

# REVISED PRE/PRT VISIT RESPONSE REPORT

**SUBMITTED BY**  
**BIRENDRA BIDHYA MANDIR CAMPUS**  
TIKAPUR, KAILALI  
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**SUBMITTED TO**  
University Grants Commission  
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Sanothimi, Bhaktapur

## Abbreviations

BBS	: Bachelor in Business Study
BMC	: Birendra Bidhya Mandir Campus
BS	: Bikram Sambat
CASH-P	: Competent & Applied Scholar of Honours Programme
CMC	: Campus Management Committee
Covid	: Corona Virus Diseases
ECA	: Extra Curricular Activity
EMIS	: Educational Management Information System
HEQAAC	: Higher Education Quality Assurance and Accreditation council
HERP	: Higher Education Reform Project
ICT	: Information and Communication Technology
IQAC	: Internal Quality Assurance Committee
LOI	: Letter of Intent
MoU	: Memorandum of Understanding
MPhil	: Master of Philosophy
OP	: Operational Procedure
PAVR	: Preparatory Assessment Visit Report
PhD	: Doctor of Philosophy
Prof.	: Professor
PRT	: Peer Review Team
QAA	: Quality Assurance and Accreditation
QAAD	: Quality Assurance and Accreditation Division
RMC	: Research Management Cell
SCF&PC	: Student Counseling, Feedback & Placement Cell
SP	: Strategic Plan
SQC	: Student Quality Circle
SSR	: Self Study Report
ToR	: Terms of Reference
TC	: Technical Committee
TU	: Tribhuvan University
VC	: Vice-Chancellor
UGC	: University Grants Commission
VMGO	: Vision, Mission, Goal and Objectives

## **1 Background**

Birendra Bidhya Mandir Campus (BMC) has arrived at the final stage of Quality Assurance and Accreditation (QAA) process of University Grants Commission (UGC), Nepal. It was a great achievement to have approved the Self Study Report (SSR) and complete the Preparatory Assessment Visit by the Peer Review Team (PRT) of UGC. We received the Letter of Intent (LOI) on 6 July 2016. It was a very delightful journey of BMC towards the QAA process, having required modifications and revisions; regarding overall quality enhancement of the campus. The first draft of the Self Study Report (SSR) was prepared and submitted on 22 May 2017; the remarkable day of our institution for the QAA process. The SSR was revised frequently according to feedback and recommendations of the Quality Assurance and Accreditation Division of UGC. Under the direction and guidance of Technical committee (TC) of Quality Assurance and Accreditation Division (QAAD); all the queries, comments and suggestions were responded. Finally, it was on 22 September 2020; after an untiring, continuous and long effort of the institution, the SSR was approved.

BMC is stepping ahead towards the long but successful journey of QAA. Gradually, getting some correction, improvements, learning and experiences regarding higher education quality enhancement and assurance; we are going to complete further assessment of the institution. We are thankful to the Preparatory Assessment Visit Team for observation and evaluation of the overall status of BMC; regarding different components of quality education. The Preparatory Visit was conducted from April 18 - 20, 2021 (Baishak, 5-7, 2078) headed by the team co-coordinator Prof. Dr. Tirth Raj Khaniya, the former Vice-Chancellor ( VC ) of Tribhuvan University (TU ) and Mr. Narayan Prasad Bhandari, the staff member of UGC. Basically, BMC has established the fundamental framework of higher education to quality assurance in respect of the core concerns to meet the QAA standards. However, there are some challenges and improvements yet to be met regarding QAA related issues recommended by the Preparatory Assessment Visit Team in the Preparatory Assessment Visit Report. Honestly, we are rather late to respond and address the issues and recommendations of the report due to Covid-19 pandemic as well as with some technical difficulties. Finally, we have got some significant improvements in different aspects with fundamental changes and initiations toward quality assurance journey.

## **2. Purpose of the Report**

This report is the response of the recommendations raised by the Preparatory Assessment Visit Report (PAVR). It's a compulsion as well as an integral part of QAA process to respond the report as soon as possible. BMC has taken it as an opportunity to review and make necessary arrangements for the pitfalls and weaknesses of our institution suggested by the Preparatory Assessment Visit Report. Following are the major purposes of responding to the Report.

- To fulfill the requirements of PRT
- To respond the recommendations of pre-visit team's report
- To improve the quality of our institution ,
- To make institutional preparation for the QAA journey.
- To invite the PRT for further assessment of the campus.
- To complete the QAA cycle, getting the improvement in quality education.
- To evaluate the assessment of progress and requirements of QAA criteria.
- To inform the Peer Review Team that BMC is eligible for final assessment.
- To make BMC a QAA certified institution.

### 3. Report Preparation Process

BMC is near about to the final stage of an assessment heading towards the journey of QAA; addressing the issues and feedback raised in the Preparatory Assessment Visit Report. Various interactions and discussions were held by the Self-Assessment Team(SAT) among students, faculties, committees, sub-committees, IQAC and rest of the stakeholders in context of responding the recommendations of the Preparatory Assessment Visit Report. Responsibilities were assigned for the preparation of responses regarding the Preparatory Assessment Visit Report. The Self-Assessment Team thoroughly studied the report and concluded the lacks and gaps of BMC in different eight criteria as recommended by Preparatory Assessment Visit Team .The Self-Assessment Team scheduled the following essential activities and process of responding the comments of the Preparatory Assessment Visit Report.

- Schedule preparation for different activities regarding comments.
- Notification and information to the administration, committees, sub-committees, departments and individual faculty members; making necessary arrangements to activate and regularize their bodies as per terms of reference (ToR).
- Assessment of different activities of committees, bodies and individuals regarding their progress as suggested by the Preparatory Assessment Visit Report .Furthermore, all the bodies and individuals were well informed towards their roles and responsibilities to facilitate and capitalize the QAA process responding the report.
- Intensive interactions and discussions were held by the IQAC regarding improvements and assessment for the preparation of the Response Report; addressing Higher Education Quality Assurance and Accreditation Council (HEQAAC), UGC.
- Meetings of different authorities, departments, committees, sub-committees were called for by IQAC to share the progress of different bodies as well as institution toward the comments and issues raised by the Preparatory Assessment Visit Report.
- Further direction and guidance from the IQAC to the concerned bodies and authorities to have knowledge about improvements.
- The final review of progress was discussed by SAT with the IQAC dated 20<sup>th</sup> Falgun 2078 BS.
- The SAT was assigned the responsibilities for the preparation of Response Report.
- Preparation of Final Response Report dated 20<sup>th</sup>Jestha 2079 BS.
- Preparation of Revised Response Report dated 25 Ashwin, 2079 BS; addressing all the recommendation and feedback.

