SELF-STUDY REPORT FOR ACCREDITATION

SUBMITTED BY
ACHHAM MULTIPLE CAMPUS
MANGALSEN MUNICIPALITY-5, MANGLSEN, ACHHAM, NEPAL

SUBMITTED TO:
UNIVERSITY GRANTS COMMISSION
HIGHER EDUCATION QUALITY ASSURANCE AND ACCREDITATION COUNCIL
SANOTHIMI, BHAKTAPUR, NEPAL
JANUARY, 2020

ACKNOWLEDGEMENT

After obtaining the acceptance of the Letter of Intent, (LoI) in 2072, The Self-Assessment Team (SAT) of the campus has been preparing this self-study report (SSR) including all the information since its establishment to till the date. Achham Multiple Campus being a leading academic institution in the district as well as in Far Western Province has attempted to prove itself the best in academia. The self-assessment team (SAT) formed in the campus has spent almost 3 years for preparing and finalizing the SSR. Internal Quality Assurance Committee (IQAC) in support with Campus Management Committee (CMC), Academic Council (AC), Departments, Faculties, Units and Cells functioning at AMC have initiated and led the overall progress in each and every aspects of the campus, which have paved the way to the success in the academic journey of the Campus.

In this bedrock, the collaborative assistance, co-operative support and contribution from the campus chief Mr. Chhatra Bahadur Bista, faculty members, staffs, head of the departments, program coordinators, campus management committee, coordinators of different cells and units, community people, parents, and students are highly acknowledged and appreciated; as the report may not be possible to come out in this shape, in absence of such invaluable contribution.

Last, but not the least, we are indebted to the University Grants Commission for its incredible support and guidance so that we could prepare the SSR and undertake the Quality Assurance and Accreditation (QAA) status in the days to come.

…….
Dhruba Kumar Shahi
Coordinator of the SAT
Achham Multiple Campus
Mangalsen, Achham

EXECUTIVE SUMMARY

This Self Study Report of Achham Multiple Campus shows the over-all report description of our academic and over-all practices on the basis of the given indicators in the forms of question-answers. The report consists of two parts begins with the Part One that consists of two different sections (Section A: Information for Institutional Profile), and (Section B: Data Collection Format for Institutional SSR). The second part of the report consists of four different sections. The first section is the preamble, which is the institutional profile. The second section covers the analysis of collected data for institutional SSR; that is, criteria wise analysis of all the 120 indicators within the eight criteria are presented here. Section three of the report presents the summary of the report following annexes in the section four. The annexes have been presented with separate bindings as they are heavy in pages.

As the gist of the report is concerned, the campus has fulfilled the requirements of the first criteria (Policy and Procedures) with high degree of compliance with the actions. Thus, the campus is highly satisfied in the tasks completed under this criterion.

As the second criteria (Curricular Aspect) is concerned, the campus is not permitted to design its own curriculum, which is the jurisdiction of the university. Thus, the campus has tried its best to give input on the university curriculum so as to improve it. Further, some of the soft skills and non-credit courses are designed and implemented by the campus to address the need of all-round personality development of the learners. By this, the campus is satisfied in the tasks completed under this criterion.

The teaching, learning, and evaluation system; which is the major duty and responsibility of the campus (third criteria) has been tried best to fulfill with high degree of compliance. However, due to geographical complexity, remoteness, and the nature of the campus; the campus has not been able to do at par with the level it should have to maintain. Still some conventional methods in teaching, learning, and evaluation are in practice, and the use of ICT in teaching-learning is limited. However, the campus's attempt to improve the identified problem area is positive. Thus, the progress status of this criterion, as a whole, is satisfactory.

While concerning the fourth criterion, the attempt of the campus seems insignificant to enhance the research, consultancy, and extension activities in the campus. There is a system of allocating separate research budget, however; which is very least (1% of the total annual budget). In fact, this could do nothings in such a big-size campus. However due to the aspect of financial management, allocating more budgets to improve research and extension is not being success. It is being impossible to start the institutional level consultancy services mainly because of the lack of related institutional strengths. Thus, the research strength of the institution is unsatisfactory.

The infrastructures and learning resources that are available in the campus are currently adequate in comparison to the present student number. However, it will not

be sufficient for the coming days. The major learning resources available in the computer lab, library, and e-library are moderately sufficient to address the current needs, except the need of certain reference materials in the departmental library. Thus, we are neither satisfied nor dissatisfied (i.e., neutral) in the status of the fifth criteria.

The student support system of the campus is strong. Orientation, counseling, feedback and placement services, ECA/CCA activities, and scholarship facilities are good. Other general support services are also functional to meet the students need. Thus, we have satisfactory result/status in the sixth criterion.

As the information management system is concerned, the system is functional in place. However, the EMIS is not as strong as the public information system is. The Pathshala software has been used to manage the institutional data, however; only the recent database has been updated. That is, previous data is yet to input and process through the EMIS. The campus uses different means of information dissemination to maintain its transparency as well as its accountability towards the community. Thus, the public information system of the campus is very strong.

Above all, the campus has been fully directed towards the activities for improvement through the development and adaptation of new methods and technologies. The systems have been in place with functional status. The needy improvements are the continuous process, which is ongoing. Thus, we claim that the internal quality of the education is assured due to the functional system and dedication of all its constituencies.

ACRONYMS USED IN THE REPORT

AC	-	Academic Council
CA	-	Campus Assembly
CMC	-	Campus Management Committee
ECA	-	Extra Curricular Activities
EMIS	-	Education Management Information System
HERP	-	Higher Education Reforms Project
HoD	-	Head of Department
IQAC	-	Internal Quality Assurance Committee
LoI	-	Letter of Intent
PIC	-	Public Information Cell
QAA	-	Quality Assurance and Accreditation
RMC	-	Research Management Cell
SQC	-	Student Quality Circle

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DECLARATION

I certify that the data included in this Self-Study Report of Achham Multiple Campus are True to best of my knowledge. This Self-Study Report is prepared by the college after the discussions among the stakeholders, and no part therefore has been outsourced. I am aware that the peer team will validate the information provided in this Self-study Report during the peer Team Visit.

Signature

Name Chhatra Bahadur Bista

Designation: Campus Chief Campus Chief

Place: Achham Multiple Campus Mangalsen, Achham

Date :2076-10-09

PART ONE
DATA COLLECTION FORMAT FOR INSTITUTIONAL SSR

SECTION A

INFORMATION FOR INSTITUTIONAL PROFILE

1. Introduction

Name of the Institution	Achham Multiple Campus, TU
Place	Mangalsen Municipality-5, Achham
District	Achham
Province	Sudurpaschim
Website	www.achhamcampus.edu.np

2. Information for Communication

a. Office

Name	Contact No.	E-mail
Executive Head of Institution: ChhatraBahadurBista	097-620134	achhamcampus2048@gmail.com
Executive Assistant: Dhurba Kumar Shahi	097-620134	shahidhurba123@gmail.com
CMC Chairperson : PadamBahadurBohara	097-620134	achhamcampus2048@gmail.com

b. Residence

Name	Contact No.	E-mail
Head of the Institution: ChhatraBahadurBista	9848411395	bistachhtra40@yahoo.com
Executive Assistant: Dhurba Kumar Shahi	9848554199/ 097-620323	shahidhurba123@gmail.com
CMC Chairperson : PadamBahadurBohara	9868523053	N/A

3. Type of Institution:

- Constituent ☐
- Affiliated ☒
- Degree Awarding Autonomous Institution ☐

This is an affiliated community campus of Tribhuvan University.
For further details, Please see Volume-1, Annex-1, Affiliation Letters of the University, pp. 1-5

4. Institutional Management:

- Public ☐
- Community ☒
- Private ☐
- Other (please specify) ☐

The campus is an affiliated community campus running not for profit.
For further details, Please see (a) Volume-1, Annex-2, Membership of Nepal Public Campus Association, pp.6-7 (b) Volume-1, Annex-3, Campus Operation Procedure, Rules and Regulations (Statute (Bidhan) of the campus), pp. 8-67.

5. Financial category of the institution:

- Government Funded ☐
- Self-financing ☒
- Community ☐
- Other (please specify) ☐

The major financial resource of the campus is generated by the fees of the students. Except the tuition fees, the campus receives different grants from local government, province government, UGC, and other government (and/or non-government) organizations including community people, parents, and well-wishers. The campus mobilizes local resources for fund generation as well.

For further details, please see Volume-1, Annex-4, Financial Audit report of the campus for the last FY, pp. 69-77.

6. Establishment

a. Date of Establishment of the Institution:

The campus is established in 2048/09/04 BS (December 19, 1991).

For further details, please see Volume-1, Annex-5, Minutes of the campus establishment, pp. 78-82.

b. Date of Commencement of the Bachelors Level and Other Program(s):

SN	Date of Commencement	Programs
1	2062/04/18	Bachelor of Business Studies (BBS)
2	2065/12/02	Bachelor of Education (B. Ed.)
3	2075/09/20	Master of Education (M. Ed.)

For further details, Please see Volume-1, Annex-1, Affiliation Letters of the University, pp. 1-5.

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

The campus is affiliated to Tribhuvan University, Nepal. It has got its first affiliation in 2048/09/05.

For further details, Please see Volume-1, Annex-1, Affiliation Letters of the University, pp. 1-5.

7. Date of Government/UGC approval (only for Institution affiliated to foreign Universities):

As an affiliated campus of Tribhuvan University, Nepal; this condition is not applicable to Achham Multiple Campus.

8. Is the institution autonomous in terms of:

- **Financing** ☒
- **Administrative Management** ☒
- **Academic Management** ☒
- **None** ☐

The campus is autonomous in terms of financial, administrative, and academic management. However, it follows the rules/regulations of TU and Government of Nepal including the statute and regulations of the campus.

For further details, please see Volume-1, Annex-3, Campus Operation Procedure, Rules and Regulations (Bidhan, Biniyamawalies of the campus (functions and responsibilities of campus management committee)), pp. 8-67.

9. Institution's land area in Ropanies/Square meters:

It has total of 11 Ropani land in its sole ownership. The campus is located on the same land.

For further details, please see Volume-1, Annex- 6,Land Registration Certificate of the campus, pp. 83-84.

10. Location of the Institution

Urban ☐ **Semi-urban** ☐ **Rural** ☒

Achham is a rural mountainous district located in Sudurpaschim Province.

11. Current number of academic programs offered in the institution under the following categories:

Level	Academic Programs	No. of Program
Bachelor's	Bachelor of Education	1
	Bachelor of Business Studies	1
Master's	Master of Education	1
2	**3**	**3**

For further details, please see Volume-1, Annex-1, Affiliation Letters of the University, pp. 1-5

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

Faculty	Name of the Department
Faculty of Management	Department of Management
Faculty of Education	Department of Education

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

Programs	Level of Study	Eligibility requirement for student admission	Student Number (Enrolment/Capacity)
-	-	-	-

As an affiliated community campus of TU, the AMC does not have any self-financing/self-initiated courses in practice.

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

Teaching faculties and non-teaching staff are recruited and/or promoted in accordance with the provision made in Campus Legislation and Rules. According to this, the academic committee determines and creates the required number of posts for both teaching and non-teaching staff to which the campus management committee gives approval. Campus service committee takes initiation to fill the vacant/newly created posts by publishing public announcement notices in the national daily newspaper. The details related to vacancy fulfillment as elaborated as below:

a) The need for the new staff required for the campus is identified by the head of the respective department and it is discussed in the staff meeting.
b) Vacant post is created by the academic committee and approved by the Campus Management Committee (CMC).
c) Advertisement for the vacant post is made in national daily newspapers and FM radio.
d) The responsibility of selection is assigned to the Selection Committee.
e) The Selection Committee prepares the shortlist of the candidates, takes the written and oral test, observes the class performance (for faculty) and recommends the name of successful candidates together with the name of alternative candidates.
f) The recommendation of the Selection Committee is approved by the CMC and the appointment letter along with the job description is given by the campus administration to the successful/selected candidates with the probation period of one year.

g) After the completion of the probation period, the appointed staffs receive the letter of permanent appointment.
h) In case of Recruitment in class period basis and daily wages, part time and course contract recruitment, the campus administration shall recruit the campus staff in period basis and daily wages in very urgent cases. However, the CMC should give endorsement to such decision made by campus administration.

For further details, please see Volume-1, Annex-3, Campus Operation Procedure, Rules and Regulations (Campus Staff Bylaws for the norms and procedure of the recruitment of new teaching and non-teaching staff), pp.8-67.

15. Number of full timer and part-timer teaching staff at present:

Particulars	Disadvantaged /Janajatis		Others		Grand Total
	F	T	F	T	
Full time Teachers (Total)	**-**	**-**	**1**	**12**	**12**
No. of teachers with PhD	-	-	-	-	-
No. of teachers with MPhil	-	-	-	-	-
No. of teachers with Masters	-	-	1	12	12
No. of teachers with Bachelors	-	-	-	-	-
Part time Teachers (Total)	**-**	**-**	**1**	**10**	**11**
Part-time teachers with PhD	-	-	-	-	-
Part-time teachers with M. Phil	-	-		-	-
Part-time teachers with Masters	-	-	1	10	11
No. of teachers with Bachelors	-	-	-	-	-

For further details, please see (a) Volume-1, Annex-7, Appointment Letters (Teaching Staff), pp. 83-102, (b) Annual Prospectus of the Campus, pp. 104 (c) Class Routine, pp. 105-109.

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

Course	Full-Time Teachers	Part-Time Teachers	Total
Management	12	8	20
Education	24	12	36

Note: Above workload does not include the teacher's work load of 'extra classes/ shift'

Every faculty member has 18 periods of class loads per week. Periods more than 18 in a week are counted as overtime periods. One period is equivalent to 45 minutes.

For further details, please see (a) Volume-1, Annex-7, Appointment Letters (Teaching Staff), pp. 83-102 (b) Annual Prospectus of the Campus, pp. 104 (c) Class Routine, pp. 105-109.

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

Particulars	Disadvantaged/ Janajatis		Others		Grand total
	F	T	F	T	
Administrative Staff	-	-		4	4
Technical Staff	-	-	-	1	1
Total	**-**	**-**	**-**	**5**	**5**

(a) Volume-1, Annex-7, Appointment Letters (Non-Teaching Staff), pp. 83-102.

18. Regional profile of the students enrolled in the institution for the current academic year (2076/2077)

No of Students Enrolment (from)	UG		PG		MPhil		PhD	
	F	T	F	T	F	T	F	T
The same district where the institution is located	167	316	68	191	-	-	-	-
Other districts	3	7	4	9	-	-	-	-
SAARC countries	-	-	-	-	-	-	-	-
Other countries	-	-	-	-	-	-	-	-
Disadvantaged/Janajatis	1	3	1	1	-	-	-	-

Note: F= Female, T= Total in Table 15, 17 and 18

For further details, please see Volume-1, Annex-10, Program wise student profile of the enrolled students and exam Record, pp.112-126.

19. Details of the last two batches of students:

Particulars	Batch 1:			Batch 2:		
	Year:2075			Year:2076		
	UG	PG	Total	UG	PG	Total
Admitted to the program	242	-	242	312	191	503
Drop-outs 93						
a. Within four months of joining	-	-	-	-	-	-
b. Afterward	-	-	93	-	-	-
Appeared for the final year examinations (regular students)	335	-	-	-	191	526
Passed in the final examinations	36	-	-	5	-	41

Particulars	Batch 1:			Batch 2:		
	Year:2075			Year:2076		
	UG	PG	Total	UG	PG	Total
Pass % of number appeared (Total)	-	-	-	-	-	-
Pass % with distinctions	-	-	-	-	-	-
Pass %, (First class)	2	-	-	-	-	2
Pass %, (Second class)	26	-	26	-	-	26
Pass %, (Third class)	13	-	-	-	-	13
Number of students expelled from examination hall if any	0	0	0	0	0	0

Note: For other types of evaluation system such as GPA, provide respective grades and a brief explanation about their ranges in percentage

For further details, please see Volume-1, Annex-10, Program wise student profile of the enrolled students and exam Record, pp.112-126.

20. Give a copy of the last annual budget of the Institution with details of income and expenditure (attach separately):

The campus has its annual Income: Rs. 16,614,398 Expenditure: Rs. 11,676,061. Surplus: Rs. 4,938,337

For further details, please see (a) Volume-1, Annex-4, Financial Audit report of the campus for the last FY, pp. 69-77.(b)Volume 1,Annex-11, Annual Report -2076, pp.127-136.

21. What is the institution's *'unit cost'* of education? [Unit cost = total annual expenditure budget (actual) divided by the number of students enrolled]. Also, give unit cost calculated excluding salary component.

a. Total annual expenditure budget = Rs.11,676,061.00

Number of students enrolled= 507

Unit Cost = Total Annual Expenditure Budget (Actual) divided by Number of Students Enrolled

= Rs. 23,029.71

b. Total annual expenditure budget excluding Salary component

=Rs.11,676,061.00 – Rs. 6,324,123.00

=Rs. 5,351,938.00

Number of students enrolled = 507

Unit Cost excluding Salary Component = Rs. 10,556.09

For further details, please see (a) Volume-1, Annex-4, Financial Audit report of the campus for the last FY, pp. 69-77.

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

- Semester System ☒
- Annual System ☒
- Any other (specify) ☐

As per TU rules and norms, the temporal plan of the campus is both in semester and annual system. M. Ed. class is in semester system and B. Ed. & BBS classes are in annual system.

For further detail, Please see Volume-1, Annex-1, Affiliation Letters of the University, pp. 1-5.

23. Tick the support services available in the Institution from following:

- Central Library ☒
- Computer Center ☒
- Health Center ☒
- Sport Facility ☒
- Press ☐
- Hostel ☒
- Guest house ☒
- Housing ☐
- Canteen ☒
- Grievance redresser cell ☐
- Common room for students ☐
- Science Labs ☐
- other (specify) ☒
    - Separate toilet rooms for boys and girls
    - Teacher 'study room
    - Notice board
    - Wall magazine board
    - Student reading room
    - Yaga and Meditation room
    - Seminar hall
    - Suggestion Box

For further detail, Please see Volume-1, Annex-12, Department and Services, pp.137-138.

24. Whether duly formed Institution Management Committee is in place?

Yes ☒ No ☐

If yes provide the composition of the committee in separate sheet

Of course, the campus has a functional Campus Management Committee. The list of the existing CMC formed as per the campus statute by the campus assembly has been given in the annex.

For further details, please see (a) Volume-1, Annex 3, Campus Operation Procedure, Rules and Regulations (CMC Formation Procedure), pp.11-14. (b)Volume-1, Annex 13, Annual General Assembly Minute, pp. 169-179.(c)Volume-1, Annex 14, Formation and Name list of CMC, pp. 180-182.

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

Particulars	Year II 2073	Year III 2074	Year III 2075
Working days of the institution	277	279	276
Working days of the library	277	279	276
Teaching days of the institution	222	223	276
Teaching days set by the university	160	160	276
Books in the library	210	64	669
Journals/Periodicals subscribed by the library National:4 International: 5	9	-	-
Computers in the institution	-	-	-
Research projects completed and their total outlay	-	-	-
Teachers who have received national recognition for teaching/research/consultancy	-	-	-
Teachers who have received international recognition for teaching/research/consultancy	-	-	-
Teachers who have attended international seminars	-	-	-
Teachers who were resource persons at national seminars/workshops	-	-	-
No. of hours of instruction against the plan (per year or per semester)	-	-	

For further details, please see Volume-1, Annex-15, Academic Calendars 2073, 2074 and 2075, pp. 183-200.

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

The CMC has formed Research Management Cell to coordinate and facilitate the institutional research activities. The related bylaws has also been prepared and administered to manage the research activities of institution, faculties, and students. The RMC has been working with its own budget. However, there are no any ongoing research projects, now.

For further details, please see,(a) Volume-1, Annex-13, Annual General Assembly Minute (Annual Budget), pp.169-179, (b) Volume-1, Annex-16,Karyabyawastha Nirdeshika-2076, pp. 201-231 (c)Volume-1, Annex-17,CMC minute (decision Formation forRMC), pp. 232-237.

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

Yes ☐ No ☒

Yes, list the MoU signed and furnish the details of active MoU along with important details of collaborations.

The campus has recently made decision and form a three member study team to search the possibilities of having formal collaboration and linkage with both national and international agencies. No, MoUs have been signed yet in this regard.

For further details, please see, Volume-1, Annex-18, CMC decision minute (Formation of collaboration and linkage with both national and international agencies Task Team), pp.238-239.

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

Yes ☐ No ☒ If yes, give details.

The campus management does not run any other educational institutions besides the institution.

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

Source of Funding	Amount(NRs.)
UGC/Government grants	1236706/67
Donations	-
Fund Raising drives	-
Alumni Association	-
Research and Consultancy	-
Fee from self-financed/initiated courses	261984/23
Fees from regular programs	3637180/00
Any others, specify	-

For further details, please see Volume-1, Annex-4, Financial Audit-2075/76,pp.69-77.

SECTION B

BENCHMARK-WISE INPUTS FOR INSTITUTIONAL SSR

This section has dealt with the collection of required data for the institutional SSR. As the data is both qualitative and quantitative in nature, the collection and statement of the data also follow the same pattern. For the ease of presentation, the data have been managed in eight different criteria wise sub sections as mentioned below:

CRITERION 1

POLICY AND PROCEDURES

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

   Yes ☒ No ☐

Yes of course. As an affiliated campus of TU, the AMC's vision, mission, goals and objectives (VMGO) coincides with the goals and objectives of TU. In this context, the campus has clearly defined its VMGO in the strategic development plan of the campus, which was duly approved by the CMC of AMC on 17 June 2016. By this, the vision, mission, goals, and objectives of the campus are as follows:

VISION

The vision of Achham Multiple campus is to make it an educational destination for higher education with its comprehensive and integrated learning network and be a major contribution to the intellectual, cultural, social and economic development of the nation.

In this regard, AMC will be an independent center of quality education by following the vision of masterminds and making the best use of it for further development of people and society of the catchment area as the interest regional, national and international level. Likewise, the campus will also be an excellent model of community-campus through the development of its outstanding infrastructure and human resources with mobilization, collaboration, and participation of the community in a transparent manner.

MISSION

The mission of the campus is to serve the students, communities and the region through quality, affordable and accessible academic and career-oriented education by enabling them to lead more informed and skilled lives and to have enhanced career with its competent, multi-faculty, technical and general programs coupled with research activities in higher education.

GOALS AND OBJECTIVES

The table below has presented the goals and objectives of the campus:

Goals	Objectives
Physical infrastructure development	physical facility development to fulfill the present and future needs of the campus
Faculty development	professional competency development of the Campus faculty envisioning AMC as a University in future
Academic excellence	To achieve academic excellence
Program extension	To start new courses as per the need of the community
Institutional capacity development	To improve the management and organizational efficiency of the campus
Student welfare and extra-curricular activities	For the holistic development of the student besides the regular studies, extra-curricular activities to be made an integral part of education.
Campus community linkage	To develop the sense of responsible citizenship and voluntarism among campus students
Financial resource management	Financial sustainability through effective utilization of resource and expand the resource base

For further details, please see (a) Volume-2A, Annex-19, Five Year Strategic Plan of the campus, pp. 242-316. (b) Volume-2A, Annex-20, VMGO of Campus, pp.317-318, (c) Volume-2A, Annex-21, Decision of CMC regarding the approval of the Strategic Plan, pp.319-321.

2. Are there clearly defined plans, programs, and strategies to achieve its specific goals and objectives?

Yes ☒ No ☐

Yes. The strategic plan of the campus has defined the major plans, programs and institutional strategies, which are in line with the fulfillment of the specific goals and objectives of the campus. Based on these plan, programs, and strategies, the operational plan and academic calendar of the campus is prepared, which is materialized by the administration, departments, units, and individual responsible by preparing and implementing the time bound action plan. These responsible authorities also submit their annual reports to IQAC, which will record the achievements of the plans, programs, and strategies.

For further details, please see (a) Volume-2A, Annex- 19, Five Strategic Plan, pp,242-316, (b) Volume-2A, Annex-22, Academic Calendar-2076, pp.317-326, (c) Volume-2A, Annex 23, Operational Calendar-2076, pp. 327.

3. Are there duly formed organizational structures where the policies of the institution are formulated, reflected, reviewed and updated

Yes ☒ No ☐

If yes, mention the organizational chart and member composition.

There is a duly formed organizational structure of the campus prepared by the CMC and approved/endorsed by the campus AGM. The General Assembly is the supreme body of the campus and Management committee is an executive/governing body; both of them formulate, review, and update the plans, programs, and policies of the institution. To assist the CMC, there are Construction Committee and Technical/Academic Committee. There are IQAC, RMC, Academic Departments, Faculty Committee, Subject Committee, Library Management Committee, EMIS and Public Information Cell, ECA committee as well as Environment and Health Service Cell etc. The faculty members, staff and the students are also the important components of the institutional organogram.

For further details, please see (a) Volume-1, Annex-3, Campus Operation Procedure, Rules and Regulations (Academic and Administrative Bylaws), pp.8-67, (b) Volume-1, Annex-16, Karyabayabstha Nirdeshika-2076, pp. 201-231,(c) Volume-1, Annex-17,CMC minute (decision formation for QAA Sub-committee), pp.232-237; (d) Volume-1, Annex-18, CMC decision minute (organizational structure of the campus), pp.238-241.

