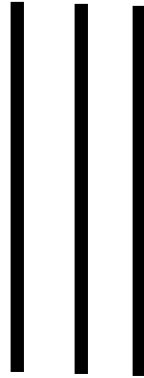


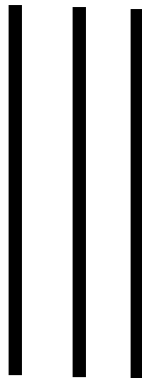
Final Response Report



Prepared By

Achham Multiple Campus

Mangalsen, Achham



Submitted to

Higher Education Quality Assurance and Accreditation

Council

University Grants Commission

Sanothimi, Bhaktapur

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1. Introduction

1.1 Historical Background

Achham Multiple Campus was established as a community campus in 2048 B.S. After the long and hard constructive role of the people in this area to fulfill the need and thirst for the higher education of the indigenous people of the southern part of Achham district. Before that time, people of this region were dependent on different campuses of Doti, Kailali, Kanchanpur, Kathmandu, Surkhet, Nepalgunj, and other districts of the country and abroad for their higher education. For the establishment of this campus, there was a great contribution of chairpersons and other representatives of Six VDCs - Mangalsen, Janalibandali, Jupu, Oligau, Kuntibandali (Mangalsen Municipality now), and Birpath (Kmalbazar Municipality - 6 now) of its catchment area, members of the management committee and teachers of Shodasha Devi Secondary school, and other school teachers of the catchment area, politicians, educators, social workers, donors and common people of the district.

At the initial stage, the campus has a program of I.Com. 2048 B.S. Then, the B.B.S program had affiliated with TU. in 2062 B.S. Later in 2063 B.S. again three years B. Ed. The program was affiliated with the same university as the result of the great contribution of previously mentioned stakeholders. So, these days the campus has been running two programs (four years B.Ed. and BBS) under the affiliation of TU. and in 2075 BS, M. Ed. program was affiliated from the same university; as a result of the great contribution of previously mentioned people. Thus, these days the campus has been running three different programs under the affiliation of TU. The campus administration is planning to run MBS, BA, and other technical and professional programs soon. At the beginning stage, the campus did not have its land and other physical facilities. Due to lack of infrastructure, the campus had used classrooms of Shodasha Secondary School. The campus had a very little number of teaching staff with less Pry and non-teaching staff served as part-time staff. The number of students was also very low. There were 38 students in the beginning year of 2048 B.S. Later after the affiliation of the BBS program in 2062 B.S, the campus got two permanent and two temporary lecturers, and some part-time lecturers. Likewise, the number of students was also increased. Now a day, there is 24 teaching staff including 6 permanent, 7 temporary, 11 part-time, and 6 non-teaching staff including 4 permanent and 2 part-time. According to the campus record (BS 2077), the campus had 789 students.

Being the community campus, Achham Multiple Campus received membership of Nepal Public Campus Association in 2049 B.S. The income source of campus is students' fees, life membership fees, UGC regular grants (since 2048), financial aid by local levels, province, the federal government, Nirbachan Kshetra Bikash Karyakram (Constituency Development Program), I/NGO, rent.

Mangalsen Municipality has a great contribution to construction in physical infrastructure. Finally, the campus is in its present state because of the kind co-operation and contribution of teachers, administrators, staff, students, management committee, and other people of the community and catchment area.

1.2 Physical Infrastructures and Facilities

During the establishment period, the campus did not have any physical infrastructure. It did not have its land, building, and other fixed assets. The campus was running in Shodasha Devi Secondary School just nearby the present Campus premises. The campus now has its land in four places in Mangalsen Municipality, Achham. It has altogether 11 Ropanies of the land. Additional 32 Ropanies lands are donated in Mahayagya - 2073 by different community people which is in the process of registration to AMC.

AMC has the following other infrastructure facilities:

1. 6 Buildings:

The second floor of block A is used for Administrative purposes with the examination section, and the account section. And the four rooms on the first floor are used for Academic purposes. Block B and C are used as academic buildings for teaching-learning purposes with a separate library, study room Seminar hall, Yoga and Meditation.

Block D is used for ECA, the store, sports room, and guest room are there.

