

ANNUAL ACADEMIC QUALITY AND INSTITUTIONAL AUDIT



SUBMITTED TO
EDUCATIONAL QUALITY ASSURANCE AND ACCREDITATION COUNCIL
UNIVERSITY GRANTS COMMISSION
SANOTHIMI, BHAKTAPUR
NEPAL

AUDIT OF THE ACADEMIC/FISCAL YEAR 2077/078

SUBMITTED BY
[SUKUNA MULTIPLE CAMPUS]
DATE OF ACCREDITATION (2015 AD /2072 BS)
[SUNDARHARAINCHA-12, MORANG]
DATE OF SUBMISSION

Acknowledgements

We would like to thank University Grants Commission (UGC), Nepal for carefully guiding us in preparation of this academic quality and institutional audit report. We are especially thankful to Dr. Rishikesh Pandey, Director of Quality Assurance and Accreditation Division of UGC for providing us with a format of this report. Likewise, we would like to acknowledge Prof. Dr. Tirth Raj Khaniya, PRT coordinator and Mr. Narayan Bhandari of QAA Division for providing invaluable suggestions during their pre-visit in the campus. We also thank all the HoDs, teachers, non-teaching staff and students for providing required information and documents for internal audit the process.


Campus Chief

Mr. Chandara Mani Rai

Campus Chief

Sukuna Multiple Campus

Sundarharaincha, Morang

Declaration of Head of the Institution

Hereby, we declare that the data and information provided in this report and submitted to the Educational Quality Assurance and Accreditation Council (EQAAC), UGC are true and the evidences produced to prove the information are genuine as per the institution's records. We bear the responsibility, if any, in case misinformation is detected.

Yours Sincerely,

Authorized Signature:

Name of the Signatory: Mr. Chandra Mani Rai

Designation: Campus Chief

Name of the Institution: Sukuna Multiple Campus

Date: 2079/02/15

Official Seal:

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Abbreviations

AC	Appeal Committee/Air Conditioner
AD	Anno Domini
AQMC	Academic Quality Monitoring Committee
AT	Authoritative Team
BA	Bachelor of Arts
BBA	Bachelor of Business Administration
BBS	Bachelor of Business Studies
B Ed	Bachelor of Education
BICTE	Bachelor of Information Communication Technology in Education
BS	Bikram Sambat
BSc	Bachelor of Science
CC	Closed Circuit
CCA	Co-curricular Activities
CMC	Campus Management Committee
COG	Comprehensive Operational Guidelines
CSIT	Computer Science and Information Technology
ECA	Extra Curricular Activities
EMIS	Educational Management and Information System
E-TDS	Electronic Tax Deduction at Source
F	Female
FSU	Free Student Union
FT	Full Timer
FY	Fiscal Year

GFMC	Grievance and Feedback Management Committee
HERP	Higher Education Reform Project
HoD	Head of Department
IAC	Internal Audit Committee
ICT	Information and Communication Technology
IQAC	Internal Quality Assurance Committee
JD	Job Description
LLB	Bachelor of Legislative Law
M	Male
MA	Master of Arts
MBS	Master of Business Studies
M Ed	Master of Education
MM	Multimedia
MoU	Memorandum of Understanding
MPhil	Master of Philosophy
M Sc	Master of Science
PAN	Permanent Account Number
PG	Post Graduate
PhD	Doctor of Philosophy
PIC	Public Information Cell
PUCTA	Public Campus Teachers' Association
PT	Part Timer
QAA	Quality Assurance and Accreditation
QAAD	Quality Assurance and Accreditation Division

RMC	Research Management Cell
SAARC	South Asian Association for Regional Cooperation
SAT	Self Assessment Team
SEA	Special Education Assistant
SHE	Second Higher Education Project
SMC	Sukuna Multiple Campus
SQC	Student Quality Circle
SOCL	Strength, Opportunities, Challenges and Learning
TDS	Tax Deduced at Source
ToR	Terms of Reference
TU	Tribhuvan University
UGC	University Grants Commission
VAT	Value Added Tax
VMGO	Vision, Mission, Goals and Objectives

Introduction of the Campus

Affiliated to Tribhuvan University, Sukuna Multiple Campus was established in 1992 (2048 BS) and is located at Sunderharaincha Municipality of Province No. 1, Nepal. It is located in a semi-urban-semi-rural set up in which the population of mixed religious and mixed culture community exists. This campus has been almost exclusively dependent on public blessing and their contribution. Despite its short history of establishment, it is incredibly creating its fame as one of the pioneering institutions in the province and in the nation. Since its establishment, the campus has been making continuous efforts to create a good academic environment. The campus was accredited for quality assurance University Grants Commission in 2015. Considering the potentiality of the campus in the expected field, the University Grants Commissions (UGC), Nepal has selected it for implementing its quality enhancement programs commencing from 'Second Higher Education Project (SHE) to Higher Education Reform Project (HERP).

At present the campus offers seven programs of four faculties in Bachelors and two programs of two faculties in Masters. There are seven departments belonging to these faculties. Faculties of management and Science have single departments. The campus also offers +2 program as self-sustaining program. Excluding this, 3287 students have been studying currently in various programs of bachelor's and master's levels.

All the programs run at this campus are affiliated to Tribhuvan University (TU) of Nepal, i.e. all academic programs are in effect after the affiliation to TU. So, it follows the TU acts, provisions, curricula and syllabi. The programs run in this campus include: Management (at Bachelor's and Master's level), Science (at Bachelor's level), Humanities (at Bachelor's level) and Education (at Bachelor's and Master's level) with ample options for choosing subjects as per the students' convenience, interest and aptitudes. Two focused programs running in this campus include Bachelor of Business Administration (BBA) and Bachelor of Information Communication Technology in Education (BICTE). A self-sustaining program of school level (+2) is also in run in management separation. Likewise, one year B.Ed. program is an additional academic program at run in the campus.

The campus has a typical Organogram (organizational structure) incorporating all organs and sub-organs, units, union, cells, committee, circle, association and sections which reflect all the functional institutional mechanisms. On top of all is the campus council followed by Campus

Management Committee (CMC). In fact the campus works as a system of unified body consisting of a large number of wings, i.e. a number of committees, departments, units, cells and circles are jointly working in the campus system as a team work. They are functional with a organizational hierarchy. Such hierarchy begins from the Campus Council and ends with the teams of the faculties as departments. Such committees include advisory Committee (Ad.hoc.), Appeal Committee (Ap. C), and Authoritative Team (AT), Internal Audit Committee (IAC), Committee of Department Heads, the Internal Quality Assurance Committee (IQAC), Academic Quality Monitoring Committee (AQMC), Free Student Union (FSU), Student Quality Circle (SQC), Research Management Cell (RMC), Educational Management and Information System (EMIS) unit. The departments and sections are considered as teams to make decisions to analyze and upgrade the system. Two bodies, namely Free student Union (FSU), and Public Campus Teachers' Association (PUCTA) are also considered as connected organs which directly or indirectly support in the overall system development of the campus as a part of the institution.

The campus has its own constitution prepared in the line of TU which is approved by the campus council meeting. To make the tasks of the constitution more actionable, a Comprehensive Functional Guideline -2020 has been issued and made the campus functional to its wings. As provisioned in the statute and in the guidelines, the campus has formed various internal bodies.

Essentially, SMC is an academic institution which follows norms and procedures for recruiting human resources in the forms of teaching and non-teaching staff. Starting from the identification of the need of the teaching staff to the formal recommendation of the teacher service commission and appointment after the CMC decision are some provisions made in the campus. In the same way, at present there are altogether 48 teaching staff among them 47 are full timers and 37 are part timers. They are appointed as per the recruitment procedure of the campus. Likewise, in the campus there are 22 non-teaching staff. Including three support staff

Being an educational institution, the priority of the campus has been to enhance internal quality and monitor it systematically. In this direction, it has formed an Internal Quality Assurance Committee (IQAC) as a top level quality assuring mechanism within the institution. The committee represents almost all the stakeholders as per the provision made in the comprehensive functional guidelines which addresses the objectives, JDs, tenure, working process, and other related provisions of the committee. Using the verified forms (self appraisal, peer appraisal, performance appraisal and institution evaluation by the students), the IQAC implements and evaluates the

performance of the faculties and staff at the end of the academic session. Such evaluation is done based on the job responsibilities assigned to them. The results and findings derived from the analysis of the committee meetings will, in turn, be the points of feedback to the concerned staff for the overall enhancement of institutional quality.

SMC strategic plan 2016-20 has clearly provisioned to carry out academic audit/s for the quality development of the campus. In this direction, the campus has already published an academic audit report with the facilitation of three external academic auditors. Self Assessment Team (SAT) of the campus itself audits the overall performance of the campus periodically and submits reports to the IQAC. This report has been prepared by the SAT members in the campus.

