding salary	17,613,012.57	7624666.14	5523327.15
No. of students enrolled	700	611	663
Unit cost	25161.44653	12478.99	8330.81

22. What is the temporal plan of academic work in the institution?

Semester System [√]   Annual System [√]   Any other (specify)

MMC follows the temporal plan of affiliating university (TU). As such, annual system applies in Bachelors' level program and semester system applies in Masters' level program.

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 [ ]

Central Library

Marsyangdi Multiple Campus has a separate building for Central Library which opens from 8.00-12.000 AM. and 2-6.00 P.M. on all working days of the campus. The library consists of nearly 10 thousand books including references and journals. Library management is done based on provisions 'Library Management Guidelines'. A separate 'Library Management Committee' has been formed to effectively operate the library.

Recently, the campus has connected its staffs and master's degree students with TU Central Library's RemoteX service for e-resources)

(Please refer to volume 1, annex 14, pp. 12, 16-17 to access the provision of library in Campus Operation Directives; volume 1, annex 15 to access the guidelines of Library Management Committee with annual work plan; volume 1, annex 16 to access the MOU with TU Central Library for Remotex E-resources service and volume 1, annex 17 to access the photos of library)

Computer Centre

Computer lab with 20 dedicated computers for students has been established in the campus which is also interconnected with the internet facility. An initiation has been taken to upgrade it as an e-library by establishing an online linkage with the central library of Tribhuvan University.

[Please refer to volume 1, annex 18 to access the contract letter with the IT Assistant and the photos of computer center)

Health center

The campus has established a health centre along with the changing room. General first aid services are provided through this health centre. The campus has hired a health assistant in contract to provide health service)

[Please refer to volume 1, annex 19 to access the contract letter with the Health Assistant and the photos of the health center)

Sports facilities

Basketball and volleyball court are constructed in the campus. Other indoor games are also offered. Beside these, the campus organizes football competition in collaboration with the district sports committee. The Extra Curricular Activities is responsible for organizing various sports programs in the campus.

(Please refer to volume 1, annex 20 to access the ECA guidelines, formation of ECA, and Annual Work Plan and volume 1, annex 21 to access the photos of sports ground and events.)

Guest house

The Campus has no separate guest house but it has managed a two bedded room with appropriate accommodation facilities for its guest who visits the campus.

[Please refer to volume 1, annex 22 to access the photo of newly constructed Guest House)

Canteen

There is a separate hall for canteen. It can serve up to 50 students in a single sitting.

(Please refer to volume 1, annex 23 to access the photo of canteen)

Workshop Hall and Program Hall

There is a separate room/ a mini hall for workshop. Teachers conduct workshops on various issues related to the curriculum like reporting writing, preparing instructional materials, data collection techniques and presentation, using search engines to search the authentic resources and mentoring. Similarly, a new program hall has been constructed to conduct various programs which have capacity to adjust about 400 participants.

(Please refer to volume 1, annex 24 to access the photos of workshop hall and program hall)

24. Whether a duly formed institution management committee in place?

Yes ☑ No ☐. If yes provide the composition of the committee in separate sheet

A committee of 915 members representing different sectors of community constitutes the General Assembly which is the highest body in the organization structure of Marsyangdi Multiple Campus. This body elects the member for Campus Management Committee as stated in the Campus Statute part 2-3.

(Please refer to volume 1, annex 3, pp. 6 to access the provisions related to formation of CMC, and volume 1, annex 25 to access the selection decision of existing CMC)

25. Furnish the following details (in figures) for the last three years:

Particulars	Year 074/075	Year 075/076	Year 076/077
Working days of the institution	220	220	220
Working days of the library	220	220	220

Teaching days of the institution	190	190	190
Teaching days set by the university	150	150	150
Books in the library	8600	9026	9052
<u>Journals/Periodicals subscribed by the library</u> National: International:	 5 0	 10 10	 10 15
Computers in the institution	30	30	30
Research projects completed and their total outlay	1	2	5
Teachers who have received national recognition for teaching/research/consultancy		1	1
Teachers who have received international recognition for teaching/research/consultancy		1	1
Teachers who have attended international seminars	2	3	2
Teachers who were resource persons at national seminars/workshops		1	1
No. of hours of instruction against the plan (per year or per semester)			

(Please refer to volume 1, annex 26 to access the list of books and journals, volume 1, annex 27 to access international training certificate and recognition, volume 1, annex 18 to access computer lab)

26. Give the number of ongoing research projects and their total outlay.

The RMC has awarded 3 mini research projects for FY 2077/2078 which is ongoing. The ongoing research projects are as follows:

S. No.	Research Title	Amount
1.	University students' perception of using online learning during COVID-19 pandemic	20,000.00
2.	Secondary level students' perception on letter grading system in secondary level	20,000.00
3.	Women empowerment through homestay tourism: A study of Naruwal Pakhathok village of Lamjung district	20,000.00

(Please refer to [volume 1, annex 28](#) to access the notice call for mini research and RMC and CMC decisions related to award research projects in volume)

27. Does the Institution have collaborations/ linkages with international institutions?

Yes. There are several different national and international organizations and agencies that have put forward their helping hands for the current standing of the campus. For example: CHOICE Nepal donated Rs.700000 to build of the Administrative Building. Indian embassy financially supported to build a library building. Rotary Club of Lamjung donated 20 pieces of computers for computer lab. Middle Marsyangdi Hydro Project constructing a classroom building. Astha Foundation, Germany has provided Euro-Guard which filters 8000 liters safe drinking water per day. Likewise, Alternative Solar Energy Promotion Centre, Khumaltar has provided solar light of 1200 watt capacity for the campus. HDCS Lamjung has donated Rs. 420,000/- to purchase 60 pairs attached desk bench. Besishahar Municipality has supported to construct 60 meter long drainage on the way to campus which cost Rs.300000. Recently, the government of Gandaki Province supported 40,000,000.00 amounts for wall construction around the campus premises.

(Please refer to [volume 1, annex 29](#) to access the related photos)

28. Does the management run other educational institutions besides the institution?

Yes ☐   No ☑ If yes, gives details.

The campus does not run any other educational institution.

29. Give details of the resources generated by the institution last year through the following means:

Source of Funding	074/075	075/076	076/077
Donations			
a) Matching Fund	1509781.24	2455345.01	1240969.92
b) Funds Received for SSR Preparation			140000
c) Regular Grants (UGC)			1092100
d) Tracer Study Grants			115000
e) Annual Report Grants			100000
f) DLI 5 Grants			1500000
g) Website estd. grants			300000
Municipality Support	0	0	472805
Fund Raising drives	185000	90000	0
Alumni Association	0	0	0
Research and Consultancy	0	0	0
Fee from self-financed/initiated	0	0	0
Fees from regular programs	16662485	16780880	12524389
Any others, specify a) Bank Interest	190101.76	186896.23	136172.82

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Part II

B) BENCH MARKS WISE PRESENTATION

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.)

CRITERION 1: POLICY AND PROCEDURES (15 MARKS)

1. **Are there clearly defined vision, mission, goals, and objectives of the institution in written?**

Yes $\boxed{\sqrt{}}$ **No** ☐. **If yes, mention the document and attach the material.**

Yes. To comply with the orientation of the preamble of its statute, MMC has further defined its Vision, Mission, Goals and Objectives (VMGO) in written which is mentioned in Five Years Strategic Plan (2020-2024). The CMC meeting of the campus held on 2077 Aswin 16 has owned and approved this strategic plan.

Vision: To be a sustainable Higher Educational Institution of western Nepal with its sound academic programs. It will be widely recognized for the Quality Education and Research programs.

Mission: The mission of Marsyangdi Multiple Campus is to provide access to higher education for the people of the western region and the country with emphasis to 'Janajati', 'Dalit', 'women' and other marginalized groups. It is dedicated to produce highly efficient human resource and guide from these defined mission:

- ➢ to provide skilled manpower
- ➢ to deliver ideal, moral, ethic and quality education services to society at affordable cost
- ➢ to preserve local culture and tradition
- ➢ to introduce means for self-sustainability
- ➢ to establish as a research center of the district
- ➢ to serve the students by teaching them problem solving leadership and team work skills

Goals: In order to achieve the vision and mission, the campus will strive to achieve some specific strategic goals, i.e.

- ➢ program extension in line with the educational demands of nation
- ➢ continued efforts towards quality education and infrastructure development
- ➢ qualified for accreditation from the UGC and maintain the accreditation status
- ➢ improve internal efficiency
- ➢ to provide market need education
- ➢ to provide ideal, moral and ethic manpower

- ➢ develop financial sustainability of the organization
- ➢ develop as a socially responsible educational institution, maintain good relationship with the community and stakeholders.

(Please refer to volume 1, annex 12, pp. 2-3, to access strategic plan of the campus, volume 1, annex 3, for the campus statute, volume 2, annex 1 to access CMC decision)

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.

To materialize and to overcome the set vision, mission, goals and objectives of the campus; well defined plans, programs and strategies are incorporated in the strategic plan of the campus. These plan and programs are further translated into action – matrix/ plan associated with the source of budget. This has provided a clear orientation for implementation of plan and programs.

(Please refer to volume 1, annex 12, to access the plan of action in strategic plan of the campus, volume 2, annex 2 to access IQAC plan, volume 2, annex 3 of RMC plan,)

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.
Campus Assembly, where almost all stakeholders from different areas of the society are represented stands at the top of the institutional organogram which holds the final authority of policy making. At the operational level remains Campus Management Committee followed by the office of the Campus Chief, Assistant Campus Chief, Departments and other offices like IQAC, RMC, library, ECA, EPC, EMIS, PIC, SQMC and more. The Campus Operational Directives – 2076 (amendment 2077) highlights the provisions related to other committees, sub-committees and units.

(Please refer to volume 1, annex 14, pp. 9 to access Campus Operational Directive (क्याम्पस संचालन निर्देशिका २०७२ (परिमार्जित २०७६ र शंसोधन २०७७ (organizational structure), volume 1, annex 12 to access an organizational flow chart in Five Year Strategic Plan page no. ii (annex section) and volume 2, annex 4 to access the minute of CMC, decision no.6)

4. Has the institution adopted any mechanism/process for internal quality monitoring and checks?

Yes   ☐√   No   ☐   Justify with supporting documents.

Yes. The CMC meeting held on 29 Magh 2076 has formed an IQAC. The IQAC developed its guidelines directives in 2077. This IQAC consists of 11 members representing academic, administrative authorities along with other stakeholders and students. A handful IQAC directive has been developed where its roles and responsibilities are explicitly defined. The IQAC has been actively working to enhance and establish quality culture in the campus. Having annual plan in hand, IQAC has been gradually implementing these plans and programs.

(Please refer to volume 2, annex 4, decision no. 2 to access the decision related to IQAC formation, volume 2, annex 5 for IQAC Guidelines, and volume 2, annex 6 for the report of Internal Quality Audit.)

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.

Based on the framework as defined in the campus statute, a separate campus operational directive has been developed and brought to an implementation. While job responsibilities of the campus chief and assistant campus chief are defined in the campus statute, campus manual incorporates the responsibilities of other departments and units. Likewise, in terms of other committees, sub-committees and cells, their respective guideline incorporates responsibilities. Terms of Reference (ToR) are provided to individual faculties and staffs.