The other 2 buildings, approx. 1 km east from the campus, are using as the residence of lecturers and staff, the second one is under construction for Girl's hostel (17 rooms with 2 Floors).

2. The condition of furniture and accessories is sufficient on the campus.
3. Six Toilets
4. Seven taps for drinking water
5. One Breast Feeding and Dress Changing room.

In addition, the campus has a road and transportation facility as the campus is situated nearby the MadhyapahadiLokmarga (Pushpalal Highway).

1.3 Academic Programs and Curricular Management

1.3.1 Academic Programs and courses

Achham Multiple Campus was established after the affiliation of I.Com. program from TU. in 2048, which was phase-out because of the rules of the TU. Currently, four years BBS and B.Ed. programs have been running, which were affiliated in 2062 BS and 2063 BS respectively. M. Ed. and MBS program has also been running since 2075 BS and 2077BS respectively.

AMC conducts MBS and M.Ed. programs under the Faculty of Education and Bachelor in Management under the Faculty of Management affiliated program of TU. Currently, AMC is running the following subjects:

B.Ed. Program (specialization Subjects)

1. English Education
2. Nepali Education
3. Population Education
4. Mathematic Education
5. Health Education

Bachelor in Business Studies (specialization Subjects)

1. Finance
2. Accountancy
3. Marketing

M. Ed. Program (Specialization Subjects)

1. Nepali Education
2. Educational Planning and Management

MBS Program

1.3.2 Student Enrollment and Composition

During the establishment period, the number of students was very poor. There were 36 students in the first batch of the PCL program in 2048 B.S. But after the affiliation of the BBS, B. Ed., M. Ed. MBS, program, the number of students was increased. Now there are 770 students enrolled in total out of which the number of boys is 413 and girls are 357 in 2078/79. The ratio of boys and girls is nearly equal. And the number of Dalit, Janajati, and Madhesi is very low.

1.3.3 Curricular Activities

The campus administration manages curricular activities properly because there are sufficient faculties and staff due to the economic condition of the campus, however, Municipality, DCC, UGC, Sudurpashchim Province, and TU support the campus economically. Despite insufficient human resources, the campus administration has been running teaching-learning and other curricular activities with the help of cooperative and hard-working teaching and non-teaching staff without giving them more incentives.

1.3.4 Teaching Learning Resources and Support

The campus has sufficient sources and support for the improvement of teaching-learning activities with continuous support from various stakeholders as the grants from Mangalseen Municipality, Other Local Levels, District Coordination Committee Achham, UGC, Sudur Pashchim Provincial government, and federal government as well as the student's fee. With the support from UGC and Manglasen Municipality, the campus has managed teaching-learning resources such as Multimedia Projectors, Books, Sports Materials, Whiteboards, interactive boards, laptops, desktop computers, etc. These teaching materials play a vital role in the teaching-learning process. There is a library with a study room and an e-library facility, by using which; the students get benefitted to their study.

1.3.5 Institutional Mechanisms and Quality Initiatives

The quality initiatives of the institution can be traced out from the mission, vision, and goals as stated in the strategic plan, which has been approved by the Campus Assembly. The campus is effortful to maintain the quality of education. The CMC has approved Karyabyawastha Nirdeshika -2076. It is an essential guideline useful to conduct campus and maintain the quality of education. Based on the provision of this guideline, there are functional sub-committees on the campus that are guided by their own specific rules. Thus, every part of the campus functions automatically by taking the responsibilities as campus family members. The major sub-committees formed by the CMC that has been functional for improving and maintaining the quality of education are as follow:

- Performance, Procurement, and Construction (Karya Sampadan, Kharid, and Nirman)
- Internal Quality Assurance Committee(IQAC)
- Educational Counseling Committee (ECC)
- Research Management Committee (RMC)
- Examination Management Committee (EMC)
- Academic Committee (AC)

- Library Management Committee (LMC)
- Extra-curricular Activities Committee (ECA)
- Alumni Association (AA)
- Student Quality Circle (SQC)
- Environment and Health Services Committee (EHSC)

Except for these functional committees, three important cells are working as the backbone of the campus. They are:

- Student Scholarship and Feedback Cell
- Employment Support and Counseling Cell
- EMIS and Public Information Cell.

