

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

SUBMITTED BY



**BIRENDRA BIDHYA MANDIR CAMPUS
(Affiliated to Tribhuvan University)
Estd: 2063**

TIKAPUR, KAILALI

**DECEMBER, 2022
SUBMITTED TO
UNIVERSITY GRANTS COMMISSION
EDUCATIONAL QUALITY ASSURANCE AND ACCREDITATION COUNCIL
(EQAAC)
EDUCATIONAL QAA SECRETARIATE
SANOTHIMI, BHAKTAPUR, NEPAL**

Declaration

On behalf of the institution, I hereby declare that the data and documents included in this Self Study Report are authentic and true to the best of my knowledge. This SSR has been updated and revised by the Self Assessment Team of the campus; complying the comments, suggestions, feedback and guidelines of the Preparatory Peer Review Team. We conducted different discussions and meetings with students, faculties, members of the campus management committee and stakeholders of the institution for the finalization of this report.

This updated and revised SSR has incorporated all the feedback, comments and suggestions imparted by the Preparatory Peer Review Team of UGC, Nepal. However, we are looking forward to address further comments, suggestions and feedback, if any.

Harka Bahadur Bhandari
Head of the Institution
Birendra Bidhya Mandir Campus
Tikapur, Kailali

Acknowledgements

We would like to express our gratitude to all those who have helped us in the preparation of this Self Study Report (SSR), a milestone of this institution for quality education. We also like to thank the experts and officials of University Grants Commission (UGC) for their encouragement, suggestions and ongoing support for the completion of the SSR. Without their support during the preparation, the SSR would not take this shape.

This revised and updated SSR incorporates all the suggestions, comments and feedback provided by the technical committee of UGC. We hope the revised and updated SSR is prepared according to the standard format prescribed by UGC.

It's our immense pleasure to extend appreciations to campus management committee, internal quality assurance committee, self assessment team, all the faculties, students and stakeholders for their valuable suggestions and support to complete this project which is going to shape the future of the institution for quality enhancement. We are really indebted to Kailali Multiple Campus and Aishwarya Multiple Campus, Dhangadhi for the organization of workshop programs on Higher Education Reform Project (HERP) and Quality Assurance and Accreditation (QAA) facilitation. Most of all, it could not have happened without your help.

Finally, special thank goes to Mr. Chakra Bahadur Bhandari, Mr. Dand Pani Pokharel, Mr. Premeshwor Sahu, Mr. Chandra Prakash Sodari and Mr. Rajiv Koirala for their continuous and tireless efforts to complete this Self Study Report.

Harka Bahadur Bhandari
Campus Chief/Co-ordinator, IQAC

Executive Summary

The Self Study Report presents a concise picture of the institution as a dynamic entity with a sense of its history, an understanding of its present and a vision towards future. The overall academic and social performance of the campus can be studied through this document. It tries to capture the overview of the activities from its inception.

It is not only a document to be submitted to UGC, but it is also taken as the historical record of the events in the institution. The future plans, policies and programs of the campus are based on the existing Self Study Report. The institution has taken it as a tool to lead the institution towards assurance, accreditation and excellence of higher education. The Self Study Report of BMC is designed to address the strategic objectives like; enhancing physical excellence through quality education with equitable accessibility, adopting market-driven research-oriented academic activities, expanding academic programs, promotion of research and innovation culture, developing positive rapport among campus, students and society as well faculty development with its vision, mission goals and objectives, core values and guiding principles.

BMC has prepared the SSR for the purpose of QAA process under UGC. The preparation of SSR was overseen by a core committee; Internal Quality Assurance Committee (IQAC) and prepared by Self Assessment Team (SAT) with the support of faculties, staff, students, CMC and stakeholders of the campus. The SAT followed various approaches to complete the task of documentation and preparation of SSR. It attended different dissemination, orientation and workshop programs organized by UGC.

Basically, the SSR is broadly classified into two parts. Part one is further sub-classified into two sections. Section "A" is related to the institutional data like Profile of the Institution, Faculties and Staff, Students, Academic Programs, Infrastructure Facilities and Budget. Similarly, section "B" is related to benchmark-wise inputs for institutional evaluation under different eight criteria i.e. Policy & Procedures, Curricular Aspects, Teaching Learning and Evaluation, Research, consultancy and Extension, Infrastructure and Learning Resources, Student Support and Guidance, Information System and Public Information. Part two is related to the analysis of data with Preamble, Development History of Campus, Location of Campus, Physical Infrastructures, Academic Programs and Facilities, Human Resources, Institutional Mechanisms, Governance and Administrative Structure of BMC, Financial Status, Institutional Highlights and SWOT Analysis, Criterion Wise Analysis and Summary of SSR.

As an affiliated community campus, the institution is managed by Campus Assembly as an apex body and Campus Management Committee as an executive body; consisting of the mayor, deputy mayor, ward chairman/woman, donors, social workers, guardians/parents, political and social dignitaries, educationists, ex-campus chief and president of student union. Campus Management Committee is responsible to formulate and implement policies, plans, programs and strategies in the interest of the students, campus and the society along with formation of auxiliary bodies and mechanisms.

The campus is functional with its Constitution, Rules and Regulations, Operational Procedure and Guidelines.

The campus is implementing TU curriculum along with some of the self-designed soft skills and non-credit courses. Teaching and learning is student centric as the campus is trying its best to reduce traditional lecture method by adopting ICT blended interactive methods. Internal assessment is one of the tools for regular formative evaluation of the students for better and quality education.

The campus' status on research and research related publication is poor. However, the institution has published the peer reviewed “BMC Research Journal” to promote the culture of research and innovation. Fundamental mechanism for research and innovation to initiate small research activities have been guided in the campus via Research Management Cell. The institution has managed the essential framework to develop the culture of promoting research, entrepreneurship and extension activities for the enhancement of academic excellence. 2.82 percent of total operating budget of the campus is allocated for the promotion of research, innovation and faculty development during fiscal year 2079/80.

The Campus is rich in land resources and physical infrastructure facilities; supporting the large number of students' enrollment. A medium but open-accessed and semi- automated library with e-resources and a well- furnished functional computer lab with adequate computers are supportive to students' learning activities. The campus has made different system functional like student support system, service delivery system, counseling, feedback, placement, extra-curricular activities including the regular service supporting system.

It has a functional and well-managed Educational Management Information System (EMIS).The EMIS has been managed with Paathshala Software that integrates the major components of the internal information system like student profile, examination, library, account and administration. The campus has managed student's/graduate's profile as well.

Public information system is crucial systematic element through which the relationship between the campus and community and vice versa has been maintained. The annual report, website, notice board, social media, complaint box, grievance redress mechanism and the means of mass communication are the major tools for information dissemination to the students, community, guardians and stakeholders.

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Abbreviations

AD	: Anno Domini
B.Ed.	: Bachelor in Education
BA	: Bachelor in Arts
BBS	: Bachelor of Business Studies
BMC	: Birendra Bidhya Mandir Campus
BMI	: Body Mass Index
BOK	: Bank of Kathmandu
BP	: Blood Pressure
BS	: Bikram Sambat
BBMPET	: Birendra Bidhya Mandir Public Educational Trust
CAC	: Campus Advisory Committee
CAs	: Campus Assembly
CASH-P	: Competent & Applied Scholar of Honor Program
CCTV	: Closed Circuit Television
CD	: Compact Disc
CLSC	: Campus Level Study Culture
CMC	: Campus Management Committee
DPR	: Detailed Project Report
Dr.	: Doctor
DVD	: Digital Versatile Disc
ECA	: Extra-Curricular Activities
EDJs	: Educationally Disadvantaged Janajatis
EMIS	: Educational Management Information System
FM	: Frequency Module
FoM	: Faculty of Management
FSU	: Free Students' Union
FY	: Fiscal Year
GOs	: Government Organizations
GRE	: Grievance Redress Mechanism
HERP	: Higher Education Reform Project
ICT	: Information and Communication Technology
ID	: Identity
INGO	: International Non-Government Organization
IQAC	: Internal Quality Assurance Committee
IT	: Information Technology
KM	: Kilo Meter
KVA	: Kilo-Volt -Ampere

M.Ed.	: Masters in Education
MBS	: Masters in Business Studies
MoU	: Memorandum of Understanding
MPhil	: Master of Philosophy
NEHEP	: Nurturing Excellence In Higher Education Program
NPCA	: Nepal Public Campus Association
NGO	: Non-Government Organization
OP	: Operational Procedure
P.	: Page
PG	: Post Graduate
PhD	: Doctor of Philosophy
PI & PC	: Public Information & Publication Cell
PP.	: Pages
PSC	: Public Service Commission
Prof.	: Professor
QAAD	: Quality Assurance and Accreditation Division
RMC	: Research Management Cell
SAARC	: South Asian Association for Regional Cooperation
SAT	: Self Assessment Team
SBI	: State Bank of India
SP	: Strategic Plan
SEEWAC	: Sustainable Entrepreneurship & Environment Development Working Awareness Centre
SMS	: Short Message Service
SQC	: Student Quality Circle
Sr.	: Senior
SSR	: Self Study Report
SWOT	: Strengths, Weaknesses, Opportunities and Threats
ToR	: Terms of Reference
ToT	: Training of Trainers
TSC	: Teachers' Service Commission
TU	: Tribhuvan University
UGC	: University Grants Commission
VMGO	: Vision, Mission, Goals and Objectives
VCD	: Video Compact Disc
WACT	: Welfare Association for Children Tikapur

PART I: INSTITUTIONAL DATA**SECTION A: INFORMATION FOR INSTITUTIONAL PROFILE****1. Institutional Information****Name of the Institution:** BIRENDRA BIDHYA MANDIR CAMPUS**Place:** Tikapur**District:** Kailali**Zone:** Seti**Province:** Sudurpaschim Pradesh**Website:** www.birendracampus.edu.np**Email:** bmc.tkp@gmail.com**P O Box:****2. Information for Communication****a. Office**

Name	Telephone Number	Fax	E-mail
Executive Head of the Institution: Mr.Harka Bahadur Bhandari	091-560949	091-260949	harkabhandaritkp@gmail.com
Management Committee Chairperson: Mr. Navraj Rawal	091-560949	091-560949	bmc.tkp@gmail.com

b. Residence

Name	Telephone with Extension Number	Fax	E-mail
Executive Head: Harka Bahadur Bhandari	9858420949		harkabhandaritkp@gmail.com
Management Committee Chairperson: Navraj Rawal	9851151467		navrajrawal@gmail.com

3. Type of InstitutionConstituent Affiliated Degree Awarding Autonomous Institution **Supporting Document:***Volume-1, Annex-1: Affiliation letter, pp. 1-5.***4. Institutional Management:**Public Community Private Other (please specify) **Supporting Documents:***Volume-1, Annex-2, Membership renewal letter to Nepal Public Campus Association, p. 6.***5. Financial category of the institution:**Government Funded Self-financing Community Other (please specify)

6. a) Date of establishment of the Institution: 19-05-2063 B.S.
 b) Date of commencement of the Bachelor or higher level Program(s):05-19-2063B.S.
 B.B.S. 19-05-2063 B.S.
 B.Ed. 26-06-2063 B.S.
 M.Ed. 20-09-2075 B.S.
 MBS 28-03-2078 B.S.
 c) University to which the Institution is affiliated: Tribhuvan University, Nepal

Supporting Documents:

Volume-1, Annex-1, Affiliation letter, pp. 1-5.

7. Date of Government /UGC approval (only for Institution affiliated to foreign universities):
 Not Applicable

8. Is the institution autonomous in terms of

Financing Administrative Management Academic Management None

This Institution is fully autonomous in terms of financing and administrative management

Supporting Document:

Volume-1, Annex-3, Campus management committee formation provision, pp. 7-9.

9. Institution's Land area in Ropanees/Bighas (Katthas)/Square Meters: 1Bigha 18 Kattha (12950 Sq.meters)

BMC has its own land at the centre of Tikapur city with an area of 1 Bigha 18 Katthas on which campus premises has been built up.(i.e.12950 sq.m.)

Supporting Documents:

Volume-1, Annex-4, Lalpurja, p. 10.

10. Location of the Institution

Urban Semi-urban Rural

BMC is located at the central point of Tikapur city, Tikapur Municipality, Ward no 1, Block No. "D".

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

Academic Programs	Number of Programs
Bachelors: B.B.S., B.Ed.	2
Masters: M.Ed. MBS	2
Total	4

There are BBS & B.Ed. programs in bachelors' level and M.Ed. and MBS programs in masters' level.

Supporting Documents:

Volume-1, Annex-1, Affiliation letter of academic programs, p. 1-5.

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

Faculty of Science and Technology		
Departments:	None	
Faculty of Humanities & Social Sciences		
Departments:	None	
Faculty of Management		
Departments:	Faculty of Management	(1)
Faculty of Education		
Departments:	Faculty of Education, Teaching Practice (2)	
Faculty of Law		
Departments:	None	
Institute of Engineering		
Departments:	None	
Institute of Medicine		
Departments:	None	
Institute of Agriculture		
Departments:	None	
Institute of Forestry		
Departments:	None	
Other Faculties:	None	
Departments:	None	

There are three departments in the institution, i.e. Management Department, Education Department and Teaching Practice Department.

Supporting Documents:

Volume-1, Annex-5, Appointment letter of department heads, pp. 11-14.

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

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

BMC is a community campus.

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

The norms and procedures for recruitment of teaching and non-teaching staff of the institution is provisioned under rule No. 32-57 of "Financial Management, Administration and Personnel Service Rule"-2079, of the campus as follows;

- The post and number of vacancy for teaching and non-teaching staff is approved by Campus Management Committee (CMC) as per the recommendation of "Darbandi tatha Padpurti Sub-committee".
- "Darbandi tatha Padpurti Sub-committee" is fulfilled appointing expert of respective subject.
- Vacancy is announced in national or local daily newspaper as well as in the notice board of campus.
- Written examination, class observation/practical examination and interview are undertaken to select the best candidate.
- On the basis of the merit; topper one is recommended to CMC for appointment.
- CMC approves the recommended candidate in the vacant post.
- Finally, appointment letter is awarded by the campus chief to the successful candidate as per the decision of CMC including the job description as well as remuneration, facilities and other terms and conditions of service; with one year probationary period.

Supporting Documents:

Volume-1, Annex-6, Provision of recruitment of teaching and non-teaching staff under Campus Rules, pp.15-28.

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

Particulars	Disadvantaged / Janajatis		Others		Grand Total
	F	T	F	T	
Full Time Teachers (Total)	-	4	1	9	13
No. of teachers with PhD	-	-	-	-	-
No. of teachers with MPhil	-	1	-	-	1
No. of teachers with Masters	-	3	1	9	12
No. of teachers with Bachelors	-	-	-	-	-
Part Time Teachers (Total)	-	-	4	8	12
Part-time teachers with PhD	-	-	-	-	-
Part-time teachers with MPhil	-	-	-	-	-
Part-time teachers with Masters	-	-	4	8	12
No. of teachers with Bachelors	-	-	-	-	-

There are 13 full-timer and 12 part time teaching staff in BMC; out of which 3 full time teachers are from Janajatis.

Supporting Documents:

Volume-1, Annex-7, List of teaching staff, p. 29.

Annex-8, Notice of vacancy announcement and minute of CMC, pp. 30-32.

Annex- 9, Appointment letter, pp. 33-35.

Annex-10, Comprehensive Human Resource Development Plan, pp. 36-45.

16. Give the Details of average number of hours/week (class load-2078/79):

Courses	Full Time Teachers (Total)	Part Time Teachers (Total)	Total
Science	-	-	-
Management (BBS)	15.00Hrs	15.00Hrs	15.00Hrs
Education (B.Ed.)	15.00 Hrs	15.00 Hrs	15.00 Hrs
Education(M.Ed.)	3.00 Hrs	3.00Hrs	3.00Hrs
Management (MBS)	3.00 Hrs	3.00 Hrs	3.00 Hrs

Supporting Documents:

Volume-1, Annex-11, Routine of academic programs, pp. 46-48.

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

Particulars	Disadvantaged / Janajatis		Others		Grand Total
	F	T	F	T	
Administrative Staff	1	3	-	3	6
Technical Staff	-	1	-	-	1
Total	1	4	-	3	7

18. Regional profile of the students enrolled in the institution for the current academic year (2022):

No of Students Enrolment From	UG		PG		MPhil		PhD	
	F	T	F	T	F	T	F	T
Same district where the institution is located	1139	1636	32	67	-	-	-	-
From other district	134	217	3	11	-	-	-	-
SAARC countries	-	-	-	-	-	-	-	-
Other countries	-	-	-	-	-	-	-	-
Total	1273	1853	35	78				
Disadvantaged/Janajatis	575	856	14	35	-	-	-	-

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

Supporting Documents:

Volume-1, Annex-12, Student Enrollment Record, p. 49.

19. Details of the last two batches of students:

Particulars	Batch 2019 (2076/2077 B.S.)			Batch 2020 (2077/2078 B.S.)		
	Year:			Year:		
	Bachelors	Masters	Total	Bachelors	Masters	Total
Admitted to the programs	931	58	989	1472	68	1540
a. Within four months of joining						
b. Afterwards	212	8	220	303	25	328
Appeared for the final year examinations	719	50	769	1169	72	1212
Passed in the final examinations	80	7	87	-	29	53
Pass % of number appeared (Total)	11.13	14	11.13	2.05	40	4.37
Pass % with distinctions	-	-	-	-	-	-
Pass %, (First class)	8	7	15	-	17	17
Pass %, (Second class)	47	-	47	-	12	12
Pass %, (Third class)	25	-	25	-	-	-
Number of students expelled from examination hall if any	-	-	-	-	-	-

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

20. Give a copy of the last annual budget (2078/79 B.S.) of the Institution with details of income and expenditure. (Attach separately)

Total amount of operating income according to Audit Report of fiscal year: 2078/79 is Rs. 28,809,985.28 Out of which Rs. 25,434,190.44 was mobilized from internal sources and Rs. 3,375,794.84 from external sources. The regular operating expenses was Rs. 21,425,357.89.

Supporting Documents:

Volume-1, Annex-13, Annual Budget as per Audit Report of: 2078/79, pp. 50-68.

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.

The institution's unit cost is calculated; dividing the total annual operating expenditure of the fiscal year 2078/79 by the total number of students for the same academic year. Total number of students is calculated from the admission record of academic session of 2078/79.

Unit Cost: (i) With Salary Rs 11,095.47/ Per Student i.e. (Rs. 21,425,357.89÷1931)

(ii) Without Salary Rs. 4,351.24/ Per Student i.e. (Rs. 8,402,247.35÷1931)

Supporting Documents:

Volume-1, Annex-12, Student Enrollment Record, p. 49.

Annex-13, Annual Budget as per Audit Report of: 2078/79, pp. 50-67.

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

Semester System Annual System Any other (specify)

There are two temporal plan of academic work in the institution as semester and annual.

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

Central library Computer centre Health centre
 Sports facilities Press Workshop
 Hostels Guest house Housing
 Canteen Grievance redressal cell

Common room for students Any other (specify): Ladies' Changing Room, Cycle Stand, Seminar Hall, Shed for Generator, Generator & Inverter for regular power supply, Guest room, Well established computer lab.

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

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

Yes, there is the duly formed Institution/Campus Management Committee (CMC).

Supporting Documents:

Volume-1, Annex-14, Composition & list of CMC members, pp. 68-70.

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

Particulars	Year 2075/76	Year 2076/77	Year 2077/78
Working days of the institution	286	284	294
Working days of the library	286	284	294
Teaching days of the institution	222	203	174
Teaching days set by the university	150	150	150
Books in the library	6020	8606	9341
<u>Journals/Periodicals subscribed by the library</u>			
National:	14	14	14
International:	5	5	5
Computers in the institution	28	32	53
Research projects completed and their total outlay	-	-	-
Teachers who have received national recognition for teaching/research/consultancy	-	-	-
Teachers who have received international recognition for teaching/research/consultancy	-	-	-
Teachers who have attended international seminars	-	-	-
Teachers who were resource persons at national seminars/workshops	-	-	-
No. of hours of instruction against the plan (per year or per semester)	167	167	167

Supporting Documents:

Volume-1, Annex-15, Academic Calendar of 2079, pp. 71-78.

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

There is no any ongoing research project.

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

Yes No If yes, list the MoU signed and furnish the Details of active MoU along with important Details of collaborations.

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

Yes No If yes, give Details.

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

Source of Funding	Amount(NRs.)
UGC/Government grants	1,525,000.00
Fund Raising drives	-
Alumni Association	-
Research and Consultancy (UGC)	120,911.00
Fee from Self-financed/initiated courses	-
Fees from regular programs	24,271,619.18
Bank Interest	2,892,455.07
others	-

Supporting Documents:

Volume-1, Annex-13, Annual Budget as per Audit Report of 2078/89, pp.50-68.

Annex-16, Notices of UGC, pp. 79-82.

SECTION B

The marking scheme except otherwise specified in the criteria will be as follow:

Yes with justification and with evidence=1(full marks); justification without full evidence=0.75; apparent justification without record=0.5apparent initiatives=0.25; No= 0)

(The marking division applies proportionately to the allocated marks where necessary.)

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 Vision, mission, goals and objectives of the institution are clearly defined under Strategic Plan (SP) 2022-202, of the institution; following the vision, mission, goals and objectives of Tribhuvan University. The vision, mission, goals and objectives are approved along with SP by the CMC on 12thBaishakh, 2079 B.S.

Vision:

To be the academic platform for quality education, training, partnership, comprehensive and substantial learning network with global norms; one of the primary contributors in ethical, social, cultural, fiscal and educational development of the nation. It assures the institutional capacity to produce capable, competitive, knowledgeable human resource to respond the changing national and global demand and environment.

Mission:

The mission of Birendra Bidhya Mandir Campus is to impart quality education; meeting the criteria of academic excellence, creating an appropriate environment, opportunities and experiences that enable each person of the society and the region to prosper, grow and progress.

Goals:

The goal of the five year strategic plan will be to achieve academic excellence through quality education focusing on new technology, market-driven academic programs, research oriented academic activities and equitable accessibility of quality higher education so that a cultured, creative, qualified and competitive man-power can be produced.

Objectives:

The objectives of this five years strategic plan are:

- a)Development of infrastructure facilities for the dynamic fulfillment of the campus
- b)Enhancement of academic excellence focusing on quality education
- c) Expanding faculties and programs as per the needs of the students and society
- d) Active initiation for the development of innovation towards academic excellence

- e) Conduction of student welfare and other extra-curricular activities; supporting programs to consolidate the holistic approach of education
- f) Active and positive involvement of society to establish rapport
- g) Capitalization of the concept; Green Resilient and Inclusive Development (GRID)
- h) Capacity development of faculties and academic leaders' sensitization
- i) Merit-based competitive appointment of academic leaders.

Supporting Documents:

Volume- 2, Annex-1, Vision, Mission, Goals & Objectives in SP 2022-2026, pp. 1-2.

Annex-2, Minute of CMC approving SP, pp. 3-4.

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

Yes No If yes, mention and attach the document.

Yes, the following programs/plans and strategies are defined under Strategic Plan (2022-2026) of the institution to achieve its specific goals and objectives:

❖ **Plans/Programs 1:** Physical Infrastructural Development

Strategies: Construction of academic and administration blocks, library and e-library block, hostel, completion of the remaining part of wall around the campus premises, construction of basketball court, fulfilling furniture, purchasing generator or other alternative electricity supplying means etc.

❖ **Plans/Programs 2:** Academic Enhancement and Faculty Development

Strategies: Faculty development, student performance development, evaluation scheme, expansion of academic programs, publication of research journal, faculties' training and leaders' sensitization and consolidation of software system etc. We have launched Comprehensive Human Resource Development Plan (CHRDP) 2022-2026 approving by CMC dated 15th Bhadra, 2079 for the capacity building of the faculties.

❖ **Plans/Programs 3:** Student Welfare and Extra-curricular activities

❖ **Strategies:** Free ship, scholarship and awards, student welfare, counseling and placement, training to existing and alumni (ex-student) with the collaboration of different employers, extra- curricular activities and others.

❖ **Plans/Programs 4:** Equity Establishment

Strategies: **Recruitment of** female and EDJs as the staff of the campus under the policies of positive discrimination and different support to disadvantaged and EDJs students etc.

❖ **Plans/Programs 5:** Financial Sustainability

Strategies: Increment and mobilization of Akshaya Kosh and generation and mobilization of other financial resources to sustain the institution.

❖ **Plans/Programs 6:** Community Involvement

Strategies: Conduction of non-formal education, environmental and social

safeguards programs, conduction of voluntary activities in the community and support to feeder schools.

❖ **Plans & Programs provisioned under Campus Operational Procedure-2076:**

The academic, administrative, financial, physical infrastructure development, ICT, research, community linkage and coordination, extra-curricular focused plans and programs are provisioned in the campus Operational Procedure- 2076 to achieve its specific goals and objectives.