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

Yes ☒ No ☐

If yes, justify it with supportive documents

Yes. The Campus has formed an Internal Quality Assurance Committee (IQAC) to ensure the internal quality of the service in the campus. The IQAC monitors and checks the internal quality of entire services and also supervise the internal performance of the different departments, cells, and individuals. The IQAC is planning to conduct academic audit of the campus to which the data collection formats have already been prepared.

In addition to the Internal Quality Assurance Committee, there is a provision of the Head of Department who helps in formulating annual plans and monitoring the actual performance of teachers and students of concerned departments. Further, the internal quality is also monitored by the campus chief, Assistant campus chief, Program coordinators and HoDs administratively.

For further details, please see (a) Volume-1, Annex-16, Karyabayabstha Nirdeshika-2076, pp.201-231; (b)Volume-1, Annex-17, CMC minute (decision formation for IQAC and approval of Karyabyabastha Nirdesika-2076), pp.232-237.

5. Is there any documentations of the institution to specify the job responsibilities of departments, units and individuals?

Yes ☒ No ☐

If yes, give details.

Yes. The campus has prepared Campus KaryabyawasthaNirdeshika – 2076 that specifies the job responsibilities of major committees and units. The Campus Regulations has enlisted the job responsibilities of AGM, CMC, Campus Chief, Assistant Campus Chief and the HoDs. The campus provides the job description to individuals (both faculty and staff) during their appointment based on the aforementioned documents.

For further details, please see (a) Volume-1, Annex-3, Campus Operation Procedure, Rules and Regulations (Campus Bidhan; the Teacher Staff Bylaws; and Academic Administrative Bylaws of the campus, pp.8-67; (b) Volume-1, Annex-17, Karyabyawastha Nirdeshika-2076, pp.201-231.(c) Volume-1, Annex-17, CMC Minute (decision formation for QAA sub- committee), pp.232-237;(d) Volume-2A, Annex-24, Appointment of HoD, pp.328-330.

6. Is there any defined and written scheme to evaluate the pre-defined job responsibilities of departments units and individuals?

Yes ☒ No ☐

Yes. The provision of performance appraisal of faculty members and staff has been stated in the Academic and Administrative Bylaws of the campus. The campus evaluates job responsibilities of the departments, and units by their periodic and annual report at par with the annual plan of action. Further, the IQAC evaluates responsibilities of departments, units and individuals as mentioned in the legislation through the defined process. Further IQAC holds meeting for massive discussion on the matters and the reports are further submitted to executive committee, which takes necessary actions, and give instructions accordingly for further development.
For further details, please see (a) Volume- 1, Annex 3, Academic Administrative Bylaws for (Performance Appraisal), pp.8-67; (b) Volume- 1, Annex 19, and CMC Minute (Approved Performance Appraisal Form), pp. 238-241;(c) Volume-2A, Annex-26, IQAC Minute and Activities , pp. 332-35;(d)Volume-1,Annex-26,Evaluation and feedback form(Student Feedback form, Teacher Monitoring Form, Computer Class Monitoring Form, Student Peer Monitoring Form, Library Log book, staff log book), pp.355-369).

7. Does the institution have a strategic plan and action plan emphasizing teamwork and participatory decision making and a scheme for information sharing?

Yes ☒ No ☐ **If yes, give justifications**

Yes. The campus has five years revised strategic plan (2016-2020) and its annual plan of actions that emphasize teamwork and participatory decision making. To ensure

this, campus has formed different committees incorporating the direct and major stakeholders. The statutory documents of the campus provide the authority of respective decision making to those committees and cells. These committees/cells maintain their minutes and their activities are reported periodically to the campus administration, which helps to share their performance to other stakeholders. Furthermore, all such committees/cells are obliged to submit their annual report to the IQAC, which also shares their activities and decisions to the concerned stakeholders.

For further details, please see (a) Volume-1, Annex-3, Campus Operation Procedure, Rules and Regulations, pp. 8-67;(b) Volume-1, Annex-16, Karyabyawastha Nirdesika -2076, pp.201-331; (c) Volume-1, Annex-17, CMC Minute (decision formation for QAA Sub-committee, pp.232-237; (d)Volume-2A, Annex- 19, Five Year Strategic Plan of Campus, pp.242-316.

8. Does the institution have program(s) to strengthen the regular academic programs through other self-sustaining programs/courses and others?

Yes ☒ No ☐

If yes, give details.

Yes. The Campus has been providing a basic and advanced computer courses to the students of the campus with certain fees aiming to strengthen the regular academic program of the campus. This is a self-financing course offered by the campus to the students.

For further details, please see (a) Volume-2A, Annex-27, Comprehensive Annual Plan, Department Plan, Sub-Committee Plans, pp.370-376; (b) Volume-2A, Annex-28 syllabus of computer course-2076, pp.377-381.

9. Are there any written provisions under which the institution brings "stakeholders or community feedbacks and orientation" in its activities?

Yes ☒ No ☐

Yes, there are certain written provisions under which the campus brings “stakeholders or community feedback and orientation" in its activities. Based on the section (2) and (3) of the revised Bidhan, 2075 of AMC, it is compulsory to call the Annual General Meeting of the stakeholders. There is also a provision in the strategic plan (5.5.7) for external/community relation development and Public Relation Committee that also bring community feedback to the campus.

Besides, the campus has EMIS and Public Information Cell, which obtains feedbacks from stakeholders through the meetings. The Campus has set up a Suggestion Box in the campus premises through which the campus receives feedbacks from parents, teachers, students, Alumni Members, community members and analyses the inputs from stakeholders and reports to CMC to take necessary actions and work according to their suggestions.

For further details, please see, (a) Volume-1, Annex-3,Campus Operation Procedure, Rules and Regulations (the provision of Campus Assembly and Campus Management

Committee), pp.8-67; (b) Volume-1, Annex-13, Annual General Assembly Minute (interactions with Stake holders).pp.169-179; (c) Volume-1,Annex-26,Evaluation and feedback form(Student Feedback form, Teacher Monitoring Form, Computer Class Monitoring Form, Student Peer Monitoring Form, Library Log book, staff log book), pp.355-369).

10. Were any committees/external agencies appointed during the last three years to improve the organization and management?

Yes ☒ No ☐

Carrying out the Organization and Management (O&M) Survey to determine and create the required posts of faculty members and administrative staff is primarily the responsibility of academic committee. Based on the recommendation of this committee, the CMC creates posts and hands it over to Campus Service Committee for its fulfillment. This decision made by the CMC should generally be endorsed by the AGM of the campus. In 2073, campus has formed Achham Shaikshik Ebam Dharmik Mahotsav. It is the milestone of campus growth and development.

For further details, please see (a) Volume-1, Annex-3, Campus Operation Procedure, Rules and Regulations, pp.8-67; (b) Volume-1, Annex-16, Karyabyawastha Nirdesika-2076, pp. 201-231;(c) Volume-2A, Annex-29, Decision of CMC for Formation of AchhamShaikshikEbamDharmikMahotsav-2073, pp.382-384.

11. Are the students involved in institution management system and quality assurance?

Yes ☒ No ☐

Yes. The campus has formed Student Quality Circle (SQC) representing all the student from every faculties and levels. They have assigned one of them as SQC coordinator as well. The SQC members have been assigned to keep the record of the classes in the log-book. Lately, a joint meeting was held including SQC members and Academic Executives with an intention to enhance students' involvement in institution management system and quality assurance. The coordinator of SQC is nominated in the Internal Quality Assurance Committee as member. Further, there is free student union in the campus, which represents in the CMC; however, due to long election gap in TU FSU, it is not functioning now.

For further details, please see (a) Volume-1, Annex-16, Krayabyawstha Nirdesika-2076, pp.201-231; (b) Volume-2A, Annex-30, the Formation and Meeting Minute of SQC, pp. 385-394.

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

(a) By the university ☒
(b) By the Institution ☒

There has not been formal academic audit by the university. However, different department and office of the dean of TU has made monitoring and evaluation audit of the campus in the previous years. The permission for any new program or subjects is

given only after the monitoring and feasibility study by the concerned departments/agency of the university. Even the inspection of the office of the Examination Controller, UGC, and TU's representatives frequently is the part of academic audit of the campus.

The campus accomplished an Academic Audit by the IQAC in 2074 B.S. The IQAC conducted the Academic Audit and recommended for the further academic improvement. During the Academic Audit, the committee assessed the teaching learning performance, internal and board exams results, library management, research activities and other activities of the institution and provided feedback. Tracer study has been done regularly. Result of Tracer Study, campus has got feedback to improve the weakness for the betterment of the campus.

For further details, please see (a) Volume-2A, Annex-31, Visitors Book (Response of Academic personalities), pp.395-414. (b) Volume-2A, Annex-32, tracer study repor-2018, pp.415-437s.(c) Volume-2A, Annex-26, IQAC Minute and Activities(monitoring evaluation related documents) , pp. 332-35;(d)Volume-1,Annex-26,Evaluation and feedback form(Student Feedback form, Teacher Monitoring Form, Computer Class Monitoring Form, Student Peer Monitoring Form, Library Log book, staff log book), pp.355-369).

13. Is there a specific mechanism to combine teaching and research?

Yes ☒ No ☐

Yes. There is a Research Management Cell (RMC), which frequently conducts research activities to strengthen the potentiality of the faculties and students in teaching, learning, and research activities. To combine research with teaching and the vice-versa, the RMC of AMC has initiated the following attempts:

- AMC has provided laptops to each faculty members to prepare their teaching learning materials and conduct research works.
- Six multimedia projectors are provided to the departments and attempt has been made to promote research and present in the class by both the faculties and students.
- Under the department of management, there is a provision of orienting students covering 10 lecture hours per subject for project work purpose and each student must prepare field work/project work reports on their course of specialization and should present in the class/department.
- B.Ed. students take part in teaching practice, field study, report writing. The students take part in field study, tour, internship, report writing and so on help them combine teaching learning with research.
- Research works of faculties are published in the AMC journal (*AchhamBani*) *Achham Shaikshik and Dharmik Mahotsav 2073(Bishesank),* and Annual Report. These publications are in the access of the students through which, they get idea of writing an academic/research article.

For further details, please see (a) Volume-2A, Annex-33, RMC Minute (Research activities), pp.415-437; (b) Volume-2B, Annex-34, RMC Bidhan-2076, pp.446-452.(c) Volume- 2B, Annex-35, School Report, Case Study Teaching Practice document of Bachelor students, pp.453-507;(d) Volume- 2B, Annex- 36, Research Report/ Minute of the department for assigning the guide for students' research, pp.509-539;(e) Volume- 2B, Annex- 36, letters of internship, pp.540-541;(e) Volume-2B, Annex- 37, AchhamBani, AchhamShaikshikEbamDharmikMahotsav-2073, pp.542-638.

14. Have you observed any positive outcomes of the combination of teaching and research?

Yes ☒ No ☐

Yes. There are many positive outcomes of combining teaching and research. Some of the positive outcomes observed in this regard are as follows:

- The institution has observed positive outcomes of combination of teaching and research. Due to students' research on different sectors, such as banks, cooperatives, industrial sectors; it has helped them to get information to know the real condition of those institutions enhancing their practical learning.
- Foster and strengthen the students' practical knowledge and research skills including the skills of writing.
- Combination of theoretical and practical knowledge has brought positive changes in the academic performance of the students. Students' survey/research and their regular field visit have also increased additional knowledge in their study.
- Teachers' research is generally disseminated in the class, and the class is also followed the methodologies based on research.
- AGM has distributed some budget for research activities.

For further details, please see (a) Volume-1, Annex-13, Annual General Assembly Minute (Budget allocated for research activities) pp.169-179; (b) Volume-2A, Annex-32, tracer study report, pp.415-437;(c) Volume-2A, Annex-33, RMC Minute (Research activities), pp.438-446;c) Volume- 2B, Annex-35, School Report, Case Study Teaching Practice document of Bachelor students, pp.453-507;(d) Volume- 2B, Annex- 37, Research Report/ Minute of the department for assigning the guide for students' research, pp.509-539.

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

In the last 28 years, AMC has set several landmarks in the educational history of Achham district. In 2048, the campus was established in Sodasha Secondary school with 75 students. At present, the campus has its own 4 buildings with sufficient classrooms, library and other facilities. There are more than 507 students under the programs. The campus has been adopting new approaches, methods, and techniques of teaching-learning activities every year. Audio-visual method of teaching has

immensely contributed to the growth of quality education in the institution. Mahayagya has played the vital role to growth and development of campus.

Although, there is no such innovative attempt in developing the campus, the campus has some of locally available institution-specific innovations, which have contributed to its growth and development to some extent:

- Educational Tours for the students (every year)
- Internet, free Wi-Fi, use of projector in the classroom
- Solar Power as power back up/solar
- Software based EMIS (Pathalsala Software Installation)
- CC camera and other monitoring tools/mechanisms
- Four modern building
- Computer Lab
- Modern Gate
- Seminar Hall
- Teaching ICTs materials
- Reading room
- Mahayagya
- Exam Hall/ training/ seminar hall

For further details, please see Volume-1, Annex- 12, Department and Services/photos, pp.137-168.

CRITERION 2

CURRICULAR ASPECTS

16. Is there a provision for ensuring consistency of teaching and learning with the academic goals and objectives of the institution? (0.5)

Yes ☒ No ☐

Yes. The campus implements the curriculum provided by Tribhuvan University as well as follows the academic calendar of the university. Due to this, there is high level of consistency of teaching and learning with the academic goals and objectives of the institution. Further, the teaching learning activities of the institution are constantly going on in accordance with the goals and objectives mentioned on the legislation, strategic plan, and academic calendar of the campus. AMC annual calendar ensures the operation and timely completion of all courses to which the Heads of the Department supervise the regularity of students and teachers and monitor other academic activities. This provisions made by the campus also help ensuring consistency of teaching and learning with its academic goals.

For further details, please see (a) Volume-1, Annex- 9, Class Routine, pp. 105-109; (b) Volume-2A, Annex-19, Five Year Strategic Plan of campus (goals and objectives); pp. 242-316; (c) Volume-2A, Annex- 22, Academic calendar-2076, pp.317-326 ; (d) Volume- 2A, Annex- 23, Operation Calendar, pp.327 ; (e) Volume- 3, Annex- 40 , Meeting minute Department, pp.642-655.

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

- Time frame matching student convenience ☒
- Horizontal mobility ☐
- Elective options ☒

Yes. The programs of the campus are flexible to offer students the aforementioned benefits in the ways stated below in detail:

(a) Time frame matching student convenience

The timetable of the campus is adjusted as per the need and convenience of the students by running it in shifts. Most of the students of B.Ed. program are school teachers and their schools run mostly in the day time. Similarly, most of the students of BBS program are involved in banking and other official/private job. Therefore, the classes of B. Ed. and BBS 1st and 2nd year are running in the morning shift from 6.00 to 10.30 AM. Likewise, B. Ed. and BBS 3rd and 4th years and M. Ed. classes are running from 3.00 to 6.00 PM.

(b) Horizontal mobility

The Horizontal Mobility is restricted as per TU norms and system, as there is no practice of credit transfer system in the TU. However, the campus gives the students informal option of transferring from one subject to another, if needed.

(c) Elective options

Achham Multiple Campus is offering ranges of elective options to the students, as prescribed by the affiliating university. The selection and offer of the electives follow the rules of TU as the campus cannot provide any electives if the students are below 10 in number to choose certain course.

For further details, please see (a) Volume-1, Annex-1, Affiliation Letters of University, pp. 1-5; (b) Volume-1, Annex-8, Annual Prospectus of the Campus, pp.104; (c) Volume-1, Annex-9, Class Routine, pp. 105-109; (d) Volume-3, Annex-39, Transfer letters, pp.639-641.

18. Indicate the efforts to promote quality of education with provision of skills transfer among the students such as (0.5×5=2.5)

a. Capacity to learn ☒

b. Communication skills ☒

c. Numerical skills ☒

d. Use of information technology ☒

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

The campus is trying its best to promote the quality of education with skills transfer among the students by the following ways:

(a) Capacity to learn

The campus promotes the learning capacity of the students through following major activities:

- Regular Tuition as per calendar
- Extra coaching classes
- Regular assignments, paper writing, essay writing, field visit, Quiz programs, and other extracurricular activities
- Remedial classes for the needy students
- Availability of handouts, magazines, articles, reference materials, textbooks and other learning resources
- Internship in different commercial banks and other financial institutions as well as teaching practice in the nearby schools
- Fieldwork, project work, group work and case study

For further details, please see (a) Volume-2A, Annex-23, Operational calendar-2076 (indicating the extra-curricular activities), pp. 327; (b) Volume-2B, Annex-35, School Report, case study Teaching Practice document of Bachelor student pp.453-507; (c)Volume-2B, Annex-36,Research Report/ Minute of the department for assigning the guide for students' research, pp.509-529.(d)Volume-2A, Annex-37, Letters of Internship, pp. 540-541; (e) Volume-3, Annex-40, Minute of Department (Records of extra coaching and remedial classes), pp.642-655.

(b) Communication skills

The campus promotes the communication skill of the students through different curricular and co/extra-curricular activities such as:

Class presentation, report writing, debate program, oratory program, poem recitation, group discussion and public presentation activities

For further details, please see, Volume-3, Annex-41, Minute of Extra Curricular activities (student participating in the extra/co-curricular activities, report, program schedule, program activities, participants' attendance etc.), pp.656-693.

(c) Numerical skills

Optional mathematics and account classes are conducted to develop their numerical skills. However, these facilities are provided under electives options chosen by the students.

For further details, please see Volume-1, Annex-9, Class routine (optional mathematics and accountancy), pp.105-109.

(d) Use of information technology

The campus encourages students to be familiar with information technology for enhancing related knowledge by using the computer and projector in the classrooms. Further, they have access of free Wi-Fi in the campus which helps students connect smart phones and study different available online materials.

For further details, please see (a) Volume-3, Annex-42, information technology, pp.690-691; (b) Volume-3, Annex-43, Internet Facilities, pp.692-693; (c)Volume-3, Annex- 44, Slide Presentation, pp.694-702.

(e) Work as a part of a team and independently

The group and individual fieldwork are assigned for the students of social work, health, population and finance group to enhance their practical knowledge of those subjects. Likewise, the students of the campus are encouraged to form different non-political associations of the students and these associations conduct and organize different programs that are useful in promoting the capacity of working as a part of a team as well as work independently.

For further details, please see (a) Volume-2A, Annex-30, Formation and meeting of Students Quality Circle, pp. 385-394; (b) Volume-3, Annex-45, Formation and

Minute of Alumni Association, pp.703-706; (c)Volume- 3, Annex-46, Photos of workshop/seminar, orientation, group work, pp. 707-726.

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

Yes ☒ No ☐

Yes. Campus has prepared a non-credit computer course that has been conducting to address both the students' need and generating additional revenue in the campus.

For further details, please see (a)Volume- 2A, Annex-28, syllabus of computer course-2076, pp.*377-381*; *(b) Volume-3, Annex- 46, class routine of computer course, pp.727.*

20. Has the institution taken any initiative to contribute/feedback to the curriculum of the university? Give evidence with the examples of last 4-5 years. (1)

Yes ☒ No ☐

As the campus implements the curriculum provided by TU, It does not have such a significant contribution in curriculum designing directly. However, the faculties of this campus took part in new course orientation program and contributed with their suggestions and feedbacks to the curriculum enhancement and enrichment.

For further details, please see, Volume-3, Annex-48, Course Orientation/Training Participation Certificate and Ramanapatra, pp.728-745.

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

Yes ☒ No ☐

Yes. The campus has established EMIS and Public Information Cell that obtains feedback on regular basis. This cell also collects feedback from employers and academic peers regarding the improvements in the curricula. Further, the campus has managed a suggestion box and visitors' feedback book as well as created face book page and website, which are other tools for feedback collection. IQAC collects overall feedback and imply in real field.

For further details, please see (a)Volume-2 , Annex- 26, IQAC Meeting and Activities (Feedback collection document), pp. 332-354; (b)Volume-2, Annex-31, Visitor Books (suggestions and Feedback), pp. 394-414; (c)Volume-3, Annex- 49, Staff Meeting and Activities),pp. 746-802; (c)Volume-3, Annex-50, Minute of EMIS and public information cell, pp. 803-809.

22. Give details of the institution-industry-neighborhood networking, if any? (1)

Yes ☒ No ☐

Yes. The campus has established formal relationship and networking with local NGOs, industries, hospitals, banks, and cooperatives. This relation has helped the institution for its growth and development in one hand; and on the other hand they have facilitated students' learning by providing agreed facilities. By such networking, the campus sends students to different financial institutions for internship. Students of the faculty of education go for teaching-practices in the school of Achham district. The BBS fourth year students are taken to industrial tour as well. Many of the teachers of the campus are the executive member of different social organizations such as NELTA, Nepal Scouts, Civil Society, and Nepal Red Cross Society, which also has helped to develop campus activities in collaboration both formally and informally.

For further details, please see (a) Volume-2B, Annex-35, School Report, case study Teaching Practice document of Bachelor student, pp.453-507;;(b) Volume-2B, Annex-36,Research Report/ Minute of the department for assigning the guide for students' research, pp.509-529.(c) Volume-2A, Annex- 37, letters of internship, pp. 540-541;(d)Volume-3 , Annex- 51, involvement on social Institutions, pp. 810-837; (e) Volume-3, Annex-52, MoU with different organizations, pp.837-845; (f) Volume3, Annex- 53, Youth Red cross Circle Activities, pp. 846-850.

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

Yes ☒ No ☐

The campus inculcate civic responsibility among the students by two different ways (a) by providing students different facilities as civic responsibility of the campus, and (b) by involving the students in different (extension and outreach related) social responsibilities, which shows campus's involvement in civic responsibilities. The campus provides different scholarship schemes to the needy students. Campus has scholarship guideline-2076.Campus has sent the students in Banks as Internship. Further, the students of the campus involve in different social activities as mentioned below, which also help to fulfill institutional social responsibility:

- Participation of the campus students in local fairs and festivals as volunteers
- Blood donation program organized by Youth Red Cross Circle of the campus
- Fund collection by the students for the treatment of poor and needy patients (during the earthquake, students and teachers had supported and collected fund to the victims of the earthquake for the construction of temporary residents)
- Involvement of students in Red Cross activities
- Arranging a blood donation program for Achham district hospital
- Participation of students in health awareness and anti-corruption campaign
- Engaging students in volunteer service and relief work at the time of disaster
- Forming a student volunteer program of students willing to work in various
- Organize programs like yoga camp for physical and mental development

- Organize personality development programs for students etc.

For further details, please see (a) Volume-2A, Annex-19, Five Year Strategic Plan of campus (Social Relation), pp. 242-316 ; (b)Volume-3, Annex-53, Youth Red Cross Circle Activities (blood donation), pp. 846-850; (c) Volume-3, Annex-54, Scholarship Guideliness-2076, pp. 851-856; (d) Volume-3, Annex-55, CMC Minute (Scholarship list and Prize of the staff), pp. 857-859 ; (e) Volume-3, Annex-56, Fund Collection, Support to PM Relief Fund, pp. 860-861.

24. What are the efforts of the institution towards all-round personality development of the learners? Give a brief explanation in terms of activities. (0.5)

The role of the campus is not only to conduct regular teaching-learning activities, but also to foster the all-round personality development of the students. Considering this in mind, the campus has provisioned different co-curricular and extra-curricular activities on regular basis. Further to this, the campus has developed some soft skill shot term courses and implementing them focusing personality development of the learners.

For further details, please see (a) Volume-2A, Annex-22, Academic calendar -2076, pp. 317-326 ; (b) Volume-3, Annex-41, Minute of Extra Curricular activities (student participating in the extra/co-curricular activities (report, program schedule, program activities, participants' attendance etc.), pp. 656-693; (c) Volume-3, Annex-53, Youth Red cress Circle Activities, pp. 846-850;(d)Volume-3, Annex-57, Photos of AMC activities, pp. 862-904.

25. What are the practices of the institution to impart moral and ethical value-based education? Give examples of some practices (0.5)

AMC is imparting the value of humanity by encouraging the students to participate in selfless services like Health Awareness Program, Cleanliness Program, Blood Donation Program, yoga camp, anti-drug/tobacco/corruption campaign etc. to cultivate moral and the ethical values. Master's level students are oriented to the integrity and misconducts of research during their thesis preparation. Moral and ethical slogans are pasted in the campus as well as in the classroom, which always keeps the students alert on such ethical matters. The campus is also planning to design a non-credit moral education course to teach for all the students in near future.

For further details, please see (a) Volume-3, Annex- 41, Minute of Extra Curricular activities (student participating in the extra/co-curricular activities (report, program schedule, program activities, participants' attendance etc.), pp. 656-693; (b)Volume-3, Annex-51, MoU with different organizations, pp. 810-836; (c) Volume-3, Annex-53, Youth Red cress Circle Activities, pp. 846-850; (e) Volume-3, Annex-58, Anti-tobacco and anti-corruption campaign report, pp. 905-907.