Job responsibilities of different bodies, departments, units and individuals are incorporated in MMC statue. The statue and manual contain the responsibilities of department/faculty heads, assistant campus chief, campus chief and chairman of campus management committee. The statue and manual also mentions the functional procedures to guideline the responsibilities of units.

(Please refer to volume 1, annex 14, pp.36-44 to access the job responsibilities of academic and administrative departments, job responsibilities of units, and job responsibilities of individuals)

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. To make the evaluation process of departments, units and individual staffs transparent and systematic, the campus has developed a written scheme to evaluate their pre-defined job responsibilities which consists in 'Teacher-Staff Performance Appraisal Evaluation Directives – 2076'. The evaluation is basically concerned with the performance of departments, units and individuals. To make the evaluation process scientific 'Performance Evaluation Form' has been developed which is used as a tool.

(Please refer to volume 2, annex 7 to access evaluation standards and indicators, and pp 7-11 for job Performance Evaluation Form)

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, gives details.

Yes. The latest managerial concepts such as strategic planning, team-work, decision-making, computerization and others have been built up in joint efforts of the campus chief, assistant campus chief, faculty heads, program coordinators, and administration officials.

(Please refer to volume 1, annex 12 to access Strategic Plan and Action Plan of the Campus, and volume 2, annex 8 for formation of various committees including Public Information Cell.)

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, gives details.

Yes, the campus offers trainings programs like report writing and preparing instructional plans and presentation to its students that help to enhance their competency when they enter to job market. This also contributes in strengthening the regular academic programs. However, the campus still feels for the need of offering more systematic and concerned self –sustaining programs to its students.

(Please refer to volume 2, annex 9, to access decisions related to offering training programs, volume 2, annex 10,for students participation in training programs)

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, gives details.

The formation of the Campus Council, CMC and other committees and sub-committees that exists in the campus itself is a unique and representative composition of different stakeholders of the community. As of the time of reporting, there are 101 council members who at least once a year meet and discuss on various issues related to the campus. Likewise, as provisioned in its guidelines, IQAC plans a periodic interaction with different group of people concerned with the campus. Furthermore, MMC has formed a feedback and grievance sub-committee with defined TOR/ JD is described in Campus Operational Directives 2076.

(Please refer to volume 1, annex 3, pp. 4-6 to access provisions related to Campus Council, CMC, volume 2, annex 5 for guidelines of IQAC and its activities, volume 2, annex 11 for evidence of feedback and grievance sub-committee activities)

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?

Various internal committees and sub-committees are formed and members are appointed with a purpose to improve the overall organization and management of the campus. To note the external agency, 'E-zone international' has been appointed to manage the software based data system in the campus, popularly known as Education Management Information System (EMIS).

(Please refer to volume 2, annex 12, to access contract agreement E-zone International)

11. **Are the students involved in institution management system and quality assurance?** Yes ☐√ No ☐ If yes, gives details.

Yes. MMC pays a high priority for the involvement and participation of students not only in the management system and quality assurance but also in the policy making and implementation. The campus statute has ensured that the chair of the 'Free Student Union' represents in the campus council as well as CMC. Similarly, there is a representation of student in IQAC, Library Management Committee, Publication Cell

and ECA committee. Also, a separate 'Student's Quality Management Circle (SQMC)' has been formed which takes students together in building quality culture in the campus.

(Please refer to the campus statue in volume 1, annex 3, pp. 35 to access the provision of FSU, volume 2, annex 13 about the decision of CMC about the formation of SQMC; Volume 2, annex 14 to access the minute of SQMC of each)

11. Has there been an academic audit? Justify it.

Yes. Through IQAC, the campus has recently conducted internal academic audit and have produced a report. Based on the provisions stated in the clause 3, 7(3) of IQAC guidelines, IQAC meeting held on Falgun 9, 2077 formed a three members sub-committee which conducted internal academic audit in the campus. Its report and recommendations are seriously considered in policy intervention.

(Please refer to volume 2, annex 15 to access decision of IQAC related to formation audit committee, volume 2, annex 6 for internal audit report, volume 2, annex 16 for IQAC and CMC decision related to audit report)

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

   Yes   ☑   No   ☐   If yes, give details

Yes. Research Management Cell (RMC) that exists in the campus is handy in bringing together the teaching and research in the campus. The RMC guidelines that the campus has adopted have a provision of involving students as a member of research team in a research project offered by the campus. This certainly helps in enhancing the research knowledge and competency of teachers and students. Various research activities like methodology trainings, workshops and seminars conducted by the RMC further brings teaching and research in the campus.

(Please refer to volume 2, annex 17, pp. 5-6 to access provision related to research project funding in RMC guidelines , volume 2, annex 18   for RMC minutes and decisions, volume 2, annex 19 for RMC notices, and volume 2, annex 20 for accessing documents related to students, thesis and project works.)

14. Have you observed any positive outcomes of combination of teaching and research? Yes ☑ No ☐. If yes, gives details.

Yes. Increasing the number and expediting the research activities in the campus has brought positive impact in teaching –learning process of the campus. Because of this faculty's interest towards research has increased resulting to higher participation in the internally and externally organized research activities along with journal article publication by faculties. Likewise, student's thesis works are more authentic and purposeful.

(Please refer to volume 2, annex 18 for the minutes and decisions of RMC.)

15. Provide institution specific other innovations which have contributed to its growth and development.

It is dedicated to continue innovative activities in the campus. Some of the innovative conducted by the campus can be mentioned as follows:

 a) Campus Assembly as a supreme body: The campus assembly of MMC is the supreme body which consists of the renowned personalities of various sectors of this region such as CDO/Mayor, LDO, representatives of political parties, intellectuals from different fields, members of Constituent Assembly, etc.

 b) Campus Council: It is new innovation to do the all activities except election which has 101 members from different sectors but they should take campus members.

 c)   Use of white board: the campus has introduced while board by replacing existing black boards

 d) Faculty/Department formation: To lunch systematic or modern educational activities and provide quality education, the campus formed the faculties and departments in different subjects.

 e) Use of multimedia project: The campus has managed one hall attached with projector to conduct some classes using multimedia project. The campus has other two more portable projectors which are used in the classroom timely. The teachers are motivated to use ICT in classroom teaching.

 f)   Educational tour: To impart knowledge from outside classroom, the campus regularly arranges educational tour to the students, Teachers' and CMC.

 g) Study of industrial areas and educational institutions: The campus takes the students of management in the industrial areas and the students of education in the renowned educational institution for their project work which not only gives them

practical knowledge but also teach to prepare the project work report and carry out mini researches.

h) Community Health Camp: The campus has organized a 3 day health camp in collaboration with British Gorkha Welfare Lamjung to support the public to check up their health freely.

(Please refer to volume 2, annex 21 for the Province Government's support, volume 2, annex 22 for photos of students in filed work and tour, and volume 2, annex 23 for photos of using ICT in classroom.)

CRITERION 2:
CURRICULAR ASPECTS

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, gives details.

Yes. Through enriched pedagogical practices, the campus has put its optimum efforts to ensure consistency of teaching and learning with its academic goals and objectives. For this, the campus has developed its own academic calendar in compliance with the affiliating university's (TU) calendar. Faculties develop their annual plan, daily plan and lesson plan and report it to their respective departments. Likewise, student's classroom needs and requirements are given priority along with fair treating in their learning processes. Other approaches like providing assignment, project works, unit tests, classroom presentation and group work, etc. are practiced to bring consistency in teaching learning.

(Please refer to _volume 2, annex 24_*, to access academic calendar of departments/faculties and operational calendar of the campus* _, volume 2, annex 25_ *for sample teaching plans,* _volume 2, annex 26_ *for accessing documents related to conduction of internal examinations, and* _volume 2, annex 27_ *photos of students involvement in project works.)*

17. **Are programs flexible enough to offer students the following benefits? (0.5 x 3 = 1.5)**

   a. Time frame matching student convenience ☐√
   b. Horizontal mobility ☐√
   c. Elective options ☐√

Yes.

   a. Timeframe Matching Student's Convenience

   To match the students' convenience, the campus offers classes in two shifts: Morning and evening. As such, Bachelors' level courses are offered in the morning shift and Masters' level courses are offered in the evening shift. Particularly, most of the students in Masters' level program are job holders, so considering their time convenience programs of this level are offered in the evening.

b. Horizontal Mobility

The condition of horizontal mobility has not yet been evidential in case of programs offered by the campus. However, the campus is obliged to follow the guidelines set by the affiliating university in this regard.

c. Elective Option

Students have some elective subjects as recommended by TU in Bachelor's and Master's level. The subjects like English, Nepali, Population, Health and Physical, Economics and Mathematics are offered in B.Ed. Similarly, students can choose the subjects of their interest in elective section in M.A. Sociology III and IV semester.

(Please refer to volume 2, annex 28 to access teaching schedule set by campus, and volume 2, annex 29, pp. 4 for elective options offered in the campus)

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)

a. Capacity to learn　　　　√

b. Communication skills　　√

c. Numerical skills　☐

d. Use of information technology　√

e. Work as a part of a team and independently ☐

MMC has made various efforts to promote general / transferable skills among the students such as capacity to learn, use of information technology. Discussion program within the groups of a class have been a part of campus. Additional classes on Account, Statistics and Mathematics are conducted to develop numerical skills. Computer, multimedia projector are used to facilitate teaching learning activities. The teacher practice student centric method of teaching. Students consult library or use other facilities provided by the campus so that they increase their capacity to learn. Exchange of ideas between students and teacher helps to share about how and what they learn. Debate programs within the groups of a class or inter class have been a part of the campus internal communication skills of the students. To develop the knowledge of Mathematics, the campus especially takes orientation cum workshop for the students for best use of calculators so that their numerical skills become positive factors while

studying their subjects.

The campus has setup a computer centre where students are accessible to the use of computer as well as internet which helps to take guidelines in own subjects matter. The campus is in the beginning stage for this centre. The campus has planned to manage this for students regularly.

The students also perform different functions. Sometimes they organize blood donation campaign in collaboration with the partnership of District Community hospital. Sometimes, they raise questions on recent national issues. Group work and individual field work are assigned to enhance the practical knowledge in students. The campus supports all these activities practically and theoretically.

(Please refer to volume 1, annex 12 for Campus Strategic Plan 2020-2024, volume 2, annex 30 for work plan and activities report of ECA, volume 2, annex 24 for operational calendar of faculties)

19. Are there any additional focused programs and electives offered by the institution? (1)

Yes | √ | No | | If yes, gives details.

Yes. The campus provides elective option based on the standards set by the affiliating university. For example, students of B. Ed program are offered to join the programs like Academic Writing, Community Health Survey and Studies, Business English, Translation Theory and Practices, etc. Similarly, students of BBS are benefitted with elective options like Finance, Accountancy or Marketing in fourth year of studies. Similarly, the students of MBS can choose Account, Finance and Marketing.

Recently the CMC has decided to form a three member's feasibility study team for Hotel Management and Travel and Tourism (a non-credit course) for students' vocational skill and personality development. Similarly, IQAC has decided to offer basic computer course for students.