Supporting Documents:

Volume-2, Annex-3, Annual action plan & programs provisioned in SP, pp. 5-18.

Annex-4, Quality improvement plan in operational procedure 2076, pp. 19-29.

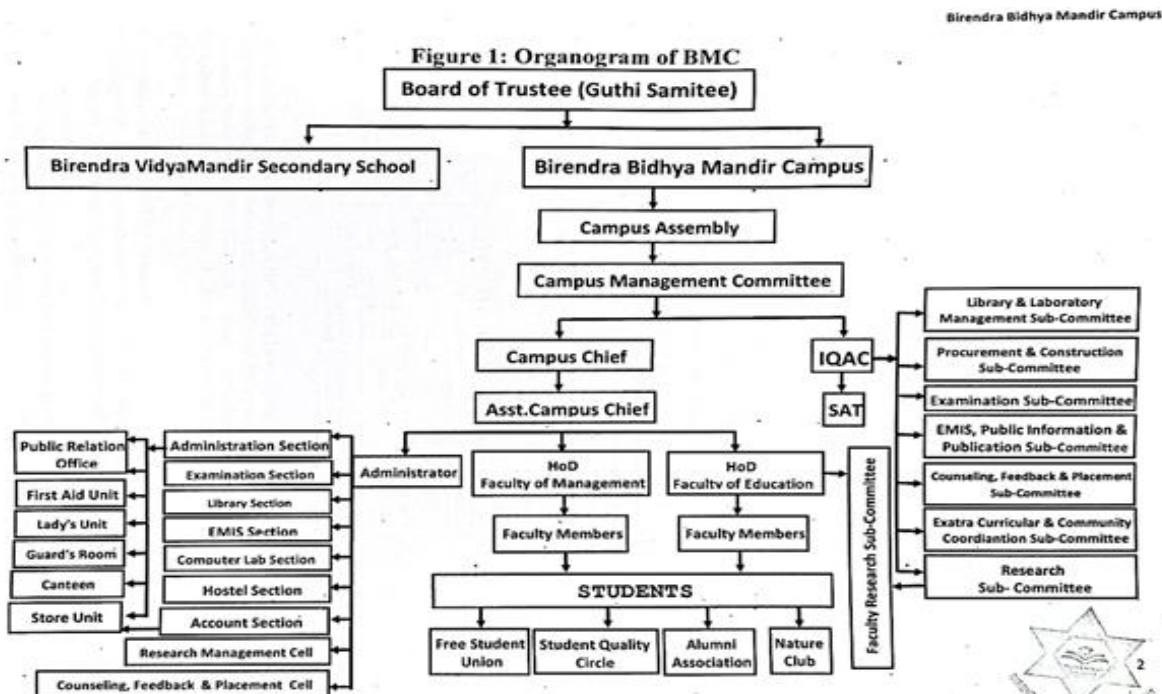
Annex-5, Comprehensive Human Resource Development Plan, pp. 30-39.

Annex-6, CMC decision approving CHRDP, pp. 40-41.

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 is a duly formed organizational structure of the campus; specifying the hierarchy and operational interrelationship among the authorities, departments, sections, units, cells and individuals under schedule -11 of campus Operational Procedure- 2076.



The institution has the systematic and comprehensive organogram in line with TU and as its own convenient that reflects all the functional mechanism including committees, sub-committees/cells, departments, sections, units and individuals as well.

Supporting Documents:

Volume-2, Annex-7, Organogram in campus operational procedure 2076, p. 42.

Annex-8, Minute of CMC approving organogram, pp. 43-45.

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

Yes No Justify with supporting documents.

Yes, the campus has formed an Internal Quality Assurance Committee (IQAC) to supervise, monitor and evaluate the academic, administrative, financial and overall performance of the campus on the basis of its terms of references (ToR). Job description, tenure, roles and responsibilities of IQAC are mentioned under the Operational Procedure of the campus. The composition of the IQAC is as follows:

Mr. Harka Bahadur Bhandari- Chairman (Campus Chief)

Mr. Dayaram Sanjyal-Member (CMC, Member)

Mr. Dharm Bahadur Bist-Member (Associate Professor)

Mr. Kirti Singh Bom- Member (Associate Professor)

Mr. DandPani Pokharel-Member (Assistant Campus Chief)

Mr. Chakra Bahadur Bhandari –Member (HoD, Faculty of Management)

Mr. Jagat Chaulagain-Member (Coordinator, Student Quality Circle-SQC)

The internal quality of the institution is audited, monitored and checked by the IQAC, campus chief and heads of the departments. The different sub-committees, departments, sections, cells and units are formed by the institution to enhance the quality of education i.e.; Research Management Cell, Examination cell, Library& Lab Management Cell, Student Counseling, Feedback & Placement Cell, Educational Management Information System (EMIS), Public Information and Publication Cell, Self Assessment Team (SAT), Alumni, Student Quality Circle (SQC) and Nature Club with their terms of references (ToR).

The following table highlights the institutional mechanism for internal quality auditing, monitoring and checks:

Activities	Processes	Monitoring Authority
1. Regularity of students	By taking regular attendance of the students	Heads of concerned departments
2. Regularities of Teachers	By inspecting the classes taken, and checking attendance register	Heads of concerned departments & IQAC

3. Academic Performance of Students	By taking internal assessment examinations	Heads of concerned departments & examination section and faculties
4. Overall Academic Performance of the Campus	By analyzing the relevant data and records and making available to the concerned units/divisions of the campus	IQAC
5. Support of Academically Disadvantaged Students	By conducting the remedial courses after the publication of result	IQAC and heads of concerned departments
6. Coordination & Cooperation with Community	By organizing and participating in different awareness, relief and support programs.	IQAC, extra-curricular and community coordination Sub-committee

Supporting Documents:

Volume-2, Annex-9, CMC minute of IQAC formation, pp. 46-47.

Annex-10, Composition & ToR of IQAC in OP 2076, pp. 48-50.

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, there are clearly defined provisions of job responsibilities of departments, sections, units and individuals under the Constitution, Rules and Operational Procedure of the institution.

Supporting Documents:

Volume-2, Annex-11, Provision of job responsibilities of department, unit & section in campus constitution, rules & operational procedure, pp. 51-63.

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, there is defined and written scheme to evaluate predefined job responsibilities of departments, units and individual staff in Financial Management, Administration and Personnel Service Rules 2079 and Operational Procedure of the institution. The institution has developed separate written schemes to evaluate the predefined job responsibilities of the departments, units, individuals and overall institution.

There are different appraisal forms like self appraisal, peer appraisal, student appraisal and performance appraisal form for individual faculty/staff as well as 360 degree

appraisal form and student's institutional evaluation form to evaluate the performance of units, departments and institution.

On the basis of the performance evaluation through different appraisal forms individual faculty and staff are rewarded with honor and promotion.

Supporting Documents:

Volume-2, Annex-12, Format of appraisal forms, pp. 64-74.

Annex-13, Warning letter, p. 75.

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 institution has full- fledged strategic plan and action plan emphasizing on team work and participatory decision making with a scheme for information sharing. Major decisions of the institution are taken by CMC after discussion with faculties and staff. There are different committees and sub-committees/cells under campus constitution and operational procedure: Purchase and Construction Sub-committee, Research Sub-committee, Library & Laboratory Management Sub-committee, Student Counseling, Feedback and Placement Sub-committee, Examination Sub-committee, EMIS/Public Information & Publication Sub-committee, Extra-Curricular & Community Co-ordination Sub-committee, Scholarship Sub-committee and Grievance Redress Mechanism (GRM);emphasizing on team work, participatory decision making and for information sharing.

- Besides, the coordinator of student quality circle represents as a member of IQAC from the students and president of Free Students' Union (FSU) is ex-officio member of CMC involving in major decision making.
- There is the provision of Student Quality Circle (SQC), nature club of the students, and class monitors under operational procedure of the campus to facilitate, support and provide the feedback for the betterment of the campus through participatory decision making approach.
- The action plans of SP: Action plan for physical infrastructural development, academic enhancement and faculty development, financial sustainability, student welfare & extra-curricular activities, equity establishment, community involvement are described in details including their cost estimation and responsible authorities to implement the plans for overall development of the institution.

Supporting Documents:

Volume-2, Annex-14, Action plan in SP 2022-2026, pp. 76-78.

Annex-15, Composition of IQAC, SQC, Nature Club and CMC, pp. 79-87.

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

Yes No If yes, gives Details.

Yes, The institution has run the Competent and Scholar of Honors Program (CASH-P) to strengthen the regular academic programs. It contains various types of training, orientation, project work and quiz contest relating to course as well as professional career of the students.

Supporting Documents:

Volume-2, Annex-16, Document of CASH-P, pp. 88-96.

Annex-17, Minute of CMC approving CASH-P, pp. 97-98.

Annex-18, Attendance record of students of accounting training under CASH-P, pp. 99-101.

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

Yes No If yes, give Details.

Yes, there are various provisions that bring community feedback and orientation in its activities; conducting the meeting of Guthee Committee, Advisory Committee and Campus Management Committee, organizing guardian's day, seminar and workshop of reputed personalities from related sector. Furthermore, we have complaint box as well as grievance redress mechanism in the institution to collect feedback from students and stakeholders. Annual report is distributed to the attendees of the annual function to share the institutional status as well as collecting responses regarding the institutional performance. A visitors' log book is maintained in the campus to collect the feedback, suggestions and comments regarding institutional activities and performance.

- Besides, the institution has formed a formal counseling, feedback & placement cell to collect feedback with defined ToR and working procedure.
- Campus has maintained the complaints and grievances record book for the settlement of issues raised by the stakeholders.
- Frequent visits are undertaken by the higher authorities of the UGC and TU to render essential feedback for institutional betterment.

Supporting Documents:

Volume-2, Annex-19, Composition of Guthee Committee, p. 102.

Annex-20, Formation of Advisory Committee of the campus, pp. 103-104.

Annex-21, ToR of Counseling, Feedback & Placement Cell, pp. 105-106.

Annex-22, Interaction with stakeholders, p. 107.

Annex-23, Feedback by the Rector, Registrar, Controller and others of TU, pp. 108-110.

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?

Yes, the institution appointed the consultant to supply, install and maintain the "Paathsala" software for managing, recording and updating the database of academic,

administrative, financial and library related information and data. Institution selected the consultant for website development and web hosting to publish institutional information through electronic media for transparency of its academic, administrative, financial and other activities and status. Now, the institution has been using full-fledged computerized system.

- Engineering consultant was appointed to prepare detailed project report (DPR) of e-library and physical infrastructural master plan of the institution with the financial and technical support of Tikapur Municipality. DPR of e-library and master plan has been completed; showing the existing as well as proposed infrastructure to meet the goals, objectives and future plan of institution as mentioned in SP. DPR of e-library and master plan was designed by SEISMO-TECH Engineering Consultancy Pvt. Ltd., Kupondol-1, Lalipur.
- There is the Internal Quality Assurance Committee (IQAC) in the campus to supervise, monitor and evaluate the overall activities and performance of the campus for the quality enhancement. The IQAC conducts organization and management survey to improve the institutional management.
- The institution is getting regular feedback and suggestion from the UGC authorities and staff to improve organization and management during QAA process.

Supporting Documents:

Volume-2, Annex-24, Contract paper for Paathshala software, pp. 111-121.

Annex-25, Appointment letter & contract paper of consultant for DPR, pp. 122-126.

Annex-26, Minute of IQAC formation, pp. 127-128.

Annex-27, Pre-PRT visit by PRT Coordinator and staff member with photo, pp. 129-130.

The following committees were formed during the last three years to improve the organization and management of the campus.

Agency & Committee	Date of formation or Appointment	Agency/Committee Member
<p>Committee/Agency:"Consultant of master plan with DPR of e-library" Purpose:To study and design the master plan and DPR of e-library <i>Volume-2, Annex-25, Agreement paper, pp.122-126.</i></p>	2075/5/14B.S.	Seismo-Tech Engineering Consultancy, Kupandole-1, Lalitpur
<p>Committee/Agency:"Consultant of website designing"</p>	2075/2/10B.S.	Pioneer Software Solutions Pvt.Ltd.

<p>Purpose: To design, maintain and hosting of website of BMC <i>Volume-2, Annex-28, Authority assignment & quotation, letter, pp.131-132.</i></p>		Sitapaila, Kathmandu
<p>Committee/Agency: "Software Consultant" Purpose: To install software "Paathshala; setting the financial, administrative and academic data as well as information <i>Volume-2, Annex-24: contract paper, pp.111-121.</i></p>	2075/5/14 B.S.	SoftlabInc.Pvt.Ltd.. Old Baneshwor
<p>Committee: "Internal Quality Assurance Committee(IQAC) " Purpose: To guide, supervise and oversee the overall SSR activities & institutional performance. <i>Volume 2, Annex-26:Minute of IQAC formation, pp. 127-128.</i></p>	2076/08/16 B.S.	Co-ordinator- Mr.Harka BahadurBhandari Member-Mr. Dayaram Sanjyal Member: Mr. Kriti Singh Bom Member: Mr. Dharma Bahadur Bist Member: Mr. Dwarika Prasad Bhandari Member: Mr. Chakra Bahadur Bhandari Member: Mr. Jagat Chaulagain
<p>Committee: "Self-Assessment Team (SAT)" Purpose: To prepare the SSR by collecting information and consulting the concerned stakeholders. <i>Volume-2, Annex-29:Minute of SAT formation, p. 133.</i></p>	2076/09/18 B.S.	Co-ordinator: Mr. Chakra Bahadur Bhandari Member: Mr. DandapaniPokhrel Member: Mr. Premeshwor Sahu Member: Mr. Rajiv Koirala Member: Mr. Chandra Prakash Sodari

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

Yes No If yes, give details.

Yes, The students are involved in institution management system and quality assurance participating in management committee meeting and major plans and policies of the institution. The president of free student union is the ex-officio member

of CMC. There is the student quality circle (SQC) as per Operational Procedure- 2076 to provide feedback regarding overall quality improvement of institution. The coordinator of SQC represents as a member of IQAC. Besides, there is a nature club as per the provision of Operational Procedure- 2076 for maintaining and improving the sanitation and natural environment of campus as well as of community.

A monitor is nominated in every section/class to support the teaching learning environment of the classroom as class representative.

Supporting Documents:

Volume-2, Annex-15, Composition of IQAC, SQC, Nature Club and CMC, pp. 79-87.

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

a. by the university

b. by the Institution

Please attach the copies

There has not been formal academic audit by university. However, different departments and Office of the dean of TU has been monitoring overall physical infrastructural and academic audit of the campus. The permission for any new program or subjects is given only after the monitoring and feasibility study of the campus by the concerned office of the dean, TU. Some examples of such visit/audit are as follows;

Academic audit is done on 11thKartik, 2079 B.S., by the Registrar, Prof. Dr. Peshal Dahal and Controller of the Office of Examinations, Pushpa Raj Joshi, from TU; about examination and teaching learning activities of the institution.

- Monitoring by the office of the dean, faculty of education and faculty of management, TU, for the purpose of renewing the affiliation.
- Monitoring of feasibility study for affiliation of M.Ed. and MBS programs from the office of the deans, faculty of education and management, T.U.
- TU examination center is established in BMC after monitoring and supervising from the office of the controller of examination, TU.
- Institution is supervised by the high level officials of TU; Rector Prof. Dr. Sudha Tripathi, controller of examination Mr. Pushpa Raj Joshi, dean of faculty of education Prof. Dr. Krishna Prasad Gautam including their team member.
- Frequent monitoring is done by University Grants Commission (UGC), Nepal regarding academic performance, infrastructure development and quality enhancement.
- The institution has adopted different means of academic audit i.e. tracer study, entrance test, internal assessment, periodical review, result analysis, annual report and so forth to enhance the overall academic quality. Institution has formed IQAC under campus operational procedure to monitor, supervise and evaluate overall performance of the campus as an academic audit.

Supporting Documents:

Volume-2, Annex-30, Approval letter of examination center, pp. 134-135.

Annex-23, Feedback by the Rector, registrar, Controller and others, pp. 108-110.

Annex-9, CMC Minute of IQAC formation, pp. 46-47.

Annex-31, Feedback by visitors, pp. 136-137.

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

Yes No If yes, give Details

Yes, the campus is effortful in combining the teaching and research together. The campus has established a research management cell (RMC) to support in combining the teaching and research. There are other activities and provisions linking research and teaching together as follows;

- The campus has provision for study leave with and without salary to the teachers studying MPhil and PhD. There is a budgetary provision of inviting/visiting faculties to conduct exposure visits. There are overhead projectors; laptops are provided to each teacher for the promotion of research culture among faculties and students.
- The proposals and research report/project work of bachelor level students are approved only after the presentation at the combined meeting of faculties and students. Such provision of the campus helps to combine teaching and research and makes students familiar with research cum project work.
- In B.B.S. program, there is a provision of one day general orientation as well as 10 lecture hours per subject for project work purpose and each student must prepare field work/project work reports on their course of specialization.
- Orientation programs, Class works, presentation, assignment and internal assessment have been conducted for the students of M.Ed. and MBS. 40 percent weightage is earmarked for in-semester evaluation and 60 percent weightage is earmarked for semester-end examinations to combine teaching and research for the masters' programs.
- The teaching materials and equipment such as power point/ multimedia are used in the classroom for making teaching more effective.
- The provision of research oriented classroom teaching learning strategies has been implemented.

Supporting Documents:

Volume-2, Annex-32, Photos of laptop with contract papers of laptop, pp. 138-140.

Annex-33, Composition & formation of Research Management Cell, pp. 141-144.

Annex-34, Provision & minute of study leave with MPhil admission receipt, pp. 145-149.

Annex-35, Photo and attendance record of orientation on M.Ed. programs, pp. 150-151.

Annex- 36, Attendance record of orientation on preparation of lesson Plan, p. 152.

Annex- 37, Evaluation system of MBS program, pp. 153-154.

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

Yes No If yes, give details.

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

- Increment in financial support for research activities: The campus allocates certain budget on annual basis for conducting different research activities such as mini research, seminars, workshop, trainings, inviting guest lecturers, publishing research journal and articles and making academic observation, tours and visits.
- Encouragement to the faculties for MPhil and PhD studies: The Campus provides study leave with financial support to the faculties for MPhil and PhD studies. There are BBS and MBS; B.Ed. and M.Ed. programs under management and education faculty respectively. The campus is planning to add humanities faculty and to expand the other master's programs soon.
- Modernization in learning resources and equipment: Teachers are encouraged in using modern methods of teaching such as power point and multimedia instead of the traditional methods. Laptops are provided to teachers, overheads projectors are available to departments and e-library is going to be constructed soon.
- Formation of research cell: Observing the need of research, the campus has established formal research management cell to promote research activities in the campus. The cell conducts different seminar and publishes research works.
- Establishment of well-furnished computer lab to have practical and applied ICT know-how.

Supporting Documents:

Volume-2, Annex-32, Photos of laptop with contract papers of laptop, pp. 138-140.

Annex-34, Provision & Minute of study leave with MPhil admission receipt, pp. 145-149.

Annex-38, Research budget, p. 155.

Annex-39, Attendance record of orientation on project work report writing, p. 156.

Annex-40, Project work proposal form for title selection and record, pp. 157-158.

Annex-41, Evaluation criteria of project work and VIVA, pp. 159-161.

Annex-42, Photo of computer lab, p. 162.

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

There is a special program called "Competent & Applied Scholar of Honors Program

(CASH-P)" specially targeted to the B.B.S. students for capacity and skill development relating to future professional career. There are trainings; accounting Software Tally.ERP9, Office Management, Program/Event Management, Life Skill, Meeting Conduction and Minute Writing, Report Writing, Proposal Writing and so forth. Students are getting the knowledge about Basic & Applied Mathematics(Percentage, Unitary Method, Metric Measurement System, Unit & Conversion, Equation, Series, Natural Numbers, Permutation & Combination, National & International Number System, Fraction, Efficient Use of Calculator or Function of Scientific Calculator etc), academic use of information technology as resource/reference, different type of mobile application like unit converter, amortization schedule(EMI), financial calculator, dictionary, calendar & date conversion, share market, general knowledge and foreign exchange etc.

Supporting Documents:

Volume-2, Annex-16, Document of CASH-P, pp. 88-96.

Annex-43, Tally.ERP9 Training document & attendance record, pp. 163-170.

Annex-44, Attendance of cooperative management & accounting training, p. 171.

Annex-45, Orientation on campus level study culture, p. 172.

Annex-46, Training document & attendance record of meeting conduction & minute writing training, pp. 173-174.

Annex-47, Training document & attendance record of Numerical/Calculative Skill Development Training, pp. 175-177.

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.

Yes, there is provision of academic goals and objectives in SP and OP of the campus; launching different academic programs to achieve academic goals and objective of the institution following the goals and objectives of Tribhuvan University. The institution is offering BBS, B.Ed. M.Ed. and MBS programs as an affiliated campus. The campus has made necessary provisions for ensuring the consistency of teaching and learning with its goal and objectives. Following are some of the provisions made by the campus for ensuring consistency of teaching and learning with its academic goals:

Supporting Document:

Volume-3, Annex-1, Goals & Objectives of Campus in SP, p. 1.

(a) The campus prepares annual calendar to ensure the timely completion of all courses before the final examination scheduled by TU.

Supporting Document:

Volume-3, Annex-2, Academic Calendar 2079, pp. 2-9.

(b) Different departments have been established in the campus to implement and monitor the academic activities of concerned departments. Furthermore, there is a provision of IQAC in the institution to monitor, supervise and evaluate for ensuring the consistency of teaching and learning as well as overall performance.

Supporting Documents:

Volume-3, Annex-3, Composition & TOR of IQAC, pp. 10-12.

Annex-4, ToR & appointment letter of HoD, pp. 13-19.

(c) The teachers of the campus are encouraged to prepare and implement the teaching plan for the consistency of teaching and learning with academic goals and objectives according to the curriculum offered by TU. We have the provision of periodical internal exam to improve the academic achievement of the students.

Supporting Documents:

Volume-3, Annex-5, Provision of teaching plan, p. 20.

Annex-6, Teaching plan with curriculum, pp. 21-26.

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 programs of the campus are flexible to offer students the following benefits:

(a) Time frame matching student convenience

The time table of the campus is adjusted as per the need and convenience of the students. The classes of BBS and B.Ed. programs are run in the morning shift and M.Ed. and MBS programs are running in the evening shift. In exceptional cases, if the students are not able to attend the regular classes the campus arranges the extra classes as per the student's convenience.

Supporting Document:

Volume-3, Annex-7, Routine of academic programs, pp. 27-29.

(b) Horizontal mobility

There is the option of horizontal mobility to change the faculty and major subjects according to TU rules, policies and plans. Even though, there is no clear cut system of credit transfer.

Supporting Documents:

Volume-3, Annex-8, List of student changing faculty & subject, p. 30.

(c) Elective options

Birendra Bidhya Mandir Campus is offering a various elective options to the students in BBS, B.Ed., M.Ed. and MBS programs with different subjects as follows;

Faculty	Level	Programs	Optional Subjects Offered
Management	Bachelor	BBS	Accounting/Finance/Marketing
	Master	MBS	Accounting/Finance/Marketing

Education	Bachelor	B.Ed.	Population Education, English Education, Nepali Education, Health Education etc
	Master	M.Ed.	English Education and Nepali Education

Supporting Documents:

Volume- 3, Annex-7, Routine of academic programs, pp. 27-29.

Annex-9, Affiliation letters of different academic programs, pp. 31-34.

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 is effortful in promoting the quality of education with provision of skill transfer among students conducting various types of extra- curricular activities according to SP and operational procedure of the campus. Following efforts are in practice to promote quality of education with provision of skill transfer among the students in the campus.

(a) Capacity to learn

The campus promotes the learning capacity of the students through different activities such as:

- Lectures by teachers and guest lecturers.
- Sufficient provision of textbooks and references books, biographies of renowned personalities, fictional story/novels, hand-outs, magazine, articles, electronic media i.e. videos, internet web site, encyclopedia, government documents etc in the library.
- The campus arranges teaching practice classes for certain period set by syllabus to the students of education faculty to different community schools to get the practical knowledge in real life situation as student teacher. During the teaching practice period, the students prepare lesson plans and teach under the direct supervision of subject teacher and school head master.
- The students of B.Ed. (Health and Population group) conduct case study at the end of each academic year and the report is submitted in the campus.
- The students of BBS level prepare field/project work report and submit in the campus. They are provided orientation classes to facilitate in the research as well as project work report writing. In addition, they are encouraged to do internship in different government offices, commercial banks and other financial institutions to gain the practical knowledge for their future career.

- Orientation programs, different class room activities, presentation, assignment, internal assessment and thesis writing are ongoing for the students of M.Ed. and MBS programs.

Supporting Documents:

Volume-3, Annex-10, Schedule of Teaching Practice, p. 35.

Annex-11, Attendance record of student teacher, p. 36.

Annex-12, List of Books available in the library with screen shot of software record, p. 37.

Annex-13, Photo & attendance of orientation program to new students, pp. 38-42.