### 4. Feedback on Response/Action Taken

Criteria	Recommendations	Action/Activity Taken	Documents in the Annex	Annex No.	Page No
<b>1. Policy &amp; Procedure</b>	1. The proportion of full time and part time faculties (at least 50%) set as the pre-requisite to proceed through QAA system should be sincerely met.	➤ The campus has recruited three additional regular faculty members under different subjects to maintain the full timer and part time ratio. Now, the full time and part time teacher's ratio is 0.52:0.48; where there are 13 regular faculty members out of 25.	➤ Notice of vacancy announcement & minute of CMC	Annex: 1	Page: 1-3
			➤ Appointment letter	Annex: 2	Page: 4-6
			➤ List of Faculty Members	Annex 3	Page: 7

	<p>2. All the committees and sub-committees (IQAC, RMC, EIMS, departments and others) that as presented in the organogram of the campus should function in a planned manner so that they become outcome oriented. They need to be equipped with their own comprehensive working guidelines.</p>	<p>➤ It is necessary to be functional every unit, committee and sub-committee of the campus to achieve the desired result and sustaining the quality of the campus. Now, every committee, sub-committee and department are working as per their terms of reference provisioned under the campus Operational Procedure (OP).</p>	<p>➤ Minutes of IQAC, RMC, EMIS &amp; Departments  ➤ Instructional Work Plan  ➤ Progress Reports  ➤ ToR of different bodies</p>	<p>Annex: 4  Annex: 5 Annex: 6 Annex: 7</p>	<p>Page: 8-12  Page: 13-16 Page: 17 Page: 18-23</p>
	<p>3. Sincere approach is to be adapted to increase students' pass rate and decrease dropout rate.</p>	<p>➤ Different Strategies are made in Strategic Plan (SP) 2022-2026 and Operational Procedure of the campus to increase the students' pass rate and decrease the dropout rate. Approaches to increase students' pass rate:</p> <ul style="list-style-type: none"> <li>▪ Strict conduction of entrance exam,</li> <li>▪ Screening the students for admission,</li> <li>▪ Monitoring and supervision of classes,</li> <li>▪ Selection of capable faculty members,</li> </ul> <p>▪ Remedial and additional classes for weak students,</p> <ul style="list-style-type: none"> <li>▪ Separate classes to students from different faculties,</li> <li>▪ Provision of bridge courses for the students from other faculties and disciplines,</li> <li>▪ Result analysis &amp; learner centered and research based teaching methods.</li> </ul> <p>Approaches to minimize drop-out rate:</p> <ul style="list-style-type: none"> <li>▪ It's very difficult to decrease the dropout rate of students since they are looking for the job opportunity to the foreign countries. They are not convinced and assured</li> </ul>	<p>➤ Provisions to increase the pass rate and to decrease the drop-out rate of students under OP and SP.</p> <p>➤ Question paper and result of entrance exam</p> <p>➤ Appointment letter of MPhil degree holder faculty member</p> <p>➤ Attendance of extra classes,</p> <p>➤ Minutes of bridge courses and remedial classes,</p> <p>➤ Course content of bridge course</p> <p>➤ Provision regarding minimizing the dropout ratio</p>	<p>Annex: 8  Annex: 9  Annex: 10 Annex: 11  Annex: 12 Annex: 13  Annex: 8</p>	<p>Page: 24-29  Page: 30-36  Page: 37 Page: 38-39  Page: 40-41 Page: 42-47  Page: 24-29</p>

	<p>that after graduation they will get career opportunities in Nepal. Not only is this, earning from the foreign employment is also very lucrative for them. Despite this, we are trying our best to minimize the dropout rate with various activities as provisioned under SP and OP of the campus as follows:</p> <ul style="list-style-type: none"> <li>▪ Students are screened out at the time of admission</li> <li>▪ Alternative teaching methods are practiced.</li> <li>▪ Provision of flexi and coaching classes as needed</li> <li>▪ Regular and reasonable scholarship as well as fee waiver to the needy and deserving students to continue their study.</li> <li>▪ Hostel facility will be launched for the students from remote area.</li> <li>▪ Students' counseling is introduced to convince them for future career.</li> <li>▪ Books and learning materials are managed to the marginalized students.</li> <li>▪ Looking for the job placement opportunity by the placement officer and others for the needy students to continue their study.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Question paper and result of entrance exam</li> <li>➤ Routine of online class</li> <li>➤ Online attendance record of class</li> <li>➤ Provision of scholarship in scholarship guideline.</li> <li>➤ Minutes of scholarship distribution</li> <li>➤ Provision of hostel under SP &amp; OP</li> <li>➤ Minutes of student counseling</li> <li>➤ Tracer study report &amp; job appointment letter</li> </ul>	<p>Annex: 9</p> <p>Annex: 14</p> <p>Annex: 15</p> <p>Annex: 16</p> <p>Annex: 17</p> <p>Annex: 18</p> <p>Annex: 19</p> <p>Annex: 20</p>	<p>Page: 30-36</p> <p>Page: 48-49</p> <p>Page: 50-55</p> <p>Page: 56-60</p> <p>Page: 61-67</p> <p>Page: 68-71</p> <p>Page: 72-73</p> <p>Page: 74-76</p>
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4. Comprehensive Human Resources Development Plan should be prepared and implemented aligning academic growth and professional development of teaching and non-teaching staff.	<p>➤ We have prepared Comprehensive Human Resource Development plan (CHRDP); which is approved by the campus management committee dated 15<sup>th</sup> Bhadra, 2079 BS. We have forecasted demand, shortages as well as supply details of human resource with existing and future requirement of teaching and no-teaching staff of the institution (2022-2026 AD).</p>	<p>➤ Comprehensive Human Resource Development Plan.</p>	Annex: 21	Page: 77-86
	<p>➤ There are many provisions for human resource development regarding policies, plans and programs. We provide paid and unpaid study leave to the interested faculties for their career development. The campus conducts seminars, workshops and trainings programs to upgrade the capacity of faculties. There are different lucrative provisions under Regulation, SP and OP of the campus for the human resource development. We recruit teaching and non-teaching staff according to the need of the campus through open competition as provisioned under the Campus Regulation. Right now, we have 25 teaching faculties and 7 non-teaching staff. As the number of students and academic programs will be increased; we have to recruit additional manpower that fitted the best to institutional demand.</p>	<p>➤ Provision of human resource development under SP&amp; OP</p>	Annex: 22	Page: 87-90
		<p>➤ Provision of study leave for MPhil &amp; PhD</p>	Annex: 23	Page: 91-93
		<p>➤ Minutes of study leave and receipt of admission in MPhil</p>	Annex: 24	Page: 94-96
		<p>➤ Notices of vacancy announcement and appointment letter of MPhil holder faculty.</p>	Annex: 25	Page: 97-98
		<p>➤ List of participants</p>	Annex: 26	Page: 99-100
		<p>➤ Photos of program &amp; certificate.</p>	Annex: 27	Page: 101
		<p>➤ "Refresher Training on BBS Course Dissemination, Pedagogy</p>	<p>➤ List of participants</p> <p>➤ Photos of</p>	Annex: 28

