

**SELF STUDY REPORT FOR INSTITUTIONAL ACCREDITATION  
(FIRST CYCLE)**

**SUBMITTED BY:**

**GALKOT MULTIPLE CAMPUS**

**GALKOT MUNICIPALITY -3, HATIYA, BAGLUNG**

**JANUARY, 2024**

**SUBMITTED TO:**

**QUALITY ASSURANCE AND ACCREDITATION DEPARTMENT (QAAD)**

**UNIVERSITY GRANTS COMMISSION (UGC)**

**SANOTHIMI, BHAKTAPUR, NEPAL**



# GALKOT MULTIPLE CAMPUS

(Affiliated to Tribhuvan University)

Galkot Municipality-3

Hatiya, Baglung

Estd.: 2031

Ref. No.: 124

L.No.: 080/081

Date: 14/01/2024

## Covering Letter

Date: 14 January, 2024

To,

The Director

QAA Division

UGC Nepal

Dear Sir:

We would like to inform you that Galkot Multiple Campus, Baglung has completed the Self-Study Report (SSR), 2024 for the 1<sup>st</sup> Cycle of Accreditation. The Campus Management committee meeting dated 09-01-2024 has decided to submit the first copy of SSR of the institution to the QAAD, UGC. We have submitted both word and PDF files with the cover letter. Therefore, we request you to find the attached documents herewith. Thank you.

Sincerely,

Mukunda Singh Bhandari

Campus Chief

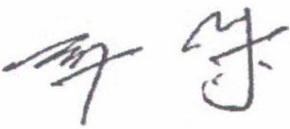
Galkot Multiple Campus, Baglung

Phone: 068-412034

Mobile: 9855054432

### Declaration by the Head of the Institution

I certify that the data included in this Self-Study Report (SSR) are true to the best of my knowledge. This SSR is prepared by the institution after the wide discussions with all the stakeholders of the campus. This being the first attempt of preparing SSR, I request for guidance and support of UGC QAA department. I hereby express my commitment to execute all the advices of the governing body and enhance quality of the campus with the documents intact.



Chairperson  
Galkot Multiple Campus  
14/01/2024



Mukunda Singh Bhandari  
Campus Chief  
Galkot Multiple Campus  
14/01/2024



Campus Seal

## **Acknowledgements**

This Self Study Report (SSR) of GMC prepared for the first cycle of accreditation process includes all the information required for QAA certification. It has always attempted to prove itself as the best in higher education institution. After obtaining Letter of Intent, it formed SSR Writing Committee which continuously works on the preparation of the study and finalization of the SSR. It includes overall progress report in each and every aspect of the campus on the basis of the information collected in the leadership of the Internal Quality Assurance Committee in support with CMC, Academic Council, departments, faculties, sections and committees. The Self-Study Report Writing Team acknowledges, and appreciates the support, guidance, and contribution provided by the CMC, faculty members, head of the departments, coordinators of different committees and sections, community people, administrative staffs, parents and students. Their information, contribution, support and suggestions were invaluable during different stages of the report preparation. Appreciably, without the support of QAA Division, UGC, the report would never have been accomplished. Finally, we express our sincere thanks to University Grants Commission for its unremitting support and guidance in QAA process and preparation of the SSR.



**Choodamani Sharma**

Coordinator

SAT/SSR Writing Team

## Abbreviations

GMC – Galkot Multiple Campus  
BBS - Bachelor of Business Studies  
B. Ed. - Bachelor of Education  
CA - Campus Assembly  
CMC - Campus Management Committee  
SQC - Student Quality Circle  
ECA - Extra-Curricular Activities  
EMIS - Education Management Information System  
HERP - Higher Education Reform Project  
HoD - Head of Department  
ICT - Information Communication Technology  
IQAC - Internal Quality Assurance Committee  
FSU - Free Student Union  
LoI - Letter of Intent  
PTA - Parents Teacher Association  
QAA - Quality Assurance and Accreditation  
RMC - Research Management Cell  
SAT - Self Assessment Team  
SSR - Self Study Report  
UGC - University Grants Commission  
N/A – Not Applicable

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**DATA COLLECTION FORMAT FOR INSTITUTIONAL SELF-STUDY REPORT**  
**SECTION A: INFORMATION FOR INSTITUTIONAL PROFILE**

**1. Institutional Information**

Name of the Institution	Galkot Multiple Campus
Province	Gandaki
District	Baglung
Metropolitan City/Sub-Metropolitan City/ Municipality/Rural Municipality	Galkot Municipality
Ward No.	03
Street (Tole)	Hatiya
Post Box No.	N/A

**2. Information for Communication**

**a. Office**

Name of the Officials	Telephone with Extension No.	Fax No.	E-mail
Mukunda Singh Bhandari	068-412034		mbhandari2021@gmail.com
Choodamani Sharma	9857622364		choodamanisharma87@gmail.com
Ghanshyam Subedi	9857621138		subedigs35@gmail.com

**b. Residence**

Name of the Officials	Telephone with Extension No.	Fax No.	E-mail
Mukunda Singh Bhandari	068-412034		mbhandari2021@gmail.com
Choodamani Sharma	9857622364		choodamanisharma87@gmail.com
Ghanshyam Subedi	9857621138		subedighahyams38@gmail.com



### 3. Type of Institution

- Constituent
- Affiliated ✓
- Degree Awarding Autonomous Institution

### 4. Institutional Management

- Public
- Community ✓
- Private
- Other (please specify)

*For further details, please see; Volume-1, Campus affiliation letter, p. 27-29*

### 5. Financial category of the institution

- Government Funded
- Self-financing
- Community ✓
- Other (please specify)

*For further details, please see; Volume-1, Annual Budget and Audit Report, 2078/079, p. 372-394*

### 6. Dates Related to the Institution

#### a. Date of establishment of the Institution (15/07/2061)

Calendar	Day	Month	Year
B.S.	15	07	2061
A.D.	31	10	2004

*For further details, please see; Volume-1, Campus affiliation letter p. 29*

#### b. Date of commencement of the Bachelor or higher level Program(s)

Program	Calendar	Day	Month	Year
B Ed	B.S.	17	07	2061
	A.D.	31	10	2004
BBS	B.S.	21	05	2067
	A.D.	06	09	2010

*For further details, please see;*

*Volume-1, Campus affiliation letter, p. 27-29*

c. University to which the Institution is affiliated: Tribhuvan University, Nepal

*For further details, please see;*

*Volume-1, Campus affiliation letters, p. 27-29*

**7. Date of Government /UGC approval (only for Institution affiliated to foreign universities): (dd/ mm/yyyy)**

N/A

**8. Is the institution autonomous in terms of**

- Financing ✓
- Administrative Management ✓
- Academic Management ✓
- None

*For further details, please see;*

*Volume-1, Campus Bylaw, p. 398-414*

**9. Institution's Land area in Ropanees/Bighas/Square Meters: 6-0-5-8 Ropanees**

*For further details, please see;*

*Volume-1, Land Ownership Certificates, p. 22-24*

**10. Location of the Institution**

- Urban
- Semi-urban
- Rural ✓

*For further details, please see;*

*Volume-1, Photograph of Google map, p. 25-26*

**11. Current number of academic programs offered in the Institution under the following categories: (Enclose the list of academic programs offered)**

Academic Programs	Number of Program
Bachelor's	2

*For further details, please see;*

*Volume-1, Campus affiliation letters, p. 27-29*

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

Faculty/Institute	Name of the Departments
Education	Bachelor of Education (B.Ed.)
Management	Bachelor of Business Studies (B.B.S.)

*For further details, please see;*

*Volume-1, Campus affiliation letters, p. 27-29*

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

N/A

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

The campus has set procedures for recruitment of teaching and non-teaching staff in accordance with the provision made in the Campus Bylaws. Campus Management committee (CMC) determines the recruitment plan of the number of posts. The placement committee publishes vacancy announcement. The candidates attend written examination. The shortlisted candidates attend interview. Finally, the result is published after completing the above mentioned procedures.

*For further details, please see;*

*Volume-1, Campus Rules and Regulations, p. 67-91*

**15. Number of faculty members at present**

Particulars	Academic Qualification				Grand Total
	PhD	M. Phil	Master's	Bachelor's	
Professor					
Associate Professor/Reader					
Assistant Professor/Lecturer					
Teaching Assistant/Instructors			10		10
<b>Full Time Teachers (Total)</b>			10		10
Professor					
Associate Professor/Reader					
Assistant Professor/Lecturer					
Teaching Assistant/Instructors			12		12

<b>Part Time Teachers (Total)</b>			12		12
<b>Total</b>			22		22

For further details, please see; Volume-1, Campus appointment letters, p. 92-348

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

<b>Name of the Programs/Courses</b>	<b>For Full Timers</b>	<b>For Part Timers</b>	<b>Total</b>
Bachelor of Business Studies (B.B.S.)	18 hours/week	12 hours/week	174
Bachelor of Education (B.Ed.)	18 hours/week	12 hours/week	174

For further details, please see;

a) Volume-1, Class Routine, p. 349-350

b) Volume-1, Campus appointment letters, p. 92-348

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

<b>Particulars</b>	<b>Gender wise distribution of the Staff</b>			<b>Grand Total</b>
	<b>Male</b>	<b>Female</b>	<b>Other</b>	
Administrative Staff	1	1	1	3
Technical Staff	1			1
<b>Total</b>				4

For further details, please see; Volume-1, Campus appointment letters, p. 92-348

**18. Regional profile of the students enrolled in the institution for the current academic year**

<b>No of Students Enrolled</b>	<b>UG</b>		<b>PG</b>		<b>MPhil</b>		<b>PhD</b>		<b>Total</b>
	<b>F</b>	<b>T</b>	<b>F</b>	<b>T</b>	<b>F</b>	<b>T</b>	<b>F</b>	<b>T</b>	
From the same district where the institution is located	284	361							
From other districts	3	5							
From SAARC countries	-								
From other countries	-								

Note: F= Female and T= Total

For further details, please see; Divyadristi yearly Bulletin, p. 62-70

**19. Details of the last two batches of students**

Particulars	Batch 1: Year 2077/2078			Batch 2: Year 2078/2079		
	UG	PG	Others	UG	PG	Others
Admitted to the program	326			283		
Drop-outs (within 4 month of joining)	31			53		
Drop-outs (afterwards)	-			-		
Appeared for the final year/semester examinations	295			230		
Passed in the final examinations	44			14		
Pass % of number appeared (Total)	14.91			41.17		
Pass % with distinctions or Equiv.						
Pass % with (First class or Equiv.)						
Pass % with (Second class or Equiv.)						
Pass % with (Third class or Equiv.)						

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

*For further details, please see; Volume-2, Result analysis report. p 235-237*

**20. Give the last annual budget of the Institution with details of income & expenditure:**

Annual Budget 2079/2080

S.N.	Particular	Income Rs.	Particular	Expenditure Rs
1	Students Fee	7000000	Salary	7200000
2	UGC Regular Grant	1100000	TU Registration and Exam	1000000

3	UGC Physical Grant	1000000	Stationary	150000
4	Provincial Grant	500000	Books	250000
5	Local Government Grant	1000000	Auditorium Hall Construction	2000000
6	Interest	50000	Cafeteria	200000
7	Fund	550000	Scholarship	350000
8	Rent	650000	Research	500000
9	Others	50000	Others	250000
<b>Total</b>		<b>11900000</b>		<b>11900000</b>

*For further details, please see; Volume-1, Annual Budget, p. 372*

**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) Unit cost: Total expenditure budget (Actual) divided by number of students enrolled: Rs. 49604.41 per student  
 Total annual expenditure budget (with capital expenditure) = Rs. 11012180  
 Total number of students enrolled = 222

$$\text{Unit cost} = \frac{\text{Total annual expenditure budget (with capital expenditure)}}{\text{Total no.of students}}$$

$$= \frac{11012180}{222}$$

Unit Cost with capital expenditure: Rs. 49604.41 per student

- b) Total annual expenditure (excluding capital expenditure): Rs. 10182116 (without capital expenditure)

$$\text{Unit cost} = \frac{\text{Total annual expenditure budget (without capital expenditure)}}{\text{Total no.of students}}$$

$$= \frac{10182116}{222}$$

Unit Cost excluding capital expenditure: Rs. 45865.39 per student

*For further details, please see; Divyadristi Yearly Bulletin, p. 69*

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

- Semester System
- Annual System     √
- Any other (specify)

**23. Tick the support services available in the institution from the following:**

- Central library/Library     √
- Departmental library
- E - Library
- Computer centre
- Health centre/unit             √
- Play ground                     √
- Printing press
- Seminar hall                    √
- Hostel
- Guest house
- Canteen                         √
- Common room for students   √
- Changing room for students   √
- Any other (specify)

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

- Yes   √
- No

If yes provide the composition of the committee in separate sheet.

*For further details, please see; Volume-1, Details of Management committee, p 446*

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

Particulars	Year 2078	I	Year 2079	II	Year 2080	III
Working days of the institution	243		243		243	

Teaching days set by the university	150	150	150
Teaching days per year	243	243	243
Working days of the library	243	243	243
Books in the library	1259	1497	2853
<u>Journals/Periodicals subscribed by the library</u> National: International:			5
Computers in the institution	2	2	5
Research projects completed			
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)			

*Note: Please attach the annual calendar of operations of the institution*

*For further details, please see;*

- a. *Volume-2, Academic calendar, p. 213-214*
- b.

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

The campus has formed the Research Management Committee (RMC) to promote and enhance research activities. The committee has been conducting different research activities. Similarly, the teachers in GMC conduct researches themselves and publish articles and reports in campus journal (The Divyadristi) and other journal, and the RMC recommends and provides financial support to the faculties. The campus doesn't have any ongoing on research projects for the moment.



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

- Yes
- No ✓

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

- Yes
- No ✓

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

<b>Source of Funding</b>	<b>Amount (Rs.)</b>
UGC/Government grants	2040000
Donations	50000
Fund Raising Drives/Activities	
Alumni Association	
Research and Consultancy	
Fee from Self-financed/initiated courses	
Fees from regular programs	7000000
Any others (specify) Local Government	1000000

*For further details, please see; Volume-1, Annual Budget, p. 372*

## **SECTION B: BENCHMARK-WISE INPUTS FOR INSTITUTIONAL SSR**

### **CRITERION 1: POLICY & PROCEDURES (15 MARKS)**

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

Yes  No  If yes, mention and attach the document.

Yes, The campus has clearly defined its Vision, Mission, Goals and Objectives. Campus strategic plan 2022 endorsed by CMC on 06/06/2022 consists Vision, Mission, Goals and Objectives and all the activities and programs are directed toward achievement of the same.

*For further details, please see;*

*Volume-1, Strategic plan, p. 57*

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

Yes  No  If yes, mention and attach the document.

Yes, The campus has prepared plan of implementing strategic plan in a systematic order. The campus management committee is dedicated for enhancing quality education by bringing step wise changes in the overall performances of the campus. For this purpose the CMC has decided its priorities and programmers. Campus has prepared annual plan, quality improvement strategies, Infrastructure management, and research activities by forming various committees on the related subject.

*For further details, please see;*

*Volume-2, updated Strategic plan, p. 3-22*

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

Yes  No  If yes, mention the organizational chart and member compositions.

Yes, there are duly formed organizational structures where the policies of the campus are formulated, reflected, reviewed, updated and revised. The Campus General Assembly is at the top of the chart which plays vital role in formation of Campus Management Committee and endorsement of rules and acts. The CMC is the executive body which controls and guides the organizations under it for effective performance of the campus.

*For further details, please see;*

*a. Volume-2, Campus organizational chart, p. 43*

*b. Volume-1, Campus act showing the provision of Campus assembly, p. 66-91*

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

Yes  No  Justify with supporting documents.

Yes, the campus has adopted different mechanisms for internal quality assurance, monitoring and auditing. Internal Quality Assurance Committee (IQAC) has been formed for the internal quality assurance, monitoring, and auditing. All the departments/faculties are responsible to IQAC. IQAC has formed a committee to carry out internal academic audit as well as preparing the detail of the self assessment report of the campus as part of the campus profile. The committee has completed the task of carrying out internal academic audit of the year 78/79 BS. IQAC has further maintained the systematic provision of teaching learning practices. Every teaching and non-teaching staff is responsible to his/her concerning Department/Institute. The teachers make annual work plan and they submit it to their respective Department Heads. Internal examination, result analysis of both the internal and the final examinations are carried out as per the plan made by this committee, especially to find out the weaknesses in tutorial activities and on the part of the students. As per the implication of the result, revision and counseling classes are provided for the weak students in different subjects.

*For further details, please see;*

*a. Volume-1, CMC minute for formulation of IQAC, p. 30-33*

*d. Volume-2, Result analysis report. p 235-237*

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

Yes  No  If yes, give details/reference.

Yes, the Campus, being community campus follows all the rules regulations and directives of the campus management committee and TU. The department head and coordinators are assigned roles and responsibilities. The administrative post bearers regularly monitor roles and responsibilities of departments, sections, teaching and non-teaching staffs. IQAC evaluates the pre-defined job responsibilities on the basis of the Job description of the concerned staffs. The indicators contained in the evaluation forms provide the basis of evaluation of the teaching and non-teaching staffs. The campus has started preparing the analytical report of the all sort of evaluation forms. In addition to this, different department heads, and subject heads submit their respective reports in the evaluation meeting. In the meeting, discussions are held on the reports and the reports are further submitted to campus administration which takes necessary actions accordingly.