CRITERION 3

TEACHING LEARNING AND EVALUATION SYSTEM

26. Which of the following methods do you apply in admitting the new graduates? Select as many as apply (1)

- Through academic records ☒
- Through written entrance tests ☒
- Through group discussions ☐
- Through interviews ☐
- Through combination of all ☐

AMC has the provision of admitting the new graduates through the analysis of their academic records, and with the written entrance test conducted by the examination department. As the student of bachelor's level is concerned, they are admitted through conducting entrance examination in written and review of academic records to ensure minimum eligibility. The students who pass CMAT exam, conducted by Tribhuvan University, Dean Office, can enroll in management program. The academic records are scrutinized and only the candidate with a minimum score of second division marks in the entrance test can be admitted.

For further details, please see(a) Volume-2A, Annex-22, Academic calendar-2076 (Entrance Date), pp. 317-326; (b) Volume-2A, Annex-23, Operational Calendar (Entrance Date), pp. 237; (c) Volume-3, Annex-40, Minute of Departments (Decision of entrance exam), pp. 642-655; (d)Volume-4, Annex-59, Entrance test question paper and result sheet UG and PG Level, pp. 911-941.

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

Yes ☒ No ☐

Yes. The CMAT is a management aptitude test which the students have to pass to get enrolled in the master's level in Management. Thus, knowledge of subject matters along with the aptitude test is carried out for BBS. students. The campus sometimes assesses the students' needs for some courses with collected responses from students.

For further details, please see (a)Volume-3, Annex-46,Photos of Workshop, Orientation, Group Work (photo of orientation class), pp. 707-726; (b) Volume-4, Annex-59, Entrance test question paper and result sheet UG and PG Level, pp. 911-941; (c)Volume-4, Annex-60,Minute of Exam Management Committee and Result Analysis, pp. 942-971; (d)Volume-4, Annex-61, attendance of the Remedial Classes Extra Class, pp. 972-973; (e) Volume-4, Annex-62,Internal Exam Result, pp.975-998.

28. Does the campus provide bridge/remedial courses to the educationally disadvantaged students? (0.5)

Yes ☒ No ☐

If yes, give examples.

The campus does not provide bridge courses to the students as the need of bridge course is only for the students who have entered from inter-disciplinary courses, which the TU has not allowed. However, the campus is providing the facility of remedial classes to the needy students based on their performance in the internal examination, terminal tests and class records. The campus analyzes the test result and the poor performers are assigned for remedial classes as per the operational calendar. For this, the departments identify and recommend the academically weak and disadvantaged students for the remedial classes. These classes are conducted for 1 to 2 months to the needy students.

For further details, Please see (a) Volume-2A, Annex-22, Academic Calendar-2076 (Remedial/Extra Class), pp. 317-326; (b) Volume-2A, Annex- 23, Operational Calendar-2076,(Remedial/Extra Class), pp. 327; (c) Volume-3, Annex-40, Minutes of Departments (Decision of Entrance Exam), pp. 642-655; (d)Volume-4, Annex-60, Minute of Exam Management Committee and Result Analysis, pp. 942-971; (e)Volume-4, Annex-61, Attendance of the Remedial Classes Extra Class, pp. 972-973; (f) Volume-4, Annex-62,Internal Exam Result, pp. 975-998.

29. Does the campus encourage the teachers to make teaching – plan? (0.5)

Yes ☒ No ☐

If yes, give details.

Yes. Preparing the teaching plans and submitting them to the departments before starting any of the new session is the primary responsibility of every faculty members. The head of the departments monitors regularly the implementation status of the submitted plans and provide periodic feedback, if needed to the concerned faculty members. These plans have been brought into the access of all the related students. The campus is planning to upload the teaching plans in the campus's website in the near future as well.

For further details please see (a) Volume-2A, Annex-25,IQAC Minute and Activities, pp. 332-354; (b) Volume-2A, Annex-26,Evaluation and Feedback Form (Daily Class Report Form, Student Feedback Form, Teacher Monitoring Form, Computer Class Monitoring Form, Student Peer Monitoring Form ,Staff log book, Library Log Book),355-469. (c) Volume-4, Annex-63, Teaching plans of all the subjects taught in the campus, pp. 999-1007;

30. Are syllabi in harmony with the academic/teaching calendar? (0.5)

Yes ☒ No ☐

Yes. As an affiliated campus of Tribhuvan University, Achham Multiple Campus implements both the academic calendar and syllabus of the university. Thus, there will be no questions of harmony among them. The campus also harmonizes the syllabus as per the need of the campus and local circumstances; however, it does not affect the annual calendar of the university.

The Internal Quality Assessment Committee (IQAC) of the campus regularly appraise the teaching plan and organize faculty discussions about the teaching schedules based on prescribed syllabus to reach the final goal. The committee regularly works for the development of harmonious teaching schedule collecting suggestions and complaints of the concerned and make them follow effectively in terms of teaching, learning, and evaluation; and teaching-learning friendly environment at the campus.

For further detail please see (a)Volume-2A, Annex-22, Academic Calendar of TU, pp.317-326; (b) Volume-2A, Annex-25,minute of IQAC Committee, pp. 332-354; (c)Volume-2A,Annex-23, Operational calendar of AMC, pp.327; (d) Volume-4, Annex- 64, All the syllabus of TU related to the courses taught in AMC(philosophical & Sociological foundation - 301), pp. 1008-1013.

31. How does the institution supplement the lecture method of teaching with other teaching methods with specific weightage in terms of hours? (0.5)

Although the campus is trying to avoid traditional lecturer method of teaching, it is not still being possible to completely ignore it. The faculty members are trying their best to minimize lecturers by using other student centric methods like discussion/interaction, directed studies, presentations, group/pair assignment, case studies, project works etc. Some of the attempts that the campus has made in this regard have been listed as below:

- The teachers are oriented to use audio-visual materials. For this purpose teachers are provided with attractive incentive as well.
- Six laptops are provided to the faculties
- Multimedia projector is used in teaching learning process
- Under the department of management, there is a provision of orienting students covering 7daysper subject for project work purpose and each student must prepare field work/project work reports on their course of the specialization.
- Under the department of education role-play method is applied for the period of 24 days micro-teaching. Students are sent for a 20 day's teaching practice in the community schools where they prepare teaching plans and teach accordingly. The concerned subject teachers observe their classes as well.

For further details, please see (a) Volume-2B, Annex-35, School Report, case study Teaching Practice document of Bachelor student, pp.453-507;(b) Volume-2B, Annex-36,Project Report/Thesis and Distribution of Responsibility of the Faculties, pp.509-529. (c) Volume-3, Annex-44, Slide presentation/PowerPoint presentation using Multimedia, pp.694-702; (c) Volume-4, Annex-63,Teaching plans of all the subjects taught in the campus, pp. 999-1007.

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

Yes ☒ No ☐

If yes, give details about the faculties.

Yes. The campus has some facility of preparing audio visual aids. This institution has provided library with internet access. Some laptops are given to the faculties. There are desktop computers in the department as well. All of them are connected with internet facility. The faculties can prepare audio visuals/power point and teaching aids in the campus using these facilities.

For further details, Please see (a) Volume-1, Annex-11, Annual Report (List of laptop, desktop computer, and multimedia projectors in the campus), pp. 127-136; (b) Volume-3, Annex-40, Minute of EMIS and Public information cell (using ICT In teaching),pp. 803-809. (c)Volume-4, Annex-65, lap top distribution for faculties, pp.1014.

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

Year	2074/75	2075/76
Teaching days per semester or per year against the requirement:	125/150	140/150
Working days per week against the requirement	5/6	5.5/6
Work load per week (full-time teachers)	8.61	9.48
Work load per week (for part time teachers)	5.92	7.13
Ratio of full-time teachers to part-time teachers	1:0.9	1:0.9
Ratio of teaching staff to non-teaching staff	4:0.6	4:0.6
Percentage of classes taught by full-time faculty	61.55%	54.70%
Number of visiting professors/practitioners	-	2

For further details, please see (a) Volume-1, Annex-8,Annual Prospectus of the Campus (List of Full Time and Part-time Teachers & Staff, pp. 104; (b)Volume-1, Annex-15,Academic Calendar of 2074/75 and 2075/76, pp. 183-200;(c) Volume-2A, Annex-26, IQAC Meeting and activities (Work Load Calculation& Monitoring Evaluation Related Documents), pp. 332-354.

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

Yes ☒ No ☐

Yes. All the newly admitted students are oriented to the program, evaluation system, codes of conduct, other relevant institutional provisions and requirements of the campus before letting them in the regular classes. The concerned class teachers conduct such orientation as per the instruction and guidelines provided by the concerned departments. All students are provided an annual calendar of the campus, from which they are informed about the teaching days, date of examination, and other extracurricular activities.

For further details, please see (a) Volume-2A, Annex-23, Operational calendar of the campus, pp. 327; (b) Volume-4, Annex-61, Attendance of the students participated in the orientation classes, pp.972-973.

34(b). Are evaluation methods communicated to students at the beginning of the academic session?(0.5)

Yes ☒ No ☐

If yes, give details

Yes. The evaluation methods used for both formative and summative assessment are communicated to students at the beginning of the academic session in the orientation class. Further, the website of the campus and the student prospectus also cover these matters, through which the needy students can be benefitted.

For further details, please see, (a) Volume-1, Annex-8, Annual Prospectus of the Campus, pp. 104; (b) Volume-2A, Annex-22, Academic Calendar-2076, pp. 317-326; (c) Volume- 4, Annex-66, Orientation program, pp.1015-1023; (d) Volume-4, Annex-68, Code of Conduct, pp. 1026. (e) Volume-4, Annex-67, Screen-shot of the Website, pp. 1024-1025.

35. Does the institution monitor the overall performance of students periodically?(0.5)

Yes ☒ No ☐

If yes, give details

Yes. Periodic monitoring of the students' performance is one of the major responsibilities of any of the higher education institution. To ensure this, the campus has provisioned class tests, internal terminal examinations, regular attendance, monitoring and supervising students' behavior and other activities are generally used as tools by the concerned departments and subject teachers. Every department prepares the quarterly reports where the areas of improvements are identified and remedial actions are taken.

For further details, please see (a) Volume-2A, Annex-22,Academic Calendar-2076, pp. 317-326; (b) Volume-2A, Annex-26, IQAC Minute and Activities (Monitoring Evaluation Related Documents), pp. 332-354; (c) Volume- 4, Annex-60, Minute of Exam Management Committee and Result Analysis, pp. 942-971; (d)Volume-4, Annex-62, Internal Exam Result, pp.975-998.(e)Volume-4, Annex-69,students' attendance record of Internal exam, pp.107-1036.

36. In the case of new appointment of the teaching faculty made by the institution itself, select the criteria that are evidential in your institution. (1.5)

Vacancy Category	Operational Mechanism					
	Job Advertisement	**Selection Committee Formation**	**Exam by Selection Committee**	**Evaluation of Demo Classes**	**Interview by Selection Committee**	**Job Contract Through Formal Appointment Letter**
Self-Funded	√	√	√	√	√	√

For further details, please see (a) Volume-1, Annex-3, Campus operation Procedure, Rules and Regulation, (Shikshak Karmachari Sewa Biniyam 2076), pp. 8-67; (b) Volume-1, Annex-7,Appointment letter of staff, pp.85-103; (c) Volume-4, Annex-70,Minutes of selection committee/ Recruitment Process of Faculties, pp.1037-1052.

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

Teaching staff recruited during the last two years	
Year 1: 2074/075	**Year 2: 2075/076**
1	2

For further details, please see Volume- 1, Annex-7, Appointment letters of Staff (2074-2076), pp.85-103.

38(a). Does the institution have the freedom and the resources to appoint and pay temporary/Adhoc teaching staff? Are such provisions defined in the institution act/board decision/minute?(0.5)

Yes ☒ No ☐

Of Course, Yes. The campus has freedom to utilize the resources and to appoint and pay temporary/adhoc teaching staff in accordance with the provisions made in the campus bylaws. The remuneration and other benefits and facilities are provided according to the decision of the campus management committee following the campus bylaws. According to section 2 of the campus bylaws, the management

committee of the campus has the right and duties of generating required financial resources and bearing the burden of the expenditures.

Volume-1, Annex-3, Campus operation Procedure, Rules and Regulation (Shikshak Karmachari Sewa Biniyam 2076), pp.8-67.

38 (b). Does the institution have provision and practice for inviting visiting/guest faculty on regular basis?(0.5)

Yes ☒ No ☐

If yes, give details

Yes. The campus bylaw has provisioned about inviting visiting faculties for professional and academic growth of the students. In the academic year 2075/76 Associate, Prof. Dr. Hark Bahadur Shahi and Dr. Bhawan Sing Chalaune have contributed as visiting faculties in the campus.

*For further details, please see, Volume-4, Annex-66***,** *Orientation Program/Class by Guest Lectures in the Campus (Paid Receipt for Guest Lecturers), pp.1015-1023.*

39. Give the number of teaching staff who have attended seminars/conferences/workshops as participants/resource persons/ organizer in the last 2 year.

Particulars	2074/075	2075/076
Participants	2	6

For further details, please see, Volume-3, Annex-48, *Course Orientation/Program participation list and Ramana Patra, pp.728-745.*

40. Does the institution follow the self-appraisal method to evaluate the performance of the faculty in teaching, research and extension?(0.5)

Yes ☒ No ☐

If yes, how are teachers encouraged to use the feedback? Justify.

Yes. The campus follows the Self-Appraisal method to evaluate the performance of the faculty in teaching, research and extension activities. For this, a self-appraisal form has been developed and approved by the concerned authority. Based on the operational plan (calendar) of the campus, the campus administration notifies the faculty members to fill the form up and submit accordingly. The evaluation of the self-appraisal follows the due process as defined. Based on the evaluation, necessary feedback is provided to the teachers so that they can improve their performance in the days to come. The form is kept in the personal file of the concerned faculty member each year.

For further details, please see Volume-4, Annex-71, Appraisal Forms (Self-Appraisal Forms, Performance Appraisal form), pp.1053-1068.

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

Yes ☒ No ☐

If yes, give details of the same and state how the results of the appraisal are used.

Yes. The campus also follows the Performance Appraisal of the faculty members each year. As an affiliated campus of TU, the campus bylaw has acknowledged the university system of performance appraisal. For this, a format for performance appraisal has been developed. The campus administration calls for submission of the PA form based on operational calendar of the campus. All the faculty members fill the format up and submit to the administration within the specified time. The evaluation mechanism evaluates the forms and necessary feedback is given to the concerned faculty members. The final form (evaluated) is kept in the personal file of all the faculty members. Promotion and reward of the faculty is basically based on the result of the performance appraisal.

For further details, please see (a) Volume-1, Annex-3, Campus operation Procedure, Rules and Regulation, (Shikshak Karmachari Sewa Biniyam 2076), pp.8-67; (b)Volume-4, Annex-71, Appraisal Forms (Self-Appraisal Forms, Performance Appraisal form), pp.1053-1068.

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

Yes ☒ No ☐

Yes. The campus has prepared a format incorporating academic, infrastructure related and service related indicators. This form is distributed to the students to get students' feedback about the campus and its overall service. The feedback forms of the students are collected and evaluated by the concerned committee with support of responsible administration wings. Along with it, the feedback are collected through regular discussion and meetings as well. Feedbacks are collected from pass out students through Tracer Study report every year.

For further details, please see, (a) Volume-2A,Annex-25, IQAC Meeting and activities (related to Students' feedback collection on campus's services and experiences),pp.332-354 ; (b)Volume-2A, Annex-32,Tracer Study Report, (related to Students' feedback collection on campus's service and experiences form), pp.415-437.

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

Yes ☒ No ☐

Yes. For the development of faculty members, the campus conducts different refresher courses, training, seminar and workshops. During the last year, the campus has conducted the following faculty development programs in the campus:

- A workshop on report writing
- Higher education pedagogy orientation

*For further details, please see (a) Volume-2A, Annex-*33,*RMC Minute, (A Workshop on Report Writing to Faculties by Puspa Raj Jaishi), pp.438-446; (b)Volume-4, Annex-66, Orientation program by guest Lecturer (By Dr. Harka Bahadur Shahi, Dr. Bhawan Sing Chalaune), pp.1015-1023.*

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

Year	Faculty Development	Beneficiary	Organized By	Date
2075	Tentative Plan & QAA Dissemination Orientation Workshop	Chhatra Bahadur Bista	UGC at Kailali Multiple Campus	2075/02/28-29
2076	Research Methodology & Scientific Research Development Training	Harak Singh Dhami Man Bahadur Budha	Research Department of T.U.at Doti Campus Doti	2076/02/31-03/05
	Thesis Writing	Madan Bahadur kunwar Man BahadurBudha	Dean Office of Education at Surkhat Campus	2076/08/21-22
	Research Methodology & Academic Writing	Harak Singh Dhami Nripa Bahadur Chad	Public Campus Teacher Association Su.Pa. Province at Kailali Multiple Campus	2076/10/24-25
	Teaching Practice Training	Dhurba Kumar Shahi Man Bahadur Budha	Dean Office of Education at Sudurpassimanchal Campus	2076/10/25-26

For further details, please see, Volume-3, Annex-47, *participation and Ramana Patra, pp.728-745.*

CRITERION 4
RESEARCH, CONSULTANCY, AND EXTENSION

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

The campus has been regularly encouraging teachers to apply the innovative teaching. Understanding that the traditional chalk and talk method can no longer motivate the students, the campus strives to innovative methods in teaching that will make the learning process more productive and interesting. Following information highlight about some notable innovations in teaching:

- The students are taken to the educational excursion, industrial tour, field visit, field work, museums and to the different programs to broaden the practical knowledge because the campus accepts the society as an open book of learning.
- Technology plays key role in innovative teaching. Therefore, the campus has purchased 6 laptops for teachers, and multimedia projector is provided to faculties.
- Library performs an indispensable function in innovative teaching. Therefore, new library room has been managed.
- Students have open access to the reading materials. One librarian has been recruited for better management of library and delivery of service to learners.
- Under the Department of education, role play method is applied for the period of 24 days. Students are sent for a 24 day's teaching practice in the community schools where they prepare teaching plans and teach accordingly. Their classes are observed by the concerned subject teachers.
- The facility of e-library and internet make easy to the faculty members and students to collect and download necessary materials for research and regular teaching.

For further details, please see (a)Volume-2B, Annex-35, School Report, case study Teaching Practice document of Bachelor student, pp. 453-507; (b)Volume-2B, Annex-36, Project Report /Thesis and Distribution of Responsibility of the Faculties,pp509-529.(c) Volume-3, Annex-44, Slide Presentation, pp. 694-702; (d)Volume-3, Annex-46, Photos of AMC activities, pp. 707-726; (e)Volume-3, Annex- 50, Minute of EMIS and Public Information Cell for Using ICT, pp.803-809; (f) Volume-3, Annex-56, Fund Collection, support to PM Relief Fund (Bhukampa Pididit), pp. 860-861; (g)Volume-4, Annex-65, Lap Top distribution for Faculties, pp.1014.

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

Yes. The campus as well as RAC department has established linkage for discussion, training, orientation, publication, and research activities with various RMC of collages like Ghodaghodi campus research department further it is planning to practice it more**.**

For further details, please see, Volume-2, Annex-33, *RMC Minute (sharing knowledge with other Institutions),pp. 438-446.*

47. Research budget of the campus in the percentage of total operating budget. (1)

According to the approved budget sheet of the campus for FY 2076/077, the total budget is worth Rs. 16,043,000. The CMC has decided to allocate one percentage of the total budget for research works, which is counted as Rs. 160,430 only.

For further details, please see (a) Volume-1, Annex-13, Annual General Assembly Minute, (Budget Sheet for FY 2076/077, 1% Allocated Budget Plan For Research), pp.169-179.

48. How does the institution promote research? (1)

- Encourage PG students doing project work ☒
- Teachers are given facility for study leave ☒
- Teachers provided seed money for Research ☒
- Provision of Research Committee in Campus ☒
- Adjustment in teaching load/schedule ☒

The campus has policies and plans to promote research culture for both students and faculty members. Thesis work for the students of master's level is mandatory as per TU norms, thus the campus also encourages students to carry out thesis and project works as per the course requirement. Similarly, the Campus Bylaw has provision of study leave for the faculties for 3 years in PhD and 1.5 Years in M. Phil. study. The RMC of Campus conducts different research related activities regularly. The Bylaw also has provisioned about the adjustment of teaching load of those faculty members, who will be active in research projects and research level studies.

For further details, please see (a)Volume-1 , Annex-3, Campus Operation Procurers, Rules & Regulation (Teacher and Staff bylaw), pp,8-67; (b)Volume-2, Annex-33, RMC Minute, RMC Bidhan (Research Department documents), pp,438-446; (c)Volume-2B, Annex-35, School Report, case study Teaching Practice document of Bachelor student, pp. 453-507; (d)Volume-2B, Annex-36, Research Report/ Minute of the department for assigning the guide for students' research,pp.509-529;(e)Volume-5, Annex-72,Minute of CMC for Study Leave, pp.1069-1073.

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

Yes ☐ No ☒

As an affiliated campus of the university, the campus cannot be engaged in conducting PhD level programs.

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

AMC has formed RMC according to the Karyabyawyastha Nirdeshika -2076. The campus provides incentive to the teachers who are active in guiding research for BBS and B.Ed. students for their Project Work, School Report, and Case Study etc. A total

of 10% of the teachers are engaged in active research and one of them is the scholar for PhD program in TU. Some of the faculty members are enrolled and/or going to be enrolled in M. Phil program as well.

For further details, please see (a)Volume-1, Annex-16, Karyabyabastha Nirdeshika - 2076, pp.201-231 ; (b)Volume-2, Annex-34, RMC Minute (Research Department Documents), pp. 447-452 ; (c) Volume-2, Annex-34B, RMC Bidhan-2076, pp. 447-452 (d) Volume-2B, Annex- 36, Research Report/ Minute of the department for assigning the guide for students' research, pp.509-529; (e) Volume-5, Annex-73, Faculty enrollment in PhD and M. Phil program, pp.1077-1078;(f) Volume-5, Annex-75,Annual Report-2075, pp.1079-1106.

51. Mention the admission status of the M. Phil./PhD graduates in your institution.

Yes ☐ No ☒

The campus does not have permission to run research level programs so that there is no admission in those programs.

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

Yes ☐ No ☒

The campus does not have permission to run research level programs so that there is no PhD award during the period of the five years.

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

Yes ☐ No ☒

The campus does not have permission to run research level programs so that there are no research scholars in the campus. However, it provides small financial support for the students of undergraduate and post-graduate level as per the campus norms. The campus is providing Rs. 1,000 for top 3 students in BBS/B. Ed. 4th year, as financial support for writing project work/Case Study/School Report and Rs. 2,000 for top 3 students in Master Level, as financial support for writing thesis.

For further details, please see (a)Volume-2A, Annex-25, Students Support for Research (Support by Campus for Bachelor & Master level students), pp. 332-354; (b)Volume-2B, Annex-35, School Report, case study Teaching Practice document of Bachelor student, pp. 453-507; (c)Volume-2B, Annex-36, Research Report/ Minute of the department for assigning the guide for students' research, pp.509-529.

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

There is no any ongoing research projects operated in/by the campus. However; the RMC of the campus has conducted a three days' workshop on report writing to faculties. Furthermore, the RMC has made a decision to collect the research articles authored by the faculties of the campus to be published on the upcoming issue of a Peer Reviewed Journal of the campus.

For further details, please see (a) Volume-2, Annex-33, RMC Minute (Activities of RMC), pp.438-446. (bVolume-2B, Annex-34, RMC Bidhan 2076, pp.447-452.

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

There is no any externally funded research project in the campus. However; the RMC of the campus has requested for the research grants to Achham Municipality and other local external funding agencies for support on researches in the contemporary issues. The RMC has also requested to RMC of Ghodaghodi Multiple Campus, Kailali for collaboration in research activities.

For further details, please see Volume-2A, Annex-33, RMC Minute(sharing knowledge with other Institutions)), pp.438-446.

56. Does the institution have research/academic publication? If yes, give details of publications in the last two year (0.5)

The campus does not have Research Publication till now. It publishes an institutional publication (*mukhpatra*) on regular basis. The details of such publications in the last two years are as below:

Publication Year	Name of Academic Publication
2074/075	• AchhamBani (Campus Mukhparta) • Annual Report of the AMC
2075/076	• AchhamBani (Campus Mukhparta) • Annual Report of the AMC

For further details, please see (a) Volume-1, Annex- 11, Annual Report 2075/076, pp.127-136; (b)Volume-2B, Annex-38, Achham Bani2073/74, AchhamBani 2075(AchhamShaikshik and Dharmik Mahotsav ,Bisheshank), pp.542-638.

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

Yes ☒ No ☐

If yes, give details.

Yes. The campus has its own consultancy unit under Job support and counseling cell according to the provision of *Karyabyawyastha Nirdeshika -2076*. It has been providing consultancy services in various fields according to the requests. In the request of consultant, the committee makes a decision for appropriate faculty for the work. Except this, most of the faculty members have been engaged in consultancy services of their own as subject experts, trainers and advisors in different institutions.

For further details, please see (a) Volume-1, Annex-16, *Karyabyawastha Nirdeshika-2076, pp.201-231; (b) Volume-3, Annex-51*, *Involvement in social Institutions (Subject expert/Trainer/Advisor), pp.810-836; (c)Volume-3, Annex-52, MoU with different organizations, pp.837-845; (d)Volume-5, Annex-77*, *Job Support and Counseling Cell's Minutes, pp.1111.*

58. Does the institution have a designated person for extension activities? (0.5)

Yes ☒ No ☐

If yes, indicate the nature of the post as-

- Full Time ☒
- Part-Time ☐
- Additional Charge ☐

The head of the institution (Campus Chief) is responsible for the extension activities of the campus and s/he has the right to appoint any staff of the campus or from sub-committee for conducting a particular extension activity.