SECTION ONE

A. INSTITUTIONAL DETAILS

1. General Information

Table 1

General Information

Name of the Institution	Sukuna Multiple Campus
Date of Establishment	28/01/1992 AD 14/10/2048 BS
Affiliating University	Tribhuvan University
Institutional Registration Detail	For UGC/QAAD Official Use: NHEP Number: Registration Date: (dd/mm/yyyy) AD (dd/mm/yyyy) BS
Province:	Province No. 1
District:	Morang
Municipality (Urban/ Rural / Rural-Remote)	Sundarharincha
Ward Number:	12
Street name /Tole:	Sukuna
P O Box:	
Zip Code:	977
Contact Numbers:	021545617/021545717
Fax :	
E-mail :	sukunamc2048@gmail.com
Website:	
Type of Institution	University/ Academy /Constituent / Community / Private, Foreign university affiliate) : Community Campus
Source of Finance: Operating	Government(Federal/ Provincial/Local) / Public Funded <input type="checkbox"/> Self-financing <input checked="" type="checkbox"/> Community <input type="checkbox"/> Community and Government <input type="checkbox"/> Trust/welfare organization <input type="checkbox"/> Others (please specify).....
Source of Finance: Capital	Government (Federal/ Provincial/Local) / Public Funded <input type="checkbox"/>

	Self-financing <input checked="" type="checkbox"/> Community <input type="checkbox"/> Community and Government <input type="checkbox"/> Trust/welfare organization <input type="checkbox"/> Others (please specify).....
Accreditation Status	Accredited Date: 12/08/2015 AD (27/04/2072 BS) Re-accredited Date: Reaccreditation process going on
Date of Government (MOEST) approval (applicable only to the Institution affiliated to foreign universities) (dd/mm/yyyy) AD (dd/mm/yyyy) BS

2.i. University/Academy management details

Table 2

University/Academy management details

Designation	Name	Mobile Number <i>(Institutional mobile number is preferred)</i>	E-mail <i>(Institutional E-mail is preferred)</i>
Vice Chancellor			
Rector			
Registrar			
Deans			
Directors			

2.ii. Campus management details

Table 3

Campus management details

Designation	Name	Mobile Number <i>(Institutional mobile number is preferred)</i>	E-mail <i>(Institutional E-mail is preferred)</i>
CMC (Chair)	Keshav Adhikari	9852046362	adkeshab25@gmail.com
Campus Chief	Chandra Mani Rai	9852045617	sukunac@yahoo.com/ sukunamc2048@gmail.com
IQAC Coordinator	Chandra Mani Rai	9852045617	sukunac@yahoo.com/ sukunamc2048@gmail.com

EMIS Coordinator	Basudev Dahal	9842083445	basudevдахal83@gmail.com
RMC (Research Management Cell) Coordinator	Ganesh Prasad Dahal	9852041535	gpddahal@yahoo.com
Examination Coordinator	Surya Prasad Adhikari	9852054481	sukunaexam@gmail.com
SAT Coordinator	Nara Prasad Bhandari	9842572605	bhandarinp2028@gmail.com

3. Academic Programs currently Offered (Active) at the Institution by level and faculties

Table 4

Academic Programs currently offered (active) by level and faculties

Level	Faculty	Academic Programs	Date of Commencement (dd/mm/yyyy) AD (dd/mm/yyyy) BS	Remarks
Bachelors'	Education	One Year B Ed	30/06/ 1995 AD 16 / 03 / 2052 BS	
		B Ed	09/07/1997 AD 25/03/2054 BS	
	Management	BBS	21/08/2003 AD 04/05/2060 BS	
		BBA	03/01/2019 AD 19/09/2075 BS	
	Humanities	BA	09/08/2009 AD 25/04/2066 BS	
	Science	B Sc	17/04/2012 AD 05/01/2069 BS	
Masters'	Education	M Ed	30/12/2004 AD 15 / 09 / 2061 BS	
	Management	MBS	16/11/2009 AD 01/08/2066 BS	

The table shows eight programs in four faculties currently running in the campus. As per demands of new generation, the campus has a plan to launch new programs. Despite continuous efforts to add technical subject-based programs, the affiliating university (TU) has not granted permission to launch new programs recently. Therefore, BBA is the only program added to the academic programs of the campus in the last five years. Although, number of enrolled students is relatively low in some programs, the campus has not removed any programs in the last five years.

4. List the Departments in the Institution (faculty/institute/school)

Table 5

List the departments

Faculty/Institute	Name of the Departments
Science and Technology	1. Department of Science
Management	1. Department of Management
Humanities and Social Sciences + Education	1. Department of English
	2. Department of Nepali
	3. Department of Social Studies
	4. Department of Mathematics
	5. Department of Population and Health Education (for Master's Degree)
	6. Department of BICTE
	7. Department of Practice Teaching
	8. Department of Science Education

5. Student Enrollment (2077/078)

Table 6

Student enrollment (2077/078)

Level	Program	Enrolment Capacity	Enrolment by Semester/Year																Total
			1 st		2 nd		3 rd		4 th		5 th		6 th		7 th		8 th		
			M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Bachelors	B Ed		10	21	74	13	4	80	2	71									74
	BICTE	36	24	12	19	6	1	6	7	4	7	3	8	5	1	5	1	5	15
	BBS		35	44	15	20	7	15	6	11									15
	BA		26	30	12	11	1	9	-	-									99
	B Sc		42	38	18	21	1	12	3	22									20
	BBA	33	16	17			1	12			1	1							90

Level	Program	Enrolment Capacity	Enrolment by Semester/Year																Total
			1 st		2 nd		3 rd		4 th		5 th		6 th		7 th		8 th		
			M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Bachelors	B Ed		102	219	74	132	43	80	28	71								749	
	BICTE	36	24	12	19	6	19	6	7	4	7	3	8	5	14	5	14	158	
	BBS		351	449	157	202	77	156	63	110								1565	
	BA		26	30	12	11	11	9	-	-								99	
	B Sc		42	38	18	21	19	12	32	22								204	
Masters	M Ed		6	19	23	29	16	29	16	29								167	
	MBS		43	52	24	46	21	24	21	24								255	
Total																		3287	

(Note: *M: Male, F: Female)

The number of students is gradually increasing as we compare the enrolled students in the last five years. In 2073/074 the total number of students was 1489 which increased by 362 to become 1851 in 2074/075. The enrolled number slightly dropped by 63 students and reduced to 1768 in 2075/076. Again there has been a significant increment in the last two years. In 2076/077 the total number of students was increased to 2312 with the addition of 554 students in the existing number. In 2076/077 there has been an increment of 965 students to make 3287. There is rise in the number of both male and female students in these recent years. In all these years, the number of female students is higher than that of male students in all programs except BSc and BICTE. The gradual increase in the number of students has helped to meet the expected target of the campus to maximize student enrollment. This has helped to sustain in terms of total income. However, the campus has now faced a challenge to maintain a good quality with this rise in number of students.

9. Student Enrollment by Disability types (Reporting Year)

Table 7

Student enrollment by disability types

Program	Disability (full disability)												
	Physically challenged		Hearing Disability		Vision Impaired		Intellectual Disability		Multiple Disability		Others Specify		
	M	F	M	F	M	F	M	F	M	F	M	F	
Total													

(Note: *M: Male, F: Female)

10. Program-wise Completion (graduation) and Drop-out rates of students for the last five years

Table 8

Program-wise Completion (graduation) and Drop-out rates of students for the last five years

Program	Year of Enrolment	Enrolment Number	Completion year	Completion Number	Completion % = Graduate within postulated time (Cohort Year) / Enrolment of Cohort year *100	Drop-out % = Appeared in the Final semester - Year exam / Enrolment number of Cohort Year / *100
B Ed	2069/070	272	2072/073	75	27.57	Appeared: 166 Dropout%: 38.27
	2070/071	207	(2073/074)	78	37.68	Appeared:108 Dropout%: 47.83
	2071/072	187	(2075/076)	75	40.11	Appeared: 95 Dropout %: 49.19
	2072/073	192	2076/077	40	20.83	Appeared: 95 Dropout %: 50.52

	2073/074	142	2077/078			
BBS	2069/070	129	2073/074	22	17.05	Appeared:98 Dropout %: 24.03
	2070/071	191	(2074/075)	40	20.94	Appeared:120 Dropout %: 37.17
	2071/072	226	(2075/076)	42	16.03	Appeared:165 Dropout%: 26.99
	2072/073	208	2076/077	44	21.15	Appeared: 165 Dropout %: 19.23
	2073/074	249	2077/078			
BSc	2069/070	21	2072/073	5	23.81	Appeared: 14 Dropout %: 33.33
	2070/071	12	(2073/074)	6	50	Appeared: 9 Dropout%: 25
	2071/072	24	(2074/075)	15	62.5	Appeared: 23 Dropout %: 4.17
	2072/073	52	2075/076	35	67.31	Appeared: 40 Dropout %: 23.08
	2073/074	41	2076/077	31	75.61	Appeared: 36 Dropout %: 12.2

BA	2069/070	21	2072/073	10	47.62	Appeared:12 Dropout %: 42.86
	2070/071	18	(2073/074)	3	16.66	Appeared:10 Dropout %: 44.44
	2071/072	22	(2074/075)	2	9.1	Appeared: 12 Dropout %: 45.45
	2072/073	21	2075/076	8	38.1	Appeared: 18 Dropout %: 14.28
	2073/074	39	2076/077	9	23.08	Appeared: 18 Dropout %: 53.85
M Ed	2070/071	146	2072/073	58	24.79	Appeared: 133 Dropout %: 50.85
	2071/072	146	(2073/074)	145	19.31	Appeared: 114 Dropout %: 21.92
	2072/073	213	(2074/075)	108	73.97	Appeared: 165 Dropout %: 22.53

	2073/074	202	2075/076	166	77.93	Appeared: 165 Dropout %: 22.53
	2074/075	181	2076/077			
MBS	2070/071	31	2072/073			Appeared: 28 Dropout%: 9.68
	2071/072	40	(2073/074)	18	45	Appeared: 39 Dropout %: 2.5
	2072/073	50	(2074/075)	7	17.5	Appeared: 28 Dropout %: 30
	2073/074	30	2075/076	27	54	Appeared: 28 Dropout %: 44
	2074/075	48	2076/077			
Grand Total		3610 2959 (completion number available)		1069	36.13	Appeared: 1904 Dropout %: 35.65

The table shows enrollment of students in various academic programs (first year) in the last five years, completion number and dropout per cent of enrolled students. As the table shows, more than one fourth of the enrolled students have completed their academic programs and nearly equal proportion of students have dropped out at the time of final year/semester examination. As expected, increase in the completion rate and decrease in dropout rate has not been achieved, as the table demonstrates fluctuation in these categories in the last five years.