*For further details, please see;*

*a. Volume -1, JD /TOR of Campus chief, Assistant campus Chief, department Heads and teachers, p. 92-348*

b. Volume -1, *Campus act regarding job and responsibilities*, p. 61-348

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

Yes  No  If yes, produce those schemes and examples of some practices.

Yes, the institution has clearly defined provision and written scheme of evaluation. First, the concerned departments and sections evaluate, then forwards to the campus administration. CMC appraises the pre-defined job responsibilities of teaching faculties and nonteaching staff annually. For the purpose, the institution has developed written schemes; teacher/self-appraisal form, and Student Quality Circle (SQC) member in each class maintain log book of their teachers and submit to the administration monthly.

*For further details, please see;*

c. Volume -2, *Teachers' self appraisal form*, p. 270-275

d. Volume -2, *Teacher's evaluation by students*, p. 58-63

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

Yes  No  If yes, give details.

Yes, The campus has its strategic plan 2022-2027. The campus prepares its annual action plan based on strategic plan. The general assembly is inclusive covering all the stakeholders of the campus. The campus management committee, departments, and subject units follow the concept of team work and participatory decision making. The campus organizes review meeting for the related information of the campus.

*For further details, please see;*

a. Volume-1, *Strategic plan*, p. 50-66

b. Volume-2, *comprehensive operational action plan*, p. 210-213

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 offers the regular courses in bachelor level of education and management. Along this, the campus offers skill development programmers in the campus. In collaboration with Galkot municipality a training of Montessori teaching was conducted. In the same way Teaching license exam preparation classes and Teachers' commission exam preparation classes were conducted.

*For further details, please see;*

a. Volume-2, *Montessori training class decision*, p. 301-304

b. Volume-2, *Montessori training class photograph*, p. 301-304

c. *Volume-2, Teaching license exam preparation and Teachers 'commission exam preparation class photographs, p. 301-304*

9. Are there any formal provisions under which the institution brings “stakeholders or community feed backs and orientation” in its activities?

Yes  No  If yes, give details.

The campus has made provision of seeking feedback from its stakeholders. The review meeting of the CMC gives necessary feedback and guidance for the further improvement in the overall performance of the campus. A feedback form has been developed for the other stakeholders of the campus. The visitors' book has been maintained in the campus. The system of students' suggestion collection through suggestion box and the provision of filling students 'experience form in initiation of student counseling committee etc are the attempts of the campus for getting the student and community feed back in its activities.

*For further details, please see;*

a. *Volume-2, interaction with stakeholders attendance and photo, p. 161-182*

b. *Volume-2, Photo of suggestion box, p.*

c. *Volume-2, visitors 'book page copy, p.*

d. *Volume-2, students experience form, p.*

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

Yes  No  If yes, what were the recommendations?

The campus has made attempts to improve in the performance of the campus by forming various external committees. The campus has appointed Rajbhandari & Company and for improvement of financial system and InSchoolERP Software for networking and software system.

*For further details, please see;*

a. *Volume 2, Agreement letter with Rajbhandari & Company for financial management, p.*

b. *Volume 2, Agreement with InSchoolERP Software for improvement in software system, p. 403-409*

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

Yes  No  If yes, give details.

Yes, Free student Union, which is highly inclusive, consisting of representatives of the students organizations affiliated to different political parties and the students from diverse ethnic, social, cultural and economic background, is at place. Free Student Union is the elected body consisting of the representatives of students. The representation of Free Student Union is maintained in CMC as

the president of free student union has been nominated as the member of the Campus Management Committee. Various Committees, formed for improving campus management and quality enhancement, include the representatives of students such as: Library Advisory Committee, Internal Quality Assessment Committee (IQAC), Health Unit, Extra Curricular Activities and Extension Committees. Students' Quality Circle (SQC) has been formed in all the year/section to involve the students in the quality enhancement of teaching learning practices. According to the procedures of SQC, a committee comprising 11 members has been formed including all all major subjects of both faculties. Every SQC has been provided with SQC diary that consists of the teacher's attendance and the diary is to be filled up by the SQC. The diary reveals the details of the regularity of the class and punctuality of the teachers through the SQC diary. The roles and responsibilities of the SQC members are included in the diaries provided to the SQC of every level/year. Similarly, students are asked to report their evaluation about administrative and academic services, service delivery of administrative staffs and basic facilities provided by the campus through the complaint letters. Accordingly, the meeting of the SQC has been called at times and the issues requiring the improvement of the overall educational quality have been discussed and the minute of the decisions has been maintained.

*For further details, please see;*

- a. Volume-2, Campus regulation regarding the provision of FSU, p. 44-48
- b. Volume-2, minutes of formation of SQC, p. 47
- c. Divyadristi Yearly Bulletin, Table showing the composition of CMC, p. 126

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

- a. by the university
- b. by the Institution

Please attach the copies

Yes, the campus has prepared the academic audit team in initiation of IQAC and the academic audit for the year 2078/79 is in process. Internal Quality Assurance Committee (IQAC) is assigned with carrying out the internal academic audit. The academic audit team will complete the task of auditing and it will forward finding for IQAC. The focus of the academic audit is mainly on three aspects: Investment, Process and Achievement.

*For further details, please see;*

- a. Volume 2, Minute of IQAC about formation of academic audit team, p.

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

Yes  No  If yes, give details

The Research and Publication Committee plans and manages to conduct research activities for teachers and students. The cell combines teaching and research activities, as it organizes seminars,

workshops, trainings and orientations on research for students and teachers following campus annual plan. Accordingly, the cell assists to carry out researches on various issues and subjects to the students of Bachelor Degree.

*For further details, please see;*

- a. Volume-1, RMC formation decision, p. 451-462*
- b. Volume-2, comprehensive operational action plan, p. 210-213*
- c. Volume-2, student research works sample, p. 96-136*

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

Yes  No  If yes, gives details.

The outcomes of the combination of research and practice have made teachers and students more capable to write and publish academic articles. Students' research works have become more academic in nature. Combination of teaching and research has helped the teachers to perform effective teaching activities, changed the delivery and learning strategies, boosted research knowledge and self-confidence, contributed in policy reformulation of the campus, other institutions and the society.

*For further details, please see;*

- a. Volume-2, teachers involved in publishing articles, Divyadristi, p. 5,16,33,48*
- b. Volume-2, student research works sample, p. 96-136*

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

The campus has been adopting new approaches, methods, and techniques of teaching-learning activities for the last few years. Provision of annual plan, teaching plan, use of Audio-visual aids and teaching-learning activities assisted with e-equipment including internet and multimedia projectors have profoundly facilitated both the students as well as teachers in accelerating the tutorial activity effectively.

*For further details, please see;*

- a. Volume-2, Documents showing the application of audio visual materials, p. 137-160*

### **CRITERION 2: CURRICULAR ASPECTS (10 MARKS)**

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

Yes  No  If yes, give details.

There are provisions for ensuring consistency of teaching and learning with the academic goals and objectives of the campus. The campus has its functional strategic plan 2022- 2027 which has clearly defined academic goals and objectives. According to the academic goals

and objectives, the comprehensive academic calendar of the campus is prepared annually and implemented thoroughly. The campus is affiliated to Tribhuvan University; therefore, it offers courses of bachelor of education and bachelor of business Studies.

It also has offered choices of major and minor subjects according to the interest and capacity of the students, but the TU rules is requisite. The campus has policy to offer higher education opportunity to genius students from marginalized community so it is providing preference to the admission of students from the educationally disadvantaged communities. The provision scholarship is made to the students with disabilities, Dalits, indigenous, and financially backward to bring them in the mainstream higher education.

*For further details, please see;*

- a. *Volume-1, The strategic plan, p. 50-66*
- b. *Volume-2, comprehensive operational action plan, p. 210-213*
- c. *Volume-2, Class Routine, p. 224-225*
- d. *Volume-2, Academic calendar 2080/2081, p. 206-207*

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

- a. Time frame matching student convenience ✓
- b. Horizontal mobility ✓
- c. Elective options ✓

Yes, the time framework of the campus has been systematized for the convenience of the students. Most of the campus students are job holders, so the programs are being conducted in the morning shift and matching with students' convenience. Different elective options are offered for the students. Likewise, different educational activities are carried out as per the need of community and region.

*For further details, please see;*

- a. *Volume-2, Class Routine, p. 224-225*
- b. *Campus website Link, <https://gmchatiya.edu.np/courses/>*

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

- a. Capacity to learn ✓
- b. Communication skills ✓
- c. Numerical skills ✓
- d. Use of information technology ✓
- e. Work as a part of a team and independently ✓

Please give evidence

The campus has been making these efforts continuously to promote quality education with the provision of skill transfer among the students which is first stated in the strategic plan, then prepared annual plan of action to implement them, and finally academic calendar is developed



mentioning extra-curricular activities. Capacity to learn Regular classes, assignments, practice teaching, practicum, journal writing, excursion,

- Exam preparation class and remedial class, seminars, workshops, tests and orientation programs are held to promote the students learning capacity. Similarly, the campus invites experts, and academic personalities as guests.
- Competitions and discussion and orientation programs are organized in the campus to enhance communication skill of students.
- Teachers and students are encouraged to take part in exposure visits/training/etc.
- For Students' Use of Information Technology Campus has been providing Wi-Fi internet facility in classrooms.

The students involve and work as a team member in different decision making bodies of the campus for the joint mission.

*For further details, please see;*

- a. *Volume-2, Campus Academic Calendar showing ECA, p. 224-225*
- b. *Volume-2, Extra-curricular Committee's report, p. 184-188*
- c. *Volume-2, photo of students doing class presentation, 85,*

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

Yes  No  If yes, give details.

Yes, the campus offers additional focused programs and skill development programs in the campus. In collaboration with Galkot municipality a training of Montessori teaching was conducted. In the same way Teaching license exam preparation classes and Teachers' commission exam preparation classes were conducted.

*For further details, please see;*

- a. *Volume-2, Montessori training class decision, p. 301-304*
- b. *Volume-2, Montessori training class photograph, p. 301-304*
- c. *Volume-2, Teaching license exam preparation and Teachers 'commission exam preparation class photographs, p. 301-304*

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)

The campus organizes discussion programs on the curriculum introduced by university. Teachers of the campus regularly take part in the programs, workshops organized by the Curriculum Center of TU, and different institutions and provide feedback about curriculum. Faculties are taking part in various curriculum dissemination program organized by different college and universities.

The campus organizes orientation program on research for the students of B.Ed. and BBS. Feedbacks are collected from students regarding research and suggestions are provided for the related departments.

*For further details, please see;*

- a. *Volume-1, Certificate of participation in orientation program, p. 353*
- b. *Volume-2, list of students participating in research orientation, p.*

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

Yes  No  If yes, give details.

Yes, the campus has developed peer evaluation form and asks all the teaching staffs to have the form filled up by their academic peers. The peer evaluation form consists of the indicators regarding the textual and pedagogical knowledge and skills. The peer assessment functions as the creative feedback for the individual staffs. The employers are invited on the special occasion of the campus including the campus anniversary day. Similarly, the employment cell, which occasionally holds meetings with employers for exploring possible placements for the students as well as for obtaining feedback regarding the job performance of the students. The campus has installed complaint box, Face book page, website and emails to maintain the channel for collecting feedback from all the concerned stakeholders and employers. The Public information cell publishes and collects feedbacks, comments and suggestions from employers, stake holders and academic peers. The campus makes further policies on the basis of such feedbacks.

*For further details, please see;*

- a. *Volume-2, Photo of Staffs meeting, p.*
- b. *Volume-2, Photo of General assembly, p. 55*

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

The campus has been providing the courses that meet the necessities of the local industry, commercial sectors, schools and other job oriented sectors. The courses prescribed in the Bachelor level have immensely satisfied the needs of the local industry, commercial sectors, schools and other job oriented sectors.. Because of college's network with industry and other commercial/educational sectors, the graduates of this campus have been prioritized for providing job opportunities and students are getting opportunities to work in internship for their skill development in different firm/institutes. The schools allow practice teaching students in their schools. As most of the students are job holder in local schools and institutions there is close relation between the institute and industries in its neighborhood.

*For further details, please see;*

- a. *Volume-2, Internship letter provided to the student, p. 161-182*

- b. *Volume-2, Practice teaching appointment letter copy.*
- c. *Volume-2, Employment cell report showing student's employment, p.*

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

Yes, the institution has managed some activities for the students to inculcate civic responsibilities among them. It has dedicated certain percentage of the total budget, especially for the marginalized, disadvantaged, indigenous and girls as its Institutional social responsibility. Through the activities such as: free ship, scholarship, study supports, and grants.

Except above mentioned activities the campus has been encouraging students for different programs like blood donation, volunteer service in the public programs, sanitation program, student's birthday celebrations with some creative activities etc. The students participate in volunteer service during different social gatherings and program for different management roles.

*For further details, please see;*

- a. *Volume-2, blood donation and volunteer service photographs. p. 87-95*
- b. *Volume-2, Photo and document of Jajarkot aid supply for earthquake victim, p. 87-95*
- c. *Volume-2, Photo of student volunteerism in different events, p. 87-95*

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

In addition to the regular tutorial activities, the campus has been conducting various extra-curricular and co-curricular activities such as literary contests, sports, discussion/debate/elocution programs, seminars, workshops, paper presentation on contemporary issues and so on for the all round personality development of the learners. There is extracurricular activities management committee in the campus. The committee organizes various physical and intellectual programs. Students participate in campus journal publication by writing articles. Organizing programs like interaction, welcome, farewell etc are very useful for all round personality development of the student.

*For further details, please see;*

- a. *Volume-2, Extra-curricular activities report, p. 183-204*
- b. *Volume-2, Extra-curricular activities Photographs, p. 85, 183*
- c. *Volume-2, seminar & workshop, awareness program performed by campus, p. 266-269*

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

The campus has set up code of conducts for its teachers, staffs and students to impart the value based education. The flex board consisting of the code of conduct for the student has been installed in the campus. The roles, responsibilities and the moral values that the campus aims to promote have been included in the SQC diary and these are the major topics of the orientation programs prior to the formal commencement of the classes. Student's uniform is a must for all the students. The campus has been regularly assisting the students in carrying out the civic responsibilities such as helping the poor and needy people, collecting fund, clothes and other necessary things for the victims of flood and landslides, earthquake and other natural disasters.

*For further details, please see;*

- a. *Volume-2, Photo and document of Jajarkot aid supply for earthquake victim, p. 87-95*
- b. *Volume-2, code of conduct of the teachers and students, p 205-206*
- c. *Volume-2, Photographs of motivational class, p. 95*

### **CRITERION 3: TEACHING LEARNING AND EVALUATION (15 MARKS)**

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 above all

New students are admitted through the combination of their academic records, group discussion and interview. In the process of admission the students submit their all academic documents while filling up the application form. By going through the documents students are encouraged to study particular subject on the basis of their strength as seen in the documents.

*For further details, please see;*

- a. *Volume-2, Admission notice, p. 209*
- b. *Volume-2, Advertisement for admission, p.*
- c. *Volume-2, Admission orientation Photograph, p.*

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

Yes  No  If yes, cite examples.

Yes, we conduct the visit of feeder schools. Counseling on the nature and scope of the courses are provided to the perspective students. We encourage those students to share their expectations regarding their expected career and academic aspiration. Similarly, orientation programs are conducted in the campus to acquaint the students about the nature and scope of varieties of courses.

*For further details, please see;*

- a. *Volume-2, Attendance of orientation program and Photographs, p.*
- b. *Volume-2, minute of the counseling committee regarding the counseling for new students, p.*

28. Does the institution provide bridge/remedial courses to the academically weak and disadvantaged students? (0.5)

Yes  No

If yes, cite examples (UGC or other supports received in this regard may be indicated).

Yes, the cam

has planned yes, the campus conducts remedial classes for those students whose performance in internal examination and unit test is poor. Procedures of remedial classes has been prepared and the mandatory provision for conducting remedial classes after the result of the term exams has been proposed in the procedures targeting to those weak students whose scoring in the internal exam is very poor. Revision classes, online counseling and feedback, orientation etc are the measures to enhance the learning ability of the weak students.

*For further details, please see;*

- a. *Volume-2, Minute of conducting remedial class.*
- b. *Volume-2, Annual work Plan, p. 217-218*

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

Yes  No  If yes, gives details.

Yes, the campus instructs the teachers to prepare annual plan and unit plan according to the operational calendar prepared by the campus. The teachers are instructed to teach their respective courses in terms of term wise plan.

*For further details, please see;*

- a. *Volume-2, Teaching Annual work Plan, p. 216-218*
- b. *Volume-2, Comprehensive operational annual plan, p. 210-213*

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

Yes  No

If yes, give details of implementation in terms of monitoring, coverage, correction, etc

The campus publishes its yearly academic calendar every year where programs and plans of all the departments are published. Teachers prepare their teaching and lesson plans in line with the campus' academic calendar. The evaluation and monitoring of the teaching learning activities are performed according to the academic work plan. Discussions and meetings are held to evaluate if the teaching learning is performed as per the calendar.