For further details, please see (a) Volume-1, Annex-3, Campus operation Procedures, Rules and Regulations, (Duties and Right of Campus Chief), pp.8-67; (b)Volume-1, Annex-16, Karyabyabastha Nirdeshika-2076, pp.201-231; (c)Volume-1, Annex-17, Formation of QAA Sub-committee, pp. 232-237; (d)Volume-3, Annex-52, MoU with Different Organization, pp.837-845.

59. Indicate the extension activities of the institution and its details: (0.5)

- Community development ☒
- Training in Disaster Management ☒
- Health and hygiene awareness/Medical camps ☒
- Adult education and literacy ☐
- Blood donation camps ☒
- AIDS awareness ☒
- Environment awareness ☒
- Insurance program ☒
- Human rights ☒

This campus regularly conducts extension activities. Om Shanti class for moral education and Yoga for physical education are conducted in the campus. Youth Red Cross Circle has been formed to conduct extension activities and voluntary services programs such as Blood Donation Program, Earthquake Relief Program, Sanitation Program, awareness programs. Apart from these, the campus has been conducting different awareness programs related to Public Health, Environment, Climate Change, Disasters Reduction, SDGs, Inhuman Traditions, Drug Abuse, Women Trafficking, sports programs, medical camps, and other various programs to extend institutional development effectively.

For further details, please see (a)Volume-1, Annex- 11, Annual Report- 2076, pp.127-137; (b)Volume-2, Annex-19, Strategic Plan (extension activities with social relation), pp.242-316; (c)Volume-5, Annex-76,Interaction among students and staff, pp.1107-1110;(d)Volume-3, Annex-52, MoU With Different Organizations for Extension Activities, pp.1107-1110; (e) Volume-3, Annex- 53, Youth Red Cross Activities,

pp.846-850; (f) Volume- 3, Annex-56, Fund collection (support PM relief Fund), pp. 860-861 ; (f) Volume-3, Annex-58, Anti -Tobacco-Activities, pp.905-907.

60. Are there any outreach programs carried out by the institution (for example, population Education Club, Adult Education, National Literacy Mission, etc.) (0.5)

Yes ☒ No ☐

If Yes, Justify.

Yes. The campus involves in different outreach programs like awareness rising programs against HIV/AIDS/Tobacco. Sometimes, these programs are also conducted in collaboration with GO/NGOs.

For further details, please see (a) Volume-1, Annex-11, *Annual Report-2076, pp.127-136; (b)Volume-3, Annex-53, Youth Red Cross Activities, pp.846-850; (c)Volume-3, Annex-58,Anti-Tobacco-Activities, pp.905-907.*

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

The campus has formed Youth Red Cross Circle to encourage students for their voluntary participation in different social activities and other awareness programs. Furthermore, the campus has set up different committees, where faculty members are appointed as the in-charge and members. Students are provided the technical and some financial support for conducting their activities as well. There is no any formal approach for this, however; the students and faculty members take this both as their responsibility and duty.

For further details, please see (a) Volume-3, Annex-53, Youth Red Cross Activities, pp.846-850. (b) Volume-3, Annex-58, Anti- Tobacco-Activities, pp.905-907.

62. Does the institution work and plan the extension activities along with NGO's and GO's? Give details of the last 3 years.(0.5)

Yes ☒ No ☐

Yes. The Campus works and plan the extension activities along with NGO's and GO'. Some of them have been given below as references:

- In 2073, the Campus had organized the Achham Shaikshik Ebam Dharmik Mahotsav in coordination with Bhati Yog Foundation, Nepal.
- The Campus has started a regular Yoga class for the students and teachers in collaboration with Patanjali Yoga Samiti, Achham.
- The Campus has started one meditation class in every month in coordination with Brahma Kumari Ishwariya Rajyog Biswabidhyalaya, Mangalsen, Achham.

- The Campus has conducted one Public Service Commission (*LokSewa*) Class in every month in coordination with experts of Shristi Education Institute Pvt. Ltd. Mangalsen, Achham.
- The Campus participate/celebrates most of the National and International Days in joint collaboration with different GOs/NGOs.

For further details, please see (a) Volume-1, Annex-11, Annual Report- 2076, pp.127-136; (b) Volume-2A, Annex-19, Strategic Plan (extension activities with social relation), pp.242-316. (c) Volume-3, Annex-52, MoU with Different Organizations (extension activities), pp.837-845; (d) Volume-3, Annex-53, Youth Red Cross Activities, pp.846-850; (e) Volume-3, Annex-57, Photos of AMC Activities, pp.862-904.

CRITERION 5

INFRASTRUCTURE AND LEARNING RESOURCE

A. General Physical Infrastructure

63. Does the institution have a comprehensive master plan indicating the existing building and the projected expansion in the future? (0.5)

Yes ☒ No ☐

Yes. The campus has a comprehensive master plan that indicates the existing buildings and the projected expansion in the future. Currently, the physical infrastructure of the campus is expanded into 11 ropani land areas. The plan has covered the use of all this land in the proper way.

For further details, please see (a)Volume-1, Annex- 6, Land Registration Certificate, pp. 83-84; (b)Volume-2, Annex-19, Strategies of the Campus, pp. 242-316; (c) Volume-6, Annex- 78, Master plan of the Campus, pp.112.

64(a). How does the institution plan to meet the need for augmenting the infrastructure to keep pace with academic growth? Produce plan, if any. (0.5)

The campus has planned to meet for augmenting the infrastructure to keep pace with academic growth observing the admission pressure and resources of the campus. As per the master plan of the campus, basic infrastructures required for future development of the campus has been projected in the strategic plan as well. Considering the need of physical infrastructures, recently a proposal of ladies hostel, modern library, separate academic building and well-furnished new seminar hall have been approved in its first stage. Furthermore, the CMC is planning to request the central, provincial, and local governments, as well as the MPs, Political Leaders, UGC, and other donor agencies to keep the developing pace of needy infrastructures.

For further details, please see (a) Volume-2, Annex-19, Five Year Strategies Plan (year wise work plan), pp. 242-316; (b) Volume-6, Annex-80, Proposal for Procurement Plan, pp.1123-1169; (c) Volume- 6, Annex-81, Proposal for Model Campus (Sudurpaschim Province), pp. 1171-1178.

64(b). What support facilities are available for conducting the education program in the institution? (0.5) Give details.

- Laboratory ☒
- Library ☒
- Others ☒

As the campus has only the general programs, there is no need of science lab. Considering the need of a computer lab in the campus, the campus has submitted a procurement plan to UGC which has recently been approved. Currently, the campus is in the process of setting up the computer lab.

From the very beginning of the establishment of AMC, the emphasis has been laid on to equip the campus library with books and journals on various subjects. At present, there are nearly 3,480 textbooks and reference books in the library and the total amount of these books is approximately Rs. 1,341,110. Every year a budget of more than 500,000 rupees is allocated for the purchase of books, journals, and newspapers and purchasing is also done accordingly. At present, the library is housed in Block B of the campus.

In addition to library and laboratory services, the following other support services are available in the campus:

- Computer with internet access
- For power back - an inverter, generator and solar facilities
- Student support and counseling cell
- Playground for volleyball
- Guest room
- Notice board

For further details, please see (a)Volume- 1, Annex-12, Department and Services (photos of library), pp. 137-168; (b) Volume-2, Annex-19, Five Strategic Plans, pp. 242-316; (c) Volume-3, Annex-47, Computer Class routine, pp. 727; (d)Volume-3, Annex-57, Photos of AMC Activities, pp. 862-904; (e)Volume-6, Annex-80, Proposal for Procurement Plan , pp. 1123-1169 ; (f) Volume- 6, Annex- 82, list of sport materials, pp.1179-1180.

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

Yes ☒ No ☐

Provided scheme

Yes. The campus has provisions for regular maintenance of its infrastructure. It has formed a mechanism entitled *Karyasmpadan Tatha Kharid Ebam Nirman Samittee* to look after this issue. The campus allocates certain amount of budget in its annual budget sheet regularly. The work of minor repair and maintenance is done by the campus administration and major repair and maintenance is done through the purchasing committee by the aforementioned mechanism. The campus management committee receives the sources from different sorts of grants from Government bodies, UGC, GOs, NGOs, and so on for this purpose as well.

For further details, please see (a) Volume-1, Annex-4, Audit Report -2075/76, pp. 69-77; (b) Volume-1, Annex-13, Annual Budget-2076 Approved by General Assembly Meeting, pp.169-179.

66. How does the institution ensure optimum utilization of its infrastructure facilities? Produce the plan. (0.5)

The infrastructure facilities of the campus are put to optimum utilization by running classes in two shifts; Bachelor level in the morning shifts and Master's level in the evening shift. Besides, the campus rents its Seminar Hall, Multimedia and other ICT equipment to other agencies such as NGOs, Local Bodies, Banks, Cooperatives, and Educational Institutions, etc. The institution has done MoU with the different organizations providing the facilities for Preparation Classes for PSC/TSC/others services, Yoga, Meditation and Spiritual Education.

For further details, please see (a)Volume-1, Annex-9,Class routine-2076, pp. 105-109; (b)Volume-3, Annex-52, MoU with Different Organizations and Activities, pp.837-845.

67. Does the institution encourage the use of the academic facilities by external agencies? (0.5)

Yes ☒ No ☐

The campus facilities such as classrooms and playgrounds are used by different organizations. The examination held by TU, SEE and other competitive examinations of different Government and non-governmental organizations are held in the campus. Different meetings and training are organized on the campus by other external agencies using the infrastructures. Such facilities are provided based on the application of the organizer and rules of the campus.

For further details, please see (a) Volume-3, Annex-52, MoU with Different Organizations and Activities, pp.837-845; (b) Volume-6, Annex-83, Request letter from the organizations, pp.1181-1188.

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

The campus has made its efforts to keep the institution clean, green and pollution free. For this purpose, the campus has formed Environment and Health Service Cell through which the teachers and students participate actively in making the campus more beautiful and pollution-free. The campus has the facility of clean and safe drinking water. The campus do not allow to stick posters, banners, pamphlets, wall painting considering that it creates pollution or deteriorates the beauty of the campus. The campus helpers clean all the classrooms, office room, toilets and sweeping of the ground every day. Now-a-days, the Campus has been working for maintaining its green garden in the premises.

For further details, please see (a) Volume-2A, Annex-19, Strategic Plan, pp.242-316; (b)Volume-2A, Annex-25, IQAC meeting and Activities, pp.332-354; (c) Volume-6, Annex-84, Minute of Environment and Health Service Cell and its annual work plan, pp.1189-1192.

69. Are there computer facilities in the institution that is easily accessible to the student and faculty? (0.5)

- The computer accessible to the students ☒
- The computer accessible to the faculty ☒
- The computer accessible to the non-teaching staffs ☒
- Internet access to the students ☒
- Internet access to the faculty ☒
- Internet access to the non-teaching staff ☒

Yes. The campus has computer facilities for all students and faculties. The Campus has 10 laptops which are used by Campus Chief as well as faculties and coordinator of subcommittees. The computer facility with free access to the internet is provided to the students as well as teaching and non-teaching staff. The campus has well-equipped computer lab with internet/wifi facility which is easily accessible to the students and faculty members. Furthermore, the plan for extending the computers and ICT materials in the lab is in process of settlement.

For further details, please see (a)Volume-1, Annex-11, Annual Report-2076 (Inventory Record Computers), pp.127-136; (b)Volume-2, Annex-19, Five year Strategic Plan, pp. 242-316; (c) Volume-3, Annex-43, Internet Facilities, pp.692-993; (d)Volume-4, Annex-65, Lap top Distribution for Faculties and Non-teaching Staff, pp.1014; (e) Volume-6, Annex-85, Biding for Computer and Furniture, pp.1193-1197.

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

Generally, the computer center/lab opens 6 days in a week and 6 hours a day. The computer lab is accessible to the students and teachers for the research and project works. Furthermore, campus has planned to access this service on the holidays and off-hours as well in the near future.

For further details, please see, Volume-3, Annex-46, Time-table of computer lab/center, pp.727.

71(A) How many departments have computers of their own? Give the configuration and other details.(0.5)

Following departments of the campus have the computers of their own:

Department Department/Cell	**No. of computers**	**Configuration**
Department of Management	1 Laptop	Dell
Department of Education	2 Laptops	Dell
Examination Cell/Section	1 Desktop and 1 Laptop	Dell, Acer
Administration/Account section	2 Laptops and 1 Desktop	Dell, Acer
Library section/Library Management Committee	1 Desktop Computer	Acer

For further details, please see, Volume-1, Annex-4, Audit Report (Inventory Records), pp.69-77.

71(B). Does the campus have provisions of internet/intercom/CCTV/ other? (0.5)

Yes ☒ No ☐

Yes. The campus has provision of an internet facility. Students and teachers can access to the internet within the campus premises. The internet facility is provided by Nepal Telecom. The campus has CCTVs installed in the campus premises to monitor every activities and E-attendance, as well as informative notice board/display board has been in practice. The telephone line is direct.

For further details, please see (a) Volume-1, Annex-4, Audit Report (Inventory Records), pp.69-77; (b)Volume-1, Annex-11, Annual Report (ICT Inventory), pp.127-136; (c) Volume-1 , Annex-12, Services and Departments (CCTV footages, Notice Board), pp.137-168.

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

The computer center is not well equipped so as to develop and produce computer aided learning packages and audio-visuals. At present, the computer center is providing facilities to the faculties of all departments in making power-point presentation to be used for displaying in the multimedia projector, which are essentials for the innovative teaching methodology. Campus has designed a basic computer course that is implemented as an additional course to the students.

For further details, please see, (a) Volume-2, Annex-28, syllabus of computer course-2076, pp. 377-381; (b) Volume-3, Annex-44, Power Point Presentation of the Faculties, pp.694-702.

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

Yes ☒ No ☐

Provide the details of the system.

Yes. There is a provision of maintaining and updating the computer facilities of the campus. The campus has an agreement with A.R.C. Suppliers for annual maintenance and updating of the computer facilities. It provides the operating management, antivirus updating, virus scanning, defragmentation, CD servicing, CPU/Monitor/key board/Mouse dust cleaning from electric power, unnecessary file removing, network updating, internet setting etc. Further, the computer lab of the campus is also providing some of the related services of repair and maintenance.

For further details, please see (a) Volume-3, Annex-52, MoU/Contract with A. R. C. Suppliers for Maintaining/updating Computer, pp.837-845.

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

Yes ☐ No ☒

As an affiliated campus located in the rural area, the campus has not been able to use inter-university facilities in support of its educational services.

75. What are the various health services available to the students and faculties? Explain. (0.5)

The campus has managed Yoga and Meditation for the stakeholders of the campus, keeping in view the health of them. The First Aid Room has been allocated and basic equipment and medicines have been managed in the room along with two medical beds. The institution has Youth Red Cross Circle that provides the facilities of First Aid services to the students, teachers and other staff. Major injuries are sent to hospitals after first aided. If a student is injured during sport activities of the campus, the campus provides some financial support to cope up with the medical expenses. Yoga class/exercise is regularly running in every morning.

For further details, please see (a) Volume-1, Annex-16, .Karyabyastha Nirdeshika-2076, pp.201-231; (b) Volume-3, Annex-52, MoU with different Organization for Yoga Exercise, pp.837-845.

76. What are the physical and infrastructure facilities available in the sports and physical education center? Give details. (0.5)

The sports and physical education center provides sports and physical service related facilities. To provide/manage such type of facilities, the campus has formed an Extra Curricular Activities Committee. ECA organizes the Sports competitions especially for Volleyball, Badminton, Table Tennis, Kabaddi, Marshal Arts, Athletics (Field and Track Related Games), and Chess Competitions. The Badminton Court and Table Tennis Board are inside the campus premises and the Volleyball court and Kabaddi field is located near the Campus Hostel. Annual budget is allocated for necessary sports materials which are purchased and maintained by the concerned departments. The Campus ECA Committee has sufficient sports materials for the students.

For further details, please see (a) Volume-1, Annex-4, *Audit Report (Inventory Records), pp.69-77; (b) Volume-1, Annex-11*, *Annual Report (ICT Inventory), pp.127-136. (c) Volume-2A, Annex-23, Academic calendar-2076, pp.317-326; (d) Volume-3, Annex-41, Report of Extra Curricular Activities, pp.656-639.*

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

The campus encourages the outstanding Sports Person (students) by providing various financial and non-financial supports. The outstanding sport persons are often awarded prize and letter of appreciation during the time of annual function or some other special functions of the campus. Further, the campus also provides scholarship and financial aids in cash to the outstanding sports persons.

For further details, please see (a) Volume-2, Annex-19, Five Year Strategies Plan (Plan for sport), pp.242-316; (b) Volume-3, Annex-41, Report of Extracurricular Activities (List of students getting incentives), pp.656-639.

78. Give details of the student participation during the last year at the university; regional; national; and international programs. (0.5)

Level	Participation	Outcomes
University	No	-
Regional	No	-
National	No	-
International	No	-

The Students of this Campus are regularly participating on the Competitions held in Local and District level only.

For further details, please see, (a) Volume-3, Annex-41, Report of Extra-curricular Activities (Selection of the Students to be participated in the competition), pp.656-639; (b) Vollume-3, Annex-46, Photos of Workshop, Orientation, Group Works (Sports), pp. 707-726.

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

The campus has boy's/girl' hostel very near to the campus but it is insufficient for the accommodation of all the needy students. The campus has planned to construct a well-managed new building for the purpose of Hostel for which the Provincial Government of Sudurpashchim Province has allotted Rs. 3,700,000 for the construction project in Fiscal year 2076/77.

For further details, please see (a) Volume-1, Annex-12, Annual Reprt-2076, pp.127-136; (b)Volume-2, Annex -19, five years Strategic plan (Plan for hostel), pp.242-316.

80. Give details of the facilities for drinking water and toilet. (0.5)

There is a facility of clean and purified drinking water to all the concerns in the campus. There are 6 toilets in the campus, separate for boys, girls, and staff.

For further details, please see, Volume-1, Annex -11, Annual Report-2076, pp.127-136.

B. Library as a Learning Resource

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

The working hour of the library is as mentioned below:

- Sunday to Friday: from 9:00 AM to 5:00 PM.
- The Students of every shift get access of their own shift.
- Saturday/Off Days as the requirement of Campus.

For further details, please see (a) Volume-6, Annex-86, LMC Minute and Services, pp.1198-1219; (b)Volume-6, Annex -87,Rules and Regulation of the Library, pp.1220-1221.

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

Yes ☐ No ☒

Yes. The library has provided open-access to all students. The students are required to follow the rules and regulations of library. The borrowing and returning of the books are managed by the software.

For further details, please see (a) Volume-1, Annex -11, Annual Reprt-2076, pp.127-136; (b) Volume-6, Annex-88, Library Reports (Book Records, Borrowing/Returning of Books), pp.1222-1224;(c) Volume-6, Annex -89,Book List,1224-1230; (c) Volume-6, Annex -90, LMC Nirdesika-2076, pp.1231-1238.

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

(a) Books and Journals

SN.	Items	No. of items
1.	Nepalese (0.2)	15
2.	Foreign (0.2)	6
3.	Magazines (0.2)	25
4.	Reference Books (1.0)	625
5.	Text Books (0.2)	2855
6.	Peer Reviewed Journals (0.2)	8
7.	Back Vol. of journals (0.2)	15

(b) E-Resources

SN.	Items	No. of items
1.	CD	40
2.	Database	4
3.	Online Journals	More than 50
4.	AV Resources	5

(c) Special collection

SN.	Items	No. of items
1.	Encyclopedia Britannica	1 Set
2.	World Books	15
3.	Population Monograph	10
4.	Statistical Year Books	6

There are other references and special books as old collection as well.

For further details, please see, Volume-6, Annex-88, Library Report (Book Records, Borrowing/Returning of Books), pp.1222-1224.

83. Give the number of books/journals/periodicals that have been added to institution library during the last two years and their cost. (1)

Particulars	FY 2074/75		FY 2075/76	
	Number	Total cost	Number	Total Cost
i. Text Books	669	239620	1386	547679
ii. Other Books	120	85650	87	55645
iii. Journals/periodicals	12	1680	4	560
iv. Any others (Statistical Book)	2	1340		
v. Population Monograph	2	560		

For further details, please see (a) Volume-1, Annex-11, Annual Report of FY 2074/075, pp.1079-1106; (b) Volume-6, Annex-85, Annual Report of FY 2075/076, pp. 127-136.

84. Mention the following as indicated (1)

(i) Total carpet area of the institutional library (in sq.mtrs.) [80] (0.25)

(ii) Total number of departmental libraries [2] (0.25)

(iii) Seating capacity of the Library [30] (0.25)

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

For further details, please see Volume-1, Annex-12, Departments and Services (Library), pp.137-168.

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

(i) Total number of staff (0.3)

Particulars	No. of Staff	Qualification
Professionals	0	N/A
Semi-professionals	2	Certificate Level – 2
Others	1	SEE-1

(ii) Library advisory committee (0.2)

The campus has formed a library management committee functioning as a library advisory committee as well, which advises for the improvement of the library services and decides to purchase of the books based on the selection of the department and/or faculty members. selects the books to be purchased. The formation of existing library management committee (LMC) is as below:

Library Management Committee (LMC):

1. Co-coordinator	:	Yaga Raj Dhungana
2. Member	:	NripaBahadur Chad
3. Member	:	Harak Singh Dhami
4. Member	:	Jhapat Kumar KC
5. Member Secretary	:	SherBahadurDhami

For further details, please see (a) Volume-1, Annex-17, Formation of QAA Sub-Committee (Minute of CMC Meeting for the formation of LMC), pp.232-237; (b)Volume-6, Annex-86, LMC Minute and Services, pp. 1198-1219; (c)Volume-6, Annex-88, Library Reports, pp.1222-1224.

86. Staff development programs for library (0.5)

(i) Refresher/orientation courses attended ☒

(ii) Workshops/Seminars/Conferences attended ☐

(iii) Other special training Program attended ☐

Yes. The Librarian has attended a 15 day's training programs in Tikapur Multiple Campus, Kailali, Nepal.

For further details, please see, Volume-6, Annex-86, Library Reports (LMC Minute and Services), pp.1198-1219.

87. Are the library functions automated? (0.5)

Yes ☒ No ☐

If yes: Fully automated ☒

Partially automated ☐

Name the application software used: The campus has been using the Pathashala software for the management and automation of the library as well. For the registration of books, calculation of book costs, borrowing/returning of books by students/faculties, other services of library is automatically operated.

For further details, please see, (a) Volume-6, Annex-86, LMC Minute and Services, pp.1198-1219; (b)Volume-6, Annex-88, Library Reports, pp.1222-1224.

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

The campus's total annual budget for FY 2076/077 is Rs.55958500 in which library budget is allocated as Rs. 1250000 which is calculated as 2.13% of capital budget.

For further details, please see, Volume-1, Annex-13, Annual Budget 2076, (AGM approved Library Budget allocation), pp.169-179.

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

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

For further details, please see (a) Volume-2A, Annex-26, IQAC Meeting and Activities, (Library Log Book), pp.355-469;(b) Volume-6, Annex-88, Library Reports, 2075, pp.1222-1224.

90. Furnish details on the following (1.0 to be equally distributed)

- Average number of books issued/returned per day [50]
- Average number of users visited/Documents consulted per month [80]
- Ratio of Library books to number of students enrolled [6:1]

For further details, please see, Volume-6, Annex-88, Library Reports, 2075, pp.1222-1224.

CRITERION 6

STUDENT SUPPORT AND GUIDANCE SYSTEM

91. Furnish the following details (0.24x4=1)

- Percentage of regular students appearing for the exam ……. [87%]
- Dropout rate ……. [13%]
- Progression to further study (UG to PG)…….. [10 %]
- or PG to PhD …… ……Data not available

For further details, please see(a) Volume-1, Annex-10, Program wise Admission, Exam Record Dropout rate, pp.112-126 ; *(b) Volume-2A, Annex-32, Tracer Study Report, (Progression to further Study), pp. 415-437.*

92. How many students have passed the following examinations in the last five years? (0.25×4=1)

- Nepal Civil Services Examinations [8]
- Other in-country examination [80]
- International level entrance examination [0]
- Other (please specify) NA

For further details, please see, Volume-2A, Annex-32, Tracer Study Report, pp.415-437.

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

Yes ☒ No ☐

If yes, what are the contents of the prospectus?

Yes. The campus publishes its prospectus annually. The major contents included in the prospectus are the introduction to the campus and its institutional mechanisms, programs offered information about faculty, teaching learning and assessment process, fees structures, other campus services and contact information. The prospectus is found on the campus website and also available manually in the campus.

For further details, please see, Volume-1, Annex-8, Annual Prospectus of the Campus, pp.104.

94. What kinds of financial aids are available to students from the government; the institution; and others? Give details. (0.5)

As a community campus operated not for profit, the campus provides its services to the students with minimum fees. The Campus, since its establishment, is focusing the education of local people supporting the students from financially weaker section of the society. Students' fees, donations, support from local/provincial/federal

government, and UGC grants are the major sources, which are limited as well. However, the campus provides different scholarships to the needy students. The Campus emphasis and facilitate the students to apply for the scholarship distributed by government and Non-government sector. Last year, Mahalaxmi Development Bank, Mangalsen Branch had given Scholarship to 11 students of the campus.