Annex-14, Submission record of project work report, pp. 43-44.

Annex-15, Letter of internship, p. 45.

(b) Communication skills

The campus promotes the communication skill of the students through different curricular and extra-curricular activities. Some examples of the efforts done in this regard are as follows:

- The teachers of English department use CDs/VCDs and other audio-visual methods to enhance the ability of English language.
- The students of the campus have access to computer and internet facilities which enable them to use most recent technology of information and communication.
- Class presentation, assignment, debate/oratory/quiz competition, group discussions are usually organized by the institution that supports to enhance the communication skill of the students.

Supporting Documents:

Volume-3, Annex-16, Photo & minute of quiz/oratory competition, pp. 46-48.

(c) Numerical skills

- The campus offers a multiple option and elective subjects (such as investment analysis, business statistics, financial management, accountancy, taxation, auditing, financial institutions and markets, business research methods etc)
- BMC has a special class for the BBS students on effective calculator application; types of calculator, function of calculator, link of function with chapter/topics of related subject, power, log, combination, permutation, series, central tendency, amortization schedule etc.
- BMC provides the training to the BBS student on basic and applied mathematics to enrich their calculative power and skills like: measurement, numbering system, unit conversion, unitary method, average, percentage, algebra, etc.
- Students are instructed about application of micro-soft excel program for numerical purpose like: creating data table, salary sheet, data management for calculative as well as analytical purpose.

- BMC provides the special computer based accounting training named "Tally.ERP9" under the CASH-P program.

Supporting Documents:

Volume-3, Annex-17, Attendance of Tally.ERP9 training, pp. 49-50.

Annex-18, Attendance and numerical skill development training document, pp. 51-56.

(d) Use of Information and Communication Technology (ICT)

The campus encourages students to be familiar with information and communication technology. For the purpose of enhancing the knowledge of information and communication technology, the campus has established a well-furnished computer lab with internet access. Some of the special classes are conducted in power point by using projector and laptop. The campus is planning to install some computers with internet access in the library; shortly for the development of e-library.

Supporting Documents:

Volume-3, Annex-19, Photo of class using power point, p. 57.

Annex-20, Photo of computer lab, p. 57.

- (e) Work as a part of a team and independently:** There are different formal and informal groups of students formed in the institution to work as a part of a team and independently; especially in case of project work, assignment, internship, teaching practice and extra-curricular activities.

Supporting Documents:

Volume -3, Annex-21, Minute of student quality circle (SQC), Nature Club & Alumni, pp. 58-61.

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

Yes No If yes, give details.

Yes, there is an additional focused program targeted to BBS students as a vocational course called "Competent & Applied Scholar of Honors Program (CASH-P) containing different professional career based courses (accounting software training "Tally.ERP9", office management, program/event management, life skill, meeting conduction and minute writing, cooperative management & accounting of cooperative, banking, report writing, organizational & regulatory system, project proposal writing training etc). The program is approved by CMC with 75 credit hours for Tally.ERP9 including basic accounting training. The campus has assigned a professional and well experienced manpower to carry on the overall CASH-P including Tally.EPR9. The tally is run under the regular routine of the campus with the minimum duration of 30 days. Rest of the packages are managed as per the convenience of the students.

Supporting Documents:

Volume-3, Annex-22, Minute of CMC regarding CASH-P, pp. 62-63.

Annex-23, Document of CASH-P, pp. 64-68.

Annex-24, Attendance of students for Tally.ERP9 training, pp. 69-70.

Annex-25, Course and content of computer and accounting software tally, pp. 71-80.

Annex-26, Course and content of Meeting Conduction & Minute Writing Training, pp. 81-89.

Annex-27, Routine of Tally Accounting Training, p. 90.

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

Yes, the institution has taken some indirect initiatives to contribute/feedback to the curriculum of the university through different ways as follows;

- Refresher training on BBS Course Dissemination, Pedagogy and Evaluation was conducted at the campus dated; 9-10 Poush, 2078; by the Faculty of management, Office of the Dean, for the Far Western Provincial Level. The campus chief including head of management faculty and subject teachers of BMC as well as all the concerned teachers from the far west TU constituent and affiliated campuses participated in the dissemination program. We mentioned some course concerned queries, suggestions and feedback regarding 4-year BBS program's curriculum.
- The head of management faculty and coordinator of management research sub-committee participated in orientation/dissemination program on "Project Work Report Writing for BBS 4th year; organized by the office of the dean of management at Dhangadhi on April 11-12, 2017. We put some suggestions as feedback regarding difficulties and confusion about project work report writing, project proposal submission date, VIVA, viva evaluator, evaluation criteria and process and so forth.
- BMC organized orientation program on M.Ed. Curriculum under semester system dated on 2076-01-14 B.S. to impart the essential information about the new curriculum of semester program.
- We conducted orientation program for the MBS students to impart the basic knowledge about MBS curriculum dated 13th Ashwin, 2078.
- Presently, the campus has entered under the Nurturing Excellence in Higher Education Program (NEHEP) launched by UGC, Nepal for the designing and improving the new curricula that can address the demand of the labor market.

Supporting Documents:

Volume-3, Annex-28, Photo & Attendance of orientation on M. Ed and MBS programs, pp. 91-93.

Annex-29, Attendance & Photo of Refresher training on BBS course dissemination, pp. 94-97.

Annex-30, Proposal submitted to UGC participating NEHEP, p. 98.

21 Is there any mechanism to obtain feedback from academic peers and employers?

(1)

Yes No If yes, give details.

Yes, the institution has some mechanism to obtain the feedback from academic peers and employers as well as stakeholders as below:

- The campus has made memorandum of understanding (MoU) with different schools, banks, insurance company, co-operatives, NGOs and other institutions regarding the experience sharing, collaboration and cooperation in different sectors. They provide comments and feedback for the improvement of our weaknesses, pitfalls, challenges and opportunities
- High level officials from TU, UGC and government authorities frequently visit the institution and provide their suggestions and feedback on the visitor's book.
- The peer appraisal form is developed to obtain feedback from the academic peers of the institution.
- The annual report, prospectus and progress report of the institution are distributed to the peers, guardians, employers as well as stakeholders incorporating institutional performance, activities and future plans regarding quality enhancement. They respond suggestions and feedback for further improvement.
- There is formal feedback mechanisms of complaint box and feedback hearing cell under the operational procedure- 2076 to collect the feedback from peers, employers as well as stakeholder to address issues received from them. The campus also obtains the feedback from website, email, SMS, face book and other electronic media. Recently, the campus has established the Grievance Redress Mechanism (GRM) to address the major disputes and issues regarding the institution and stakeholders.

Supporting Documents:

Volume-3, Annex-31, MoU with Bank, pp. 99-100.

Annex-32, Comment & suggestion noted in visitor's book, pp. 101-103.

Annex-33: Attendance of orientation program conducted in schools, pp. 104-105.

Annex-34, Photo of complaint box, p. 106.

Annex-35, Facebook page with comment and likes, p. 107.

Annex-36: Feedback cell with ToR, pp. 108-109.

Annex-37: Format of peer appraisal form, p. 110.

Annex-38: Provision & minute of GRM, pp. 111-114.

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

Our campus has a linkage of institution-industry-neighborhood networks to different banks like; Bank of Kathmandu Ltd (BOK), Nepal SBI Bank Ltd, Global IME Bank Ltd., NMB bank Ltd. to intern our students of BBS level with memorandum of

understanding (MoU). Likewise, we have linkages with different feeder schools for teaching practice of B.Ed. and M.Ed. level students. Moreover, the students of the campus are getting opportunities of orientation about insurance sector. The institution has provision of different programs under operational procedure 2076 to make institution-industry-neighborhood networks well for better implementation of the curriculum.

Supporting Documents:

Volume-3, Annex-39, MoU with different Banks & feeder schools, pp. 115-126.

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

Yes, the institution has made different provisions in operational procedure- 2076 to inculcate civic responsibilities among the students imparting the lesson of morality, discipline, ethics and social responsibilities through yoga classes, lecture of religious persons, sanitation program, traffic awareness, anti-drug abuse campaign, social evils and others. We have launched the codes of conduct for the student to make them honest, loyal and responsible towards the institution, society and nation.

The campus appreciates the promising students by awarding free-ship, scholarships, assistantship, prizes in cash & kinds and commendation on the basis of their outstanding academic performance, morality, discipline, roles, conducts and extra-curricular activities according to scholarship and award guidelines 2075.

Supporting Documents:

Volume-3, Annex-40, Evaluation criteria for scholarship and award, pp. 127-134.

Annex-41, MoU with Nepal Red Cross Society and Tikapur Yog Bigyan Tatha Anusandhan Kendra, pp. 135-136.

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

The institution has a functional Extra-curricular Activity Sub-committee with its objectives, formation, function, rights and duties that conducts various extra-curricular activities towards all round personality development of the learners. We conduct oratory, quiz, music/poetry/essay competition, festivals celebration, organizing periodical function, sports week, annual function that support towards all-round personality development of the students. There are clear provisions of various activities under the academic calendar of the institution towards all-round personality development of the learners.

Supporting Documents:

Volume-3, Annex-42, Composition, formation, decision and activities regarding ECA Sub-committee, pp. 137-145.

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

There are provisions of student's codes of conduct and plagiarism in *operational procedure 2076* to impart moral and ethical value based education. The institution has signed MoU with Nepal Police, Nepal Red cross Society, Tikapur Yog Bigyan Tatha Anusandhan Kendra and Brahma Kumari for collaboration, cooperation and experience sharing that supports to make students bonafide & responsible. The campus has the practice of inviting experts to deliver moral and value based education like; Mr. Bala Bahadur Bist, Founder/Chairman of Sahara Ghar, Bauniya, Kailali. We celebrate *saraswati puja* with zeal to make students conscious towards religious customs, values and norms. The welcome and farewell programs are organized annually by the students to keep harmonious relationship among them. The institution conducts health camp and other awareness programs with active participation of the students to make them more responsible towards human being. The campus has placed different moral quotes inside the campus premises to impart moral and ethical value based education.

Supporting Documents:

Volume-3, Annex-39, MoU with different Banks & feeder schools, pp. 115-126.

Annex-43, Provision of plagiarism & Student code of conduct in operational procedure 2076, pp. 146-148.

Annex-44, Photo of sanitation program & health camp, p. 149.

Annex-45, Attendance of moral lesson class on humanity & photo of moral quotes, pp. 150-152.

Annex-46, Photo of welcome, farewell program and Saraswati Puja, p. 153.

Annex-2, Academic calendar, pp. 2-9.

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)

Yes with justification = 0.25, Yes without justification = 0.10 No = 0, otherwise stated

- through academic records
- through written entrance tests
- through group discussions
- through interviews
- through combination of above all

Yes, there is an admission guideline of the institution with details process and criteria of admitting new students. According to the guideline and norms of the university; the institution admits the new students on the basis of academic records, entrance test and interview. If need be, campus conducts group discussions to select the students for new admission. We are following the entrance test for BBS and B.Ed. programs

according to our own institutional admission guideline and for M.Ed. and MBS programs; we follow the entrance test policies and direction of the office of the deans, faculty of education and management, TU. The final decision regarding new admission is taken by the campus chief according to the recommendation of concerned faculty/department for the bachelors' level.

Supporting Documents:

Volume-4, Annex-1, Academic calendar, pp. 1-8.

Annex-2, Admission notice, p. 9.

Annex-3, Entrance test paper & result, pp. 10-12.

Annex-4, Decision of examination sub-committee, pp.13-14.

Annex-5, Entrance Paper of CMAT for MBS, pp. 15-16.

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

Yes No If yes, cite examples.

Yes. There is the provision for assessing student's needs and aptitude for a course through entrance test for the new student to assess their needs and aptitudes. The orientation classes are conducted to the new admitted students imparting knowledge about campus level study culture. The management faculty runs an orientation class for the BBS fourth year students to select the major subjects of their interest. After completion of the orientation classes; faculties assess their academic status on the basis of last year's internal and final result as well as their needs and aptitude regarding the major subjects via filling up the form of subject selection.

Supporting Documents:

Volume-4, Annex-1, Academic calendar, pp. 1-8.

Annex-2, Admission notice, p. 9.

Annex-3, Entrance test paper & result, pp. 10-12.

Annex-4, Decision of examination sub-committee, pp. 13-14.

Annex-6, Document of orientation program on campus level study culture (CLSC), pp. 17-20.

Annex-7, Attendance of orientation program on campus level study culture (CLSC), pp. 21-22.

Annex-8, Minute & attendance of orientation program on subject selection, pp. 23-24.

Annex-9, Evaluation form for subject selection, p. 25.

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 institution provides bridge and remedial courses to the academically weak and

disadvantaged students. The campus identifies weak students conducting internal examination for all faculties. Specially, we provide remedial classes in the major subjects like English, accounting, Finance and Business Statistics free of cost.

We are managing the bridge courses if the students are changing their faculties and subjects; conducting orientation classes to impart the basic know-how about new faculty and subjects.

Supporting Documents:

Volume-4, Annex-10, Internal examination guideline, pp. 26-29.

Annex-11, Minute, routine & notice of internal examination, p. 30-32.

Annex-12, Papers, attendance, photo & result of internal examination, pp. 33-41.

Annex-13, Course contents of bridge course, pp. 42-47.

Annex-14, Minute & attendance record of the remedial class, pp. 48-49.

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

Yes No If yes, gives Details.

Yes, the Institution encourages the teachers to make a teaching plan before the beginning of new academic session. The lesson plan of each subject should be submitted by all the teachers to their concerned faculty heads; containing objectives, methodologies, teaching materials, evaluation schemes and days to complete the course under the prescribed format of Operational Procedure-2076. It is implemented and monitored by the faculty head and supervised by the campus chief.

Supporting Documents:

Volume-4, Annex-15, Provision & format of teaching plan, pp. 50-57.

Annex-16, Minute regarding orientation of teaching plan, pp. 58-60.

Annex-17: Photo & attendance of orientation class on preparation of teaching plan, pp. 61-62.

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

Yes, the syllabi are in harmony with teaching calendar since at the beginning of the session teaching plans are prepared on the basis of syllabus/courses prescribed by TU. The institution runs the classes according to its academic calendar and teaching plan approved by the campus chief. If, course of any subject is not completed; there is the provision of extra classes in our campus. The IQAC monitors the overall teaching learning activities to enhance the quality of higher education.

Supporting Documents:

Volume-4, Annex-1, Academic calendar, pp. 1-8.

Annex-18, Provision of extra class, pp. 63-65.

Annex-14, Minute & attendance record of the remedial class, pp. 48-49.

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

Produce some examples.

Yes, the institution supplements the lecture method of teaching by introducing new interactive and blended methods like project work, group work, field work, power point presentation, distributing hands-out, field trips, educational tour, assignment and so forth; making students more active in teaching learning activities. Besides, the students of BBS & B.Ed. 4th year prepare and submit the project work/field work report for final examination purpose on approved title of the concentration area. Furthermore, we are running M.Ed. and MBS programs under semester system with 40 percent weightage in terms of class room presentation, group works, case study, projects assignment and class attendance as in-semester pre-board exam and rest of the 60 percent weightage as semester-end exam.

Supporting Documents:

Volume-4, Annex-19, Teaching plan, pp. 66-68

Annex-20, Photos of class conducting power point & multi-media, p. 69

Annex-21, Project work report submission record, pp. 70-71.

Annex-22, Provision of modern teaching method under operational procedure 2076, pp. 72-73

Annex-23, Evaluation system of MBS semester program, p. 74.

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 is a facility to prepare audio visuals and other teaching aids in the institution since there are the facilities of laptops, projectors, generator, library facilities, CD/DVDs, sound system and computer lab to prepare audio visuals and others teaching aids. Furthermore, the campus has provided laptops to the faculties to build their capacity updated.

Supporting Documents:

Volume-4, Annex-24, Contract with teacher for laptop, pp. 75-76.

Annex-25, Photos of power point & generator, p. 77.

Annex-26, Photo of faculty/department with computer & internet access, pp. 78-79.

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

Particulars	Year2077/78	Year2078/79
Teaching days per semester or per year against the requirement	174	222
Working days per week against the requirement	6	6
Work load per week (for full time teachers)-in hours	14.50	21.41

Work load per week (for part time teachers)-in hours	11.70	11.45
Ratio of full-time teachers to part-time teachers	0.9:1	1.83:1
Ratio of teaching staff to non-teaching staff	5:1	3.57:1
Percentage of classes taught by full-time faculty	52.73	65.19
Number of visiting professors/practitioners	None	None

BMC is going to recruit full time teachers as the number of students is increased.

Supporting Documents:

Volume-4, Annex-27, Routine of academic session 2077/78 & 2078/79, pp. 80-81.

Annex-28, Comprehensive Human Resource Development Plan & approving decision, pp. 82-93.

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

Yes, the students are oriented to the program, evaluation system, codes of conducting other relevant institutional provisions and requirements through orientation program/class, guiding and counseling, website, social media, notices, routine, distributing prospectus and calendar of the campus imparting essential information to the students.

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

Yes No If yes give evidence.

Yes, the students are communicated about evaluation methods through prospectus and annual academic calendar of the campus at the time of application form for entrance test. The students are informed about the internal assessment, provision and evaluation system of final exam; regarding exam schedule, course of study, paper model, type of exam, full marks, pass marks and others in the orientation classes at the beginning of the session.

Supporting Documents:

Volume-4, Annex-29, Attendance of orientation program, pp. 94-99.

Annex-30, Prospectus, p. 100.

Annex-31, Admission Notice & Pamphlet, pp. 101-102.

Annex-32, Orientation document/screen shot of power point slide, pp. 103-106.

Annex-33, Screen shot of website, p. 107.

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

Yes No If yes, give Details

Yes. The Institution monitors the overall performance of the students periodically. It has formed an examination sub-committee and makes it functional with defined roles and responsibility in the operational procedure- 2076 to conduct internal assessment and examination as planned. It maintains individual portfolio of the students manually

and electronically to assess the continuous progress of the students. On the basis of the result of internal examination; we can undertake the remedial classes of the difficult subjects for the weak students.

Supporting Documents:

Volume-4, Annex-1, Academic calendar, pp. 1-8.

Annex-34, Provision & formation minute of examination sub-committee with ToR, pp. 108-111.

Annex-11, Minute, routine and notice of internal examination, pp. 30-32.

Annex-12, Paper, attendance, photo and result of internal examination, pp. 33-41.

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:						
a.						
b.						
c.						

The campus appoints self-funded teaching faculty as per recruitment procedure provisioned under "Financial Management, Administration and Personnel Service Rules" 2079 as follows;

- The post and number of vacancy for teaching faculties is approved by CMC as per the recommendation of "Darbandi tatha Padpurti Sub-committee".
- "Darbandi tatha Padpurti Sub-committee" is fulfilled; appointing expert of respective subject.
- Vacancy is announced in national or local daily newspaper as well as in the notice board of campus.
- Written examination, demo classes /practical exam and interview are undertaken to select the best candidate.
- On the basis of the merit; topper one is recommended to CMC for appointment in the

vacant post.

- CMC approves the recommended candidate in the vacant post.
- Finally, appointment letter is awarded by the campus chief to the successful candidate as per the decision of CMC including the job description as well as remuneration, facilities and other terms & conditions of service with one year probationary period.

Supporting Documents:

Volume-4, Annex-35, Provision regarding recruitment of teaching faculties in Campus Rules, pp. 112-116.

Annex-36, Minute of Padpurti Sub-committee, pp. 117-118.

Annex-37, Vacancy announcement, result & appointment letter, pp. 119-124.

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

Teaching staff recruited from 2077/78 & 2078/79		
the same district it operates		from other districts
Same institution	other institutions	
Year I- 2077/78: None	Year I: Three (Part-time)	Year I: One
Year II -2078/79: 3	Year II: Three (Full-timer)	Year II : None

Supporting Document:

Volume-4, Annex-36, Minute of Padpurti Sub-committee, pp. 117-118.

Annex- 37, Vacancy announcement, result & appointment letter, pp. 119-124.

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

Yes No If yes, give details of their salary structure and other benefits. (0.5)

Yes, the institution has the freedom and resources to appoint and pay temporary/ad hoc teaching staff according to rule No. 36sub-rule (2-4) and rule No. 66-75 of Financial Management, Administration and Personnel Service Rules 2079. CMC generates various sources of fund so that it can appoint temporary and ad hoc teaching staff on the basis of campus requirement. They are selected by the recruitment sub-committee and approved in the CMC meeting with tenure of one academic session. Temporary/ad hoc teaching staff's tenure can be extended by CMC meeting on the basis of their performance and need of the institution.

Supporting Documents:

Volume-4, Annex-38, Provisions regarding recruitment of temporary/ad hoc teaching staff, pp. 125-126.

Annex-39, Vacancy notice of part time teachers, p. 127.

Annex-40, CMC decision regarding appointment and remuneration of part time teachers, pp. 128-130.

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

regular basis?

Yes No if yes, give details (0.5)

Yes, the institution has special provision for inviting visiting/guest faculty under BMC Financial Management, Administration and Personnel Service Rules-2079 under rule No. 36 sub-rule (4). Guest lecture were given by Mr. Anand Sherestha (CA) to the students of BBS level on accounting and auditing as well as by Dirgha Bahadur Rawal, the director of Nepal Rashtra Bank on Monetary and fiscal policies

Supporting Documents:

Volume-4, Annex-41, Provision of Campus Rules regarding guest lecturer, p.131.

Annex- 42, Guest lecturers' comments, pp. 132-135.

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

Level	Date	Participants	Resource persons	Title	Organizer	
Institutional Level	November 13-14, 2019	1.Harka Bahadur Bhandari –Campus Chief 2.Dandpani Pokhrel-RMC coordinator	1.Dr.rishikesh Pandey-Director, QAAD 2. Gopal Acharya-Program Officer, QAAD 3.Mamata Prajapati-staff, QAAD	QAA facilitation workshop	Aishwarya Multiple campus, Dhangadhi, Kailali	
	September 3-5, 2021	1.chakra bahadur bhandari- Coordinator, SAT 2.Gyan Bahadur chaudhary-librarian	1.Hikmat Rokaya-EMIS Expert, UGC 2.Purnalal shrestha-chief TU Central library 3.Kamalraj joshi-account officer,Treasure&controller Office,Dhangadhi	Accounting, Procurement, Library and EMIS Professional Development Training (capacity development Training)	Ghodaghodi Multiple campus Sukhad, Kailali	
	October 8-10, 2021		1. Dr. Ramesh Prasad Adhikary-Ast. Prof., ENGLISH 2. Ramesh Prasad Tharu- Ast. Prof., Statistics	Research Methodology Training	Birendra Bidhya Mandir Campus Tikapur, Kailali	
	June 21-23, 2022		1. Dr. Ramesh Prasad adhikary- Ast. Prof. English 2.Dr. Chakra Bom-Ast.Prof. Marketing	Academic Writing Workshop	Birendra Bidhya Mandir Campus Tikapur, Kailali	
					Cooperative Management Training	Sonaha Bikas Samaj
					Cooperative Accounting	SEEWAC, Nepal

				Training	
Regional & National Level	September 18-22, 2021	1.Harka Bahadur Bhandari- Campus Chief	1. Dr. Hari Prasad Lamsal 2.Prof. Jaya Raj Awasthi 3. Prof. MahanandChalise 3. Prof.Bashu Dev Kafle 4. Prof. Yuba Raj Sangroula 5.Prof. Chitra Bahadur Budhathoki 6. prof. Thirtha Raj Khaniya 7. prof. Bidya Nath Koirala	Capacity Development Training on Higher Education Planning and Administration	UGC, Nepal Nagarkot, Bhaktapur
	December 24-25, 2021	1. Harka bahadur Bhandari 2. DandapaniPokhrel 3.Dharm Bahadur Bist 4..Chakra Bahadur Bhandari 5. Chhetra Bahadur Darlami 6. Premeswar shahu 7. KalawatiSwar 8.Gagan Gharti Magar 9. Karuna Regmi 10. Thir Prasad Upadhaya 11.Surya Bahadur Chaudhary 12. Jogendra Chaudhary Altogether, there were 131 parcipants from the different campuses of the Far Western Province.	1.Prof. Dr. Shiva LalBhusal-Rector ,TU 2.Prof.Dr.Dilliraj Sharma-Dean FOM,TU 3. Dinesh Mani Ghimire- Ast. Dean, FOM ,TU 4.Prof. Dr. Devraj Adhikari- Ex-Dean, FOM, TU 5.Prof. Dr. BhojrajAryal-Marketing 6. Prof. Dr. Mahananda Chalise-Management 7. prof. Dr. Yuvraj Bhattarai-Financial Management 8. Prof. Dr. Jitendra Upadhaya-Accounting 9. Ramesh Poudel-Economics 10. Khuma Prasad Sharma- English 11. Prof. Dr. Basant Dhakal-Management science	Refresher Training on BBS Course Dissemination, Pedagogy and Evaluation	Tribhuvan University, Faculty of Management, Office of the Dean, BMC, Tikapur
International	-		-		-

Level					
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Supporting Documents:

Volume-4, Annex-43, Invitation letter, letter of participation, certificate & program schedule, pp. 136-139.