**8.i. Performance and Learning Skill (Last Five Years) (end of the program/level)
Mentioned the progress / changes made (in percentile or number of events conducted)**

Table 9

Performance and Learning Skill (Last Five Years)

Area of Improvement	Year 1 (2073/074)		Year 2 (2074/075)		Year 3 (2075/076)		Year 4 (2076/077)		Year 5 (2077/078)	
	Targ et	Achiev ement	Targ et	Achiev ement	Tar get	Achiev ement	Tar get	Achiev ement	Tar get	Achiev ement
Enrolment		1489		1851		1768		2312		3287
Date of submission of annual reports to UGC/EQAA C(Date)										
Date of Internal quality assurance assessment conducted by IQAC annually and corrective measures planned and implemented										
Result Quality Improvement - overall Pass percent (in %)		28.56		30.12		35.35		72.28		Not published
Increased Retention/Reduced Dropouts (in %)				14.95		7.83				

Reliability of Academic Calendar (well, moderate, poor)	Moderate	Poor	Moderate	Moderate	Well	Moderate	Well	Moderate	Well	Moderate
Number of Publication of articles in peer reviewed journals by full time faculties (Q1-Q4)		0		0		0		0		0
Number of Publication of articles in peer reviewed (International and Nepjol Star 1 or above) journals by full time faculties										1
Number of Publication of articles in peer reviewed										

journals by full time faculties (None ranked, institutional/professional society)										
Number of Full time faculties received academic research grants from funding national/international agencies		0		0		0		0		0
Number of research and innovation project internally funded	5	1	5	0	5	0	5	0	5	1
Institutional revenue generated by research/consultancies by full time faculties (amount in NPR)		0		0		0		0		0

Analysis (Implementation status/practice of the decision made):

8.ii. Briefly state the summary of last five years in 5 key point each, to the following

Table 10
The summary of last five years in 5 key points

Elements of Improvement	Year 1	Course not designed
Non-credit courses offered (aligned with climate change (employment/entrepreneurship oriented professional courses)	Year 2	Course not designed
	Year 3	Course designed (not implemented)
	Year 4	Course designed (not implemented)
	Year 5	Course designed (not implemented)
Extension services such as specialized training/ camps provided to the local community by faculties and students/ graduates for same activity in same year)	Year 1	No programs conducted
	Year 2	No programs conducted
	Year 3	Community development program, Health and Hygiene awareness program, Blood donation program, Environment awareness program
	Year 4	
	Year 5	
Curriculum feedback system in place and functioning	Year 1	
	Year 2	
	Year 3	
	Year 4	
	Year 5	
Faculty Members evaluation by students	Year 1	
	Year 2	
	Year 3	
	Year 4	
	Year 5	
Student support and graduate tracking system	Year 1	Tracer study conducted
	Year 2	Tracer study conducted
	Year 3	Tracer study conducted
	Year 4	Tracer study conducted
	Year 5	Tracer study conducted
Merit based student enrolment No of applicant in quota program	Year 1	B Ed ICT: Applicant-31; enrolled-30
	Year 2	B Ed ICT: Applicant-16; enrolled-16
	Year 3	B Ed ICT: Applicant-15; enrolled-15 BBA: Applicant 95, enrolled-33
	Year 4	BICTE: Applicant-29; enrolled-29 BBA: Applicant 108, enrolled 33
	Year 5	BICTE: Applicant-36; enrolled-36 BBA: Applicant 176 enrolled 33
Merit based faculties/staff recruitment	Year 1 (2073/074)	7
	Year 2 (2074/075)	12

	Year 3 (2075/076)	6
	Year 4 (2076/077)	3
	Year 5 (2077/078)	13
Physical infrastructure developed/progressing as per the pre-designed master plan and annual/strategic plan	Year 1	
	Year 2	Top floor in teaching buildings
	Year 3	Canteen
	Year 4	
	Year 5	
Any other good practices:	Year 1	
	Year 2	
	Year 3	
	Year 4	
	Year 5	

11. i. Number of faculty members at present by qualification

Table 11

Number of faculty members at present by qualification

Full Time	FT		PT		FT:PT Ratio	Academic Qualification						Grand Total		
	M	F	M	F		PhD		M. Phil		Master's		Others	M	F
						M	F	M	F	M	F			
Professor														
Associate Professor/Reader	12	1			1:0	1		2		9	1		12	1
Assistant Professor/														
Lecturer	15	1			1:0			1	1	14	0		15	1
Assistant Lecturer														
Teaching assistant	22	1	37	9	1:2	1			1	58	9		59	10
Instructor														

Sub – Total	49	3	37	9	1:0.88	2		3	2	81	10		86	12
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**M: Male, F: Female*

The table shows a picture of full time and part time teachers working at the institution on the one hand and their qualifications on the other hand. The proportion of full time teachers is slightly higher than that of part time teachers. However, the ratio of part time teaching assistants is higher than that of full time teachers. Also, the proportion of female teachers is far lower than that of male teachers in all positions.

In terms of qualifications, most teachers have passed Master’s degrees in relevant subjects. The number of teachers with MPhil and PhD degrees is very low. The campus authority needs to pay a serious attention towards upgrading teachers’ qualifications.

9.ii. Number of Recruitment of faculty members within last 5 Years.

Table 12

Number of recruitment of faculty members within last 5 Years.

Full-time / Part-time	FT:PT Ratio	PhD		M. Phil		Master's		Grand Total	
		M	F	M	F	M	F	M	F
Professor									
Associate Professor/Reader		1		2		8	1	12	1
Assistant Professor/									
Lecturer						9	1	9	1
Assistant Lecturer									
Teaching Assistant		1			1	16	1	16	3
Instructor									
Sub – Total		2		2	1	33	3	37	4

**M: Male, F: Female*

As the number of student enrollment is gradually increasing in the recent years, a significant number of teachers have been added to the teaching faculty in the last five years. Teachers with PhD and MPhil degrees seem to have been given priority in recruitment. However, number of female teachers still seems far lower than that of male teachers in the recent recruitments. The table shows a large number of associate professors recruited in the last five years. However, it should be noted that these teachers have been appointed through internal completion among existing teaching faculty in the campus.

10. Academic Staff by Disability types at the institution (2077)

Table 13

Academic Staff by Disability types (2077)

Disability (full disability)											
Physically challenged		Hearing Disability		Vision Impaired		Intellectual Disability		Multiple Disability		Others Specify	
M	F	M	F	M	F	M	F			M	F
0	0	0	0	0	0	0	0	0	0	0	0

(Note: Please add additional rows as required) *M: Male, F: Female

None of the non-teaching staff working at the campus are disabled in terms of the various categories in the table.

11. i. Details of the Administrative Staff

Table 14

Details of the Administrative Staff

Particulars	Distribution of Staff by Gender		
	Male	Female	Total
Officer Level :	1		1
Professional Staff			
Technical Staff			
Non-Officer Level :	8	3	11
Professional Staff			
Technical Staff			
Assistant Level	7		7
Support/Help staff		3	3
Total	16	6	22

The ratio of non-teaching and teaching staff is 1:3.81. Of the 22 non-teaching staff working at the campus, 50% people are working in the position of non-officer level. The share of female staff is 27.27 in the non-teaching staff department. All the staff at the assistant level are male and all the supporting staff are female.

11.ii. Administrative Staff recruited in the last 5 Years.

Table 15

Administrative Staff recruited in the last 5 Years.

Particulars	Distribution of Staff by Gender		
	Male	Female	Total
Officer Level :	1		1
Professional Staff			
Technical Staff			
Non-Officer Level :	1	1	2
Professional Staff			
Technical Staff			
Assistant Level	4		4
Support/help staff		3	3
Total	6	4	10

Out of 22 non-teaching staff working at the campus, 45.45% staff have been recruited in the last five years. While the share of female staff was very low in the past, it has significantly increased in the last five years. The campus has added a position of section officer and support staff in these years. The campus is yet to recruit professional and technical staff.

12. Non-teaching Staff by Disability types at the institution (2077) (also repeat in Faculty and staff)

Table 16

Non-teaching Staff by Disability types at the institution (2077)

Disability (full disability)											
Physically challenged		Hearing Disability		Vision Impaired		Intellectual Disability		Multiple Disability		Others Specify	
M	F	M	F	M	F	M	F			M	F
0	0	0	0	0	0	0	0	0	0	0	0

None of the working non-teaching staff have any disability.