For further details, please see (a) Volume-1, Annex-11, Annual Report 2076, pp. 127-136; (b)Volume-3, Annex-54, Scholarship Guideline 2076, pp. 851-856;(c)Volume-7, Annex-91, Minute Of CMC (Selection Students for scholarship grant by MDB), pp. 1266-1268.

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

Financial aid	FY 2074/75	FY 2075/76
i. Merit scholarship	4	8
ii. Merit-cum-Means	4	18
iii. Any others	3	9

For further details, please see (a)Volume-1, Annex-54, Scholarship Guidelines, pp. 851-856; (b)Volume-3, Annex-55, CMC Minute (Decision for Scholarship Award, and Scholarship List), pp.857-859.

96. Does the institution have an employment cell and a placement officer who offers career counseling to students?

Yes ☒ No ☐

If yes, give details of the cell and its office. (0.25 x 2 = 0.5)

Yes. The institution has a Job Support and Counseling Cell. The Secretary of the cell plays the role of placement officer. It has a separate office functional as other offices of the campus. The cell supports to provide job and career counseling service to the students.

For further details, please see(a)Volume-1, Annex-16, KaryabyawasthaNirdeshika – 2076 for ToR of the Cell, pp.201-231; (b) Volume-1, Annex-17, CMC Decision for the Formation of Job Support and Counseling Cell, pp.232-237; (c) Volume-7, Annex-92,Letter appointing the placement offices, pp.1270.

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

Yes ☒ No ☐

If yes, give details as to how they are involved.

Yes. The teachers advise students for the selection of faculties, subjects and for further education. For this, on behalf of the Job Support and Counseling Cell and Student Scholarship and Feedback Cell, almost all the teachers involve in academic, personal, and career consisting. However, our teachers are not well-trained for psychological counseling.

For further details, please see (a) Volume-1, Annex-16, Karyabyawastha Nirdesika – 2076, pp.201-231; (b)Volume-4, Annex-71, Appraisal Form (ToR/JD of the faculty members or self-appraisal and Performance Appraisal Form), pp.1053-1068; (c)Volume-7, Annex-91, List/record of the students provided counseling by the teachers, pp.436-437.

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

Particulars	UG students	PG students
i. Local firms/companies	13	-
ii. International firms/companies	-	-
iii. Government	6	-
iv. Public (semi-government) sector	4	-
v. Private sector	18	-

For further details, please see (a) Volume-2A, Annex-32, Tracer Study Report, pp.415-435; (b) Volume-5, Annex-77, Report/record of the job support and counseling cell, pp.1111.

99. Does the employment cell motivate the students to seek self-employment? (1)

Yes ☒ No ☐

If yes, how many are self-employed?

Yes. The institution has a Job Support and Counseling Cell, which motivate the students to seek self-employment as well. As the campus is located at rural mountainous region, the cell motivates the students for the locally available self-employment such as Vegetable Farming, Poultry Farming, Local Business, Journalism, Tourism, Home Tutor, etc. According to the record of the Cell, the Cell has motivated 42 students for self- employment till the date.

For further details, please see, Volume-7, Annex-92, the list/record of the Job Support and Counseling Cell (related to student motivation for self-employment), pp.436-437.

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

Yes ☒ No ☐

If yes, indicate the activities of Alumni Association.

Yes. AMC alumni association has been formed on 17 July 2019. The Alumni Association is in the process to be registered in District Administration Office, Achham. The Association wants to support on quality related affairs of the campus. The association is also planning to increase its members, raise fund and other resources for the development of the campus. For this purpose, the executive committee of the Alumni Association is trying to develop networking with former students, who are engaged in different sectors of the work in Nepal and abroad.

For further details, please see (a) Volume-1, Annex-16, KaryabyawasthaNirdesika – 2076(Statute of the Alumni Association), pp.201-231; (b)Volume-7, Annex-93, Minutes of the Alumni Association (regarding formation of Alumni Association Executive Committee and activities), pp. 1271-1276.

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

The policies and criteria of admission are made clear to perspective students through brochure, prospectus, notice board, website, personal counseling, advertisement in different mass media, campus calendar, and face book page of the campus.

For further details, please see (a)Volume-1, Annex-8, Annual Prospectus of the Campus, pp.127-136; (b)Volume-2 Annex-22, Academic Calendar 2076, pp.317-326; (c) Volume-7 Annex-94, Admission Notice (FM Radio, Face Book, Website, Newspaper), pp.1277-1280.

102. State the admission policy of the campus with regard to international students? (0.5)

As the AMC is an affiliated campus of TU, the campus follows the admission policy for international students as per the university rules/norms. However, the campus does not have any formal policy of its own in regard to this.

For further details, please see, Volume-7, Annex-95, Decision for admission of International Students, *pp.1281-1282.*

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

- Overseas student service office ☐
- Special Accommodation ☐
- Induction Course ☐
- Socio-Cultural Activities ☐
- Welcome/Welfare Program ☐
- Policy Clearance ☒

For further details, please see Volume-7, Annex-95, Decision for admission of International Students, pp.1281-1282.

104. What are the recreational/leisure time facilities available to the students? (1)

- Indoor Games ☒
- Outdoor Games ☒
- Nature Clubs ☒
- Debate Clubs ☒
- Student Magazines ☐
- Cultural Programs ☒
- Audio Video facilities ☒
- Youth Red Cross Circle ☒
- Scouting ☒

Yes. The Campus provides the recreational/leisure time facilities to the students. The campus has ECA committee, which conducts indoor games like TT and Chess. The outdoor games like Volleyball, Cricket, Badminton, Table Tennis, Cultural Programs, Debate Competition, Audio Visual facilities are also provided. The campus has Youth Red Cross Circle, which conducts various social activities like blood donation, awareness campaign, etc.

For further details, please see (a)Volume-1, Annex-11, Annual Report –2075, pp127-136; (b)Volume-2A, Annex-22, Academic Calendar of the Campus, pp.317-326; (c) Volume-3, Annex41-, Minute of Extra Curricular Activities, pp.656-693.

CRITERION 7

INFORMATION SYSTEM

105. Is there any cell in the institution to analyze and record various academic data? (2)

Yes ☒ No ☐

Yes. The Campus has EMIS unit that looks after recording and analyzing various academic data. It has a functional Educational Management Information System which is operated by the cell. Likewise, the campus has Examination Management Committee which also analyzes and records academic data related to examination. Further, the departments also analyze the data and develop their action plan accordingly. All these collected data are recorded and stored in the EMIS of the campus.

For further details, please see (a) Volume-1, Annex-17, CMC Minute (formation of EMIS and Public Information System), pp.232-237; (b) Volume-3, Annex-50, Minute of EMIS and Public information cell, pp. 803-809.

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

The cell records all the institutional data – administrative, academic, and financial and analyzes for furtherance of them. The data related to academic progress such as enrolment, regularities, drop outs, pass rate, graduation rate, and other academic progress are analyzed by the cell and regularly published in annual report. Administrative and financial records analyzed and used for institutional decision making.

For further details, please see (a) Volume-1, Annex-11, Annual report, pp. 127-136; (b) Volume-2A, Annex-32, Tracer Study-2018, pp.415-437; (c) Volume-3, Annex-50, Minute of EMIS and Public information cell, pp. 803-809; (d) Volume-4, Annex-60, Minute of Exam Management Committee and Result Analysis, pp. 942-971.

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

The analyzed data are kept both in digital database as well as manually in the related institutional section, units, and cell of the campus. Some of the selected and needed data are published in the annual report of the campus as well as in campus website periodically.

For further details, please see (a) Volume-1, Annex-11, Annual Report-2076, pp. 127-136; (b) Volume-4, Annex-75, Annual Report -2073/74, pp.1079-1106. (c) Volume-4, Annex-67, screen-shot of the Website, pp. 1024-1025; (d) Volume-7 Annex-96, Records dashboard of computer software, pp. 1283-1290.

108. Is this information open to the stakeholders? (1)

Yes ☒ No ☐

As a public institution, none of the data are so confidential in the campus. Thus, the campus has kept all the institutional data openly accessible to the stakeholders. Basic information and data are provided through the annual report, social media, mass media, and website. Notice board and digital board is also used for this purpose. Other data/information is provided up on the request, if and as needed openly.

For further details, please see (a)Volume-1, Annex-8, Annual Prospectus of Campus, pp. 104; (b)Volume-1, Annex-11, Annual Report-2076, pp. 127-136; (c)Volume-1, Annex-13, Annual General assembly Minute, pp. 169-179; (d)Volume-2A, Annex-22, Academic Calendar-2076, pp. 317-326; (e)Volume-3, Annex-50, Minute of EMIS and Public Information Cell, pp. 803-809.

109. Are the method of study and analysis also open to the stakeholders? (1)

Yes ☒ No ☐

Yes. There are basically two methods of data analysis – software generated data and manually analyzed data. Both of these methods are well-communicated to the stakeholders through the institutional means of communication as well as by mass media.

For further details, please see (a) Volume-3, Annex-50, Minute of EMIS and Public information cell (EMIS decision on data analysis methods), pp.803-809; (b) Volume-7, Annex-96, Records dashboard of computer software/Pathsala Computer Software,1283-1290.

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

Yes ☒ No ☐

Yes. The campus has formed the EMIS and public information cell, which receives comments or feedbacks on the published data through institutionally defined tools and techniques like interaction, questionnaire, meeting and discussion with stakeholders, annual report, and virtual means of communication including social media such as Campus Facebook, Website etc. Feedback on published data is collected by the cell, analyzed them and disseminated the result too. The feedback analysis report is submits to the campus management committee through the campus chief for the implementation.

For further details, please see (a) Volume-7, Annex-98, Feedback analysis report on published data,pp.1296-1299; (b)Volume-2A, Annex-25, IQAC Minute and Activities, pp.332-354.(c)Volume-2A, Annex-26,Evaluation and Feedback Form (Daily Class Report Form, Student Feedback Form, Teacher Monitoring Form, Computer Class Monitoring Form, Student Peer Monitoring Form ,Staff log book, Library Log

Book),355-469.(d)Volume-7, Annex-97,A small case study of the impact of EMIS on decision making and quality enhancement, pp. 1291-1295.

111. What are the impacts of such information system on decision making process? (1.5)

As the EMIS is basically for decision making purpose, the information system has created positive impact on the progress of the campus. It has made easier for the comparative result analysis. It has also aided a lot to distinguish the problem area and to come up with better solutions. This has standardized the over-all pedagogical process ultimately rendering a new achievement of the institution and students' performance in their overall development. By this, institutional data are well recorded and well analyzed in one hand. On the other hand, the adequate data is available at the time when it is required, which also has made the decision making process easy, prompt and objective.

For further details, please see (a) Volume-3, Annex-50, Minute of EMIS and Public Information Cell, pp. 803-809; (b)Volume-8, Annex-97, A small case study of the impact of EMIS on decision making and quality enhancement, pp.1291-1295.

112. Give example of Quality improvements initiated due to the use of an information system. (1)

The campus has well managed EMIS and Public Information Cell. The system connects the administration, examination, library and finance unit and operates in integration. Further, it is linked up with the website so that related information is easily uploaded with interconnection. It has helped to find out exact and actual data on enrollment status, status of the students' performance and the use of different services. Using the EMIS Cell, the campus has initiated some of the activities for the quality improvements, for example:

- The campus provides remedial/extra classes to the needy students based on the exam result analysis
- Due to interlink with the EMIS, the campus has maintained CCTV and cameras that has helped to address security issues of the campus
- Based on the analysis of feedback collected from EMIS, new water tapes has been installed in the campus area
- Increase the students' enrollment and pass rate
- Administrative and managerial decision making has been made easy and objectives, which in turn has contributed to the enhancement of institutional quality

For further details, please see (a)Volume-1, Annex-11, Annual Report-2076, pp.127-136; (b) Volume-3, Annex-50, Minute of EMIS and Public Information Cell, pp.803-809; (c)Volume-4, Annex-60,Minute of Exam Management Committee and Result Analysis, pp.942-971; (d) Volume-7, Annex-98, Feedback Analysis Report,pp.1296-1299.

CRITERION 8

PUBLIC INFORMATION

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

Yes ☒ **No** ☐

If yes, give details.

The campus has formed EMIS and Public Information Cell (PIC) in the campus. The main objective of this cell is to manage institutional information. The EMIS records and analyzes various institutional data and the PIC establishes and maintains social relationship between the institution and the society.

For further details, please see (a) Volume-1, Annex-16,Karyababastha Nirdeshika-2076, pp.201-231; (b)Volume-1, Annex-17, CMC minute (Formation of EMIC and PIC), pp. 232-237; (c)Volume-3, Annex-50, Minute of EMIC and PIC, pp.803-809.

114. What are the areas of information published by the cell? (1)

- **Academic** ☐
- **Administrative** ☐
- **Financial** ☐
- **All** ☒

The EMIS & Public Information Cell is responsible for publishing the institutional information related to academic, administrative and financial activities of the campus for the general know-how of general public as well as for institutional memory. There is campus annual report, campus mukhpatra (AchhamBani), brochure and prospectus of the campus as well as other periodic publications that are published by the cell.

*For further details, please see (a) Volume1, Annex-8, Annual Prospectus of the Campus, pp.104. (b)Volume-1 Annex, 11, Annual Report-2076, pp.232-237. (c) Volume-2B, Annex-38, AchhamBani, Achham Shaikshik Ebam Dharmik Mahotsab 2073, pp.542-638***; (d)***Volume-3, Annex-50, Minute of EMIS and Public Information Cell, pp.803-809.*

115. Where are these information published? (1.5)

- **Newspapers** ☒
- **Magazines** ☒
- **Institutional special magazine dedicated for this** ☒

Basically, the information is published in the annual report of the campus and *campus mukhpatra (AchhamBani)*. Campus sometimes publishes the campus activities in the local as well as national newspapers and magazines too. The website of the campus is

the main source to disseminate all the reports to general public and the stakeholders. The tracer study report and Nagarik Badapatra (civil charter) are published with detail information for students, guardians, and other stakeholders about the services of the campus. Latest/current information/notice are published through Campus's Facebook page, Notice board, electric/digital informative board, FM Radios etc.

For further details, please see (a)Volume-1, Annex-8, Annual Prospectus of the Campus, pp.104; (b) Volume-1 Annex, 11, Annual Report-2076, pp.127-136; (c)Volume-2B, Annex38, AchhamBani, pp.542-638; (d) Volume-3, Annex-50, Minute of EMIS and Public Information Cell, pp. 803-809; (e) Volume-3, Annex-57, photos of AMC Activities (Digital Informative Board, Campus Facebook, Pathasala Software), pp. 862-904; (f)Volume-7, Annex-94,Admission Notice (FM, Newspaper), pp.1277-1280.

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

- **Yearly** ☒
- **In 4 years** ☐

The information relating to the academic, administrative and financial information is published in the AMC Annual Report which is published annually. Especial Bulletin (like Achham Shaichhik tatha Dharmiik Mahotsav 2073 Bisesanka-2075) is published when the fair was completed. AchhamBani is Published in every three years. Recent information is published through electronic media, facebook, website etc. depending up on the need and nature of information of AMC.

For further details, please see (a)Volume-1, Annex-8, Annual Prospectus of the campus, pp. 104; (b) Volume-1 Annex-11, Annual Report-2076, pp.127-136; (c) Volume-2B, Annex-38,AchhamBani,AchhamShaikshikEbamDharmikMahotsab 2073(Bisheshanka), pp.542-638; (d) Volume-7, Annex-94, Admission Notice (FM Radio, Face Book, Website, Newspaper), pp.1277-1280.

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

The campus has certain regular publications. The table below has presented some of the major publications of the campus:

2074/75	2075/76
• AchhamBani -2073/74 • Campus Annual Report, 2074 • Tracer Study Report, 2074 • Campus Calendar, 2074	• Annual Report of AMC, 2075 • Tracer Study Report, 2075 • Campus Calendar, 2075 • AchhamSaikshikEbamDharmikMahotsav-2073 Bisheshanka, 2075 • Campus Brochure, 2075

For further details, please see (a)Volume-1, Annex-8, Annual Prospectus of the Campus, pp. 104; (b) Volume-2B, Annex-38, AchhamBani, Achham Shaikshik Ebam Dharmik Mahotsab- 2073 Bisheshanka, pp.542-638; (c)Volume-9, Annex-99,Tracer

Study Report, 2017, pp. 1324-1348 ; (d)Volume-5, Annex-75, Annual Report-2074/74, pp.1079-1106.

118. Does the cell also collect responses, if any, on the published data/information? (1)

Yes ☒ No ☐

If yes, give details.

Yes. The Public Hearing and Public Information Centre was formed and functioning before but now this task has been assigned to the EMIS and Public Information Cell, which collects responses through questionnaires, discussions, and interactions from the stakeholders. The campus assembly consists of the representative of students, guardians, teachers and other stakeholders from which the cell collects feedback on the published data during the assembly. The feedback obtained on academic, financial and administrative activities of the campus are taken as the institutional property and implemented if required. The cell also collects responses through campus website, email, facebook page etc.

For further details, please see (a) Volume-2A, Annex-25, IQAC meeting and activities), pp.332-354;(b)Volume-2A, Annex-26,Evaluation and Feedback Form (Daily Class Report Form, Student Feedback Form, Teacher Monitoring Form, Computer Class Monitoring Form, Student Peer Monitoring Form ,Staff log book, Library Log Book) pp.355-469 (c) Volume-3, Annex-50, Minute of EMIS and Public Information Cell, pp.803-809; (d)Volume-7, Annex-98, feedback analysis report, pp. 1296-1299.

119. Is there any system to evaluate the impact of public information on quality improvements? (0.5)

Yes ☒ No ☐

Of course yes. A report based on feedback and suggestions obtained from readers (students, parents, peer organization, etc.) is prepared by the coordinator of the EMIS and public information cell and submitted to the campus chief for making necessary decisions that can address the feedback. Such a system of collecting feedback and addressing the issues has a positive impact on quality improvements. There is visible improvement within latest three years due to the implementation of this system.

For further details, please see (a) Volume-2A, Annex-25, IQAC Meeting and Activities(implementation of Feedback), pp. 332-354; (b) Volume-7, Annex-98, Report of feedback analysis, pp. 1296-1299.

120. Mention some positive impacts made by the public information practice (1)

The public information practices have promoted the image of the campus and its identity as one of the leading public campus in the district. The campus is receiving the feedback and supports from the stakeholders which are helpful in improving the

quality of the campus. Based on the nature and scope of the campus**,** the campus has been able to:

(a) Receive a donation of Rs. 200,000,000 for conducting the Master-level program by Mahayaga and Rs. 200,000,000 for constructing campus building by Mangalsen Municipality.
(b) Decrease in the conflict between students and campus administration regarding the financial affairs of the campus.
(c) Due to the financial transparency, student associations play supportive role in the periodic revision of student fees as per the increase in the pay scale of staff and other overhead expenditures.
(d) The number of students enrolled in different programs of the campus is increasing in trend, which itself is a big impact of it.

For further details, please see (a) Volume-2B, Annex-37,AchhamShaikshikEbamDharmikMahotsab 2073 (related to donation from Mahayagya),pp. 542-638;(b) Volume-3, Annex-50, Minute of EMIS and Public Information Cell, pp. 803-809; (c) Volume-9, Annex-100, Record of Enrollment Students, pp. 1348-1371; (d)Volume-9, Annex-101, CMC Minutes (Mangalsen Municipality, Province Government, Mananiya Kshahetra Bikash Karyakram regarding building construction support to the campus), pp. 1352.

PART II

ANALYSIS OF THE DATA

This part of the report consists of analysis of all the collected data and information required for the SSR of the campus. This part of the report has been organized into four different sections. The first section is an introductory chapter, which consists of the analysis of data collected by using the first 29 questions – to create institutional profile of the campus. The second section is the analytical report (self-study report) that has been organized into eight different sub-sections (criteria-wise). The summary of the SSR has been presented in the third section. The list of the annexes applicable to validate all the responses of the report has been given in the last section of the report. For the ease of organization and handling, the binding of the annex has been made separately into different volumes.

2.1 PREAMBLE

Achham Multiple campus is 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 of higher education of the local and indigenous people of southern part of Achham district, the campus came to exist. Before that time, people of this region had to depend on different campuses of Surkhet, Nepalgunj, Doti, Kailali, Kanchanpur, Kathmandu and other districts of the country as well as for abroad for their higher education. For the establishment of this campus, there was a great contribution of the then chairpersons and other representatives of the six VDCs – Mangalsen, Janalibandali, Jupu, Oligau, Kuntibandali (Mangalsen Municipality) and Birpath of its catchment area; members of campus management committee and teachers of Shodasha Higher Secondary school, as well as other schools of the catchment area. The role of politicians, educationists, social workers, donors and local people of the district was remarkable.

At the initial stage, the campus has a program of I. Com. during 2048 B.S. Then after, B.B.S program affiliated from T.U. has been started in 2062 B.S. Later in 2063 B.S., again three years B. Ed. Program and in 2075 BS, M. Ed. program was affiliated from the same university; as a result of great contribution of above mentioned people. Thus, these days the campus has been running three different programs under the affiliation of T.U. The campus administration is planning to run MBS, BA and other technical and professional programs in the near future.

At the beginning stage, the campus did not have its own land and other physical facilities. The classes had been taken in Shodasha Higher Secondary School. The campus had minimum number of teaching staffs with less salary and non-teaching

staffs who were part-timers. The number of students was also very few as there were only 38 students in the beginning year of 2048 B.S. Later, with the affiliation of BBS program in 2062 BS, the campus got two permanent and two temporary lecturers, and some part-time lecturers as well. Likewise, the number of students also increased. Now-a-days, there are 12 faculty members - 6 permanent and 6 part-timers. Five non-teaching staffs are working as the permanent staffs. According to the annual report 2076 BS, there are 507 students studying in the campus; among them 315 students are in Bachelor level and 191 are in Master's level.

Being the community campus, Achham Multiple Campus has got membership of Nepal Public Campus Association in 2049 BS. The Campus had earned life membership fee. Thus, the campus has no any purpose to earn profit for any of the individual stakeholder. The campus has also been getting UGC regular grants since 2048 BS and sometimes it gets the financial support from local level government including NGO/INGO etc. Currently the campus is successful to be selected for the Higher Education Reforms Project (HERP) of UGC for its physical infrastructure development and quality education management. Finally, the campus is in its present state because of the kind co-operation and contribution of teachers, administration, staffs, students, management committee and other people of the community and catchment area, which is in fact the pride of the campus.

2.1.1 Physical Infrastructures

At the establishment period, the campus did not have any physical infrastructures. It did not have its own land, building and other fixed assets. The campus was running in Shodasha Higher Secondary School just nearby the present Campus premises. The campus now has its own land in two places in Mangalsen Municipality -5, Achham. It has altogether 11 ropanies of the land. At present, the campus has 4 buildings, Block A is used for Administrative purpose - examination section, and account section is in the second floor and in the first floor respectively. Other three buildings are used as academic buildings for teaching learning purpose. Block B has library, reading room Seminar hall, Yoga and Meditation. Block D is used for ECA - store, sport and guest room are there. Another building, which is far from the campus, is used as the quarter of the lecturers and staffs. The condition of furniture and accessories is sufficient in the campus. In addition, the campus has road and transportation facility because the campus is situated nearby the operational highway.

2.1.2 Academic Programs

Achham Multiple campus was established after the affiliation of I.Com program from T.U. in 2048, which was phase out now 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. program has also been running since 2075 BS having two subjects EPM and Nepali.

2.1.3 Teaching Learning Management and Practices

Teaching-learning is the major task of any academic institution, which is necessary to maintain quality education. Considering this fact, Achham Multiple campus has been giving emphasis for the proper teaching-learning management in the campus. However, one of the major problems is that the campus cannot manage needy manpower, materials and equipment and other necessary accessories for effective teaching and learning due to remoteness geographically. Thus, the teachers generally apply lecturer method for the facilitation of the classes. In addition to this, group work, discussion, formal/informal project works, projector-based teaching learning, self- study by student etc. are also used as techniques and methods to make teaching-learning effective. For effective teaching and learning, the campus has provided Laptops to the teachers and fixed Multimedia Projectors in the classroom along with free Wi-Fi facilities to the students with e-library facility. Teachers get incentives if they use ICTs material in the classroom. Guest lecturers are invited as per the demand of teachers and students.

2.1.4 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 grants from Municipality, Rural Municipality, DCC, UGC, and province 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, Sport Materials, White boards, interactive board, laptops, desktop computer etc. These teaching materials play the vital role in teaching learning process. There is a library with e-library facility, by using which; the students get benefitted to their study.