1.3.6 Teaching Learning Resources and Support

The campus does not have any extra sources and support for the improvement of teaching-learning activities except the economic support from various sources such as the donation by Municipality, Sudurpashchim Province, DCC, UGC, and students fee.

1.3.7 Examination System and Results

Achham Multiple Campus has been following the examination system of TU. The campus follows the final examination at the end of the academic year according to the Office of Examination Control, TU. Moreover, the campus conducts different unit or class test terminal examinations for quality education management. To run the final examination, the campus has its examination center.

As we study the result of students in past years, it is satisfactory. The pass percentage of the student is 25.40% in BBS 2077, 31.50 % in B.Ed, 4.80% M. Ed. 2078 respectively this campus. And the campus administration is exercising to increase pass percent along with maintaining pass percentage.

1.4 Human Resource Management

The human resource management of Achham Multiple Campus is a little bit poor due to the reason of poor economic condition. Limited lecturers and staffs bear the responsibility to run the teaching-learning activities and administrative tasks. The present scenario of human resource management is as follows:

1.4.1 Administrative Personnel

The campus has a 24-member team of dedicated and self-motivated faculties, who are working their best to facilitate the students as well as to uplift the institutional quality of

the campus. The table below has presented the details about the faculty members of the campus:

SN	Name of Faculty	Qualification	Subject	Job Status	Nature of Tenure
1.	Chhatra Bahadur Bista	MBS / B. Ed.	Finances	Permanent	Full Time
2.	Dhurba Kumar Shahi	M. Ed./Ph. D Running	English	Permanent	Full Time
3.	Nirpa Chad	M.Com.	Accountant	Permanent	Full Time
4.	Harak Sing Dhami	M.A./B. Ed.	Population	Permanent	Full Time
5.	Man Bahadur Budha	M. Ed.	Nepali	Permanent	Full Time
6.	Jhapat Kumar KC	M.A.	Mathematics	Permanent	Full Time
7.	Dhan Kumar KC	M.A./M. Phil Running	Mathematics	Temporary	Full Time
8.	Laxman Prasad Regmi	M.B.S./B.ed	Account	Temporary	Full Time
9.	Sankar Bahadur Rawal	M. Ed./M. Phil Running	Health	Temporary	Full Time
10.	Pahal Bogati	M. Ed	E.P.M	Temporary	Full Time
11.	Jaya Bahadur Bogati	M.Com	Account	Temporary	Full Time
12.	Tulsi Nath	M.A.	Nepali	Temporary	Full Time
13.	Bed Raj Upadhyaya	MBS	Finances	Temporary	Part-Time
14.	Dammar Bogati	M.A.	English	Contract	Part-Time
15.	Takkar Bahadur Bista	M. Ed.	English	Contract	Part-Time
16.	Padam Raj Adhikari	M. Ed.	E.P.M	Contract	Part Time
17.	Madan Bahadur Kuwar	M. Ed.	E.P.M	Contract	Part Time
18.	Sarpa Raj Jaishi	M. Ed.	English	Contract	Part-Time
19.	Tej Narayan Sharma	M.A.	English	Contract	Part-Time
20.	Matrika Bhandari	M. A./M. Ed.	Population	Contract	Part-Time
21.	Ratna Sodari	M.Ed.	Health	Contract	Part-Time
22.	Krishna Bogati	M. Ed.	Nepali	Contract	Part-Time
23.	Janak Bahadur Shahi	M.A./ M.Phil	Nepali	Contract	Part-Time
24.	Tek Bahadur Khadka	M.Ed.	Health	Contract	Part-Time

1.4.2 Non -teaching staff

SN	Name	Post	Status	Remarks
1.	Mr. Udayaraj Dhungana	Head of Administrator	Permanent	
2	Mr. Prem Prasad Dhungana	Accounting Officer	Permanent	
3	Mr. Bharat K.C.	Computer Operator	Permanent	
4	Mr. Sher Bahadur Dhami	Ass. Librarian	Permanent	
5	Mr. Surat Bahadur Bohara	Store Keeper	Part-Time	
6	Mr. Man Bahadur Saud	Peon	Permanent	
7	Mr. Upendra Bahadur Saud	Peon	Part Time	

So, the campus has not sufficient manpower as mentioned above. There is a lack of subject teachers, administrative and other staff. Currently, the campus most needs one education, two Nepali, two English, two Health, one Math, one Population, and three MBS lecturers for B. Ed. and BBS program. But due to the poor economic condition and lack of human resources in the local area, the necessary manpower cannot be managed on the campus.