13. Turnover Status of Teaching and Administrative Staff of Last Two Years.

Teaching Staff Turnover Ratio of Year I: $\frac{\text{No of Teaching Staff who left in Year I}}{\text{Average number of teaching staff in Year I}} * 100$

$$\frac{8}{87} * 100$$

9.2

Teaching Staff Turnover Ratio of Year II: $\frac{\text{No of Teaching Staff who left in Year II}}{\text{Average number of teaching staff in Year II}} * 100$

$$\frac{4}{84} * 100$$

4.77

Administrative Staff Turnover Ratio of Year I: $\frac{\text{No. of Non-Teaching Staff who left in Year I}}{\text{Average number of teaching staff in Year I}} * 100$

$$\frac{2}{16} * 100$$

12.5

Administrative Staff Turnover Ratio of Year II: $\frac{\text{No. of Non-Teaching Staff who left in Year II}}{\text{Average number of teaching staff in Year II}} * 100$

$$\frac{1}{16} * 100$$

6.25

Note: Average number of staff in Year= (Staff at the Beginning+Staff at the end)/2

14. Student Placement and Progression Records (Last Five Years)

Table 17

Student Placement and Progression Records (Last Five Years)

Career / Job	Year I (2015)		Year II (2016)		Year III (2017)		Year IV (2018)		Year V (2019)	
	M	F	M	F	M	F	M	F	M	F
i) Student Placement										
Civil Service	22	11	48	12	44	22	27	11	Study not completed	
Security Service	0	0	0	0	0	0	0	0		
Private Sector	11	6	22	14	30	30	36	38		
Self-employed	2	0	4	0	4	7	4	1		
Internship (after graduation)	No record									
ii) <u>Progression to further study (level-wise: Masters / MPhil/PhD)</u>										
Masters Program										
In-country	21	27	21	41	24	19	28	21	Study not completed	
SAARC	0	0	0	0	0	0	0	0		
Other foreign countries	0	0	0	0	0	0	0	0		
Scholarships Awardees (Name and number)	No one has received such scholarships									
Outstanding Alumni Achievement (Not more than 200 words)	The recently graduated alumni members have been working as section officers in government offices, school head teachers, education officers, managers in financial institutions, social workers, and remarkable political positions.									

The table shows placement of graduates in various job positions and progression to further studies in the last five years. It shows that a large number of graduates have been performing jobs in civil service and private sectors. While number of female graduates is larger in most programs, number of employed female employed graduates is smaller in almost all sectors. The table does not show any record of graduates placed in security service, and the number of self-employed graduates is very low.

The record of graduates pursuing further studies shows that no graduates have been found to be progressed to foreign universities. While the number of female graduates pursuing further studies is larger in the first two years, they have been outnumbered by male graduates in the last two years.

Although the table shows no record of scholarships received by graduates, the Alumni Association members have been working in various significant positions.

15. Source of Financing in the last five years

Table 18

Source of Financing in the last five years

Source of Funding	Amount (Rs.)					Share of Annual Budget in %				
	Year 1 (2073/074)	Year 2 (2074/075)	Year 3 (2075/076)	Year 4 (2076/077)	Year 5 (2077/078)	Year 1 (2073/074)	Year 2 (2074/075)	Year 3 (2075/076)	Year 4 (2076/077)	Year 5 (2077/078)
UGC/Government grants	13,834,266	7,650,080	12,102,361	20,242,405	14,477,462	17.14	6.20	7.72	10.84	10.12
Donations	5,860,363	5,795,438	0	482,000	256,375	7.26	4.7	0	0.26	0.18
Fund Raising Drives/Activities	0	0	0	363,468	4,756,408	0	0	0	0.19	3.32
Alumni Association	0	0	0	0	0	0	0	0	0	0
Research and Consultancy	0	0	0	0	0	0	0	0	0	0
Fee from Self-financed /initiated courses	0	0	0	0	0	0	0	0	0	0
Fees from regular programs	53,858,595	67,329,932	69,126,088	71,253,655	59,215,428	66.71	54.58	44.07	38.15	41.40
Revenue from non-financial assets (Lease and rent, sales)	33,000	62,000	321,500	31,400	8,600	0.04	0.05	0.20	0.02	0.01
Others (specify): Investment (interest)	1,475,789	2,695,898	3,719,752	4,650,912	3,611,972	1.83	2.18	2.37	2.49	0.25
Total	75,062,013	83,533,348	85,269,701	97,383,840	82,326,245	92.98	67.72	54.36	52.14	57.56

Although There has been a gradual increment in the total income of campus in the last five years, there is fluctuation in the share of income in the annual budget. The share of grants from UGC and other agencies dropped in first three years, but it has significantly increased in the last two years. The amount and share of donations has drastically decreased. Campus has not been able

to generate any income from Alumni Association, research consultancy and self-initiated courses. Biggest source of income has been fees form regular programs in all five years, making about 50% contribution to total campus income. Revenue generated from non-financial assets and is very insignificant, making less than 1% contribution to total income.

16. i. Statement of income and expenditure of last five years

(Quality Enhancement, Research, Maintenance, Library, Scholarship)

Note: Provide Financial Audit Statements of the Auditor for the Last 5Years.

Table 19

Statement of income and expenditure of last five years

Year	Projected Budget	Actual Budget	Expenditure		Income
			Financial	Capital	
2073/074	80730718.44	75062013.07	53551332	7175773	75062013.07
2074/075	123346251.73	83533348.59	57002787	5610256	83533348.59
2075/076	156839784.68	85269701.08	65071093	15660176	85269701.08
2076/077	186771404.16	97383842.16	69778753	19773625	97383842.16
2077/078	143015792.93	82326245.83	67036166.4	7007887	82326245.83

16.ii. Audit Statement

Table 20

Audit Statement

	Auditor’s remarks		
Audit observation(s) /Statements of the previous FY settled and publicly disclosed (governance & transparency)	Year 1 (2073/074)	<ul style="list-style-type: none"> • The internal audit should be done every month. • Computerized software should be used for accounting. • The number of accounts of the campus in different banks should be minimized. • The tax management should be improved using E-TDS. • Advance payment to staff should be controlled. • Travel allowance should be approved by authorized person. • 15% tax should be deduced from occasional allowance. • The daily wage workers should be paid only after they fill mustered roll form. 	Remarks

		<ul style="list-style-type: none"> • The income tax of teachers with taxable income should be deducted when they draw salary. • Goods should be bought with authorized VAT registered suppliers 	
	Year 2 (2074/075)	<ul style="list-style-type: none"> • Form an internal audit committee including an expert to provide suggestions to the Campus Council and prepare internal audit report every six months. • The software used to keep record of accounts should be equipped with user login, daily transaction trail, printing, periodic ledger printing, restriction of previous modification, trustful backup system and linkage between various departments. • Fixed deposit accounts should be opened for various funds in the campus. • The tax management should be improved using E-TDS. • The amount in provident fund is lower in comparison to the teachers going to retire in near future. The Campus authority should be careful about it. • Expenditure in certain components is higher than the amount in budget. In such a condition. Permission should be taken from Campus Management Committee. • The practice of donating to people and institutions should be controlled. • All the conditions of QAA should be strictly followed. • The suggestions given in previous audit reports should be strictly followed. 	
	Year 3 (2075/076)	<ul style="list-style-type: none"> • PAN number and certificate should be obtained as soon as possible. • Financial auditors should not be appointed by the Campus Chief or CMC Chairperson but by Campus Council. • QAA Reform Unit should be formed for reaccreditation process of the campus. 	

		<ul style="list-style-type: none"> • The record of accounts has been kept in software, but it needs to be improved to capture personal amounts. • Some activities need to be accomplished in social security fund, and its accounts should be kept regularly. • The store management needs to be improved with a clear record of expenditure. • Financial and administration regulations should be formed and implemented as soon as possible. • The record of assets should be made more reliable through reexamination and verification. • Record of the campus staff working in other institutions should be kept and their income tax should be adjusted in ETDS. • The suggestions given in previous audit reports should be strictly followed. 	
	<p>Year 4 (2076/077)</p>	<ul style="list-style-type: none"> • The record of accounts has been kept in software, but it needs to be improved to capture personal amounts. • Some activities need to be accomplished in social security fund, and its accounts should be kept regularly. • The store management needs to be improved with a clear record of expenditure. • While paying for security guards and answer sheet examinations, TDS should be deducted and linked to ETDS in time. • The record of assets should be made more reliable through reexamination and verification. • Based on Income Tax Act 2058, depreciation should be deducted on fixed assets. • Donations should be given only to institutions that can spend up to Rs. 100,000. • Record of the campus staff working in other institutions should be kept and their income tax should be adjusted in ETDS. 	

		<ul style="list-style-type: none"> • Only original receipts (not photocopies) should be paid. • The expenditures should not be paid on the basis of estimate bills. 	
	<p>Year 5 (2077/078)</p>	<ul style="list-style-type: none"> • The computerized software should be improved so that it sub-ledger can be obtained to calculate personal debit and credits. • Rs. 1095889/37 in other liabilities can be converted to income. • The record keeping in store should be improved. • While paying bus fare, TDS should be deducted and linked to ETDS in time. • Record of the campus staff working in other institutions should be kept and their income tax should be adjusted in ETDS. • The record of assets should be made more reliable through reexamination and verification. • Based on Income Tax Act 2058, depreciation should be deducted on fixed assets. • Record of the campus staff working in other institutions should be kept and their income tax should be adjusted in ETDS. 	