*For further details, please see;*

- a. *Volume-2, Comprehensive operational annual plan, p. 210-213*
- b. *Volume-2, Academic Calendar, p 224-225*

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

The campus has been supplementing the lecture method of teaching with the methods that incorporate more interactive activities including assignments, group discussion, directed studies, audio-visual presentation and oral presentation as per the nature of the course. Teachers are instructed to prepare annual plan and teaching. The teachers prepare the lecture notes in their laptop compatible to present through the projectors Assignments are part of tutorial activity. For theoretical classes, group discussion and interaction are the major tutorial techniques in addition to lecture method. Students must prepare and submit the subject wise report of research with field work in the practical exam. The teachers have been using different methods like audio-visual presentation, methods of assignments, group discussion and interaction and directed studies according to the subject matter.

*For further details, please see;*

- a. *Volume-2, Teaching Annual work plan, p. 216-218*
- b. *Volume-2, Academic Calendar, p 206-207*
- c. *Volume 2, Photographs of audio-visual and oral presentation in the class rooms, P. 220,*

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

Yes  No  If yes, give details about the facilities.

Yes, there are computers, laptops, photocopier machine, scanners, microphones and multimedia projectors for audio and visual presentation. All the teachers have access to these facilities. Teachers have been benefited a lot by these audio visuals and other teaching aids.

*For further details, please see;*

- a. *Volume-2, Photographs of Computer center in the campus, p. 219-223*
- b. *Volume-2, multimedia presentations photograph, p. 301*

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

Work load per week (for full time teachers): -----18

Work load per week (for part time teachers): -----12

Ratio of full-time teachers to part-time teachers: -----3:2

Ratio of teaching staff to non-teaching staff: -----11:1

Percentage of classes taught by full-time faculty: ----- 66.66%

Number of visiting professors/practitioners: -----2

*For further details, please see;*

- a. *Volume-2, Academic routine, p. 224-225*

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

Yes  No  If yes give evidence.

Yes, the students are oriented to the programs, evaluation system, codes of conduct and other relevant institutional provisions and requirements through orientation program conducted prior to the formal commencement of the physical classes. Students are additionally acknowledged on the programs, evaluation system, codes of conduct and other relevant institutional provisions and requirements through campus charter, brochure and website.

*For further details, please see;*

- a. *Volume-2, Prospectus and brochure of campus, p.*
- b. *Volume-2, Photographs of student code of conduct, p. 205*
- c. *Volume-2, campus charter, p. 233-234*

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

Yes  No

If yes give evidence.

Yes, at the beginning of the year, the evaluation methods including internal examinations, final examinations, report writing, assignment and the mark weight age of these evaluation methods are communicated to the students through notice, orientation program and related subject teachers etc.

*For further details, please see;*

- a. *Volume-2, Photographs of orientation program, p.*

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

Yes  No  If yes, give details

Yes, the campus monitors the overall performance of students at the beginning of the year on the basis of their past academic records and interviews. Similarly internal examinations, assignments, report writing and final examinations are conducted and result analysis report is prepared to monitor the performance of the students periodically.

*For further details, please see;*

- a. *Volume-2, internal exam Routine, p. 241*
- b. *Volume-2, internal exam result sheet, p. 235-240*

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

Vacancy Category	Operational Mechanism					
	Job Advertisement	Selection Committee Formation	Examination by Selection Committee	Evaluation of Demo Classes	Interview by Selection Committee	Job Contract Through Formal Appointment Letter
Self-Funded	√	√	√	√	√	√
Government Funded						
Any other category						

For further details, please see;

- a. *Volume-2, Notice of Announcement, Minutes, Decisions, Examination and Results Regarding Recruitment by Campus Selection Committee, p. 246-255*

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

Teaching staff recruited			
From the same district it operates		From other districts	
Year I: 2079	Year II: 2080	Year I: 2079	Year II: 2080
0	3	0	0

For further details, please see;

- a. *Volume-2, Notice of Announcement, Minutes, Decisions, Examination and Results Regarding Recruitment by Campus Selection Committee, p. 246-255*

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

Yes  No

If yes, give details of their salary structure and other benefits.

Yes, as this campus is the community campus affiliated to TU, this campus provides the payment for the teaching staffs as per the community campus act. For the permanent appointment and payment of the teaching and non teaching staffs, community campus Act has clearly mentioned its procedures.

For further details, please see;

- a. *Volume-1, Campus act, p. 398-414*



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 has invited visiting/guest faculties several times to share the teaching and research experiences. Several visiting lecturers are invited to the campus according to the necessity of course.

*For further details, please see;*

- a. *Volume-2, Documents related to the decision and payment to the guest lecture, p.*

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

<b>Particulars</b>	<b>Participants</b>	<b>Resource persons</b>	<b>Organizer</b>
Institutional level	7		
National level			
International level			

*For further details, please see;*

- a. *Volume-2, Documents of participants attended in seminars and workshop, p. 266-269*

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

Yes  No

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

Yes, the campus has developed different evaluation forms and started practicing the method of self appraisal, and evaluation made by the students/stakeholders. The departments/institution analyses those forms filled up and submitted by the staffs. The feedback is provided to the concerned staffs accordingly. Similarly, all the departments and institution annually prepare the result analysis report that includes the number of passed students and failed students of all the subjects, average pass percentage, contrast with the previous three years and the name of the teacher teaching the subject. Questionnaires have been developed and students, guardians and other stakeholders are asked to respond the questions that implicate the appraisal of all the aspects including the teaching/non-teaching staffs. The departments and campus administration make decisions and implements them to improve the faculty in teaching, research and extension.

*For further details, please see;*

- a. *Volume-2, Self- appraisal forms, p. 270-275*
- b. *Volume-2, students evaluation form, p. 58-63*

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 conducts subject wise result analysis and asks the teacher to submit the evaluation form for the evaluation of teachers' performance. The result of teacher performance appraisal method is evaluated in marks which are used in recommending teacher's reward and it is also the basis for the marks of performance. The campus annually honors and felicitates with prizes for the teachers who scores higher marks in teachers' performance evaluation.

*For further details, please see;*

- a. *Volume-2, Result Analysis Report of 2078/2079, p. 235-240*
- b. *Volume-2, Self- appraisal forms, p. 270-275*

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

Yes  No

If yes, what is the significant feedback from students and how has it been used?

Yes, the campus distributes questionnaire to the current students and collects their responses regarding the institutional facilities, services and feedback suggestion. The students are asked to fill up the evaluation form regarding the performance of the teaching and non teaching staffs. On the basis of the responses received through the questionnaire and evaluation form, facilities of library have been increased and systematized. Other significant feedbacks resolved immediately are about provision of sanitary pad, hot and cold water drinking water jar management, class room light management, student vehicle management for transportation etc. The students, specifically those who are committed and involved in Student Quality Circle (SQC), are encouraged, through the roles and responsibilities also included in the SQC diary, to post their grievances in the complaint letter box. Those grievances and feedbacks are duly analyzed and forwarded to the concerned authority including the recommendations for the solution.

*For further details, please see;*

- a. *Volume-2, grievances and complains by student, p. 276-277*
- b. *Volume-2, students evaluation form, p. 58-63*

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

Yes  No  If yes, give details.

Yes, the campus conducts workshops, seminars, refresher courses, etc. for faculty development of the campus. The campus also sends its faculty members to different seminars, conference and workshops frequently which have helped to make teaching learning activities more effective.

*For further details, please see;*

- a. *Volume-2, photos of workshop, Seminar and Certificates, p. 266-269*
- b. *Volume-2, Comprehensive operational annual plan, p. 210-213*

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

<b>Faculty Development Programs</b>	<b>No. of Beneficiaries</b>
Field study visit, Myagdi Campus	8
Extended performance based grants Program, UGC	3
Digital Transformation in Education, PNC Pokhara	3
Curriculum Dissemination Program, PNC Pokhara	2
QAA orientation Program	2

*For further details, please see;*

- a. *Volume-2, Documents of participants attended in seminars and workshop, p. 266-269*

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

The campus encourages the teachers to apply innovative teaching methods such as interactive method, presentation method by using audio-visual resources, directed method, etc. The students are taken to educational excursion to broaden their practical knowledge. The campus is planning to increase the use of multimedia, and extend library and e-library facilities.

*For further details, please see;*

- a. *Volume-2, Photographs of audio-visual and oral presentation, p. 219-223*

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

Though the campus has not established specific international linkages for teaching and/or research, it has been planning to set up national and international linkages for teaching and/or research according to UGC program. This responsibility is given to a team which consists of president of CMC, Campus Chief and Assistant Campus Chief. Regular link and discussion about the new planning of the campus has been going on in Australia and Japan.

**CRITERION 4: RESEARCH, CONSULTANCY AND EXTENSION (10 MARKS)**

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

The campus allotted Rs. 500000/- for the research activities for the fiscal year 2080/81, that was about 5.95 % of the total recurring budget Rs. 11900000 of the campus. The amount allocated for the research is 5% which is considerable amount for the research propose.

*For further details, please see;*

*a. Volume 1, Annual Budget of Campus FY (2080/081) showing research budget, p. 372-394*

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

Encourage PG students doing project work

Teachers are given study leave

Teachers provided with seed money

Provision of Research Committee

Adjustment in teaching load/schedule

Research Management Committee (RMC) is the body of this campus entitled to manage and promote research activities. The role and responsibilities/ToR of RMC have been defined specifically and RMC has prepared its procedures. Accordingly, RMC has prepared annual plan. RMC announces for the proposal of mini research for the teachers and staff of this campus and also provides certain amount as seed money to the selected proposal out of the registered proposals. Teachers involved in research activities are given facilities by making necessary adjustment in teaching schedules.

*For further details, please see;*

*a. Volume 2, Documents related to the activities of RMC, p. 283-285*

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

Yes  No  If yes, give details

The campus encourages the faculties to study further including the PhD. However, the campus has not offered PhD program.

N/A

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

The faculties of this campus have been encouraged for participating in research activities. 2 of the faculties have been carrying their research activities in their M Phil studies under Kathmandu University. They have been regularly going on their research and publication. The faculties have been publishing their research articles in different journals but it is not in regular basis. Except these students have been doing their research activities as their regular course task.

*For further details, please see;*

- a. *Divyadristi Yearly Bulletin 2080, RMC report, p. 87*
- b. *Volume 2, library cards of M Phil scholars, p. 287-288*

51. Mention the admission status of the MPhil/PhD scholars in your institution. (0.5)

Level	Enrollment Status		Total
	Full Time	Part Time	
MPhil			
PhD			

This institution runs only bachelor level in the faculty of Education and management so there are not participants of the senior level than this.

N/A

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

is not PhD program in this institute so there is not any PhD awarding from this institute.

N/A

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

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

The campus has planned research activities through RMC. Both the teachers and students will be involved in the research work. RMC has planned to begin research journal publication annually from this year.

*For further details, please see;*

- a. *Volume-2, RMC minute about publishing research journal. p, 283*
- b. *Volume-2, Annual budget showing research expense allocation, p. 282*

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

Total number of projects	Project Revenues (in NRs.)
7	35000

Campus has its own Research Management Committee which performs the research activities for the upgrading of research knowledge to the faculties. The research committee has collected

research proposals from the faculties and the research task has been going on.

*For further details, please see;*

*a. Volume-2, Documents related to ongoing research of campus, p. 285*

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

Funding agency	Amount (Rs.)	Duration (Years)	Collaboration, if any

N/A

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

The research committee has been working for the first research journal. So there is not any research journal published so far.

*For further details, please see;*

*a. Volume-2, RMC minute about publishing research journal. p, 283*

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

Yes  No  If yes, give details.

The Student counseling committee has been providing students as a consultancy service. The committee provides services of supplying information about newer job opportunities. The committee has been working as a connector to job seeker students and employers.

*For further details, please see;*

*a. Volume-2, Counseling and grievance cell report showing consultancy services to students, p.*

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

Yes  No  If yes, indicate the nature of the post as –  
Full-time  Part-time  Additional charge

The campus has designated *Mr. Choodamani Sharma* Assistant Campus Chief, for the extension activities of the campus.

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

Community development   
Training in Disaster Management   
Health and hygiene awareness

Medical camps   
 Adult education and literacy   
 Blood donation camps   
 AIDS awareness   
 Environment awareness   
 Any other

The campus has been supporting students to carry out their programs such as blood donation, awareness rising campaign, and interactive programs. Apart from it, the campus has been conducting different awareness programs, and sport programs to promote extension activities effectively.

*For further details, please see;*

- a. *Volume-2, blood donation and volunteer service photographs. p. 87-95*
- b. *Volume-2, Photo and document of Jajarkot aid supply for earthquake victim, p. 87-95*
- c. *Volume-2, Photo of student volunteerism in different events, p. 87-95*

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 has conducted various outreach programs to serve the different spheres of the society. Free Student Union of this campus conducts programs on various national issues for promoting social political awareness in the society. Similarly, student's quality circle has been formed in all the years and the circle conducts various outreach programs. The campus organizes blood donation program and fruit distribution program to the hospital patient. In the initiation of FSU donation was collected and food stuff was supplied for the victim of Jajarkot earthquake in

*For further details, please see;*

- a. *Volume-2, blood donation and volunteer service photographs. p. 87-95*
- b. *Volume-2, Photo and document of Jajarkot aid supply for earthquake victim, p. 87-95*
- c. *Volume-2, Photo of student volunteerism in different events, p. 87-95*

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

The campus has formed extracurricular and extension committee comprising teachers, staffs and students and the committee has been encouraging teachers and students to participate in extension activities. The students and teachers are actively involved as volunteer in the ex-army pension camp, child friendly municipality declaration, world women's day celebration etc. Students are encouraged to participate in different programs organized by local clubs, academic institutions,

NGOs and INGOs.

*For further details, please see;*

- a. *Volume-2, Photo of student volunteerism in different events, p. 87-95*

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

Yes, the campus has been working and planning its extension activities along with GOs and INGOs. GMC has been extending its programs in co-operation of Galkot Municipality. The campus organized teachers' License exam preparation class in coordination of Galkot Municipality and The Montessori training was organized in co operation with 'Professional skill development Centre' Various GOs and NGOS have been working in hand in hand with this campus.

*For further details, please see;*

- a. *Volume-2, Photo of student volunteerism in different events, p. 87-95*  
 b. *Volume-2, Photo of student participation in Montessori class, p. 303*

#### **CRITERION 5: INFRASTRUCTURE AND LEARNING RESOURCES (20 MARKS)**

##### **A. General Physical Infrastructure**

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

Yes, the campus has the master plan indicating the existing buildings and the projected expansion in the future. The document of the master plan has been submitted along with this report. The campus has planned to establish different administrative and academic buildings together with play ground in near future.

*For further details, please see;*

- a. *Volume-2, Campus proposal showing comprehensive master plan, p. 305-310*

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)

On the basis of the programs introduced newly and the number of students admitted in different programs, Campus Management Committee consults the stakeholders and makes necessary decisions and policies incorporating the feedbacks obtained from the stakeholders for augmenting the infrastructure. Such policies are included in the strategic planning and the campus management committee carries out necessary actions to implement the policies for keeping pace



with academic growth. In line with this process, hostel, administrative building, seminar hall, playground, etc are in the process of land acquiring and construction.

*For further details, please see;*

- a. *Volume-2, Updated Strategic plan, p. 3-22*
- b. *Volume-2, Campus proposal showing comprehensive master plan, p. 305-310*

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

- Laboratory
- Library ✓

Sufficient, sizable student and learning friendly class rooms, multimedia halls, Wi-Fi facilities, are available. The library provides variety of books for facilitating learning of the students and teachers. The comprehensive plan includes all necessary programs in the institution.

*For further details, please see;*

- a. *Volume-2, photo of multimedia hall, p.*
- b. *Volume-2, photo of Library, p. 311-316*
- c. *Volume-2, photo of Wi-Fi router, CC TV, Laptop, computer, Photocopy machine, p. 337-344*

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

Yes, the CMC has formed a repair and maintenance committee for regular maintenance of the infrastructures. The committee discharges the job of maintaining furniture, lab classrooms and school building. ....

*For further details, please see;*

- a. *Volume-2, minute of CMC regarding the formation of repair and maintenance committee, p. 321-330*

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

The campus has been utilizing its infrastructure to the fullest for assuring facilities for the students and optimum utilization of the available infrastructures. BBS and B.Ed. programs are conducted in the morning shift. Except shopping shutters and canteen, there are altogether three buildings with 30 rooms where administrative activities, library, curricular classes are conducted. The shutters in rent generate regular income for the campus. The hall with open wall has been utilized for different social gathering and the extra halls are being managed for student and guest residence.

*For further details, please see;*

a. *Divyadristi Yearly Bulletin 2080, income from rent, p. 76*

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

Yes  No  If yes, give clearly defined regulations.

Yes, the campus has been providing workshop hall for conducting seminars, workshops and training programs for the local government offices and NGOs/INGOs and most of which have benefitted the students and teacher/staffs. Different GOs and NGOs frequently conduct and carry out public awareness and interactions programs in the campus.

*For further details, please see;*

a. *Volume-2, Appreciation certificate of seasonal pension camp, p. 86*

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

Different programs are carried out in accordance with the decision of the campus administration in order to keep the institution beautiful and pollution free. In addition to the provision of sufficient toilets for male and female students, the campus has maintained necessary requirements for the promotion of pollution free environment. Gardens with varieties of flowers and plants have been maintained to facilitate the students maintain the fresh atmosphere in the campus. Efforts are being made to make the campus premises more beautiful and pollution free. As mentioned in the strategic plan (2079/80-83/84), the campus is planning to plant some more trees in the vacant spaces. FSU of the campus has made provision of planting flower plant on the occasion of birthday of the students. The campus sanitation program is launched in organization of FSU regularly.