(Please refer to volume 1, annex 5 to access the document of CMC and IQAC decision about additional courses (non-credit)

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)

Although the campus reserves a limited scope to contribute/feedback to the curriculum of the affiliated university, the departments of the campus have held some internal discussions on the provided curriculum. There are also some evidences that few of the faculties of the campus have participated in course orientation programs. For example, English language teachers have participated in a two day work shop program on four year B.Ed. English curriculum organized by NELTA Lamjung and Department of English, MMC in collaboration with the course specialists. Similarly, every faculty orient the students about the course before starting the new academic session. Likewise, the head of practice teaching committee along with the assistant campus chief participated a day orientation at Aadhikabi Bhanubhakta Multiple Campus on conducting practice teaching subject in four year B.Ed. program organized by the Office of the Dean, Faculty of Education, TU. Moreover, the faculties have participated various trainings and workshops on academic writing and research methodology.

(Please refer to volume 2, annex 31 to access documents related to teachers participation in workshop and volume 2, annex 32 for slides of orientation programs)

21. Is there any mechanism to obtain feedback from academic peers and employers? (1)

Yes ☐ √ No ☐ If yes, gives details.

Yes, the departments regularly hold discussion with academic peers and plans various activities related to the teaching-learning and other departmental activities. Along with that, IQAC holds meeting with peers and employers in a regular interval and receives feedback. There are also some other evidences that sometimes the CMC holds direct interaction with them. Furthermore, Feedback and Grievance Subcommittee also collects such feedback.

(Please refer to volume 2, annex 33 to access documents related departmental meetings with academic peers, volume 2, annex 34 for documents related to joint meeting between CMC, IQAC, and academic peers.)

22. Give details of institution-industry-neighborhood networks if any? (1)

The campus has expanded its institutional relation with other service industries as well as with social organizations. To note down specifically, the campus has done a formal

agreement with different the institutions like TU Central Library, E-Zone international and Nepal Research and Education Network (NREN). Similarly, the campus has signed in MoUs with different banks and co-operatives and the educational institutions like private and community schools and local NGOs. The campus also manages industrial tour for the students. Besides this, The campus has established relationship with other organizations such as Besishahar Municipality, District Development Office, and so on.

(Please refer to volume 2, annex 35 to access MoUs with different institutions, and volume 2, annex 36 for MoU with the financial and educational for internship placement of the students.)

23. Does the institution inculcate civic responsibilities among the students? Give brief explanation in terms of activities (0.5)

The CMC members, teachers and the members of the Free Students Union instill civic responsibilities to the students. FSU Orientation and Welcome program renders civic responsibilities to new students. Blood grouping and donation programs, AIDS awareness and environmental awareness programs are other major activities that helps in inculcating civic responsibility among MMC students also participate in programs such as traffic awareness and environment awareness. The campus organized interaction programs about Constituent Assembly and aware about the value of the Campus General Assembly and Campus Council and also encourage to participate to these programs heartily.

(Please refer to volume 3 annex 21 to access documents related to student awareness programs)

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)

The campus has been conducting various extra-curricular activities such as quiz contest, sports, subject wise discussion programs, workshops, paper presentation on contemporary issues, besides providing the regular courses for the all round personality development of the learners.

(Please refer to volume 1, annex 20 to access documents related to formation of ECA committee and its guidelines , volume 2, annex 30 for documents related to conduction

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)

To impart moral and ethical value based education, the campus takes its students in different places such as old age home, home of parentless and conflict victims children etc. Different awareness programs like traffic awareness, gender violence etc. are conducted in collaboration with district traffic police office and some local NGOs. The students, teachers and other stakeholders of the campus are obliged to follow the code-of-conduct developed by the campus that promotes moral and ethical value-based education as well as behavior in the campus. Furthermore, the campus adopts policies that restricts the gender-wise, cast-wise, race-wise or any short of discrimination in the campus. Specifically, the campus has also organized programs such as motivational classes, yoga events occasionally.

(Please refer to volume 2, annex 37 to access document about students' participation on awareness programs)

CRITERION 3:
TEACHING LEARNING AND EVALUATION

26. Which of the following method 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

The campus applies mixed method for the intake of new graduates in the campus which also meets admission standards set by the affiliating university and also the admission policy of the campus. To admit students in Bachelors level program, previous academic records are considered and evaluated. Likewise, for admitting new students in Masters' level program, CMAT and written entrance tests are applied.

(Please refer to volume 3, annex 1 and volume 1, annex 14, pp. 20-21 to access admission policy of the campus, and volume 3, annex 2 for admission notices, entrance question sample)

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

Yes [√] No [ ] If yes, cites examples.

Yes. The 'Student Counseling, Feedback and Placement Cell (SCFC)' that has been officiated in the campus assesses student's needs and aptitude for a course, especially during the process of new admission. Provisions related to student counseling are explicitly stated in SCFC guidelines.

Please refer to volume 3, annex 3 to SCFC guidelines)

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 academic departments of the campus offer extra/ coaching class to the slow learners and disadvantaged students as identified by the respective departments. This

remedial instruction involves individualized teaching where students are guided to overcome their learning problems.

(Please refer to volume 3, annex 4 to access the decision of department about remedial classes for slow learners and notice related to extra class)

29. Does the institution encourage the teachers to make a teaching-plan? (0.5)

Yes ☐√ No ☐ If yes, gives details.

Yes. The campus instructs teachers to prepare annual teaching plan. The teachers teach the irrespective subjects in terms of terminal wise course teaching plan. They submit the copies of their annual teaching plan to their program coordinator or faculty heads. It helps them complete their classes on time. The faculties from the faculty of education support the teacher from other faculties to prepare the instructional plans.

(Please refer to volume 1, annex 14, pp. 40-41 to access individual's ToR, volume 2, annex 25 to access sample teaching plans)

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

The faculty makes action plans and teachers prepare periodic lesson plan according to the action plan. They evaluate their performance and make necessary adjustment of the teaching. The academic committee prepares schedules for the observation of classes. The members of the Academic Audit Committee inspect the classes and discuses with concerning bodies and individuals for the progress in the teaching schedules.

(Please refer to volume 2, annex 24 to access academic calendar of FOE and FOM, and operational calendar of the campus , volume 2, annex 25 for sample teaching plans)

31. How does the institution supplement the lecture method of teaching with other teaching methods with specific weight age in terms of hours? (Directed studies, assignments, presentations). (0.5) produce some examples.

To alternate the conventional mode and to cope with pedagogies of teaching learning, the campus and its departments offers different student –centric teaching methods that includes self-study, project works, assignments, group discussion, individual and group

presentation, etc. Likewise, field visits, industrial tour are the part of curriculum. For example, the course 'Project Management' in BBS program consist 25% weightage for project work. Likewise, students under 'Faculty of Education' are obliged to go to the assigned schools for their teaching practice as part of curriculum.

 (*Please refer to* volume 2, annex 27, *and* volume 3, annex 5 *to access documents related to alternative pedagogical practices)*

32. Is there a facility to prepare audio visuals and other teaching aids? (0.5)

> **Yes** | √ | **No** | ☐ | **If yes, give details about the facilities.**

The set up of computer centre with 20 computers connected to the internet in the campus adequately facilitates faculties and students in preparing audio-visuals and other teaching aids. At least 20 individuals at a time can access to this lab. Beside the computer centre, each faculty is equipped with a separate computer with internet facility. The faculties can explore various audio video aids during their leisure time. There are multimedia for visual presentation. The teachers prepare audiovisual teaching aid available in the campus.

(Please refer to volume 3, annex 6 *to access photographs related to computer lab)*

33. Furnish the following for the last two years (1.5)

[Last two years, teaching days, work load for full time and part time need to be specific, the percentage of full time and part time teachers]

Particulars	Year 2075/076	Year 2076/077
Teaching days per year against the requirement	180	180
Working days per week against the requirement	6	6
Work load per week (for full time teachers):	24 periods	24 periods
Work load per week (for part time teachers)	12-18	12-18
Ratio of full-time teachers to part-time teachers	11:16	11:09
Ratio of teaching staff to non-teaching staff	27: 6	20: 9
Percentage of classes taught by full-time	52.50%	62.90%

(Please refer to volume 2, annex 28*, to access related documents.)*

34 a. Are the students oriented to the program, evaluation system, and code of conduct, other relevant institutional provisions and requirements? If yes give evidence. (0.5)

Yes. Student orientation program is organized each year especially new admission is taken. At the beginning of the academic session, the evaluation methods are conveyed to the pupils through prospectus, brochure and orientation programs. Through orientation class, students are introduced diverse disciplines as well as overall academic programs and model questions prior to the examination as well.

(Please refer to volume 3, annex 7, to access notice and activities on orientation programs, volume 2, annex 32 for orientation related slides and photographs)

b. Are evaluation methods communicated to students at the beginning of the academic session? (0.5) Yes ☑ No ☐ If yes gives evidence.

Yes. Methods applied to evaluate students' academic progression internally (at the campus level) and externally (at the university level) both are communicated especially during orientation program at the beginning of the academic session. Not limited to orientation, these methods are also communicated through brochure, prospectus and other means.

(Please refer to volume 3, annex 7, to access notice and activities on orientation programs, volume 2, annex 32 for orientation related slides and photographs)

35. Does the institution monitor the overall performance of students periodically? (0.5) Yes ☑ No ☐ If yes, gives details.

The campus monitors the overall performance of students by adopting evaluation methods such as class tests, monthly tests, internal examinations, Discussion in faculty and department, etc. Additionally, faculty members assess students' classroom performance. To evaluate the overall academic performance of the students and to lead towards the continuous progression, the campus applies methods such as conduction internal examination periodically, unit tests, assignments, term paper presentation, etc. These activities are carried out through the academic departments and each faculty should report about their observation and impression about the student performance. Students are provided with individual counseling to increase their academic performance.

(Please refer to [volume 2, annex 26](#) to access the sample result sheet of internal exam)

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)

	Operational Mechanism					
	Job Advertisement	Selection Committee Formation	Examination by Selection Committee	Evaluation of Demo Classes	Interview by Selection Committee	Job Contract Through Formal Appointment
Self-Funded	✓	✓	✓	✓	✓	✓

(Please refer to [volume 1, annex 3](#), pp. 19-20 to access provision of statute in regards to recruitment, [volume 3 annex 8](#) for vacancy notices and decisions related to recruitment)

37. Provide the following information (in number) about the teaching staff recruited during the last two years. (0.5)

No. of teaching staff recruited	075/076	076/077
Assistant Lecturer		2

(Please refer to [volume 3 annex 9](#) to access appointment letter, and [volume 3, annex 8](#) for other documents related to new recruitment,).

38. a. Does the institution have the freedom and the resources to appoint and pay temporary/ad hoc teaching staff? 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. Being a community campus affiliated with Tribhuvan University, MMC itself has to bear a responsibility of recruiting faculties of any nature (permanent/ contract/ full-time, part time). Furthermore, the campus should be able in itself for managing financial resources to pay its faculties.

(Please refer to [volume 1, annex 3](#), pp. 19-20 to access recruitment provision, [volume 1, annex 8](#) for pay roll, [volume 1, annex 3](#), pp. 1 for provisions that calls the nature of the campus, [volume 1, annex1](#) for affiliation terms and conditions of the university

stating the financial management of the campus)

b. Does the institution have provision and practice for inviting visiting/guest faculty on regular basis?

Yes ⎡ √ ⎤ if yes give details (0.5) :

Yes. Recently, during the Covid-19 pandemic, the campus hired three guest faculties for Master's degree students. Each faculty has mandate to manage some lecturers either in face to face mode or online to support and share their best teaching practices with the students and teachers as the guest faculties.