B. INFRASTRUCTURE AND OTHER RESOURCES

17. Furnish the details:

Table 21

Physical Assets

Owned and occupied land (Mention plinth area in M ² provide conversion table):				
	Present	Changes (Added/removed in the last Five Years) <i>Mention the removal, if any, in parenthesis i.e. within bracket ().</i>		
Total land area owned by the institution	4 – 15 – 4 $\frac{1}{4}$ (In Bigha-kattha-dhur)	No change		
Total land area leased-in by the institution	No land area leased-in	No change		
Total land area leased-out by the institution	No land area leased-out	No change		
Land area used for Academic purpose				
Land area used for Administrative purpose				
Land area used for Cafeteria				
Land area used for parking				
Land area used for ECA				
Land area used for Garden/Greeneries				
Land area used for residential area				
Construction Details				
Number of buildings :	Construction /Built-up area / Plinth area in M²)	No. of Structure	Number of rooms	Changes (Added/removed in last Five Years)
a. Administrative				
b. Academic				
B1. Class rooms			54	
B2Average class size (M ² / per person				
c. Library	236.53 sq/m		6	Two rooms added
d. Lab			10	Four rooms added
● Science lab			8	
● Computer lab			2	One room added
●				

e. Sports					
f. Seminar hall/s					
g. Auditorium/s					
h. Size of Workshops					
Residential Accommodation Arrangement					
i. Hostel (Boys/Girls)			0		
j. Capacity of the hostel (Boys/Girls)			0		
Owned/Rental Infrastructure:			0		
Faculty housing/staff housing/guest house?			0		
User entitlement of infrastructure use (MOUs)					
Library Resources (Last five years)					
	Year 1 2073/074	Year 2 2074/075	Year 3 2075/076	Year 4 2076/077	Year 5 2077/078
Text books (item count/copies)	23895	25902	26233	29829	33055
Text books (Types / varieties)					
Reference books (item count/copies)				1757	
Reference books(Types / varieties)					
Newspapers / Magazines	5	5	8		
Online Journals subscribed by Library / have access from library (Types, and are regular / all volumes/issues after starting subscription) (Latest / Recent additions / volumes / issues)					
Number of e-library workstation					12
Number of Computers in library / e-library for students and public use					12
Seating capacity in the library (reading room/seats)					20
Seating capacity in the library (reading room/seats) in relation to total students enrolled (in %)					0.6
Average number of books issued/returned per day (items)				43	
Average no. of weekly users / visits (person)					

Average no. of Documents weekly consulted (items)					
Average Log- ins in the e – library					
Ratio of Library books to number of students enrolled				1:9	
Access to Online/offline e-library (Yes/No)	No	No	No	Yes	Yes
E-library access to public use (Yes / No)	No	No	No	Yes	Yes
Automation status of library (Yes / No)	No	No	Yes	Yes	Yes
Name of Library software if it is in use	Shiksha				
ICT Resources					
Total number of computers/ laptops for the use of students				55	55
Computers – student ratio in Computer Lab (e-lab)					
Total number of computers/ laptops for the use of faculties					
Share (%) of faculties with access to computers/ laptops (institutional)					
Total number of computers/ laptops for the Office Use					
Number of multimedia projectors					29
Number of television display					1
Internet capacity					10/30 MBPS (international/local) (Corporate line)
Access to Internet to visitors (Available/not available)				Available	Available
Connection /availability of education roaming (EduRoam) service(Available/not available)					
Number of smart boards					1
Number of digital cameras					1
Number of Closed-circuit (CC) Cameras					53
Number of printers					18
Number of photocopiers					2
Number of scanners					2

Capacity/Method/Frequency of Data Backup facility (Local/Cloud)					
Capacity of Power-back-up facility					Generator 1, UPS 5
Other Facilities/utilities					
Total Number of restrooms					57
Ratio of female restrooms to students					1:164.35
Ratio of male restrooms to students					1:76.61
Banking Facility (Available/not available)					Available
Service Centre: post office/ Student hub / etc... (Available/not available)					Available
Security guard (Yes/No)	Yes	Yes	Yes	Yes	Yes
Fenced /bounded compound (Yes/No)	Yes	Yes	Yes	Yes	Yes
Work place safety (fire extinguisher)	No	No	No	No	No
Drill(in case of emergency) (Yes/No)	No	No	No	No	No
Emergency escape/exit (Yes/No)	No	No	No	No	No
Open Space during emergency(Yes/No)/Area	Yes	Yes	Yes	Yes	Yes

C. RESEARCH PROMOTION

18. Research and research output of the institution in Last Five years (put numbers)

Table 22

Research and research output of the institution in Last Five years

Description	Year I 2073/074	Year II 2074/075	Year III 2075/076	Year IV 2076/077	Year V 2077/078
Amount Allocated for research	340000	500000	700000	850000	1000000
Share (%) of research budget against total operational budget	0.61	0.82	0.90	1.05	1.04
Amount generated through consultancy services	No	No	No	No	No
Actual expenditure in research promotion					
Number of research training conducted by the institution					
Number of teachers who have taken research related training					
Number of research projects offered by the institution					
Number of research project awarded to the institution by external agencies					
Number of research projects completed					
Institutional over-head cost (% of the project) Revenue generation from overhead cost					
Number of Teachers attended international seminars					
Number of Teachers who were resource persons at national seminars/workshops					
Number of Teachers who were resource persons at international seminars/workshops					
Number of thesis/dissertation completed in the institution (MA, MPhil, PhD)					
Number of students who have received Research Award (for MA, MPhil, PhD Research)					
Publication of research journal as per UGC/Professional Council Research Guidelines (Yes/No)					
Number of national/regional/international conference the institution organized					

Number of any professional training conducted by the institution.					
Number of key extension activities conducted by the institution					
National/international visitors					

19. Give the number of ongoing/completed research projects and their total outlay in the last five years.

Table 23

Number of ongoing/completed research projects and their total outlay in the last five years.

Year I				
SN	Name of the Project	Researchers	Funding Agency	Funds (Rs.)
Year II				
SN	Name of the Project	Researchers	Funding Agency	Funds (Rs.)
Year III				
SN	Name of the Project	Researchers	Funding Agency	Funds (Rs.)
Year IV				
SN	Name of the Project	Researchers	Funding Agency	Funds (Rs.)
Year V				

SN	Name of the Project	Researchers	Funding Agency	Funds (Rs.)

20. National and international collaboration/networking of the Institution with formal MoU in the last five years.

National

- 1.
- 2.

International

- 1.
- 2.

D. QUALITY GOVERNANCE

21. If the institution has prepared or Modified policy – provisions and directives in the following sectors and changes brought about in the last 5 years):

Table 24

Modification of policy – provisions and directives in the last 5 years

Elements	Year I (2073/074)	Year II (2074/075)	Year III (2075/076)	Year IV (2076/077)	Year V (2078/078)
a) Statute					
b) IQAC					
c) RMC					
d) ICT					
e) Teaching – Learning					
f) Human Resource Management					
g) Performance Appraisal					
h) Recruitment and Promotion					
i) Financial management					
j) ECA					
k) CCA					
l) Student Support					
m) SEA/SH					
n) Placement					
o) Grievances Redress					
p) EMIS					
q) Admission Policy					
r) Distance education policy					
s) Environmental Social Safeguard					
t) Scholarship					
u) Alumni					
v) Infrastructure/ Learning resources: <ul style="list-style-type: none"> • Multimedia • Computer • Reference Books • E-journals • Landscaping/Beautification • Bench/Desk • Whiteboard • Smart-board 					

• Guest Lectures/ Speakers					
• Key reforms in the last 5 years (in maximum 10 points)					

22. i. Frequency of meetings held in the last five years

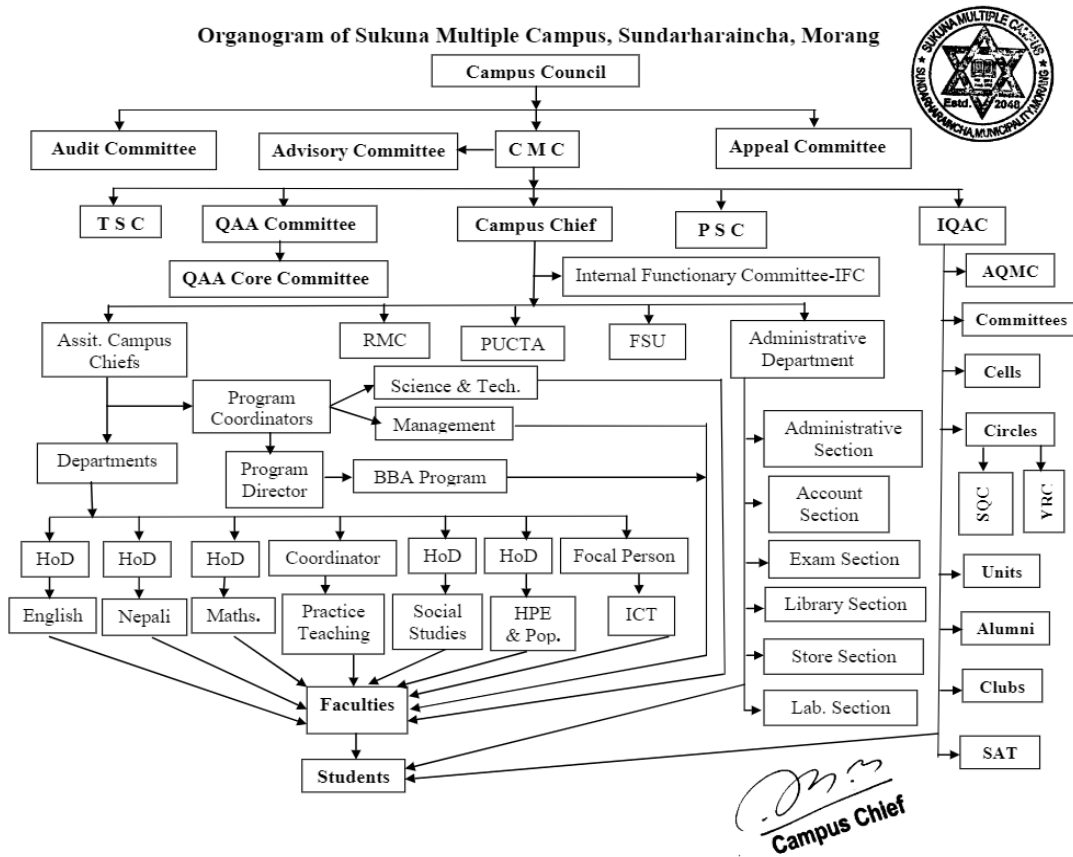
Table 25

Frequency of meetings held in the last five years

Body/Units/Cells	Key Decisions/Actions	Frequency of Meetings				
		Year I	Year II	Year III	Year IV	Year V
CMC/EC/BOD:						
IQAC:						
RMC:						
Placement Cell/Committee						
Counselling Cell/Committee						
Departmental Meeting and Correspondence Department 1: Department 2: Department 3:						
Library Management Committee						
Grievances Redress Cell/Committee						
Public Information Cell/Committee						
ECA:						
Others (add other relevant committees)						

22.ii. Important feedback received from students and committees in the last 5 years.