		<p>&amp; Evaluation" was organized by Faculty of Management, Office of the Dean TU, Kirtipur.</p> <p>➤ Higher Education Planning and Administration Training for the academic leader organized by UGC was attended by the campus chief of BMC on September 18-22, 2021 at Nagarkot.</p> <p>➤ Participation in the accounting, procurement, library and EMIS training.</p>	<p>program &amp; certificate.</p> <p>➤ Selection letter of UGC &amp; certificate</p> <p>➤ Letter and certificate of participation</p>	<p>Annex: 29</p> <p>Annex: 30</p> <p>Annex: 31</p>	<p>Page: 105-106</p> <p>Page:107-108</p> <p>Page:109-110</p>
	5. Maintain the compliance between VMGO, strategies, plan of action and decision making process	<p>➤ BMC is maintaining the compliance among VMGO, strategies, plan of action and decision making process. We have well defined VMGO under strategic plan with different policies, plans, programs and annual plan of action to achieve institutional goals. There is the best match between VMGO, strategies, plan of action and decision making process;</p> <p>➤ The long term policies, plans and programmes of the institution are proposed under strategy plan which are reflected in the different documents of the campus like; Annual Budget, Annual Plan of Action, Annual Report as well as decision making process of the campus.</p> <p>➤ We are getting required amendment in regulations, OP and other guidelines according to the VMGO of institution under strategic plan. The specific changes made during the revision of SP to maintain compliance between VMGO, strategic, plan of action and decision making process are as follows;</p> <p>▪ Basic provisions are included to launch the Nurturing Excellence in</p>	<p>➤ VMGO of the campus under SP</p> <p>➤ Annual Plan of Action</p> <p>➤ Some specific changes made in SP to align VMGO.</p> <p>➤ Decisions of CMC regarding VMGO as provisioned in SP.</p>	<p>Annex: 32</p> <p>Annex: 33</p> <p>Annex: 34</p> <p>Annex: 35</p>	<p>Page: 111</p> <p>Page: 112-114</p> <p>Page: 115-117</p> <p>Page: 118-119</p>



		<p>Higher Education Program (NEHEP) of UGC.</p> <ul style="list-style-type: none"> <li>▪ At least one faculty member will be benefitted annually; from the paid leave for further study to build his/her capacity and career opportunity.</li> <li>▪ Establishment of Grievance Redress Mechanism (GRM) to hear and address the complaints of all stakeholders; timely and transparently.</li> <li>▪ Provision about Green Resilient and Inclusive Development (GRID) to maintain the friendly eco-system.</li> <li>▪ Establishment of IQAC to audit the quality benchmarks of the institution.</li> <li>▪ Well Established Computer Lab.</li> <li>▪ Provision of guiding principle that provides universal and enduring guidance to the campus, which applies in all circumstances.</li> <li>▪ Inclusion of Labour Market Driven Program (LMDP) to increase the graduates' employability.</li> <li>▪ Merit Based faculty recruitment and academic leader's sensitization awareness programs.</li> <li>▪ Co-operation with successful entrepreneurs to know the skills they are demanding from the graduates for their business.</li> </ul>			
<b>2. Curricular Aspects</b>	6. Enrich ICT based pedagogical practices in teaching learning.	<ul style="list-style-type: none"> <li>➤ Capacity of the computer lab is expanded with additional new generation branded computer as well as the other resources.</li> <li>➤ Additional laptops are provided to the faculties members in participatory contribution system to build their capacity.</li> <li>➤ Advanced featured new projectors are added for the</li> </ul>	<ul style="list-style-type: none"> <li>➤ Quotation of computers</li> <li>➤ Quotation approval decision</li> <li>➤ Photos of computers, projectors and laptops</li> </ul>	Annex: 36	Page: 120-122
				Annex: 37	Page: 123-125
				Annex: 38	Page: 126