(Please refer to volume 3, annex 15 (i) to access CMC's decision on payment for guest lecturer)

39. Number of teaching staff who have attended seminars/ conferences / workshops as participants/ resource persons/ organizer in the last two years: (1.5)

	Participants	**Resource persons**	**Organizer**
Institutional	20		MMC, DoE/NELTA
National level	8		1.NELTA, Gandaki 2. Dean office Ed. TU
International level	8	1	1. NELTA, 2. Nepal Open University 3. British Council 4. RELO 5. Arizona University, US 6. Qatar University 7. ELTAI

(Please refer to volume 1, annex 27 to access documents such as certificate, name of participants and resource persons).

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. Based on the provisions of Faculty/Staff Performance Evaluation Directives - 2076 of the campus, self-appraisal of individual faculty and non-teaching staff has been brought into practice. As per the procedure defined in the directives, each and every faculty as well as non-teaching staff has to fill the provided self appraisal form and submit it to their respective department. Furthermore, the Five Year Strategic Plan (2020-2024) has made a provision of faculty self-appraisal system, students' appraisal system, peer appraisal system, and expert or authority appraisal system every year. The responsibility of the self-appraisal system has been given to IQAC and faculty heads.

(Please refer to volume 2, annex 7 to access Faculty/Staff Performance Evaluation Directives, and volume 1, annex 12, pp. iii-x to access self – appraisal form,)

41. Does the institution follow any other teacher performance appraisal method? (0.5)

Yes $\boxed{\checkmark}$ No $\square$ If yes, give details of the same and state how the results of the appraisal are used.

Yes**.** Under 360 –Degree Feedback System, the campus follows self – appraisal, managerial review, peer reviews, sub-ordinate's review and student's review. By adopting this system, biasness is eliminated and evaluation is made valid. Based on the performance of the faculties, the campus has promoted some faculties as permanent faculties.

(Please refer to volume 3, annex 10 to access the related documents)

42. Does the institution collect student evaluation on institution experience? (0.5)

Yes $\boxed{\checkmark}$ No $\square$ If yes, what is the significant feedback from students and how has it been used?

Yes. Through IQAC the campus collects student's evaluation and feedback on institutional experience by conducting survey annually. The survey responses are systematically analyzed and conclusion is drawn. Recommendation generated based on conclusion are considered in decision making process. As such facilities related with teaching-learning, library, lab/s, sports, drinking water, canteen, urinals and toilets along with other administrative services are added and improved.

(Please refer to <u>volume 3, annex 11</u>, pp. 13-19 to access Student's satisfaction survey form and <u>volume 3, annex 11</u>, pp. 1-12 for the report of satisfaction survey)

43. Does the institution conduct refresher courses/seminars/conferences/symposia/ workshops/program for faculty development? (0.5)

Yes ☐√ No ☐ If yes, gives details.

Yes. Conduction of training programs as well as seminars and symposia has been systematically planned which are reflected in the institutional work plan. Moreover, MMC sends its faculties to attend various professional development programs. As planned, the campus conducted 3 seminars cum workshops in latest 2 year/s.

Program	Year	No. of Participants	Supported By
Research Methodology Training	2076	24	
Research Methodology Training and Academic Writing	2078	22	UGC, Nepal
National Level Virtual Training on Academic Writing	2078	260	NELTA Lamjung

(Please refer to <u>volume 3, annex 12</u> to access notices and attendance of training in <u>volume 3,annex 13</u> for training schedule and related photographs)

44. Give details faculty development programs and the number of teachers who benefited out of them, during the last two years. (0.5)

To meet the target of human resource plan, the campus	No. of Beneficiaries
Further Study (M.Phil, PhD)	2
Training/Workshop/Seminar (National level)	5

Training/Workshop/Seminar (International level)	4
Research & Promotion	2

(Please refer to volume 3, annex 12 to access notices and attendance of training in volume 3,annex 13 for training schedule and related photographs)

45. Furnish information about notable innovations in teaching. (0.5)

The campus has been frequently encouraging teachers to apply innovative teaching methods like audio-visual methods, directed method, etc. The campus has been providing extra classes for weak students in their difficult subjects. The students are taken to educational excursion and industrial tour to broaden the horizon of their practical knowledge.

(Please refer to volume 3, annex 14 to access teaching through power point slides, volume 3, annex 15 for classrooms with multimedia, and volume 2, annex 27 for students participation in project work)

46. What are the national and international linkages established for teaching and/or research? (0.5)

The campus has developed its collaboration with local banks, schools, NGOs and GOs in this regards. Because of this collaboration, students get internship opportunity. Recently, the campus has signed in a MOU with TU central library for e-resources, NREN for online apps and with the bank and schools for student internship and placement. However, international linkage for teaching and research hasn't established yet.

(Please refer to volume 2, annex 35 to access the MoU between campus and other national organizations)

CRITERION 4:

RESEARCH, CONSULTANCY AND EXTENSION

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

For the promotion of research culture in the campus, CMC has allocated 3% percent of total operational budget which comes to become NRS, 800,000/- for FY 2077/78.This amount is used in offering few mini research projects and conduction of research related activities in the campus through Research Management Cell (RMC).

(Please refer to volume 2, annex 3 to access annual plan of RMC, volume 4, annex 1 for research budget and annual budget of the campus)

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.

Research Management Cell (RMC) has been formed which frames research policies, procedures and activities in the campus. Gradually, RMC has been conducting research related programs to the faculty members and students. The campus statute, RMC directives and the HRM plan has stated different provisions to promote research by providing teachers' a study leave with seed money. The campus also offers adjustment in teaching load/schedule.

As part of the degree fulfillment, post-graduate students are obliged to complete their thesis work. Likewise, as demanded by the curriculum, students should also complete different works.

(Please refer to volume 2, annex 17 to access RMC directive, volume 2, annex 19 for notice related to mini research project, volume 1, annex 28 for CMC decision related to seed money, volume 2, annex 20 for students name list and sample project works of the students)

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

Yes ☐ No │ √ │If yes, give details

No. of Ph.D. graduates produced per year:

No. Affiliated campuses are restricted from offering M. Phil or PhD programs.

50. What percentage of teachers is engaged in active research - guiding research scholars, operating projects, publishing regularly, etc.? Give details. (0.5)

Since the campus does not offer M. Phil or PhD programs, Masters' students are considered as research students in the campus. As such, 10% of teachers are active in guiding the thesis of students in Master's level and 30 % of them are guiding the research report in Bachelor's level.

Percentage of teachers in active in research guiding	30%
Percentage of teachers as research scholars	10%

(Please refer to <u>volume 2, annex 20</u>to access the name list of students, research topics and supervisors for Bachelor and Master's degree)

51. Mention the admission status of the M. Phil./ Ph.D. graduates in your institution. (0.5)

Affiliated campuses are restricted from offering M. Phil or PhD programs

52. How many Ph. Ds. have been awarded during the last five years? (1)

  Affiliated campuses are restricted from offering M. Phil or PhD programs

53. Does the institution provide financial support to research students? (0.5)

  Yes | √ | No | | If yes, give % of financial support from recurring cost.

Yes. As provisioned in the RMC directives, each year one best thesis from each faculty as decided by the RMC is awarded with the cash prize of NRS. 10,000/-.

(Please refer to <u>volume 2, annex 17</u>to access RMC directives)

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

The RMC has awarded three mini research projects for FY 2077/78 which is ongoing. The ongoing research projects are as follows:

S. No.	Research Title	Amount
1.	University students' perception on using online learning during Covid-19 pandemic	20,000.00
2.	Secondary level students' perception on letter grading system	20,000.00

| 3. | Role of homestay tourism in women empowerment: A study of Magarpatle village of Lamjung | 20,000.00 |

(Please refer to <u>volume 2, annex 18</u> to access RMC decisions about the selection of mini research projects and <u>volume 1, annex 28</u> for CMC's decision of approving the financial support for the selected mini-research)

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

Currently, there are no any 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, the campus annually publishes its own academic journal 'Marsyangdi Journal'. The recent publication is Volume 1, issue 1. Similarly, for the second volume (a peer review journal), RMC has announced the articles to publish by the end Shravan, 2078.

*(Please refer to <u>volume 3, annex 16</u> to access **Marsyangdi Journal'**, <u>volume 2, annex 19</u> to access journal article publication guideline and notice of call for articles and <u>volume 3, annex 17</u> for RMC minutes)*

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

Yes   No ☐   If yes, gives details.

Some faculties at the individual level have participated in educational, social, and financial consultancy service locally and nationally. An institutional approach for research consultancy service is yet to be taken. However, the RMC guidelines have envisioned offering consultancy service in the future.

(Please refer to <u>volume 2, annex 17</u>, pp. 3 'ङ' to access provisions of RMC guidelines related to consultancy service, and <u>volume 3, annex 18</u> for the RMC's decision about it)

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   ☐√

The campus has not appointed the extra person for extension activities yet. However, ECA coordinator is responsible for conducting extension activities.

(Please refer to <u>volume 1, annex 20</u> to access the ECA work plan and guidelines)

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 conducted different awareness programs on Noval Corona Virus (Covid 19) in collaboration with Public Health Office, Lamjung and Traffic Awareness Programs launched by Traffic Police Lamjung on 2076.12.02 and 2076.12.03 respectively. The campus family actively participates in other programs such as blood donation, community awareness, health and sanitation awareness programs, etc.

(Please refer to volume 1, annex 20 to access ECA guidelines and annual plan, volume 2, annex 30 ECA activities, and volume 3, annex 19 for ECA activities photos.)

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.

Being a community-based campus, the campus bears as a primary role to serve the community. Along with institutional approaches, Youth Red Cross Society, Free Students' Union are active in providing social service as well as student related services. . The campus conducts awareness program, literacy program and related other programs in this regards. .

(Please refer to volume 3, annex 20 to access the photo of latest FSU)

61. How are students and teachers encouraged to participate in extension activities? Any defined approaches? (0.5)

Teachers and students of the campus are encouraged to participate in extension activities based on the annual plan developed by ECA committee. In general, extension activities and its approaches are defined in ECA guidelines and plans; however, members of the campus family also participate in instant and unplanned activities whenever needed. Most frequently practiced extension activities in the campus are participating in different socio-cultural and awareness programs.

(Please refer to volume 1, annex 20 to access ECA guidelines and action plan, volume 2,

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)

The campus has been working with different NGOs and GOs. For example, in collaboration with the District Red Cross Society, the Youth Red Cross Circle of the campus organized one day training on Disaster Risk Management and Safety School. Similarly, in collaboration with the District Hospital, blood group identification of the students is carried out every year. Moreover, in coordination with the District

Traffic, awareness programs are conducted which give some practical skills to implement in their lives.

(Please refer to volume 3, annex 21 to access documents related to the conducted awareness program)

CRITERION 5:

INFRASTRUCTURE AND LEARNING RESOURCES

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 campus has included its comprehensive master plan regarding physical infrastructure in the Five Year Strategic Plan-2020-2021. Following the plan, construction of administrative building and campus compounding has been completed.