23. Present the overall Institutional Organizational Structure



24. i. Vision, Mission, Goals and Objectives of the institution:

Vision:

"Academic excellence for civilized, advanced and a just society"

Mission:

"Offering research focused, quality-based, science and technology oriented higher education"

Goal:

"To prepare globally and functionally efficient as well as competitive manpower based on the university framework"

Objectives:

1. develop institutional foundation of the campus
2. protect, develop and extend infrastructure of the campus
3. generate, identify and manage sources for the sustainable development of the campus
4. enhance educational quality of the campus
5. develop campus as a research centre and centre for innovation
6. conduct activities for student welfare and facility
7. prioritize gender sensitivity and inclusiveness in campus activities
8. maintain good governance in the campus
9. facilitate campus graduates for job placement
10. utilize ICT tools maximally for the overall development of the campus
11. counsel, guide and provide expert service to the stakeholders

24.ii. Professional Development Plan for Faculty/Staff.

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25. Publications of the institution.

Table 26

Publications of the institution.

Publication	Frequency of Publication
Annual Report	Annual
Academic Journal	Annual
EMIS Report	Annual
Tracer Study Report	Annual
Academic Audit Report	Annual
Green Audit (Social-environmental)	N/A
Campus Parichaya Pustaka	Annual
Prospectus	Annual

Brochure	
Bulletin/Newsletter/s	Biannual
Other (specify)	

26. SOCL Analysis

- **Strength of the institution**

- i. Campus statute. strategic plan, newly formed Campus management committee (CMC).
Comprehensive Operational Guidelines (COG), calendar and action plans of the committees and subcommittees, Internal Quality Assurance Committee (IQAC), + 2 as a Self-sustaining programs , Programs affiliated to only one University (TU), Organogram., updated prospectus
- ii. Appropriate level of classroom, resourceful, automated library-open access of the library spacious seminar hall, laboratory, CC cameras in the classrooms, provision of first aid service, fresh and safe drinking water, well-maintained toilets, gardening, standard canteen service; departmentalization with computers, printers and department library; installation of AC machines in some of the classrooms, most of the classrooms (24 rooms) fully made technology friendly with the setup of MM projectors.
- iii. Increment in student enrollment, gradual increment in the number of graduates, extension of faculty development program with 1 PhD, 3 M.Phil. and 5 M.Phil. ongoing, 1 PhD ongoing, offering of six programs
- iv. Financial aid to the students through the sources of the government, campus source and agencies.
- v. Annual graduate tracing and practice of obtaining feedback from students and stakeholders.
- vi. Practice of internal testing, orientation about the courses and evaluation system in advance to the new students and coaching classes to the weak students, a good amount of budget allocation for research (for mini-research, rigorous research, research support PG students, budget allocation for research publication, a good participation of faculties in workshops, seminars, and conferences
- vii. Software-based service from account, admission, library and examination sections; website, notice board service, official facebook and help desk for public communication

- **Opportunities of the institution**

- i. Optimum Utilization of federal, provincial and local government
- ii. Running programs in distance mode with the base of ICT
- iii. Approaching for autonomous programs

- iv. Extending demand-based science and technology focused programs such as M.Sc., CSIT, LLB and BE; and extension of academia-industry neighborhood networking for graduate placement.
- v. Designing and implementation of remedial courses, making admission procedure standard Organization of national and international conferences, seminars and workshops in institutional initiation., Running M. Phil. program in the campus, System development of Quota based new graduate admission, Addition of efficiency and effectiveness of the existing library service to the excellent service, extending First Aid service to the direction of medical science study program in the future.

- **Challenges of the institution**

- i. Sustainability of some already running program (e.g. BA), finding sustainable qualified teaching staff for running M.Phil. Program; creating regular income generating source for campus development, implementing changed government policy and biased imposing of the affiliating university to the community colleges, addressing the speedy development of technology.
- ii. Student dropout from the regular programs, placing graduates for permanent job, making the existing program outcome more saleable in the existing market, selection of new programs in terms of the human resources available in the campus
- iii. Making optimum use of technological devices to the under resourced students, updating and recruiting human resource viable enough to fit in the changing world, establishing an international linkage and inviting international students
- iv. Making available human resources up-to- date in the modern and digital age

- **Learning of the institution**

After the campus participated in the accreditation process, we have come up with some learnings including the following.

- i. The working manpower must be professionally dedicated to using innovations and bringing changes towards the success of the campus.
- ii. The campus management should be well familiar with the legal provisions including policies for smooth functioning of the campus.
- iii. A higher education institution should have clear policy and procedure, and it should be transparent to all the stakeholders

- iv. All the functional committees should be active and dedicated to growth and development of campus, as academic growth is not possible from the leadership alone.
- v. Teachers' role is not confined to excellence in teaching in classrooms; they should be committed to research and writing.

27. Current Strategic Plan

Implementation Plan/Action Plan / Future Plan (if any)

Key actions and date to be completed (maximum 10 prominent planned actions)

..... (dd/mm/yyyy) AD

..... (dd/mm/yyyy) BS

E. Summary of Post-accreditation Performance

28. Progress on QE Actions

Table 27

Progress on QE Actions

SN	Criteria	Recommendation	Implementation Status	Remarks
1	Policy and procedure	<ol style="list-style-type: none"> 1. The vision, mission, goals and objectives need modifications. 2. The coordination among quality monitoring committee and other stakeholders need to be established. 3. Mechanism for mutual coordination among different committees with QAA committee needs to be established. 4. Departments should be strengthened with logistic support. 5. Responsibilities of departments for quality assurance need to be specified. 6. Department heads need to devote their time fully for the development of their respective departments. 7. Improvement is needed in research environment. 8. Policy and procedure for the involvement of students in quality assurance activities need to be formulated specifically. 	<ol style="list-style-type: none"> 1. Strategic Development Plan has been modified with vision, mission, goals and objectives (VMGO) 2. Organizational structure has been developed which has established Campus Council as a supreme legislative body of the campus and several committees under it. 3. As stated in Comprehensive Operational Guidelines-2076, Campus chief has been given responsibility to maintain coordination of the committees and clubs. 4. In each department, a computer center has been set up. In addition to the regular classes, supporting resources are available in the computer centers. Students visit the centers, receive required resources and study them 5. Comprehensive Operational Guidelines- 	

		<p>9. There is a need for a clearly defined system and procedures for policy implementation.</p> <p>10. Campus needs to address the issues of gender and equity in terms of staff and faculty recruitment.</p>	<p>2076 specifies the responsibilities of departments. Department Heads, Program Coordinators, teachers, Non-teaching staff, committee, circle and clubs are given JDs.</p> <p>6. Department heads are given less teaching loads so that they can devote their time fully for the development of their respective departments. Their performance is monitored by IQAC.</p> <p>7. Teaching faculties are given financial support to conduct research. Yet, a lot of work needs to be done Improvement is needed in research environment.</p> <p>8. Comprehensive Operational Guidelines - 2076 specifies the role of students in quality assurance. Students contribute through the involvement SQC and IQAC.</p> <p>9. The organogram shows the policy and authority delegation of how it flows to the implementation level</p> <p>10. As stated in VMGO, to prioritize gender sensitivity and inclusiveness in campus activities is one of the objectives of campus</p>	
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2	Curricular aspects	<ol style="list-style-type: none"> 1. Development of learning achievements goals and objectives need to be systematic. 2. Research based activities and hands on activities need to be promoted. 3. The campus needs to initiate entrepreneurial and job-oriented programs. 4. Feedback system has yet to commence. 	<ol style="list-style-type: none"> 1. Teachers prepare teaching plans that specify learning achievements, goals and objectives 2. Students of Bachelor and Master Level are provided financial support for regular research; teachers are provided financial support for mini and rigorous research; students and teachers are encouraged and asked to get involved time and again in the research orientation, research methodology training, academic paper presentation, participation in national and international conference, 3. The campus has initiated BBA program recently. 4. The Grievance and Feedback Management Committee (GFMC) collects responses from students, community, other stakeholders, and tabulates and analyzes information. 	
3	Teaching learning and evaluation system	<ol style="list-style-type: none"> 1. Remedial classes for low-performers need to be clearly designed and communicated. 2. Priority should be given to innovative student centered pedagogical practices. 3. The use of audio-visual equipment and instructional materials needs to be enhanced. 4. Research Management Cell should be more 	<ol style="list-style-type: none"> 1. The campus identifies and provides extra-coaching class as remedial classes for weak, needy and disadvantaged students. In addition, guest classes from the senior and excellent students in the earlier final examinations are invited. 2. The following innovative teaching learning activities are 	