2.1.5 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 in 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 have been functional for improving and the maintaining the quality of education are as follow:

- Performance, Procurement and Construction (KaryaSampadan, Kharid and Nirman) Committee
- 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 these functional committees, there are three important cells working as the backbone of the campus. They are as mentioned below:

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

The following page has presented the composition and other details of some of the major committees and cells functional in the campus:

Campus Management Committee

The *Bidhan* (Regulations of the Campus) has provisioned about the formation of 20-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 till the date, who have played constructive and contributive role for 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, representative of different unions (associations), TU representative and representative of 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 in the management committee. The composition along with the name list of the presently functional campus management committee is as follows:

SN.	Name	Designation
1	PadamBahadurBohara	Chairperson
2	Yaga Raj Dhungana	Vice-Chairperson
3	SaritaUpadhyaya	Member
4	Log BahadurBogati	Member
5	Nayan BK	Member
6	Nam Sing Dhami	Member
7	PadamDhami	Member
8	Ganesh Prasad Dhunagna	Member
9	Ratan Prasad Dhungana	Member
10	PremBhat	Member
11	Anju Shah	Member
12	Purna Shah	Member
13	Rajesh BabuBogati	Member
14	BhimRawal	Member
15	Puspa Raj Bhandari	Member
16	BhimJanala	Member
17	Representative of the Local Government	Member
18	Representative of the TU	Member
19	Representative of Faculty Members - Jhapat Kumar KC	Member
20	Campus Chief (Chhatra Bahadur Bista)	Secretary member

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 in 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:

a) Chhatra Bahadur Bista (Campus Chief) Coordinator
b) Bhim Janala Member
c) Ganesh Prasad Dhungana Member
d) Ratna Prasad Dhungana Member
e) Dhurba Kumar Shahi Member
f) Nirpa Bahadur Chad Member
g) Harak Sing Dhami Member
h) Jhapat Kumar KC Member
i) Tapendra Bahadur Thapa Member

Self-Study Report Preparation

The self-study report (SSR) of AMC has been prepared for the purpose of the assessment for institutional accreditation by the University Grants Commission Nepal, through QAA process. This report is the product of the campus activities and quality initiatives collected and analyzed by the work of faculty, staff, and stakeholders of the campus. The internal and external growing responsibilities of the campus have affected the IQAC to work on time. Thus, the QAA cell has decided to request CMC for the composition of the SAT team to work on it with extreme focus and importance. Based on the same, the CMC has formed the following SAT and assigned the duty to prepare the SSR for the assessment of the institutional quality of the campus:

Self Assessment Team (SAT) of AMC

Designation	Name	Designation in the Campus
Coordinator	Dhurba Kumar Shahi	Assistant Campus Chief
Member	Dhan Kumar KC	Lecturer
Member	Sharp Raj Jaishi	Lecturer
Member	Damber Bogati	Lecturer
Member	Tej Narayan Paudel	Lecturer
Member	Prem Prasad Dhungana	Finance Officer

Faculty Members of the Campus

The campus has 22-member team of dedicated and self-motivated faculties, who are working with 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 the Faculty	Job Status	Nature of Tenure
1	Chhatra Bahadur Bista	Permanent	Full Time
2	Dhurba Kumar Shahi	Permanent	Full Time
3	Nirpa Chad	Permanent	Full Time
4	Harak Sing Dhami	Permanent	Full Time
5	Man Bahadur Budha	Permanent	Full Time
6	Jhapat Kumar KC	Permanent	Full Time
7	Dhan Kumar KC	Temporary	Full Time

SN	Name of the Faculty	Job Status	Nature of Tenure
8	Jaya Bahadur Bogati	Temporary	Full Time
9	Laxman Regmi	Temporary	Full Time
10	Pahal Bogati	Temporary	Full Time
11	Sankar Bahadur Rawal	Temporary	Full Time
12	Tulsi Nath	Temporary	Full Time
13	Dammar Bogati	Contract	Part-Time
14	Madan Bahadur Kuwar	Contract	Part Time
15	Sarpa Raj Jaishi	Contract	Part Time
16	Padam Raj Adhikari	Contract	Part Time
17	Takker Bahadur Bista	Contract	Part Time
18	Tej Narayan Paudel	Contract	Part Time
19	Matrika Bhandari	Contract	Part Time
20	Lomas Bhatarai	Contract	Part Time
21	Krishna Bogati	Contract	Part Tim
21	Ratna Devi Sodari	Contract	Part Time
22	Dammar Khatri	Contract	Part Time

Administrative Staff (Non-teaching Staff)

For the facilitation of the entire administrative and managerial assignments, the campus has seven non-teaching staff (Administrative staff). The table below has presented the details of them:

SN	Name of the Staff	Job Status	Nature of Tenure
1	Prem Prasad Dhungana	Permanent	Full Time
2	Udhaya Raj Dhungana	Permanent	Full Time
3	Bharat Kumar KC	Permanent	Full Time
4	Sher Bahadur Dahami	Permanent	Full Time
5	Man Bahadur Saud	Permanent	Full Time
6	Upendra Bahadur Saud	Contract	Part Time
7	Surat Bahadur Bohara	Contract	Part time

Critical Appraisal of the Campus

The campus has done its best to provide the dedicated service to the students and the stakeholders based on the institutional capacity of its own. It means, the campus has some weaknesses along with its strengths followed by the challenges, which the campus has been trying its best to convert them as the opportunities so that the

campus would maximize its strengths. Above all, this sub-section has presented the overall appraisal of the campus in brief.

Critical Appraisal of the Campus (AMC)	
Strengths	• One of the leading community based Campuses in the district • Strategically situated in the prime location • Adequate physical infrastructures against the number of students • Relatively sufficient land available for further expansion • Clean, green, and peaceful environment • Hostel facility for the students • Dedicated faculty, and non-teaching staff, and motivated students • Harmonious relation among the stakeholders in community (and local level government) including CMC, teaching and non-teaching staff as well as students
Weaknesses	• Lack of comprehensive master planning for proper utilization of the land resource • Unspecified human resource development plan and programs • Conventional teaching-learning activities and evaluation system • Inadequate research related activities which are also not up to the mark • High students 'absenteeism, drop outs, and low pass rate • Lack of own play ground for the fostering of students' extra-curricular activities
Opportunities	• Extension of market-oriented technical and professional programs for maximum utilization of available facility, and generating employable opportunities for the graduates • Large number of feeder schools • Engaging teachers and students in extension and outreach activities • Significant scope for expanding research activities and institutional level consultancy • Creating a network to link the campus with community and industry • Use of students' alumni for the betterment of the campus
Concerns/ Challenges	• Attracting meritorious students to the campus • Reducing irregularities and drop outs, and increasing retention and pass percentage of the students • Digitalization of, and technology enabled smart classrooms • Managing faculty development programs linking with ICT

Critical Appraisal of the Campus (AMC)	
	• Motivation of existing faculties and attraction and retention of highly qualified, experience and meritorious faculty members • High expectation of the stakeholders

2.2. CRITERION-WISE ANALYSIS

This section of the report has presented the analysis of the criterion-wise data collected and reported in the first part of the report. This includes the analysis and interpretation of all 120 indicators provided to report the status of the campus. For the ease of the presentation, the analysis and interpretation has been presented in eight different sub-chapters based on the criteria given.

2.2.1 Criteria One: Policy and Procedures

As this criterion is related to the governance system of AMC, the analysis of 15 different indicators has been presented in this sub-section.

Objectives/Targets

Good governance is the basic principle of the campus as any of the HEIs cannot run well if there is poor governance. Thus, AMC is to make the policies and procedures aiming to contribute for the enhancement of the quality education along with its infrastructural development with adequate governance. Campus administration is the main executive of all the institutional governance based on the mandates provided by the CMC and Campus Assembly.

Current Status

The Campus Assembly and CMC are functional for formulating, implementing and monitoring the progress of the institutional plans, programs, strategies, and provisions. The IQAC has been formed and given the responsibilities to maintain, control, check and sustain the institutional quality. All the sub-committees along with the institutional sections/units and individuals (faculty and staff) are made responsible with explicitly defined ToR/Job Description, the implementation of which is evaluated/assessed by the appraisal system. The academic activities of the campus is running as per the university calendar as well as following the comprehensive annual work plan of the campus. Financial activities of the campus are operational as per the rules, norms, and system of Government of Nepal and the affiliating university as well as defined by the campus bylaws.

The campus has strategic plan which clearly defines the Vision, Mission, Goals and Objectives of the campus along with the plans, programs, and strategies to run the institution and to achieve its specific goals and objectives.

To materialize the strategic plan, the CMC, campus administration, and departments have set their specific goals and objectives which enable to follow, monitor, and implement the programs to achieve the goals. The primary focus of CMC is to make plans, policies and procedures, implement and evaluate as well as review them. The

General Assembly finally approves all the plans, policies and procedures. The campus statute, bylaws and guidelines help/compel all the bodies to function accordingly. To check and monitor the internal quality of Campus, CMC has formed IQAC which assesses and analyzes all the aspects to ensure the quality of the entire services provided by the campus.

The AMC has been established under the TU legislation and been running according to its statutes and bylaws, which has clearly defined its vision, mission, and objectives to follow on. The over-all activities are performed based on the VMGO developing the new policies and procedures. The policy formation is done by the stakeholders meeting and approves by annual general assembly to be followed by the campus. The campus management committee is involved in developing strategic planning and annual planning to provide proper direction to the activities. The organizational structure is formed to make responsible each entity towards their specific roles and duties. The process has helped in decentralization of activities creating the sense of high responsibilities among the members. The academic activities, job duties and responsibilities etc. are clearly mentioned in the campus bylaws and policy documents. The decision and the activities are frequently held among the faculties, students, stakeholders etc.

Fulfillment/Gap Analysis

To fulfill the Vision, Mission, Goals and Objectives of the institution, the Campus has implemented the strategic plan in full fledge. To Check and monitor the Internal quality of the Campus, it has formed IQAC. The campus has formulated the guidelines and formed sub-committees as required. Students' participation in institutional management and quality assurance has been ensured through the FSU, SQC, and IQAC. The head of the departments are made responsible to conduct, review and monitor all the academic activities of the institution, who also evaluate their faculties and report the campus on the basis of their ToR. The academic activities are consistence with the university and campus provision guided by the calendar. The financial system is in operation following the government's/university's/Campus's regulations. Thus, there is very limited gap and high level of fulfillment in implementing the required policies, plan, programs, and strategies to ensure good governance, and to operate the campus in the way how it should be operated and managed. Thus, the CMC is satisfied in the aspects of the governance of the campus.

Good Practices

Some of the good practices related to the governance system of the campus are as given below:

- Explicitly defined ToR/JD to all the institutional mechanisms, sections/units, and individuals and their performance appraisal following academic audit and other means of appraisal system.

- Implementation of the rewards and punishment system based on the performance.

- Functional IQAC to establish, maintain, control, and check the institutional quality of the campus and the implementation of feedback system for further improvement.

Efforts Made

The Campus has made the following efforts for the betterment of its governance system:

- Preparation of an annual plan by all the faculties, which is implemented and monitored by each department.
- There is a decentralized system, where different sub-committees are formed and given duties and responsibilities to their task.
- The IQAC and the Quality Circle of the students frequently evaluates and work for the quality enhancement of the campus.
- Feedback collection, analysis, and implementation through decision making are the integral part of the governance.
- Implementation of the Campus Assembly Meeting once in a year, which also collects the suggestions; it ultimately approves plan, policies, strategies of the campus to achieve its goals and objectives.

Critical Appraisal

The table below has presented the critical appraisal of the governance system of the campus, which further helps for further improvement as well:

Strengths	• Legally and statutorily recognized HEIs binding with adequate and required legal and functional documents • Well-defined vision, mission, goals, & objectives, and institutional strategies to achieve the VMGO • Duly approved Institutional organization structures • Participatory decision making, collective responsibility and defined accountability • Operation of the academic activities based on the calendar (both of the university and campus) • Functional IQAC with the provision of academic audit

Weaknesses	• Unspecified human resource development plan and programs • Inadequacy of timely revision of the institutional policies • Weak monitoring and evaluation of the implementation of the plans, programs, strategies, and activities
Opportunities	• Community and stakeholder's participation on institutional development • Creating a network to link the campus with community and industry
Concerns/ Challenges	• Implementation of the plans and policies in the full fledge, to achieve its specific goals and objectives

2.2.2 Criteria Two: Curricular Aspects

Objectives/Targets

This criterion deals with how the institution makes its institutional arrangement to fulfill the objectives of the curriculum, enrich the curriculum, and make suggestions for the betterment of existing curriculum. This aspect also seeks how the institution addresses the issues of job market with the involvement of stakeholders. How the curriculum is aligned with the mission statement of the institution is another important aspect relates to this criterion.

Current Status

The teaching learning activities are fully based on the curriculum of the Tribhuvan University, as an affiliated campus, the campus does not have rights to design the curriculum needed to teach at. There are two types of the courses – core course and electives. As the temporal plan of the university is not the same for both undergraduate (annual) and postgraduate level (semester), the curriculum has also been prepared accordingly. Generally, an academic year consists of a year and a semester lasts for half of a year. The campus manages its entire curricular activities accordingly. Further, the campus has to follow the academic calendar of the university, by harmonizing in the local context. Thus, there is high level of consistency in teaching and learning with the academic goals and objectives of the institution.

Although the campus does not design formal courses, the faculty members of the campus have been contributing to develop and review the existing curriculum of the university through different workshops and seminar organized by the university. Some of the faculty members of the campus have been contributing to curriculum enhancement by this as well. Apart from this, the campus contributes to enhance the curriculum in two ways – first, by designing and implementing non-credit, and soft skill courses; second, by providing adequate feedback to the existing curriculum of the university.

Program flexibility has been entertained as per the university system. That is, the university has no practice of program flexibility along with the credit transfer system. Thus, the students of AMC have limited flexibility, however; the campus has tried best to match the time frame of the students by running the program in two different shifts.

The campus has prepared a non-credit course related to computer application focusing to enhance the basic computer skills of the students. This course has been conducting to address both the students' need and generating additional revenue in the campus.

Further to this, the campus has established EMIS and Public Information Cell that obtains feedback on regular basis, including the feedback from employers and academic peers regarding the improvements in the curricula. Such collected feedbacks are analyzed by the cell as well as by the IQAC. Recently the campus has made a system of sending such feedback to the concerned authority of the university, however; it is not yet practiced.

As the role of the campus is to foster the all-round personality development of the students, different programs related to co-curricular and extra-curricular activities are conducted by the ECA committee. Their activities are enlisted in the comprehensive annual work plan of the campus, which is prepared based on the budget provided by the campus to the committee.

As the value-based education is concerned, the campus encourages the students to participate in selfless services like Health Awareness Program, Cleanliness Program, Blood Donation Program, yoga camp, anti-drug/tobacco/corruption campaign etc to cultivate moral and the ethical values. Master's level students are oriented to the integrity and misconducts of research during their thesis preparation. Moral and ethical slogans are pasted in the campus as well as in the classroom, which always keeps the students alert on such ethical matters. In addition to this, the campus is also planning to design a non-credit moral education course to teach for all the students in near future. This shows that the campus has contributed in the enhancement of the curricular aspects locally.

Fulfillment/Gap Analysis

As the campus does not design its academic programs by itself, there is huge gap in contributing to curriculum design. However, this gap has been tried to minimize by preparing and implementing the non-credit and soft skill courses. As the feedback mechanism of the campus regarding the curriculum improvement is not so strong, still there is gap in contributing to provide feedback for its further improvement. There is limited participation of the faculty members of the campus in improving the existing curriculum of the university as well. The all round personality development of the learners is primary responsibility of the campus. Thus, to address this need, the

campus has given due attention in the implementation of different co-curricular and extra-curricular activities. There is visible impact of these activities in the career and capacity of the learners, which is in fact, one of the major contributions of the campus.

Best Practices

The campus focuses its keen attention towards all round personality development of the learners. Thus, it has brought into practice the non-credit (computer application) course to address the need of the students. Further, it is planning to prepare different soft-skill courses and administer to enhance related skills to the students.

Efforts Made

The campus has been encouraging the students to take part in the following activities, which is pertaining to their learning. These efforts are expected to minimize the gap and enhance related knowledge and skills.

- The campus encourages the students to participate in different co-curricular and extracurricular activities.
- A non-credit computer course has been designed and implemented to enhance basic computer application skill and ability of the students.
- The campus is trying to review the existing curriculum and provide adequate feedback to the university so that necessary improvement could be possible to update the programs. Further, the campus encourages faculty participation in contributing the curriculum design and implementation as well as improvement.

Critical Appraisal

Strengths	• Implementation of a non-credit computer application course • Prioritizing the implementation of co-curricular and extra-curricular activities
Weaknesses	• Limited participation of the faculty members in contributing to the design and improvement of the university curriculum
Opportunities	• Use of the faculty members of the campus in reviewing existing curriculum as well as in designing different soft-skill and non-credit courses
Concerns/ Challenges	• Acceptance of the initiatives of the campus by the concerned university as well as by the CMC/Assembly of the campus

2.2.3 Criteria Three: Teaching, Learning, and Evaluation System

Target/objectives

The main objective of the campus is to serve students of different backgrounds and abilities, through effective teaching-learning experiences. Interactive instructional techniques that engage students in higher order 'thinking' and investigation, through the use of interviews, focused group discussions, debates, projects, presentations, experiments, internship and application of ICT resources, are important considerations. Further, the adequacy, competences and the continuous professional development of the faculty members who handle the programs is also another point to deal with this. The efficiency of the recruitment mechanism and the techniques used to evaluate the performance of teachers and students continuously is also a major concern of the campus under this criterion.

The main target of the institution is to make teaching learning and evaluation system more effective and justifiable elevating its quality education. For this, it aims to implement the innovative and systematic teaching learning and evaluation methods. The application of remedial teaching to enhance the capabilities of slow learners is prioritize. As the faculty members of the campus are the sources of knowledge and skills related to the students, faculty development is also a targeted indicator of the campus under this criterion.

Current Status

The campus encourages and has trained the teachers to make the teaching plan which helps to make teaching learning activities more effective. Good result of institution is impossible without teaching plan so, institution has designed and provided lesson plan log book to its faculties. The lesson plan is prepared and followed by the teachers and frequently monitored. Teachers are inspired to implement their plan of Syllabi in teaching Learning Activities. Besides, faculties are in harmony with an Academic Calendar of the Institution. The faculty/staff development, teaching staffs are provided opportunities to attend different seminars/conferences/workshops as participants/ resource persons. Further academic opportunity the campus provides for teaching staff for higher education.

Fulfillment Analysis and Gap

Guest lecturers and visiting faculties are called as per need of the subjects and available of them. The teachers make their course teaching plan in the beginning of the session under the annual plan provided by the respective HOD. The academic calendar is taken into consideration in the preparation of it preparing teaching/course plan by faculty members. Assignments, presentations, practical works, projects are an essential requirements for any course. Different teaching aids are being used to facilitate learning. Faculties are involved in teaching activities with modern methods use of

projectors, presentation, practical, group work, assignments and others. To enhance the development of the faculty, campus conducts refresher courses, seminars, workshops, and research trainings.

Good Practices

Some of the good practices that are in action in the campus are as mentioned below:

- Preparation of the Teaching Plans by all the teachers, monitoring of the implementation of the plans by the concerned department, and the access of the students to the plans
- Identification of the slow learners and opportunity of the remedial classes to enhance their learning
- Enforcement of TU Academic Calendar and implementation of the Campus Calendar
- Functional appraisal system so as to make the workforce responsible to their ToR/JD

Efforts Made

Although having many challenges, the faculty members of the campus are trying their best to use different student centric teaching techniques and methods to carry out teaching learning activities effectively. The students' performance is also evaluated through their results in the internal examinations, board exams and students' feedbacks. Remedial and extra treatment is planned accordingly. The efforts made by the campus in encouraging the faculties for attending in different seminars/workshops/trainings for their personal and academic development is also praiseworthy. The calling of experts form related fields in campus as guest teachers has added charms to the teaching learning process The Campus has provided laptops for the faculties to support in the latest technological activities, which also has contributed, to some extent, in their capacity development and facilitating the pedagogical activities.

Critical Appraisal

Strengths	• Dedicated faculty members and motivated students • Experienced faculties in their respective subjects • Harmonious relationship among different stakeholders' group
Weaknesses	• Inadequate human resource development plan • Poor faculty strengths of the campus to conduct the classes effectively (50% FT-PT ratio) • Faculty's capacity for further professional development • Least interest of the students in the internal examination
Opportunities	• Community and local agencies' support for effective conduct of

	teaching, learning, and evaluation related activities
Concerns/ Challenges	• Flipping the classroom using modern technologies • Human Resource Development as per the need of the campus in general, and to meet international standard of higher education, in particular

2.2.4 Criteria Four: Research, Consultancy and Extension

Objectives/Targets

The policies, practices and outcomes of the institution, with reference to research, consultancy and extension are the major areas to deal with in this criterion. It deals with the facilities provided and efforts made by the institution to promote a research culture. The institution has the responsibility of enabling faculty to undertake research projects useful to the society. Serving the community through extension, which is a social responsibility and a core value to be demonstrated by institutions, is also a major aspect to work in this criterion.

Current Status

Research is limitedly focused by the campus as it has allocated only one percentage (Rs. 160,430) of the total budget (Rs. 16,043,000) to conduct annual research activities. Research Management Cell has been established that executes the entire institutional research related activities under the mandate of the Research Committee. The faculty members sometimes carry out small scale research projects with the support of the campus too. The campus has implemented the university provision of mandatory thesis writing by the post-graduate students and so do the project works and case studies, as needed. An institutional research committee is functional with annual action plan of research and extension activities. The faculty members are given study leave for their further study. Organization of different workshops, conferences, and seminars and/or participation of the faculty members in such programs are in practice but not at par with what it should actually be. The teachers and students frequently engaged in conducting the extension activities, thinking it as a social responsibility and a core value to be demonstrated by institutions. Different awareness raising programs, blood donation, social campaigning, cleanliness activities etc are the major extension activities conducted by the campus.

Fulfillment/Gap Analysis

The campus is trying its best to implement the policies and programs related to research, consultancy and extension activities. However, the allocated annual budget for this purpose is very limited. Small-scale research projects to be carried out by the teachers is also not regular, as there are no any ongoing research projects now. The

Bylaw of the campus has provisioned about the study leave for further study to the faculty members, up to now, only one faculty is engaged in pursuing PhD research.

The CMC of the campus has decided to offer institutional consultancy services to other organizations by using the capacity of the faculty members. However, the decision has not come to be fulfilled yet. The campus has an academic publication but there is no its own research publication. The faculty members sometimes, publish their research articles in some of the research journals out of campus. Recently, the CMC has decided to publish a peer-reviewed research publication, which is not started yet. The organization of developmental seminar, workshops, and conferences as well as sending the faculty members in such programs organized by other institution is limited in practice and frequency.

The campus emphasizes on the social activities. For this, Youth Red Cross Circle has been formed. It motivates and leads students for the voluntary participation in different social, cultural and other social awareness programs. Students and faculties are involved in various extensive activities like community development programs, training in disaster management, medical camps, health/environment awareness programs, and blood donation.

Good Practices

Some of the good practices of the campus in regard to research, consultancy, and extension are as mentioned below:

- Provision of research support to the students for their thesis, projects, and case studies
- Conduction of extension activities in the leadership of the students via Youth Red-cross Circle.

Efforts Made

As the research strength of the campus is poor, the campus is trying its best to improve it. For this, institutional research committee has been formed and RMC has also been established. The CMC has allocated separate budget to support the development of research culture, however; it is not sufficient. The CMC has decided to publish its own peer-reviewed research journal, which is praiseworthy. Hope, it will come to action soon. The decision of CMC to start institution level consultancy by using the capacity of the faculty members is also another milestone for furtherance of these activities. The Youth Red Cross Circle conducts various social activities like awareness campaign, blood donations, relief programs s etc. The campus is planning to develop certain schemes to encourage the faculty members and students to be involved in the extension and outreach activities in the days to come.

Critical Appraisal

Strengths	• Mechanism for research is in place • Allocation of a separate budget for the research purpose • Conduction of extension activities by the students
Weaknesses	• Insufficiency of allocated research budget • Lack of institutional research publication • No institutional level consultancy
Opportunities	• Engaging teachers and students in extension and outreach activities • Significant scope for expanding research activities and institutional level consultancy
Concerns/ Challenges	• Increasing research budget • Establishment of research culture and linking it with teaching learning

2.2.5 Criteria Five: Infrastructures and Learning Resource

Objectives /Targets

The main target of the institution is to set up and develop infrastructure and learning resources that serve for academic and administrative requirements. The campus aims to ensure optimum utilization of its infrastructural facilities like library, labs, seminar hall etc to conduct several academic activities. It targets for the sustainability of the existing infrastructure and learning resources along with their optimum utilization and expansion assessing the needs.

Current Status

Currently, the campus has five buildings and 11 *Ropanies* of the land. A total of 24 *Ropanies* of the land is donated by different people in the *Mahayaga* in which, the campus has planned to start technical education (B. Sc. Ag.) in near future. The Campus has planned to build Hostel in 7 *Ropanies.* Construction and Physical Infrastructure Development Sub-Committee plans and executes infrastructural development activities. Resource Generation and Management Sub-Committee generates and manages resources for the development of infrastructure and learning resources. The campus has a master plan to manage all these infrastructures.

As the classes are running in the shifts, the available infrastructure and learning resources are used optimally by the students. The basic physical infrastructures - classroom, toilets, garden, lobby etc are clean and hygienic and adequate in comparison to the number of the students. Further, it provides the facilities to different organizations for their social use as well.