	<p>classes to promote the blended modes of teaching.</p> <ul style="list-style-type: none"> <li>➤ ICT trainings have been provided to the faculty members enhancing the capacity regarding ICT based teaching practices.</li> <li>➤ Online classes were conducted during the pandemic of Covid-19 via zoom</li> <li>➤ Google sheet has been used for academic and other administrative purposes to collect the responses and recording of data.</li> <li>➤ Different responses were collected through social media and messenger groups created for sharing information as well as teaching materials</li> </ul>	<ul style="list-style-type: none"> <li>➤ Attendance &amp; Routine of online classes</li> <li>➤ Image of google sheet for attendance</li> <li>➤ Student Satisfaction Survey Form</li> </ul>	<p>Annex: 39</p> <p>Annex: 40</p> <p>Annex: 41</p>	<p>Page: 127-129</p> <p>Page: 130</p> <p>Page: 131</p>
7. Offer students with soft skill trainings.	<ul style="list-style-type: none"> <li>➤ CASH-P program has been introduced for the students of management faculty containing different professional and career based trainings like, Accounting Software "tally" Training, Co-operative Management &amp; Minute Writing Training, Public Service Commission's Exam Preparation Orientation Training, Banking Management and Accounting Training &amp; Policy Development Trainings and others.</li> <li>➤ We are planning to introduce basic/office package of computer training to the education faculty too.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Minute of CMC regarding CASH-P</li> <li>➤ Document of CASH-P Program &amp; Training Documents</li> <li>➤ Attendance Records of students</li> <li>➤ Course of Accounting Software Tally</li> <li>➤ Content of Meeting Conduction and Minute Writing Training</li> <li>➤ Routine of Accounting Software Tally</li> </ul>	<p>Annex: 42</p> <p>Annex: 43</p> <p>Annex: 44</p> <p>Annex: 45</p> <p>Annex: 46</p> <p>Annex: 47</p>	<p>Page: 132-133</p> <p>Page: 134-138</p> <p>Page: 139</p> <p>Page: 140-149</p> <p>Page: 150-158</p> <p>Page: 159</p>
8. Look for a way out to link curricula with the placement opportunities.	<ul style="list-style-type: none"> <li>➤ Memorandum of Understanding (MoU) has been signed with different banks and other social organizations like, SBI, BOK, Prabhu, Siddharth Bank, NMB Banks and red-cross society as well as</li> </ul>	<ul style="list-style-type: none"> <li>➤ Documents of MoU</li> <li>➤ Internship recommendation letter,</li> </ul>	<p>Annex: 48</p> <p>Annex: 49</p>	<p>Page: 160</p> <p>Page: 161-162</p>

		<p>Yogashrama of tikapur; for the mutual cooperation and experience sharing , internship and job placement purposes,</p> <ul style="list-style-type: none"> <li>➤ We are looking for ways out to our students via different modes with different organizations to impart the technical know-how for jobs.</li> <li>➤ We have the provisions of student counseling with placement officer to look out the ways for jobs</li> <li>➤ Introduction of extra-curricular CASH-P, computer Tally to make the student job friendly.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Minute &amp; list of students counseling for subject selection</li> <li>➤ Appointment letter to placement officer</li> <li>➤ CASH-P</li> </ul>	<p>Annex: 50</p> <p>Annex: 51</p> <p>Annex: 43</p>	<p>Page: 163-165</p> <p>Page: 166</p> <p>Page: 134-138</p>
<b>3. Teaching Learning and Evaluation System</b>	9. Make a plan to systematically establish and offer modern demands of teaching - learning practices in higher education by promoting ICT based materials in classrooms and in other services.	<ul style="list-style-type: none"> <li>➤ New class rooms and other infrastructure are constructed to comply ICT based learning environment.</li> <li>➤ Projectors are used, blended modes of teaching learning are introduced to promote ICT based materials in class room and other services,</li> <li>➤ Computers and projectors are added to facilitate and promote modern demands of the teaching learning practices.</li> <li>➤ Evaluation is an essence of learning .Thus; we conduct the periodical assessment of our students for formative evaluation purpose.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Photo of class rooms &amp; Computer lab</li> <li>➤ Photos of projectors used in classes</li> <li>➤ Photos of computers, projectors and laptops</li> <li>➤ Exam routine &amp; result sheet of exam</li> </ul>	<p>Annex: 52</p> <p>Annex: 53</p> <p>Annex: 38</p> <p>Annex: 54</p>	<p>Page: 167</p> <p>Page: 168</p> <p>Page: 126</p> <p>Page: 169-174</p>
	10. Faculty development schemes should be widened and transparently offered based on human resource development plan.	<ul style="list-style-type: none"> <li>➤ We have formulated a CHRDP which is approved by CMC consisting annual plan of action; indicating the schemes offered for the faculty development and activities will be carried out till 2026 AD.</li> <li>➤ Faculty development is an integral part of strategic planning of our institution; since the success of an institution fully depends on its qualified human resource i.e. human capital. We have formulated</li> </ul>	<ul style="list-style-type: none"> <li>➤ CHRDP with Annual Action Plan</li> <li>➤ Faculties recruitment procedure in Campus Regulation</li> <li>➤ Policies, plans and programs under SP and OP</li> </ul>	<p>Annex: 21</p> <p>Annex: 55</p> <p>Annex: 56</p>	<p>Page: 77-86</p> <p>Page: 175-178</p> <p>Page: 179-180</p>

	<p>different policies, plans and programs for the recruitment, selection and placement as well as capacity development of faculties under Campus Regulation, SP and OP.</p> <ul style="list-style-type: none"> <li>➤ BMC conducted three trainings i.e. Research Methodology Training, Refresher Training on BBS Course Dissemination, Pedagogy and Evaluation and Workshop on Academic Writing. Faculty members participated in Account, Procurement, Library and EMIS Training conducted by Ghodaghodi Multiple Campus. Chief of the campus attended; Training program on Higher Education Planning and Administration conducted by UGC. M.Phil Degree holders are recruited for the post of lecturer.</li> <li>➤ Annual provision of further study leaves with pay for M.Phil and PhD to the promising and eligible faculty members.</li> <li>➤ MPhil is a must for the post of lecturer.</li> <li>➤ For the promotion to the rank of associate professor and professor, M.Phil and PhD as well as research and publications are required.</li> <li>➤ Faculties are awarded for their notable performance.</li> </ul>	<p>for the development of faculties.</p> <ul style="list-style-type: none"> <li>➤ Attendance record of trainees with photos and certificate.</li> <li>➤ Provision of education qualification and other requirements to compete in different posts</li> <li>➤ Photo of awards distribution</li> </ul>	<p>Annex: 57</p> <p>Annex: 58</p> <p>Annex: 59</p> <p>Annex:60</p>	<p>Page: 181-188</p> <p>Page: 189-192</p> <p>Page: 193</p> <p>Page: 194-197</p>
11. Provide faculties with individual Terms of Reference (TOR) and link it to the performance appraisal system and also with individual professional growth and opportunity	<ul style="list-style-type: none"> <li>➤ Faculty members are assigned fixed credit hours as their duties and also assigned the administrative as well research activities under the campus operational procedure as individual ToR. Professional code of conduct is well defined under the Regulation of the campus.</li> </ul>	<ul style="list-style-type: none"> <li>➤ ToR provided to faculties</li> </ul>		