1.5 Campus Management Committee

The Campus Acts (Regulations of the Campus) has provisioned about the formation of a 21-member Campus Management Committee to manage and operate the overall campus activities. The tenure of the committee has been defined as four years for a single period. Most of the campus management committee members of Achham Multiple Campus are active and cooperative from its establishment period to the date, who have played a constructive and contributive role in the development of the campus. The guiding principle of the campus follows the inclusive concept to form the campus management committee. Thus, people from various sectors of the society such as politicians, social workers, Dalits, women, teachers, representatives of different unions (associations), representatives of TU, and representatives of the geographical region of the catchment areas are included in the campus management committee. According to the amended bylaw of the campus, there are 20 members of the management committee. The composition along with the name list of the presently functional campus management committee is as follows:

SN	Name	Designation
1.	Mr. Padam Bahadur Bohara	Chairperson
2.	Mr. Yaga Raj Dhungana	Vice-Chairperson
3.	M/s Sarita Upadhyaya	Member
4.	Mr. Log Bahadur Bogati	Member
5.	Mr. Nayan Bahadur BK	Member
6.	Mr. Nam Sing Dhami	Member
7.	Mr. Padam Bahadur Dhami	Member
8.	Mr. Ganesh Prasad Dhunagna	Member
9.	Mr. Ratan Prasad Dhungana	Member
10.	Mr. Prem Prasad Bhat	Member
11.	M/s Anju Shah	Member
12.	M/s Purna Shah	Member
13.	Mr. Rajesh Babu Bogati	Member
14.	Mr. Bhim Bahadur Rawal	Member
15.	Mr. Puspa Raj Bhandari	Member
16.	Mr. Bhim Bahadur Janala	Member
17.	Representative of the Local Government	Member
18.	Representative of the TU	Member
19.	Representative of Faculty Members	Member
20.	Campus Chief (Chhatra Bahadur Bista) Secretary member	Member

There is unique administration in Achham Multiple Campus due to the administrative leadership of the administrator. There is a close and cooperative relationship among the administrative staff, teachers, management personals and students. Since the establishment period, the campus has not been facing any types of strikes, challenges, and other

administrative problems. Instead of this, the campus has been facing different types of political and social problems (challenges) from the community. The administration of the campus is satisfactory which is helpful for the development of the campus.

1.6 Internal Quality Assurance Committee (IQAC)

The IQAC is the watchdog of the campus activities, working with focused to establish, maintain, and sustain the institutional quality of education on the campus. It monitors/checks the entire activities and reports to the CMC via the Campus Chief for further improvement. Further, the preparation of the SSR has been facilitated and overseen by the IQAC as the core committee of other sub-committees. It observes, monitors, and manages the entire functional part of the campus. According to the campus rules, the structure of the IQAC is as follows:

- | | |
|---------------------------|-------------|
| 1. Chhatra Bahadur Bista | Coordinator |
| 2. Bhim Bahadur Janala | Member |
| 3. Ganesh Prasad Dhungana | Member |
| 4. Ratna Prasad Dhungana | Member |
| 5. Dhurba Kumar Shahi | Member |
| 6. Nirpa Bahadur Chad | Member |
| 7. Harak Sing Dhami | Member |
| 8. Jhapat Kumar KC | Member |
| 9. Tapendra Bahadur Thapa | Member |

Now, the campus has sufficient infrastructure, quiet educational environment because of the support of the community, Mangalsen Municipality, Sudurpaschim province government, federal government, and responsible campus family members. The campus had LOI with UGC for QAA. After that campus had submitted the first draft on Baishakha, 2077. Now, this process has been in the pre-visit step.

2. Methods of Responding

In course of preparation of pre-visit response report, different methods are applied with extensive discussion among CMC, Campus Administration, IQAC, Departments, SAT, teaching Faculties and non-teaching Staff, SQC, guardians, and other stakeholders. Mainly problem-solving method, question-answer method, interactional method, data collection, analysis method, and process analysis method were applied during the process of preparing pre-visit response report. Moreover, a wide-ranging discussion method between campus family and stakeholders was taken as a major priority in the preparation of the report.