		<p>focused on research-based teaching and learning process.</p> <ol style="list-style-type: none"> 5. ICT facilities should be used for academic development. 6. Campus should give priority to PhD and MPhil holders in new recruitments. 7. Terminal examinations should be taken regularly and system needs strengthening. 8. Student attendance system should be practiced strictly. 9. The practice of self-appraisal and internal quality monitoring should be adopted for the professional development of the faculty members. 10. The campus should prepare time-bound faculty development plan. 11. Faculty members should be encouraged to pursue MPhil and PhD by providing essential supports. 12. Teachers should be encouraged to participate in workshops and seminars. They should be encouraged to publish in national and international journals. 	<p>used: teaching through 'Google Classroom' - flipped classroom teaching, project work, seminar methods of teaching in the classroom, teaching with multimedia projectors and laptops, teaching slides through MM Projectors and Interactive Board.</p> <ol style="list-style-type: none"> 3. Most of the classrooms supported by MM Projectors. 4. Research Management Cell (RMC) coordinates most of the research activities targeting students and teachers and provides financial support for regular research, education tours as well as field study. 5. Most of the classrooms supported by MM Projectors. Students can study in reading rooms equipped with internet facility and e-resources. 6. Few PhD and MPhil degree holders have been recruited recently. 7. Two internal examinations are conducted in annual base programs within a year. Programs in semester systems have more regular evaluation mechanisms including 	
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		<p>13. The practice of teaching in other colleges by full-time faculty should be discouraged.</p> <p>14. Feeling of belongingness among the teaching faculty needs to be enhanced.</p>	<p>assignments and project work.</p> <p>8. Student attendance system is in practice.</p> <p>9. Self-appraisal and performance appraisal methods of evaluation are in Practice. Internal quality monitoring is done by IQAC.</p> <p>10. Teachers participate in trainings, workshops, seminars, conferences. Campus also conducts such activities.</p> <p>11. Two teachers have completed MPhil and One has completed PhD through the support of campus. Five MPhil and one PhD are ongoing,</p> <p>12. Teachers participate in trainings, workshops, seminars, conferences. Few articles by teaching faculties have been published in national and international journals.</p> <p>13. The teachers teaching in other colleges are not given any promotion. Teachers working as full time teachers in other institutions are not recruited as full time teaching faculty.</p> <p>14. Feeling of belongingness among the teaching faculty has</p>	
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			been ensured by assigning responsibilities to them in various committees and units.	
4	Research, consultancy and extension	<ol style="list-style-type: none"> 1. The teaching faculty should be motivated to participate in research activities. 2. In-house communication culture should be established among faculties who participate in research activities. 3. Immediate decision should be made to enhance professional development and capacity building activities. 4. Consultancy service needs to be strengthened. 5. Students should be further mobilized in community services. 	<ol style="list-style-type: none"> 1. Every year, research budget is increasing. Teachers are provided financial support for mini and rigorous research. 2. Teachers who have accomplished research studies and disseminate in seminars. 3. The campus organizes and conducts workshops, disseminations, seminars, interactions and orientation programs related to teachers' professional development time and again. 4. Consultancy service is available in the campus in the form of an institutional offering of the campus and the offering of the teaching faculties. This provision is stated in the strategic planning of the SMC. More specifically, the campus has also made guidelines for providing this service to the organizations and institutions. 5. Students participate in such activities as sanitation, plantation 	

			<p>and community awareness programs.</p> <p>6. Provision of study leave and financial support for M. Phil. and Ph.D.</p> <p>xvii. Offering consultancy, placement and outreach services</p>	
5	Infrastructure and learning resources	<ol style="list-style-type: none"> 1. Implementation of strategic development plan is required in phased manner to strengthen balanced growth of the infrastructure. 2. The infrastructure should be regularly maintained. 3. Library and computer facilities are inadequate. 4. Computer with internet facility should be accessible to all the students. 5. Journals should be added in the library. 6. Reference section of the library should be strengthened. 7. Campus should initiate to access e-journals and e-resources for academic development. 	<ol style="list-style-type: none"> 1. The Strategic Development Plan 2016-2020 aims to keep a regular maintenance of the infrastructure. The Comprehensive Development Plan of SMC has assigned JD/ ToR of Maintenance Committee. The Committee makes its annual plan and proceeds accordingly. 2. CMC has allocated its annual budget for construction, repair and maintenance this year. 3. Recently, library has become more resourceful with the addition of e-resources and open access to students. 4. There are two computer labs with adequate number of computers connected to the Internet. 5. With the addition of e-library facility, adequate number of e-journals can be accessed. 	

			<p>6. The library has been automated and open access facility is available to students and teachers. More reading materials have been added. Currently there are about 35,000 books available in the library.</p> <p>7. With the addition of e-library facility, adequate number of e-resources can be accessed.</p>	
6	Student support and guidance	<p>1. The campus website should be updated regularly.</p> <p>2. Public Information Cell needs to be made active and functional.</p> <p>3. Playground and sports facilities need to be upgraded.</p> <p>4. Student progression data needs to be kept systematically.</p> <p>5. Monitoring mechanism needs to be effectively implemented.</p> <p>6. Individual student profile of all students should be prepared in each department.</p> <p>7. Effective mechanism for student counseling and placement should be developed.</p> <p>8. Complaint boxes should be added.</p>	<p>1. EMIS unit has been assigned responsibility to update the campus website regularly.</p> <p>2. Public Information Cell (PIC) has been assigned the responsibility to publish a range of information, and make it open to the public.</p> <p>3. The playground has been made spacious enough to play varieties of games including football, cricket, volleyball, basketball and many athletic activities.</p> <p>4. Students' data is recorded in software. More work needs to be done in tracking students.</p> <p>5. Quality monitoring team IQAC and SQC are formed and functional in the campus. To monitor and observe classes and</p>	

		<p>9. Regular mechanism for taking student feedback should be developed.</p> <p>10. Feedback is to be analyzed and implemented for quality enhancement.</p>	<p>the overall teaching learning activities of the campus, CC cameras have been set in most of the classes and laboratories.</p> <p>6. Individual Student profile has not been prepared so far.</p> <p>7. Following the Comprehensive Operational Guideline of SMC, CMC has formed a Placement and Counseling Cell to provide career guidance and placement facilities to the students.</p> <p>8. Grievance boxes have been placed in key areas.</p> <p>9. The Grievance and Feedback Management Committee (GFMC) collects responses from the stakeholders, and tabulates and analyzes feedback through Grievance Collection Boxes in key areas, email and social networking sites.</p> <p>10. The feedback collected and analyzed by GFMC is forwarded to CMC, for further planning and decision making.</p>	
7	Information system	1. Information of students' academic progress should be kept systematically.	1. Examination section and respective departments have been assigned responsibility to keep a	

		<ol style="list-style-type: none"> 2. Employment and placement cell need to be effective. 3. Research on student satisfaction should be conducted and results should be utilized for further improvements. 4. Student profile should be recorded electronically. 5. There should be adequate learning resources in the library. 	<p>record of students' academic progress.</p> <ol style="list-style-type: none"> 2. Placement Cell has been assigned responsibility to facilitate campus graduates for job placement. 3. Student and community surveys have been carried out related to student and community satisfaction. 4. Students' profile is recorded in computerized software. 5. New textbooks are added every year in the library. With the addition of e-resources, students have more access to learning materials in the library. 	
8	Public information	<ol style="list-style-type: none"> 1. The website needs to be regularly updated for effective information dissemination. 2. Public Information Cell needs to be strengthened. 3. Campus should publicize its intended learning outcomes. 4. Information regarding learning opportunities should be made available to students through prospectus and media. 5. Campus should prepare e-profile of students. 	<ol style="list-style-type: none"> 1. EMIS unit has been assigned responsibility to update the campus website regularly. 2. Public Information Cell (PIC) has been assigned the responsibility to publish a range of information, and make it open to the public. 3. Each teacher prepares teaching plans incorporating expected learning outcomes. The teaching plans are planned to upload in the campus website. Campus should publicize its intended learning outcomes. 	

			<p>4. Information regarding learning opportunities are made available to students through prospectus, social media and advertisements.</p> <p>5. Students' profile is recorded in computerized software</p>	
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29. Key Good Practices of the HEI (Maximum 5 points, with brief analysis)

- i.** Campus statute, strategic plan, Comprehensive Operational Guidelines (CoG), calendar and action plans of the committees and subcommittees, Internal Quality Assurance Committee (IQAC), + 2 as a Self-sustaining programs, Programs affiliated to only one University (TU), Organogram., updated prospectus
- ii.** Appropriate level of classroom, resourceful, automated library-open access of the library spacious seminar hall, laboratory, CC cameras in the classrooms, provision of first aid service, fresh and safe drinking water, well-maintained toilets, gardening, standard canteen service; departmentalization with computers, printers and department library; installation of AC machines in some of the classrooms, most of the classrooms (24 rooms) fully made technology friendly with the setup of MM projectors.
- iii.** Increment in student enrollment, gradual increment in the number of graduates, extension of faculty development program with 1 Ph. D., 3 M.Phil. and 5 M.Phil. ongoing, 1 PhD ongoing, offering of six programs
- iv.** A significantly large number of students are provided scholarships on various subjects. Scholarships are provided with the supports of donors.
- v.** Software-based service is provided from account, admission, library and examination sections; website, notice board service, official Facebook and help desk for public communication

30. Final Remarks (not exceeding 500 words)

Significant achievements have been attained by the campus after the accreditation. One of the essential achievements is the learning about quality for higher education. Previously the campus was running academic programs for higher education on its own local experiences but working on the quality indicators along with the accreditation has provided the right direction to manifest the academic program in a standard way. This learning to work with the quality indicators itself is a great achievement for the institution. In the similar way, the accreditation award has uplifted the institutional profile of the campus among other academic institutions. It has helped us to evaluate ourselves making further plans in a systematic way to proceed ahead.