(Please refer to volume 1, annex 12 pp.26 to access the infrastructure master plan)

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)

The latest 5-years trend shows the student's enrollment in the campus is increasing. As of now there are 20 dedicated classrooms which can accommodate nearly 600 students at a time. When classes are offered both in morning and evening shifts, the current academic building can adjust 800 students. Likewise, the campus plans to add more academic programs in coming five years. Thus, the analysis of enrollment trend and possible expansion of academic programs shows that the campus requires expansion of its infrastructure in next five years. To meet this requirement, the infrastructural master plan has envisioned construction of additional classrooms along with an exam building.

(Please refer to volume 1, annex 20.26 to access the infrastructure master plan)

b. What support facilities are available for conducting the education programs in the institution? (0.5)

Laboratory, Library, Others. Give details

The campus has a well equipped computer lab with 20 computers. The computer is linked with the internet access. It is used by students and teachers. A measure has been taken to update it as an e-library by linking it to the resources available in TU's central library. Likewise, the campus has a separate library building with sufficient text and reference books. The campus has installed library software to make its function automated. Classrooms for semester based programs are equipped with multimedia projectors.

(Please refer to volume 1, annex 16 to access the MOU between the campus and TU Central Library , volume 3, annex 6 to access photos of computer lab, volume 3, annex 15 for classrooms with power point projector, volume 1, annex 17 for photos of library, and volume 1, annex 26 for list of e-books and journals.)

65. Does the institution have provision for regular maintenance of its infrastructure? Provide scheme. (0.5)

Yes. The 'Construction Committee' that has been formed under CMC bears a responsibility of looking after infrastructural maintenance works. Annually, CMC allocates budget for this purpose. For FY 2077/078 the allocated budget is Rs. 45,00,000.00 which is equivalent to about 10% of the total budget.

 (Please refer to volume 4, annex 1 to access the allocated budget for maintenance, volume 4, annex 2 for the guidelines of construction and maintenance committee and its minutes, and volume 4, annex 3 for CMC's decision about the formation of Construction 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 facilities in full fledge in the morning shift through teaching learning and administrative activities. Bachelor's classes are running in three buildings and administrative activities are carried out from one building. Likewise, Masters' level programs are offered in the evening shift. In the day time, students use library and computer lab facility.

(Please refer to volume 2, annex 28 to access teaching schedule, and volume 2, annex 3 to access documents related to ECA activities).

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 offers use of academic facilities, especially auditorium hall, sports court and ground by externally agencies during off hours and holidays by ensuring that the regular academic activities in the campus are not disturbed. Use of these facilities by externals is charged with certain amount as set by the campus administration.

Please refer to volume 3, annex 22 to access request letter by various institutions for the use seminar hall and ICT resources of campus resource for the conduction of their program.)

68. What efforts are made to keep the institution clean, green and pollution free? Give details (0.5)

To keep the environment of the campus premises clean, green and pollution free, the campus

has recruited workforce like gardener, cleaner and other personnel. A beautiful garden with varieties of flowers and plants has been created in the campus to keep environment neat and clean in the campus. The campus has also developed ToR to maintain cleanliness, greenery and pollution free environment in the campus. Students Quality Management Circle (SQMC) activities are interrelated in this aspect too.

 (Please refer to volume 4, annex 4 for appointment letter with ToR of sweeper of campus)

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	√	20
Computer accessible to the non-teaching staffs	√	4
Computer accessible to the faculty, Chief and Asst. Chief	√	6
Internet accessible to the faculty and other	√	
Internet accessible to the student	√	
Internet accessible to the non-teaching staff	√	

The campus has well equipped computer lab with internet connection which is easily accessible to the students and faculty members. The campus has fixed computers to each department with internet facility in departmental offices and also fixed into campus chief's and deputy chief's room.

(Please refer to volume 4, annex 5 to access the purchase bills of computers and purchase bill of internet, and volume 3, annex 6. to access photographs of computer center and others)

70. Give the working hours of the computer centre and its access on holidays and off hours. (0.5)

As provisioned in Standard Operating Procedure (SOP) of the computer centre, the working hours of the computer centre in regular days is 4 hours a day divided into two shifts (7.30-9.30 AM & 1.00 – 3.00 PM).

(Please refer to volume 4, annex 6 to access the computer operating time table)

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

The campus has formed 3 departments and has provided at least one computer to each department. To effectively conduct departmental activities these computers are utilized.

Along with this, various administrative departments are also provided with separate computer.

(Please refer to volume 4, annex 7 to access photographs of departments)

b. Does the institution have provisions of internet/intercom/CC TV/other facilities Give details (0.5)

Yes. The campus has purchased high speed broadband internet from World link Communication Ltd. (Fiber SME for SME-24 Unl-10mbps/12mth) capacity that are connected to the computers in the campus. Alongside, Wi-Fi facility is also provided. With the funding of UGC Nepal, the campus has installed Close Circuit (CC) camera in different areas of the campus and have also installed multimedia projectors in classrooms.

(Please refer to volume 4, annex 5 to access decisions, purchase bills of internet facility and volume 4, annex 8 for CCTV purchase bills and related photos)

72. Explain the output of the centre in developing computer aided learning packages in various subjects during the last three years? (0.5)

The computer center has made an outstanding achievement in developing computer aided learning packages in various subjects of Bachelor levels in commerce. BBS students have been trained in computer (tally and account package) as required to enhance their efficiency. Because of it they are getting job opportunities in banking and financial sectors. Teachers are also getting benefit from computer centre in developing teaching materials. The departments of English and education are frequently applying multimedia projector and Laptops in teaching and learning activities.

(Please refer to volume 3, annex 6 for photos of computer lab, volume 3, annex 15 for multimedia equipped class and volume 3, annex 14 for teaching slides through power point projector

73. Is there any provision for maintaining/updating the computer facilities? Provide the details of the system. (0.5)

Yes. The administrative and account department of the campus collects the reports about the computers and maintains utility. This responsibility is given to account/administrative officer. The computer in-charge has the list of computer and laptops to all sections and units. The concerning section is responsible for the proper use of laptops, printers, scanner, projectors. The head of the store section keeps the record of these equipment and

instruments and notify to the maintenance section of the computer cell for the require repair of the instrument. The computer in-charge consults to the computer master for repair and maintenance if required.

(Please refer to volume 1, annex 18 to access official contract with service provider)

74. Does the institution make use of the services of inter-university facilities? (0.5)

To overcome this weakness, the campus has taken a measure to update its computer centre into e-library by linking it to the resources available in TU Central Library.

(Please refer to volume 1, annex 16 to access the MOU between the campus and TU Central Library)

75. What are the various health services available to the students, teacher and other staff? Give details. (0.5)

The campus has established a separate health unit by allocating a separate room and required minimum medicines and materials for its operation. The primary function of this unit is to provide first aid service for the students, teaching and non-teaching staffs of the campus. Likewise, changing room has been maintained. An active Youth Red Cross Circle exists in the campus.

(Please refer to volume 1, annex 20 to access documents related to establishment of Health Unit , volume 1, annex 19 for appointment letter of health assistant, and volume 4, annex 9 for purchasing related materials for health unit and photos)

What are the physical and infrastructural facilities available in the sports and physical education centre? Give details. (0.5)

The campus has a spacious playground. It has provided the physical and infrastructure facilities for volleyball, basket ball, table tennis, badminton, with required materials. Students of physical education are provided with sufficient equipments and sports teacher coordinates all these activities. The campus celebrates its anniversary organizing sports week to promote sport and physical education.

(Please refer to volume 2, annex 30 to access ECA annual activities, volume 4, annex 10 to access store entry of sports materials, volume 3, annex 19 to access related photographs)

76. What are the incentives given to outstanding sports persons? (0.5)

The outstanding sports persons are awarded with medal, certificate and certain cash prize by the campus. The scholarship guidelines have provisioned to award the best sports

performance with free admission. Beyond this, students representing the campus in different local and national sports competition are financially supported. To note few such events are Triveni Club National Football Competition, Inter Campus Volley and Basket Ball competition, participation in Basket Ball competition on the occasion of Teej each year, etc.

(Please refer to volume 4, annex 11 to access the sample certificate for participants)

77. Give details of the student participation during the last year at the university, regional, national and international meets. (0.5) (review)

	Participation of Students
District	Basket Ball Competition
National	Triveni Club National Football

(Please refer to volume 4 annex 12 to access the sports participation letter on behalf of the campus)

Give details of the hostel facilities available in the institution? (0.5)

At present, the campus does not provide hostel facility. However, realizing the maximum girl students from the remote area, the CMC has planned to construct a girl hostel. Yet, it has not been evidential till now.

(Please refer to volume 1, annex 12, pp.7& 26 to access the plan about the construction of campus hostel in Five Year Strategic Plan 2020-2024)

78. Give details of the facilities for drinking water and toilets. (0.5)

The campus has an installation of 'Euro –guard' to ensure with safety of the drinking water in association of Aastha Foundation. This system can process (filter) 8000 liter water per day.   Separate toilets for girls and boys are constructed and their cleanliness has been paid high priority.

(Please refer to volume 4, annex 13 for photos related to drinking water system)

B. Library as a Learning Resource

81.   a. What are the working hours of the library? (0.25)

 On working days :   8 hours a day

On holidays :   4 hours

b.   Does the library provide open-access to students? (0.25)

Yes. Students are provided with open- access in the library where they can choose the book or reference of their choice. But they obliged to strictly follow the rules, regulations and

procedures as stated in Library Management Guidelines. Violation of these provisions will lead students for penalty.

(Please refer to volume 1, annex 15 for documents related to Library Management Guidelines)

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

- ➢ Books   9500   (0.2)
- ➢ Current Journals
  - ▪ Nepalese   15   (0.2)
  - ▪ Foreign   25   (0.2)
- ➢ Magazines   5   (0.2)
- ➢ Reference Books   1000   (1.0)
- ➢ Text Books   8200   (0.2)
- ➢ Refereed journals   (0.4)
- ➢ Back Volumes of Journals   (0.2)
- ➢ E- Information Resources   (0.4)
  - ▪ CD's/DVD's
  - ▪ Databases
  - ▪ Online Journals
  - ▪ E-resources from TU Central Library
  - ▪ Above 400 E-books and 50 M. Phil. and Ph.D. thesis
- • Special collection   (0.5)

    Please specify for example ; UNO Depository center, World Bank Repository, Competitive Examinations, Book Bank, Old Book Collection, Manuscripts

(Please refer to volume 4, annex 14 to access library annual report)

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 before		The year before		This year		Total
	Number	Total	Number	Total	Number	Total	
i. Text books	320	100000	520	200000	900	180000	
ii. E-books	0		100	20000	200	30000	

ii. Other	105	83000			100	30000	
iii. Annual	100	25000	100	25000	100	100000	
Any others	10	3000	20	7000	26	13000	

(Please refer to volume 4, annex 15 to access purchase bills of books and reference materials)

84. Mention (1)

i) Total carpet area of the institution library (in sq.mts.) [17ft.b x 24ft.L]   (0.25)

(ii) Total number of departmental libraries   [1]   (0.25)

(iii) Seating capacity of the Library   [50]   (0.25)

(iv) Open student access to library   [50]   (0.25)

85. Give the organizational structure of the library. (0.5)

(i) Total number of staff   1   (0.3)

a. Professionals (List with qualifications)

b. Semi-professionals

c. Others

(ii) Library advisory committee (0.2), Give details

The library advisory committee (later on Library Management Committee) has been formed in accordance with the provision of Library Management Guidelines.