*For further details, please see;*

a. *Volume-2, Photographs of greenery parts of campus, p.*

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

- Number of computer accessible to the students 5
- Computer accessible to the faculty 5
- Internet accessible to the student ✓
- Internet accessible to the faculty ✓

The campus has computer facilities for students and faculties. Each department is provided a computer. Students are provided photocopy and other document related services from the computer in account section and department hall. There is access of internet in inside the campus premises. The faculties are provided some laptops which are used for classroom purpose whoever requires

*For further details, please see;*

- a. *Volume-2, photos of Wi-Fi router, CC TV, Laptop, computer, Photocopy machine, p. 219-223*  
 b. *Volume-2, agreement letter with Tech-mind Internet Provider, p.*

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

The computer lab has been used to provide facilities for the faculties and needy students as well. The campus has planned to develop separate computer center for making it accessible to all the students, faculties and staffs on holidays too. Recently the facility is provided in the office hour of the campus only.

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

Five departments have computers of their own and other departments use computer facilities from the computer center.

*For further details, please see;*

- a. *Volume-2, photos of departmental access to computer, p. 338-344*

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

Yes, the campus has been the free Wi-Fi zone from the last 7 years onwards and all the teachers as well as students have been benefitted by the internet services. Similarly, 10 CC TVs have been installed to cover the area in front of the administrative building and 2 exam halls. The telephone service of Nepal telecom land line service is available in the administration section

*For further details, please see;*

- a. *Volume-2, photo of Wi-Fi router, CC TV, Laptop, computer, Photocopy machine, p. 337-344*

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

The campus started online teaching immediately after the nationwide lockdown after the outbreak of COVID-19 in 2019. The computers and laptops of the campus were used by the teachers in course of online teaching. Some of the teachers use the computers of the campus/computer centre for preparing annual/teaching plan. The laptops and printers of the campus/computer centre have been used while preparing lecture notes teaching through projectors and printing tutoring materials.

*For further details, please see;*

- a. *Volume-2, staff meeting decision for conducting online teaching, learning class, p. 345-346*

73. Is there any provision for maintaining/updating the computer facilities? Provide the details

of the system. (0.5)

There is not separate section for computer maintenance. The campus is maintaining its computers from the technological support of UGC. In the same way different donors and social workers have been supplying laptops, Computers, CC camera etc and the campus has been maintaining and updating as well as enlarging its computer facility continuously.

*For further details, please see;*

- a. *Volume-2, quotation and bill of purchasing computers, p. 347-352*

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

Recently the campus hasn't been using inter university directly. It is attempting to establish connection for inter university facility in near future.

75 What are the various health services available to the students, teacher and other staff?

Give details. (0.5)

The campus has established a health desk for providing basic health services for its students and faculties. It has been providing first aid service, blood pressure measurement and weight measurement. One of the faculties who is also HA has been providing health service in emergency situations.

*For further details, please see;*

- a. *Volume-2, Photographs of Health Unit, p*
- b. *Divyadristi yearly Bulletin 2080, health unit report, p. 82*

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

The campus has spacious playground. It has provided sufficient ground and physical as well as infrastructure facilities for volleyball, football, table tennis and athletics with required materials and playground. Different games are organized as part of the extracurricular activities which are informed to the students through academic calendar. The campus celebrates its anniversary organizing sports week to promote sport and physical education.

*For further details, please see;*

- a. *Volume-2, photo of playground, 433-435*
- b. *Volume-2, decision of ECA to purchase sports materials, p.*

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

The outstanding sports persons are inspired through various sports programs in different occasions

and best sports persons are felicitated with cash and other awards in the campus anniversary.

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

Particulars	Participation of Students	Outcomes
District		
National		
International		

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

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

The campus has managed sufficient toilets for the students and the teachers/staff. The toilets are adjoining with different blocks. There are spacious and enough toilets separate for boys and girls. Similarly for drinking water, 5 drinking water taps from the main water supply line have been attached water filtration have been installed for providing hot and cold water in the campus.

*For further details, please see;*

*a. Volume-2, photo of drinking water and toilets facility, p. 355, 359-361*

### **B. Library as a Learning Resource**

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

- On working days \_\_\_7
- On holidays \_\_0
- Prior to examinations \_\_\_0

Yes, a working procedures and ToR of the library staffs have been prepared and open access to the library for the students has been provided. Student can read and make notes of the books as per his/her interest and need in the library. The library remains open during the office hour of the campus.

*For further details, please see;*

*a. Volume-2, Library procedure, p 362-363*

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

Yes  No

Yes, a working procedures and ToR of the library staffs have been prepared and open access to the library for the students has been provided. Student can read and make notes of the books as per his/her interest and need in the library.

*For further details, please see;*

*a. Volume-2, Library procedure, p 362-363*

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

- Books 2860 (0.2)
- Current Journals
- Nepalese 41 (0.2)
- Foreign (0.2)
- Magazines (0.2)
- Reference Books 1239 (1.0)
- Text Books 1580 (0.2)
- Refereed journals (0.4)
- Back Volumes of Journals (0.2)
- E- Information Resources (0.4)
- Special collection (0.5)

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

*For further details, Please see,*

*Volume-2, Documents of collection & dispatch of materials in library, p 364-395*

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

	The year before last 2078		The year before 2079	
	Number	Total cost	Number	Total cost
i. Text books	29	12780	149	71812
ii. Other books/References				
iii. Journals/periodicals				
iv. Any others				

84. Mention (1)

(i) Total carpet area of the institution library (in sq.mts.) [ 50 ] (0.25)

(ii) Total number of departmental libraries	[ 1 ]	(0.25)
(iii) Seating capacity of the Library	[ 30 ]	(0.25)
(iv) Open student access to library	[ 20 ]	(0.25)

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

(i) Total number of staff (2)

a. Professional(1)

b. Semi-professionals (0)

c. Others(1)

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

1. Harka Bahadur Pande.....Chairman
2. Ram Bahadur Kattri.....member
3. Khim Nath gautam..... member
4. Dhundiraj Paudel.....member
5. Sanju Neupane.....secretary

86. Staff development programs for library (0.5)

(i) Refresher/orientation courses attended

(ii) Workshops/Seminars/Conferences attended

(iii) Other special training programs attended

87. Are the library functions automated? (0.5)

Yes  No

If yes: Fully automated  (0.5) Partially automated  (0.25)

Name the application software used.

Yes, the campus has installed software application of 'InSchoolERP' designed by Insoft Research and Development company to make the library fully automated. Most of the data including the bar code and spine level of the books has been entered into the application and the process of digitalizing some books and journal is going on.

*For further details, Please see,*

*Volume-2, agreement letter with 'InschoolERP' software, p. 403-411*

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

The campus has allocated about 0.85% of total annual budget for library

*For further details, Please see,*

*Volume-2, Annual budget 2079/2080 copy, p. 410-411*

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-2, Power backup, p. 412,*
- b. *Volume-2, photo of Wi-Fi router, CC TV, Laptop, computer, Photocopy machine, p. 337-344*

90. Furnish details on the following (1; to be equally distributed)
- (i) Average number of books issued/returned per day. [ 12 ]
  - (ii) Average no. of users visited / Documents consulted per month [ 37 ]
  - (iii) Please furnish the information on no. of Log- ins in to the [ 0 ]
  - (iv) E-Library Services/E- Documents delivered per month [ 0 ]
  - (v) Ratio of Library books to number of students enrolled [1:8 ]

*For further details, Please see,*

*Volume-2, daily book transaction record, p. 311-316*

#### **CRITERION 6: STUDENT SUPPORT AND GUIDANCE (10 MARKS)**

91. Furnish the following details: (0.25 x 4 = 1)
- Percentage of regular students appearing for the exam.
  - Dropout rate (drop out from the course)
  - Progression to further study (Bachelors to Master, Master to Mphil/PhD)
  - Prominent positions held by alumni

*For further details, Please see,*

*Volume-2,*

92. How many students have passed the following examinations in the last five years? (0.25 x 4 = 1)
- Nepal Civil Services Examinations



- Other employment related examinations
- International level entrance examination
- Others (please specify)

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

- Yes  No

If yes, what are the contents of the prospectus? (attach a copy)

Yes, the campus publishes its updated prospectus annually consisting of the introduction of the campus, its objectives, descriptions of its educational programs and subjects, admission criteria, physical and infrastructure facilities available in the campus, evaluation system, its newly launched programs and record of the excellent results obtained by the outstanding students and their progress, students' voice regarding their experiences during their learning period in the campus, etc.

*For further details, Please see,*

- Volume-2, Prospectus of campus, p.*
- Volume-2, Updated Prospectus of campus, p.*

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

Most of the students are from poor economic status so the campus has managed lots of students are benefitted from scholarship and free ship. Galkot municipality has been providing scholarship for 10 students each year, In the same way 9 students are benefitted from the full scholarship of UGC from this year. Social worker working abroad provides scholarship for poor and genius students. 16 students are benefitted with this scholarship scheme. All together more than 10 percent students are getting scholarship from the campus.

*For further details, Please see,*

*List of students provided free ship and scholarship, Divyadristi Yearly Bulletin 2080, p. 72-75*

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

<b>Financial aid</b>	<b>Year before last 2078</b>	<b>Year before 2079</b>
i. Merit scholarship		
ii. Merit-cum-Means		
iii. Any others		

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

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

- i. Employment cell: ✓
- ii. Placement officer: ✓

Yes, the campus has established a counseling and employment cell. The members have been supporting students for placing them in right job. Individually they have been providing service. But the cell has to develop its working procedures and solid plan of execution.

*For further details, Please see,*

*Volume 2, Counseling and Employment cell report,*

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

Yes ✓  No  If yes, give details as to how they are involved.

The teachers always participate in academic and personal counseling. Students of different levels frequently consult their teachers to obtain academic and other required counseling. Teachers suggest students about job opportunities and prospects of further studies, self employment, study abroad, research areas and methods, and opportunities in the related fields.

*For further details, please see,*

*Volume 2, Minutes of the formation of counseling cell and its report, p.*

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

<b>Particulars</b>	<b>UG students</b>	<b>PG students</b>	<b>Research scholars</b>
i. Local firms/companies			
ii. International firms/companies			
iii. Government			
iv. Public (semi-government) sector			
v. Private sector			

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

- Yes ✓  No

If yes, how many are self-employed (data may be limited to last 5 years)?

Yes, the employment cell has motivated the students for seeking self employment. The graduated students from different level of this campus, who were especially motivated by the employment cell, have successfully run different business and private institutes in local market.

*For further details, please see,  
Volume 2,*

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

Yes  No

If yes, indicate the activities of the Alumni Association.

Yes, the campus has formed an Alumni Association and it has been actively supporting in the development of academic environment of the campus. The alumni association has prepared the annual plan for the year 2079/80 to carry out the activities more systematically and more rapidly.  
List of Alumni Association

*For further details, please see,*

*Volume 2, Name list of Alumni committee, Divyadristi yearly Bulletin 2080, p. 432-439*

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

The policies and criteria of admission are made clear to perspective students through websites, prospectus, brochure, counseling and advertisements in different media.

*For further details, please see,*

*Volume 2, Campus charter showing admission criteria, p. 440-441*

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

N/A

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

• International student service office	<input type="checkbox"/>
• Special accommodation	<input type="checkbox"/>
• Induction courses	<input type="checkbox"/>
• Socio-cultural activities	<input type="checkbox"/>
• Welfare program	<input type="checkbox"/>
• Policy clearance	<input type="checkbox"/>
• Visa Support	<input type="checkbox"/>

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

- Indoor games
- Outdoor games
- Nature Clubs

- Debate Clubs
- Student Magazines
- Cultural Programs
- Audio Video facilities
- Any others -  canteen

*For further details, please see,*

*Volume 1, photographs of TT board and Badminton court, Canteen, football ground, p. 433-445,*

### **CRITERION 7: INFORMATION SYSTEM (10 MARKS)**

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

Yes  No

If yes, mention how does the cell work along with its compositions?

Yes, the campus has formed EMIS unit and ToR with the authority of maintaining academic data has been prepared. The EMIS software has been installed. The Internal Quality Assurance Committee (IQAC) analyzes various academic data which have been maintained by EMIS unit. Those academic data include admission of the students, scoring of the internal exams and board exams, graduation rate and result analysis reports prepared by the departments.

*For further details, Please see,*

*a. Divyadristi Yearly Bulletin 2080, Name list of IQAC, p. 127*

*b. Volume 2, Minutes of IQAC regarding the formation of new EMIS unit and IQAC. p.*

*c. Volume 2, agreement with InSchoolERP Software, p. 403-409*

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

The EMIS section of the campus keeps various records of the students. The total number of students with male and female, ratio, result analysis records, records of the alumnus, internal exam attendance records etc are some of the records maintained by the EMIS section of the campus. The account section also maintains the records of financial records.

*For further details, Please see,*

*a. Divyadristi Yearly Bulletin 2080, EMIS Report, p. 64-77*

*b. Result Analysis of campus conducted in 2079, p. 84*

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

These analyzed data are included in the minutes and reports prepared by the campus administration and concerned sections, committees and these reports are kept safely in the hardcopy file and digital copy in the EMIS software maintained by EMIS unit.

*For further details please see,*

- a. *Volume 2, agreement with InSchoolERP Software, p. 403-409*
- b. *Campus website: [www.gmchatiya.edu.np](http://www.gmchatiya.edu.np)*
- c. *Volume 2, Divyadristi Yearly Bulletin 2080, p. 84*

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

Yes      No

If yes, explain how they are disclosed?

This information is open to the stake holders. Students and parents are notified about the results through the result sheets. Students' answer papers of internal examinations are given back to the students. The information is communicated to all the stake holders through result sheet, meetings, Social pages and website of the campus.

*For further details please see ,*

- a. *Volume 2, Result analysis of past three years 2077, 2078, 2079, p. 84*
- b. *Campus website: [www.gmchatiya.edu.np](http://www.gmchatiya.edu.np)*
- c. *Volume 2, Copy of Divyadristi Yearly Bulletin 2080,*

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

Yes      No

Yes, the methods of study and analysis are open to the stakeholders. Annual report namely, 'Divyadristi Yearly Bulletin' consisting of the report of all the committees and departments including the annual plan and policies, has been published. The prospectus, brochure and Campus bulletin are the printed channel to connect stakeholders and the campus regarding its activities. Additionally, academic calendar that include the information regarding internal exams, anniversary day and the detail of campus curricular and extracurricular activities are distributed to the students and stakeholders too.

*For further details please see ,*

- a) *Divyadristi Yearly Bulletin 2080, Result analysis of past three years, p. 67-69*
- b) *Campus website: [www.gmchatiya.edu.np](http://www.gmchatiya.edu.np)*

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

Yes       No

If yes, explain how does it happen?

Yes, the campus has its own Publication and Information Cell which receives comments or feedbacks on the published data through interaction, meetings with the stakeholders, email, comments on social sites (face book account) and websites. Grievance Handling Committee,

formed as per the procedures and authorized with handling the grievances and complaints and recommending the measures to address the grievances to the concerned authority, has been the effective mechanism/channel to maintain coordination with the stakeholders, receive their comments or feedbacks and address their concerns. The campus has kept a complain box to receive comment and feedbacks from stakeholders. Such comment and feedbacks are discussed in the meeting of Grievance Handling Committee.

*For further details please see,*

- a. *Volume 2, Visitors feedback book, p.*
- b. *Galkot Multiple Campus face book Page,*
- c. *Photograph of Suggestion box,*
- d. *Screenshot of Galkot Multiple Campus website,*

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

Such information system has catered positive impacts on decision making process. It has been the basis for identification of the problem, improvements, reform and re-management in various aspects. It has also helped a lot to distinguish the problem area, to make the thorough study and analyze the problem and to come up with better measures to improve the teaching learning process for the betterment of students' performance and for immediate address of the grievances.

*For further details, Please see,*

- a. *Volume 2, Report of Impact Analysis of Information System, p.*

112. Give examples of quality improvements initiated due to the use of information system. (1)

The information system has helped a lot in the quality improvements of this campus. The feedbacks received from the stakeholders have helped us identify the weaknesses and provide guidelines to take necessary actions and solve the problems on the concerned fields. Summary of the list of the weakness and areas of improvement that were received through our information system and the actions initiated by the campus administration is as follows

- teaching learning process,
- department activities,
- parent's awareness,
- students' result and pass percentage,
- library management and service,
- research and presentation activities,
- students' job placement,
- technology (computer, internet, Wi-Fi, multimedia projector, audio materials)
- transparent scholarship process,

*For further details please see ,*

- a. *Volume 2, Result analysis of past three years p. 67-69*
- b. *Campus website: [www.gmchatiya.edu.np](http://www.gmchatiya.edu.np)*
- c. *copy of Divyadristi Yearly Bulletin 2080.*

### **CRITERION 8: PUBLIC INFORMATION (10 MARKS)**

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

Yes  No

If yes, give details.

Yes, the campus has formed publication committee to work as Public Information Cell (PIC) assigned with the specific guidelines included in ToR. Public Information Cell publishes Bulletin, Brochure, Prospectus, Academic Calendar, Academic notice and Reports for communicating the details about programs offered by the campus and details about the learning opportunities available to the students. It also highlights national and international awards achieved by the campus and students. Beside this, the campus also has Publication Cell which publishes magazine, newspaper, journal, etc.