Annex-44, Letter of participation, program schedule & certificate of Capacity Development Training, pp. 140-142.

Annex-45, Photo, certificate & list of participants of Research Methodology Training and Workshop on Academic Writing, pp. 143-151.

Annex-46, Attendance, photo & certificate of Refresher Training on BBS Course dissemination, Page 152-156.

Annex-47, Document regarding training on Higher Education Planning & Administration, pp. 157-161.

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, there is clear cut provision of self-appraisal method to evaluate the performance of the faculty in teaching, research and extension programs under Campus Operational Procedure- 2076 rule No. 23 sub-rule (1kh), schedule-1. Each permanent faculty of the campus has to fill up self- appraisal form annually according to the provision of OP. Currently, campus has formally implemented to evaluate the performance of the faculty members through different appraisal forms to evaluate their performance. The faculties are encouraged to use the feedback via student appraisal form, peer appraisal form, self-appraisal form as well as performance appraisal form for aggregate evaluation of the faculties.

Supporting Documents:

Volume -4, Annex-48, Format of self- appraisal form and others appraisal forms for faculty evaluation, pp. 162-170.

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 institution follows the other teacher's performance appraisal methods like peer appraisal, student appraisal and aggregate performance appraisal; besides self-appraisal method. The results of the different appraisal methods are integrated into the aggregate performance appraisal method; for the improvement of professional quality, distribution of awards and promotion of faculty members.

Supporting Documents:

Volume 4, Annex-48, Format of different appraisal forms for the teachers' performance, pp. 162-170.

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 institution collects the student evaluation on institution experience with the help of student's institutional evaluation form as prescribed under the Campus Operational Procedure, rule No.23, sub-rule (4 ka), schedule-5.

The form contains student's evaluation on institutional experiences regarding policy, transparency, physical facility, administration, financial, academic, examination and ECA etc. For the purpose of student evaluation on institutional experience; the student satisfaction survey was conducted on August 2022. Out of the total 1931 students, 229 students were sampled randomly to know their experiences towards the institution. Majority students are satisfied with the overall service delivery system of the institution. The major areas of the survey were infrastructure facilities, service delivery and administration, learning environment, teachers' performance and behavior, library facilities, pedagogy, ICT and others.

Supporting Documents:

Volume-4, Annex-49, Student's Institutional Evaluation Form, Student satisfaction Survey Report & IQAC decision, pp. 171-197.
Annex-50, Result Analysis, pp. 198-209.

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 institution conducts refresher courses/seminars/conference/symposia/workshops/programs for faculty development. Under SP and OP of the campus, there are various policies, plans and programs to enhance the capacity of the faculties. Comprehensive Human Resource Development plan (CHRDP) 2022-2026 is approved on 15th Bhadra, 2079 B.S., by the campus management committee for the professional and career development of the faculties.

The institution conducted "Linking Technology in Research Methodology Training", Research Methodology Training, Academic Writing Workshop funded by UGC. Refresher Training on BBS Course Dissemination, Pedagogy and Evaluation was conducted by the Faculty of Management, Office of the Dean, TU for the far western provincial level at the campus; dated 24-25 December, 2021. The orientation programs on M.Ed, and MBS semester programs and preparation of teaching plan workshop were conducted by the institution updating the capacity of faculty members. The campus has the provision of regular annual budget to conduct conference/seminar/workshop and trainings for faculty development in every fiscal year.

Supporting Documents:

Volume-4, Annex-45, Photo, certificate & list of participants of Research Methodology Training and Workshop on Academic Writing, pp. 143-151.

Annex-46, Attendance, photo & certificate of Refresher Training on BBS Course dissemination, Page 152-156.

Annex-51: Photo & attendance of orientation on M.Ed. and MBS programs, pp. 210-212.

Annex-28, Comprehensive Human Resource Development Plan & approving decision, pp. 82-93.

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

Faculty Development Programs	No. of Beneficiaries
MPhil Study	4
PhD in progress	1

The institution granted study leave with salary to the lecturers Mr. Navraj Pandey, Mr. Chhetra Bahadur Darlami, Mr. Dandapani Pokhrel and Mr. Dwarika Prasad bhandar for MPhil study. Among them Mr. Navraj Pandey successfully completed the MPhil Likewise, Mr. Chakra Prasad Adhikari is the PhD Scholar. Comprehensive Human Resource Development Plan (CHRDP) 2022-2026 is approved by CMC dated 15th Bhadra, 2079 for the career, capacity and professional development of faculty members.

The Details of faculties involved in training, orientation, seminar and workshop is as follows;

No. of Participants	Title
1	Workshop on Scientific Research communication & Publishing
1	Research Methodology Training (Academic Writing, Journal Article Writing & Publishing)
6	Orientation for M.Ed. and MBS semester programs
3	ToT on Financial Literacy
2	QAA Orientation & Dissemination Workshops
2	Workshop on Project Report Writing & Evaluation of BBS 4 th
3	Workshop on HERP & QAA

2	QAA Facilitation Workshop
25	Linking Technology in Research Methodology
29	Research Methodology Training
27	Academic writing Workshop
1	Training on Higher Education Planning and administration
131	Refresher Training on BBS Course Dissemination, Pedagogy and Evaluation

Supporting Documents:

Volume-4, Annex-45, Photo, certificate & list of participants of Research Methodology Training and Workshop on Academic Writing, pp. 143-151.

Annex-46, Attendance, photo & certificate of Refresher Training on BBS Course dissemination, Page 152-156.

Annex-51: Photo & attendance of orientation on M.Ed. and MBS programs, pp. 210-212.

Annex-52, Provision of faculty development program in SP, pp. 213-215.

Annex-53, Minute of CMC regarding study leave & admission receipt of MPhil, pp. 216-218.

Annex-28, Comprehensive Human Resource Development Plan & approving decision, pp. 82-93.

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

Understanding that the traditional chalk and talk method can no longer motivate to the students; campus strives to innovative methods in teaching that makes the learning process more productive and interesting. There is a research management cell to conduct and manage the research activities as well as to suggest the innovative teaching ideas, methods, techniques and systems. Following information highlights about some notable innovations in teaching:

- Technology plays a key role in innovative teaching. Therefore, the campus has distributed laptops to the teachers, necessary computers are installed in the computer laboratory and projectors are used in teaching learning activities. A well-furnished library is established with reference, textbooks, study, issue, old collection and newspaper sections.
- All blackboards are replaced by the white boards.
- The campus is going to install the smart board shortly to introduce the modern ICT based teaching learning methods.
- Modern methods/techniques of teaching like; class work, assignment, group work, project work, field work, power point presentation, assessment, seminar, workshop, training and orientations are brought into practice to make better learning environment.

- There is provision of guest lecturers to deliver their expertise.
- The institution has installed the Paathshala Software system and different devices to make the institution fully digitized.
- The campus has a newly constructed conference hall with eight multimedia projectors to conduct the training/seminar/workshop and orientation programs for the quality education.
- Establishment of well-furnished computer lab with 30 computers to impart the essential know-how about ICT.

Supporting Documents:

Volume-4, Annex-54, Photo of library, computer lab, conference hall, class by power point, pp. 219-220.

Annex-24, Contract paper of laptop, pp. 75-76.

Annex-55, Approved proposal of smart board for semester program by UGC, pp. 221-222.

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

The campus has planned to keep a good rapport and MoU with different national and international institutions for maintaining proper co-operation in the field of research and teaching.

- We are maintaining good relationship with feeder schools to conduct the teaching practice of B.Ed. & M.Ed. level students.
- MoU is signed among various banks and the institution i.e. Global IME Bank, Tikapur, Nepal SBI Bank, BOK, Tikapur and so forth for the internship purpose of BBS and MBS students to have practical knowledge of banking system.
- Furthermore, MoU is signed with NGOs like SEEWAC Nepal, Dhangadhi and Geruwa Gramin Jagaran Sangh, Bardiya regarding mutual cooperation in sharing expertise and research.
- In the near future, BMC is going to make MoU with some renowned national and international academic institutions for mutual benefits and co-operation.

Supporting Documents:

Volume- 4, Annex-56, MoU with schools, bank, co-operatives, NGOs, & social organization, pp. 223-230

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

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

There is the regular provision of research related budget in our institution. The campus allotted Rs. 980,000 during fiscal year; 2079/80 for research and faculty development activities; representing 2.82 percent of total operating budget of the campus.

Supporting Documents:

Volume-5, Annex-1, Annual Budget of FY 2079/80; with action plan of research,

pp. 1-3

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

The institution promote the research as follows;

- The institution encourages PG students doing project work which is the requirement of masters program. Likewise, the students of bachelors' level in management faculty must have to prepare project work report for fulfillment of BBS program.
- There is provision of study leave under rule No.76 (7) of "BMC Financial Management Administration and Personnel Service Rules, 2079". Under the provision of study leave Mr. Navraj Pandey completed MPhil; Mr. Chhetra Bahadur Darlami and Mr. Dwarika Prasad Bhandari are under study.
- The institution encourages the faculty for further study providing facility of study leave with salary every year.
- There is provision of *Research Management Sub-committee* in the Campus with its ToR; having the allocation of budget for research activities every year.
- The teaching load of the teachers involving in further study and research works are adjusted as per the consent of subject teachers and concerned departments.

Supporting Documents:

Volume-5, Annex-2, Provision and CMC minute regarding study leave with Admission Receipts of Mphil, pp. 4-9.

Annex-3, Minute & ToR of Research Management Sub-committee, pp. 10-13.

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

Yes No If yes, give Details

The institution is not engaged in PhD level programs.

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

Some teachers are involved in research works under their MPhil and PhD study. The seed money is used for the payment of fee for MPhil program of the faculty members.

Supporting Documents:

Volume-5, Annex-4, Minute of study leave & Receipt of Admission in MPhil, pp. 14-16.

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

The campus does not have MPhil and PhD level program at now.

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

The campus doesn't have PhD program.

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

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

Yes, the institution has a provision of financial support to the students involved in creative and indigenous research work annually under operational procedure of the campus. BMC is planning to support the students of master programs to prepare their thesis.

Supporting Documents:

Volume-5, Annex-5, Provision of financial support to student for research, p. 17.

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

Total number of projects	Project Revenues (in NRs.)

No, there are no any research projects ongoing.

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

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

There are no any ongoing research projects funded by external agencies till now.

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

Yes, the campus has published the peer reviewed “BMC Research Journal” on March, 2021. We are planning to publish the research journal annually. The institution publishes academic publication regularly like annual report, tracer report, prospectus and operational calendar including the academic, financial, infrastructure and ECA achievements and information of the campus.

Supporting Documents:

Volume-5, Annex-6, Annual Report, pp. 18-53.

Annex-7, Tracer Study Report, pp. 54-94.

Annex-8, Operational Calendar, pp. 95-100.

Annex-9, Prospectus, p. 101

Annex-10, Image of BMC Research Journal, p. 102.

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

Yes No If yes, give Details.

Yes, there is provision of developing the institution as resource center of different disciplines to apply the institutional and individual expertise for the betterment of society and professionalism under operational procedure of the campus. It has signed MoU with some organizations like cooperatives, community library and NGOs regarding the sharing of mutual experiences and expertise through consultancy services. Some of the teachers of the campus are involved in providing consultancy

services to different Cooperative and NGOs individually and institutionally.

Supporting Documents:

Volume-5, Annex-11, Provision of guidance & consultancy in operational procedure, p. 103.

Annex-12, MoU with SEEWAC Nepal, p. 104.

Annex-13, Agreement & appointment letter of consultant for training & policy making, p. 105.

Annex-14, Appointment letter of consultant for Aishwarya MJM cooperative Ltd, p. 106

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

Yes, Mr. Dwarika Prasad Bhandari is appointed as coordinator for extension activities by the IQAC decision with additional charge.

Supporting Documents:

Volume-5, Annex-15, Minute of IQAC regarding appointment of coordinator, pp. 107-108.

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 institution has provision of different extension activities under SP and OP of the campus. Under the provisions, campus has been organizing and implementing various extension activities in schools and community as follows;

- Campus has run the orientation programs in different schools on higher education literacy; containing the education system, study culture, university, type of campus, syllabus and examination system etc.
- Teachers of the campus conduct classes as guest lecturers to 10+2 level students of different schools based on their syllabus.
- The students of B.Ed. majoring health organized the basic health check up; blood sugar, blood pressure (BP), body mass index(BMI) for the teachers and staff of campus.
- They also organized health program in Tikapur municipality office for its staff.
- Organization of blood donation camp inside the campus with the co-operation of Red Cross, Tikapur Branch.
- Organization of sanitation programs by the institution in the campus premises and Tikapur market area.
- Campus planted different plant in association with JCI, Tikapur and Kalpa Briksha,

Tikapur, Kailali.

- Nepal Student Union of BMC unit organized the free dental camp for the student, teacher and staff of the campus in the campus.
- There is provision of awareness programs related to environment, health, natural disaster, girls trafficking, drug abuse and traffic rules in SP and OP.

Supporting Documents:

Volume-5, Annex-16, Attendance of orientation & guest lectures in feeder school, pp. 109-110.

Annex-8, Academic calendar, pp. 95-100.

Annex-17, Photo & cutting of newspaper relating to health checkup program, pp. 111-112.

Annex-18, Provision of extension programs in SP & operational procedure 2076, pp. 113-117.

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 institution has provision of outreach programs in SP 2022-2026 and OP-2076. The campus has participated in *National Filaria Eradication Program* from 20thMagh to 4thFalgun, 2076 on the request of Tikapur Municipality. The campus is participating in the national campaign of *New Student Admission* in community schools. Likewise, institution celebrates the environment day each year with different environment protection activities like sanitation, plantation, essay and debate competition to make students and mass population aware about environment protection.

Supporting Documents:

Volume-5, Annex-19, Provision of outreach program in SP & operational procedure, pp. 118-121.

Annex-20, Letter of municipality & Pamphlet of filaria immunization, pp. 122-123.

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

The students and teachers are encouraged to participate in extension activities through different types of Sub-committees and cells formed in the institution. There are extra-curricular & community coordination Sub-committee, student quality circle, nature club and free student union which are actively involved in extension activities organized by the campus. The campus has provision of rewarding both teachers and students on the basis of the outstanding performance in extension activities. BMC officially sends the teacher to conduct annual examination of TU, consultancy work, social activities etc. Students are running the stalls in Tikapur Mahotsav with the

initiation of student quality circle (SQC) and free student union under the banner of BMC.

Supporting Documents:

Volume-5, Annex-21, Approval/Recommendation/Appointment letter of observer of examination, p. 124.

Annex-22, Photo & Certificate of stall in Tikapur Mahotsav, p. 125.

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, there are plans and programs of collaboration and cooperation with NGOs and GOs in strategic plan 2022-2026 as well as in operational procedure 2076. Campus has committed the MoU with NGOs and GOs like Nepal Police Office, Tikapur, SEEWAC Nepal, Nepal Red Cross Society Tikapur Branch, Community Library, Tikapur Yog Bigyan tatha Anusandhan Kendra, Tikapur, Geruwa Gramin Jagarana Sangh etc,

Supporting Documents:

Volume-5, Annex-23, Provision of extension activities in SP & operational procedure, pp. 126-130.

Annex-24, MoU with different GOs and NGOs, pp. 131-139.

CRITERION 5: INFRASTRUCTURE AND LEARNING RESOURCES (20MARKS)

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 institution has its own full-fledged master plan indicating the existing building and projected expansion in the future designed by Seismo-Tech Engineering Consultancy Pvt. Kupondale-1, Lalitpur, Nepal. For the designing of the master plan of the campus, Rs.5,00,000 was contributed by Tikapur Municipality from the budget of fiscal year 2074/75.

Supporting Documents:

Volume- 6, Annex-1, Master plan. pp. 1-5.

Annex-2, DPR of Master plan. p. 6.

Annex-3, Minute of CMC approving master plan, pp. 7-8.

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

The institution plans to meet the need for augmenting the infrastructure to keep pace with academic growth according to the master plan as well as strategic plan of the campus. There are provisions of construction of additional academic building, administrative block, library, lab, hostel under SP and OP of the campus which are approved by CMC. The institution has constructed one class room, paving the paths inside the campus premises, basket ball court, compound wall and renovation of toilet

during the FY 2076/77 with the support of UGC under HERP. In FY 2075/76, the campus constructed a two-storied Block “C” academic building having 4 rooms with financial support of social development ministry, Dhangadhi. Besides, during FY 2076/77 two-storied Block “D” with four rooms with the financial support of social development ministry, Dhangadhi was constructed. Likewise, the second floor of existing building of Block "A" toward north and west wing has been constructed with library, exam section, staff toilet, guest room and seminar/conference hall; by the financial support of the Local Development Infrastructure Fund, constituency No. 1, Kailali. Similarly, we constructed additional four rooms on the Block “B” and one room on Block “ D” during FY 2077/078 from the Provincial Infrastructure Fund, constituency No. 1 Pradesh Kh., Kailali. Two rooms are constructed on the Block “C” during FY 2078/79 from the fund of Social Development Ministry, Dhangadhi. We are getting the grants of Rs. One crore from UGC for the construction of academic building during the fiscal year 2078/79; and the national bid is called for the building construction.

Supporting Documents:

Volume -6, Annex-4, Photos of building toilet, basketball court paths and walls, p. 9.

Annex-5, Provision and action plans for infrastructure under Strategic Plan, pp. 10-14.

Annex-6, Approved procurement plan and allocation of budget by UGC for 2076/77 and 2078/79, pp. 15-19.

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

Following support facilities are available for conducting the education programs in the institution:

- ✓ Computer lab
- ✓ Library
- ✓ Seminar hall
- ✓ Cycle stand
- ✓ Generator 20 KVA
- ✓ Inverter
- ✓ Laptops/computers
- ✓ Multi-media projectors
- ✓ Volleyball court
- ✓ Football ground
- ✓ Badminton court
- ✓ Table tennis
- ✓ Basketball court
- ✓ Canteen

- ✓ Toilets(ladies, gents & staffs)
- ✓ Water purifier
- ✓ Wi-Fi
- ✓ Notice board
- ✓ Complaint box
- ✓ Sound system
- ✓ Printers
- ✓ Photocopy machine
- ✓ Fax machine

Supporting Document:

Volume- 6, Annex-7, Photo of computer lab and library, p. 20.

Annex-8, Photos of different support facilities, pp. 20-25.

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

Yes. The institution has provision for regular maintenance of its infrastructure under rule 3, sub-rule (3.Ga) of BMC Financial Management, Administration and Personnel Service Rule- 2079. The campus has been allocating annually, 15 percent of the interest earned from the Akshyakosh of Rs. two crore for the regular maintenance of its infrastructure. Entire responsibility of construction, repair and maintenance is delegated to Purchase and Construction Sub-Committee under the direction and supervision of CMC as per campus rules.

Supporting Documents:

Volume- 6, Annex-9, Provision of Purchase and construction Sub-committee and maintenance budget of infrastructure in Campus Rules, pp. 26-29.

Annex-10, CMC minute regarding formation of Purchase & Construction Sub-committee, pp. 30-31.

Annex-11, Repair & maintenance budget allocation in annual budget 2079/80, p. 32.

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

The campus has been utilizing its infrastructure facilities ensuring to optimum level. The campus runs the bachelors' level programs (BBS & B.Ed.) in the morning shift and masters' level programs (M.Ed. & MBS) in the evening shift since majority students are looking for job in day time. The institution is planning to launch the BBM, BBA, MBA as well as some attractive humanities programs during day shift to have an optimum utilization of its infrastructure facilities, Now, the campus is selected as TU examination centre both for bachelors' and masters' programs.

Supporting Documents:

Volume- 6, Annex-12: Routine of bachelors' & masters' level, pp. 33-35.

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 provides its academic facility to different external agencies. Different seminars, conferences are conducted in the campus building. The games and sports are run on the playground as per the demand of the external parties. In the same way, the campus building has been providing facility to the external agencies to conduct different sorts of examinations like public service commission preparation classes, examinations of CTEVT beautician level-2, examination of Tikapur Sana Shahari Khane Pani Pariyojana, Tikapur and so forth.

Supporting Documents:

Volume-6, Annex-13, Request letter for using infrastructural facilities & photo, pp. 36-39

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

There is a special group of students formed in the campus called "nature club" to keep the institution clean, green and pollution free. There are two guards and an office assistant involved to maintain campus environment neat, clean, green and pollution free. The following are some of the major initiatives to keep the institution clean, green and pollution free:

- The almost two third portion of the campus premises is fenced with brick-wall and the rest of its part is blocked with barbed-wire
- Some concrete dust bins are placed for the collection of wastages.
- Around the campus premises, Sisam and teak trees are planted to maintain greenery, peace and pollution-free atmosphere. In the long run, the trees are supposed to have used for commercial purpose. Different types of other trees and flowers have also been planted along with the path within the campus area.
- Posters, banners, pamphlet, wall painting which deteriorates the beauty of the campus are not allowed within the area of campus.
- The helpers, sweepers and watchman have to be responsible for keeping classrooms, office, departments and toilets neat and clean. They are also responsible for taking care and guarding campus premises,

Supporting Documents:

Volume- 6, Annex-14, Photos of dust bin, toilet, campus premises and sanitation, pp. 40-41.

Annex-15, Minute of nature club formation with ToR, pp. 42-44.

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:

Computer accessible to the faculty:

10

Internet accessible to the faculty:

10

Internet accessible to the students:

30

Yes, there are computer facilities in the institution that is easily accessible to the students and faculties. There is a computer lab with 30 computers with proper accessibility to students. The institution is going to add more computers up to 100 by the end of the SP (2022-2026). Ten laptops are provided to the faculty members to enhance their academic capabilities and 10 computers are installed in departments and sections. The campus has also installed the internet facility with Wi-Fi so that students, teachers and non-teaching staff could have the internet services to make them update.

Supporting Documents:

Volume -6, Annex-16, Photos of computer installed in computer lab, p. 45.

Annex-17, Provision of lab & computer in SP, pp. 46-48.

Annex-18, Contract regarding laptop, pp. 49-50.

Annex-19, Computer lab operation guideline, pp. 51-55.

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

Normally, the working hour of the computer lab is 6.30 A.M. to 12 P.M. On the basis of the need, it has an access on holiday and off-hour too. There is a computer lab operating guideline- 2072 with code of ethics, security, use of computer, computer allocation, responsibility and others. Different scheduled trainings are running under CASH-P in the computer lab. On the need basis of students, institution is planning to provide computer services for evening program also in the days to come.

Supporting Documents:

Volume- 6, Annex-16, Photos of computer installed in computer lab, p. 45.

Annex-20, Attendance of training program, pp. 56-57.

Annex-19, Computer lab operation guideline, Page: 51-55

Annex-21, Document of CASH-P, pp. 58-66.

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

There are all together ten computers in the departments and sections i.e. IQAC, faculty of management, faculty of education, EMIS section, research management cell, library, account section, administration section, exam section and office of the campus chief. A laptop is individually provided to the head of the department along with other regular faculties.

Supporting Documents:

Volume -6, Annex-22: Photos of computer & laptop in departments, pp. 67-68.

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

Yes, there is provision of 100 Mbps Internet of Subisu Cable Net Pvt. Ltd., and 80 Mbps World Link Network, inter-cum facility with Wi-Fi in the institution. The campus has installed 30 CC TV cameras and going to add some more CCTV soon.

Supporting Documents:

Volume -6, Annex-23, Bill of internet connection & Photo of router, p. 69.

Annex-24, Photos of CCTV Camera, p. 70.

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

At present computer lab is providing facilities to the faculties in making power point presentation; applying multimedia projectors which are essential for innovative teaching methodology. The computer facility provided from the institution has been supporting the students in various computer-oriented programs like; accounting package Tally, conduction of meeting, report writing. Almost more than dozens of students are trained on accounting software application training.

Supporting Documents:

Volume 6, Annex-25, Photo of power point class, p. 71.

Annex-26, Attendance in Tally. ERP9 training program, pp. 72-73.

Annex-27, Meeting conduction and minute writing training, pp. 74-75.

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

Yes, there is provision for maintaining/updating the computer facilities. The campus has signed a MoU with a technical consultant cum supplier of computer/ICT named L.B. Computers, Tikapur, Kailali.

Supporting Documents:

Volume- 6, Annex-28, MoU with L.B. Computers, p. 76.

Annex-29, Minute of IQAC regarding MoU, pp. 77-78.

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

No, till now the campus has not used the services of inter-university facilities but we are expecting to have such services of inter-university facilities in near future.

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

The institution is providing first aid health services to the students, teachers and other staff. First aid cell is established in the campus with basic and primary health facilities. In case of serious condition, the cell refers the patient/injured person to the hospital for further treatment. A separate changing room with basic facility is established in the campus especially for the ladies to have their rest and comfort.