There is a small computer lab for the student that remains open for at least 6 hours in a day. Further, there are 10 laptops for the teachers, which are basically used in the classroom. The campus also has free wifi facility for the students and teachers as well as personnel.

To address the health related problems, a medical room has been set up with basic clinical and medical facilities of the First Aid. In case of serious cases, the campus consults to the nearby hospital. Regular yoga class is also provided to the students to develop their concentration. The campus has given special attention to the sports and physical education. For this, both indoor and outdoor games and different cultural and talent programs are organized. However, our students are still not competent to compete in the provincial/national level competition.

There is a small but adequate library that opens for 8 hours per day. It is automated and in the line to have open access. The Pathshala software has been used to manage the library as well. The library advisory committee is functional having its own organizational structure and staff development plan. However, the library staffs are not professional. The library is divided into different related sections for the comfort-ability of the services. The campus allocates annual budget for the library by which, books and other related resources are purchased annually. Last year too, resources worth more than 500,000 have been added in the library and it is continuous process.

Fulfillment/Gap Analysis

Regular maintenance of physical facilities/infrastructure is looked after by Karyasampadan*, Kharid* and *Nirman* Committee. Thus, regular maintenance of infrastructure is done with due attention. Library as a learning resource center is an important place for the students. The campus focuses to encourage the students to consult the library. However, visiting to the library by the students and consulting the resources available there is not satisfactory. Regular students frequently visit the library, however; others generally do not do so. The facilities of sports are made available for students conducting various programs. The students are encouraged to get engaged in both indoor and outdoor games. However, in the lack of own play ground; the games like football, cricket, athletics etc are difficult to organize. As the campus is situated in the up-hill, there is difficulty of managing garden and other greenery in a systematic way.

Good Practices

Some of the good practices related to this criterion are as mentioned below:

- Infrastructural development of the campus is based on Master Plan.
- Faculty members are given Laptops for the purpose of using them in teaching learning
- Library is fully automated and is in process of open access.

Efforts Made

As there is no sufficiency of play ground for the outdoor games, the campus has an informal understanding with the nearby school. The students use the school's playground in case of the need of such games. The LMC is planning for the improvement of the management of the library and its services. The CMC is planning to declare some incentive schemes to the outstanding sport personality to encourage the students in sports and physical education.

Critical Appraisal

Strengths	• Master planning of the land resources • Adequacy of available infrastructures in comparison to the number of students in the campus • Optimum utilization of its infrastructural facilities
Weaknesses	• Insufficiency of the available infrastructures for further expansion • Insufficiency of new resources in the library • Lack of International Journals and reference books in departmental library
Opportunities	• Community cooperation in sharing and using infrastructures
Concerns/ Challenges	• Capacity of human resources for maximum utilization of Advanced Software System • Maximum use of internet services as learning resources

2.2.6 Criteria Six: Student Supports and Guidance

Objectives/Targets

The activities of AMC in supporting and guiding students are seeking the efforts to provide necessary assistance to students, to acquire meaningful experiences for learning at the institution and to facilitate their holistic progression. Managing student and alumni profiles by facilitating them in admission process helps to provide updated information and financial aids of the institution. Further it aims to provide support and guidance to the students for the development of the quality standard. Taking the feedbacks of the alumni and the students, AMC fully dedicates its activities of scholarships, placement services, counseling, health support, and to their personal development programs. The needy students - EDJ, female and financially weak students are highly supported through the various programs of financial aids to bring them in the academic mainstream. Further, its objective is to assist the students to find job in the competitive market as well.

Current Status

The latest data show that 87 percent of admitted students are participated in the final examination. That is, there is only 13 percent dropout rate. The tracer study has shown the employability of the graduates. According to the report, many of AMC graduates are employed in the formal sector. The campus has Student Employment Support and Counseling Cell which provides career counseling and supports students in their academic career. Till the date there is a record of 41 students facilitating for their employment through the Student Employment Support and Counseling Cell. The Admission Committee provides information to the students regarding admission process, updated information regarding course choice and guidance for possible opportunities. To assist this, there is student prospectus as well. The campus has Scholarship Management Guidelines which guides the students to apply and receive scholarship. The campus has formed an alumni association of former students/graduates; however, it is not as functional as it should be.

Fulfillment/Gap Analysis

To fulfill the requirements for students support and guidance, the campus has formed concerned committee, which provides information to the students regarding the admission process, course choice according to their interest and future prospects. There is a prospectus for the students as well. However, these services are not at par with the needs of the students. The tracer study is also not becoming as comprehensive as it should be due to the tracing of recent graduates. Although the dropout rate is not so significant, the campus has yet to formulate and implement the policies to have progress on major academic success indicators. As a new committee working with new concept, the alumni association of the campus is also not so functional. The campus is planning to make them functional to utilize their expertise in the development of the campus and its activities in the days to come.

Good Practices

Some of the good practices related to student support and guidance are as mentioned below:

- Provision of scholarship to the needy students that is selected and provided based on scholarship management guidelines.
- Provision of student counseling and employment/placement services
- Graduate tracing is a regular activity of the campus.

Efforts Made

- Bringing out comprehensive student prospectus facilitating new comers

- Decrease the dropout through the provision of their choice subjects. Faculty members are actively engaged in personal and career counseling for students.
- The campus has Employment Support and Counseling Cell which supports students to explore job opportunities and even recommends them for job placements. It also identifies the possible areas with employment opportunities for the students.
- The campus is trying its best to increase the allocated budget for scholarship to students so that maximum scholarship is possible to provide for the needy students.

Critical Appraisal

Strengths	• Allocating budget for scholarship and managed by guideline • Functional services of student counseling, placement and feedback • Annual tracing of the graduates • Less dropout rate
Weaknesses	• Inadequate budget for scholarship • Placement services are not up to the mark
Opportunities	• Increment in the scholarship funds • Public support in student support services
Concerns/ Challenges	• Minimizing drop-out rate • Maximizing pass rate and regularity of the students

2.2.7 Criteria Seven: Information System

Objectives/Targets

Information management system is the core of all the systems functional in the institution as it is the systemic data bank that is used in institutional decision making. By this, the AMC ensures that it collects, analyzes and uses relevant information for the effective management of the programs and other activities. The AMC has an objective to develop an innovative modern mechanism to keep the proper database of the institution. The main purpose is to maintain accurate database and to generate analytical reports regarding the entire institutional activities/performances when/as required for institutional decision making.

Current Status

The campus has established an EMIS Unit for the proper management of the institutional data. The *Pathshala* software has been used to keep the record of entire data and to analyze them so as to produce different sorts of reports. An advanced software has been installed which is linked with account section, exam unit, administration and library. All the records are in digital form and the information are generated accordingly for different units of the campus for internal purpose and even

stakeholders can obtain necessary information regarding all the academic and administrative activities of the campus.

Our information system is supportive to the parents, students, and stakeholders. The Departments and Exam Committee of this institution analyze and record academic data and publicize to the students. The Exam Management Committee keeps and analyzes data which is frequently being checked and monitored by IQAC and provides creative suggestions to the respective Heads of the Department, Coordinators and faculties. Basically, the institutional data covers the data related to administrative, academic, and financial activities of the campus. The software analyzes those data as per the need of the institution and produces required reports as well.

All the data are kept both in digital database as well as manually by maintaining the files. As a public institution, all the data are openly accessible to the stakeholders. Basic information and data are provided through the annual report, social media, mass media, and website. Notice board is also used for this purpose. Other data/information is provided up on the request, if and as needed openly.

This makes easy to share and utilize the information to the faculties, concerned authorities and stakeholders. The campus always welcomes guardians/parents to know the students' position as well as progress in their studies and overall performance.

The EMIS and public information cell receives comments or feedbacks on the published data through institutionally defined tools and techniques like interaction, questionnaire, meeting and discussion with stakeholders, annual report, and virtual means of communication including social media. Such feedbacks are analyzed and reported to the IQAC and CMC through campus administration. The campus decides what to do to address the genuine feedback of the stakeholders.

Fulfillment/Gap Analysis

The information system of the campus is as per the need of the campus thus, it has fulfilled the institutional needs. For the same, database is maintained in both electronic version and filing system. A separate file for each student is maintained through software. The campus has its own website in which all the information about the campus activities is presented for the web visitors. This system has made easier for the campus to reach its stakeholders and to get feedbacks from them. Graduates' list is shared among stakeholders during annual program. Students' result is published and posted on notice board, website, facebook page and so on. Details about graduates and newly enrolled students are given in the annual report.

However, not all the institutional database are digital. The campus has installed the software based EMIS in the recent years as a result only the recent databases are posted in the system. The current information is all software generated but the

previous data is yet to record and analyze in the system. The campus is planning to keep its entire records, from the beginning to till the date in the system so that a concrete database would be maintained in the future.

Good Practices

The good practice related to information system of the campus as follow:

- Software based data management system
- Digital and manual system of record keeping
- Use of EMIS in institutional decision making and records of the institutional activities in the EMIS

Efforts Made

The EMIS cell is dedicated to record and analyze all the institutional data to create its comprehensive database from the first date of establishment of the campus. Now, all the records are digital and are in system from the date of the system installation. The efforts of the cell will certainly help to materialize the dream aim of the campus to make/prepare its entire database in the system, very soon.

Critical Appraisal

Strengths	• Software based information management system • Emergency notices are provided through SMS to the Students
Weaknesses	• Lack of well-trained staff to operate the ICT and EMIS System
Opportunities	• A model data bank (of a long history) in the district
Concerns/ Challenges	• Implementation of the EMIS and other modern information technology in the full fledge

2.2.8 Criteria Eight: Public Information

Objectives/Targets

The main objective of the public information system is to disseminate the updated and accurate quantitative and qualitative information and data about the institutions to the stakeholders. It is its responsibility to play good public role. The information should be accurate, impartial, objective and readily accessible to the all stakeholders and should not be used simply only for marketing of its programs. By this, the campus receives and provides the information from/to parents, faculty, students and other stakeholders to make them aware about the institution and institutional activities.

Current Status

The EMIS and Public Information Cell is the responsible to maintain all the public information. The information related to events, course details, campus activities, admission procedure, faculty details, and vacancy are placed in notice board, newspaper and local media as well as in the website. Interested people can directly contact reception or campus administration to get necessary information. The campus publishes annual report incorporating all the annual activities, academic progress, financial and administrative activities. The report is provided to all the students, and local community people. For easy access to all other stakeholders, it is uploaded in the website too. With the help of the EMIS, the campus publishes different periodic reports for the public information. By this, the campus has maintained transparency at the works that is done by the campus; which is one of the basic principles of the campus as well.

The stakeholders provide feedback and share their views on the published data in different meeting or via email. General public can also give feedback or suggestion via email and suggestion box kept in the campus. The campus receives and evaluates the impact of public information on quality improvements through different tools like website of the campus, facebook page, email, suggestion box etc.

Fulfillment/Gap Analysis

According to the basic principles and core values of the campus, the public information system has been functional to disseminate institutional information/data for the stakeholders and to receive their feedback both on those data and entire campus activities. By this, public information system is functioning as the bridge to narrow down the gap between the institution and its stakeholders.

To make the information accessible to the public, all the activities of the institutional plans, programs, and budget are published through calendar, newspaper, notice board and website. The activities are performed according to the annual calendar. Finally, the highlights of entire activities are published in the annual report and distributed to the stakeholders. The Academic and financial reports are prepared by the campus and approved by the Campus Assembly. Annual academic and financial reports are presented by the Campus Chief in the Campus Assembly for approval. Besides these, the EMIS and Public Information Cell collect responses of the public through discussions, interactions, meetings, etc., which are well-recorded. Thus, there is high level of fulfillment on the objectives of this system and their achievements.

Good Practices

Some of the good practices of the campus under public information system are as mentioned below:

- Periodic dissemination of institutional data/information for notice of the stakeholders and getting feedback on them for further improvement.

- Use of both virtual and manual means of communication for disseminating the institutional data/information.

Efforts Made

The efforts of EMIS and PIC in disseminating institutional information to the public and getting feedback and suggestions on them is really praiseworthy, which has not only maintained the institutional courtesy, but has fulfilled the institutional social responsibility as well. The website of the campus (www.achhamcampus.edu.np) and the official email address of the campus (achhamcampus2048@gamil.com) are the two important virtual means of communication to provide the information and to receive the feedback on them. Except these, the brochure, prospectus, social media, and other means of mass communication are also used by the campus to maintain social responsibility and public accountability.

Critical Appraisal

Strengths	• Activeness of the EMIS and Publish Information Cell for public information management • Publication of annual report for institutional memory and the dissemination of information and periodic reports as institutional social responsibility
Weaknesses	• Unable to reach to the whole stakeholders
Opportunities	• Use of virtual means of communication for giving information and receiving feedback on them
Concerns/ Challenges	• Ensuring access of all the stakeholders on the institutional data/information • Make possible the use of virtual means of communication by the huge mass of stakeholders

2.3 SUMMARY OF THE SELF STUDY REPORT

The preparation of Self-Study Report is really a new experience and wonderful learning for us in the way of self-assessment process. It assisted us to find out our strengths and opportunities and gave chance for further improvements.

Since our journey of QAA from the LoI approval from QAAD, UGC, our team has been continuously directing on this assignment for today's achievement. During the preparation of the report, the CMC, campus administration, different committees and sub-committees, faculties, administrative staff, parents, guardians, students and all the connected stakeholders supported from the bottom of their hearts, which we have to acknowledge with high appreciations.

During preparation of the SSR, various programs were conducted with different stakeholders and connected persons in individual and groups as well. The valuable suggestions helped us to present the SSR into the presently completed shape. Thus, we would say it as the outcome of various activities and joint effort of various stakeholders as follows:

- Clarification of QAA concept in general assembly and discussion
- Orientation of QAA experts for CMC, SAT and Faculties
- Discussion with CMC, faculties, students, local politicians, and guardian
- Meeting of SAT with faculties, administrative staff and students
- Meeting of SAT with administration and various sub-committees
- SSR , SAT team participated in various Orientation programs
- Gap analysis and preparation of gap analysis report
- Division of work among SAT members
- Collection of relevant annexure
- Preparation of the first draft of the SSR and in-team discussion/review
- Finalization of the draft SSR and sharing/discussion with campus administration
- Submission of the final SSR to the CMC and getting approval
- Submission of the SST for institutional quality assessment to the UGC

By this, the SSR of AMC has been prepared as the institutional mirror that reflects the real status of the campus under the given eight criteria, and 120 indicators. Whatsoever is presented and describe in the SSR are true to the best of our knowledge and experiences. The critical appraisal presented in the first section of the part-II is the real picture of the campus that has provided grounds for further improvements as well.

Above all, the summary of the SSR has technically been presented in the following table interpreting our status on the given eight criteria.

SN	Criteria for Evaluation	Status of self-evaluation				
		Highly Satisfied	Satisfied	Neutral	Dissatisfied	Highly Dissatisfied
1	Policy and Procedure	√				
2	Curricular Aspects		√			
3	Teaching, Learning and Evaluation		√			
4	Research, Consultancy, and Extension				√	
5	Infrastructures and Learning Resources			√		
6	Student Support and Guidance		√			
7	Information System		√			
8	Public Information	√				

This year AMC has been developed in every aspect of campus Mangalsen Municipality and Community people fully support for the development of campus. Teaching and non-teaching staff has devoted for the betterment of campus. So, we hope that our campus will be QAA certified campus soon in coming days.

2.4 ANNEX OF THE SELF STUDY REPORT

As the annex of the report is heavy (101) in its volume, the binding of them have been managed separately within nine different volumes. The first volume consists of the documents related to the preamble part that is the institutional profile of the campus. Remaining eight volumes are managed criteria-wise. Due to the weightage of the indicators, some volumes of the annexes are heavy and some are not. This has been managed based on the QAAD guidelines of UGC as well as our experiences on the assignment. For the ease of studying the report, the list of annexes has been given in this part of the report.

Q. N.	***Vol No.***	***Annex***	***Documents***	***Page No.***
3	*1*	*1*	*Affiliation Letters of University*	*1-5*
4	*1*	*2*	*Membership of Nepal Public Campus Association*	*6-7*
	1	*3*	*Campus Operation Procedure, Rules and Regulations (Statute (Bidhan) of the campus)*	*8-67*
5	*1*	*4*	*Audit report*	*69-76*
6a	*1*	*5*	*Minutes of the campus establishment*	*77-82*
6b	*1*	*1*	*Affiliation Letters of University*	*1-5*
6c	*1*	*1*	*Affiliation Letters of University*	*1-5*
8	*1*	*3*	*Campus Operation Procedure, Rules and Regulations(Bidhan,Biniyamawalies)*	*8-67*
9	*1*	*6*	*Land Registration Certificate of the campus*	*83-84*
10	*1*	*1*	*Affiliation Letters of University*	*1-5*
11	*1*	*1*	*Affiliation Letters of the University*	*1-5*
14	*1*	*3*	*Campus Operation Procedure, Rules and Regulations (Campus Staff Bylaws for the norms and procedure of the recruitment of new teaching and non-teaching staff)*	*8-67*
15	*1*	*7*	*Appointment letters (Teaching Staff)*	*85-103*
	1	*8*	*Annual Prospectus of the Campus*	*105-109*
	1	*9*	*Class Routine*	*71-73*
16	*1*	*7*	*Appointment letters (Teaching Staff)*	*85-103*
	1	*8*	*Annual Prospectus of the Campus*	*105-109*
	1	*9*	*Class Routine*	*71-73*
17	*1*	*7*	*Appointment letters (non-Teaching Staff)*	*85-103*
18	*1*	*10*	*Program wise student profile of the enrolled students and exam record*	*112-116*
19	*1*	*10*	*Program wise student profile of the enrolled students and exam record*	*112-116*
20	*1*	*11*	*Annual Repot -2076*	*127-136*
21	*1*	*11*	*Annual Repot -2076*	*127-136*

22	*1*	*1*	*Affiliation Letters of University*	*1-5*
23	*1*	*12*	*Department and Services*	*137-168*
24	*1*	*3*	*Campus Operation Procedure, Rules and Regulations (CMC Formation Procedure)*	*11-14*
	1	*13*	*Annual General Assembly Minute*	*169-179*
	1	*14*	*Formation and Name List of CMC*	*180-182*
25	*1*	*15*	*Academic Calendars;2073/74, 2074/75, 2075/76*	*183-200*
26	*1*	*13*	*Annual General Assembly Minute (for Annual Budget)*	*169-179*
	1	*16*	*Karyabyawastha Nirdesika -2076*	*201-231*
	1	*17*	*CMC Minute (decision formation for RMC)*	*232-237*
27	*1*	*18*	*CMC decision Minute(Formation of collaboration and linkage with both national and international agencies Task Team)*	*238-241*
29	*1*	*4*	*Financial Audit Report -2075/76*	*69-77*
			Criterion-1 Policy and Procedures	
1	*2A*	*19*	*Five Year Strategic Plan of campus*	*242-316*
		20	*VMGO of Campus*	*317-318*
		21	*Decision of CMC Regarding the approval of the Strategic Plan*	*319-320*
2	*2A*	*19*	*Five Year Strategic Plan of campus*	*242-316*
	2A	*22*	*Academic Calendar-2076*	*321-326*
	2A	*23*	*Operational Calendar-2076*	*327*
3	*1*	*3*	*Campus Operation Procedure, Rules and Regulations (Academic and Administrative Bylaws)*	*8-67*
	1	*16*	*Karyabyawastha Nirdesika -2076*	*201-231*
	1	*17*	*CMC Minute (decision formation for QAA Sub-committee)*	*232-237*
	1	*18*	*CMC minute (Organization Structure)*	*238-241*
4	*1*	*16*	*Karyabyawastha Nirdesika -2076*	*201-231*
	1	*17*	*CMC Minute(decision formation for IQAC and approval of Karyabyawastha Nirdesika-2076)*	*232-237*
5	*1*	*3*	*Campus Operation Procedure, Rules and Regulations (Campus Bidhan; the Teacher Staff Bylaws; and Academic Administrative Bylaws of the campus)*	*8-67*
	1	*16*	*KaryabyawasthaNirdesika -2076*	*201-231*
	1	*17*	*CMC Minute (decision formation for QAA sub-committee))*	*232-237*
	2A	*24*	*Appointment of HoD*	*328-330*
6	*1*	*3*	*Campus Operation Procedure, Rules and*	*8-67*

			Regulations (Academic Administrative Bylaws for (Performance Appraisal Form))	
	1	*18*	*CMC Minute (Approved Performance Appraisal Form)*	*238-241*
	2A	*25*	*IQAC Minute and Activities*	*332-354*
	2A	*26*	*Evaluation and Feedback Form (Daily Class Report Form, Student Feedback Form, Teacher Monitoring Form, Computer Class Monitoring Form, Student Peer Monitoring Form ,Staff log book, Library Log Book)*	*355-469*
7	*1*	*3*	*Campus Operation Procedure, Rules and Regulations*	*8-67*
	1	*16*	*Karyabyawastha Nirdesika -2076*	*201-231*
	1	*17*	*CMC Minute (decision formation for QAA Sub-committee)*	*232-237*
	2A	*19*	*Five Year Strategic Plan of campus*	*242-316*
8	*2A*	*27*	*Comprehensive Annual Plan ,Department Plan, Sub-Committee Plans*	*370-376*
	2A	*28*	*syllabus of computer course-2076*	*377-381*
9	*1*	*3*	*Campus Operation Procedure, Rules and Regulations (the provision of Campus Assembly and Campus Management Committee)*	*8-67*
	1	*13*	*Annual General Assembly Minute(interaction with stakeholders)*	*169-179*
	2A	*26*	*Evaluation and Feedback Form (Daily Class Report Form, Student Feedback Form, Teacher Monitoring Form, Computer Class Monitoring Form, Student Peer Monitoring Form ,Staff log book, Library Log Book)*	*355-469*
10	*1*	*3*	*Campus Operation Procedure, Rules and Regulations*	*8-67*
	1	*16*	*Karyabyawastha Nirdesika -2076*	*201-231*
	2A	*29*	*decision of CMC for the formation of Achham Saichhik Ebam Dharmic Mahatsav-2073*	*382-384*
11	*1*	*16*	*Karyabyawastha Nirdesika -2076*	*201-231*
	2A	*30*	*the Formation and Meeting Minute of the Student Quality Circle,*	*385-394*
12	*2A*	*25*	*IQAC Minute and Activities (monitoring evaluation related documents)*	*332-354*
	2A	*31*	*Visitors book (Response of Academic personalities)*	*395-414*
	2A	*32*	*tracer study report -2018*	*415-437*
13	*2A*	*33*	*RMC Minute (Research activities)*	*438-446*

	2B	*34*	*RMC Bidhan-2076*	*447-452*
	2B	*35*	*School Report, case study Teaching Practice document of Bachelor student*	*453-507*
	2B	*36*	*Research Report/ Minute of the department for assigning the guide for students' research*	*509-529*
	2B	*37*	*letters of internship*	*540-541*
	2B	*38*	*AchhamBani, Achham Shaikshik Ebam Dharmik Mahatsav-2073*	*542-638*
14	*2A*	*13*	*Annual General Assembly Minute (Budget allocated for research activities)*	*169-179*
	2A	*32*	*tracer study report -2018*	*415-437*
	2A	*33*	*RMC Minute (Research activities)*	*438-446*
	2B	*35*	*School Report, case study Teaching Practice document of Bachelor student*	*453-507*
	2B	*36*	*Research Report/ Minute of the department for assigning the guide for students' research*	*509-529*
15	*1*	*12*	*Department and Services /Photos*	*137-168*
			Criteria 2 CURRICULAR ASPECTS	
16	*1*	*9*	*Class Routine*	*105-109*
	2A	*19*	*Five Year Strategic Plan of campus*	*242-316*
	2A	*22*	*Academic Calendar-2076*	*317-326*
	2A	*23*	*Operational Calendar-2076*	*327*
	3	*40*	*Meeting minute Department*	*642-655*
17	*1*	*1*	*Affiliation Letters of University*	*1-5*
	1	*8*	*Annual Prospectus of the Campus*	*104*
	1	*9*	*Class Routine*	*105-109*
	3	*39*	*Transfer Letters*	*639-641*
18A	*2A*	*23*	*Operational calendar-2076 (indicating the extra-curricular activities)*	*327*
	2B	*35*	*School Report, case study Teaching Practice document of Bachelor student*	*453-507*
	2B	*36*	*Research Report/ Minute of the department for assigning the guide for students' research*	*509-529*
	2A	*37*	*letters of internship*	*540-541*
	3	*40*	*Minute of Departments*	*642-655*
18B	*3*	*41*	*Minute of Extra Curricular activities (student participating in the extra/co-curricular activities, report, program schedule, program activities, participants' attendance, Excursion Tour etc.)*	*656-693*
18C	*1*	*9*	*Class Routine (optional mathematics and accountancy)*	*105-109*
18D	*3*	*42*	*Information Technology*	*690-691*