*For further details please see,*

- d. *Divyadristi Yearly Bulletin, p. 126-132*
- e. *Volume 2, Minute of the formation of PC and its ToR, p.*

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

- Academic  (0.25)
- Administration  (0.25)
- Financial  (0.5)
- All  (1.0)

The campus has prepared the procedure for Public information and dissemination policy and has started carrying out the information related activities accordingly. As specified in the procedure, Vision, Mission, Goals, Objectives, academic information regarding the programs and subjects including the date of admission, internal exams and results, academic notice, facilities for the students, activities held in the campus etc are published in campus prospectus, brochure, academic calendar and bulletin and the information concerning the administration including number of students, academic achievements of the campus and students, financial and academic progress reports of the campus, budgets, future plans, are published in campus annual report. The detail of extra-curricular activities, extension activities, free ship, scholarships, awards etc is published in campus yearly bulletin. In addition to this, the cell prepares the report on the impact of public information and utilizes the report for addressing the concern of the stakeholders.

*For further details, Please see*

- a. *Volume-2, Prospectus and brochure of campus, p53-54*
- b. *Volume-1, strategic plan, p. 50-66*
- c. *copies of Divyadristi Yearly Bulletin, p. 1-101*
- d. *Volume-2, Annual Progress Report, p. 100-104*
- e. *Volume-1, Annual financial audit report 2079, p. 372-394*

115. Where are these information published? (1.5)

- Newspapers  (0.5)
- Magazines  (0.5)
- Institutional special magazine dedicated for this  (0.5)

The information about the campus is published in prospectus, brochure, bulletin, academic calendar; annual report namely Divyadristi Yearly Bulletin and financial reports. These published information and reports are kept in library which is open to all its stakeholders. Some administrative announcements like, vacancy announcement, tender invitation, etc. are also published in national and local newspapers.

*For further details, Please see*

- a. *Volume-2, Copies of academic publication of campus, p.*
- b. *Volume-2, Prospectus and brochure of campus, p. 53-54*
- c. *copies of Divyadristi Yearly Bulletin, p. 1-101*

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

- Yearly  (1)
- In 4 years  (0)

The information about the campus is published in prospectus, brochure, bulletin, academic calendar; annual report namely 'Divyadristi Yearly Bulletin' and financial reports. These published information and reports are kept in library which is open to all its stakeholders. Some administrative announcements like, vacancy announcement, tender invitation, etc. are also published in national and local newspapers.

*For further details, Please see,*

- a. *Volume-2, Prospectus and brochure of campus, p.53-54*
- b. *Copy of Divyadristi Yearly Bulletin.*

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

Areas	Year I (2080)	Year II (2079)
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Academic	Prospectus and brochure of campus	Prospectus and brochure of campus
Academic, Administrative and Financial	Divyadristi Yearly Bulletin	

The public information cell collects responses through website, email, complaint letters received through the complaint box, social sites, meetings and interactions with stakeholders. In the special functions of campus such as anniversary day and other special occasions, the participants are encouraged to give their responses. The issues and responses including published information of the campus are the agendas for the discussion and also the source of the feedbacks on academic, financial and administrative programs.

*For further details, Please see,*

- a. *Volume-2, Prospectus and brochure of campus, p.53-54*
- b. *copies of Divyadristi Yearly Bulletin,*

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

Yes  No

If yes, give details

The public information cell collects responses through website, email, complaint letters received through the complaint box, social sites, meetings and interactions with stakeholders. In the special functions of campus such as anniversary day and other special occasions, the participants are encouraged to give their responses. The issues and responses including published information of the campus are the agendas for the discussion and also the source of the feedbacks on academic, financial and administrative programs.

119. Is there any system to evaluate the impact of public information on quality improvements? (1)

Yes  No

If yes, how these impacts are measured?

Yes, the Public Information Cell evaluates the impact of public information and publishes its report. Afterwards, the campus utilizes the report on quality improvements. The responses and comments received from different channels are duly perused by Public Information cell and Grievance Management Committee to seek if there are genuine issues, grievances, complaints and recommendations which are not under the notice of the campus. If such issues are found, these are forwarded to Campus Administration which in turn evaluates them and takes necessary steps.

*For further details, Please see,*

- a. *Volume-2, Annual plan*
- b. *copies of Divyadristi Yearly Bulletin,*

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

The public information practice has made positive impacts on the overall development and community involvement of the campus. Some positive impacts are: More active involvement of the stakeholders: Public Information Cell (PIC) has started publishing detail activities and has communicated the goals, policies, programs, admission information, free ship and scholarship schemes and the details of the achievement and activities of the campus through brochures, prospectus, bulletin, website and journals and calendars. As a consequence the involvement of the stakeholders in the programs launched by the campus has been increasing and that has been one of the major incentives for launching curricular, infrastructural and administrative improvements and launching preparation for QAA programs, discipline and security concerns:

The Public Information Cell (PIC) has collected important feedbacks related to the disciplines of the students and security concern from the stakeholders and alumni, the forum of the graduated students of this campus, which have enabled campus administration to take strict measures and have collaboration of the local community to maintain discipline and ensuring security by installing CC camera in the campus. Wider participation of national and international community in the campus activities: As a consequence of wider circulation of campus information, the participation of different organizations has increased in campus activities

*For further details, Please see*

- a. *Volume-2, Photographs of civic responsibilities performed by campus, p. 85-95*
- b. *Volume-2, Photographs of extra-curricular activities, seminar & workshop, awareness program performed by campus,*

## **PART TWO: ANALYSIS OF THE DATA**

### **2.1 Preamble**

Galkot Multiple campus has recently initiated its journey of QAA after its LOI was approved on 15th July, 2022. Since establishment of the campus the attempt for imparting quality education was made but after the orientation of QAA program launched by UGC special attempts has been made for quality improvement and infrastructure development. The campus activities have been entered into the new phase of campus development. The campus was established in the active participation of the local community, intellectual personalities and social workers' support so to fulfill the need of quality education for the same community is prime duty of this campus. The campus is on the way of broadening with different streams of the bachelor degree classes and starting master degree class in the faculty of education and management soon. Geographically campus is located in the central part of district so it has been supporting large number of people for their academic and professional development and it has checked large number of people from migration in search for higher education. It has been working as an important skilled man power supplier in this province so through the journey of QAA it wants to present it as an outstanding educational institution in this province.

First, the Self-Study Report (SSR) presents a brief introduction and development history of Galkot Multiple Campus. Then, it highlights the Vision, Mission, Goal and Objectives of the institution and the required action to fulfill them Further, it states the GMC quality policy, initiatives, major highlights, academic facilities, infrastructures and learning resources, major activities and achievements, challenges, development initiatives, and finally the process of SSR writing. To prepare the report, the IQAC committee formed SSR team of five members and the SSR formed different committees for benchmark wise data collection. The committees adopted the necessary procedures and furnished the task of giving it a preliminary format of SSR.

#### **2.1.1 Institutional Background**

Galkot Multiple Campus was established in 2061 B.S. with the vision of providing quality higher education in local level. It lies in Baglung district, Galkot municipality ward no 3 Hatiya Baglung, Nepal. 11 wards of Galkot Municipality, Tarakhola Rural Municipality, some wards of Badighat Rural Municipality, Musikot Municipality and Baryang Rural Municipality are the feeder areas of this campus. There is settlement of nearly one lakh population in this area. It is valley shaped urbanizing Hilly region situated in the west central part of Baglung District. Galkot multiple Campus lies on the East West Mid Hill Puspatal Highway nearby Municipality centre of Galkot. Galkot Being One of the autonomous states of Malla kings is popular for its historical identity, and cultural heritage.

Farming based rural economy of this area is slowly converting into urban area with

the economic growth of local people as most of them are involved in the job abroad. People from upper parts of the settlement are migrating towards lower city areas which are situated in the banks of the major rivers like Daram and Gaudi. Local migration as well the migration out of Galkot is also growing trend at present but most of the local people who have migrated from here keep their parental property and keep coming and they actively participate in socio economic activities of Galkot though they permanently do not reside here. Most of the people living in the family are dependent population. The parents working abroad are really ready to invest a lot in cost of providing quality education for their children.

The campus was affiliated with the faculty of Education in 2061 B.S. In this faculty four major subjects; English, Nepali, Economics and population are being taught. Recently Population subject has been changed as minor subject. Apart from compulsory subjects, three major subjects have been running in the campus at present. The campus ran single faculty for six year from 2061 B.S. to 2066 B.S. and in 2067 B.S., Campus received the affiliation to run the management faculty and two faculties have been running simultaneously since then.

### **2.1.2 Historical Development**

The campus initiated its teaching learning activities from very small number of students and teachers. In the first batch of the campus there were only 13 students and twelve campus staff. All the first batch students graduated regularly except one. The trends of student number and results are not so consistent. According to S.L.C.(now SEE) results and social/political environment, enrollment of students and result has been fluctuating. The campus has been trying to refine its teaching learning method according to the demands of time and course but it has to do a lot to bring a desired quality in education. Attraction of students towards newer and technical subjects and attraction towards studies abroad have influenced students much during the last few years. Irregularities in the class, high number of dropouts; poor results etc. are the major concerns of worries to the campus administration at present. The campus has attempted to improve its quality performance by guiding campus on the way of QAA recently. Acceptance of LOI and devotion of whole campus team towards infrastructure and academic reformation and improvement is taken as a very important step towards its quality enhancement.

Dhanyachal held in 2061 B.S. Falgun 14 to 21 in presence of Pandit Narayan Prasad Pokharel was an important foundational step for the construction of this campus as an autonomous entity. Active and enthusiastic participation of local donors and people abroad made it possible to collect nearly 30 million rupees together in cash and land donation. This event alone illustrated the need and desire of people for running higher education institute in this area. The campus building was constructed, and the land was purchased with the collected money. It helped campus to fulfill immediate expenses and to

make campus independent. Currently, there are nearly four hundred students studying in this campus in the faculty of Education and Management in different subjects. All together 24 teaching and non-teaching staff have been involved in teaching and learning activities. Underprivileged farmers, women, local businesspeople are directly benefited from this campus. Most of the students are involved in local jobs along with their studies which have strongly helped to supply manpower for local organizations. Donation of the local people, Galkot Municipality grants, student fee and University Grant Commission (UGC) support for physical infrastructures and other grants are major sources generating economy to run the campus. But, for its quality achievement and institutional development the campus was planning to initiate its QAA process for a long time. By solving its technical difficulties, the campus has initiated the process aiming to achieve its goals in support of all stakeholders. The campus wants to fulfill following proposes by participating in QAA process.

- Enhance and assure Quality in education.
- Promote the image and recognition of the campus.
- Identify weaknesses, drawbacks and areas of improvement in the process of catering qualitative higher education

### **2.1.3 Vision, Mission, Goal of the Campus**

#### **Campus Motto**

'A journey to Excellence'

#### **Vision:**

Committed on our motto 'A journey to Excellence'

#### **Mission:**

Aims to produce productive human resources increasing student enrollment, and student accreditation preserving national and international culture

#### **Goal:**

To develop leading community Campus in the region by maintaining, promoting, expanding and strengthening physical facilities, academic programs and research capacity to contribute regional, national academic development

#### **Objectives:**

- Providing access to higher education with result oriented and IT friendly programs.

### **2.1.4 Physical Infrastructures and Property**

The campus started its formal classes in the infrastructure of Galkot Higher secondary School in 2061 BS. The campus is continually adding its infrastructures. Soon after the

Dhanyachal Mahayagna, the campus received land in donation and purchasing .Now the Campus has six rapines of land in the heart of Galkot municipality on the side of Midhill Puspallal High way in Hatiya bazaar. Now the campus has its own separate four storeys building in separate compound with sufficient rooms for classroom, administration library, ICT lab account room, separate staff room etc.

Class rooms consist of white boards, CC TV camera, desks bench etc. The account section is equipped with account soft ware, computer photocopy and printer. In the library there is open space for students to sit and study. There is also soft ware system and photocopy facility in the library. Student are borrowing and exchanging text, reference books and daily and weekly magazines and newspapers from library. Internet has been connected and it is available for students and teachers. There is internet access in each room .Both teachers and students are utilizing it for teaching and learning purposes. Multimedia projector has been set in the hall so students participate turn wiser for the audio visual presentation class and student also participate in presentation activities which has become very effective and motivating for the students. There is separate toilet for girls and boys in each storey of the building and provision of hot, cold and filtered water for the students.

For the transportation facility of the students the campus has made a contract with the vehicles for the students who come from distant places. The campus provides special subsidy for those students. The campus has planned to get its own vehicle after completion of the comprehensive infrastructure development program in the month of Flagon 2080 BS. For the facility of games and sports the campus has its own ground for badminton and table tennis but for volleyball and foot ball the campus has made an agreement with Galkot High School which is adjoining campus. The campus organizes physical as well and intellectual activity for the all round development of students.

For the health facility the campus has a health desk which provides primary health care, sanitary pads for the girls, regular health checkups for the teachers and students. Except this there is a big hall for students, teachers and public for meditation and exercise.

The campus has its safe and silent area with compound. For the decoration and cleanliness plants have been managed. Students and teachers contribute flower plants on the occasion of their birthday. Except for this the campus has small area with precious plants and greenery in the front side of the building. The campus has maintained its own guest room for accommodating the guest who arrive and stay in campus for few days for different purposes. There is a canteen inside the campus so that students and teachers are getting facility of tea, coffee, snacks and lunch for cheaper price and better quality.

The comprehensive plan of the campus includes other many subjects of the physical infrastructure. For the purpose of fulfilling physical and academic requirements the campus has already announced a grand religious ceremony from Falgun 6 to 13 in the premises of Galkot Multiple Campus. Girl's and boy's separate hostel, own play ground

with variety of games and sports, seminar hall and separate faculty buildings, separate and large library hall, affiliations for technical subjects and master level classes with due focus in research are some of the major projects the comprehensive plan is going to cover.

### **2.1.5 Academic Programs**

#### **B. Ed 4 years' program**

Bachelor of Education was initiated in 2061 B. S. Majority of faculty and students are involved in the program. Diverse subjects are taught in the program; English, Economics, Population and Nepali. This program is managed in the morning shift.

#### **BBS 4-years' program**

Bachelor of Business studies was initiated in the campus from 2067 B. S. with affiliation of Tribhuvan University in the morning shift. Because of the speedy growth of different financial intuitions, the demand of BBS program has been continuously growing. To fulfill the emerging need of the students, GMC started its 3 years' academic program from the beginning which is also proved with the enrollment of the students from the beginning of the academic program. From 2070, TU introduced 4 year bachelors program for BBS. Since then, the campus is running 4 years BBS programs. This program also offers accountancy, finance and marketing as specialization subjects. Similarly, the campus is conducting English and Nepali medium classes in this faculty.

### **2.1.6 Infrastructure and Learning Resources**

The campus has got well equipped infrastructure and learning resources in the Galkot Region. It has academic building, library, canteen, garden and open space, library, well-furnished classrooms, sick room, dress changing room, separate male and female toilets, hot-cold water supply, 24 hours' electricity, diesel and power backup systems, well-furnished classrooms with white boards, multimedia projector, internet and Wi-Fi service.

Specifically, the campus has got sufficient supporting facilities for conducting various education programs and activities.. There is availability of advanced computer learning center with fast internet and Wi-Fi facility, well-resourced library, computer, printer and cabinet, meeting hall, canteen with hygienic foods, generator back up during load shedding time, multimedia projector, volleyball court, TT board, vehicle parking. Especially for the students, the campus has managed student dress changing room, sanitary pad, pure drinking hot/cold water, toilet, first-aid room/facility, scholarship facilities, etc. There is a seminar hall to perform ECA. A Generator and power back up system are installed for power backup.

The campus has volleyball, badminton, and TT courts. The durable materials like; furniture, computer are classified, coded and kept in the record. It has recently completed coloring/painting of the academic building which has added extra beauty in campus

environment. Its maintenance guideline has clear statement about the regular maintenance of the infrastructure, accordingly the budget is managed.

The campus has utilized its infrastructure facilities. Moreover, the administrative office, library, computer and account, exam section, internet and Wi-Fi facilities, water, toilet and canteen facilities are optimally taken advantage of. It has best utilized the existing resources and infrastructure systematically with a prior plans and policies as stated in the Campus Operational Manual.

The community people, institutions, societal organizations, and external agencies can best use academic facilities regularly. For the purpose, there is clearly stated provision in the campus manual. The libraries, internet, Wi-Fi, water, vehicle parking facilities of the campus are open to general public. The other academic institutions, schools, cooperative institutions have been enjoying the ground, garden, seminar and meeting hall regularly and periodically for co-curricular activities, conference, workshops, training, recreational activities etc. The campus resources and facilities are utilized by concerned stakeholders since its establishment. The campus permits GOs and NGOs to carry out various trainings, examinations, workshops, conferences, annual meetings, talks, interactions, elections like programs in the campus.

The campus manages the internal and external environment, conducts gardening, sanitation, forestation program in association with campus stakeholders and conduct environmental and sanitation related programs on various occasions. A spacious cafeteria with the capacity separate male and female toilet blocks with 24-hour water facility, sanitary pad facility, and rest rooms are available. The campus has maintained an attractive garden with different flowers, herbs, shrubs, and trees, placed flower vase in the corridor, lay dust bins in every nook and corner of the campus premise, built soak pit, incinerator.