- Sometimes medical camps are operated by the campus with the collaboration of different organizations such as blood donation camp, dental health camp and general health checkup camp.

- Teaching and non-teaching staffs are provided medical treatment allowances as per the Financial Management, Administration and Personnel Service Rules-2079, rule 74 (1) of the campus. The permanent staff of the campus are provided the following medical allowances during their tenure:

- Teachers and officers: 12 months' salary
- Staff of assistant level: 18 month's salary
- Junior assistant and classless-staff: 21 month's salary

- Besides, there is provision of insurance facility to the teachers and staff in the campus rules- 2079.

Supporting Documents:

Volume -6, Annex-30, Photo of first aid cell & ladies' changing room, pp. 79-80.

Annex-31, Provision of gratuity, medical allowance and insurance facilities in Campus Rules, pp. 81-82.

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

There are physical and infrastructural facilities available in the sports and physical education centre in the institution for indoor and outdoor games and sports as follows:

- Football ground, basketball court, volleyball court, cricket ground, table tennis and badminton court are well constructed.
- Adequate budget is allocated to purchase sport materials as well as to organize the extra-curricular activities every year.
- There is the provision of sports and games and extra-curricular activities in operational procedure -2076.

Supporting Documents:

Volume -6, Annex-32, Photos of sport facilities, pp. 83-84.

Annex-33, Budget of sports & extra-curricular in annual budget 2079/80, p. 85.

Annex-34, Provision of extra-curricular activity and ECA Sub-committee with ToR, pp. 86-87.

Annex-35, Photos of sports & games organized by the campus, pp. 88-90.

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

The institution provides various incentives and prizes like both in cash and kind with medals including certificates to outstanding sports students in annual function and other formal programs. They are getting scholarship and other facilities like entry fee, transportation, fooding, lodging, tiffin and uniform on the basis of their performance. There is an enough provision of annual budget every year by the campus for extra-curricular activities.

Supporting Documents:

Volume -6, Annex-32, Photos of sport facilities, pp. 83-84.

Annex-33: Budget of sports & extra-curricular in annual budget 2079/80, p. 85.

Annex-34, Provision of extra-curricular activity and ECA Sub-committee with ToR, pp. 86-87.

Annex-35, Photos of sports & games organized by the campus, pp. 88-90.

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

The Details of the students' participation during the last year at municipality level is shown below.

Level	Game/Organizer	Participation of Students	Outcomes
District	Mayor Cup Football Tournament, Tikapur Municipality	15	First Prize with Trophy
National	Volleyball Tournament	12	Consolation prize
International		-	-

Supporting Documents:

Volume- 6, Annex- 36, Photo of Medal and certificate distribution, pp. 91-92.

Annex-33, Budget for sports and ECA activity, p. 85.

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

Recently, there is no hostel facility in the institution. The campus has a plan to construct and operate the hostel under strategic plan and operational procedure; with the provision of hostel section in institutional organogram for the students who are financially weak and represent from remote area.

Supporting Documents:

Volume- 6, Annex-37, Provision of hostel in SP & OP, pp. 93-94.

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

There are facilities of pure drinking water with purifying water plant and refrigerator. There are three toilets in the institution. Two toilets are available for boy and girl students separately. Likewise, one toilet is available for the teacher and staff. There is regular supply of filtered, pure, clean drinking water in the campus with the support of Tikapur Small Town Drinking Water and Sanitation Project as well as Drinking Water and Sanitation Division Office, Dhangadhi.

Supporting Documents:

Volume- 6, Annex-38, Photos of water purifying machine, water tap and toilets, p. 95.

B. Library as a Learning Resource

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

Generally, library opens from 6:30 AM to 12.00 noon in the morning shift and from 4:00 PM to 7:00 PM in the evening shift. All together, working hours of the library is 8.30 hours/day. On holidays, library opens as per need of students. Prior to examinations, it opens extra 3-4 hours.

Supporting Documents:

Volume -6, Annex-39, Provision of library in operational procedure 2076 & Photo of library, pp. 96-98.

b. Does the library provide open-access to students? (0.25) Yes No.

Library provides open access to the students of masters' level fully. Institution is planning to have an open access for the student of bachelors' level also.

Supporting Documents:

Volume -6, Annex-40, Photo of library with open access, p. 99.

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

Books	(0.2)	9341
Current Journals		
▪ Nepalese	(0.2)	14
▪ Foreign	(0.2)	5
Magazines	(0.2)	10
Reference Books	(1.0)	3350
Text Books	(0.2)	5991
Refereed journals	(0.4)	4
Back Volumes of Journals	(0.2)	-
E- Information Resources	(0.4)	-
▪ CD's/DVD's		25
▪ Databases		-
▪ Online Journals		
▪ AV Resources		
Special collection	(0.5)	

Please specify for example: UNO Depository center, World Bank depository, Competitive Examinations, Year Book, Book Bank, Old Book Collection, Manuscripts

▪ Guianese World Record	2
▪ Top Ten of everything	3
▪ Population Monograph	3
▪ Encyclopedia	20
▪ Year Book (The world Almanac)	6
▪ Old Book Colletion	20

Supporting Documents:

Volume- 6, Annex-40, Photo of library, p. 99.

Annex-41, List of library record of book (entry register), p. 100.

Annex-42, Screen shot of library record on Paathshala software, p. 101.

Annex-43, Allocation of library budget in annual budget & minute of library sub -committee, pp. 102-104.

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 2077/78		The year before 2078/79	
	Number	Total cost	Number	Total cost
i. Text books	734	513800	1426	763700
ii. Other books	175	195000	225	258750
iii. Journals/periodicals	19	25000	19	25000
Any others:				
iv. Daily News Papers	4	10000	5	13000

Supporting Documents:

Volume-6, Annex-41, List of library record of books, p. 100.

Annex-42, Screen shot of library record, p. 101.

Annex-43, Allocation of library budget in annual budget & minute of library sub- committee, pp. 102-104.

84. Mention (1)

- (i) Total carpet area of the institution library (in sq.mts.) [73.86] (0.25)
(ii) Total number of departmental libraries [2] (0.25)
(iii) Seating capacity of the Library [30] (0.25)
(iv) Open student access to library [5] (0.25)

There is a single library room with 73.86 sq.mts. and seating capacity of 30 students. (Photo library room:

Supporting Documents: *Volume-6, Annex-40, Photo of library, p. 99.*

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

- (i) Total number of staff (0.3) 2
a. Professionals (List with qualifications) -
b. Semi-professionals 1
c. Others 1

(ii) Library advisory committee (0.2), Give Details:

- There is provision of library Sub-committee in operational procedure-2076. The composition of existing library management Sub-committee is as follows:

Kirti Singh Bom - Coordinator
PremeshworShahu - Member
DandaniPekhrel - Member

Rajiv Koirala - Member

Gyan Bahadur Chaudhary - Member

Supporting Documents:

Volume -6, Annex-39, Provision & formation of library Sub-committee, pp. 96-98

86. Staff development programs for library (0.5)

(i) Refresher/orientation courses attended:

(ii) Workshops/Seminars/Conferences attended:

(iii) Other special training programs attended:

- The institution is planning to provide library management training to the librarian. The librarian Gyan Bahadur Chaudhary has participated a three days library training organized by Ghodaghodi Multiple Campus, Sukhad; dated Sep.3-5, 2021.

Supporting Documents:

Volume -6, Annex-44, Letter of participation, program schedule and certificate, pp. 105-111.

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: Paathshala

- There is partially automated library facility with open access and e-cataloguing and campus is going to start bar coding system.
- The institution has installed the Paathshala software for accounting, administrative, examination, academic and library management for the full automation.

Supporting Documents:

Volume -6, Annex-45, Screen shot of paathshala software, p. 112.

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

The institution has regular provision of budget for library as per the need of library resources annually. The institution has allotted Rs. 5,50,000 to purchase books for library out of total operating budget of Rs. 3,47,49,414 during fiscal year; 2079/80, representing 1.6 percentage, approximately.

Supporting Documents:

Volume -6, Annex-43, Annual budget of FY 2079/80, pp. 102-104.

Annex-46, Decision of CMC on budget approval, pp. 113-114.

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(it should be removed/no)
- Internet/ Computer Access
- Inter-Library Loan services
- Networking services
- Power Backup facility
- There are issue unit, reference unit, text book unit, study unit, news paper/magazine/Journal unit and e-library unit in the library section.

Supporting Documents:

*Volume-6, Annex-39, Provision & formation of library Sub-committee, pp. 96-98.
Annex-47, Photo of library, p. 115.*

90. Furnish Details on the following (1; to be equally distributed)

- (i) Average number of books issued/returned per day. [110/90]
- (ii) Average number of users visited / Documents consulted per month[3300/2700]
- (iii) Please furnish the information on number of Login to the E-Library Services/E- Documents delivered per month. [-]
- (iv) Ratio of Library books to number of students enrolled [4.87:1] i.e. 9341/1931

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: 85.92 % (EMIS Report)
- Dropout rate (drop out from the course): 14.08 % (EMIS Report)
- Progression to further study (Bachelors to Master): 70.00 % (Trace Study Report)
- Prominent positions held by alumni:
 - Many ex-students of the institution have held prominent position in the administrative, academic, financial and other sector of the country. The following are some of the position held by the alumni of the campus;
 - Prakash Bahadur Bist: Branch Manager, Nepal Rastriya Banijya Bank, Mahendranagar
 - Lokendra Bahadur Bist: Branch Manager, NIC Asia Bank, Bauniya, Kailali
 - Padam Sapkota: Journalist, KalantarDaily, Tikapur, Kailali
 - Gauri Prasad Bhattarai: Campus Chief of Nanda Devi Campus, Kalikot
 - Prashu Ram Bhandari: Lower Secondary Teacher(Permanent Government School)
 - Tek Narayan Pokhrel: School Inspector(Section Officer, Education), Kailali

Keshar Bahadur Tamatta: Head Master, Himalaya H.S. School, Lamkiphanta, Patharaiya

Harka Bahadur Bahndari: Incharge, Loan Department, Siddharth Bank, Tikapur, Kailali

Ganga Sharma: Assistant, Rastriya Banijya Bank, Belauri, Mahedranagar

Anita Khatri: Jr. Assistant, Jyoti Vikash Bank, Dhambojhi, Nepalgunj

Rabindra Bohara: Accountant, WACT(Bal Kalyan Sangh), Tikapur, Kailali

Bishnu Bajgain: Finance Officer, WACT(Bal Kalyan Sangh), Tikapur, Kailali

Prajita Sunar: Facilitator, WACT(Bal Kalyan Sangh), Tikapur, Kailali

Narayan Chaudhari: Forest Assistant, Forest Department

Sanjeev Chaudhary: Forest Assistant, Forest Department

Punit Shah: Assistant, Mahalaxmi Vikash Bank

Aarati Bam: Teacher, Lower Secondary

Sarita Mahato: Assistant, Creative Micro Finance, Pratappur, Kailali

Prem Tiruwa: Project Co-ordinator, WACT(Bal Kalyan Sangh)

Supporting Documents:

Volume -7, Annex-1, Admission record, p. 1.

Annex-2, Decision of Alumni formation, pp. 2-3.

Annex-3, Tracer Study Report, pp. 4-45.

Annex-4, Appointment letter of Ex-students, pp. 46-47.

Annex-5, EMIS Report & minute approving EMIS Report, pp. 48-70.

92. How many students have passed the following examinations in the last five years?

(0.25 x 4 = 1)

- Nepal Civil Services Examinations: 30
- Other employment related examinations: 65
- International level entrance examination: -
- Others (please specify): 97 students have passed different type of employment related examination of community school & boarding school teacher and GNO related employment.

Supporting Documents:

Volume -7, Annex-3, Tracer Study Report, pp. 4-45.

Annex-4, Appointment letter to ex-students, pp. 46-47.

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

Yes (1) No (0) If yes, what are the contents of the prospectus?(attach a copy)

Yes, institution has published its updated prospectus annually containing the following contents;

- Message from campus chief
- About the campus(BMC)

- Vision, mission, goal & objectives
- Features
- Future plans & policies
- Academic programs
- Admission procedure
- Scholarship & waiver
- Sports & game, academic/literary competition
- Library & Labs
- Internship & field trips
- Social works
- Faculty

Supporting Documents:

Volume -7, Annex-6, Prospectus, p. 71.

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

- The institution has been providing scholarship and waiver in admission as well as in monthly fee as per provision of scholarship guideline. It depends on the merit of the students in academic performance, financial status representing deprived and marginalized groups of society like; Dalits, Freed Bonded Labors, Orphans, Disabled, people suffered from conflict, Sukumbasi and others.
- Disabled scholarship was granted to blind student of B.Ed., Mr. Bikram Chaudhary by Ministry of Social Development, Sudurpaschchim Pradesh, Dhangadhi.
- There are the provisions of different types of scholarship by the UGC to the students from bottom quintiles, EDJs, special scholarship to DOM, BADI, CHAMAR, Muslim female and freed bonded labor scholarship and scholarship to the children of martyrs and conflict victims.

Supporting Documents:

Volume -7, Annex-7, Scholarship guideline, pp. 72-95.

Annex-8, Minute & list of students receiving scholarship, pp. 96-102.

Annex-9, Scholarship budget in annual budget of 2079/80, pp. 103-104.

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

Financial aid	Year before last 2075/76	Year before 2075/76
i. Merit scholarship	20	19
ii. Merit-cum-Means	80	104
iii. Any others (Disabled)	1	1

Rs. 386,300.00 and Rs. 583,575.00 was distributed to the students as scholarship in

FY 2075/76 & 2076/77 respectively. Due to the pandemic COVID-19, the institution was unable to continue the regular distribution of scholarships as scheduled.

Supporting Documents:

Volume-7, Annex-8, Minute & list of students receiving scholarship, pp. 96-102.

Annex-9, Scholarship budget in annual budget of 2079/80, pp. 103-104.

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.

(0.25x2=0.5)

i. Employment cell: Role: To impart information about job opportunity to the students

ii. Placement officer: Role: To counsel, coordinate and place the students in the job

The institution has a formal provision of student counseling, feedback and placement sub-committee as well as cell & placement officer/coordinator with its ToR. The campus has formed the Sub-committee and designated Ms. Kalawati Swar as placement officer. The composition of student counseling, feedback and placement sub-committee is as follows;

Ms. Kalawati Swar	Co-ordinator
Mr. Dwarika Prasad Bhandari	Member
Mr. Gagan Gharti Magar	Member
Ms. Niru Sharma	Member
Ms. Ranjana Shahi	Member, Representative of SQC

Supporting Documents:

Volume -7, Annex-10, Provision & formation of placement cell/Sub-committee with TOR, pp. 105-108.

Annex-11: Photo of placement cell, p. 109.

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

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

Yes, there is a student counseling, feedback and placement cell in the campus to help the student about their different academic and career related matters. Mr. Gagan Gharti Magar is designated as counseling officer.

- The teachers of the campus are participating in academic and personal counseling to the students for the selection of faculty, higher level education system, career in the faculty, major subject selection and job opportunities etc. The teachers are providing guidance and counseling to the students in group as well as individually. The institution has a formal mechanism of counseling cell to impart the necessary advices to the students.

Supporting Documents:

Volume -7, Annex-10, Provision & formation of Counseling, Feedback & Placement

Cell/Sub-committee with TOR, pp. 105-108.

Annex-11: Photo of placement cell, p. 109.

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

Sector	UG Students	PG Students	Research Scholars
i. Local firms/companies	6	-	-
ii. International firms/companies	-	-	-
iii. Government	8	-	-
iv. Public (semi-government) sector	-	5	-
v. Private sector	9	-	-

- The institution has employment cell and placement officer for proper guiding, counseling about employment and other career opportunity for the students.

Supporting Documents:

Volume -7, Annex-11: Photo of placement cell, p. 109.

Annex-12, Letter of internship, 110-111.

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 motivates the students to seek self-employment. There is a Functional Employment Cell and Employment/Placement Officer to motivate the students towards self-employment. Large number of students are self employed having their own business in different sectors.

- Students get information and establish their relationship with the different institution like bank, school and other business firm during the field/project work as well as internship through employment cell as internees. Some of the students are recruited as employees in the institution where they were engaged on-the-job training as internee.

Supporting Documents:

Volume-7, Annex-10, Provision of employment cell in operational procedure 2076, pp. 105-108

Annex-11: Photo of placement cell, p. 109.

Annex-12, Letter of internship, pp. 110-111.

Annex-3, Tracer Study Report, pp. 4-45.

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

Yes No If yes, indicate the activities of the Alumni Association.

Yes, the institution has the alumni association of ex-students to maintain good relationship among students, campus and community. There is a clear provision of alumni association with its structure, formation process and terms of reference (ToR)

in operational procedure 2076 to support the institution for betterment. The Alumni has been doing different type of activities relating to students and quality enhancement Like; Quiz competition and oratory. The composition of alumni association is as follows;

Mr. Debendra Bahadur Shah	Chairman
Mr. Bharat Kathariya	Vice-Chairman
Mr. Padam Sapkota	Secretary
Ms. Asha Bhandari	Treasurer
Mr. Deependra Sharma	Member
Mr. Dharma Raj Bhandari	Member
Mr. Harka Bahadur Bhandari	Member

Supporting Documents:

Volume- 7, Annex-13, Provision and formation minute of Alumni in operational procedure 2076, pp. 112-116.

Annex-14, Attendance, Photo, certificate and program conducted by Alumni, pp. 117-119.

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

The institution has special admission policy/guideline with Details process, criteria and other terms & conditions. Following are the process and criteria of admission in the campus;

- Firstly campus announces the admission notice through advertisement to the eligible students with its admission time schedule.
- The campus distributes prospectus, annual calendar to make clear about the timing of admission, internal and external examination.
- Admission notice is announced through news paper, website, pamphlet, banner, poster, SMS, social media/facebook, notice board, FM radio and orientation in feeder school etc.

Supporting Documents:

Volume- 7, Annex-15, Notice of Admission, p. 120.

Annex-16, Pamphlet for new admission, p. 121.

Annex-17, Banner for new admission, pp. 122.

Annex-18, Agreement with FM Radio regarding advertisement of new admission, p. 123.

Annex-19, Prospectus, p. 124.

Annex-20, Screen shot of Facebook and website, p. 125.

Annex-21, Attendance of orientation & photos of guest classes in feeder school, pp. 126-127.

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

(0.5)

The admission policy of the institution with regard to international student is based on TU rules and regulation. However, the institution has no any international students till now.

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

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

We have no international students in our institution till now.

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 facility, national and local news papers & others

The institution offers the facilities of both indoor and outdoor games; Chess, Table Tennis, Ludo, Football, Volleyball, Cricket, Badminton, Basket ball, Javelin Throw, Shot put etc. There is the provision of nature club of students to initiate sanitation program, plantation, gardening and others to keep campus premises neat and clean. Occasionally, institution organizes quiz contest, oratory, essay competition and music/singing competition. BMC organizes different cultural programs in annual function, welcome program, farewell program and other different ceremonies to promote art, culture and the talent of the students. There is a computer lab with internet and audio visual facilities in the campus that helps to spend the time of students for creativity and entertainment activities. We have well managed library with text books, reference books, newspapers, magazines, journals, periodicals, reports/statistics, encyclopedia, surveys and internet access for spending their time.

Supporting Documents:

Volume- 7, Annex-22, Academic calendar, pp. 128-133.

Annex-23, Minute of ECA sub-committee, pp. 134-135.

Annex-24, Provision & policy regarding ECA activities and others, pp. 136-137.

Annex-25, Photos, lists and certificate of participants, of facilities, pp. 138-145.

Annex-26, Student's Institutional Evaluation Form, Student Satisfaction Survey Report & Approval Minute, pp. 146-172.

CRITERION 7: INFORMATION SYSTEM (10 MARKS)

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

Yes (2) No (0) If yes, mention how does the cell work along with its compositions?

Yes, there is provision of EMIS Cell/ Public Information and Publication Sub-committee as well under Operational Procedure-2076, with its details ToR. The campus has duly formed EMIS sub-committee and established EMIS cell separately for the purpose of recording and analyzing various academic, administrative, examination, library, policy, program/activity including IT management. Besides, the cell is responsible towards the public information and publication. The EMIS Cell develops the data recording system and keeps the record and analyzes them systematically for multiple purposes. The major areas and functions of EMIS Cell are as follows;

- EMIS decides the installation of suitable software for the campus as per requirement, designs and updates the website(platform, menu, content, sub menu, notice, data, information and others), maintaining email, face-book as well its security system; access, user name, password, access component etc.
- EMIS designs the manual as well as computerized data record system, format and process of academic, library, examination, financial, computer/electronic, ECA and other activities.
- EMIS collects and sets up the data and information regarding academic session/financial year, curriculum, subject, faculty, specialization area and subjects, nature of subject, student enrollment, grouping of student gender, class, caste, ethnicity, age and EDJs etc.
- EMIS sets up and keeps the record regarding examination; type of examination, weight of paper, full mark, pass marks, subject assignment to the student, entry of marks of the student, attendance of examinee, result setup, result analysis, mark sheet design and print, etc.
- EMIS cell keeps the record of library; categorization of books(text book, reference book, journal, magazine, reports, news paper, sector of books: Account, finance, commerce & business, economy, journalism, art, culture & religion, education, science & technology, sports, music/film, literature, profession, dictionary, encyclopedia, records, statistics, politics, geography etc), duration & penalty, book issue & return, library visiting records,
- EMIS keeps the record of policy (type of policy, policy no, name of policy, amendment no. amending authority etc.).

- The composition of EMIS Cell is as below:

Chakra Bahadur Bhandari	Coordinator
Dandpani Pokhrel	Member
Gagan Gharti Magar	Member
Rajiv Koirala	Member
Chandra Prakash Sodari	Member

Supporting Documents:

Volume- 8, Annex-1: Provision and formation of EMIS cell with CMC minute, pp. 1-4.

Annex-2, Screen shot of software, website, p. 5.

Annex-3, Different formats for recording system, p. 6.

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

The EMIS Cell/Sub-committee analyses the academic data by categorizing the area of the data as follows;

- Operation of administration, accounting, library and examination through software system for their accountability and transparency.
- Recording information about student visit and application.
- Entrance Examination: Attendance of student out of applicants and passed in exam.
- Student Enrollment: No of total student enrolled faculty wise, level wise, major subject wise, gender and caste wise etc.
- Internal Examination: participation of the student, faculty/subject wise attendance, result, progress in comparison of previous academic status.
- Examination form fill up: how many students have fill up the examination form out of the enrolled student.
- Final Result (TU Exam): No. of examinees, pass out percentage, status of pass out student (Division wise/grade wise) and others
- Student Attendance: attendance and absent record
- Student Drop Out
- Scholarship: No. of students received scholarship, level, program, faculty, subject, gender, and caste wise; total amount of scholarship, scholarship per student and its impact.
- Record of extra-curricular activities
- Record of fee structure:
- Record of prize distribution to outstanding students

Supporting Documents:

Volume -8, Annex-1, Provision and formation of EMIS cell with CMC minute, pp. 1-4.

Annex-2, Screen shot of software, website, p. 5.

Annex-3, Different formats for recording system, p. 6.

Annex-4, EMIS Report & Minute approving EMIS Report, pp. 7-29.

Annex-5, Fee structure, pp. 30-31

Annex-6, Prize distribution record, pp. 32-37.

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

Manual and computerized data are classified and analyzed according to their sectors and purposes by using different mathematical, statistical and managerial tools like average, percentage, ratio, per unit, turnover, dropout, utilization and so forth. The final data are compulsorily kept in EMIS, account and administration section in specific

record registers, files and software "Paathshala" as well in general software like MS-Excel, MS-Access, MS-DOS and others. These data are kept in concerned departments/sections and cells. The finalized data are published in annual report, prospectus, academic calendar, periodic progress report, website, tracer study and other relevant authorized documents of the institution.

Supporting Documents:

Volume -8, Annex-1, Provision and formation of EMIS cell with CMC minute, pp. 1-4.

Annex-2, Screen shot of software, website, p. 5.

Annex-3, Different formats for recording system, p. 6.

Annex-7, Annual Report, pp. 38-73.

Annex-8, Tracer Study Report, pp. 74-115.

Annex-9, Prospectus, pp. 116.

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

Yes (1) No (0) If yes, explain how they are disclosed?

Yes, data, findings and result are published as; notices, result, annual progress report, audit report and advertisement for the information of stakeholders. Likewise, it is also provided as per the request of stakeholders; students, guardian, local authority, journalists and donor agencies through tracer study, prospectus, audit report, annual report, website, social media/face book page etc.

Supporting Documents:

Volume -8, Annex-1, Provision and formation of EMIS cell with CMC minute, pp. 1-4.

Annex-2, Screen shot of software, website, p. 5.

Annex-3, Different formats for recording system, p. 6.

Annex-7, Annual Report, pp. 38-73.

Annex-8, Tracer Study Report, pp. 74-115.

Annex-9, Prospectus, pp. 116.