(Please refer to volume 4, annex 3 to access CMC decision on Library Advisory Committee)

86. Staff development programs for library (0.5)

(i) Refresher/Orientation courses attended

(ii) Workshops/Seminars/Conferences attended

(iii) Other special training programs attended

The head of the library, Surya Thapa, have participated in different library training programs and she has trained her subordinates.

(Please refer to volume 4, annex 15 for librarian's training certificate)

87. Are the library functions automated? (0.5)

Yes [√] No   If yes: Fully automated ☐ (0.5) Partially automated ☐ (0.25)

Yes. The library system is automated and bar code system has been utilized. The name of the used system is "e-School MIS". Hosting type: e-Zone cloud, Service type: Normal, Modules: Students' information, Staff info, Billing, Exam, Account, SMS, LMS, Attendance (Teachers

and Students), Payroll, Inventory, Library.

(Please refer to volume 2, annex 12 to access official contract with software developer)

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

The campus purposed 2% of total annual budget for library expenses in fiscal year 2077/078.

(Please refer to volume 4, annex 1 to access library budget of the campus)

88. Does the library provide the following services/facilities? (10 x 0.1 = 1)

- Circulation Services　　　　　　　　　√
- Maintenance services　　　　　　√
- Reference/referral service　　　　　　√
- Information display and notification services　　√
- Photocopying and printing services　　　　√
- User Orientation/Information Literacy
- Internet/ Computer Access　　　　√
- Inter-Library Loan services
- Networking services　　　　　√
- Power Backup facility　　√

(Please refer to volume 1, annex 15 to access library guidelines and work plan, volume 1, annex 17 for photos related to library, and volume 4, annex 14 for library annual report)

89. 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 [980]

   (iii) Please furnish the information on no. of Log- ins in to the　[　]

   (iv) E-Library Services/E- Documents delivered per month. [　]

   (v)　Ratio of Library books to number of students enrolled　[　12.　　]

(Please refer to volume 4, annex 17 to access documents related to library -log)

CRITERION 6:

STUDENT SUPPORT AND GUIDANCE

90. Furnish the following details: (0.25 x 4 = 1)

- o Percentage of regular students appearing for the exam.

  (81.02 %) in academic year 075/076)

- Dropout rate (drop out from the course)

    18.97% of students have dropped out in the year 2075/076

- Progression to further study (Bachelors to Master, Master to M.Phil./Ph.D.)

    UG to PG : 11.26% (8 out of 71) of students are in progression to further study including other institutions.

    PG to Ph.D. : No

- Prominent positions held by alumni

(Please refer to volume 4, annex 18 to access Tracer study report of 2019)

91. 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)

• Nepal Civil Services Examinations

• Other country examination

• GRE

• TOEFL

The Tracer Study carried out by the campus since 2016 reveals the following data in terms of progression of graduated students:

Activity	Year				
	2016	2017	2018	2019	2020
Nepal Civil Services Examinations	6%	12%	3.57%	11.11%	
Other employment related examinations	66.7%	56%	64.29%	55.55%	
TOEFL/IELTS					

(Please refer to volume 4, annex 19 to access Tracer study reports, and volume 4, annex 18 for Tracer study report 2019)

92. Does the institution publish its updated prospectus annually? (1)

√

Yes (1) No ☐ If yes, what are the contents of the prospectus? (attach a copy)

Yes, the campus publishes its updated prospectus annually having contents such as introduction about the campus, objectives, description of academic programs and subjects, physical and infrastructure facilities available in the campus, testimonials of outstanding students and the internal examination scheme to measure the students' progress. This also covers the information on students' requirements to enroll in particular program as well as fee structure.

(Please refer to volume 2, annex 29 to access latest prospectus of the campus)

93. What kind of financial aids are available to students from the government, the institution and others? Give details. (0.5)

The campus offers various scholarship schemes to its students categorized as merit-based, financially weak, disabled, Dalit, Janajati and marginalized. The campus allocates certain amount for this purpose in its annual budget. To make scholarship award process transparent, a separate 'Scholarship Bylaws' has been developed and implemented.

(Please refer to volume 4, annex 20 to access Scholarship guidelines of the campus, volume 4, annex 21 to access notices and minutes of Scholarship Committees, volume 4, annex 22 to access list of scholarship recipients students)

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

Financial Aid	This year 2075/076	This year 2076/077
i. Merit scholarship	13=54500	
ii. Merit-cum-	58=233000	Rs. 4,00,000.00
iii. Fee waiver		70 (Rs.3,85,4000)

(Please refer to volume 4, annex 22 to access the list of scholarship recipient students and volume 4, annex 23 for the list of fee waiver students)

95. 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:

ii. Placement officer: [ ] Role: -

Yes. The campus has formed 5 members 'Student Counseling, Employment and Grievance Cell' which is also provisioned with separate guidelines and defined ToR.

(Please refer to volume 3, annex 3 to access guidelines of Student Counseling, Employment and Grievance Cell, volume 4, annex 24 to access IQAC decision to form the committee)

96. Do teachers participate in academic and personal counseling? (0.5)

Yes [√] No [ ]   If yes, give details as to how they are involved.

Yes, teachers of the MMC regularly offers personal and academic counseling to their students. During the time of admission, they offer best counseling with intent to facilitate the students for selecting the program and subject that best suits students' interest. Likewise, students are counseled individually or collectively by the teachers for academic progression. Also, students are encouraged to develop their academic, behavioral and social skills and are also provided counseling in pursing future career.

(Please refer to volume 1, annex 14, pp.39-46 to access ToR of faculties and departments)

97. How many students were employed through placement service during the last year? (1)

The record in the campus reveals that mostly the students studying in master level are employed in government, public and private sector. In the last two years 27 students are employed. This placement was possible in common effort of employment cell, teachers' personal counseling and student's individual effort.

	UG	PG	Research
i. Local firms/companies		2	
ii. International firms/companies			
iii. Government	3	10	
iv. Public (semi-government)			
v. Private sector	6	6	

(Please refer to volume 4, annex 25 to access the related document)

98. 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 Student Counseling, Employment and Grievance Cell of the campus as stated in its guidelines and ToR regularly offers counseling and consultancy service to its students to seek self-employment. It also collects data on potential job market and vacancies suitable for its graduates and students. It also organizes regular interaction with successful businesspersons and entrepreneurs.

(Please refer to volume 3, annex 3 to access guidelines, and volume 4, annex 18 to access tracer study report).

99.   Does the institution have an Alumni Association? (0.5)

Yes [√] No ☐   If yes, indicate the activities of the Alumni Association.

Yes, 11 Members Alumni Association has been formed in the campus to bring together its graduates in a common platform and utilize their knowledge, skills and ideas for the betterment of the campus. This association is governed independently within framework defined by its own statute.

(Please refer to volume 4, annex 26 to access regulation of Alumni Association, and volume 4,annex 27 to access registration certificate of Alumni Association)

How the policies and criteria of admission are made clear to prospective students? (0.5)

The campus has set its 'Students Admission Policy' with an objective of integrating student's admission with responsibility, maintaining transparency and accountability as well as facilitating the admission process using digital platform. The priority and process of admission in the campus is explicitly stated in this policy which are also disseminated using different forms of mass media such as newspaper, radio, website, social media and also through its own publications like prospectus.

(Please refer to volume 3, annex 1 to access Admission Policy, volume 2, annex 29 to access prospectus, and volume 4, annex 28 for screenshot of website, etc.)

100.   State the admission policy of the institution with regard to international students. (0.5)

The campus follows affiliating university's regulation to admit the international students.

(Please refer to volume 3, annex 1 to access admission policy of the campus)

101.   What are the support services given to international students? (0.5)

International student service office ☐	
Special accommodation	
Induction Socio-cultural activities	√
courses	√
Welfare program	√
Policy clearance	
Visa Support	√

(Please refer to volume 3, annex 1 to access admission policy of the campus)

102. 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 - Educational Tour and Picnic   √

(Please refer to volume 4, annex 29 to access student participation in recreational activities)

CRITERION 7:

INFORMATION SYSTEM

103. 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. As decided by the IQAC, and as provisioned in the EMIS/ICT guidelines, 4 members EMIS Unit has been formed in the campus. As per the ToR provided to the unit through guidelines, this unit works for organizing, processing, analyzing and cleaning of the institutional data of significance.

(Please refer to volume 5, annex 1 to access EMIS guidelines, work plan and minutes, and volume 5, annex 2 for the formation of EMIS unit)

104. What are the areas on which such analysis is carried out? (1.5)

EMIS unit collects data from different aspects of the campus such as students' enrollment, drop out ratio, class regularity, internal and external examination, results and progression, departmental activities, library activities, tracer study, ECA and other concerned areas. This unit also works on preparing an instrument to carry out students and other stakeholders' satisfaction survey.

(Please refer to volume 5, annex 1 to access annual plan and minutes of the EMIS)

105. How these analyzed data are kept in the institution records? (1)

Data collected as well as analyzed are secured in a cloud-based online system, namely EMIS software designed by the e-Zone International. By using this system, data integration and management has been effective and efficient. However, such records are also maintained in hardcopies as a backup.

(Please refer to volume 2, annex 12 to access official contract with the software developer)

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

Yes $\boxed{\sqrt{}}$(1) No $\square$ (0)   If yes, explain how they are disclosed?

Yes. Unless the national legal system restricts, all the information related to the campus are open to the stakeholders. Being a community campus it is obligatory for the campus to maintain the transparency of its data. Such information is transparently placed in the campus website with intent of wider dissemination. Likewise, annual report, EMIS report, tracer study report and also reports of other committees are also published and placed in the campus website.

(Please refer to volume 2, annex 29, volume 5, annex 3, volume 4, annex 18, and

107. Are the methods of study and analysis also open to the stakeholders? (1)

Yes | √ |(1)   No ☐ (0)

Yes, the method of study and analysis are open to the stakeholders. Anyone interested in the campus data, methods of study and analysis can easily access those. However, to access such data and study methods, an individual has to fill up the form available in the campus and should state the purpose. The meeting of IQAC has decided to appoint Mr. Binod Neupane, head education faculty, as the information officer of the campus.

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

Yes | √ |(1)   No ☐ (0)   If yes, explain how does it happen?

Yes. The campus collects feedbacks from the related stakeholders form its e-mail or Facebook page. Similarly, feedbacks are collected from satisfaction survey. Moreover, the campus has kept a complain box to receive feedbacks from stakeholders and students also. Such complains are discussed in concerned committees to take necessary initiatives.

109.   What are the impacts of such information system on decision making process? Produce in brief the impact analysis. (1.5)

Such information system has catered positive impacts on decision making process. It has made the comparative study of the result analysis quite easy. It has also helped   in identifying the problem area and to come up with better solution to standardize the teaching learning process to improve students' performance. Feedback from the stakeholders and concerned person has helped the campus to improve the overall environment of the campus cleanliness.

110. 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 provided guidelines to take necessary actions the concerned fields.

S. N.	Complaint received	Taken initiatives by the campus
1	Lack of clean drinking water	Euro-guard has been installed to provide clean drinking water
2	Lack of photocopy machine and catalogue in library.	The campus has managed three photo copy machines for the administration and faculties' purpose. The campus is planning to install the library software and catalogues to make it more students friendly.
3	Lack of sports material.	Some more sports materials have been made available.
4	Not sufficient scholarship	The budget allocation for scholarship has been increased
5	Inadequate cycle and motorbike stand.	Space for bike stand has been managed in the campus premises.
6	Quality of food in canteen	Necessary directions have been given the canteen owner to make him aware about quality food.
7	Vehicle facility for the students who are from far distance	Necessary steps are being taken in this regard.