The campus provides open access to all the students in the library building. The library users are provided with catalogue search service in the library reading room. On working days the library opens 7 hours and it is closed on holidays.



### 2.1.7 Faculty and staffs Details

S.N	Name	Position	Qualification	Address
1	Mukunda Singh Bhandari	Campus Chief	M.A. /B.Com	Galkot Municipality-03
2	Jhal Bahadur Pandey	Assistant Campus Chief	M.Ed. (Geo.)	Galkot Municipality -06
3	Krishna Prasad Gautam	Present Campus Chief	M.A. /B.Ed.	Galkot Municipality -03
4	Devendra Bahadur Khatri	East Campus Chief	M.A. /B.Ed. (Nep.)	Galkot Municipality -03
5	Khimnath Gautam	Departmental Head (Management)	M.B.S. /M.Ed.	Galkot Municipality.0
6	Choodamani Sharma	Assistant Lecturer	M.A. / B.Ed. (Eng.)	Galkot Municipality -0
7	Bishnu Prasad Gautam	Assistant Lecturer	M.Ed. /M.B.S.	Galkot Municipality -07
8	Nawaraj Gautam	Assistant Lecturer/ Administrative Officer	M.Ed. /B.Com	Galkot Municipality -03
9	Tanka Prasad Regmi	Assistant Lecturer	M.A. /B.Ed. (Nep.)	Galkot Municipality -06
10	DilaramSubedi	Assistant Lecturer	M.A.(Eco.) /B.Ed.	Galkot Municipality -04
11	MinrajGaire	Assistant Lecturer	M.Ed. (.Eng	Galkot Municipality -02
12	Dipak Sharma	Assistant Lecturer	M.a.Sociology	Galkot Municipality -03
13	Om Prasad Niure	Assistant Lecturer	M.A Maths	Galkot Municipality -03
14	Bir Bahadur	Assistant Lecturer	M.Ed.Eng	Galkot Municipality

	Bohora			-03
15	Kishan Gyawali	Assistant Lecturer	M.b.s	Galkot Municipality -03
16	Ram Bahadur Khatri	Assistant Lecturer	M.Ed.Eng	Galkot Municipality -03
17	Bir Bahadur Chokhal	Assistant Lecturer	M.a/B.Ed.Nep	Galkot Municipality -07
18	Dhundiraj Poudel	Assistant Lecturer	M.a/B.Ed.Nep	Jaimini Na.Pa-08
19	Bhagwan Bohora	Assistant Lecturer	M.Ed.Pop	Galkot Municipality -02
20	Mansingh Thapa	Assistant Lecturer	M.b.s	Badigadh R.M - 03
21	Subash Sapkota	Assistant Lecturer	M.B.S	Galkot Municipality -09
22	Krishna Bahadur Bohora	Assistant Lecturer	M.B.A/BHM	Galkot Municipality -03
23	Sanju Neupane	The Librarian	B.b.s	Galkot Municipality -03
24	Min Bahadur Karki	Office Assistant	8 Class Pass	Galkot Municipality -03

### 2.1.8 Campus Management Committee (CMC)

S.N	Post	Name	Address
1	Chairman	Ghanshyam Sharma Subedi	Galkot Municipality - 04
2	Vice President	Harka Bahadur Pandey	Galkot Municipality - 06
3	Elected Member	Ram Prasad Sharma	Galkot Municipality - 03
4	Elected Member	Padam Shrestha	Galkot Municipality .03
5	Elected Member	Hira Bahadur Bhandari	Galkot Municipality - 03
6	Elected Member	Bishnu Kumari Rana	Galkot Municipality - 03
7	Ex officio Member	Krishna Prasad Gautam (Outgoing Campus Chief)	Galkot Municipality Pa-03
8	Ex officio Member	Devendra Bahadur Khatri ( GSS Principle)	Galkot Municipality - 03
9	Ex officio Member	Fom Bahadur Khatri (Ward chairman)	Galkot Municipality - 03
10	Ex officio Member	Dilaram Subedi (T.U. The Lecturer Union Chairman)	Galkot Municipality - 04
11	Ex officio Member	LokendraGaire (Free Student Union President /Student Representative)	Galkot Municipality - 02
12	Nominated member	Tilak Upreti	Galkot Municipality - 06
13	Nominated member	Him Bahadur Bhandari	Galkot Municipality .02
14	Nominated member	Ram Bahadur Khatri	Galkot Municipality - 03

15	Nominated member	Birendra Shrestha (President Galkot Udyog Banijya Association)	Galkot Municipality - 03
16	Nominated member	Rupa B.c	Galkot Municipality - 11
17	Nominated member	Nawaraj Gautam	Galkot Municipality - 03
18	Member Secretary Campus Chief	Mukunda Singh Bhandari	Galkot Municipality - 03

### Advisory Committee

S.N	Name	Position
1	Hon. Devendra Poudel	Federal MP
2	Hon. Jit Sherchan	Member of Provincial Assembly
3	Chief District Officer	Chief District Officer
4	District Coordination Committee Chairman	District Coordination Committee Chairman
5	Bharat Sharma Gaire	Mayor of Galkot Municipality
6	Dhan Bahadur B.K	Chairman of Tara Rural Municipality
7	Kulraj Sharma	Former Honorable and Intellectual
8	Gyamnath Gaire	Social worker and intellectual
9	Tanka Bahadur K.C	Social worker and intellectual
10	Bul Bahadur Khatri	Social worker and intellectual
11	Taal Bahadur Bhandari	Land Donor

### Invited Members

S.N	Name	Area	Address
1	Ram Prasad Kandel	Social worker and intellectual	Galkot Municipality -08
2	Tej Bahadur Thapa	Social worker and intellectual	Galkot Municipality -09

3	Dhalindra Prasad Gautam	Social worker and intellectual	Galkot Municipality -08
4	Tanka Prasad Chalise	Social worker and intellectual	Galkot Municipality -03
5	Yogesh Bhandari	Social worker and intellectual	Galkot Municipality -06
6	Birjung Bhandari	Social worker and intellectual	Galkot Municipality -03
7	Choodamani Sharma	Campus Teacher Representative	Galkot Municipality -04

### 2.1.9 Internal Quality Assurance Committee (IQAC)

S.N	Name	Post
1	Mukunda Singh Bhandari	Coordinator(Campus Chief)
2	Choodamani Sharma	Member ( Assistant -Campus Chief Convener Self-Assessment Group)
3	Khimnath Gautam	Member(Departmental Head Management)
4	Krishna prasad Gautam	Member(Outgoing Campus Head)
5	Devendra Bahadur Khattri	Member(Head of the former campus)
6	Nawaraj Gautam	Member(Head of Administration and Accounts)
7	Bishnu Gautam	Member(Education faculty)
8	Ganesh Sapkota	Member( Student representative)
9	Jhal Bahadur Pandey	Member (Coordinator Examination committee)

### 2.1.10 Self-Assessment Team (SAT)

S.N	Name	Position
1	Choodamani Sharma	Coordinator ( Assistant Campus Chief)
2	Bir Bahadur Bohora	Member ( Assistant lecturer Management)
3	Dipak Sharma	Member ( Assistant lecturer Education)
4	Bhagwan Bohora	Member ( Assistant lecturer Education)
5	Nawaraj Gautam	Member (Head of Administration and Accounts)
6	Krishna Bahadur Bohora	Member Administration ( Management)

### Extra Curricular Activities (ECA)

S.N	Name	Post
1	ManSingh Thapa	Coordinator (Assistant lecturer Business)
2	Ram Bahadur Khatri	Member(Assistant lecturer Education)
3	Tanka Prasad Regmi	Member(Assistant lecturer Business)
4	Bhagwan Bohora	Member(Assistant lecturer Business)
5	Om Niure	Member(Assistant lecturer Business)

### Grievance, Counseling and Employment Committee (GCEC)

S.N	Name	Position
1	Krishna Prasad Gautam	Coordinator (Former Campus Chief)
2	Jhal Bahadur Pandey	Member ( Assistant Campus Chief)
3	Khimnath Gautam	Member(Assistant lecturer Management)
4	Dhundiraj Paudel	Member(Assistant lecturer Education)
5	Ram Bahadur Khatri	Member(Assistant lecturer Education)
6	Bir Bahadur Bohora	Member(Assistant lecturer Education)

### Student Quality Circle

S.N	Name	Position
1	Ganesh Sapkota	Coordinator (B.Ed. 4 <sup>th</sup> Year)
2	Manish Gurung	Member (B.B.S. 4 <sup>th</sup> Year)
3	Ritu Hamal	Member (B.Ed. 3 <sup>rd</sup> Year English)
4	Punam Sunar	Member (B.Ed. 3 <sup>rd</sup> Year Nepali)
5	Karishma Gautam	Member (B.B.S. 3 <sup>rd</sup> Year)
6	Sagun Karki	Member (B.Ed. 2 <sup>nd</sup> Year English)

7	Bishan Shrees	Member (B.Ed. 2 <sup>nd</sup> Year Nepali)
8	Abhishek Shahi	Member (B.B.S. 2 <sup>nd</sup> Year)
9	Smriti Budhathoki	Member (B.Ed. 1 <sup>st</sup> Year English)
10	Devi Khatri	Member (B.Ed. 1 <sup>st</sup> Year Nepali)
11	Melina Kharel	Member (B.B.S. 1 <sup>st</sup> Year)

### Examination Board

S. N	Name	Position
1	Jhal Bahadur Pandey	Coordinator (Assistant -Campus Chief)
2	Khimnath Gautam	Member (Departmental Head Management)
3	Nawaraj Gautam	Member(Head of Administration and Accounts)
4	Bhagwan Bohora	Member(Assistant Lecturer Education)
5	Krishna Bohora	Member(Assistant Lecturer Management)

### Education Management Information System Committee - 2079 (EMIS)

S.N	Name	Position
1	Krishna Bahadur Bohora	Coordinator (Assistant Lecturer Education)
2	Dipak Sharma	Member(Assistant Lecturer Education)
3	Bhagwan Bohora	Member(Assistant Lecturer Education)
4	Nawaraj Gautam	Member(Head of Administration and Accounts)
5	Choodamani Sharma	Member(Assistant Lecturer Education)

### Research Management Committee

S.N	Name	Position
1	Dhundiraj Poudel	Coordinator (Assistant Lecturer Education )
2	Bir Bahadur Chokhal	Member(Assistant Lecturer Education )

3	Bir Bahadur Bohora	Member(Assistant Lecturer Management)
4	Dipak Sharma	Member(Assistant Lecturer Education )
5	Subash Sapkota	Member(Assistant Lecturer Management )
6	Ram Bahadur Khatri	Member(Assistant Lecturer Education )

### **Publication Committee**

S.N	Name	Position
1	Devendra Bahadur Khatri	Coordinator (Former Campus Head)
2	Bir Bahadur Chokhal	Member ( Assistant Lecturer Education)
3	Bir Bahadur Bohora	Member(Assistant Lecturer Management)
4	Dipak Sharma	Member(Assistant Lecturer Education)
5	Bishnu Gautam	Member(Assistant Lecturer Education)
6	Ram Bahadur Khatri	Member(Assistant Lecturer Education)
7	Tanka Prasad Regmi	Member(Assistant Lecturer Education)

### **Account Management Committee – 2079**

S.N	Name	Position
1	Harka Bahadur Pandey	Coordinator(CMC vice president)
2	Hira Bhandari	Member(CMC)
3	Rupa B.C	Member(CMC)
4	Ram Bahadur Khattri	Member(CMC)
5	Nawaraj Gautam	Member(Head of Administration and Accounts)

### **Scholarship Management Committee**

S.N	Name	Position of Responsibility
1	Ghanshyam Sharma Subedi	Coordinator( CMC)
2	Ram Prasad Sharma	Member(CMC)



3	Jhal Bahadur Pandey	Member(Department of Education))
4	Khimnath Gautam	Member(Head of Department Management)
5	Nawaraj Gautam	Member(Head of Administration and Accounts)
6	Lokendra Gaire	Member(Student representative)
7	Mukunda Singh Bhandari	Member the Secretary (Campus Chief)

### Scholarship Distribution Committee

S.N	Name	Position of Responsibility
1	Ghanshyam Sharma Subedi	Coordinator( CMC)
2	Ram Prasad Sharma	Member(CMC)
3	Jhal Bahadur Pandey	Member(Department of Education))
4	Khimnath Gautam	Member(Head of Department Management)
5	Nawaraj Gautam	Member(Head of Administration and Accounts)
6	Lokendra Gaire	Member(Student representative)
7	Mukunda Singh Bhandari	Member the Secretary (Campus Chief)

### Library Management Committee

S.N	Name	Position
1	Harka Bahadur pandey	Coordinator (Vice President Campus Management Committee)
2	Khimnath Gautam	Member (Departmental Head Management)
3	Ram Bahadur Khatri	Member ( Assistant Lecturer Education)
4	Dhundiraj Poudel	Member ( Assistant Lecturer Education)
5	Sanju Neupane	Member (Head of Library)

### Alumni Association

S.N	Name	Post
1	Tikaram Kandel	Chairman
2	Elina Kaucha	Vice- Chairman

3	Bir Bahadur Bohora	Secretary
4	Bhagwan Bohora	Joint - Secretary
5	Sushila Chalise	Treasurer
6	Motilal Gautam	Member
7	Sunil Bohora	Member
8	Chetnarayan Arjel	Member
9	Shiva Khadka	Member
10	Fom Bahadur Khatri	Advisor
11	Ram Bahadur Khatri	Advisor
12	Ram Prasad Kandel	Advisor

#### **Canteen Management Committee**

<b>S.N</b>	<b>Name</b>	<b>Position</b>
1	Birendra Shrestha	Coordinator (CMC)
2	Bishnu Kumari Rana	Member(CMC)
3	Tilak Upreti	Member(CMC))
4	Padam Shrestha	Member(CMC)
5	Mukunda Singh Bhandari	Member the secretary( Campus Chief)

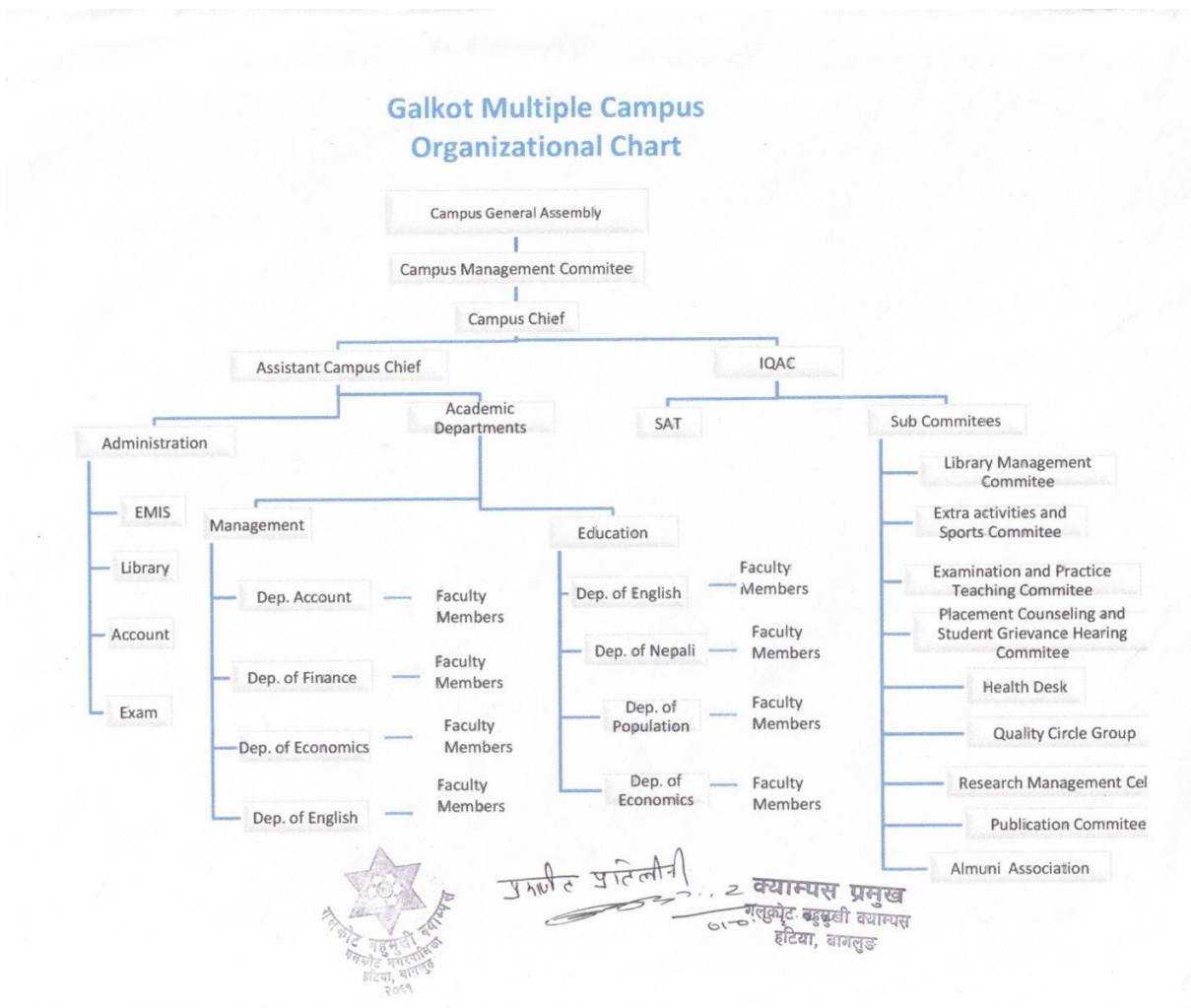
#### **Placement and Promotion Committee**