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

Yes (1) No (0)

Yes, these information are open to stakeholders like teachers, students, guardians, government agencies, media etc. The information is published in the bulletin of the campus, annual report which is published by the EMIS, Public Information and Publication Cell annually. Basic information about the campus and its various activities are accessible from the web site of the campus.

Supporting Documents:

Volume 8, Annex-1, Provision and formation of EMIS cell with CMC minute, pp. 1-4. Annex-7,

Annex-2, Screen shot of software and website notice, p. 5.

Annex-3, Different formats for recording system, p. 6.

Annex-7, Annual Report, pp. 38-73.

Annex-8, Tracer Study Report, pp. 74-115.

Annex-9, Prospectus, pp. 116.

Annex-10, Annual Calendar, pp. 117-122.

Annex-11, Information in Newspaper & Magazine, pp. 123-124.

Annex-12, Contract paper regarding advertisement in FM radio, p.125.

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

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

Yes, there is the feedback mechanism in Operational Procedure-2076, to receive comments and feedback on the published data through Student Counseling, Feedback and Placement Sub-committee and Public Information Cell. There is the formal mechanism of complaint box in Operational Procedure-2076. As per the provision, campus has installed the complaint box where stakeholders put their suggestions, complaints and feedback. The feedback are also collected through other different means of communication like email, letter, social media which is monitored by EMIS and IQAC. The complaint box is opened monthly in the departmental meeting and feedback is recorded in the complaint record book as prescribed under Operational Procedure-2076. Recently, we have established the Grievance Redress Mechanism (GRM) to resolve the major issues and disputes of the campus and stakeholders.

- The Institution has maintained a visitor's book in the campus, where high profile personalities and authorities keep their suggestions, comments and feedback for further improvement of the campus.
- Collected suggestions, comments and feedback are seriously discussed into departmental meeting and forwarded to administration, IQAC and CMC to address them.
- The campus receives comments, suggestions and feedback from the stakeholders via the 360 Degree Evaluation Form, developed for the institutional appraisal purpose from the parties concerned.

Supporting Documents:

Volume- 8, Annex-13, Provision of feedback collection mechanism, pp. 126-127.

Annex-14, photo of complaint box, p. 128.

Annex-15: Recording format of suggestion, complaints and feedback, p. 129.

Annex-16, Suggestion received in visitor's book, with 360 Degree Evaluation Form, pp. 130-132.

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

Produce in brief the impact analysis.

- BMC is a non-profitable community campus and the stakeholders of the campus,

especially, the parents of the regular students, are scattered in a wide range of geographical area. The process of publishing and distributing the information about academic, financial and administrative activities of the campus through the BMC profile and prospectus is building a collaborative relationship with stakeholders. The feedback received on the published data is helpful in making decisions such as adding new programs, extending physical facilities and formulating future plan for the betterment of the institution.

- With the help of the information system; the departments of the campus are taking various internal decisions regarding students, teachers and other unit. Any weaknesses and drawbacks are pinpointed so that corrective measures are to be taken in the days to come for quality education.

Supporting Documents:

Volume -8, Annex-13, Provision of feedback collection mechanism, pp. 126-127.

Annex-14. Photo of complain box, p. 128.

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

Campus has initiated some quality improvement activities on the basis of feedback received from the information system. The students have comments about adequate toilet, use of multimedia in teaching, expansion of master level programs, examination center, ladies' changing room, first aid cell, canteen, seminar hall, library space and facility, student uniform, facilities of sports and extra-curricular activities, separate toilet for teachers and staffs. The principal and teachers of (10+2) have comments and suggestion regarding school visit, guest lecture classes, orientation classes and formal mutual cooperation with them.

Following are the major initiatives taken by campus regarding feedback received from information system;

- The Campus has made and approved the details guideline "Operational Procedure"-2076 to regulate and systematize the institution.
- The campus has formed different Committees, Sub-committees, Cells, Units and Departments as per the provision of Operational Procedure-2076; IQAC, Student Quality Circle (SQC), Nature Club, EMIS/Public Information & Publication Sub-committee/Cell, Research Management Sub-committee/Cell, Student Counseling, Feedback & Placement Sub-Committee/Cell, Extra-curricular & Community Coordination Sub-committee/Cell, Library& Laboratory Management Sub-committee/Cell and Grievance Redress Mechanism.
- Construction of adequate infrastructure facilities according to the increment of academic programs and students.
- M.Ed. and MBS programs have been launched, TU examination centre has been established, canteen is operated, volleyball court and football ground are well leveled

and goal posted are installed. Basketball court and table tennis courts are well constructed.

- The campus has constructed well facilitated toilets for student, teacher and staff separately.
- Laptops are provided to teachers and 8 projectors are acquired for teaching and training purposes.
- A well-managed library is expanded with additional books, adequate space and open access facility.
- Publication of BMC Research Journal
- Student uniform is made compulsory.
- Department are separated, first aid unit and ladies' changing room is maintained.
- The provision of preparing annual teaching plan is brought in practice.
- The prospectus, annual report as well as academic calendar are published regularly.
- 20 KVA Generator has been installed for regular power supply.
- The Campus has signed MoU with different feeder schools, bank and financial institutions, GOs, NGOs as well as social organizations for mutual cooperation and support maintaining rapport.
- Orientation and guest classes in the feeder schools.
- Regular conduction of entrance and internal examinations
- Some major infrastructural constructions are going on.
- The institute has paved the entrance path, constructed seminar hall, ladies' changing room and first aid cell.
- The institution has developed the institutional authorized website and launched it.
- The campus has installed advanced software "Paathshala" to systematize and digitize the administrative, academic, financial, library and examination related activities as well as records.
- The campus has installed the color printer and software for instant and authorized bar-coded ID card, student ID card and certificate issue.
- The sports materials are managed for games and sport activities as per demand of students.
- A well-established computer lab with adequate computer.

Supporting Documents:

Volume-8, Annex-17, CMC minute approving operational procedure 2076, pp. 133-134.

Annex-18, Notice of tender & Photo of infrastructure construction, pp. 135-136.

CRITERION 8: PUBLIC INFORMATION (10 MARKS)

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

Yes (2) No (0) if yes, give Details.

Yes. There is an EMIS/Public Information & Publication Cell in the campus to disseminate the authorized institutional information to the stakeholders using different means and media; website, face book, prospectus, academic calendar, annual report, audit report, tracer study report, pamphlet, poster, banner, meeting, news paper and journal etc. The composition of public information cell is as follows;

Chakra Bahadur Bhandari	Coordinator
Dandpani Pokhrel	Member
Gagan Gharti Magar	Member
Rajiv Koirala	Member
Chandra Prakash Sodari	Member

Supporting Documents:

Volume -9, Annex-1, Provision and formation minute of Public Information /EMIS Cell in operational procedure 2076 with ToR, pp. 1-4

Annex-2, Prospectus, p. 5.

Annex-3, academic Calendar, pp. 6-13.

Annex-4, Annual Reports of two year, pp. 14-47 & 48-83.

Annex-5, Pamphlet, p. 84.

Annex-6, Cut out of newspaper, p. 85.

Annex-7, Screen shot of website, face book and email, p. 86.

Annex-8, EMIS Report & Minute of approving, pp. 87-109.

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 Public Information Cell publishes the information relating to the academic, administrative and financial information with the following contents:
Academic progress (enrolment trend analysis, pass rate trend analysis, drop out trend, graduate trend analysis, examination result, examination schedule, academic programs, educational pedagogy). Physical progress (infrastructural development, educational aids and equipment, books/journals/reference materials, furniture etc.).
- Financial progress (analysis of financial resources / income: self-generated income/resources, grants from government sources, UGC, local bodies, analysis of expenditures: recurrent expenses and capital expenditures).
- Audit observations / issues and steps taken to mitigate the issues raised by audit observations.
- Social progress (campus's involvements in social activities, society's contributions for campus, plan for campus's contribution to society and increased involvement of

society in the campus).

- Issues, challenges, mitigation measures taken to address the issues and meet the challenges with annual work plan.

Supporting Documents:

Volume -9, Annex-1, Provision and formation minute of Public Information /EMIS Cell in operational procedure 2076 with ToR, pp. 1-4

Annex-2, Prospectus, p. 5.

Annex-3, academic Calendar, pp. 6-13.

Annex-4, Annual Reports of two year, pp. 14-47. & 48-83.

Annex-5, Pamphlet, p. 84.

Annex-6, Cut out of newspaper, p. 85.

Annex-8, EMIS Report & Minute of approving, pp. 87-109.

115. Where are these information published? (1.5)

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

The Public information and publication cell publishes the academic, administrative, financial, physical infrastructure and extra-curricular activity related information in the annual report, prospectus, audit report, periodical progress report, tracer study report, news paper and magazine, notice board, calendar, the web site, email and face book/social media of the institution. The major documents and information are uploaded on the campus website.

Supporting Documents:

Volume -9, Annex-1, Provision and formation minute of Public Information /EMIS Cell in operational procedure 2076 with ToR, pp. 1-4

Annex-2, Prospectus, p. 5.

Annex-3, academic Calendar, pp. 6-13.

Annex-4, Annual Reports of two year, pp. 14-47. & 48-83.

Annex-5, Pamphlet, p. 84.

Annex-6, Cut out of newspaper, p. 85.

Annex-7, Screen shot of website, face book and email, p. 86.

Annex-8, EMIS Report & Minute of approving, pp. 87-109.

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

Yearly (1) in 4 years (0)

- The annual report, audit report, tracer study report, calendar, prospectus, research journal and admission announcement notices are published yearly.
- Similarly, periodical and occasional information relating to institutional activities; vacancy, tender/quotation, examination notices& result, scholarship notice, TU registration notice, extra-curricular activities and routine are published frequently in notice board, newspaper, website and other electronic media.

Supporting Documents:

Volume -9, Annex-2, Prospectus, p. 5.

Annex-3, academic Calendar, pp. 6-13.

Annex-4, Annual Reports of two year, pp. 14-47. & 48-83.

Annex-5, Pamphlet, p. 84.

Annex-6, Cut out of newspaper, p. 85.

Annex-7, Screen shot of website, face book and email, p. 86.

Annex-9, Notices regarding information, pp. 110-119.

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

Areas	Year 1, place of publication	Year 2, place of publication
BMC Annual Report	2077/78 Tikapur, Kailali	2078/79 Tikapur, Kailali
BMC Research Journal	2077/78 Tikapur, Kailali	Under publication process
Audit Report	2077/78 Tikapur, Kailali	2078/79 Tikapur, Kailali
Prospectus	2077/78 Tikapur, Kailali	2078/79 Tikapur, Kailali
Academic Calendar	2077/78 Tikapur, Kailali	2078/79 Tikapur, Kailali
Tracer Study Report	2075/76 Tikapur, Kailali	-

Supporting Documents:

Volume-9, Annex-2, Prospectus, p. 5.

Annex-3, Academic Calendar, pp. 6-13.

Annex-4, Annual Reports of two year, pp. 14-47. & 48-83.

Annex-10, Photo of BMC Research Journal, p. 120.

Annex-11, Audit Report of 2078/79, pp. 121-138.

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

Yes (1) No (0) If yes, give Details

Yes, the cell collects responses from the readers/viewers, staff and CMC members and stakeholders on the published information through web site, face-book page, complaint box, direct complaint, visitor's book, meeting and annual function. Likewise, public information cell designs questionnaires for collecting responses from the stakeholders via 360 Degree Institutional evaluation Form and from the students via Student's institutional Evaluation Form.

Supporting Documents:

Volume -9, Annex-12, Photo of complaint box, p. 139.

Annex-7, Screen shot of website, face- book and email, p. 86.

Annex-13, Photo of interaction program with social/political figures (stakeholders), p. 140.

Annex-14, Formats of 360 Degree Evaluation Form and Student Institutional Evaluation Form, pp. 141-142.

119. Is there any system to evaluate the impact of public information on quality

improvements? (1)

Yes (1) No (0) If yes, how these impacts are measured?

Yes, a report based on feedback and suggestions obtained from readers, parents, staff and peer organization is prepared by the public information and publication cell. The complaints, suggestions and feedback regarding public information are submitted to the IQAC and CMC for making proper decisions to have positive impact for the quality improvement.

Supporting Documents:

Volume -9, Annex-1, Provision and formation minute of Public Information /EMIS Cell in operational procedure 2076 with ToR, pp. 1-4
Annex-15, Minute of departmental meeting, pp. 143-146.

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

The campus is receiving feedback and support from stakeholders which are helpful in improving quality education. Some positive impacts made by the public information practice are as follows:

- Increment in enquiry and concern of students and guardians about university, academic programs, fee structure, scholarship scheme, specialization subject available in the campus.
- Increment in student enrollment.
- Improvement in modern teaching-learning activities; projector/power point, group discussion, presentation, project/field work etc
- The perception and support of community is positive rather than the past.
- The financial and infrastructural facilities are developed with the support of UGC, provincial government and local level government; enhancing quality of education.
- Establishment of good rapport among campus family, various donor organizations, community and local bodies.
- Expansion of the academic programs up to Master level
- Due to transparency in financial activities; students are playing supportive role in the timely revision of fee structure.
- The institution is getting commitment for physical as well as financial support from various donor agencies, business firms, organizations and individuals for the overall development of the campus.

Supporting Documents:

Volume- 9, Annex-16, List of Student Enrollment, p. 147.
Annex-17, Approved Procurement Plan by UGC, pp. 148-150,
Annex-18, Photo of infrastructure constructed by business firms, p. 151.
Annex-19, Letter of wood support from community forest user group for furniture, p. 152. The End!

Part II Analysis of Data

2.1 Preamble

This section presents institutional profile of BMC which is presented with in different sub-heading as below:

2.1.1 Development History of Birendra Bidhya Mandir Campus

Birendra Bidhya Mandir Campus is an emerging community campus, established in 2063 BS, with the collaborative efforts of local people comprising academically aware intellectuals, businessmen, social workers and guardians. This autonomous, non-profitable academic institution is situated at the heart of Tikapur Municipality, Ward number 1, Block D, Kailali. It is affiliated to Tribhuvan University and at present offers Bachelors' Programs in management and education and Masters' Programs in education and management. Since its inception, it has been imparting quality education to the most marginalized and backward community of the country in the far-west Nepal; to bring positive societal change and development through academic excellence. It is managed by Birendra Bidhya Mandir public Educational Trust.

The campus' history goes back to 2031 BS along with the establishment of Tikapur town by Late Khadga Bahadur Singh, the pioneer of academic sensibility of the contemporary Tikapur. Began in 2031 BS, as the only community school in the far-west, Birendra Bidhya Mandir reached to campus level in 2063 BS and has now up to post-graduate programs in the service of the society. Started with meager 99 students in one building having 12 rooms, has now 1931 students with three storied three buildings and two storied one building having 46 rooms; within the premises of one Bigha 18 Katthas (12950 Square Meter) land area. The campus is also in the process of registering other 25 Bighas in its name from its mother organization, Birendra Bidhya Mandir Secondary School.

2.1.2 Location

BMC is located at the heart of well planned Tikapur municipality, ward number 1, Block D, Kailali district, Sudurpaschim Province. It is about 200 meter west to Khadak Chowk of Lamki Tikapur road, 14 KM from Mahendra Highway. It is in a pollution free, peaceful, spacious and ideal place for academic activities. The campus premises spread in 1 Bigha 18 Katthas (12950 Sq. m) land area.. It has altogether four buildings with spacious rooms. The campus has its own land and building provided by the then Tikapur Development Board. It is also supported by Tikapur Municipality for its infrastructural development. The campus is an easy accessible higher educational destination for many neighboring localities like Munuwa, Durgauli, Janakinagar, Pathariya of Kailai district as well as neighboring districts such as Bardiya, Accham, Doti, Kalikot, Dailekh, Bajhang, Bajura, Darchula, Jumla and so forth.

2.1.3 Physical Infrastructures and Property

BMC has its own full- fledged master plan indicating the existing building and projected expansion in the future. It plans to meet the need for augmenting the infrastructure to keep pace with academic growth under its Strategic Plan (SP) and master plan. We have adequate infrastructure facilities having four buildings with 46 rooms. There is a provision of construction of academic building, administrative block, E-library and hostel under SP which is approved by CMC. Moreover; BMC completed the construction of third floor of Block 'B', paving the entrance path, basketball court, compound wall and renovation of toilet during fiscal year 2076/077 with the support of UGC under HERP. We are allocated Rs. One Crore by the UGC during the fiscal year 2078/79 for the construction of building and Rs. 20 Lakh from social development ministry, Dhangadhi for the current fiscal year; 2079/80 to construct building of two rooms. It has adequate support facilities for conducting educational programs and extracurricular activities like computer lab, library, seminar hall, generator, invertors, laptops, computers, multimedia projectors, volleyball court, football ground, badminton court, table tennis court, canteen, separate toilet for ladies, gents and staff, water purifier, notice board, printers, photocopy machines, fax, and installation of software system. It ensures optimum utilization of its infrastructure facilities running academic programs in morning and evening shifts and planning to launch new academic programs like BBM, BBA & BA in day shift after getting affiliation of these new programs.

Infrastructural Development of BMC at present:

SN	Particulars	Quantities	Details
1.	Campus Buildings	4	There are Four building blocks altogether 46 rooms (Block A, B, C and D). Block "A" includes library, administration, account section, staff-room, meeting room, exam cell with 10 class rooms as well. Block "B" Which is 3 storied and possesses 10 classrooms and a Hall with computer lab and IQAC room. Block "C" & "D" are earmarked for Masters' Programs with 11 rooms. We are going to construct new building with 4 rooms from the financial support of UGC.
2.	Land	One	1-18-4.84 (B-K-D)/12950 square meter
3.	Compound Wall		The three sided front face (comprising campus gate) are compounded with brick wall and the back part of the campus is fenced with iron bar.
4.	Gate	Two	A huge and spacious entrance gate on the front face of the campus and another gate to the north-west site of the campus.
5.	Canteen	One	A canteen with brick wall and teen roofed is constructed attaching to the east south corner of the

			campus compound
6.	Gardening/ Hedging	————	Green hedge plants and <i>Ashok</i> trees are planted to the both sides of the way leading to both buildings of the campus with some design of gardening
7.	Cycle/bike stand	One	with tin- roofed and iron pole
8.	Toilet	Three	There are three toilets- one for staff and the other for students i.e. gents & ladies.
9.	Invertor And Generator	One	One Invertor s , 20 KVA generator and solar system are supplying electricity as an alternative way when electric power is off.
10.	Clean Drinking water	Three	Three advance water plants are installed. It provides clean, hot, normal and cold water supply according to need.
11.	Platform (<i>Munch</i>)	one	A medium sized platform is constructed attaching to the front part of Block “A” building.
12.	Administrative Building		It is under the Master Plan of the Campus which is to be funded under the Concept of Smart City of Tikapur.
13.	E-library		DPR of E-library is completed. BMC is looking for donor for its construction. Now, we are operating semi-automated library on the Block “A”.

2.1.4 Academic Programs

Started with meager 99 students in one building having 12 rooms, has now 1931 students with four buildings having 46 rooms; BMC at present offers Bachelors’ Programs in Management (BBS) and Education (B.Ed.) and Masters’ Programs in Management (MBS) and in Education (M.Ed). The campus has emerged as a place of educational destination for the students as an academic excellence and active participation in various social programs. Since the campus is a sole TU affiliated campus in this locality; it has a good flow of students for higher education. Of the total students' population 68 Percent are girls and approximately 43 percent students are from socially and economically disadvantaged sections of the society like Tharu, Freed Kamaiyas, Dalits and others. More than 12 percent students come from remote places of Sudurpaschim Province to pursue their higher education to BMC.

The brief and quick synopsis of campus regarding academic programs and enrollment of students are as below:

Table 1: Academic Programs

Level	Faculty	Programs	Duration	Exam System
Masters	Management	Master of Business Studies (MBS.)	4 semester	Semester
	Education	Master of Education (M.Ed.)	4 semester	Semester

Bachelors	Management	Bachelor of Business studies (BBS.)	4 years	Annual
	Education	Bachelor of Education (B.Ed.)	4 years	Annual

Table 2: Students' Enrollment Trend

S N	Level	Program	2076/77 B.S.				2077/78 B.S.				2078/79 B.S.			
			M	F	EDJ	D	M	F	EDJ	D	M	F	EDJ	D
1	Bachelor	BBS	126	210	109	29	416	566	323	82	479	813	423	115
2	Bachelor	Education	25	161	84	19	90	402	207	51	101	454	187	59
3	Master	Education	12	14	16	1	21	34	28	3	25	23	23	3
4	Master	MBS	-	-	-	-	36	19	21	3	9	27	21	3
Total			163	385	209	49	563	1021	579	139	614	1317	654	180

2.1.5 Academic Facilities and Resources

BMC has an advanced computer lab with adequate computers and multimedia projectors. All the departments as well as sections have their own computers with software and internet facilities. Laptops are provided to faculties to build up their capacities. It has a well-established library with reading room facilities backed by sufficient books, national and international journals, newspapers and magazines. Though, the library is semi-automated; BMC is going to recruit qualified manpower to run the e-library well. A proposal was submitted to Social Development Ministry Dhangadhi for e-library development and Rs.20 Lakh is allocated for the e-library during this fiscal year. First Aid cell is established in the campus with basic and primary health facilities to students and staff. It has adequate educational aids and facilities for effective teaching learning activities like computer lab, Seminar hall, generator, inventor, laptops, multiple media projectors, notice board, printer, photocopy machine, fax and installation of software system. Following are the facilities and resources available to BMC:

SN	Particulars	Existing Number	Justification
1.	ICT	One	Two Wi-Fi zone is formed within campus area
2	Software and Web site	One	Software is installed and Campus web site is developed
3.	Projector	Eight	Academic programs like paper presentation, orientation, counseling, seminars, workshop etc have become effective.
4.	Computer Lab	One	Block "D" building possesses a computer lab with 30 computers on the third floor.
5.	Sound Box	one	To conduct various sort of academic and administrative programs (meeting, annual program, cultural program, extra- curricular activities.),

6.	Camera	One	For official purpose, one digital camera is bought
7.	Lap top	Fourteen	Campus has offered 10 lap tops to ten teachers under the resource mobilization program of UGC.
8.	Books and Reference books	9341	The students get two books from the library as a renewal system. The scarcity of the reference books is highly realized, thus we are going to increase soon.
8.	Sport Aids: (i) Volleyball (ii) Football (iii) Bat and corks (iv) Chess board (v) Table tennis (vi) Bat, Ball, Glove and Helmet, shoes (vii) Shot put (viii) Javelin throw (ix) Net (x) Football Uniform (xi) Uniform for cultural and other program	(i) 6 (ii) 5 (iii) 15 (iv) 2 (v) 4 (vi) 4 sets (vii) 2 (viii) 2 (ix) 10 (x) 2 sets (xi) 12stes	<ul style="list-style-type: none"> As an intra and inter-college program, various types of games like football, volleyball, badminton, chess, table tennis, javelin throw, shot put, slow-cycle race and academic and cultural program like essay contest, quiz contest, speech contest, singing contest and dancing contest among both male and female students were conducted and the winners students were awarded in annual function of the campus. Students play volleyball, badminton and football as extra-curricular activities
9.	Furniture: Benches/desks Chairs Tables Rostrum Round Table	-387 Sets -132 - 33 -14 - 2	The furniture is becoming insufficient as BMC is established as T.U. exam center. We are going to add the extra furniture from the support of local bodies.

2.1.6 Human Resources

Human resources i.e. faculty members are not just leading academics who can teach anywhere in the world via video conference and online; they are also leading practitioners, from scientists to the businessmen, from politicians to civil servants. The key role of faculty at least potentially, is to provide mentorship to students toward bright future. Quality education is the core concern of all educational institutions. Therefore, we are fully committed to deliver the quality education producing capable and competent students for the competitive labor market. For the recruitment, promotion and retention of the qualified and dedicated human resources, the campus has formulated Comprehensive Human Resource development Plan (CHRDP) 2022-2026; consisting plans of actions for the professional and career development of teaching and non-teaching staff. Following are the efforts we have made to accelerate the faculties' capacity, academic quality enhancement as well as sensitization of leadership development:

- Academic programs are upgraded up to post graduate.
- Internal Quality Assurance Committee (IQAC) is formed to audit and assure the quality education..
- Formation of Student Quality Circle (SQC) to have an active role of students in teaching and learning activities.
- Successful completion of Higher Education Reform Project (HERP).
- Preparatory Assessment visit has been completed for QAA process.
- Regularity in entrance examination system.
- Regular internal assessment for formative evaluation of the students.
- Orientation programs on project, field work and practice teaching .
- Practice of guest lecture classes by the experts.
- Professional, career oriented and skill development training.
- Study leave to the faculties with salary for further studies as well as substitution leave .
- Organization of trainings, seminars, workshop and symposia for the capacity building of the faculties.
- Academic leaders' sensitization for leadership development.
- Merit based competitive appointment of academic leaders.
- Formulation and implementation of CHRDP.