CRITERION 8:
PUBLIC INFORMATION

113. Is there public information cell within the institution? (2)

Yes ☑ (2)   No ☐ (0) if yes, give details.

Yes, the CMC has formed three members 'Public Information Cell' which looks after the management of overall public information. This cell owns its separate working guidelines. The cell specially publishes campus annual programs, campus brochures, academic journal, campus calendar, reports and achievements of the campus. The campus has its own website, which is *www.mmc.edu.np*, and notice board service (1618066520213).

(Please refer to volume 4, annex 24 to access IQAC 's decision of PIC formation, volume 5, annex 6 to access PIC guidelines, and volume 5, annex 7 to access PIC's minutes and decisions)

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, through PIC publishes information related to administrative, academic and financial as well as other related areas.

Academic: The annual report of the campus includes the information about the number of students and result achievement of the students. It also includes the sport activities, achievements and other academic activities.

Administration: It provides the information about the administrative system of the campus, administrative services to the stake-holders and services provided by the library.

Financial: It publishes the data of financial status, budget, future plan and problems relating to the financial condition of the campus. Annual financial audit is done.

(Please refer to volume 5, annex 3 to access the annual report of the campus),

115. Where are these information published? (1.5)

Newspapers ☐ (0.5)   Magazines ☑ (0.5)   Institutional special magazine dedicated for this ☐ (0.5)

The information related to the academic sectors are published in campus annual report, campus brochure, prospectus, calendar etc. The annual report contains the annual academic and financial information. Some administrative announcements like vacancy

announcement, tender invitation etc. are also published in national and local newspaper as per the need. Local FM radios, YouTube channel are also utilized for advertisements and to disseminate the campus related information.

(Please refer to volume 5, annex 3 to access the annual report, of the campus, volume 2, annex 29 to access campus prospectus)

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

   Yearly   ] √   (1)   in 4 years ☐ (0)

Reports like annual report, financial audit report, EMIS report, IQAC report, etc. are published at least once in a year. There are also other reports which are published twice or thrice a year based on needs. Related information are also uploaded and published in the campus website.

(Please refer to volume 5, annex 3 to access annual report, volume 1, annex 13 for financial audit report, volume 2, annex 6 for academic audit report of IQAC, volume 4, annex 14 for library annual report, and volume 4, annex 28 for website screen shot)

117. Mention all such publications of last two years (1)

Areas	Year 1, place of publication	Year 2, place of publication
Academic Administrative	Academic calendar, Smarika brochure, prospectus, journal advertisement	Academic calendar, Brochure, Prospectus, Journal
Financial	Annual reports	Annual reports

(please refer to volume 3, annex 16 for journal, volume 5, annex 3 for annual report, volume 2, annex 29 for campus prospectus, and volume 5, annex 8 for operational calendar)

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 questionnaires, discussions, interactions with stakeholders. It gathers information through meetings and interactions with different bodies consisting representatives from the stakeholders.

It even gathers information as feedback from different social media like Facebook, e-mail and so on.

(Please refer to volume 5, annex 7 to access decisions of PIC)

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 collected feedback from stakeholders are processed and analyzed by the PIC and forwards these to the CMC via Campus Chief. The genuine issues raised are considered for positive change in regards to the quality improvement. The CMC takes necessary steps towards the implementation of recommendations.

(Please refer to volume 5, annex 7 to access decisions of PIC)

120. Mention some positive impacts made by the public information practice. (1.5)

• **Improvement on students' discipline**: The Public Information Cell (PIC) has collected important feedbacks related with the disciplines of the students from the stakeholders which have enabled campus administration to take strict measures to maintain discipline in the campus.

Wider participation of national and international community in the campus activities:

By the initiation of WPNIC activities disseminate campus information, as a result more participation of different organizations of community has increased in campus activities. Various Financial institution and co-operative of Lamjung, have provided internship facilities for the students. Likewise, Nabil Bank, Gandakibikas bank. Agricultural bank, Om Finance, SBI Bank etc. Similarly, the Government of India has provided financial assistance of about Rs.1300000. to construct a building for the campus library and The Middle Marsyangdi Neighboring program has constructed class room building in Rs.1400000. Recently, CHOICE Nepal has supported for the construction of the administrative building

• **Increment of campus participation in social/community activities**:

The Public Information Committee of the campus has received complaints about the limited participation of the campus in social activities. In response to this suggestion the PIC campus and administration has increased its participation in social activities

like blood grouping, environmental awareness programs with the co-ordination of student union to the patients, raising funds and collecting clothes flood victims, etc.

(Please refer to [volume 3, annex 11](), pp. 13-19 to access the students' feedback collection form)

PART-III

ANALYTICAL NARRATIVES

C) Narratives: Criterion Wise Analysis (Criterion I to VIII)

CRITERION 1: POLICY AND PROCEDURES

First, the policy and procedures of the campus have been clearly defined in the Five Year Strategic Plans of the campus with its mission, vision, goals, and objectives. The academic council prepares the academic plans and programs and submits the documents to the executive body for verification. The executive body discusses different issues related to the mission, vision, goals, and objectives of the campus, and recommends the plans and programs for effective implementation. The CMC creates the necessary infrastructures and mechanisms required for the effective implementation of the plans and programs to achieve the estimated goals and objectives. All teaching staffs are responsible for the job of their program coordinators and faculty heads. Similarly, all program coordinators and faculty heads are responsible for their job towards campus administration.

Likewise, all administrative staffs are responsible for their job towards campus administration and executive committee. In the same line, the campus administration is responsible for the CMC. The Campus Assembly is the supreme body of the campus which is formed every four years and the ToR/JD of it is transferred to Campus Council which is held every year. Finally, the CMC submits its decisions to Campus Council for final endorsement.

The campus has various academic and financial committees to support quality education by improving the overall academic environment. There is also a provision of collecting feedbacks from different stakeholders which can help the campus to make and amend its policies. Student Union, the representative of all students of the campus, is also included while making campus policies. Moreover, the campus has the policy to introduce new under-graduate and graduate programs as per the academic necessity of this region.

As per the demand of time, the campus has formed a policy to use ICT in teaching-learning activities, link research with teaching, and offer more scholarships based on merit-based. It can attract the students at MMC from the neighboring districts as

well. To offer higher education to the educationally disadvantaged groups like Dalit, Janajati, and female students, the campus has managed some reserve funds to support theme from various scholarship scheme programs.

The campus has a plan to develop it as a leading research center in Gandaki province. To carry out the research activities, RMC has been formed with guidelines. Various incentives for the faculties have been proposed to attract them to research-related activities. For example, RMC has made special provisions for M.Phil. and Ph.D. scholars. Furthermore, various government and non-government organizations have been supporting the infrastructural and academic development of the campus. The involvement of these organizations in campus activities has established a good relationship with society.

CRITERION 2: CURRICULAR ASPECTS

Curricular aspects are the second important issue to achieve the mission, vision, goals, and objectives of the institution. The campus has been consistently running its curricular activities according to the courses prescribed by the Tribhuvan University (TU) in terms of its goals and objectives. For the inspiring students, various optional and elective subjects are offered for their choices. The campus offers four programs as BBS, BA, B.Ed., and One Year B.Ed. in Bachelor's level and two programs (MA. in sociology and M.Ed. in Curriculum) at Master's level. Moreover, various elective subjects are offered to address the interest of the students. It offers classes in two shifts as per the demand of the students. Likewise, to address the demand of the students who are scattered in many corners, the campus offers online classes, too.

Besides the academic courses, the students are also encouraged to participate in extra-curricular activities compatible with their curricular aspects. For example, the activities like quiz contests, sports, debate, and cultural dances can develop students' creativity along with the curricular performance. personality Various committees like the Campus General Assembly, Council, and CMC always encourage and support value-based education. Similarly, the interaction with the employment agencies like financial organizations and schools has given feedback to the faculty members to address the need

and demands of the market in curricular and extracurricular activities. However, the campus has been facing some challenges in curricular activities. For example, despite the high demand of public in the subjects like BHM, BBA, and more Master's degree programs, the campus is not able to address them due to its financial problem. So, the MMC is still in need of wider financial support from national and international organizations to launch and continue with such programs. The campus has got a very narrow source of income only through the students' fee.

CRITERION 3: TEACHING LEARNING AND EVALUATION

The campus ensures wide publicity to the admission process through prospectus, newspapers, F. M. radios, pamphlets, hoarding boards, banners, etc. The students are admitted to the campus through their academic records. They are given orientation classes to introduce them to the course, evaluation methods, and teaching learning environment of the campus. The campus supports the students from backward communities and marginalized groups, differently able and intelligent students with a scholarship.

Qualified and well experienced teachers teach in the classroom. Similarly, different methods and procedures are applied in the classroom to carry out teaching learning activities effectively. Teachers prepare annual lesson plans and it is strictly followed throughout the academic year which is evaluated periodically in review meetings. Moreover, the lecture method of teaching is supplemented with assignments, directed studies, audio-visual presentations, internet facility, and so on. The students' performance is also evaluated through their results in the internal examinations, which is communicated to the students through result sheets. The answer sheets of the teaching-learning tribute after the result which helps them realize their mistakes. Necessary handouts are provided in the classroom. Because of these efforts, many students of this campus have frequently secured satisfactory positions at university levels in different years.

Permanent and temporary teachers are appointed transparently following the provisions made in the campus statute. Teachers are encouraged to participate in

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seminars, conferences, and workshops nationally and internationally to keep pace with the recent developments in various subjects and for the professional development of the faculty. The campus also elicits feedback from the passed out students about the teaching-learning environment of the campus informally. Thus, the teaching-learning activities and evaluation are carried out every year to maintain the standard of quality education. The campus is upgrading and modernizing its library by installing library software and adding textbooks, reference materials, magazines, newspapers, and academic equipment to ensure and easy access to the students. MMC has a vision to make its teachers, students, and staff is dependable on computer use.

However, the campus is facing some challenges in teaching, learning, and evaluation. Though the campus has been using multi-media and audio-visual equipment in teaching-learning activities, it has not been sufficient in proportion to a large number of students. It requires separate multi-media and audio-visual classrooms with advanced equipment. MMC has constructed three such rooms and planning to make more rooms with ICT devices.

CRITERION 4: RESEARCH, CONSULTANCY AND EXTENSION

The campus has allocated Rs.800000 for research from its total annual budget in the year 2077/078. The students are encouraged every year to conduct an effective research in the areas of their studies. They are also facilitated in making tours and travels from place to place to collect actual data and information related to their studies. The programs of workshop, seminar, and conference are conducted inside and outside the campus premises. A research committee has been formed to evaluate the performance of the students of Bachelor's degree and Master's degree in research. Some of the teachers are engaged in M.Phil and Ph.D. dissertation now and the campus is planning to encourage other teachers in research activities supporting them with financial aids achieved through matching grants. The campus has been coordinating with the Municipality, District Development Office, Lamjung Chamber of Commerce, banks, finance companies and Industries for the internship and research activities of the students.