<b>S.N</b>	<b>Name</b>	<b>Position</b>
1	Him Bahadur Bhandari	Coordinator ( CMC)
2	Birendra Shrestha	Member(CMC)
3	Padam Shrestha	Member(CMC ,Member)
4	Fom Bahadur Khatri	Member(CMC ,Member)
5	Mukunda Singh Bhandari	Member(CMC ,Member)
6	Ghanshyam Sharma Subedi	Member(CMC Chairmen)

### Physical Construction and Procurement Committee-2079

S.N	Name	Position
1	Him Bahadur Bhandari	Coordinator ( CMC)
2	Birendra Shrestha	Member(CMC)
3	Padam Shrestha	Member(CMC ,Member)
4	Fom Bahadur Khatri	Member(CMC ,Member)
5	Mukunda Singh Bhandari	Member(CMC ,Member)
6	Ghanshyam Sharma Subedi	Member(CMC Chairmen)

### Organizational Structure:



### SWOT Analysis

Thematic area	Strength	Weakness
Human Resource Management	<ul style="list-style-type: none"> <li>• Locally available, Dedicated and qualified faculties with diverse pedagogical and research experience.</li> <li>• Skilled administrative staffs</li> <li>• Provision of department/institute with relevant faculties.</li> <li>• Faculties skilled at using technology</li> </ul>	<ul style="list-style-type: none"> <li>• Insufficient provision of expert faculties with higher academic qualification (Ph.D) in departments.</li> <li>• Imbalance of the teacher student proportion[less students in the subjects/courses with full time man power</li> <li>• Limited research and academic exposure of the faculty on research and academic field.</li> <li>• Limited number of sufficient man power competent in using technology.</li> <li>• Limited staff motivation.</li> </ul>
Infrastructure Management and Development	<ul style="list-style-type: none"> <li>• GMC owns more than 6 Ropanees and 1 Aana of expensive land located in the prime location of Hatiya Bazzar.</li> <li>• Provision of filtered cold and hot drinking water.</li> <li>• Provision of class rooms with multimedia projector and internet.</li> <li>•well equipped classroom.</li> <li>•Strong Community support.</li> </ul> <p>Good cooperation and support of local government.</p>	<ul style="list-style-type: none"> <li>• Limited/no provision of hostel facility for students and the teacher/staff.</li> <li>• Partial execution of Repair, maintenance and a number of infrastructure enhancement projects</li> <li>• Insufficient area for the play ground and insufficient sports materials.</li> <li>• Limited provision of enhanced physical structure compatible with the enhanced quality components, limited coverage of internet and Multimedia use.</li> <li>• Limited provision of workshop, seminar and covered hall.</li> <li>• Master plan for overall infrastructural development requires further upgrading.</li> <li>• Limited computer facility for the students.</li> <li>• Limited provision of departmental library</li> </ul>

<p>Teaching learning practices</p>	<ul style="list-style-type: none"> <li>• Only campus in Galkot region for academic programmes (Bed and B.B.S.) .</li> <li>• Use of technology/ multimedia in pedagogical activities.</li> <li>• Growing level of satisfaction of the students.</li> <li>• Provision of result analysis and feedback.</li> <li>• Affordable fee, scholarship and free ship benefits, field visit, practical exams.</li> </ul>	<ul style="list-style-type: none"> <li>• Continuous decrement in the number of students.</li> </ul> <p>Higher level drop out and low attendance of the students in class and internal exam.</p> <ul style="list-style-type: none"> <li>• Limited provision of learning resources in the library as per the recently introduced curriculum.</li> <li>• Insufficient rewards and punishment.</li> <li>• Academic plan and unit plan are not properly maintained.</li> <li>• Limited use of technology/multimedia in pedagogical activities.</li> <li>• Low pass percent and graduation rate.</li> <li>• Low employability rate.</li> <li>• Unable to initiate remedial classes.</li> <li>• Inconsistency of internal exam.</li> <li>• Limited provision of new market based programme.</li> <li>• Lack of job fair.</li> <li>• Ineffective admission campaigning.</li> <li>• Inconsistency in graduate tracer documentation.</li> <li>• Limited provision for evaluation and feedback for faculties and staffs.</li> <li>• Limited provision of consultancy and counseling service.</li> <li>• Limited provision of research opportunities for students.</li> </ul>
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<p>Research and Development</p>	<ul style="list-style-type: none"> <li>• Provision of research management by Research Management Committee (RMC)</li> <li>• Practice of integrating teaching and research assisted by RMC.</li> <li>• RMC conducts workshop and seminar.</li> <li>• RMC inspires faculties to engage in research and academic writing</li> </ul>	<ul style="list-style-type: none"> <li>• Limited budget for research.</li> <li>• Limited initiatives to obtain research grant.</li> <li>• Limited conduction of sustained research activities, regular educational tours, seminars/training and other efficiency enhancement activities for the faculties and staffs.</li> <li>• Insufficient workshop and seminar.</li> <li>• Limited provision of feedback and guideline for research.</li> <li>• RMC has not initiated publishing research based journal.</li> <li>• Limited functionality of RMC.</li> <li>• Limited research exposure and collaboration with national and international agencies.</li> <li>• Insufficient research publication and journal, mini research.</li> <li>• Insufficient training, seminar and exposure visits for teaching non-teaching staffs and students.</li> <li>• Limited publication by the students.</li> </ul>
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**Opportunity:**

- Opportunity is the favorable external factors that could give an organization a competitive advantage. It is the condition in the external environment that is exploited effectively, helps an institution to achieve strategic opportunities. Following are the opportunities of the institution.
- Possibility to be a promising campus with enhanced didactic capability convening the

students from poor, hilly and remote area of Galkot region as the campus is located at Galkot municipality, the administrative and trade Centre.

- Possibility of becoming one of the prominent institutions offering higher education, research opportunities, pedagogical training, consultancy services and resourceful learning resource centre in Galkot.
- Opportunity to enhance the eminence of the campus and draw students massively.
- Possibility of obtaining grants assistance from national and international donor agencies for the enhanced management of physical, pedagogical and research infrastructure and accessories.
- Opportunity to conduct new program to supply the professional manpower.
- Possibility of running technical courses and multiple soft courses supporting professional development of the students.
- Possibility of producing internally useful and globally competitive human resources at affordable cost.

### **Threats**

- Threat is the unfavorable external factors that could have the potentiality to harm an organization. Threats are the condition in the external environment that may hinder an organization's effort to achieve strategic competitiveness.
- Lack of research promoting policy and programs and sufficient skilled man power with national and international research exposure.
- Higher dropout rate due to growing tendency of students going abroad.
- Lack of sufficient Job generating professional courses, vocational practical education and vibrant job market in the locality and country as well.
- Migration of prospects student abroad for higher education after completion of SLC
- Attraction of students in foreign employment.

## **2.2 CRITERION-WISE ANALYSIS CRITERION**

### **1. POLICY AND PROCEDURES**

This section explains the goals, objectives and standards of Galkot Multiple Campus for the assurance of quality education. The campus has clearly defined vision, mission, goals and objectives. It has been conducting its programs and activities to achieve its Vision, Mission Goals and Objectives which are In line with the specific goals and objectives of the campus. The Campus General Assembly, Campus Management Committee and various Sub-committees function collaboratively for the academic progress. To implement the policies, the Campus Management Committee with the coordination of departments, subject committees and faculties is in function.

The institution has a mechanism for internal quality monitoring and checks. The Campus Management Committee has Internal Quality Assurance Committee (IQAC) which supervises all the academic and administrative activities. CMC checks, monitors and supervises the academic and administrative activities of Departments. Departments involve in monitoring of academic activities of faculties; teaching, learning, examinations, ECA, research and so on. The Comprehensive Guidelines defining ToR/JD and other related provisions of all the committees including the IQAC, and other departments, units and individuals are clearly stated in Campus bylaws. The campus prepares annual action plan taking guidance from its strategic plan. The representatives from political, social, educational and business sectors have good collaboration for making participatory decisions, policies and planning in the campus.

The campus offers the regular courses offered by Tribhuvan University for Bachelors Degree. Along this, the campus has launched Teaching License Preparation Course for B. Ed. students, Montessori Training in collaboration with GOs and NGOs for enabling students for teaching and learning.

The campus takes regular feedbacks from its stakeholders. There is suggestion box for collecting complaints and suggestions from its stakeholders regarding the services from the campus. Both students and teachers can use this system for giving necessary suggestions and complaints. The face book page and web site of the campus are also used for this purpose. The campus takes the feedback time to time from the meetings and programs organized for different purposes.

Participation of the students in every academic and administrative decision making has been assured. They represent and participate in Campus General Assembly, CMC, ECA, library advisory committee, Scholarship Selection and Recommendation Committee representing from Free Students' Union, Students quality Circle. Similarly, there is an alumni association, which represent in the campus general assembly, assists for co curricular activities. SQC committee consisting 11 members has been formed representing each class which provides feedback to the campus administration regarding the quality of



campus and its activities.

The Research Committee plans and manages to conduct research activities for teachers and students. The cell combines teaching and research activities, as it organizes seminars, workshops, trainings and orientations on research for students and teachers following campus annual plan. Accordingly, the cell assists to carry out researches on various issues and subjects for the students. Further, the cell supports grants to faculties and students to conduct mini-researches which are being helpful in teaching and imparting research based knowledge in the institution. The outcomes of the combination of research and practice have made teachers and students more capable to write and publish academic articles. Students' research works have become more academic in nature. Combination of teaching and research has helped the teachers to perform effective teaching activities, changed the delivery and learning strategies, boosted research knowledge and self confidence, contributed in policy reformulation of the campus, other institutions and the society.

The campus has some genuine innovation; the first innovation of the campus is the formulation of the policy to ensure the participation of all stakeholders' community in decision making bodies. The institution has general assembly members representing every communities and capacities of the society. The second innovation of the campus that it has been providing opportunities to the students of priority sectors like Women, Dalit, Janajatis' students from rural and lower financial background and indigenous communities. The participation of the groups in higher education has ensured better future of the society. Student empowerment through mobilization of student in social programs and ownership of higher education in the community is also an innovative attempt of the campus.

### **Objectives/goals**

1. To organize the quality assurance system and operate campus effectively,
2. To assign responsibilities to individual departments, units and individuals for the assurance of quality,
3. To ensure relationship between teaching and research in the institution,
4. To involve students in quality assurance
5. To increase public confidence, trust, and support,
6. To attract talent, and students of backward community,
7. To fix the ways in which the policy is implemented, monitored and revised.

### **Current Status**

1. Galkot Multiple Campus has prepared its own vision, mission, goals and objectives.
2. It has been implementing comprehensive, annual and periodic plans to assure quality in education.

3. There are organizational structures where the policies of the institution are formulated and reviewed.
4. The campus has defined the ToR for Campus Chief, Assistant Campus Chief, and Head of the Departments, Committees, and the teaching and non-teaching staff.
5. Campus has developed and used internal quality monitoring and checking mechanisms.

### **Good Practices**

1. It has strong team and its function is proved by work plan and assessment.
2. Additional programs are running for overall development of student, regular Feedback mechanism is developed and used.
3. Stakeholders including students are involved in the management systems of the campus
4. The campus has an Alumni Association supporting campus activities.
5. The campus has been utilizing, generating, and mobilizing huge local resource through the wide participation of community people to enhance quality education in this region

### **Challenges**

1. Research activities have been challenging for teachers with not such practice.
2. The mechanisms are not easily motivated towards newer efforts the campus has initiated.
3. Feedback receiving and managing difficulties.
4. The infrastructure management for each committees, departments and administrative bodies is difficult in present situation.

## **CRITERION 2: CURRICULAR ASPECTS**

The emphasis of curricular management is to impart the knowledge, skills and experience to the students so as to ensure their better career in employment field, self-employment status and other technical as well as entrepreneurial fields. Curricular activities are mostly the input of the learners. If the curricular activities are organized properly with the especial focus on quality, that can enable the students for their outstanding performance in their later career. Efforts have been made to equip our graduates with such outstanding performance skills and experiences. The campus has been consistently running its curricular activities according to the syllabus and courses prescribed by Tribhuvan University (TU).

### **Objectives and Goals**

1. To equip the departments with more resources.
2. To launch new elective or optional courses as per the demand of the students.
3. To maintain strong networking with other institutions of the catchment area of this campus.
4. To introduce new practices for inculcating civic responsibilities and ethical values in the students.

#### **Current Status:**

1. There are two departments B. Ed. And BBS assigned to carry out curricular activities.
2. The campus has prepared academic calendar
3. Faculties have been instructed to prepare annual teaching plan and unit plan.
4. Various optional and elective subjects are offered to the students.
5. The time framework of the campus has been systematized for the convenience of the students. The campus has conducted programs in the morning shift.
6. The extra-curricular activities are periodically conducted
7. The campus has set up code of conducts for the students.

#### **Good Practices:**

1. Counseling classes, revisions, workshop and seminar are conducted for enhancing teaching efficiency and learning capacity of the students.
2. Involvement of teachers, communities, students and stakeholders has been prioritized to achieve goals and objectives of the campus.
3. Besides the academic courses, the students are also encouraged to participate in extra-curricular activities compatible with the goals, objectives and standard of the campus.
4. Students are highly encouraged to work as volunteers in fairs, festivals and public celebration.
5. They are motivated to blood donation, disaster management and support collecting and networking with other social works..

#### **Challenges**

1. The consistency has not been maintained to obtain feedback from the employers and stakeholders.
2. The institution industry/employers firm/institution network is not much fruitful. 3. Management of full time faculties, participation in curriculum designing is still to be fulfilled.
3. Implementing self initiated courses and extra activities are difficult as most of the students cannot afford time due to their engagement in day time.

### **CRITERION 3: TEACHING, LEARNING AND EVALUATION**

The practices of teaching, learning and evaluation system in the institution are reflected in this section, along with the information about the adequacy and competency of the faculty handling various activities. The campus admits the new students through the combination of their academic records, group discussion and interview. Students submit their academic records while filling up admission form. Campus observes and takes decision on the basis of those documents. Interview with students are held to assess the need of the student before admission. There is the provision of interview and orientation to new students to find out their aptitude in the course they demand. The campus takes internal exam regularly to improve academically weak and disadvantaged students. The subject teachers prepare annual plan, and then submit to the HOD. The concerned HOD gives necessary suggestions if the plan is not in line with the syllabi. The department lets implementation the plan and monitors the plan execution.

The campus publishes its academic calendar every year where programs and plans of all the departments are published. Teachers prepare their annual plan in line with the campus' academic calendar. The evaluation and monitoring of the teaching learning activities are performed according to the academic work plan.

The campus uses alternative methods to supplement the lecture method of teaching. The students are encouraged to make group presentation, article writing, demo classes, field trips, project works, research, audio visual classes to supplement lecture methods. Teachers use ICT in classrooms and apply group discussion, experience sharing, and role playing method. The campus has installed multimedia projectors in class rooms which make access to audio and video as instructional materials to make teaching-learning effective. The campus has installed internet and Wi-Fi in the campus therefore, electronic teaching materials like audio, video, documentary, films, articles, blogs and other sources have become accessible. There is facility of photocopy machine, and scanner.

The students are oriented to the program, evaluation system, code of conduct and other relevant institutional provisions and requirements through prospectus, academic calendar, telephone, hoarding board, notice board, electronic and paper media advertisements, citizen charter, brochure, web site and face book and orientation programs. At the beginning of the academic session students are informed in detail about the evaluation system applied in the campus. The campus has been regularly giving orientation on evaluation system applied in the campus before students get admitted. Students are given orientation on observations, class work, assignment, unit test, internal exam, class test and so forth to the students. The campus monitors the overall performance of students periodically. It evaluates their performance through internal exams, class tests, unit tests, presentations, field and project works, report writing, viva voce, and observation of

practice teaching classes. The campus has managed individual portfolio of the students which is helpful to extract the required information about them. The campus has full freedom and resources to appoint any type of teachers which is clearly defined in the Campus Act. The campus follows the self-appraisal method to evaluate the performance of the faculty through teaching, research and extension program. It has been adopting self-appraisal method to evaluate teacher's performance through subject wise and the achievement of students in the subjects. Similarly, Students' achievement in internal and final exam, responses, regularity, participation in the teacher's subject and the teacher's involvement in trainings/seminar, academic, research, extension program and administrative activities of the campus are the measuring areas of teacher performance. The SQC member in each class fill up the log book of teachers (student copy) everyday which includes overall performances (entry and exit time, date, topic, methodology and other remarks) during their classes, and submit to the administration monthly. Moreover, student's evaluation of teacher performance is made at the end of the session. Feedbacks of the passed out students are collected at the time they come to collect their character certificate. There is also a complaint box set up to collect feedbacks from students. The collected feedbacks are evaluated regularly. On the basis of evaluation, the CMC and the campus administration has changed some existing policies and added some new policies. Analyzing their feedbacks, the campus administration addresses their problems and queries. The significant feedbacks from the students about internet facilities, transportation facility, regular power supply, recruitment of competent teachers, English medium class in BBS, and student participation in decision making bodies of the campus in response to the feedbacks from the students . A temporary arrangement of bus service has been made. Similarly, the CMC has made a provision of FSU Chairman's participation in the Campus Management Committee.

### **Objectives /Goals**

1. To maintain transparency in admission process,
2. To cater program of teaching and learning to individual differences among learners,
3. To facilitate effective conduction of the teaching-learning processes,
4. To use ICT in the enhancement of teaching process,
5. To recruit adequate, qualified, and dedicated faculty,
6. To adopt reliable and valid evaluation process of the students,
7. To follow good practices in teaching, learning and evaluation to achieve academic excellence.

### **Current Status**

1. Admission notices are publicly announced
2. Students' academic qualification, interview and counseling meeting are considered before admission.
3. ICT rooms have been fixed to make teaching-learning processes effective.

4. All hiring of teaching staff is made through publishing vacancies and recruitment system to recruit adequate qualified faculty.
5. There are regular internal/board exams, practice teaching, report writing, practical exams and for reliable and valid evaluation process of the students

### **Good Practices**

1. Admission notice is supplied before admission.
2. Students' academic qualification, interview and counseling meeting are given importance prior to admission.
3. ICT technologies are fit in faculty wise class rooms.
4. Internal/board exams, practice teaching, report writing, and practical exams are conducted regularly

### **Challenges**

1. Tendency to go to the city for higher education has created problem in student admission..
2. Students are found not impressed by counseling meetings.
3. Old generation teachers are having difficulty to adopt the ICT skills
4. Resource limitation to adjust ICT technologies in all the class rooms.
5. There is scarcity of competent human resources in the market.
6. Internal/board exams, practice teaching, report writing, practical exams are still to be made effective.
7. Students are reluctant to try to inform absence, illness and other circumstances.

## **CRITERION 4: RESEARCH, CONSULTANCY AND EXTENSION**

This section reflects the entire aspects of the institution to promote research, consultancy and extension and its outcomes. GMC has given high priority for research activities in the recent year. The students are encouraged for research activities in faculty of education and management both. Students have to submit research paper in 4th year of bachelor level in both faculties. The CMC has initiated to allocate budget for the promotion of research related task both for teacher and students. A research Management committee has been formed and the committee has been active for making the research work effective. It is planning to publish a research journal soon the teachers have submitted their research proposal and the paper writing task is in progress. The campus has managed work load for encouraging its teachers for participating in M Phil and PhD programs. Two of the teachers have been doing their M Phil from this year.

Moreover, academic calendar, brochure, prospectus is also being published. Campus

Citizen Charter is published annually. The campus has its own website [www.gmchatiya.edu.np](http://www.gmchatiya.edu.np). Important notices information, press notes, results, plans, rules and regulations and messages are published through this web site. The campus has a Face book page [www.facebook.com/Galkot](http://www.facebook.com/Galkot) Campus, where notices and information are being published regularly. The campus has formed a placement committee and through committee the students are oriented and motivated towards finding a new and suitable job in banks, co-operatives, schools and local market.

The campus provides its physical infrastructures for various types of social programmers and students are encouraged to participate as volunteer. The volunteer were supplied by the extracurricular wing of the campus and the students actively supported the program for its successful execution. The committee has been supporting through volunteers in various programs. Students provided volunteer service for Ex Indian army pension camp management and Full literacy declaration of Galkot Municipality, support collection and distribution for the earthquake victim of Jajarkot and west Rukum in Mansir 2080. The Free student Union of GMC launched blood donation camp in cooperation of Rotract club of Galkot. In Joint work of Galkot Municipality education Department three months Montessori training was successfully organized in the campus for campus students as well as outsiders. In the same way one month teachers' license exam preparation class was also run. More than 20 students were benefitted from this program. The campus hall has been provided for Meditation and spiritual teaching program which has benefitted for both students, teachers and local community. The following sub-sections deals with the objectives, current status, fulfillment analysis, and good practices of the institution in this criterion.

### **Objectives /Goals**

1. To promote research culture among faculty and students,
2. To encourage faculty to publish in academic journals,
3. To promote faculty participation in consultancy work,
4. To increase institutional responsiveness to community needs through the extension and conducting relevant extension,
5. To conduct and implement good practices in research, consultancy and extension to achieve academic excellence.

### **Current Status**

1. The campus has set up a Research and publication committee and it has been organizing research seminar and encouraging the faculties for research publication.
2. To encourage faculty to publish in academic journals the campus has been sending the faculties in seminar and workshops.
3. The campus is providing training and leave to promote faculty participation in consultancy work

4. To ensure institutional responsiveness to community needs, it has been providing campus infrastructure for the local community people.
5. It has prepared necessary mechanism for research and publication,

### **Good Practices**

1. Research culture among faculty and students is inculcated gradually through RMC.
2. Faculties are participating in professional academic program within and outside the campus.
3. Faculties have been participating, research paper in conferences.
4. The campus has organized events to address the needs of the community and stakeholders.
5. Research budget and physical infrastructure are managed to strengthen RMC.

### **Challenges**

1. Teachers and students are not properly motivated in research because of lack of proper ideas of research.
2. To link research in teaching is realized by teachers as a challenge.
3. It is a challenge to grant paid teachers.
4. There are financial constraints to conduct research in large number.
5. There is limitation of source in the RMC, i. e., physical and academic both.

## **CRITERION 5: INFRASTRUCTURE AND LEARNING RESOURCES**

This section highlights the adequacy, optimal use and maintenance of the facilities, infrastructure and learning resources in the campus to enhance the quality of education through public participation. It has completed SWOT analysis for comprehensive master planning which guides the process of physical and academic extension, activities and programs. The master plan of the institution has been prepared. Five Years Strategic Plan (2022-2027) which includes infrastructural plan for the academic development is in the implementation process. The campus is organizing a great ceremony for implementing the comprehensive plan issues. The growing demand of local community for better infrastructure management for library, hostel larger size play ground and well managed parking the campus has planned has encouraged for planning a mega financial resource program in the month of coming Flagon.

### **Objectives and Goals**

1. Manage land area with sufficient space for sports and infrastructures construction.
2. Manage separate hostel for boys and girls.
3. Establishing seminar hall and well equipped library.
4. Set multimedia projectors in each class room

### **Current Status**



1. It has 6 Ropani lands, a building with sufficient classrooms, administrative section, account section, library and different department in its own premise. Water facility, health desk and toilets, sport courts, canteen, power back up,
2. The campus infrastructure policy is to keep balancing the growth of the infrastructure with the academic growth of the institution.
3. The campus has set up a maintenance guideline and effective mechanisms for maintenance and optimal use of infrastructure.
4. The campus has managed library, computer facilities and other learning resources.

### **Good Practices**

1. Physical facilities adding efficiency in carry out the academic program.
2. Local, and national and international institutions have supported to develop infrastructure necessary to academic program.
3. The maintenance of infrastructure is performed regularly.
4. The campus library, and other learning resources, is in the access of the students and teachers

### **Challenges**

1. To manage financial resources to build adequate physical infrastructure.
2. To administer adequate maintenance technicians and fund for maintenance.
3. To make all physical infrastructures for games and sports
4. To maintain boys' and girls' hostel

## **CRITERION 6: STUDENT SUPPORT AND GUIDANCE**

The analysis of this section highlights the efforts of GMC to provide the necessary supports, assistance, and guidance to students for their academic career, uplift and progression. The counseling committee has been guiding students for their career development and regular studies. The ECA organizes various programs related with physical and intellectual development of the students. Application of multimedia classes and presentation system has developed their learning interest, capacity and confidence in students. The alumni of the campus have achieved permanent posts from teachers' service commission, Public service commission and in banking sector. The donation and scholarship fund management from different personalities have helped for people with low economic background to continue their higher studies free of cost. The support of Galkot Municipality is appreciable for infrastructure development as well as student support. Different Government and Non-Government Organizations, public and private institutions, and individuals provide financial aids to intelligent, Dalit and indigenous,

marginalized and disadvantaged students. The campus has made various provisions for supporting the students to materialize their dream of acquiring higher level education and boost their confidence in their academic gain.

### **Goal and Objective**

1. To promote the enrollment of the students
2. To maintain the employment and self employment record of the graduate students and provide further feedback.
3. To introduce incentives for poor and outstanding students.
4. To coordinate with the graduate students and alumni

### **Current Status:**

1. Campus offers scholarship and free ships for to the diligent and needy students.
2. The students are motivated with internal as well as external feedbacks to participate in internal examinations.
3. The students absent in internal examinations are excluded from the process of getting scholarship and free ship offered by the campus.
4. The campus also has an alumni association
5. The campus has maintained library and canteen.

### **Good Practices:**

1. The policies and criteria of admission are made clear to the students through prospectus, website, counseling, media, advertisement etc.
2. Students are benefitted by the scholarship awarded by UGC, Galkot Municipality and other many donors working abroad.
3. Employment cell has been established in the campus. The committee has been providing consultancy service to the students for locating them in the better job available in local area.
4. The campus has started collecting the experience of the current students through Students' satisfaction survey in addition to the evaluation form evaluated by the students for identifying the learning experiences of the current students.
5. Large number female teacher have been successful to pass Teacher Service commission.

### **Challenges**

1. Low student participation in student support activity.
2. There are inadequate resources for more scholarship to the students,
3. It is challenging to prepare and implement non-credit courses yet.
4. It is very challenging to keep in touch with alumni and tap resources from them
5. Dropout rate is higher due to the growing trend of foreign job

## **CRITERION 7: INFORMATION SYSTEM**

In the seventh criterion, we present the information system of institution. The campus has formed different cells which collect, arrange, and record various academic data, then are combined and shared into 'EMIS'. To be specific, the software keeps the data of all the sections. Analysis is carried out in the area such as faculty and subject wise admission, drop out, result, graduation, students' attendance, scholarship, placement, external support, income and expenditure. The Examination committee analyses the academic data (internal and final exam result analysis) in the meeting of staff. The committee recommends and manages for remedial teaching for the needy students. The EMIS prepares students' profile and their academic progress. The Scholarship Selection and Recommendation Committee keep the records of scholarships, and evaluate and select the students. The departments maintain the documents of students' attendance and other academic and departmental activities. IQAC analyzes the annual academic performance and provides suggestions to the departments. The account section records the financial transaction and analyses the data. The library section keeps the records of the books, journals, newspapers. The campus has InSchoolERP Software which does data collecting and keeps the data of administration, account, examination and library section. In addition, the information is also kept on the campus web site, IQAC, concerned department, council, cells, section, committee and library. If any individual or institution wants to get information, the concerned department, related committees provide them information. Students and parents are notified about the result through result sheets. The students are provided their obtained marks slip after each internal examination and the ledger copy of marks is pasted on notice board. Ultimately the teaching learning process, administrative service, student support service, library service, and students' result have been improved through the feedback mechanism, data analysis and information sharing system.

### **Objectives /Goals**

1. to increase students' progression and success rates,
2. To enlarge employability of graduates,
3. To meet the students' satisfaction with their program.
4. To develop the effectiveness and professionalism of teachers,
5. To manage and record the profile of individual student,
6. To utilize available learning resources and their cost,
7. To identify institutions' own performance indicators.

### **Current Status**

1. The campus has installed advance software to fulfill the requirements.
2. Its account, administration, library and EMIS unit are automated for the uniformity and accuracy of the data to produce reliable information of the campus.

3. The campus information is open and easily accessible to all authorities, faculties, students, parent, stakeholders and media.
4. Students are provided feedbacks along with their mark sheets and copies in each internal exam for further improvement.
5. Result record of board exams are safely recorded in campus's exam department.
6. The campus disseminates its information to its stakeholders through different mediums like website, journal, calendar, prospectus, brochure, personal contact and so forth.

### **Good Practice**

1. EMIS unit is established.
2. The campus information is shared to all stakeholders and public.
3. Result record of board exams are safely recorded in campus exam department.
4. The campus disseminates its information to its stakeholders through different mediums like website, journal, reports, citizen charter, social media, mass media, calendar, prospectus, brochure, pamphlets, notice board, hoarding board, personal contact and so forth.
5. All suggestions from the stakeholders are collected and integrated.

### **Challenges**

1. Infrastructural inadequacy has made automation a challenging task.
2. Insufficiency of computer in administration has created problem.
3. Data analysis and report preparation is perceived as time consuming for faculties.
4. Record keeping systems of examinations is turned challenging and time consuming

## **CRITERION 8: PUBLIC INFORMATION**

The system of public information has been strengthened and systematized for effective information. Information mechanisms have been established. Effective communication among the stakeholders of the campus is the major goal of the campus. Following three objectives have been set to achieve

### **Objectives and Goals**

1. Maintaining effective channels for public communication.
2. Assessing the impacts of public information.
3. Promoting the involvement of the stakeholders for their feedback to modify and implement plans and policies of the campus.

### **Current Status:**

4. The campus has formed publication committee to communicate information of the campus to the stakeholders.
5. Different channels have been maintained to communicate the details of vision, mission, goals, objectives, academic information
6. Campus, brochure, calendar and campus report are published annually.

7. EMIS software has been installed and the website has been updated more regularly.
8. Campus charter has been printed and attached on the front wall of the campus.
9. Information officer has been assigned with providing institutional information sought by different National and Local media.

#### **Good practices:**

1. The stake holders have begun to pay notice and give feedback.
2. The campus has maintained notice board and Campus Charter
3. The campus has communicated the vision, mission, goals, objectives, academic information through publication and website.
4. The campus has maintained complaint box, face book page, website, email etc. for feedback.

#### **Challenges**

1. Being a technical activity it is hard to systematize.
2. Stakeholders are hesitant to provide written feedback.
3. Published information is received as weakness by some stakeholders.
4. Students do not entertain to publish their results publicly.
5. Maintaining regular publication difficult.

### **2.3 Summary of the SSR**

The SSR of GMC includes overall information about the campus which has been prepared in the format prescribed by Quality Assurance and Accreditation Division of University Grants Commission, Sanothimi, Bhaktapur, Nepal. This report begins with part one: data collection format for institutional SSR which includes section A and B. Section A provides information for institutional profile filling up institutional data form with evidence, followed by benchmark wise inputs for institutional SSR which is stated in section B. The part two: analysis of the data includes preamble that is backed up with introduction, development history followed by Campus Motto, Vision, Mission, Goals and objectives of the institution. Further, the preamble section incorporates academic facility, infrastructure and learning resources, and the list of teaching and non-teaching staff. Finally, the preliminary section ends with challenges of GMC development initiative followed by the Self-Assessment Team and SSR writing process. Then the SSR shifts to criterion-wise analysis/narratives, and SWOT analysis. Finally, the document concludes with the summary of the SSR and appendix/annex.

All the supporting documents of this report are annexed in separate volume. All the questions of this report are answered, systematically and honestly. The campus has clearly defined Mission, Vision and Goals in the strategic plans which are set to meet the

academic goals and objectives. The vision, mission, goals and objectives, that is mentioned in this report is approved by CMC and also stated in Strategic Plan of the campus. To ensure constancy in teaching and learning with academic goals and objectives IQAC, departments, subject committees and other committee coordinators have been formed. Practices are made to transform theoretical knowledge of students into practical knowledge. Students can flexibly choose the stream as per their field of interest. Elective subject options are provided.. Students' academic qualification, interview and counseling meeting are considered before admission in the given program so that teaching and learning will cater to individual differences amongst learners. Hiring of teaching staff is made through publishing vacancies in newspaper. There are regular internal/board exams, practice teaching, report writing, practical exams and. The campus has set up a Research Management Cell which has been organizing research seminar and publishing a research articles and encouraging teachers and students for writing research articles and trying to combine teaching and learning with research. The campus is striving to have adequacy in using the physical facilities for the conduct of the educational programs efficiently. The campus has six ropanees of land area in the business centre of the district so it is planning to purchase land for generating regular income from the existing building and land by providing them for business institutions. The campus infrastructure policy is to keep balancing the growth of the infrastructure with the academic growth of the institution. The campus has set up a maintenance guideline and effective mechanisms for maintenance and optimal use of infrastructure.

The campus has tried to maintain its resources to meet the growing needs of the students. The library has been expanded and number of computers and ICT tools has been added for running the classes more effectively. CC TV camera has been connected for security and supervision of teaching learning activities. The campus has been adding number of scholarship for benefit of the needy and marginalized students. The Counseling and grievance hearing committee has been supporting students for tackling the problems faced by students. The feedback mechanism is being developed and it is going to be effective. The organization of Alumni Association has supported to keep the passed out students in touch with campus. The publication of the campus has been continued for sharing institutional information and activities among the stakeholders.

The institution has begun its journey for the quality performance but there are many shortcomings in the institution. The resource limitation and the changing attitudes and demands of the students need to be addressed. Due to insufficient infrastructural facilities and fund, the campus is unable to provide hostel facilities as per demand and transportation facilities to the students in its own resources. With its clear vision, mission, goal and objectives, the campus is optimistic to solve all the challenges. It is developing to considerable measure with the support of the UGC, local provincial and federal government agencies, affiliating university, land and fund donors and well-wishers to reach to its destination.

Galkot Multiple Campus is in the first process of QAA. It is first attempt of self study report. The process has helped for identifying its real p[osition at present. It has supported for developing necessary mechanisms and procedures for quality enhancement. The acceptance of LOI and support for writing SSR by QAA department of UGC will be a foundation stone for the quality development of this campus in the future.