		<ul style="list-style-type: none"> <li>➤ Teachers should submit their annual teaching plan with teaching activities.</li> <li>➤ On the basis of annual performance and contribution they are awarded in annual function.</li> <li>➤ There is provision of performance appraisal for the awards and promotion to faculties and staff for better career opportunities under Regulation, SP and OP of the institution.</li> <li>➤ There are various appraisal forms to evaluate the performance of an individual teacher &amp; staff.</li> <li>➤ Out of the 100 mark for promotion of faculty; 11 mark is earmarked on the performance appraisal forms. Certain mark is allocated for different appraisal forms.</li> <li>➤ Integrated performance evaluation is made for the promotion of faculty i.e. 11 mark out of total 100 mark for individual professional growth and development.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Notices and format of teaching plan,</li> <li>➤ photo of awards distribution</li> <li>➤ Students appraisal form</li> <li>➤ Peer appraisal form</li> <li>➤ Self-appraisal form</li> <li>➤ Performance appraisal form</li> </ul>	<p>Annex: 61</p> <p>Annex: 59</p> <p>Annex: 62</p>	<p>Page: 198-201</p> <p>Page: 193</p> <p>Page: 202</p> <p>Page: 203</p> <p>Page: 204</p> <p>Page: 205-210</p>
	<p>12. Increase the frequency of departmental meetings, conduct systematic and periodic result analysis and take appropriate remedial measures with special attention towards slow learners.</p>	<ul style="list-style-type: none"> <li>➤ Departments conduct regular and frequent meeting formally to make result oriented decisions.</li> <li>➤ During the academic session 2078/079; there were altogether 16 departmental meeting conducted to resolve the different issues and problems.</li> <li>➤ Departments run the extra and special classes for the slow learners and weak performing students as well as bridge courses for the students from other streams to have the basic knowledge.</li> <li>➤ Departments review the periodic result analysis and trace out the slow learners as well as weak performing students.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Detail of Committee wise Number of Meetings.</li> <li>➤ Minutes of different department decision regarding result analysis</li> <li>➤ Attendance record of remedial &amp; extra classes</li> <li>➤ Result analysis sheet and result analysis</li> </ul>	<p>Annex: 63</p> <p>Annex: 64</p> <p>Annex: 65</p> <p>Annex: 66</p>	<p>Page: 211</p> <p>Page: 212-214</p> <p>Page: 215-216</p> <p>Page: 217-229</p>

	<p>13. Plan for attracting and retaining qualified faculties and focus on qualification upgrading of the existing faculties</p>	<ul style="list-style-type: none"> <li>➤ Salary increment as per the provisions of TU and Campus Regulation.</li> <li>➤ Minimum qualification of MPhil or PhD as well research and publications for promotion</li> <li>➤ Recruitment of qualified faculties from assistant lecturer to professor through open and internal competition.</li> <li>➤ Provisions of study leave for MPhil. and PhD to upgrade existing faculties, with high career opportunity, attractive facilities to the competent manpower.</li> <li>➤ Extra income earning opportunity since we are running programs in different shifts and assigning duties in internal as well as board exam of TU.</li> <li>➤ Organization of workshops, seminars and trainings to enhance and update their knowledge and capacity.</li> <li>➤ Far Western Provincial Level two days "Refresher Training on BBS Course Dissemination, Pedagogy &amp; Evaluation" was organized by Faculty of Management, Office of the Dean TU, Kirtipur.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Salary sheet of manpower</li> <li>➤ Provision of eligibility criteria for the post of lecturer, associate professor and professor</li> <li>➤ Provision of study leave</li> <li>➤ Decisions of study leave to faculties &amp; admission receipts of MPhil</li> <li>➤ Attendance record of manpower involved in exam</li> <li>➤ Routine of morning &amp; evening shift</li> <li>➤ List of participants in the training / workshop</li> <li>➤ Photos &amp; certificate of the program</li> <li>➤ Notice &amp; letter of TU for BBS course dissemination workshop,</li> <li>➤ Attendance, photos and certificate of the workshops.</li> </ul>	<p>Annex: 67</p> <p>Annex: 68</p> <p>Annex: 69</p> <p>Annex: 70</p> <p>Annex: 71</p> <p>Annex: 72</p> <p>Annex: 73</p> <p>Annex: 74</p> <p>Annex: 75</p> <p>Annex: 76</p>	<p>Page: 230</p> <p>Page: 231-234</p> <p>Page: 235-237</p> <p>Page: 238-240</p> <p>Page: 241</p> <p>Page: 242-244</p> <p>Page: 245-248</p> <p>Page: 249</p> <p>Page: 250-251</p> <p>Page: 252-255</p>
<p><b>4. Research, Consultancy and Extension</b></p>	<p>14. A comprehensive annual plan should be prepared and executed to offer research opportunities systematically. Frequency of academic workshops, seminars and trainings should be increased. Number of campus funded research projects should be increased.</p>	<ul style="list-style-type: none"> <li>➤ Annual program is prepared regularly including different research activities by the Research Management Cell (RMC).</li> <li>➤ Altogether three trainings, seminars &amp; workshops have been organized by the institution in association with UGC and TU as needed to upgrade the faculties' capacity. No, separate campus funded research</li> </ul>	<ul style="list-style-type: none"> <li>➤ Annual program of RMC to promote research culture</li> <li>➤ List of training &amp; programs organized by the institutions</li> <li>➤ Photos &amp; certificate of training.</li> <li>➤ List of participants of</li> </ul>	<p>Annex: 77</p> <p>Annex: 78</p> <p>Annex: 79</p> <p>Annex: 80</p>	<p>Page: 256</p> <p>Page: 257</p> <p>Page: 258-259</p> <p>Page: 260-264</p>