However, the campus is facing some challenges in research, consultancy and extension. The campus has formed its publication division which has been facilitating the publication of campus magazines, prospectus, brochures, academic calendar, and newspapers for the practical purpose of the students, but the campus has not been able to publish journals till now. So, it is planning to publish it regularly in coming years.

Though the campus has been actively participating and organizing different social activities, it has been realized that the campus should increase such social activities to enhance public relations. Therefore, it is aspiring to introduce new extension activities and outreach programs along with INGOs, NGOs and GOs deemed necessary for academic excellence.

CRITERION 5: INFRASTRUCTURE AND LEARNING RESOURCES

The campus is planning to prepare a master plan indicating the existing infrastructures and the projected expansion in the future. At present, the campus has three separate buildings of its own to run the classes from Bachelor level of Master's degree and one separate administrative building for day to day operation. All the classrooms are equipped with enough furniture. There is also a separate section for a central library. The campus has a computer lab with 20 sets of computers with the internet facility which opens during campus hours. Some physical infrastructures for sports and physical education are also available on the campus. The campus provides scholarships to outstanding sportspersons. The library is in the process of getting modernized with proper scientific equipment. There are textbooks, reference books, articles, journals, magazines, and newspapers available for all in the library. The software system is going to be used to collect data and information. The campus has its own-library resources. The campus has a library management committee. This committee plans to make the library more advanced and equipped by installing special library software to make it automated. Recently, the campus has made an MoU with TU Center Library for remote access of e-resources to the teaching staffs and master's level students.

The campus has a staff room, spacious canteen, enough vehicles parking, changing room, first aid room, student counseling, employment and grievance cell, RMC,

public information cell, Professors' Association, Free Students' Union, etc. There is a small dispensary room with necessary first aid medicines.

Since MMC is a leading campus in Lamjung district, a large number of students from different part join this campus every year. Because of this, there is strong demand from the students for hostel facility and the campus has been taking initiatives to fulfill this demand with financial help from Indian Embassy. Indian Embassy also has given a positive response on it.

CRITERION 6: STUDENT SUPPORT AND GUIDANCE

The campus has been supporting the students to carry out their academic performance. They have secured prominent positions in different fields of society and various sectors of employment. The campus prepares the updated prospectus and academic calendar every year and distributes among the students to cater academic information in them. The prospectus contains all information on its academic programs and their features. The policies and criteria of admission are made clear to the students through prospectus, counseling, media, etc. The campus has a special admission policy concerning overseas students. It offers scholarships and fee waivers to the diligent students who obtain good results in the internal examinations. The students unwilling to participate in internal examinations are excluded from the process of getting any kind of scholarship given by the campus. They are motivated with internal as well as external feedback to participating in internal examinations.

The students from the poor and backward communities (Dalit, Janajati, woman, and the disadvantaged groups) also get financial support through scholarships. They are also strongly recommended for various financial aids offered by the government and other national and international organizations. Based on such recommendations, many students have got a scholarship from government and non-governmental organizations. The campus has three permanent scholarship schemes, i.e., Akshyakosh.

The campus has its employment cell and it studies the areas of employment opportunities for the students. Many students have been placed in different fields for employment and internship. Many students have secured prominent positions in various

governmental and non-governmental organizations and it has the record of those students who have succeeded in maintaining their positions. The campus also has an alumni association to expand the network of information about the passed out students of the college.

Moreover, the campus has been providing the services of clean drinking water, a hygienic canteen facility, and first aid services to the students. There are different dress codes for the students of different levels according to their faculties. They are frequently monitored and checked by the campus.

However, the campus has been facing some kinds of challenges in student support and guidance. The campus has a computer laboratory for the skill development of students. However, the number of computers is inadequate for the increasing students' number. The campus has been able to trace almost 75% of outgoing students' records and planning to manage some mechanism that will help to trace the record of all out going students.

The campus has been regularly publishing its prospectus, brochure, academic, journal, and calendar. The RMC is working for a peer review journal and mini-research activities by motivating the faculty members and students. Likewise, the campus has formed a feed-back cell for the students so that their problems and any difficulties can be solved. The campus has a set code of conduct for students and teachers and non-teaching staff

CRITERION 7: INFORMATION SYSTEM

The campus has its own academic committee. It analyzes and records various academic data. It prepares and submits the analyzed data to the Campus Management Committee for discussion. 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 results of such analysis are kept on the campus. Besides this, the campus also maintains records of its students who have completed their degrees and are trying to keep a record of the students who have been

employed. The information of those students who have achieved academic excellence is published in the campus newspaper. The feedbacks are taken internally from students on the results of the analysis of academic data. Such feedbacks have enabled the campus to improve the quality of education. We also received comments and feedback from stakeholders and shortcomings are discussed in the management committee to find out their solution.

The campus has its website in which all the information about the campus activities will be described for the viewers. From this system, it can be easier for the campus to reach its stakeholders and to get feedback from them. It will also help the campus to widen its horizon in the public sector. Therefore, the campus is planning to allocate some budget for this purpose.

CRITERION 8: PUBIC INFORMATION

The campus has formed its own public information cell. It is comprised of 5 members. But, IQAC of this campus has restructured public information cell with 3 members on 2076.12.21. The committee collects overall institutional information and submits it to the campus administration which is later submitted to the annual meeting of the campus council. The record of such information is kept in the campus library which is open to stakeholders. This information is also published in prospectus, brochure, advertisement, etc. The campus has its website: www.mmc.edu.np and the information of the campus are published on web site from time to time. MMC expects comments and feedback on the information made public and we are seldom disappointed in this regard. Considering the new technological trend MMC has even started an official page on Facebook. More than 100 of our well-wishers and stakeholders interact with us through Facebook and suggest ways to improve the institution. Moreover, many of them personally visit us to for their feedback. For example, many of our guardians personally thanked the campus staff and committees when they learned that we have started the teacher's evaluation by students. Also, the campus has recently formed the Parents Teachers Association to collect feedback from the concerned stakeholders.

CRITICAL APPRAISAL

Over the past thirty 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 along with its widening vision, mission, goals and objectives. In course of achieving this success, MMC 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 qualitative education at the affordable rate of the fee it has been catering to students for years.

At present, about 632 students have been studying in different programs in this campus. Being a non-profit earning community based educational institution; it is always committed to educating the aspiring students at an affordable rate of fee. The campus management committee, the academic council, the administration, the teaching, and non-teaching staff, and the students, all are cooperative in the matter of campus development through quality enhancement. Several internal and external donors and agencies have provided financial assistance to develop the physical infrastructures of the campus. Qualified, skilled, and efficient manpower has been contributing a lot to quality enhancement. About 20% of the total students regularly complete graduation and post-graduation with good positions each year.

Nonetheless, the campus has yet to exercise a lot to meet the criteria for keeping pace with the changing goals and objectives of the academic world. Being a community-based education institution; it has got to appear boldly in the competition with private colleges mushrooming every year. Keeping pace with the national political scenario, MMC is therefore moving ahead. Instead of close and forced teaching-learning activities, MMC has established a trend of an open system in which students feel free to expose themselves. In this way, the campus has been spreading the light of higher education for many years. It has been producing skillful 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 Marsyangdi Multiple Campus contains the 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; continues with the institutional profile, the 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 mentioned in the campus statute (क्याम्पस विधान,संसोधित-२०७७), and the five years strategy plan 2020-2024 (पाँच बर्षे रणनीतिक योजना) of the campus. The supporting documents of all the information given in this report are mentioned in the Volume (Appendix). All the documents mentioned in the Volume(Appendix) have been systematically filed and preserved through documentation.

During the preparation of this SSR, the QAA sub-committee of the campus has made several meetings, discussions, and interactions with its stakeholders. The decisions made in meetings, discussions, and interactions have been recorded in the minutes for documentation. Thus, this report is the product of the collective effort of all the teaching and non-teaching staff, students, campus administration, campus management committee, local community, and its stakeholders.

As explained in detail throughout this SSR, it is quite obvious that the campus has got its own strengths and weaknesses, too. At present, it has been running +2 in separate management. Bachelor level (Management, Humanities, Education) and Master level (Sociology and curriculum) are running in its three buildings in multiple shifts morning and evening. The campus conducts updated courses of the Tribhuvan University with the necessary technological improvements of audio-visual aids. Similarly, the campus has been carrying out several extracurricular activities that help to boost up the overall career enhancement of the students and bolster the community relation. Various academic activities like internal examination, sports, seminars and workshops, paper presentations; and programs like blood donation, environmental awareness, health awareness,

interactions with the community, etc. are the solid steps. Besides, research activities are encouraged among students and teachers. The campus has allocated 3% of its annual budget for research activities and planned to establish the campus as the center for research activities.

Regarding physical infrastructure, the campus has four buildings for the classroom, library, computer lab, and administrative purposes. Furthermore, the availability of clean drinking water, separate toilets, sports facilities, ICT infrastructure, program hall, and canteen can support the quality of education of the campus. The library is in the process of being modernized through 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 and narrow source of its income, it has not been able to introduce new programs on time. It is also in need of a hostel for the students who come to study here especially from the neighboring districts like Manang, Gorkha,Tanahun, and remote areas of Lamjung. To collect support for its construction, the campus has submitted a proposal to different organizations including the Indian Embassy. Similarly, the campus is also in need of its vehicle for transportation facility for the students and teachers.

Nonetheless, the campus is optimistic about the solutions to all the existing problems. It is increasing its pace with the UGC project to enhance academic excellence. Hopefully, it will be able to meet its major targets concerning the growing needs of the community by the financial support from the Second Higher Education Project (SHEP) & Higher Education Reform Project (HERP). Therefore, the campus at present is highly oriented towards the process of achieving UGC grants as set by the UGC parameters.

Name List of Present Campus Management Committee					
S. N.	**Name**	**Designation**	**Address**	**Contact No**	**Remarks**
1	Hari Prasad Baral	Chairman	Besishahar-3	9856045359	Elected
2	Bhesh Bdr. Poudel	IP Chairman	Besishahar-7	9856028652	Elected
3	Suvas Poudel	Vice Chairman	Besishahar-7	9856046506	Elected
4	Hari Prasad Poudel	Member	Besishahar-7	9856045335	Elected
5	Mohan Bahadur Thapa	Member	Besishahar-7	9846098998	Elected
6	Jivan Kumar Shrestha	Member	Besishahar-	9856045415	Elected
7	Brisha Raj Gurung	Member	Besishahar	9856045390	Elected
8	Moda Raj Devkota	Member	Besishahar-10	9856045554	Elected
9	Laxmi Thapa	Member	Besishahar-2	9846753449	Elected
10	Sushila Thapa	Member	Besishahar-10	9846099314	Elected
11	Sunil Sunar	Member	Sundarbazar -1	9856045894	Elected
12	Arjun Gurung	Member	Marsyangdi-8	9856030214	Elected
13	Som Raj Ghimire	Member	Besishahar-2	9846074141	Nominated
14	Gopal Pariyar	Member	Besishahar-7	9846074681	Nominated
15	Bimal Shrestha	Member	Besishahar-8	9846074324	Nominated
16	Guman Sing Aryal	Member	Besishahar-9	9846074154	Officio
17	Ananda Ghimire	Member	Besishahar-9	9856046100	Officio
18	Pradip Basnet	Member	Besishahar-8	9846074009	Officio
19	FSU Representative	Member			
20	TU Representative	Member			
21	Hari Babu Thapa	Member	Besishahar	9856045380	Officio