The brief and quick synopsis of campus regarding human resources in terms of teaching and non-teaching staff are as below:

Table 3: Profile of Teaching Faculties

S.N	Designation	Total
1	Professor	-
2	Associate Professor	4
3	Lecturer	7
4	Assistant Lecturer	2
5	Part Time Lecturer	12
	Total	25

Table 4 : Profile of Non -teaching Staff

S.N	Designation	Total
1	Section Officer	1
2	Senior Assistant	1
3	Junior Assistant	1
4	Office Assistant	3
5	Gate-keeper	1
	Total	7

2.1.7 Institutional Mechanisms

For the smooth operation of the QAA process as well as quality enhancement of the campus, there are different committees, sub-committees and cells as follows:

Internal Quality Assurance Committee (IQAC)

S.N.	Name	Designation
1	Mr. Harka Bahadur Bhandari	Co-ordinator
2	Mr. Dayaram Sanjyal	Member
3	Mr. Kriti Singh Bom	Member
4	Mr. Dharma Bahadur Bist	Member
5	Mr. Dand Pani Pokharel	Member
6	Mr. Chakra Bahadur Bhandari	Member
7	Mr. Jagat Chaulagain	Member

Self Assessment Team (SAT)

S.N.	Name	Designation
1	Mr. Chakra Bahadur Bhandari	Co-ordinator
2	Mr. Danda Pani Pokhrel	Member
3	Mr. Premeshwor Sahu	Member
4	Mr. Chandra Prakash sodari	Member
5	Mr. Rajiv Koirala	Member

Research sub-sommittee (RSC)

S.N.	Name	Designation
1	Mr. Dandapani Pokhrel	Co-ordinator
2	Mr. Chakra Bahadur Bhandari	Member
3	Mr. chakra Prasad adhikari	Member
4	Mr. Gagan Gharti Magar	Member
5	Ms. Kalawati Swar	Member

Examination Sub-committee (ESC)

S.N.	Name	Designation
1	Mr. Dharma Bahadur Bist	Co-ordinator
2	Mr. Chakra Bahadur Bhandari	Member
3	Mr. Dandapani Pokhrel	Member
4	Ms. Kalawati Swar	Member
5	Mr. Rajiv Koirala	Member

Library and Laboratory management Sub-committee (L&LMSC)

S.N.	Name	Designation
1	Mr. Kriti Singh Bom	Co-ordinator
2	Mr. Premeshwor Sahu	Member
3	Mr. Danda PaniPokhrel	Member
4	Mr. Rajiv Koirala	Member
5	Mr. Gyan Bahadur Chaudhary	Member

Student Counseling, feedback and placement Sub-committee (SCF&PSC)

S.N.	Name	Designation
1	Ms. Kalawati Swar	Co-ordinator
2	Mr. Dwarika Prasad Bhandari	Member
3	Ms. Niru Sharma	Member
4	Mr. Gagan Gharti Magar	Member
5	Ms. Ranjana Shahi	Member

Educational Management information System/Public information and publication Sub-committee (EMIS/PI&PSC)

S.N.	Name	Designation
1	Mr. Chakra Bahadur Bhandari	Co-ordinator
2	Mr. DandapaniPokhrel	Member
3	Mr. Gagan Gharti Magar	Member
4	Mr. Chandra Prakash sodari	Member
5	Mr. Rajiv Koirala	Member

Extra Curricular and Community coordination Sub-committee (EC&CCSC)

S.N.	Name	Designation
1	Mr. Dwarika Prasad Bhandari	Co-ordinator
2	Mr. Prem Singh Tiruwa	Member
3	Mr. Gagan Gharti Magar	Member
4	Ms. Kalawati Swar	Member
5	Mr. Rajiv Koirala	Member

Student Quality Circle (SQC)

S.N.	Name	Designation
1	Mr. Jagat Chaulagain	Co-ordinator
2	Ms. Ranjana Shahi	Member
3	Mr. Kamal Prasad Bhat	Member
4	Ms. Meena Chaudhary	Member
5	Mr. Kamal Prasad Jaishi	Member
6	Mr. Raj Kumar Chaudhary	Member
7	Ms. Reeta Chaudhary	Member

2.1.8 BMC Governance and Administrative Structure

BMC has a Campus Assembly (CAs) as an apex body consisting of mayor, deputy-mayor, ward-chairman/woman of the campus locality, head of municipality education section as ex-officio members from local body as well as outstanding political dignitaries, entrepreneurs and social figures, guardians, experts, ex-campus chief and ex-chairman of CMC are the members of CAs. It is an autonomous community campus managed by Campus Management Committee (CMC) as an executive body whose chairperson and members are selected from among the donors, social workers and guardians. Campus chief, teachers' representative and students' representative are also the ex-officio member of CMC. It is responsible to formulate and implement plans, policies and programs in the interest of the students, campus and the society. The campus has its own rules and regulations approved by CMC. All the internal bodies of the campus are formed by CMC and IQAC of the campus in accordance with the provisions made under Campus Constitution, Rules, Operational Procedure, Strategic Plan as well as Guidelines. There is provision of Board of Trust (Guthee) as ceremonial body to coordinate the different activities of school and campus. As an umbrella body, it has the sole responsibility of preservation, protection and distribution of resources between school and campus on the basis of need and rationality. Furthermore, all the rules and regulation of the campus are to be ratified by the Board of Trustee and which are made and approved by CMC for their implementation.

The campus has designed the Operational Procedure (OP) that specifies the defined job responsibilities and rights of different internal bodies, portfolio members and working units following the campus constitution and rules. All the academic, administrative and financial activities are governed and regulated by the Constitution, Rules and Guidelines formulated under it. Thus, the campus' constitution, rules and the operational procedures are the main charters that state, define and regulate different provisions, rules and regulations in a systematic and practical way to achieve prime goals and objectives of campus catering all inclusive and up to date quality education for all.

2.1.9 Financial status of the Campus

Finance is the life blood for the sustainability of any institution. Expansion, growth and development of academic programs, recruitment and retention of qualified faculties, modern infrastructure facilities and research culture fully depend on the affording capacity of the campus. Currently, the campus is sustainable financially since the flow of student is increasing drastically as well as we are getting significant development and operating support from local, provincial government and UGC. .Regarding the financial sustainability, we have under taken the following activities:

- Establishment of corpus fund (AkshayaKosh) of Rs. 2 crores for regular income
- Restructuring of tuition fee
- Mobilization of internal resources
- Acquiring financial support from federal, provincial & local government and other donors for the infrastructure development
- Different grants from UGC; regular grants, development grants, performance based grants, grants for research activities & capacity building
- Good flow of students having more collection of tuition fee as regular income
- Establishment of gratuity fund, staff welfare fund and medical treatment fund for financial sustainability of the institution

2.1.10 Institutional Highlights

In its brief history of 16 years, BMC has set positive symptoms and achievements in educational field in Tikapur as well as neighboring districts like Bardiya, Surkhet, Achham, Doti, Kalikot, Jumla etc. Similarly, the students who have been employed in different organizations, schools, campuses, banks, financial institutions and who have passed Teachers' Service Commissions (TSC), Public Service Commission (PSC) are some remarkable output of this institution. BMC is the only one non-profitable community campus offering Bachelor and Masters' programs in affordable fee in Tikapur Municipality. Besides class room deliberation, it conducts orientation programs, interactions, workshops, seminars, trainings to boost academic activities. The campus conducts internal examination to assess the weaknesses of the students and provides extra and remedial classes for weak students in major subjects like English, Math and Accountancy. These extra classes have really helped students to improve their academic performance. BMC is also equipped with internet, computer lab, multimedia, library, research cell to enhance its academic quality.

In addition to teaching learning, the campus has given due emphasis on co-curricular activities like debate, poem recitation, singing, dancing and different cultural shows. Sports competitions in football, volleyball, javelin throw, shot put, table tennis, cricket, badminton are a part of these activities to put the theoretical knowledge into practice for all-round personality development of students.

BMC is always aware of its responsibilities toward society and always thriving to make its students responsible for the society as well through various activities such as blood donations,

sanitation programs, extensions and out-reach programs, conduction of health camps, participation in public awareness social activities, fund raising for needy people and tree plantation. BMC, since its inception has attempted to make higher education accessible for minorities, under-privileged and needy students providing scholarships in various categories in each program.

BMC has made the second five year Strategic Plan (SP) covering the period of 2022-2026; with institutional vision, mission, goals and objectives including core values and norms as guiding principles for academic excellence. The areas of priority of SP are physical infrastructure development, academic enhancement and faculty development, student welfare and extracurricular activities, equity establishment, financial sustainability and community involvement with annual plans of action to be completed within the time scheduled.

BMC is supported with its detailed and comprehensive Master Plan indicating the existing and projected infrastructures including Detailed Project Report (DPR) of e-Library. It has an organogram indicating clear academic and administrative structure with transparent policies of recruitment and promotion of its teaching and non-teaching staff. BMC has a corpus fund of two crores for the sustainability and intuitional development. Interest earned from the fund can be mobilized for the repair and maintenance of physical facilities of campus and welfare of faculties and staff.

BMC always aims in high aspiring for quality education. It strongly feels, yet many things are to be done to achieve its goals. More innovating teaching with technically well equipped classes, well furnished auditorium hall to conduct various programs such as seminar, exhibition and workshop are yet to be built up.

There is a significant increment in the strength of students; basically from last the two academic session since TU programs are preferred by the majority students.

Following are the strategic objectives of the campus:

- Enhancing physical infrastructure development.
- Achieving academic excellence through quality education with equitable accessibility
- Adopting market driven and research oriented academic activities.
- Expanding faculties and programs.
- Initiating the provision of study and research in different subject, field and discipline.
- Conducting student welfare and other supportive programs for consolidating education.
- Developing a positive involvement of society for bringing up a good rapport among the campus and the students.
- Achieving all the goals as well as objectives of NEHEP of UGC, Nepal as far as possible to improve the quality of higher education; fulfilling all the benchmarks of quality education.
- Making BMC a QAA certified institution enhancing the quality of higher education.

2.1.11 Self Study Report (SSR) Preparation

With an aim to improve the quality of higher education, UGC has launched the QAA process. BMC has already, successfully completed the Higher Education Reform Project (HERP), of UGC and has now entered in to the QAA cycle of UGC to assure quality education. The Self Study Report presents a concise picture of the institution as a dynamic entity with a sense of its history, an understanding of its present and a vision towards future. The overall academic and social performance of the campus can be studied through this document. It tries to capture the overview of the activities from its inception. It is not only a document to be submitted to UGC but also it is taken as the historical record of the events in the institution. The future policies plans and programs of the campus are based on the existing Self Study Report. The campus has taken it as a tool to lead the institution towards assurance, accreditation and excellence of higher education. The Self Study Report of BMC is designed to address some of the questions such as :

- What are the institution's vision, mission, goals and objectives?
- To what extent the activities of the campus are consistent with the vision, mission, goals and objectives?
- Are the human, physical and financial resources needed to achieve the objectives available?
- Identifying the Strengths, Weaknesses, Opportunities and Threats/ Challenges of the campus.

Developing SSR is a complex and time consuming process that requires the co-operation of all the departments, individuals and stakeholders of the institution. BMC has prepared the SSR for the purpose of QAA process under UGC. The preparation of SSR was overseen by a core committee; Internal Quality Assurance Committee (IQAC) and prepared by Self Assessment Team (SAT). The composition of the IQAC and SAT are as follows:

Internal Quality Assurance Committee (IQAC)

1. Mr. Harka Bahadur Bhandari - Co-ordinator
2. Mr. Dayaram Sanjyal - Member
3. Mr. Kriti Singh Bom - Member
4. Mr Dharma Bahadur Bist - Member
5. Mr. Dand Pani Pokharel - Member
6. Mr Chakra Bahadur Bhandari - Member
7. Mr. Jagat Chaulagain - Member

Self Assessment Team (SAT)

1. Mr Chakra Bahadur Bhandari - Co-ordinator
2. Mr. Dand Pani Pokharel -Member
3. Mr. PremeshworSahu - Member
4. Mr. Chandra Prakash sodari -Member
5. Mr. Rajiv Koirala -Member

Before the preparation of this report, faculties and staff meetings were held to inform the teaching and non- teaching staff of the campus about the QAA process and SSR preparation.

Now and again discussions to CMC, campus advisory committee (CAC), free students' union(FSU) and rest of the stakeholders were held; not only to formulate SSR but also addressing and requesting their dedication and full support for the completion of QAA process. The purpose of these meetings was to discuss in details about the data collection procedures and preparation of the SSR. Through the staff meeting, a committee was formed to collect and compile data for preparing the SSR and verified by CMC through campus chief. Teachers and administrative staff were involved in data collection process for the submission of SSR to UGC .The SSR is the product of team work i.e. faculties, staff, CMC and stakeholders of the campus.

The SSR team of BMC followed various approaches to complete the task of documentation and preparation of SSR. The team attended different dissemination, orientation and workshop programs organized by UGC. BMC got letter of intention (LOI) on 6th July, 2016 from UGC as a candidate of QAA Process. It was on 17th Nov, 2016 an agreement was signed between BMC and UGC for HERP to improve quality of higher education; getting improvement in every aspects of the campus. An UGC team led by Pro. Dr. Dev Raj Adhikari, organized an orientation and workshop program on HERP and QAA facilitation in Kailali Multiple Campus, Dhangadhi on 17th and 18th Nov, 2016; was the first experience of BMC about QAA process. The SAT participated in the next orientation and workshop program on HERP and QAA facilitation organized by UGC in Kailali Multiple Campus, Dhangadhi on 11th and 12th June, 2018; under the leadership of Pro. Dr. Hridaya Ratna Bajracharya. BMC submitted its first SSR to QAA division of UGC on 9th January 2019. After a long period of submission of SSR; BMC got recommendations, comments and feedback from the technical committee of QAA division with general and specific observations on 5th Nov, 2019. It participated an another QAA facilitation workshop held in Aishwarya Multiple Campus, Dhangadhi on 13th& 14th Nov, 2019; led by Dr. Rishikesh Pandey, the director of QAA division of UGC with Mr. Gopal Acharya the program officer and Ms. Mamata Prajapati the Sr. administrative assistant of QAAD, UGC. All the orientation and workshop programs were very fruitful and handy for the preparation of SSR. BMC got more opportunities to get general and technical know-how from various expert of UGC about QAA process as needed. This SSR is the result of all the suggestions, information and support of UGC technical committee and officials we got frequently.

2.1.12 Critical Appraisal of the Campus (SWOT Analysis)

The critical appraisal analyses the status of the campus in terms of Strengths, Weaknesses, Opportunities and Threats (SWOT) followed by problems to have their appropriate solution. It is a process of reviewing the existing institutional environment and identifying the areas that require interventions. Identification of strengths provides an answer to the questions of the intended objectives meant to be achieved. The analysis of opportunities shows the bright future with positive and supportive environment of the campus. The weaknesses and threats

refer the risk factors that may hinder the progress achieving the results and outcomes of the institution. The SWOT analysis of the campus can be broadly summarized as follows:

S.N.	Key to analysis	Analysis
1	Strengths	<ul style="list-style-type: none"> • The campus has clearly defined vision, mission, goals and objectives. • Strategic development plan of the campus focuses on quality education. • Full-fledged and comprehensive master-plan of the institution is prepared. • Formation of CMC, IQAC and other Sub-committees and cells with their term of references (ToR). • Preparation and implementation of teaching plan. • Organizing various activities to impart value based education to the students. • Provision of scholarship to needy students. • Transparency in admission policy. • Provisions of bridge courses and remedial classes for needy and weak students. • Innovative and blended modes of teaching. • Good opportunities for faculty development. • Establishment of Research Management Cell (RMC). • Allocation of budget for conducting research activities. • MoU with different GO's and NGO's for co-operations and mutual benefits. • Adequate infrastructure facilities with buildings, furniture and playgrounds. • Formation of separate cell to impart counseling, guidance, feedback and placement information to students. • Well relationship between students and faculties. • Formation of EIMS cell for the purpose of recording and analyzing various academic, financial and administrative data. • Regular publication of prospectus, annual report, tracer study report, academic calendar as well as research journal. • Establishment of PI & PC Cell. • Liberal support from external agencies and parties for physical facilities.

2	Weaknesses	<ul style="list-style-type: none"> • Difficulty in the implementation of SP and Master Plan. • Lack of fully fledged research activities. • Only two faculties (Management and Education) are running up to now • Programs are not fully flexible to students. • No active participation of students in internal examination. • E-teaching and learning has not become completely successful yet. • Shortfalls in research activities. • Faculties are less interested for further study. • lack of sufficient textbooks, reference books, journal, articles, magazines etc • Lack of hostel facilities. • High rate of student drop out. • Financial scarcity of the institution is lagging students support and guidance behind. • Challenges in the solution of all the feedback from students and stakeholders. • Faculties are not updated in recent ICT. • Problem in practical and effective applications of PI & PC.
3	Opportunities	<ul style="list-style-type: none"> • Strong support from UGC for quality enhancement. • Expanding new faculties and programs. • Ensuring consistency of teaching and learning with academic goal of the campus. • Attaining academic enhancement. • MoU with different organization to establish rapport. • Continuous evaluation of faculty members with career opportunities. • Linkages with different national organization with MoU. • Development of research and innovation culture. • Maximum possibilities of good community relationship via consultancy, extensions and outreach programs. • Support from local bodies, provincial government for infrastructural facilities. • Increasing scholarship fund. • Enhancing students' support, guidance and placement. • Digitization of all academic, financial and administrative

		<p>information.</p> <ul style="list-style-type: none"> • Enhancing faculties' capacity providing further study opportunity and capacity building training. • Opportunity to make PI&PC more active and effective. • Transparency in different activities of the institution.
4	Threats	<ul style="list-style-type: none"> • Lack of technical courses as per the demand of market. • Lack of continuous and ongoing research activities. • Problems for enhancing, maintaining and sustaining the quality of education. • Difficulty to inculcate civil responsibilities and moral values among the students. • Imbalance between student and teacher ratio. • Making teachers fully update, skilled and creating the environment of e-education in the campus. • Challenges to conduct extension and outreach programs effectively. • Lack of financial resources to promote culture of research and innovation. • Difficulty in the management of fund and extra resources. • Facing problems to launch new and technical programs. • Lack of expert faculties to deliver professional and career counseling, support and placement. • Lack of job opportunities in the market. • Difficulty to prepare tracer study report since profile of all graduate is beyond reach. • Delay in decision making process for timely information. • Challenges in collecting and facing with different sorts of public information.

2.2 Criterion-Wise Analysis

Criterion 1: Policy and Procedures

This criterion explains the institutional vision, mission, goals, objectives and standards for the enhancement of quality education. The vision, mission, goals and objectives (VMGO) are clearly defined in the SP (20122-2026) of BMC with its policies, plans, programs and strategies supported by annual action plans and estimated budget for these activities. BMC has a duly formed organizational structure specifying the hierarchy and operational interrelationship among the authorities, departments, sections, units, cells and individuals. The campus has formed IQAC to audit, supervise, monitor and evaluate the academic, administrative, financial

and overall performance of the campus. The institution has clearly defined job responsibilities of departments, units and individuals under the Constitution, Rules, Operational Procedures (OP) as well as Guidelines of the institution. There are written schemes to evaluate the predefined job responsibilities of departments, units and individual faculties and staff; developing different appraisal forms like self appraisal form, peer appraisal form, student appraisal form, performance appraisal form and 360 degree institutional appraisal form. We have strategic plans and action plans emphasizing on team work and participatory decision making and schemes for information sharing. Major decisions of the institution are taken by CMC after discussion with faculties and staff. There is the representation of faculty and student in major decision making process of the campus; since the presidents of the teachers' association and FSU are the ex-officio members of CMC and the coordinator of SQC is the ex-officio member of IQAC.

BMC has run the competent and scholars of honors-program (CASH-P) to strengthen regular academic programs; containing various types of trainings, orientations, project works relating to course as well as professional career of the students. The campus has established rapport with stakeholders and communities; inviting them in various programs organized by the campus; collecting feedback, suggestions and comments regarding its activities and performance. BMC invites external agencies and individuals to improve the organization and management system. We have installed software system and designed master plan and DPR of e- library. Basically, academic audit is done by the IQAC of the campus. Sometimes monitoring is done by the high level officials of TU and UGC providing feedback, suggestions and comments as an academic audit of the institution. The Campus is effortful in combining teaching and research together with the help of research management cell. Traditional method of teaching is replaced by the advance technologies using multimedia, presentations, assignments and project works. Some of the faculties are the scholars of MPhil and PhD that support to combine teaching and research. Comprehensive Human Resource Development Plan (CHRDP) is launched for the career and professional development of teaching and non-teaching staff.

SWOT Analysis

S.N.	Key to Analysis	Analysis
1.	Strengths	<ul style="list-style-type: none"> • The campus has clearly defined vision, mission, goals and objectives. • Strategic plan of the campus focuses on quality education. • Full-fledged and comprehensive master-plan of the institution is prepared. • Formation of CAs, CMC, IQAC and other Sub-committees and cells with their term of references (ToR). • Predefined written responsibilities of different departments, units

		<p>and individuals.</p> <ul style="list-style-type: none"> • Use of modern method of teaching learning activities focusing ICT. • The faculties are encouraged for research activities. • Separate appraisal forms are developed for the evaluations of individual and institutional performance. • Formulation of comprehensive human resource development plan.
2.	Weaknesses	<ul style="list-style-type: none"> • Difficulty in the implementation of SP and Master Plan. • No systematic academic audit from university. • No provision of fully paid study leaves for further study. • External agencies are not appointed to improve organization and management. • Lack of fully fledged research activities.
3.	Opportunities	<ul style="list-style-type: none"> • Strong support from UGC for quality enhancement. • High possibility to implement policies plans, and program under SP. • Support from various government organizations (GO), non government organization (NGO) and local bodies. • Maximum opportunities to be a model institution for quality education. • Installation of computerized system for updated information and knowledge. • Attraction for qualified and capable faculties since CHRDP is to be launched. • Imparting quality education to the society and public. • Expanding new faculties and programs.
4.	Threats	<ul style="list-style-type: none"> • Lack of technical courses as per the demand of market. • Lack of continuous and ongoing research activities. • Difficulty in the modification of plans, policies and procedures to address challenges of the institution. • Difficulty in the expansion of attractive educational programs. • Problems in the recruitment and retention of qualified faculties. • Difficulty to make institution apolitical. • Shaping and practicing master plan, vision, mission, goals and objectives for attaining the proposed outputs.

Criterion 2: Curricular Aspects

BMC is effortful towards the quality education and all round development of the students. The campus has made necessary provisions for ensuring the consistency of teaching learning with its goals and objectives according to TU syllabi. BMC is offering BBS, B.Ed., M.Ed. and MBS programs as an affiliated campus of TU and all courses and syllabi are designed by the University. The campus prepares annual calendar to ensure the timely completion of all courses before the final examination by the University. There are different departments in the campus and all the heads of departments prepare annual academic plans and supervise the regularity of students and monitor all the academic activities. The teachers are encouraged to teach according to their teaching plans. The programs are flexible enough to offer students time frame matching, horizontal mobility and elective options. On the basis of time frame matching student convenience; educational programs are run in morning and evening shift. We are planning to run some additional academic programs like BBA, BBM and MBA during day shift; if affiliation is found from TU. There is the practice of inter faculty change as per the demand of the students. BMC is promoting quality education with the various provisions of skill transfer among the students through different academic activities, extracurricular activities and multimedia.

It has no elective courses of its own; we are offering some elective courses to the interest of students offered by TU. BMC sends subject teachers to participate in dissemination programs on new curriculum organized by TU to give feedback for the further improvement of curriculum. Far Western Provincial level “Refreshing Training on BBS Course Dissemination, Pedagogy and Evaluation” was organized by the Faculty of Management, Office of the Dean, TU at BMC; with the participants of 131 teachers dated 9-10 Poush, 2078. Frequent meetings are held with academic peers, employers and social organizations for the all-round personality development of the students as well to get feedback in the modification of curriculum according to the demand of market. The campus has also made provisions for skill development focused classes such as Tally-ERP.9 under CASH-P to the BBS and MBS students. We are going to launch the Tally-ERP.9 under CASH-P to the students of education faculty also. It also addresses the needs of the students of educationally disadvantaged and under privileged groups by offering scholarships and other academic supports.

For the purpose of imparting practical knowledge, sharing information and experiences; BMC has signed MoU with different organizations. There is a practice of inviting experts and employers in the institution to feed professional knowledge as well as moral lessons to the students. We are organizing various programs to impart value based education to our students. There are codes of conduct for students, moral quotes in the wall of the campus are affixed and extensions cum outreach activities for the all- round development of the students are ongoing.

SWOT Analysis

S.N.	Key to Analysis	Analysis
1.	Strengths	<ul style="list-style-type: none"> • TU based courses and syllabi. • Division of different departments sections, cells and units. • Preparation of annual calendar for maintaining academic and other campus activities. • Preparation and implementation of teaching plan. • Offering skill development classes (Tally ERP.9, and others). • Organizing various activities to impart value based education to the pupils. • Conducting classes even during vacation period of the campus for some difficult subjects. • Provision of scholarship to needy students.
2.	Weaknesses	<ul style="list-style-type: none"> • Only two faculties (Management and Education) are running up to now. • Less practice of E-teaching. • Work plan for teaching is not properly systematized among teachers. • No elective options of its own. • Programs are not fully flexible to students.
3.	Opportunities	<ul style="list-style-type: none"> • Ensuring consistency of teaching and learning with academic goal of the campus. • Attaining academic enhancement. • Full-fledging all courses, syllabi, programs and other educational aspects of the University • MoU with different organization to establish rapport. • All round development of student personality via different activities. • Blended modes of modern teaching.
4.	Threats	<ul style="list-style-type: none"> • Implementation of aforementioned opportunities and strengths • Problems for maintaining quality of education • Difficulty to inculcate civil responsibilities and moral values among the students. • Difficulty in the expansion of educational programs.

Criterion 3: Teaching, Learning and Evaluation

The activities of BMC relating to teaching learning and evaluation are very clear. The admission to the students in different academic programs offered by the campus is taken on the basis of entrance exam, written record and oral interview. The campus provides remedial classes to the educationally disadvantaged and weak students. The teachers are encouraged to make teaching plans at the beginning of the academic session which is monitored by the faculty head and supervised by the campus chief. The Syllabi are in harmony with teaching calendar since classes are run according to the teaching schedules throughout the year. The teaching schedule is published in the academic calendar and all courses are completed within scheduled time.

The campus supplements lecture methods with discussion, presentation, project works, field works, practicum, thesis writing and direct studies methods by applying multimedia projector. The student are oriented to the programs evaluation system, codes of conducting other relevant institutional provisions through orientation classes, counseling and guiding, website, social media, routines, notices, prospectus and academic calendar of the campus with essential information. BMC has formed the examination sub-committee with its ToR to conduct internal assessments and examinations periodically to evaluate the overall performance of the students.

Teaching faculties are selected under the provisions of Constitution and Rules of the institution; announcing advertisement for free competition. Faculties are sent for various seminars, conferences and workshops as participants to build up their capacity for quality education. There is a provision for inviting/visiting faculties to improve teaching learning activities. We are following the self appraisal method to evaluate the performance of the faculty in teaching, research and extension programs. Experiences of the students and stakeholders regarding intuitional facilities, strengths and weaknesses are collected for the betterment of the campus via student's institutional evaluation form and 360 degree evaluation form. There is provision of different evaluation methods like peer appraisal form, student appraisal form, performance appraisal form for the promotion of teaching learning and evaluation of the faculties. Under the faculty development programs; some teachers are sent for further study with payment facilities. BMC is introducing multimedia and ITC based innovative teaching techniques to make teaching learning activities more impressive. MoU are signed with different organizations for maintaining proper co-operation and rapport in the field of research and teaching. The campus is participating NEHEP of UGC, Nepal for the overall betterment of quality enhancement of the institution; comprising different aspects and components.

SWOT Analysis

S.N.	Key to Analysis	Analysis
1.	Strengths	<ul style="list-style-type: none"> • Transparency in admission policy. • Provisions of bridge courses and remedial classes for needy and weak students. • Preparation and implementation of teaching plans. • Monitoring and supervision of teaching learning activities. • Innovative teaching methods. • Periodical provision of internal assessments. • Good opportunities for faculty development. • Selection of competent faculty through free competition. • Entrance exams, written records and the oral interviews are the process for admitting students. • Teaching learning activities are done as per the TU curriculum. • Teachers teach using power point through projector. • Departments scrutinize the academic activities. • IQAC keeps on maintaining quality education applying the assigned authority given by the campus. • Internal assessments with analysis are frequently done.
2.	Weaknesses	<ul style="list-style-type: none"> • No active participation of students in internal examination. • Students are not regular for all classes. • Sections with large number of students. • No attractive incentives for extra activities of the faculties. • Partial practice of E-teaching and learning.
3.	Opportunities	<ul style="list-style-type: none"> • Innovative techniques of teaching with multimedia and ICT. • Continuous evaluation of staff with career opportunities • Linkages with different national organization with MoU • Possibility of institutional growth and development physically and academically. • Teaching with power point and maintaining quality education by consolidating and updating teacher's skill.
4.	Threats	<ul style="list-style-type: none"> • Facing difficulties to launch attractive and technical programs • High rate of student's dropout. • Many problems for the smooth operations of semester system programs. • Imbalance between student and teacher ratio.

		<ul style="list-style-type: none"> • Making teachers fully updated, skilled and creating the environment of e-education in the campus.
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Criterion 4: Research, Consultancy and Extension

BMC has managed to develop the culture of promoting research, entrepreneurship and extension activities to enhance academic excellence. The campus allocates certain budget for conducting the research activities. On average more than 2 percent of the total operating budget is allocated for research annually. It has established research management cell (RMC) for conducting research activities. The departments invite guest lecturers and experts to conduct workshops and seminars in the campus. The RMC also publishes annual report, tracer study report, prospectus and operational calendar on regular basis with academic, financial, infrastructural and ECA achievements and information.

The campus teachers are also interested in their career opportunity and further study. They are granted study leave with salary for doing MPhil/PhD. Mr. Navraj Pandey has completed MPhil and three of the faculties are the MPhil scholars utilizing the study leave for further study. BMC is encouraging the students of bachelors' and masters' level to make their project works, assignments, term papers and thesis for the promotion of research culture. The research management cell also encourages the teachers to write research articles and also encourages the students to prepare research project. Some teachers are engaged in active research as scholars of MPhil and PhD. We have conducted research methodology training, academic writing workshop and linking technology in research methodology training at our institution for the capacity building of the faculties.

The faculties of BMC have participated in different seminars, conferences, workshops and research related trainings. BMC has signed MoU with different GO's and NGO's for consultancy works, extension activities and outreach programs with mutual benefits. The faculties and students are requested to participate in sanitation programs, health camps, blood donations, educational and industrial tours, *National Filaria Eradication Program* via different sub-committees and cells.

SWOT Analysis

S.N.	Key to Analysis	Analysis
1.	Strengths	<ul style="list-style-type: none"> • Establishment of Research Management Cell (RMC) • Allocation of budget for conducting research activities • Some of the teachers are involved in research activities • Students are encouraged to participate in research activities through project works and thesis writing. • MoU with different GO's and NGO's for co-operations and mutual

		<p>benefits.</p> <ul style="list-style-type: none"> • Providing consultancy services.
2.	Weaknesses	<ul style="list-style-type: none"> • Shortfalls in research activities. • No frequent publication of research journal. • Faculties are less interested for further study. • BMC is not awarding MPhil and PhD. • Consultancy and extension activities are not effective.
3.	Opportunities	<ul style="list-style-type: none"> • Development of research culture. • Good opportunity to promote research under the guidance of UGC and TU. • Good relationship with different organizations signing MoU for information and experiences sharing. • Maximum possibilities of good community relationship via consultancy, extensions and outreach programs.
4.	Threats	<ul style="list-style-type: none"> • Challenges to conduct extension and outreach programs effectively. • Lack of financial resources to promote culture of research. • Faculties are paid partially for study leave. • Advancement in ICT sector that challenges updating both of faculties and students.

Criterion 5: Infrastructure and Learning Resources

BMC has its own full-fledged master plan indicating the existing building and projected expansion in the future. It plans to meet the need for augmenting the infrastructure to keep pace with academic growth under its SP and master plan. We have adequate infrastructure facilities having four buildings with 46 rooms. There are provisions of construction of academic building, administrative block, e-library and hostel under SP which is approved by CMC. Moreover, BMC is going to construct new building with the financial support of UGC and social development ministry, Dhangadhi during the fiscal year: 2079/80. Paving the entrance path, construction of wall, renovation of toilet, construction of basket ball court and table tennis court are well constructed as well as volleyball and football ground are well leveled from the support of UGC. It has adequate support facilities for conducting educational programs and extracurricular activities like computer lab, library, seminar hall, generator, invertors, laptops, computers, multimedia projectors, volleyball court, football ground, badminton court, table tennis court, canteen, separate toilet for ladies, gents and staff, water purifier, notice board, printers, photocopy machines, fax, and installation of software system.

It ensures optimum utilization of its infrastructure facilities running academic programs in morning and evening shifts and planning to launch new academic programs in day shift after

getting affiliation of some academic programs like BBA, BBM and BA. It provides academic facilities to external agencies to conduct different examinations, seminars, games and sports. There is a provision of nature club under operational procedure to keep clean, green and pollution free surroundings of the campus. Banners and pamphlets are prohibited inside campus premises. Procurement Sub-committee and campus administration are responsible for regular maintenance of its infrastructure facilities.

It has a computer lab with sufficient computers and multimedia projectors; all the departments have their own computers with software and internet facilities and laptops are provided to faculties to build up their capacities. BMC has a well established library with reading room facilities. It has 9341 books, national and international journals, newspapers and magazines. BMC has an annual provision of library budget which is approximately two percent of the total operating budget. During the current fiscal year: 2079/80, the campus has allocated Rs.5,50,000 budget to purchase books. Though, the library is semi-automated; BMC is going to recruit qualified manpower to run the E- library well. First Aid cell is established in the campus with basic and primary health facilities to students, faculties and staff.

SWOT Analysis

S.N.	Key to Analysis	Analysis
1.	Strengths	<ul style="list-style-type: none"> • Having peaceful premises in the heart of Tikapur City. • Completion of a detailed and comprehensive master plan. • Four well-furnished attractive building blocks. • Systematically designed plantation and hedging in the campus premises. • Facility of canteen, clean drinking water, and toilets. • Ground facility for playing different games and sports. • A computer lab and software system. • Classroom with sufficient furniture to the existing students. • Well managed library. • Well furnished conference hall. • Rich in land resources to construct physical facilities.
2.	Weaknesses	<ul style="list-style-type: none"> • Lack of sufficient textbooks, reference books, journal articles, magazines etc. • Lack of reading rooms, mega-hall. • Lack of full-fledged E- library. • Lack of hostel facilities.
3.	Opportunities	<ul style="list-style-type: none"> • Support from local bodies, provincial government for

		<p>infrastructural facilities.</p> <ul style="list-style-type: none"> • Support from UGC for quality enhancement of faculties and physical facilities. • DPR of e-library under master plan to make an advanced and automated library. • High possibility of growth for infrastructure and learning resources since we are getting significant financial and technical support from the stakeholders.
4.	Threats	<ul style="list-style-type: none"> • Challenges to launch infrastructure facilities according to SP and Master Plan. • Difficulty in the management of fund. • Facing problems to launch new and technical programs. • No adequate facilities and incentive to the faculties for extracurricular activities.

Criterion 6: Students Support and Guidance

BMC has been supporting the students for their overall development since its establishment. It has the provision of providing scholarship to the students of different categories like outstanding, Economically Poor, Janajatis, Dalits and Disabled. There is a separate cell called Scholarship sub-committee which evaluates the students and recommends for scholarship. BMC also publishes annual report and prospectus highlighting brief introduction of the campus' vision mission, goals and objectives; future plans and policies, academic programs, admission procedures, scholarships and waivers, sports and games, library facilities and extracurricular activities. Outstanding students are awarded in the annual function of the campus.

BMC is providing different support and guidance to the students through Student Counseling, Feedback and Placement Sub-committee (SCF&PSC) with its ToR. Ms. Kalawati Swar is designated as placement officer to provide essential information to students, with the support of other faculties. The campus has also managed many recreational and leisure time facilities for the students such as outdoor game facilities, reading facilities and computer and internet facilities. There is a network of former students in the campus which is called BMC alumni association which keeps sharing their suggestions with the campus administration for institutional betterment. Recently, we have conducted student survey to extract out the students' experiences towards institutional facilities. Consequently, the campus has published the Student Satisfaction Survey Report-2022; to have solution of the issued those are raised in the report via students for institutional betterment.

SWOT Analysis

S.N.	Key to Analysis	Analysis
1.	Strengths	<ul style="list-style-type: none"> • Formation of separate cell to impart counseling, guidance, feedback and placement information to students. • Adequate provision of scholarship under different categories. • Coaching and extra classes. • Ex-students of the campus have high rate of employment in the market. • Well relationship between students and faculties.
2.	Weaknesses	<ul style="list-style-type: none"> • High rate of student drop out. • Challenges to collect data for tracer study report of all graduates. • Less opportunities of job placement. • Normal rate of student pass percent. • Having an insufficient library and reading room. • Financial scarcity of the institution is lagging students support and guidance behind.
3.	Opportunities	<ul style="list-style-type: none"> • Getting constructive guidance from the teachers to the students. • Construction of e-library. • Increasing scholarship fund. • Enhancing students' support, guidance and placement. • Possibilities of external scholarships from UGC, provincial government and local bodies to outstanding and needy students.
4.	Threats	<ul style="list-style-type: none"> • Maintaining a balanced and effective student support and guidance utilizing the existing financial resource of the campus. • Lack of expert faculties to deliver professional and career counseling, support and placement. • Lack of job opportunities in the market

Criterion 7: Information System

BMC is a community campus and the stakeholders of the campus, particularly, the parents of the regular students, are spread in a wide range of different geographical area. The information about academic, financial and administrative activities of the campus is disseminated through the BMC annual report, prospectus, audit report, tracer study report, newspapers, magazines and academic calendar. Furthermore, the campus has published “Education Management Information System (EMIS) Report-2022” with details information about educational know-how, activities and performance. The feedback received on the published data are helpful in making decision such as adding new programs, extending physical facilities etc.

The campus has established EMIS Cell for the purpose of recording and analyzing various academic data. The information system of the campus has enabled the head of concerned departments and authorities in internal decision-making process and monitoring the performance of students, teachers and other units. Any weaknesses that adversely impact the quality such as high failure rate and dropout rate, absenteeism attitude of any teachers etc. is monitored by IQAC on regular basis and corrective action is taken by the concerned departments. Likewise, basic information about the campus and its various activities can also be obtained by visiting the website, social media (face-book page) and visitor's log book of the campus.

SWOT Analysis

S.N.	Key to Analysis	Analysis
1.	Strengths	<ul style="list-style-type: none"> • Formation of EIMS cell for the purpose of recording and analyzing various academic, financial and administrative data. • Systematic collection and dissemination of institutional information. • Easy access of information to the stakeholders. • Regular publication of prospectus, annual report, tracer study report and academic calendar.
2.	Weaknesses	<ul style="list-style-type: none"> • Challenges in the solution of all the feedback from students and stakeholders. • Delaying in uploading/updating all sort of institutional e-information • Faculties are not updated in recent ICT.
3.	Opportunities	<ul style="list-style-type: none"> • Digitization of all academic, financial and administrative information. • Enhancing faculties' capacity providing further study opportunity. • Launching of modern technology in teaching learning activities. • Improvement in low pass-rate and high dropout rate.
4.	Threats	<ul style="list-style-type: none"> • Difficulty to prepare tracer study report since profile of all graduates is beyond reach. • Delay in decision making process for timely information. • Problems in the publication of different reports frequently. • Challenges to activate alumni association as needed. • Having a competent and skilled faculties staff to modulate and extend such information system in the campus

Criterion 8: Public Information

BMC has established a Public Information and Publication Cell (PI&PC) which publishes and centralizes academic, administrative and financial information. Academic progress includes trend analysis, pass rate trend analysis, drop rate trend analysis, graduate trend analysis, academic programs and educational pedagogy. The physical progress includes infrastructure development, educational aids and equipments, books, reference materials, furniture and others. Similarly, financial progress includes financial resources; self generated resources, grants from the government sources, UGC, analysis of expenditures, recurrent expenses and capital expenditure. It also looks after audit reports and the issues raised by audit observations. Moreover, social progress appraises the campus' involvement in social activities, society's' contributions for the campus and plans for the campus' contribution to society and tries to increase the involvement of the society towards the campus betterment.

The Public information and publication Cell (PI&PC) also gathers the feedback from the different experts, parents, society and the students through visitors' book, complaint box, meetings, dialogues, annual function and prepares a report on the basis of the collected information. It submits the report to the campus chief to bring into implementation for institutional betterment. The annual report, prospectus, tracer study report, research journal and academic calendar are published annually while as notices, tenders, advertisement and other pieces of information are published frequently, as needed.

BMC is regularly receiving the feedback and support from the stakeholders which is beneficial to improve the quality of the campus. The campus runs market orientated classes such as Tally ERP.9 under CASH-P program for BBS and MBS' students. The campus has also received financial support from Tikapur Municipality, Tikapur Chamber of Commerce and Industry, Constituent Development Fund, Ministry of Social Development, Dhangadhi and UGC for the construction of physical facilities as well as enhancing quality of higher education. BMC also has got positive commitments and supports from the ex-students to make the campus better. As a result of financial transparency of the institution; students associations of the campus are playing supportive role in the betterment of institution.

SWOT Analysis

S.N.	Key to Analysis	Analysis
1.	Strengths	<ul style="list-style-type: none"> • Establishment of PI & PC Cell • Systematic collection of feedback and suggestions from the readers/stake-holders. • Regular publication of different reports and information.

		<ul style="list-style-type: none"> • Well relationship between campus and stakeholders. • Implementation of feedback by concerned authorities. • Liberal support from external agencies and parties for physical facilities.
2.	Weaknesses	<ul style="list-style-type: none"> • Difficulty in the publication of quality reports with in time. • PI& PC is not more active about public information. • Stakeholders are not serious about feedback and suggestions. • Problem in practical and effective applications of PI & PC.
3.	Opportunities	<ul style="list-style-type: none"> • Opportunity to make PI&PC more active and effective. • Transparency in different activities of the institutions. • Possibilities of quality and timely publications of all reports and information. • Enhancement in financial and technical support from external agencies. • Stakeholders are aware for the all- round development of the campus.
4.	Threats	<ul style="list-style-type: none"> • Problems to get easy, positive and institution-friendly information from the stakeholders and students. • Challenges in collecting and facing with different sorts of public information.

2.3 Summary of the SSR

Birendra Bidhya Mandir Campus is an emerging community campus, established in 2063 BS, with the collaborative efforts of local people comprising academically aware intellectuals, businessmen, social workers and guardians. This autonomous, non-profitable academic institution is situated at the heart of Tikapur Municipality, Ward number 1, Block D, Kailali. It is affiliated to Tribhuvan University and at present offers bachelors' and masters' programs in management and education faculties. Since its inception, it has been imparting quality education to the most marginalized and backward community of the country in the far-west Nepal bringing positive societal changes and development through academic excellence.

The campus' history goes back to 2031 BS along with the establishment of Tikapur town by Late Khadga Bahadur Singh, the pioneer of academic sensibility of the contemporary Tikapur. Began in 2031 BS, as the only community school in the far-west, Birendra Bidhya Mandir reached to campus level in 2063 BS and has now up to post-graduate programs in the service of the society. Started with meager 99 students in one building having 12 rooms, has now 1931 students with four buildings having 46 rooms in one Bighas 18 Katthas (12950 Square Meter) campus premises.

BMC is an autonomous community campus managed by CAs as an apex body and CMC as an Executive body. CMC chairperson and members are selected from among the donors, social workers and guardians. Campus chief, teachers' representative and students' representative are also the members of the management committee. CMC is responsible to formulate and implement plans, policies and programs in the interest of the students, campus and the society. The campus has its own Constitution, Rules as well as required Guidelines; approved by CMC. All the internal bodies of the campus are formed by CMC and IQAC of the campus in accordance with the provision made under Constitution, Rules, Operational Procedure as well as Guidelines.

In addition to teaching learning, the campus has given due emphasis on co-curricular activities like debate, poem recitation, singing, dancing and different cultural shows. Sports competition in football, volleyball, javelin throw, shot put, table tennis, cricket, badminton are a part of these activities to put the theoretical knowledge into practice for all-round personality development of students.

BMC is always aware of its responsibilities toward society and always thriving to make its students responsible for the society as well through various activities such as blood donations, sanitation programs, and extension & out-reach programs, conduction of health camps, participation in public awareness social activities, fund raising for needy people and tree plantation. BMC, since its inception has attempted to make higher education accessible for minorities, under-privileged and needy students providing scholarships in various categories in each program.

BMC has made five year Strategic Plan (SP) with institutional vision, mission, goals and objectives including core values and norms as guiding principles for academic excellence. The areas of priority of SP are physical infrastructure development, academic enhancement and faculty development, student welfare and extracurricular activities, equity establishment, financial sustainability and community involvement with annual plans of action to be completed. BMC is supported with its detailed and comprehensive Master Plan indicating the existing and projected infrastructures including Detailed Project Report (DPR) of e-Library. It has an organogram indicating clear academic and administrative structure with transparent policies of recruitment and promotion of its faculties and staff. For the professional and career development of faculties and staff, the campus has approved the Comprehensive Human Resource Development Plan (CHRDP) 2022-2026.

With an aim to improve the quality of higher education, UGC has launched the QAA process. BMC has already successfully completed the HERP program of UGC and has now entered in to the QAA cycle of UGC to assure quality education. The Self Study Report presents a concise picture of the institution as a dynamic entity with a sense of its history, an understanding of its present and a vision towards future.

BMC has a duly formed organizational structure specifying the hierarchy and operational interrelationship among the authorities, departments, sections, units, cells and individuals. The campus has formed IQAC to supervise, monitor and evaluate the academic, administrative, financial and overall performance of the campus. The institution has clearly defined job responsibilities of departments, units and individuals under the Constitution, Rules and Operational Procedure of the institution. There are written schemes to evaluate the predefined job responsibilities of department, unit and individual faculties and staff; developing different appraisal forms like self-appraisal form, peer-appraisal form, student appraisal form and performance appraisal form. For the institutional evaluation; we have developed students' institutional evaluation form and 360 degree evaluation form representing all the students and stakeholders of the campus. We have strategic plans and action plans emphasizing on team work and participatory decision making and schemes for information sharing. Major decisions of the institution are taken by CMC after discussion with staff. BMC is effortful towards the quality education and all round development of the students. The campus has made necessary provisions for ensuring the consistency of teaching learning with its goals and objectives according to TU syllabi. The campus prepares annual calendar to ensure the timely completion of all courses before the final examination by the University. For the purpose of imparting practical knowledge, sharing information and experiences; BMC has signed MoU with different organizations. There is a practice of inviting experts and employers in the institution to feed professional knowledge as well as moral lessons to the students. We are organizing various programs to impart value based education to our students.

The activities of BMC relating to teaching learning and evaluation are very clear. The admission to the students in different academic programs offered by the campus is taken on the basis of entrance exam, written record and oral interview. The campus provides remedial classes to the educationally disadvantaged and weak students. The teachers are encouraged to make teaching plans at the beginning of academic session which is monitored by the faculty head and supervised by the campus chief. BMC has managed to develop the culture of promoting research, entrepreneurship and extension activities to enhance academic excellence. On average, more than 2 percent of the total operating budget is allocated for research, annually. It has established RMC for conducting research activities.

The faculty members are interested in their career improvement and professional development. They are granted study leave with salary for doing MPhil/PhD. BMC is encouraging the students of bachelors' and masters' level to make their project works, assignments, term papers and thesis for the promotion of research culture. The faculties have participated in different seminars, conferences, workshops and research related trainings. It has signed MoU with different GO's and NGO's for consultancy works, extension activities and outreach programs with mutual benefits. The campus has a well established library with reading room facilities. It has 9341 books, national and international journals, newspapers and magazines.

BMC has a regular provision of budget for library which is almost 2 percent of operating budget of the campus on average, annually. It has been supporting the students for their overall development since its establishment. There is a separate cell called scholarship sub-committee that evaluates the students and recommends for various scholarships.

BMC also publishes annual report and prospectus highlighting brief introduction of the campus' vision, mission, goals and objectives; future policies, plans, programs and strategies; admission procedures, scholarships and waivers, sports and games, library facilities and extracurricular activities. Outstanding students are awarded in the annual function of the campus. The campus has established EMIS Cell for the purpose of recording and analyzing various academic data. Any weaknesses that impact adversely the quality such as high failure rate and dropout rate, absenteeism attitude of any teacher etc. is monitored by IQAC on regular basis and corrective action is taken by the concerned departments. The Public Information and Publication Cell (PI & PC) also gathers feedback from the different experts, parents, society and the students through visitors' log book, complaint box, meetings, dialogues, annual function and prepares a report on the basis of the collected information. It submits the report to the campus chief to bring into implementation for institutional betterment. This form of SSR is the revised and updated version based on the comments, suggestions and feedback of QAAD technical committee as well as Preparatory Assessment Visit Team of UGC. We hope that all the comments and recommendations are incorporated in this revised and updated SSR. However, we are looking forwards for continuous comments and feedback for further improvement.

2.4 Annexure:

An annexure is a supportive part of the Self Study Report that includes a large volume of institutional documents used in the report. For the systemic organization of the documents, we have prepared the annexure in nine different volumes- one is relevant to the information for institutional profile and remaining eight volumes are relevant to different criteria of the report.