	<p>has been conducted. Inadequate fund to complete the research training, workshop and seminars has been funded by the campus.</p> <ul style="list-style-type: none"> <li>➤ Research proposals are called for conducting mini research for faculty members and students to have financial support from the institution.</li> <li>➤ Research proposals are prepared and submitted to social development ministry, Dhangadhi for the establishment of e-library as well as to support RMC.</li> <li>➤ Research trainings and BBS course dissemination workshop was organized at BMC.</li> </ul> <p>➤ The details plans of action about innovation and research is proposed under SP and OP of the campus.</p> <ul style="list-style-type: none"> <li>➤ Selection in different capacity building trainings funded by UGC.</li> </ul>	<p>training / workshop</p> <ul style="list-style-type: none"> <li>➤ Provision of research fund in OP&amp; SP</li> <li>➤ Agreement letter, Minute of CMC &amp; letter of Ministry of Social Development, Far Western Province, Dhangadhi</li> <li>➤ Notice &amp; letter of TU</li> <li>➤ Attendances, photos &amp; certificate of BBS course Dissemination workshop.</li> <li>➤ Provisions of innovation and research under SP and OP</li> <li>➤ Selection Notice of UGC for training.</li> </ul>	<p>Annex: 81</p> <p>Annex: 82</p> <p>Annex: 75</p> <p>Annex: 76</p> <p>Annex: 83</p> <p>Annex: 84</p>	<p>Page: 265-266</p> <p>Page: 267-270</p> <p>Page: 250-251</p> <p>Page: 252-255</p> <p>Page: 271-274</p> <p>Page: 275-277</p>
15. Standardize the academic publication at least as a 'Peer Reviewed'.	<ul style="list-style-type: none"> <li>➤ We published "BMC Research Journal " as a Peer Reviewed journal last year</li> <li>➤ Publication of journal will be continued annually</li> <li>➤ BMC is planning the next publication as online journal having larger access</li> <li>➤ Furthermore, we are publishing prospectus, annual report and tracer study report, regularly.</li> <li>➤ The faculties are publishing their articles in different journal</li> </ul>	<ul style="list-style-type: none"> <li>➤ Image of BMC journal,</li> <li>➤ Decision &amp; annual program of RMC regarding journal publication</li> <li>➤ photos of prospectus, annual report and tracer study report</li> <li>➤ Articles published by faculties</li> </ul>	<p>Annex: 85</p> <p>Annex: 86</p> <p>Annex: 87</p> <p>Annex: 88</p>	<p>Page: 278</p> <p>Page: 279-280</p> <p>Page: 281-283</p> <p>Page: 284-285</p>
16. RMC should seek opportunity for the research consultancy.	<ul style="list-style-type: none"> <li>➤ RMC has an aim to seek research consultancy opportunity signing MoU to different social organizations.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Provision of research consultancy in OP</li> </ul>	<p>Annex: 89</p>	<p>Page: 286</p>

		<ul style="list-style-type: none"> <li>➤ There are provisions of research consultancy under OP of the campus for the promotion of faculty research consultancy.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Annual program of RMC</li> </ul>	Annex: 90	Page: 287
17. Annual plan of action should be set to systematically offer students with extracurricular, co-curricular and outreach activities		<ul style="list-style-type: none"> <li>➤ Different annual plans of action are proposed systematically under the SP and OP of the campus to offer the students with extra-curricular, co-curricular and outreach activities.</li> <li>➤ Annual plans of action are proposed to conduct different games and sports to promote the extra-curricular activities and outreach programs.</li> <li>➤ Notable budget is allocated annually to encourage the Extra Curricular Activities (ECA).</li> <li>➤ We conduct different ECA and outreach activities like sanitation programs, blood donation camp, plantation and public awareness campaign during the period of necessity to make the student responsible towards society.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Plan for ECA in operational calendar.</li> </ul>	Annex: 91	Page: 288-293
			<ul style="list-style-type: none"> <li>➤ Annual budget</li> </ul>	Annex: 92	Page: 294-295
			<ul style="list-style-type: none"> <li>➤ Minute, attendance &amp; photos relating to different extra-curricular activities; blood donation &amp; sanitation programs</li> </ul>	Annex: 93	Page: 296-300
18. Develop plans to engage senior visiting scholars/speakers		<ul style="list-style-type: none"> <li>➤ There are provisions of inviting senior visiting scholars and speakers for the promotion of quality education. The guests classes will have to motivate and inspire the students and faculties as well. BMC makes different programs under the campus OP and Regulation to introduce and develop the practices of guest scholars' culture.</li> <li>➤ Guest classes were delivered by Mr. Ananda Shreshtha, the Fellow Chartered Accountant and Mr. Dirgha Rawal, the Director of Nepal Rashtra Bank</li> </ul>	<ul style="list-style-type: none"> <li>➤ Provision of guest lecturer under Campus Regulation and OP</li> </ul>	Annex: 94	Page: 301-303
			<ul style="list-style-type: none"> <li>➤ Minutes &amp; attendance of visiting scholars.</li> </ul>	Annex: 95	Page: 304-310
			<ul style="list-style-type: none"> <li>➤ Notes by visiting scholars /speakers in visitor's log book.</li> </ul>	Annex: 96	Page: 311