The accreditation has given a large number of insights to the campus in general. Research, Journal publication, faculty development programs, social responsibility of the institution, academic auditing, placement of the students, outreach activities are the results of the accreditation. Importance of alumni association, publication and public communication were not given due importance before the accreditation process. During and after the accreditation, they have come to the front with appropriate focus and budgetary provision in the campus. As a part of accreditation is the technological advancement in the official and class presentation within the institution. Eighty-four (84) campus staff have received laptops from the campus so far and 20 classes are equipped with multimedia projectors.

Another important achievement is the increment of student enrollment in the campus, student pass rate and the graduate pass out. Financial incentive along with the accreditation has assisted the campus to bring a great deal of infrastructural changes. Additionally, a large number of economically, socially and culturally disadvantaged groups of students have benefited for their higher education completion from the performance support given to them. Typically, the following significant changes have been made in the campus during and after the first cycle accreditation:

- Replacement of tube-wells by purified drinking water facilities.
- Regular power supply management by the generator set up in general and inverters set up in administration sections.
- Computer skill development of the teachers and non-teaching staff through laptops utilization.
- Improvement in the presentation skill of the teachers
- Running all classes of the Master's degree and many classes at bachelor's degree using multimedia projectors.
- Software installation with data feeding - running in administration sections.
- Academic calendars are in operation
- Academic auditing practice
- Regular Graduate Tracing Practice has been done

- Facilities for M.Phil. Study to the teachers and paid leave for one-year, financial support to the faculties for PhD study, budgetary provision for mini-research grants (Rs. 40,000 /- per mini-research) and rigorous research grants (Rs. 1,50,000/per research), research article writing support have been provisioned.
- There has been a good amount of student scholarship distribution from performance grants support of the UGC, 6% regular freship to the students based on the campus enrollment of the students, excursion support, transportation are key facilities to the students.

SECTION TWO: OBSERVATION AND REMARKS OF THE MONITORING TEAM

(To be filled by monitoring / Review Team)

A. Observations

2.1 Governance and Leadership

2.1.1 Policy and Planning

Area of Review/Activities		Observation	Suggestion for Improvement
<ul style="list-style-type: none"> <i>i. Implementation progress in Strategic Plan / Master Plan (with time bounded action matrix plan)</i> <i>ii. Timely review of the strategic plan and achievement of institutional goals and objectives as per the action matrix plan:¹</i> <i>iii. Review and updates in policy/procedure</i> 			

2.1.2 Stakeholders' engagement in institution management system (Students, Faculties, Staff, Alumni)

Area of Review/Activities		Observation	Suggestion for Improvement
<i>Students</i>			
<i>Faculties</i>			
<i>Staff</i>			
<i>Alumni</i>			
<i>Others</i>			

2.1.3 EMIS

Area of Review/Activities		Observation	Suggestion for Improvement

¹ Please provide the details of the action plan of the Strategic Plan and its progress status. Refer Table 4 (Annex) for Reference.

Tracer Study	Regularity of tracer study		
	<i>Demonstrate the EMIS system that would pull information from admin, departmental activities, research programs, and others as discussed above and feed them on QAA.</i>		

2.1.4 Feedback and Grievance Redress System:

Area of Review/Activities	Observation	Suggestion for Improvement

2.1.5 Leadership System

Area of Review/Activities	Observation	Suggestion for Improvement
Academic Leadership		
General Administration	<i>i. Cells and Committees activities and coordination</i>	
Financial Administration	<i>i. Budget allocation and achievement ii. Timely auditing iii. Financial Sustainability</i>	
Leadership Succession	<i>iv.</i>	

2.1.6 Local, National and International Linkages

Area of Review/Activities	Observation	Suggestion for Improvement



2.1.7 Quality Enhancement

Area of Review/Activities	Observation	Suggestion for Improvement
Guideline Action Plan Activities carried out		
IQAC meeting minutes (that include the overall development plan and activities in general and the quality endeavor for the teaching-learning process in particular)		

2.2 Curricular Management (Development, Delivery, and Evaluation)

2.2.1 Development

Area of Review/Activities	Observation	Suggestion for Improvement
	<i>i. Consistency of academic programs.</i>	
Additional Focused Programs/ Non-Credit Courses	<i>ii. Any program in priority area currently running in your campus.</i> <i>iii. Developed and practiced soft skill non-credit courses for the support of academic programs.</i>	
	<i>iv.</i>	

2.2.2 Delivery - Departmental Activities

Area of Review/Activities	Observation	Suggestion for Improvement
	<i>i. Department meeting minutes (that include department activities to</i>	

	<i>enrich the quality of teaching-learning processes)</i>		
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2.2.3 Teaching- Learning and Evaluation

Area of Review/Activities	Observation	Suggestion for Improvement

2.2.4 Performance Outcomes related

Pass Rate	<ul style="list-style-type: none"> <i>i. Strategies to reduce students absence and dropout</i> <i>ii. Major activities carried out to increase pass rate.</i> <i>iii. Provision to acknowledge slow learners and academically weak students.</i> <i>iv. Strategy (in written form) to increase percentage of Educationally Disadvantaged Students.</i> <i>v.</i> 		
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2.2.5 Learning Outcomes Related

<i>Learning Outcomes</i>	<ul style="list-style-type: none"> Create Evaluate Analyse Apply Understand Remember 		
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<i>Life-skills</i>	<ul style="list-style-type: none"> ·Self-awareness ·Critical thinking ·Creative thinking ·Decision making ·Problem Solving ·Effective communication ·Interpersonal relationships ·Empathy ·Coping with stress ·Coping with emotion 		
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2.3 Research, Knowledge generation and extension

2.3.1 Research-resource

Area of Review/Activities		Observation	Suggestion for Improvement
Research Budget	<ul style="list-style-type: none"> <i>i. Allocated Budget</i> <i>ii. Utilization of Budget as per the action plan.</i> 		
RMC	<ul style="list-style-type: none"> <i>i. Guideline</i> <i>ii. Functional</i> <i>iii. Activities carried out throughout a year</i> <i>iv. Research Management Cell (RMC) meeting and activity minutes (that include thesis and dissertation defense, proposal defense, project activities, webinars organized by the institution, its students and the faculty members, attempts of developing and bidding proposals, consultancies provided by the institutions to outside agencies but related industries/company/institutions, research articles published by students and faculty members of each Department and their benefits)</i> 		
Consultancy	<ul style="list-style-type: none"> <i>i. Consultancy Policy.</i> <i>ii. Service offered?</i> 		

Research Output	<ul style="list-style-type: none"> <i>i. Articles</i> <i>ii. Journal Publication</i> <i>ii. Research completed</i> 		
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2.3.2 Extension and Outreach Activities

Area of Review/Activities	Observation	Suggestion for Improvement

2.3.3 Academic Growth and Innovation

Area of Review/Activities	Observation	Suggestion for Improvement

2.4 Infrastructural Resource

2.4.1 Infrastructure and environment

Area of Review/Activities	Observation	Suggestion for Improvement

2.4.2 Library and E-library

Area of Review/Activities	Observation	Suggestion for Improvement
Library	<ul style="list-style-type: none"> <i>i. Fully Automation Software Used?</i> <i>ii. Open Accessibility</i> <i>iii. Adequate Resources</i> <i>iv. Number of training conducted for human resource working on Library Section and its outcome.</i> 	

E-Library	<ul style="list-style-type: none"> i. Existence of EMIS Unit ii. Designated EMIS Focal Person iii. Major functions being carried out by the EMIS unit: iv. Use of software in: v. Impact analysis. 		
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2.5 Student Support / Services / Well-being

Area of Review/Activities		Observation	Suggestion for Improvement
Placement Service	<ul style="list-style-type: none"> i. Provision for mechanism to provide placement and career counseling services to students ii. Status of students' registration/enrolment records. iii. Developed and practiced job-focused/professional non-credit courses for the support of academic programs. 		
Counseling Service	<ul style="list-style-type: none"> i. Provision for mechanism to provide psycho-socio and academic counseling services to the students. 		
ICT Based.....			
Scholarship/ Free ship	<ul style="list-style-type: none"> i. Guidelines for scholarship / fee waivers? ii. Trust fund for scholarship / fee waivers? iii. Basis of selection for scholarship / fee waiver: MERIT RESERVATION OTHER: iv. Annual expenditures on scholarships / fee waivers (in the last two fiscal years on average):..... 		

Medical Facilities	<i>i. Sick Room and health personnel</i> <i>ii. Medical instruments</i> <i>iii. Health insurance Policy</i>		
Practical and project based teaching-learning...			
Sports Facilities			
Additional Focused Courses			

2.6 Human Resource

Area of Review/Activities		Observation	Suggestion for Improvement
	<i>i. Documentation of professional development approaches for both the teaching and non-teaching staff after the institution is accredited.</i>		
	<i>ii. Upload the faculty and non-teaching staff appraisal form and the analysis of those on the website.</i>		

2.7 Conclusion and Recommendation

2.7.1 Conclusions

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2.7.2 Recommendations

.....

Details of Monitoring Team

Honor/Designation/Name Signature

Honor/Designation/Name Signature

Honor/Designation/Name Signature

Date:

Annexes: ...