	3	43	Internet Facilities	692-693
	3	44	Slide Presentation /Power Point Presentation	694-702
18E	2A	30	the Formation and Meeting Minute of the Student Quality Circle,	385-394
	3	45	Formation and Minute of Alumni Association	703-706
	3	46	Photos of Workshop, Orientation, Group Work	707-726
19	2A	28	syllabus of computer course-2076	377-381
	3	46	Computer Class Routine	727
20	3	48	Course Orientation/Training Participation Certificate and Ramanapatra	728-745
21	2	26	IQAC Meeting and Activities (Feedback collection document)	332-354
	2	31	Visitor Books(suggestions and Feedback)	394-414
	3	49	Staff Meeting and Activities	746-802
	3	50	Minute of EMIS and public information cell	803-809
22	2B	35	School Report, case study Teaching Practice document of Bachelor student	453-507
	2B	36	Research Report/ Minute of the department for assigning the guide for students' research.	509-529
	2A	37	letters of internship	540-541
	3	51	involvement on social Institutions	810-837
	3	52	MoU with different organizations and Activities	837-845
	3	53	Youth Red cross Circle Activities	846-850
23	2A	19	Five Year Strategic Plan of campus	242-316
	3	53	Youth Red cross Circle Activities(blood donation)	846-850
	3	54	Scholarship Guideliness-2076	851-856
	3	55	CMC Minute (Scholarship list and Prize of the staff)	857-859
	3	56	Fund Collection, Support to PM Relief Fund	860-861
24	2A	22	Academic Calendar-2076	317-326
	3	41	Minute of Extra Curricular activities (student participating in the extra/co-curricular activities (report, program schedule, program activities, participants' attendance etc.)	656-693
	3	53	Youth Red cross Circle Activities	846-850
	3	57	Photos of AMC Activities	862-904
25	3	41	Minute of Extra Curricular Activities Minute of Extra Curricular activities (student participating in the extra/co-curricular activities (report, program schedule, program activities, participants' attendance etc.)	656-693
	3	51	MoU with different organizations	810-836
	3	53	Youth Red cross Circle Activities	846-850

	3	*58*	*Anti-Tobacco and Anti-Corruption Campaign Report*	*905-907*
			Criterion 3: TEACHING-LEARNING AND EVALUATION SYSTEM	
26	*2A*	*22*	*Academic Calendar-2076(Entrance Date)*	*317-326*
	2A	*23*	*Operational calendar-2076 (Entrance Date)*	*237*
	3	*40*	*Minute of Departments(Decision of entrance exam)*	*642-655*
	4	*59*	*Entrance test question paper and result sheet UG and PG Level*	*911-941*
27	*3*	*46*	*Photos of Workshop, Orientation, Group Work (photo of orientation class)*	*707-726*
	4	*59*	*Entrance test question paper and result sheet UG and PG Level*	*911-941*
	4	*60*	*Minute of Exam Management Committee and Result Analysis*	*942-971*
	4	*61*	*attendance of the Remedial Classes Extra Class*	*972-973*
	4	*62*	*Internal Exam Result*	*975-998*
28	*2A*	*22*	*Academic Calendar-2076 (Remedial/Extra Class)*	*317-326*
	2A	*23*	*Operational calendar-2076 (Remedial/Extra Class)*	*327*
	3	*40*	*Minute of Departments (Decision of entrance exam)*	*642-655*
	4	*60*	*Minute of Exam Management Committee and Result Analysis*	*942-971*
	4	*61*	*Attendance of the Remedial Classes Extra Class*	*972-973*
	4	*62*	*Internal Exam Result*	*975-998*
29	*2A*	*25*	*IQAC Minute and Activities*	*332-354*
	2A	*26*	*Evaluation and Feedback Form (Daily Class Report Form, Student Feedback Form, Teacher Monitoring Form, Computer Class Monitoring Form, Student Peer Monitoring Form ,Staff log book, Library Log Book)*	*355-469*
	4	*63*	*Teaching plans of all the subjects taught in the campus*	*999-1007*
30	*2A*	*23*	*Operational calendar-2076*	*327*
	2A	*25*	*IQAC Minute and Activities*	*332-354*
	2A	*22*	*Academic Calendar -2076*	*317-326*
	4	*64*	*All the syllabus of TU related to the courses taught in AMC(philosophical & Sociological foundation - 301)*	*1008-1013*

31	*2B*	*35*	*School Report, case study Teaching Practice document of Bachelor student*	*453-507*
	2B	*36*	*Research Report/ Minute of the department for assigning the guide for students' research.*	*509-529*
	3	*44*	*Slide presentation/PowerPoint presentation using Multimedia*	*694-702*
	4	*63*	*Teaching plans of all the subjects taught in the campus*	*999-1007*
32	*1*	*11*	*Annual Report (List of laptop, desktop computer, and multimedia projectors in the campus)*	*127-136*
	3	*40*	*Minute of EMIS and Public information cell(using ICT In teaching)*	*803-809*
	4	*65*	*Laptop Distribution for Faculties and Non-teaching Staffs*	*1014*
33	*1*	*8*	*Annual Prospectus of the Campus (List of Full Time and Part-time Teachers & Staff*	*104*
	1	*15*	*Academic Calendar of 2074/75 and 2075/76*	*183-200*
	2A	*26*	*IQAC Minute and Activities(Work Load Calculation & Monitoring Evaluation Related documents)*	*332-354*
34A	*2A*	*23*	*Operational calendar-2076*	*327*
	4	*61*	*Attendance of the Remedial Classes Extra Class*	*972-973*
34B	*1*	*8*	*Annual Prospectus of the Campus*	*104*
	2A	*23*	*Academic Calendar-2076*	*317-326*
	4	*67*	*Screen-shot of the website*	*1024-1025*
	4	*66*	*Orientation program*	*1015-1023*
	4	*68*	*Code of Conduct*	*1026*
35	*2A*	*22*	*Academic Calendar-2076*	*317-326*
	2A	*26*	*IQAC Minute and Activities(monitoring evaluation related documents)*	*332-354*
	4	*60*	*Minute of Exam Management Committee and Result Analysis*	*942-971*
	4	*62*	*Internal Exam Result*	*975-998*
	4	*69*	*students' attendance record of Internal exam*	*107-1036*
36	*1*	*3*	*Campus Operation Procedures Rules and Regulations(ShikshakKarmachariSewaBiniyam 2076)*	*8-67*
	1	*7*	*Appointment letter of staff*	*85-103*
	4	*70*	*Minutes of selection committee/ Recruitment Process of Faculties*	*1037-1052*

37	*1*	*7*	*Appoint letter of Staff(2074-76)*	*85-103*
38A	*1*	*3*	*Campus operation Procedure, Rules and Regulation, (ShikshakKarmachariSewaBiniyam 2076)*	*8-67*
38B	*4*	*66*	*Orientation Programme /Class by Guest Lectures in the Campus (Paid Receipt for Guest Lecturers)*	*1015-1023*
39	*3*	*48*	*Course Orientation/Program participation list and RamanaPatra*	*728-745*
40	*4*	*71*	*Appraisal Form (self-appraisal and Performance Appraisal Form)*	*1053-1068*
41	*1*	*3*	*Campus operation Procedure, Rules and Regulation, (ShikshakKarmachariSewaBiniyam 2076)*	*8-67*
	4	*71*	*Appraisal Form (self-appraisal and Performance Appraisal Form)*	*1053-1068*
42	*2A*	*32*	*Tracer Study report (related to Students' feedback collection on campus's services and experiences)*	*415-437*
	2A	*25*	*IQAC Meeting and activities (related to Students' feedback collection on campus's services and experiences),*	*332-354*
43	*2A*	*33*	*RMC Minute, (A Workshop on Report Writing to Faculties by Puspa Raj Jaishi)*	*438-446*
	4	*66*	*Orientation program (by guest Lecturer, Dr. HarkaBahadurShahi, Dr. Bhawan Sing Chalaue), pp*	*1015-1023*
44	*3*	*47*	*Program participation list and RamanaPatra*	*728-745*
			CRITERION 4: RESEARCH, CONSULTANCY, AND EXTENSION	
45	*2B*	*35*	*School Report, case study Teaching Practice document of Bachelor student*	*453-507*
	2B	*36*	*Research Report/ Minute of the department for assigning the guide for students' research*	*509-529*
	3	*44*	*Slide Presentation/Power Point Presentation*	*694-702*
	3	*46*	*Photos of AMC activities*	*707-726*
	3	*50*	*Minute of EMIS and Public Information Cell for Using ICT*	*803-809*
	3	*56*	*Fund Collection, support to PM Relief Fund(BhukampaPididit)*	*860-861*
	4	*65*	*Lap Top distribution for Faculties*	*1014*
46	*2A*	*33*	*RMC Minute(sharing knowledge with other Institutions)*	*438-446*
47	*1*	*13*	*Annual General Assembly Minute (1% Allocated*	*169-179*

			Budget Plan For Research)	
48	*1*	*3*	*Campus Operation Procedures, Rules & Regulation (Teaher Staff by law, M. Phil., Ph.D. Study leave)*	*8-67*
	2	*33*	*RMC Minute, RMC Bidhan (Research Department documents)*	*438-446*
	2B	*35*	*School Report, case study Teaching Practice document of Bachelor student*	*453-507*
	2B	*36*	*Research Report/ Minute of the department for assigning the guide for students' research.*	*509-529*
	5	*72*	*CMC Minute for study leave*	*1069-1073*
49			*NO*	
50	*1*	*16*	*Karyabyawastha Nirdeshika 2076*	*201-231*
	2B	*34*	*RMC Bidhan-2076*	*447-452*
	2B	*36*	*Research Report/ Minute of the department for assigning the guide for students' research*	*509-529*
	5	*72*	*CMC Minute for study leave*	*1069-1073*
	5	*73*	*Human Resource Management*	*1074-1076*
	5	*74*	*Enrolled in Ph. D., M. Phil.*	*1077-1078*
	5	*75*	*Annual Report-2075*	*1079-1106*
51			*No*	
52			*No*	
53	*2A*	*25*	*Students Support for Research (Support by Campus for Bachelor & Master level students)*	*332-354*
	2B	*35*	*School Report, case study Teaching Practice document of Bachelor student*	*453-507*
	2B	*36*	*Project Report /Thesis and Distribution of Responsibility of the Faculties.*	*509-529*
54	*2A*	*33*	*RMC Minute (Activities of research)*	*438-446*
	2B	*34*	*RMC Bidhan- 2076*	*447-452*
55	*2A*	*33*	*RMC Minute(sharing knowledge with other Institutions)*	*438-446*
56	*1*	*11*	*Annual Report -2076*	*127-136*
	2B	*38*	*AchhamBani, Achham Shaikshik and Dharmik Mahatsav 2073*	*542-638*
57	*1*	*16*	*Karyabyawastha Nirdesika -2076*	*201-231*
	3	*51*	*Involvement in social Institutions (Subject*	*810-836*

			expert/Trainer/Advisor)	
	3	*52*	*MoU with different organizations and Activities*	*837-845*
	5	*77*	*Job Support and Counseling Cell*	*1111*
58	*1*	*3*	*Campus operation Procedures, Rules and Regulations, (Duties and Right of Campus Chief)*	*8-67*
	1	*16*	*Karyabyawastha Nirdesika -2076*	*201-231*
	1	*17*	*Formation of QAA Sub- committee*	*232-237*
	3	*52*	*MoU with Different Organization*	*837-845*
59	*1*	*11*	*Annual Report- 2076*	*127-137*
	2A	*19*	*Strategic Plan (extension activities with social relation)*	*242-316*
	5	*76*	*Interaction among students and staff*	*1107-1110*
	3	*52*	*MoU With Different Organizations (extension activities*	*837-845*
	3	*53*	*Youth Red Cross Activities*	*846-850*
	3	*56*	*Fund collection (support PM relief Fund*	*860-861*
	3	*58*	*Anti-Tobacco-Activities*	*905-907*
60	*1*	*11*	*Annual Report-2076*	*127-136*
	3	*53*	*Youth Red Cross Activities*	*846-850*
	3	*58*	*Anti- Tobacco-Activities*	*905-907*
61	*3*	*53*	*Youth Red Cross Activities*	*846-850*
	3	*58*	*Anti- Tobacco-Activities*	*905-907*
62	*1*	*11*	*Annual Report- 2076*	*127-136*
	2A	*19*	*Five Year Strategic Plan of campus*(extension activities with social relation)	*242-316*
	3	*52*	*MoU With Different Organizations (extension activities)*	*837-845*
	3	*53*	*Youth Red Cross Activities*	*846-850*
	3	*57*	*Photos of AMC Activities (Yoga Day)*	*862-904*
			CRITERION 5: INFRASTRUCTURE AND LEARNING RESOURCE (20 MARKS)	
63	*1*	*6*	*Land Registration Certificate of the Campus*	*83-84*
	2A	*19*	*Five Year Strategic Plan of campus*	*242-316*
	6	*78*	*Master Plan Of the Campus*	*112*
64A	*2A*	*19*	*Five Strategies plan (year wise work plan)*	*242-316*
	6	*80*	*Procurement Plan of Campus*	*1123-1169*
	6	*81*	*Proposal for Model Campus (Sudurpaschim Province)*	*1171-1178*
64B	*1*	*12*	*Department and Services (photos of library)*	*137-168*
	2A	*19*	*Five Strategies plan*	*242-316*

	3	*47*	*Computer Class routine*	*727*
	3	*57*	*Photos of AMC Activities*	*862-904*
	6	*80*	*Procurement Plan of Campus*	*1123-1169*
	6	*82*	*list of sport materials*	*1179-1180*
65	*1*	*4*	*Audit Report -2075/76*	*69-77*
	1	*13*	*Annual Budget-2076 Approved by General Assembly Meeting*	*169-179*
66	*1*	*9*	*Class routine-2076*	*105-109*
	3	*52*	*MoU with Different Organizations and Activities*	*837-845*
67	*3*	*52*	*MoU with Different Organizations and Activities*	*837-845*
	6	*83*	*Request letters from the organizations*	*1181-1188*
68	*2A*	*19*	*Five Strategies plan*	*242-316*
	2A	*25*	*IQAC Meeting and Activities*	*332-354*
	6	*84*	*Minute of Environment and Health Service Cell and its annual work plan*	*1189-1192*
69	*1*	*11*	*Annual Report -2076 (Inventory Record Computers*	*127-136*
	2A	*19*	*Five Year Strategic Plan of campus*	*242-316*
	3	*43*	*Internet Facilities*	*692-993*
	4	*65*	*Lap top Distribution for Faculties and Non-teaching Staff*	*1014*
	6	*85*	*Bidding for Computer and Furniture*	*1193-1197*
70	*3*	*46*	*Time-table of computer lab/center*	*727*
71(A)	*1*	*4*	*Audit Report (Inventory Records*	*69-77*
71(B)	*1*	*4*	*Audit Report (Inventory Records*	*69-77*
	1	*11*	*Annual Report (ICT Inventory)*	*127-136*
	1	*12*	*Services and Departments (CCTV footages, Notice Board)*	*137-168*
72	*2A*	*28*	*computer course 2076*	*377-381*
	3	*44*	*Slide Presentation power point Presentation*	*694-702*
73	*3*	*52*	*MoU/Contract with A. R. C. Suppliers for Maintaining/updating Computer*	*837-845*
74			*NO*	
75	*1*	*16*	*Karyabyawastha Nirdesika -2076*	*201-231*
	3	*52*	*MoU with different Organizaation, Yoga Exercise (Photo*	*837-845*
76	*1*	*4*	*Audit Report (Inventory Records)*	*69-77*

	1	*11*	*Annual Report (ICT Inventory)*	*127-136*
	2A	*23*	*Academic Calendar-2076*	*317-326*
	3	*41*	*Report of Extra Curricular Activities*	*656-639*
77	*2A*	*19*	*Five Year Strategies Plan (Plan for sport)*	*242-316*
	3	*41*	*Report of Extracurricular Activities*	*656-639*
78	*3*	*41*	*Report of Extracurricular Activities (Selection of the Students to be participated in the competition)*	*656-639*
	3	*46*	*Photos of workshop, Orientation, Group works(Sports)*	*707-726*
79	*1*	*11*	*Annual Report-2076,(Hostel)*	*127-136*
	2A	*19*	*five years Strategic plan (Plan for hostel)*	*242-316*
80	*1*	*11*	*Annual Reprt-2076*	*127-136*
			B. Library as a learning resource	
81A	*6*	*86*	*Library Reports (LMC Minute and Services)*	*1198-1219*
	6	*87*	*Rules and Regulation of the Library*	*1220-1221*
81B	*1*	*11*	*Annual Reprt-2076*	*127-136*
	6	*88*	*Library Reports , (Book Records, Borrowing/Returning of Books)*	*1222-1224*
	6	*89*	*Book List*	*1225-1230*
	6	*90*	*LMC Nirdesika-2076*	*1231-1238*
82	*6*	*88*	*Library Reports, (Book Records, Borrowing/Returning of Books)*	*1222-1224*
83	*1*	*11*	*Annual Report-2075/76*	*127-136*
	6	*75*	*Annual Report -2074/75*	*1079-1106*
84	*1*	*12*	*Departments and Services (Library)*	*137-168*
85	*1*	*17*	*Formation of QAA Sub- Committee (Minute of CMC Meeting for the formation of LMC)*	*232-237*
	6	*88*	*Library Reports*	*1222-1224*
	6	*86*	*Library Reports (LMC Minute and Services)*	*1198-1219*
86	*6*	*86*	*Library Reports (LMC Minute and Services)*	*1198-1219*
87	*6*	*88*	*Library Reports*	*1222-1224*
	6	*86*	*Library Reports (LMC Minute and Services)*	*1198-1219*
88	*1*	*13*	*Annual Budget 2076, (AGM approved Library*	*169-179*

			Budget allocation)	
89	*2A*	*26*	*Evaluation and Feedback Form (Library Log Book)*	*355-469*
	6	*88*	*Library Reports*	*1222-1224*
90	*6*	*88*	*Library Reports*	*1222-1224*
			CRITERION 6: STUDENT SUPPORT AND GUIDANCE (10 MARKS)	
91	*1*	*10*	*Program wise Admission, Exam Record Dropout rate*	*112-126*
	2A	*32*	*Tracer Study Report, (Progression to further Study)*	*415-437*
92	*2A*	*32*	*Tracer Study Report, (Progression to further Study)*	*415-437*
92	*1*	*8*	*Annual Prospectus of the Campus*	*104*
94	*1*	*11*	*Annual Report 2076*	*127-136*
	3	*54*	*Scholarship Guideline*	*851-856*
	7	*91*	*Minute Of CMC (Selection Students for scholarship grant by MDB)*	*1266-1268*
95	*3*	*54*	*Scholarship Guideline*	*851-856*
	3	*55*	*CMC Minute (Decision for Scholarship Award, and Scholarship List)*	*857-859*
96	*1*	*16*	*Karyabyawastha Nirdeshika – 2076 for ToR of the Cell*	*201-231*
	1	*17*	*CMC Minute (Formation of Job Support and Counseling Cell)*	*232-237*
	7	*92*	*Letter appointing the placement officer*	*1270*
97	*1*	*16*	*Karyabyawastha Nirdesika -2076*	*201-231*
	4	*71*	*Appraisal Form (ToR/JD of the faculty members or self-appraisal and Performance Appraisal Form)*	*1053-1068*
	7	*91*	*List/record of the students provided counseling by the teachers*	*436-437*
98	*2A*	*32*	*Tracer Study Report*	*415-435*
	5	*77*	*Report/record of the job support and counseling cell*	*1111*
99	*7*	*92*	*the list/record of the Job Support and Counseling Cell (related to student motivation for self-employment)*	*436-437*
100	*1*	*16*	*Karyabyawastha Nirdesika -2076*	*201-231*
	7	*93*	*Minutes of the Alumni Association (regarding formation of Alumni Association Executive*	*1271-1276*

			Committee and activities)	
101	*1*	*8*	*Annual Prospectus of the Campus*	*127-136*
	2A	*2*	*Academic Calendar 2076*	*317-326*
	7	*94*	*Admission Notice (FM Radio, Face Book, Website, Newspaper)*	*1277-1280*
102	*7*	*95*	*Decision of IQAC for admission of International Students*)	*1281-1282*
103	*7*	*95*	*Decision of IQAC for admission of International Students*)	*1281-1282*
104	*1*	*11*	*Annual Report – 2075*	*127-136*
	2A	*22*	*Academic Calendar-2076*	*317-326*
	3	*41*	*Minute of Extra Curricular Activities*	*656-693*
			CRITERION 7 - INFORMATION SYSTEM	
105	*1*	*17*	*CMC Minute (formation of EMIS and Public Information System)*	*232-237*
	3	*50*	*Minute of EMIS and Public information cell*	*803-809*
106	*1*	*11*	*Annual Report-2076*	*127-136*
	2A	*32*	*Tracer Study-2018*	*415-437*
	3	*50*	*Minute of EMIS and Public information cell*	*803-809*
	4	*60*	*Minute of Exam Management Committee and Result Analysis*	*942-971*
107	*1*	*11*	*Annual Report-2076*	*127-136*
	4	*75*	*Annual Report -2073/74*	*1079-1106*
	4	*67*	*screen-shot of the Website*	*1024-1025*
	7	*96*	*Records dashboard of computer software /Pathsala Computer Software*	*1283-1290*
108	*1*	*8*	*Annual Prospectus of the Campus*	*104*
	1	*11*	*Annual Report-2076*	*127-136*
	1	*13*	*Annual General assembly Minute*	*169-179*
	2A	*22*	*Academic Calendar-2076*	*317-326*
	3	*50*	*Minute of EMIS and Public information cell*	*803-809*
109	*3*	*50*	*Minute of EMIS and Public information cell (EMIS decision on data analysis methods)*	*803-809*
	7	*96*	*Records dashboard of computer software/Pathsala Computer Software*	*1283-1290*
110	*7*	*98*	*Feedback analysis report on published data*	*1296-1299*
	2A	*25*	*IQAC Minute and Activities*	*332-354*
	2A	*26*	*Evaluation and Feedback Form (Daily Class Report Form, Student Feedback Form, Teacher Monitoring Form, Computer Class Monitoring*	*355-469*

			Form, Student Peer Monitoring Form ,Staff log book, Library Log Book)	
	7	*97*	*A small case study of the impact of EMIS on decision making and quality enhancement*	*1291-1295*
111	*3*	*50*	*Minute of EMIS and Public information cell*	*803-809*
	7	*97*	*A small case study of the impact of EMIS on decision making and quality enhancement*	*1291-1295*
112	*1*	*11*	*Annual Report-2076*	*127-136*
	3	*50*	*Minute of EMIS and Public information cell*	*803-809*
	4	*60*	*Minute of Exam Management Committee and Result Analysis*	*942-971*
	7	*98*	*Feedback Analysis Report*	*1296-1299*
			CRITERION 8 - PUBLIC INFORMATION	
113	*1*	*16*	*Karyabyawastha Nirdesika -2076*	*201-231*
	1	*17*	*CMC minute (Formation of EMIC and PIC),*	*232-237*
	3	*50*	*Minute of EMIC and PIC*	*803-809*
114	*1*	*8*	*Annual Prospectus of the campus*	*104*
	1	*17*	*CMC minute (Formation of EMIC and PIC),*	*232-237*
	2B	*38*	*AchhamBani, Achham Shaikshik Ebam Dharmik Mahotsab 2073,*	*542-638*
	3	*50*	*Minute of EMIC and PIC*	*803-809*
115	*1*	*8*	*Annual Prospectus of the campus*	*104*
	1	*11*	*Annual Report-2076*	*127-136*
	2B	*38*	*AchhamBani, Achham Shaikshik Ebam Dharmik Mahotsab 2073,*	*542-638*
	3	*50*	*Minute of EMIC and PIC*	*803-809*
	3	*57*	*photos of AMC Activities (Digital Informative Board, Campus Facebook, Pathasala Software*	*862-904*
	7	*94*	*Admission Notice (FM Radio, Face Book, Website, Newspaper)*	*1277-1280*
116	*1*	*8*	*Annual Prospectus of the campus*	*104*
	1	*11*	*Annual Report-2076*	*127-136*
	2B	*38*	*AchhamBani, Achham Shaikshik Ebam Dharmik Mahotsab 2073,*	*542-638*
	7	*94*	*Admission Notice (FM Radio, Face Book, Website, Newspaper)*	*1277-1280*
117	*2B*	*38*	*AchhamBani, Achham Shaikshik Ebam Dharmik Mahotsab 2073,*	*542-638*
	1	*8*	*Annual Prospectus of the campus*	*104*
	9	*99*	*Tracer Study Report, 2017*	*1324-1348*
	5	*75*	*Annual Report-2074/75*	*1079-*

				1106
118	*2A*	*25*	*IQAC Minute and Activities*	*332-354*
	2A	*26*	*Evaluation and Feedback Form (Daily Class Report Form, Student Feedback Form, Teacher Monitoring Form, Computer Class Monitoring Form, Student Peer Monitoring Form ,Staff log book, Library Log Book)*	*355-469*
	3	*50*	*Minute of EMIC and PIC*	*803-809*
	7	*98*	*Feedback analysis report on published data*	*1296-1299*
119	*2A*	*25*	*IQAC Meeting and activities (Implementation of Feedback)*	*332-354*
	7	*98*	*Feedback analysis report on published data*	*1296-1299*
120	*2B*	*37*	*Achham Shaikshik Ebam Dharmik Mahotsab 2073 (related to donation from Mahayagya)*	*542-638*
	3	*50*	*Minute of EMIC and PIC*	*803-809*
	9	*100*	*Record of Enrollment Students*	*1348-1371*
	9	*101*	*CMC Minutes (Mangalsen Municipality, Province Government, Hon. Kshahetra Bikash Karyakram regarding building construction support to the campus*	*1352*