<b>5.Infrastructure and Learning Resources</b>	19. Regular maintenance of the facilities and services should be carried out and beautification of the campus premises should be initiated and sustained. The canteen should be well furnished and run professionally.	<ul style="list-style-type: none"> <li>➤ Facility maintenance and enhancement activities are carried regularly out with the support of staff, students, gate keeper, cleaner, gardener and hired labor for specific work.</li> <li>➤ Timely cleaning programs, inside and outside of the campus premises are undertaken involving staff and students to keep the environment neat and clean.</li> <li>➤ Gardening, paving of paths and wall construction are ongoing for the beautification and maintenance of the campus Facility.</li> <li>➤ Elaborate provisions are proposed for facilities enhancement under the SP and OP of BMC.</li> <li>➤ We are going to run the canteen more professionally with well-furnished facilities and services.</li> <li>➤ Play ground is leveled to meet the standard of different games &amp; sports.</li> <li>➤ Renovation, expansion and professional operation of the canteen has been provisioned under OP and SP of the institution. Soon, we are going to do the same as mentioned above.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Photo of renovation and maintenance</li> <li>➤ Photo of basketball court, volleyball, table tennis court, football ground &amp; campus premises</li> <li>➤ Photo of the sanitation programs.</li> <li>➤ Provisions of campus facilities under SP &amp; OP.</li> <li>➤ Provisions of canteen in OP</li> <li>➤ Photo of canteen &amp; leveling football ground.</li> <li>➤ Provision of canteen in OP.</li> </ul>	Annex: 97	Page: 312
				Annex: 98	Page: 313-314
				Annex: 99	Page: 315
				Annex: 100	Page: 316-319
				Annex: 101	Page: 320-321
				Annex: 102	Page: 322
				Annex: 101	Page: 320-321
	20. Add number of books, references and journals in the exiting library, manage a better and conducive reading space and make availability of e-resources.	➤ New 2175 text books and 59 reference books of different disciplines as well as 4 journals and magazines have been added to enhance the capacity of the library. The number of books purchased from 1 <sup>st</sup> Baishakh, 2078 BS. onwards are 2234. Altogether there are 9006 books in the library. The number of journal and magazines are four i.e.	➤Photo of books in shelves, ➤Bill of books	Annex: 103	Page: 323
				Annex: 104	Page: 324-325

		<p>Harvard Business Review, An Avalanche is Coming, Oceans of Innovation and Economic Times.</p> <ul style="list-style-type: none"> <li>➤ E-catalog has been installed to have an easy access for books and library resources.</li> <li>➤ Facility of e-library will be installed from the funding of social development ministry; getting affiliation to the prospective e-library service providers</li> <li>➤ Layout of library will be modified to make it more spacious and comfortable for more students.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Image link of e-catalog</li> <li>➤ Minute of CMC and covering letter of e-library proposal</li> <li>➤ Minute of Lab and Library Subcommittee for the up gradation of library standards.</li> <li>➤ Photos of library with reading space</li> </ul>	<p>Annex: 105 Page: 326</p> <p>Annex: 106 Page: 327-329</p> <p>Annex: 107 Page: 330</p> <p>Annex: 108 Page: 331</p>	
	21. Manage reference materials in each departmental room.	<ul style="list-style-type: none"> <li>➤ Book shelves with basic reference materials including reference books have been placed in every department.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Photos of books in departments</li> </ul>	Annex: 109 Page: 332	
	22. Sports related structures should be added gradually.	<ul style="list-style-type: none"> <li>➤ Basic sports infrastructure facilities have been constructed. Football ground is leveled and re-aligned; Volley Ball and Badminton Court are well maintained. Table Tennis Court and Basket Ball Court are well constructed. We have constructed semi- standard types of facilities regarding different games and sports. According to the need and demand of the students and changing context; we are going to add more sports structures gradually.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Photos of playground and courts</li> <li>➤ Provisions of sports and ECA under SP and OP of the campus &amp; photos of sports materials</li> </ul>	<p>Annex: 110 Page: 333</p> <p>Annex: 111 Page: 334-337</p>	
<b>6. Students Support and Guidance</b>	23. Conduct student's satisfaction survey towards the programs offered, their experience towards the campus, services offered, learning expectations and other concerned areas.	<ul style="list-style-type: none"> <li>➤ Students' satisfaction surveys have been conducted recently and it will be continued as regular and essential tool to appraise and improve the service delivery system of the institution.</li> <li>➤ We have developed an institutional experience</li> </ul>	<ul style="list-style-type: none"> <li>➤ Student Satisfaction Survey Report</li> <li>➤ Format of student</li> </ul>	<p>Annex: 112 Page: 338-361</p> <p>Annex: 113 Page: 362</p>	

		<p>appraisal form for the students to extract out their satisfactory level regarding the programs, services offered, learning expectations and other concerned areas of the campus</p> <ul style="list-style-type: none"> <li>➤ Student Quality Circle (SQC) is functional and monitors are selected for an active involvement of students in the teaching learning and other activities of the campus to address their expectation.</li> </ul>	<p>appraisal form to share campus experiences</p> <ul style="list-style-type: none"> <li>➤ Provision and ToR of SQC and class monitors under OP</li> <li>➤ Minutes of SQC</li> </ul>	<p>Annex: 114</p> <p>Annex: 115</p>	<p>Page: 363-364</p> <p>Page: 365</p>
	24. Placement services of the campus should be further strengthened.	<ul style="list-style-type: none"> <li>➤ A placement officer is appointed to trace and impart technical know-how about job market.</li> <li>➤ Student counseling feedback and placement cell is established to deliver the career oriented advices to the students.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Appointment letter to placement officer</li> <li>➤ Provision of student counseling cell</li> </ul>	<p>Annex: 116</p> <p>Annex: 117</p>	<p>Page: 366</p> <p>Page: 367</p>
	25. Promote personal and academic counseling service in the campus.	<ul style="list-style-type: none"> <li>➤ Personal counseling service is provided to the students regarding admission, selection of courses about features, scope, intensity, fee structure, evaluation system, dedication required (labor) and other issues concerned with the programs.</li> <li>➤ Guardians are consulted to make necessary counseling about their children</li> <li>➤ We have provision of student counseling feedback and placement cell (SCF &amp; PC) with a placement officer. The campus will continue its endeavors for the future to promote personal and academic counseling to the students for their better career.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Minute &amp; Counseling records</li> <li>➤ Provision and TOR of SCF&amp;PC</li> <li>➤ Appointment letter of placement officer.</li> <li>➤ Minutes of SCF &amp; PC on counseling</li> </ul>	<p>Annex: 118</p> <p>Annex: 119</p> <p>Annex: 116</p> <p>Annex: 118</p>	<p>Page: 368-369</p> <p>Page: 370-371</p> <p>Page: 366</p> <p>Page: 368-369</p>