3. Responses to the Recommendations

S N	Criterion	Recommendations	Actions/Activities Done	Annexes	Annex Page no	Remarks
1.	Policy and Procedu re	The higher education institution must align its vision, mission and goals with the aspiration goals of 21st century education while remaining consistent with Nepal' traditions and value systems.	The campus has its own VMGO in its bylaws and strategic plan with motto of modern technical market-based subjects in the coming year along with accreditation success. At the same , the CMC has recently made a decision to bring the new IT and tecnicl subjects to compete with the modern 21 st century's education practices and demand of the society .	1-Campus Bylaws / Campus Operation Procedures Rules and Regulations	1-67	11 A
				2-Campus strategic plan	68-140	
				3-VMGO	141-142	
				4-CMC Minute (Decision for technical education)	143-172	
		Being a community campus it must make appraisal of community needs in terms of enhancing employability, digital literacy, developing Entrepreneurship and need for leisure time activities and initiate necessary actions to address them in collaboration with the community.	Being a community and leading campus of the district , the campus has been conduction its regular academic audit and assessment by the academic audit committee, advisory board and other internal committees to enhance the students employment opportunity . At the same the meeting and programs with local entrepreneurs, collaboration with local bodies and NGOs are been conducting frequently by the campus.	5-Acadmic Audit study team formation and academic audit report	173-186	
				4-CMC Minute (Community in the advisory board)	143-172	
				6-MoU with different Organization (Meeting and agreements with local entrepreneurship)	187-192	
		Separate the school programs and higher education in terms of management, administration accounting system, EMIS, library and full time faculty and staff.	The school program has been already separated by the CMC and the account, management, fulltime faculty/ staff and over-all management is totally different in the campus. It has no any legal coinage with the school. The remained and saved amount of the +2 will be paid to the campus by the +2 committee as per the extra income and rent charge for using furniture and building without harming our program.	4-CMC Minute (Decision of +2 separation and Account separation)	143-172	-
		Implement the action plan of the Human Resource Development	The action of the Human resource development plan has been implemented according to	2-Campus strategic plan /HRD Plan in the college Nirdeseka	68-140	-

		plan	the campus bylaws and nirdeseka . The promotion , trainings ,skills oriented workshops and support to higher education M.Phil , PhD paid leave has been in process. The performance indicators are evaluated in the promotion and responsibilities and more .	7- CMC Minute (Decision for M.Phil / PhD leave)	192-197	-
				1-Campus Bylaws / Campus Operation Procedures Rules and Regulations (promotion process in campus bylaw)	1-67	
				8- HRM Plan	198-200	
				9- Promotion report	201-227	
				4-CMC Minute (Decision for promotion)	143-172	
		Develop strategies to increase the pass rate of the students .	The various strategies are followed to increase the pass rate of the students like coaching and remedial classes for the needy students. The facilities of the books to the students have been increased in the library. The regular internal assessment, examination along with final exam preparation classes have been followed to support it.	10-Management Department minute and activities (coaching and remedial class)	228-254	
				11- Education Department minute and activities Report, Internal examination and exam preparation orientation class	255-283	
				12-Library Minute and activities(Additional library books records)	284-290	
				10-Management Department minute and activities(Internal examination and exam preparation orientation class)	228-254	
2.	Curricular Aspects	Implement the soft skill courses designed by the campus on English and computer on regular basis to the students of all the levels.	Regarding the soft skill courses of English language and computer software courses have been practiced from the year to all levels managing the class shifts. Present now computer classes are running in different shift.	14- Syllabus of Language communication skills or English Language Course	296-297	
				13-syllabus of computer course-2076	291-295	
				1 A. Attendance, photo and report of computer class	1-14	
				16- Record of the students participated in the class (Computer Class)	307-310	

		Just like the non – credit computer course, campus may consider introducing courses on 'Research Methodology , Communication Skill , Entrepreneurship Development , Soft Skills etc.	The campus has also prepared non-credit course for the students on computer skills, English language skills, Nepali as well as management faculties students and supportive research courses to the bachelor’s fourth year students. They do the research in different related areas. Campus provides some supports them as they do real and recent topic.	14- Syllabus of Language communication skills or English Language Course	296-297	
				15- Research methodology in English Education (The supportive research course syllabus) 2. B supportive Research course of Bachelor Students and Their Preactice In Research Activities	302-306 15-102	
3.	Teaching Learning and Evaluation System	All of the faculty members should prepare teaching plan Revise the teaching plan supported with the details of the contents, reference and teaching methodology and description of over all evaluation system, by all faculties and for all subjects.	All the faculty members have been preparing the teaching plan of their subjects focusing the innovative methods of discussion /presentation/quiz, description and evaluation in brief and submit to their respective departmental heads as well.	10-Management Department minute and activities (Teaching plan models)	228-254	
				3. A. Annual Teaching Plan of Faculties	103-323	
		Lecture methods need to be supplemented using methods like cooperative learning, focus group discussions, panel discussions, online enrichment classes, etc.	The various methods are been practiced in the campus minimizing the lecture methods like the group discussion , power-point presentation ,panel discussion, field visit and online classes during the covid pandemic and needy students .	11-Education Department minute and activities Report(Teaching plan models	255-283	
				Picture of using Presentation		
				Picture of field visit and group discussion		
		17-Student Involvement on Research(Field visit reports of the students)	311-352			
		Implement the practice of Performance appraisal and self-appraisal and prepare the report of appraisal system annually.	The practice of performance appraisal is conducted annually following the format endorsed by CMC and the sample of annual report of it has been annexed along with it. Depart prepares compile report of performance appraisal of the faculties.	10-Management Department minute and activities(Appraisal filled form) 3.B Performance appraisal forms and Report of Faculties	228-254 324-406	
				11- Education Department minute and activities Report(Sample of report of appraisal system of the	255-283	

				year 2078-79)		
		Plan to provide need-based professional trainings for non-teaching staffs on regular basis.	The need based professional trainings for non-teaching staffs like library training, computer training, office management training, accounting management and others are frequently conducted internally and externally on regular basis. Vision of the campus is to digitalization so all the non-teaching staff should be trained in Pathsala software that had been installed in our campus so	18- Records of Professional trainings for non-teaching staffs 3.C Professional Training Report and Activities of Non Teaching Staff 586-612	353-354 586-612	
		Faculty should oriented trained for blended teaching learning using e-books and other E-resources, flipped classrooms, online classes, etc.	For the support of the faculty in the preparations and learning the few online links, e-resources have been linked by the campus and more the faculties use the e-library for it . Along with it the projectors with internet connection are provided in the classrooms as well.	35 Photos of AMC (Picture of E-library)	633-667	
				19- record of Online Class and Materials	591-632	
				E-sources link		
4.	Research, Consultancy and Extension	Allocate 5% of the operating budget as research budget . Implement the action plan of the Research Management Cell and utilize the research budget purely for research purpose.	The CMC of the campus has allocated the 5% of the operating budget as research budget in the fiscal year 2078-79 in request of the RMC . The annual action plan has been prepared and working through it for its effectiveness by the RMC.	4-CMC Minute (decision for 5% allocation of research budget	143-172	
				20- RMC Minute and activities (Action plan of RMC along with budget)	355-367	
		The campus needs substantial efforts to motivate the faculty to take up action research projects to start with developing research culture is a long drawn process. A small 'Research Form' with willing and highly motivated but informed group of faculty under the RMC can take lead	The campus has a RMC that motivates and supports the faculties and students to involve in the research activities. The RMC has been publishing a research journal of the campus and the faculty receives 2500.00 NRS support for per article and the launch of mini research with support of 50,000.00 NRS grant each to the faculties is a good practice to enhance it. Even the students are provided thesis support 1,500.00 NRS to three	20- RMC Minute and activities (decision for mini research 3.C Professional Training Report and Activities of Non Teaching Staff	355-367 586-612	
				4-CMC Minute (Faculty and students support decisions/ records)	143-172	

		in this direction	students of each faculty to develop a research culture.			
		Make efforts to obtain consultancy services and provide it institutionally	The faculties have been involving in the outer programmes as a resource persons trainers providing the consultancy services to the connected organizations . At the same the college has planned to organize various programs jointly in the community.	6-MoU with different organization (consultancy services and MOU) 4. b Conculancy Services 450-459	187-192 450-459	
		Maintain the standard of the journal as of the UGC –Research Guideline	The upcoming research journal will be followed the blind peer-reviewed journal to be published in both print and online basis. The articles have been called from the researchers through the notice.	20-RMC Minute and activities (Decision of RMC/call for journal publication)	355-367	
				33. Authors Guideline	582-585	
				36-Research Journal	552-581	
		Encourage faculties to publish their academic papers on a regular basis.	The RMC has decided to support financial grant to the faculties to publish their academic research papers or articles. The support of 2,500.00 NRS is been given in a publication of a research article. Even the faculties are encouraged to publish the research as they are awarded by the promotion according to it as well. Two Faculties published research articles.	20- RMC Minute and activities (Support for research publication decision) 4. C research topics of faculties	355-367 450-486	
				1-Campus Bylaws / Campus Operation Procedures Rules and Regulations (Promotion scheme in campus bylaw and in guideline)	1-67	
		Maximize the participation of both faculties and students in extension and outreach activities	The faculties and students are taken to the tour , visit and field study in the society and outside areas for their social work and learning activities.	35 Photos of AMC (tour picture)	633-667	
				21-Covid Vaccination Program documents (Covid awareness programme)	390-399	
		Maximize the participation of faculties and students in workshop, seminars and conferences.	The faculties and students are frequently encouraged to attend in seminars , workshops , trainings and conferences organized by internal and external agencies.	18-Records of Professional trainings for non-teaching staffs	353-354	
				22 -Documents regarding workshops / seminars	368-389	

		Explore possibility of research collaboration and consultancy with the government, NGOs/INGOs local communities and sign MOUs with them.	To explore the possibility of research collaboration and consultancy the campus has tied -up with various organizations through various programmes and sign MOUs with them .	6-MoU with different organization	187-192	
5.	Infrastru cture and Learnin g Resourc es	Complete the preparation of a comprehensive master plan of the campus for proper utilization of the available land resources and for their future use.	The comprehensive master plan is in the process and the 5 members committee under CMC chair has been in formation and working in it. At the same the college strategic plan is in function and has the complete plan of the campus for the over- all use of the resources, expansion of the buidings , and academic supporting developments	4-CMC Minute Master plan Team)	143-172	
				5. A Compehensivve master plan of land	487-488	
				2-Five Years Strategic Plan	68-140	
				23-Cost Estimate	400-413	
				24-DPR Girls Hostel	414-457	
		Besides renting faculties to others occasionally, formulate in- house enrichment and formal interaction programs cultural programs, seminars and conferences, games and sports coaching to use the faculties optimally	Beside the use of full time faculties in teaching , their ideas and supports are been used in the various programmes as a mentors, guides and instructors. The yoga instructor and sports teachers support the students in ECA activities as well.	25-ECA Minute and Activities (Duty responsibility of the faculties , Yoga/ECA etc)	458-475	
		Provide e-library service and link the e-library with the relevant e-resources.	The college has been set up e-library cabin along with the links of various e-resources and it has been planned to link with research centers soon.	34- Photos of AMC (E- Library)	633-667	
				12-Library Minute and activities (Log book of the E-library users) 5.B Link with Central Library for E-resources	284-290 489-503	
		Increase the capacity of the canteen.	The capacity of the canteen has been increased with the well spacious management along with the quality of hygienic food.	34- Photos of AMC (Canteen)	633-667	
				4- CMC Minute (decision for further improvement)	143-172	

		Improve the internet facility and electricity backup system	The internet speed has been increased and added as per the academic building. The solar backup and invertors has been added in the campus.	34- Photos of AMC (Solar /invertors and related documents)	633-667	
6	Student Support and Guidance	Strengthen the placement cell and network with various organizations for employment opportunities and internship	The placement cell is responsible for providing access to the jobs for the students with collaborations to various organizations. The PSC/TSC preparation classes and seminars with the local employers/boarding have been held by the cell. Even the cell has tied link up with the local banks for the internship to the students in its recommendations.	34- Photos of AMC (Documents related PSC/TSC classes) 6. A report of Job Placement Cell	633-667 504-506	
				34- Photos of AMC (Documents related Teaching license preparation class (photo)	633-667	
				26-Job Providing and Counseling Report (Banking internship documents)	475-489	
				6-MoU with different organization (Agreement with local boarding Schools)	187-192	
		Institution may consider to offer the job oriented skill based vocational courses – both part time and full time to the youth wage and self employment .	The institute provide the PSC /TSC and banking preparation classes beside the course. Even the students involve in the life learning skills every month conducted by the campus with support of Brahma Kumari Bishwo Bidhyalaya and vocational courses trainings for short period are held by the campus internally and municipality and local bodies	25-ECA Minute and Activities (Documents related life learning skills) 26-Job Providing and Counseling Report (Decision of conducting seminar of start Up Business)	458-475 475-489	
Campus should have a trained counselor or specially trained faculty to provide educational personal and vocational guidance to students.	The campus has made a agreement with trained job counselor of the municipality to provide the vocational guidance and the college placement cell works on it.	25-ECA Minute and Activities (appointment of part time job counselor) 6. B Report of Benifited students and Activities of Placement Cell	458-475 507-529			
		Need to have special provision of remedial classes without taking	The free remedial classes are launched for the needy students in the evening time effectively.	27-IQAC minute and activities (decision of remedial classes)	490-501	

		any additional fees.		11.Education Department Minute and Activities	255-283		
				10 Management Department Minute and activities	228-254		
				34- photos of AMC (Records/photos of remedial class)	633-66		
		Provide professional life skill development leadership quality development , soft skills and personality development courses.	The professional life skill trainings like safety trainings, anchoring training , computer handling courses , and other PD trainings are in practice in the campus.	25-ECA Minute and Activities (Documents related life learning skills)	458-475		
				16-Record of Students in Computer Class /Computer course trainings	307-310		
		Implement the annual plan and program for extra /co-curricular activities regularly.	The ECA of the campus organize the events and activities according to the annual work plan of it and placed in the academic calendar of the campus as well.	25-ECA Minute and Activities (ECA annual plan)	458-475		
				28- Academic Calendar	502-507		
7.	Information System	Complete the digitization of the records of the precious students .	The records of all students are kept in both manual and in digital form. The separate page has been recorded and updated annually of the students. The few records of the precious toppers, sports and talented students are attached in the annex.	29- Pathsala Software records and Software related documents	508-536		
				4-CMC Minute(Scholarship of topper Student)	143-172		
					20- RMC Minute and Activities	355-367	
		Prepare EMIS report Information system should also collect data related to placement, self employment, extension work ,outstanding achievements, innovations, consultancy and collaboration besides usual data.	The EMIS report of the campus has been prepared and presented here in the annex. The information system of the campus has recorded all the records of placement ,achievements , collaborations and consultancy in EMIS.	30-EMIS and Public Information Cell Minute and Activities 7.A. EMIS report and other Activities of EMIS and Publication Cell	536-548 530 578		

8.	Public Information	Prepare the impact analysis report of Public Information Cell.	The impact analysis report of public information cell has been attached along with the annex. The students number has been increased in the campus in all levels due to information support .Along with it the public get benefited by the getting the information of the campus' success through the various information ways from which the public have been seen more supportive to the campus .	30-EMIS and Public Information Cell Minute and Activities (Impact Analysis Report)	536-548	
				34- Photos of AMC (Photos related Public Information)	633-667	
	Strengthen the Alumni Association for the overall development of the campus with long /short term plan	The Alumni Association of the campus has been worked for the development of the campus by providing suggestions, scholarship support, financial support and organizing programmes. It has made three years annual plan for the over-all development of the campus.	31-Almuni Association Minute and Activities 8 Action plan and other activities of Almuni 579-586	548-551 579-586		

3. Conclusion

As recommended by the Peer Review program on the institution by the QAA division of UGC, Sanothimi, Bhaktapur, Nepal, and ACM has prepared the Peer Review response report with its annexes. The report contents works, their analysis, and evidence ACM has completed after the peer review program. The campus expresses its commitments that incomplete activities are going on in the phase of completion.

Gratefulness to the QAA Division of Sanothimi, Bhaktapur, Nepal, and the Peer Review team.

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