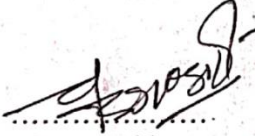
<b>7. Information System</b>	26. EMIS should be integrated and networked with various units of the campus like: academic departments, accounts, administration, examination and library.	<ul style="list-style-type: none"> <li>➤ EMIS is integrated and networked with major units of the campus like: accounts, administration, library, examination, faculty/program and department with user Id, password and limiting the area of access.</li> </ul>	<ul style="list-style-type: none"> <li>➤ MoU with Paathshala regarding software</li> <li>➤ Menu &amp; layout image of Paathshala Software &amp; Uses of Paathshala software</li> <li>➤ Minutes of EMIS</li> </ul>	Annex: 120	Page: 372-382
	27. Stakeholder's feedback receiving system needs to be institutionalized	<ul style="list-style-type: none"> <li>➤ Stakeholder's Feedback receiving system (hearing) is institutionalized with high priority, addressing the issues raised by the stakeholders quarterly by the IQAC minutes.</li> <li>➤ Besides, BMC conducts different programs and meetings inviting stakeholders to receive their support and feedback.</li> <li>➤ Receiving feedback formally, we have developed 360 degree feedback evaluation form from the parties concerned.</li> <li>➤ Face book (social media), e-mail, website, complaint box, news and public forum, campus assembly, annual functions, board meetings and other programs are considered as major sources/medium of receiving feedbacks and suggestions.</li> <li>➤ Core &amp; genuine issues/feedback are recorded and discussed to have their appropriate solution with in fixed time.</li> <li>➤ Most of the genuine and reasonable feedback are addressed as much as possible according to the capacity of the campus.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Minutes and notices regarding receiving and addressing feedback</li> <li>➤ Record of complaint &amp; feedback collected from different sources &amp; medium</li> <li>➤ Format of 360 Degree Evaluation Form</li> <li>➤ Minutes &amp; EMIS Report</li> <li>➤ Notices and records via different media &amp; Record of complaint &amp; feedback collected from different sources &amp; medium</li> </ul>	Annex: 121	Page: 383
				Annex: 122	Page: 384
Annex: 123				Page: 385-386	
28. Scientific analysis should be done periodically (at least once in a year) based on available data in the campus and EMIS	<ul style="list-style-type: none"> <li>➤ The framework of EMIS report has been developed and the first EMIS report is published.</li> <li>➤ Details of EMIS report will be published annually,</li> </ul>	<ul style="list-style-type: none"> <li>➤ Minutes &amp; EMIS report</li> </ul>	Annex: 124	Page: 387-389	
			Annex: 125	Page: 390	
			Annex: 126	Page: 391-412	
			Annex: 127	Page: 413-415	

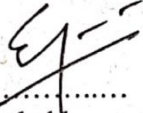
	report should be prepared and uploaded in the campus website.	indicating significant performance of the campus. ➤ We are uploading the major report, publication and data on the campus website.	➤ Image of updated website with recent data and information.	Annex: 128	Page: 416
<b>8. Public Information</b>	29. Through Public Information and publication Cell, conduct consultation meetings with stakeholders in a regular basis.	➤ Meetings of public information & publication cell are organized to have discussion with the stakeholders and about different publications of the campus. It will be continued regularly to endorse the decisions regarding public information and publication for the maintenance of rapport with stakeholders.	➤ Minute of public information cell/EMIS	Annex: 126	Page: 391-412
	30. Update website regularly with latest information and data.	➤ Website has been updated regularly including the recent activities carried out by the institution. It is regulated and monitored by the public information cell with the support of EMIS. ➤ All the news and latest information regarding the campus are updated and uploaded on our website.	➤ Minutes of EMIS and updated records.  ➤ Photos of different uploaded materials	Annex: 126 & 128  Annex: 124	Page: 391-412 & 416  Page: 387-389
	31. Initiate a practice of receiving feedback systematically, recording, analyzing and linking it with the decision making process.	➤ The practices of regular reception of feedback are systematically ongoing ➤ Issues/feedback are recorded and taken for discussion for necessary action. The responsibility of handling and managing feedback is assigned to the campus administration and IQAC. ➤ Framework and guidelines of handling, managing (receiving, channeling, recording ,analyzing, categorizing prioritizing), endorsing and actions taken towards feedback are to be addressed; linking with the decision making process of the campus to have good and better results. ➤ Major sources of feedback (social media),	➤ Minutes and record of feedback ➤ Feedback maintenance guidelines under OP of the campus.	Annex: 123  Annex: 129	Page: 385-386  Page: 417-418
			➤ Institutional evaluation forms by the stakeholders & student.  ➤ Complaint log book	Annex: 130  Annex: 131	Page: 419-420  Page: 421

		<p>email, website, complaint box, news and public forum, campus assembly, annual functions, board meetings and other programs are taken into consideration to have institutional betterment.</p> <p>➤ Core &amp; genuine issues/feedback are recorded and taken for necessary actions within scheduled time period as provisioned under OP of the campus.</p>	<p>➤ Minute of IQAC recording &amp; addressing feedback</p>	<p>Annex: 123</p>	<p>Page: 385-386</p>
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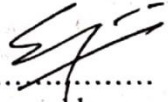
## 5. Conclusion

The core concern of the higher education institution is to provide quality education as envisioned; the Vision, Mission, Goals and Objectives under the SP of the campus with long lasting sustainability. Quality education refers to the holistic approach that an institution should maintain in its basic standards: in each and every process, activities, system, policy, public relation, research and other relevant functional areas. Regarding the issues and recommendations raised by the Preparatory Assessment Visit Report; BMC has addressed some issues completely some are addressed partially and rest of the issues are in the due process of achievement in the near future. We are hopeful that, this Revised Response Report will be the significant document for our campus towards the journey of QAA process that could convince the Peer Review Team of UGC, for the further assessment of our institution. All the recommendations and feedback are incorporated in this Revised Response Report; however, we are looking forwards for continuous comment and feedback for further improvement.

  
 Prepared by  
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 Forwarded by  
 Harka Bahadur Bhandari  
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 Approved by  
 Harka Bahadur Bhandari  
 Campus Chief

Date: 2022-10-11

## 6. Annex: