

# **SELF-STUDY REPORT (SSR) FOR QUALITY ASSURANCE AND ACCREDITATION (QAA) AWARD**

**Revised 22 Feb. 2023 with incorporation of suggestions form  
PRT's pre-visit assessment report**



**Submitted to :  
University Grants Commission  
Sanothimi, Bhaktapur**

**Submitted by :  
Purchoundi Multiple Campus  
Hat, Baitadi  
Email: purchoundicampus2065@gmail.com**

**22 Feb. 2023  
Purchoundi, Baitadi Nepal**

## **SSR PREPRATION COMMITTEES**

### **Internal QAA Committee (IQAC)**

Chair -	Ramdatt Joshi (Campus chief)
Member secretary -	Gobind Prasad Awasthi ( QAA Focal Person)
Member -	Binod singh Bhandari (Member)
Member -	Puspraj Joshi (Member)
Member -	Hikmat Bdr. Dhanuk
Member -	Ganesh Bdr. Bhandari
Member -	Narendra Badu

### **Self- Assessment team (SAT)**

Coordinator -	Gobinda Prasad awasthi
Member -	Ram Datta Joshi
Member -	Binod singh Bhandari
Member -	Nagendra singh Bhandari
Member -	Ganesh Bdr. Bhandari
Member -	Narendra Badu

त्रिभुवन विश्वविद्यालयबाट सम्बन्धन प्राप्त



# पुरचौडी बहुमुखी क्याम्पस Purchoundi Multiple Campus



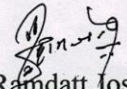
Ref. 170

Date : 9 Feb. 2023

To  
The Coordinator  
Quality Assurance and Accreditation Division  
University Grants Commission  
Sanothimi, Bhaktapur

Subject : Declaration by the Head of the Institution

I hereby declare that the data included in this Self-Study Report (SSR) are genuine and no part of the report is copied or reused from other sources by any means. In the meantime, I am also aware that the information provided in the report will be verified by the Peer Review Team (PRT) Assigned by the University Grants Commission (UGC) Nepal.

  
Ramdatt Joshi  
Campus Chief

**Campus Chief**  
Purchoundi Multiple Campus  
P.M.P.I, Hat, Baitadi



## **ABBREVIATIONS**

CDC	Curriculum Development Centre
CIA	Continuous Internal Assessment
EMIS	Education Management Information System
HEI	Higher Education Institution
ICT	Information Communication Technology
IQAC	Internal Quality Assurance and Accreditation Committee
KU	Kathmandu University
MOE	Ministry of Education
MOU	Memorandum of Understanding
PG	Post graduate
PMC	Purchoundi Multiple Campus
PRT	Peer Review Team
QAA	Quality Assurance and Accreditation
SAT	Self-Assessment Team
SSR	Self-Study Report
SWOC	Strengths, Weaknesses, Opportunities, and Challenges
TU	Tribhuvan University
UG	Undergraduate
UGC	University Grants Commission



## PART I : INSTITUTIONAL DATA

### DATA COLLECTION FORMAT FOR SELF-STUDY REPORT (SSR)

#### SECTION A : INFORMATION FOR INSTITUTIONAL PROFILE

##### 1. Institutional Informational :

Name of the Institution: Purchoundi Multiple Campus

Place: Purchoundi Municipality, 1, Hat, Baitadi

P O Box:

District: Baitadi

##### 2. Information for Communication :

###### a) Office

Name	Telephone with Extension Number	E-mail
Management Committee Chairperson: <i>Dharmanand Joshi</i>	Cell N. 9868779174	<a href="mailto:purchoundicampus2065@gmail.com">purchoundicampus2065@gmail.com</a>
Executive Head of the Institution: <i>Ramdatt Joshi</i>	Cell N. 9865679233	<a href="mailto:joshiram2035@gmail.com">joshiram2035@gmail.com</a>
Executive Assistant: <i>Gobinda Prasad Awasthi</i>	9868849606	awasthigobinda1@gmail.com
QAA Focal Person <i>Gobinda Prasad Awasthi</i>	9868849606	awasthigobinda1@gmail.com

**b) Residence**

Name	Telephone with Extension Number	E-mail
Executive Head: <i>Ramdatt Joshi</i>	Cell N.9865679233	<a href="mailto:joshiram2035@gmail.com">joshiram2035@gmail.com</a>
Executive Assistant: <i>Gobinda Prasad Awasthi</i>	Cell N. 9868849606	Awasthigobinda@gmail.com
Management Committee Chairperson: <i>Dharmanand Joshi</i>	Cell N. 9868779174	purchoundicampus2065@gmail.com
QAA Focal Person: <i>Gobinda Prasad Awasthi</i>	Cell N.9868849606	Awasthigobinda@gmail.com

**3. Type of Institution:**

Constituent ☐ Affiliated ☒ Degree Awarding Autonomous Institution ☐

**4. Institutional Management:**

Public ☐ Community ☒ Private ☐ Other (please specify ☐

**5. Financial category of the institution:**

Government Funded ☐ Self-financing ☐ Community ☒

**6. Date of establishment of the Institution: 2065/09/02**

(See Vol. A, Annex 1, The minute of Campus establishment and Certificate of Affiliation, pp 1-18)

Three Year B.Ed.: 2065/09/02 and sub added date 2070/09/5

(See Vol. A, Annex 1, The minute of Campus establishment and Certificate of Affiliation, pp 1-18)

Three/Four Year BBS: 2070/09/5

(See Vol. A, Annex 1, The minute of Campus establishment and Certificate of Affiliation, pp 1-18)

University to which the Institution is affiliated: *Tribhuvan University*

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

This question is not applicable for PMC .

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

Financing ☐ Administrative Management ☒ Academic Management ☒ none ☐

(See Vol. A, Annex 2, The Campus latest by law, pp 30-48)

**9. Institution's Land area in Ropanees/Bighas (Katthas)/Square Meters:**

5-7-01-03 Ropanees

See Vol. A, Annex 3, Land owner ship Certificate, pp 19-20

**10. Location of the Institution**

Urban ☐ Semi-urban ☐ Rural ☒

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

Academic Programs	Number of Program
<b>Bachelors :</b>	
B.Ed. B.B.S.	2
<b>Any other (specify)</b>	
<b>Total</b>	2

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

<b>Faculty of Science and Technology</b>
Departments:
<b>Faculty of Social Sciences</b>
Departments:
<b>Faculty of Management</b>
Departments: <i>Department of Management</i>
<b>Faculty of Education</b>
Departments: <i>Department of Education, Subject Committee of English Education, Subject Committee of Nepali Education, Subject Committee and population Education, and Economics Education</i>
<b>Faculty of Law</b>
Departments:
<b>Institute of Engineering</b>
Departments:
<b>Institute of Medicine</b>
Departments:
<b>Institute of Agriculture</b>
Departments:
<b>Institute of Forestry</b>
Departments:



**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	Students Number
Education Management	Bachelor	admission	(Enrolment/Capacity)

PMC is TU affiliated campus. So, it does not offer self financing course.

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

For the recruitment of teaching staffs and non-teaching-staffs the college follows the procedures as stated in its bylaws. The new staff required for the college is identified by the head of the Respective Department and it is discussed in the staff meeting and forwarded to the Campus Management Committee by the campus chief. The CMC creates the vacant posts and advertised in local and national newspaper, in campus notice board, advertised by FM radios. The selection committee is created by CMC. CMC calls subject expert to take exams of the candidates. The subject expert is called from the constitutional campus who is permanently teaching. The examination committee is formed in which the subject expert is the member. After the result of written exams, demo classes and interview are conducted respectively for the recruitment process. The process is transparent in campus administrative act and regulation 2068. For reference the campus act, selection committee decision, advertisement,

**See Vol. A, Annex 4, Norms and procedures of recruitment, pp 49-120**

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

Particulars	Disadvantaged Janajatis /		Others		Grand Total
	F	T	F	T	
<b>Full Time Teachers (Total)</b>					
No. of teachers with PhD					
No. of teachers with M. Phil.					
No. of teachers with Masters				11	11
No. of teachers with Bachelors					
<b>Part Time Teachers (Total)</b>					
Part-time teachers with PhD					
Part-time teachers with M. Phil.					
Part-time teachers with Masters			1	2	2
No. of teachers with Bachelors					

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

<b>Courses</b>	<b>Full Time Teachers (Total)</b>	<b>Part Time Teachers (Total)</b>	<b>Total</b>
Management	27	5	32
Education	26	7	33
Please add other courses if applicable			

(See Vol. A, Annex 5, Teaching staff with their work load, pp 90-129)

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

<b>Particulars</b>	<b>Disadvantaged / Janajatis</b>		<b>Others</b>		<b>Grand Total</b>
	<b>F</b>	<b>T</b>	<b>F</b>	<b>T</b>	
Administrative Staff				4	4
Technical Staff				2	2

(See Vol. A, Annex 6, Non Teaching staff with their work load, pp 120-129)

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

No of Students Enrolment From ...	UG	PG			MPhil		PhD	
	F	T	F	T	F	T	F	T
Same district where the institution is located	199	278	9	22				
Other districts	4	7	1	1				
SAARC countries								
Other countries								
Disadvantaged/Janajaatis								

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

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

<b>Particulars</b>	<b>Batch 1:(only first years admission</b>		<b>Batch 2:</b>	
	<b>Year: 2076/077</b>		<b>Year: 2077/078</b>	
	<b>Bachelors</b>	<b>Total</b>	<b>Bachelors</b>	<b>Total</b>
Admitted to the program	385	385	385	385
<b>Drop-outs</b>				
a. Within four months of joining				
b. Afterwards	85	85	35	
Appeared for the final year examinations	583	583		
Passed in the final examinations	82	82	All parts' Result is not published	
Pass % of number appeared(Total)	14.06%	14.6%		
Pass % with distinctions				
Pass %, (First class)				
Pass %, (Second class)	62%			
Pass %, (Third class)	38%			
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 of the Institution with details of income and expenditure. (Attach separately)**

A copy of the annual budget of the fiscal year 2078/079 has been attached in

**See. Vol. 9, Annex 9, Last annual budgets of 2078/079, pp 1-12**

**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 total annual expenditure operating budget is Rs: 8650337.00 including salary, and the operation budget 26716÷67 is the per students cost including salary 6028188.00 and excluding salary of teaching staff and non teaching staffs.

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

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

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

Central library	<input type="checkbox"/>	Computer centre	<input checked="" type="checkbox"/>	Health centre	<input checked="" type="checkbox"/>
Sports facilities	<input checked="" type="checkbox"/>	Press	<input type="checkbox"/>	Workshop	<input type="checkbox"/>
Hostels	<input checked="" type="checkbox"/>	Guest house	<input checked="" type="checkbox"/>	Housing	<input type="checkbox"/>
Canteen	<input type="checkbox"/>	Grievance Red cress cell	<input checked="" type="checkbox"/>		
Common room for students	<input checked="" type="checkbox"/>				

Any other (specify): Notice board, drinking water, display board, reading Room, program hall, Play ground, parking ground Separate room for Free Student Union, Separate toilet for boys and girls, staff toilet etc. Such other support services are available in the college.

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

Yes ☒ No ☐ , If yes ☐ provide the composition of the committee in separate sheet.

The Management Committee is formed by the general assembly held in every three year by the special and general members on the campus according to the campus legislation.

**See. Vol. 9, Annex 9, details of composition of CMC, pp 39-52**

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

Particulars	Year I: 2076/077	Year II: 2077/078	Year III: 2078/079
Working days of the institution	215	198	205
Working days of the library	229	226	231
Teaching days of the institution	215	205	205
Teaching days set by the university	150	150	150
Books in the library	1368	1595	1868
<u>Journals/Periodicals subscribed by the library</u>			
National:	3	3	3
International:	1	1	1
Computers in the institution	1	5	16 Computers
Research projects completed and their			3 mini research

total outlay			are going on
Teachers who have received national recognition for teaching/research/consultancy			3

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

To promote and enhance research activities, the campus has formed its own research committee which has carried out different research activities and submitted its report to the campus administration. Three mini research works are going to be published.

**See. Vol. A, Annex 9, List of research committee activities, pp 166-170**

**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	1415000.00
Donations	
Fund Raising drives	Hall rented: 10000.00/ Interest: 00
Alumni Association	
Research and Consultancy	
Fee from Self-financed/initiated courses	
Fees from regular programs	2253370.00/-
Any others, specify	

**See. Vol. 9, Annex 9, Last annual audit report of 2078/079, pp 1-12**

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

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 = 0.5 apparent initiatives =0.25; No= 0)

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

### **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.

The campus has the ultimate vision to be developed as a model campus in Municipality as well as in the region and nation. To fulfill the above mentioned vision, the college has devised a mission in recent years the campus is concentrated on the improvement of the qualitative education in the running programs and the technical education. Thus in coming years the campus will develop adequate resources and infrastructures to promote the quality in education.

The specific vision, mission, goals, objectives and strategies of the campus are as below:

#### **Vision**

Our vision is to develop Purchoundi Multiple Campus into center of academic excellence and towards the university like autonomous leading institution.

#### **Mission**

1. Emphasize technical, research oriented, and need based quality education.
2. Human resource development of highly competitive and qualitative faculties as well as administrative staff.
3. Social need based dynamic curriculum development.
4. Participatory approach in the development of the institution.
5. Contribute in the development of knowledge based society.

#### **Goals**

1. Develop highly facilitative infrastructure.



2. Improve the efficiency of library by making it up to date and enhancing e-library.
3. Organize training, seminar, workshop to make the manpower of the institution competent and up to date, also recommend them for such programs outside.
4. Encourage faculty for further study and research.
5. Introduce technical and skill oriented educational programs in the institution.
6. Introduce technology and equipment to enhance education and to modernize the institution.

### **Objectives**

1. Departments and administrative sections will perform their proficiency; develop academic as well as administrative excellence, by formulating action plan and implementing them effectively.
2. Exams as well as evaluation will be made systematic and highly efficient.
3. Academic environment of the institution will be developed towards teaching learning friendly.
4. Students and faculty will be provided with incentives to encourage research.
5. Positive interdependence between community and the institution will be established.
6. Academic programs will be extended up to research level.
7. Academic programs will ensure globally competitive students.

### **Core Values and Norms**

1. Significance investment in campus.
2. Promoting campus policies.
3. To ensure the engagement and participation of civic society in the formation, implementation and monitoring for educational development.
4. To develop responsive, participatory and accountable system of educational, governance and management.
5. Implementation of integrated strategies for gender equity in education to change in attitudes, values and practice.
6. To enhance the status, moral and professionalism of teachers.
7. To harness new information and communication technologies to help in achieving goals.
8. Systematically monitoring progress towards higher education goals and strategies at the national, regional and international levels.

### **Strategies**

1. Formulation of academic calendar and its effective implementation.
2. Formulation and implementation of department-wise/ section-wise action plan.
3. The use of modern technology and IT in the classroom.
4. Conduct extra-curricular/recreational activities for students and faculty.
5. Implementation of regular formative internal evaluation system.
6. Bringing deprived students into mainstream by providing scholarship, free ship, fellowship, and other incentives.
7. Encourage outstanding students by providing incentives of different sorts.

8. Development of well equipped laboratories and library.
9. Enhance equipment and technology in the laboratories and library.
10. Encourage group work, team work, and leading capacity among students.
11. Establish mutual relationship among students, teachers, parents and society.
12. Encourage faculty for further study, research, and extension by providing different sorts of grants, incentives, and equipment.
13. Keeping highly efficient and effective EMIS and public information system for transparency and responsiveness of the institution.
14. Manage separate department, offices, faculty buildings, administrative buildings and other infrastructures.
15. Provide hostel facility to the students and faculty.
16. Provide safe drinking water, health centre for primary care, sanitation and other essential facilities in the institution.
17. Make administrative staff up to date by providing training, visit, workshop etc.
18. Formation of clubs and encouraging students for participation to pursue their hobbies in various fields.
19. Establish effective communication among departments, committees, sub committees, sections for the overall enhancement of the academic quality of the institution.
20. Bring visiting professors, celebrities, leaders, think tank into the institution for sharing experience and delivering thought provoking speech.
21. Develop students into highly disciplined, moral and ideal citizen.

The clearly defined vision, mission and objectives of the campus in written form. These vision, mission and objectives of the campus are stated in the strategic plan.

**See Vol. 1, Annex 11, Campus legislation- 2065, pp 59-90**

**See Vol. 1, Annex 12, Strategic plan -2017-22,pp 171-216**

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

Yes ☒ No ☐ If yes, mention and attach the document.

There are clearly defined plans and program of the college to achieve its specific objectives. The campus has been conducting the deeds on the basis of strategic plan since 2013, it has strategic plan 2017-2022, revised Strategic Plan 2013-2017 and it has submitted a strategic Development Plan 2022-2027 to UGC as well and the strategy of sustainability development plan 2022-2027 has been attached herewith. Which has highlighted the proposed activities of the campus in terms of infrastructure development, quality improvement, program extension and others? The recent Strategic Development plan has been attached herewith.

**See Vol. 9, Annex 9, VMGO of Campus, pp 100-146**

**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.

The governing body is the Campus Management Committee which formulates reviews and updates the rules regulation and policies of the campus. The Campus Management Committee consists of 16 members. The management Committee is chaired by the elected Chairman. Purchoundi Multiple

Campus is an autonomous and community based educational institution. The General Assembly is the apex body of the college followed by Management Committee which formulates, reviews, and updates the policies of the institution. General Assembly elects the chairman of the Campus who heads the management committee. Other members are represented from Purchoundi Municipality, District Development Committee Baitadi, Chamber office Baitadi, TU representative. In the same way other members include Campus Chief, a teachers' representative, students' representatives, donors, social workers and others.

Campus Chief is appointed by the Management Committee as a head of the campus. To assist the campus in the supervisory and administrative work, one assistant campus chief and faculty-wise and subject-wise heads are appointed by Campus Chief decided in the Staff meeting. There are different teaching departments, and other cells established for quality assurance purpose. The statues of campus such as campus act and regulation 2068, Campus Constitution 2064 are attached as the references.

See Vol. 1, Annex 15, Campus legislation- 2065, pp 59-90

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

Yes ☒ No ☐ Justify with supporting documents.

This Campus has formed different departments and subject committees; assistant campus chief is also appointed for the purpose of monitoring and checking the internal quality. The committees work for Institutional quality monitoring. The internal quality is monitored by the Campus Chief, Assistant Campus Chiefs, and Heads of the departments. Moreover, the provision of class teachers is also

helpful in quality monitoring. In addition, the provision of student quality circle has also played a significant role in the internal quality monitoring and checks. Apart from this campus has formed a Quality Monitoring Committee for supervising and monitoring the performance of different department, cells and individual. The composition of the Quality Monitoring committee is the following mentioned points highlight the institutional mechanism for internal quality monitoring and checks

- Class Teachers monitor the regularity of students by taking regular attendance
- Heads of concerned department checks attendance register of students and inspects the classes
- Subject-wise inter assessment is taken by which students' performance is checked.
- The result is analyzed with the help of relevant data and records to check the overall academic performance of the Campus
- Orientation classes, extra classes and English classes are provided to the educationally disadvantaged students

**See. Vol. 1, Annex 16, IQAC decision, pp219-221**

**See. Vol. 1, Annex 17, Annual report, pp236-250**

**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.

There are the documents in which the job responsibilities of departments, units and individuals are specified. The responsibilities of Campus Chief and assistant Campus Chief are specified in Campus and regulation Similarly the responsibilities of department heads, different cells' are specified in staff meeting minutes. Teaching staffs and non-teaching staff s' duties and responsibilities are transparent in campus regulations other functions/codes of conducts are mentioned in the regulation of the college.

**See. Vol. 1, Annex 18, karya byabastha nirdeshika 2076, pp251-278**

**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

There are written schemes to evaluate the job responsibility of individual teachers in campus

statues. The campus evaluates the job responsibility of departments, units and individuals on the basis of academic excellence, regularity and punctuality of the individuals, their participation in extension activities, research activities and their behavior with other teachers' staffs and students. These schemes are stated in the selection and promotion rules of the teachers and non-teaching staffs which are mentioned in campus act and regulation

**See. Vol. 1, Annex 16, IQAC decision, pp219-221**

**See. Vol. 1, Annex 17, Annual report, pp236-250**

**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.

The strategic plan of the campus 2022-2027 was first drafted with the collective effort of the invited experts, guardians, management committee, political parties, teachers, staffs, students, administration, and stakeholders Since then, the college has revised it again with the suggestion and consent of the stakeholders. Similarly, A Strategic Plan of Action 2073 for the better establishment of Research Management Cell is also drafted in the campus. The Campus organizes mass meeting of teaching and non teaching staff, every member is open to put their consent for the further formulation of plan and policies of the campus. The new Strategic Development Plan 2022-2027 is also prepared. Being a community-based campus Purchoundi Multiple Campus focuses on team work and participatory decision making. Major decisions are taken without the discussion either in the staff meeting or in the meeting of the Management Committee. In the committee students, teachers and guardians representation plays vital role for the information sharing. Some of the decision are discussion in the mass of students and teacher and then only forwarded to the management committee.

**See Vol. 9, Annex 9, Strategic plan -2022-27,pp100-146**

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

Yes ☒ No ☐ If yes, give details.

All the programs offered by the college are self-financing in nature. To strengthen the regular academic program, the college provides the following courses to the students:

- Extra coaching classes for the educationally disadvantaged students
- Annual orientation and training program for the education faculty bachelor level students on practice teaching.
- Different types of exposure visit and tours for students such as industrial tour for the students of Management Department, educational tour for the students of education etc.
- Visiting of teaching and non-teaching staffs to the advanced colleges and libraries.

**See Vol. 1, Annex 20 ,Syllabus of self financing course,pp422-425**

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

Yes ☒ No ☐ If yes, give details.

The campus has a written policy of bringing community feedback in its activities by calling General Assembly. The Bidhan of this campus has declared to call the meeting of General Assembly for feedback of its activities. In Campus annual function with huge participation of public the feedbacks and suggestions are collected. Similarly in the annual function program the stakeholders’ presence is essential and their feedbacks are welcomed in the campus.

**See Vol. 9, Annex 9, formation of general assembly, pp 39-52**

**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?

During last three years different committees has been formed for various purposes. The committees formed during last three years are teacher selection committee for the selection of required teachers, construction committee for the purpose of needed construction in the campus, the internal audit committee, EMIS Committee to make effective record of campus, the committee to study the proposal, drawing and other necessary activities of the Hostel Construction proposed to the Embassy of India.

**See Vol. 2, Annex 21, proposal of Indian embassy, pp 468-479**

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

Yes ☒ No ☐ If yes, give details.

There is a provision of nominating the president of Free Student Union as a member of Management Committee. Major issues of the college such as distribution of scholarship, alternation in the fee structure, adding any new program, celebrating annual functions etc. are discussed among



the student leader. At present the Free Student Union's election has not been organized, occasionally other representation of students is taken in some of the decisions.

**See Vol. 2, Annex 22, Involvement of student in work, pp 375-382**

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

a. by the university ☒

b. by the Institution ☒ Please attach the copies

The personals like Deputy Controllers, Rectors, Subject Committee members, UGC members and other professors visit campus to monitor academic aspects of the campus. So it can be indicated that the Campus has been an academic audit by the institution as Tribhuvan University and University Grant Commission Controller of Examination, TU and the campus has been a committee for internal academic audit as well. The visiting of the dignitaries as shown in the records of Guest Minute Register is attached

**See Vol. 2, Annex 23, monitory documents, pp 442-449**

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

Yes ☒ No ☐ If yes, give details

The campus is trying to more effortful in combining the teaching and research together due to the need of research on modern teaching and learning activities. The Campus has set up a research management cell to support in combining the teaching and research. In modern teaching new teaching materials and equipments such as, laptops, multimedia are being used in the classroom for making teaching more effective and fruitful. Research Management Cell has also encouraged teachers to do research on daily teaching issues. In the same way for B.Ed. level students in third part during their practice teaching phase school report and case study is done for their preparation the orientation program is organized. Students of BBS Fourth year for their project work orientation classes are run.

**See Vol. 2, Annex 24, Students internship, pp 331,340**

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

Yes ☒ No ☐ If yes, give details.

Obviously the combination of teaching and research has positive outcomes. If we observe from the teachers' point of view after observing, the issues on teaching teachers are conscious on the issues on teaching and try to improve teaching methods and use innovations to make teaching more fruitful and effective. Students are also benefitted from the research activities as their

learning becomes research based.

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

Purchoundi Multiple Campus is only one Bachelor level Campus in Purchoundi Municipality in Baitadi District. The students of this campus has been posted in various sectors from upper level to higher level such as in Indian Armies, Nepal Civil Services, Academic Services, Nepal Armies, Police Services and politics. This Campus has achieved some significant achievements and growth in the educational history of the Baitadi district. Some examples of innovations which have contributed to its growth are as follows:

- The facility of scholarship for the dalits, janjatie, physically disabled, girls have been provided.
- The Campus is one of the public Campuses of the country charging lowest fees from the student.
- Students of college are serving to the community by involving in different social activities such as teaching in the community schools, collecting the funds for at the time of any natural calamities, organizing health and sanitation awareness program etc.
- Students have been supporting to the institutions working as in internship.
- All the receipts of the campus including the tuition fees are deposited in the bank by the students and bank receipt is submitted in the account section.
- All payments including the staff salary are paid by the banking systems or Cash.

## 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.

The main goal of Purchoundi Multiple Campus is to provide quality and practical education for all affordable cost set by the University. It has adopted some provisions for ensuring the consistency of teaching and learning with its goal and objectives. Some of the provisions made by the college for ensuring consistency of teaching and learning with its academic goal are as follows:

- The Campus prepares annual calendar to ensure the timely completion of all courses before the final examination conducted as per the schedule published by the university.
- Different stream wise and subject wise departments have been established in the campus and Heads of the Departments supervise the regularity of students and teachers and monitor other academic activities.
- The teachers of the college are encouraged to prepare annual teaching plan.
- There is the system of recording annual examination result and by analyzing stream and subject wise result extra classes are provided to the students on low result subjects
- The campus also caters to the needs of the disadvantaged and under privilege students of the society by offering them scholarships.

See Vol. 2, Annex 25, Academic Calendar, pp 287-298

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

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

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

#### (a) Time frame matching student convenience

The time table of the college is adjusted as per the need and convenience of the students. Most of the

students of bachelor level are female and some of the male students are job holders in the same way some of the students of B.Ed. Levels are school teachers and schools run in the day time hence, the classes are running in the evening shift of B.Ed. level classes run in the morning. Similarly, some of the students of BBS level are involved in banking and in other official/private jobs; therefore, their classes are scheduled in the morning shift. The time frame of the campus, classes run from 7 to 11:30 in the morning from the month of Chaitra to Aashwin and the time is from 8:30 to 12:00 in winter season. Extra classes run in day time and evening time and sometimes in holidays as per the need of students.

**(b)Horizontal mobility :** There is the system of internal and external mobility, students can transfer from one department to next before the examination. Similarly students can take English who don't have majored English in +2 level but they have the provision of taking it if they have 50% in obligatory English. Similarly the students of the college can transfer in any another college or vice-versa affiliated within TU. However, the campus has no formal agreement with other university of national and international level for student transfer facilities.

**(c) Elective options**

Purchoundi Multiple Campus has been offering the following optional and elective courses in the Bachelors level.

Streams	Levels	Optional and Elective Subjects
Management	Bachelor's	Account group: Business Accountancy, Taxation and Auditing Finance group: Corporate Finance, Investment, Financial Markets and Institutions Marketing group: Fundamentals of Selling, Fundamentals of Distribution, Fundamental of Advertising Project Management Rural Development and Cooperatives Management
Education	Bachelor's	English Education, Nepali Education, Population Education Economics Education, Primary Education,

**See Vol. 2, Annex 26, Routines, pp 480,481**

**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 initiates the teachers to provide the students with assignments which helps them to enhance lower learning ability. Similarly, class presentations, micro teaching, project work, computer class help the students to develop their communication skills and their understanding of information technology. The campus has tried in promoting the general and transferable skills among the students such as capacity to learn, communication skills, numerical skills, use of information technology and work as a part of a team.

**(a) Capacity to learn**

The campus promotes the learning capacity of the students through different activities; such as the campus arranges 15 days micro teaching in which students are encouraged to present their lesson and 45 days teaching practice classes are arranged for students of education department. Students are sent to community schools for teaching practice where the students prepare lesson plans and teach according to the plan under the direct supervision of subject teacher and school head master. Similarly the students of management department are encouraged to do internship in different banks and NGOs and INGOs, some of the students have been doing internship in such agencies. The students of BBS level prepare field work and project work report and submit in the campus after assigning them reports are sent to Controller of examination for final evaluation. The students of B. Ed.; especially Population group conduct case study at the end of each academic year and the report is submitted in the college as well. The students of English Education have to assign their practical work with their report and interview or viva at the end of their annual exam.

**(b) Communication skills**

The campus promotes the communication skill of the students through different curricular and extracurricular activities. The campus conducts debate contest, quiz contest programs in the college to promote public speaking skill. The teachers of English department use CDs/VCDs and other audio-visual methods to enhance the ability of English language. There is the internet facility which students can use and which is used in the classroom while teaching the related subject matters.

**(c) Numerical skills**

The campus offers optional and elective subjects to develop numerical skills such as Advance Mathematics, Calculus, Statistical Methods,

**(d) Use of information technology**

The campus encourages students to be familiar with information technology. For the purpose of enhancing the knowledge of information technology, the campus has provided the facility of computers with internet access. The campus has planned to enhance the internet and computer facility.

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

The students of the college are encouraged to form different non-political Association of the students and these associations are registered in the college such as Youth Red-cross Circle and others. Such associations conduct and organize different programs which are useful in promoting the capacity of working as a part of team as well as work.

**See Vol. 2, Annex 27, students in different work , pp 299-315**

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

Yes ☒ No ☐ If yes, give details.

The campus runs basic account and basic English language course as a bridging course and basic writing training. The training of writing and basic accounting are given so as the student after passing by which they can directly get employment opportunity without any professional training courses. And this course also make aware student about the current market practices in respective field. The campus is launching additional classes for the benefit of students in the courses on which students are weak. 45 days teaching practice is conducted annually for the students of education faculty.

**See Vol. 2, Annex 28, elective course in campus, pp 421-425**

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

Yes ☒ No ☐

Tribhuvan University has been modifying the curriculum time by time on the basis of need, as it has been providing workshops and disseminations on new course and curriculum on which teachers of this campus has been participated. Feedbacks are provided on such participations.



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

Yes ☒ No ☐ If yes, give details.

The campus has just set up a Public Information Cell as a mechanism to collect feedback from academic peers and employers. The Cell collects feedbacks from the peers and employers by discussing; informal Interview and the questionnaires are provided to them to obtain feedbacks. The cell collects and analyses the responses and submits report to campus chief for making necessary improvements and they are discussed in staff meetings. Throughout the tracer study the comments are obtained.

**See Vol. 9, Annex 9, Staff meeting, pp 84-98**

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

The campus sends students to different Organization for internships and schools for teaching practices. The banks, local NGOs and Schools are the cooperators of this campus. The campus has a meeting or seminar hall which is only one appropriate in the Municipality, various national and district level programs are organized in the campus on which students, teachers and other staffs are participated. Similarly the chairman of Chamber of Commerce and Industry is nominated as the member of Campus Management Committee which provision is supportable for the campus. For the purpose of teaching practice in the schools of the district every year the meeting is organized with the head teachers of such cooperative schools in the campus

**See Vol. 2, Annex 30, Teaching practice, pp 316,317**

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

The students of this institution have the vital responsibility in different social services. They have participated in Water and Sanitation Program. Similarly they have been playing important role in the local fairs as volunteer workers. Students are also activated in the sanitation programs of the local places.

**See Vol. 2, Annex 31, Plantation ,pp 234,235**

**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)**

Extra-curricular activities are most powerful and essential for the all-round personality development of the learners. Various extra-curricular activities are organized in the campus and students are encouraged to take part in national and international programs. The campus has been organizing quiz contest, debate, speech, sports, folktale competition, essay competition, poetry competition. The annual journal of the campus; *PURCHOUNDI DARPAN* is also the provision on which students are given opportunity to express their ability of expressing their academic talency. Students are participated in district level, regional level, national and international sports as well .

**See Vol. 8, Annex 32,extra curricular activities, pp 447-450,**

**25. What are the practices of the institution to impart moral and ethical value based education?**

**Give examples of some practices (0.5)**

Different programs are being organized by the campus to impart moral and ethical values based on education. Campus organizes welcome and farewell programs for the new comers and completers respectively. The programs relating to GAURA, TEEJ, DASHAIN TIHAR, NEW YEAR and other are celebrated for sharing happiness and best wishes. The campus has planned of organizing PURAN or MAHAYAGYA in recent days in the campus premises.

### 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 all of the above** ☐

The applicants are evaluated on the basis of their academic records. In recent days, the campus is unable to take an official entrance test because of which it selects the students only on the basis of academic records, group discussion and personal interview. The applicants' academic records are evaluated and their personal files are kept, similarly throughout the group discussion they are admitted.

**See Vol. 2, Annex 33, entrance procedures, pp 482-487,**

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

**Yes** ☒ **No** ☐ **If yes, cite examples.**

The campus provides orientation classes to all the freshmen after admission before the current academic year, there was no system of selecting elective subjects in first year of bachelor. There is the system of selecting electives from first year. For other parts there is the provision of electives. With the orientation classes students can have the idea and get the provision of selecting appropriate electives. Teachers can get ample chances of assessing the students'

knowledge and skills for electives through their interview report, internal exam report, their class activities and their assignments. In this way it can be said that the campus assesses the students' needs and aptitudes for some courses.

**See Vol. 2, Annex 34,orientation for students, pp 586,487**

**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).

When the regular classes are ends the campus provides extra classes to the educationally disadvantaged students. Students' difficult subjects' areas are identified by the class teachers and forwarded to the concerned department head. In this way, the staff meeting makes the decision of extra classes. The time has been scheduled for the remedial courses for this new academic year. The campus is planning to run the bridge course classes again in both in the Bachelor level.

**See Vol. 2, Annex 35,comprehensive action plain ,pp 279-286**

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

Yes ☒ No ☐ If yes, gives details.

Teachers are encouraged to make an annual teaching plan and teaching plan on the basis of Campus annual work plan. Teachers of Education Department support other faculties from different departments to make annual teaching plan and teaching plan regularly.

**See Vol. 2, Annex 36, teaching plain ,pp 279-286**

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

Yes ☒ No ☐ If yes, give details of implementation in terms of monitoring, coverage, correction, etc

The campus has a system of making annual work plan and on the basis of annual work teachers make their annual teaching plan and daily teaching plan. As a result, there is the harmony with academic calendar and syllabi. In the part of implementation there cannot be any

difficulty due to the system. Besides, because of the teaching plan system, adjustment (correction) is done whenever and wherever required following the decision of the lesson plan developing team. In case of difficulty the heads of different departments monitor the target set in the academic calendar and actual performance of courses. If the achievement is not in harmony, it is maintained by making a provision for extra classes. The quality monitoring committee also monitors whether syllabi are in harmony with the teaching calendar or not. The report of the quality monitoring Committee.

**See Vol. 3, Annex 37, Teaching practice, pp 488-492**

**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.**

Lecturer method of teaching seems as the teacher-centered method, which cannot be fruitful for making teaching learning effective it-self; it needs the support of combination of others. The campus applies other teaching methods to make lecture method more effective and fruitful. Some teachers in the classroom use multimedia for the presentation which makes classroom attractive. Similarly as per the nature of subject matters discussion, students' presentation, group work, project works are applied.

**See Vol. 3, Annex 38, presentation photos, pp 493**

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

Yes ☒ No ☐ If yes, give details about the facilities.

The campus has distributed laptops to the teachers they use the available audio video materials in the classroom. Some of the teachers have digital camera, which are useful to make Visual materials such as in English language classroom the pronunciation is taught by applying audio visual materials. There is a projector and an Over Head Projector is used in the classroom.

S.N.	Year	074/075	075/076
1.	Teaching days per semester or per year against the requirement	48 days	55 days
2.	Working days per week against the requirement	7/6	7/6
3.	Work load per week (for full time teachers)	4 periods per day	4 periods per day
4.	Work load per week (for part time teachers)	2-3 periods	2-3 periods
5.	Ratio of full-time teachers to part-time teachers	60/40%	60/40%
6.	Ratio of teaching staff to non-teaching staff	15/30	15/30
7.	Percentage of classes taught by full-time faculty	77%	77%
8.	Number of visiting professors/practitioners		2

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

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

Students are oriented to the program, evaluation system, codes of conduct, other relevant institutional provisions and requirements of the campus through methods such as: all teachers take orientation classes in the first day of the new classes, the annual calendar, prospectus, journal 'PURCHOUNDI DARPAN' of the campus is distributed to all new students at the time of admission. The prospectus of the campus is also distributed to the students; which provides the information about the different program and academic facilities of the campus. In the orientation class they are informed about the whole program of the campus. The orientation classes are provided subject-wise and jointly.

**See Vol. 3, Annex 39, entrance paper ,pp 484-487**

**b. Are evaluation methods communicated to students at the beginning of the academic session? (0.5)** Yes ☒ No ☐ **If yes give evidence**

The campus organizes orientation classes for all the students and subject faculties also provides orientation classes individually on which students are informed about seasons, campus time, vacation, fee structure and evaluation methods. So, the evaluation methods are communicated through the orientation itself. In the same way the systems are given clearly in the prospectus.

**See Vol. 3, Annex 39, entrance paper ,pp 484-487**

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

Yes ☒ No ☐ **If yes, give details**

The campus has the provision of taking subject wise unit test as an internal test in bachelor level conducting. In recent years mid-term examination will be conducted systematically in bachelor level. The subject wise unit test is one of the ways of monitoring the students' performance on subjects. The analysis of unit test result shows the students' performance. Similarly for the purpose of monitoring overall performance of students' performance periodically internal exam will be systematized from this year.

**See Vol. 3, Annex 39, entrance paper ,pp 484-487**

**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)**

<b>Vacancy Category</b>	<b>Operational Mechanism</b>					
	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	Yes	Yes	Yes	Yes	Yes	Yes

Government Funded	----- -	-----	-----	-----	-----	-----
Any other category:						
a.	-----	-----	-----	-----	-----	-----
b.	--	-	-			--
c.						

In the case of new appointment of teaching faculty the campus regulation has declared the procedures as mentioned in the above table of Self-Funded point. The head of the respective department or the subject committee chairman identifies the need of teaching faculty which is discussed in the staff meeting. The vacant post is created and Management Committee approves. The advertisement for the vacant posts are advertised on national daily, local daily news, broadcasted from FM radios and advertised on the campus displays. The selection committee is formed as mentioned in the campus act regulation. The selection committee makes the short list and takes the written exam. After the written exam; succeed candidates are called for demo classes. After that the selection committee takes interview of the succeed candidates. After the recommendation of the selection committee the management committee recommends Campus chief for the appointment letter.

See Vol. A, Annex 40, composition process, pp 49-65

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

Teaching staff recruited from ...		
the same district it operates		from other districts
same institution	other institutions	
2077/078 :	Year I:	Year I:
078/079:	Year II:	Year II:



**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)**

The campus has the authority to appoint and pay to part time teacher as per need. If part time teachers are required in staff meeting there is the discussion after that campus chief can appoint on the basis of merit, but he has to inform to the Campus Management Committee. Such provisions are defined in Campus act or regulations .The salary Structure of both fulltime and part time teachers is given in the table.

**See Vol. A, Annex 41,campus legislation- 2065,pp 59-90**

S.N.	Designation of Faculties	Salary in Rs. Yearly	Initial Grade	Contribution to PF	Tax
1.	Lecturer (permanent)	3747780	195	3610 per month	1% social service and 15% above 3 lakes (excluding PF, insurance)
2.	Lecturer (Temporary)	648430			1% social service and 15% above 3 lakes (excluding PF, insurance)
3.	Assistant Lecturer (Part Time)	355 per period			
4.	Administrative Assistants	1432000	240	2561 per month	
5.	Office Assistants	450000	88	2451 per month	
6.	Watchman	241930	100	1861 per month	

**b. Does the institution have provision and practice for inviting visiting/guest faculty on regular basis? Yes No if yes give details (0.5)**

The provision for inviting visiting or guest faculty is declared in campus act or regulation. The national visiting faculties have been taking classes as per the need of the campus occasionally.

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

Teaching staffs have the long experience on the participation of different seminars, conferences and workshops. Recently four staffs have the experience of the workshop that they attended on national level: QAA Dissemination, orientation, dissemination program, seminars organized by NELTA Conference, and other regional conferences. In the same way some staffs have the experience of attending in the national trainings as well.

	Participants	Resource persons	Organizer
Institutional level			
National level	7	4	-----
International level			-----

See Vol. 3, Annex 42, Workshop certificate, pp 450-460

**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.

The college follows the self-appraisal method to evaluate the performance of the faculty in teaching and research and extension program. Feedbacks are collected with the informal interview, discussion and tracer study. Teachers collect feedback from the classes by evaluating the students performance and from the collected experiences of ex-students teachers and the campus can get feedbacks to improve.

**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.

The campus follows other teacher performance appraisal methods to evaluate the performance of the faculty in teaching and research. Teachers are promoted and rewarded on the basis of research, class result, regularity and involvement in the extracurricular activities. The criteria of evaluating performance and rewarding marks are mentioned on the promotion rules in the campus act and regulation.

See Vol. 3, Annex 43, Campus act and regulation, pp 82-95

**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?

The campus has just started the feedback mechanism form which it is easy to collect student evaluation on campus experience. From the tracer study we are able to collect students' experience of campus. From the data of tracer study and feedback it is seen that the students are generally satisfied with the teaching learning environment of the campus. However, it seems that the students expect some improvements in the administrative procedure and adding new stream of the campus.

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

Yes ☒ No ☐ If yes, give details.

The campus has planned to conduct dissemination and workshop on new course of B.ED. first year in this academic session.

See Vol. 3, Annex 44, grammar course, pp 422

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

<b>Faculty Development Programs</b>	<b>No. of Beneficiaries</b>
M. Phil. Further studies non-salary leave	
Workshops/ seminar on Research Methodology	1
Dissemination or workshops on QAA	1
Dissemination of HERP	
Dissemination of new course	2

**See Vol. 8, Annex 45,workshops,pp 498-499**

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

Campus has adopted innovations in teaching. Laptop computers are distributed to the teachers to make classroom teaching more innovative. The campus is effortful in creating the environment which impels the campus to introduce changes and innovations in teaching learning activities. The campus is encouraging teachers to involve in research activities to enhance the new ideas and innovation in teaching-learning process. The application of research findings in the area of learning and other institutional activities will have a positive impact on the actual classroom learning. The use of technology and online learning is becoming an emerging area of education. Therefore, the college is increasing the number of computers and internet access both to the teachers and students to support the new and innovative learning methods. Teachers are encouraged to create new and superior materials for instruction. For assuring the quality of education, the campus has set up a quality monitoring cell. To make teaching learning more virtual it is going to set up computer lab and e-library.

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

Purchoundi Multiple Campus has been recognized as the core campus of Purchoundi Municipality in Baitadi District. It has Bachelor's level course. It has intended to make linkage with different sections.

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

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

The research budget of the institution is Rs 100000.00 of total the total budget, in the proposed budget it is proposed 200000.00

See Vol. 4, Annex 46, decision of RMC, pp 222-223

##### 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 Campus established Research Management Cell to encourage teachers and students for research. Recently RMC teachers submitted proposals for the research. The students of Bachelor form population stream, BBS Fourth year students are encouraged to do their research based project work. Teachers have been doing mini research on various topics.

See Vol. 9, Annex 9, strategic plan of RMC, pp 100-146

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

Yes ☐ No ☒ If yes, give details

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

There are 6 full-time teachers are engaged in mini Research. Similarly Mr. Navraj Joshi has been conducting his mini research on various topics. In the same way Mr. Binod Bhandari has been doing various research on Language and Linguistics.. Other Lecturers: Gobinda Awasthi, Puspraj Joshi, and Balram Joshi have been engaged to conduct their mini-research on different topics.

**See Vol. 9, Annex 9, faculty in research ,pp 36-38,84,98**

**51. Mention the admission status of the M. Phil/Ph. D graduates in your institution. (0.5)**

Level	Enrollment Status		Total
	Full Time	Part Time	
M. Phil			
PhD			

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

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

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

Five batches of Bachelor students have done their research with the Project Work of Third Year. In recent academic years the campus will provide tiny seeds as a support to the research students.

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

Total number of projects	Project Revenues (in NRs.)
3	24000/-

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

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

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

Since 2071, the campus has been publishing “*PURCHOUNDI DARPAN*” and since 2076 manuals of practice and a pocket calendar including academic program . The campus established Research Management Cell, so in recent academic years RMC has planned to publish research publication.

See Vol. 4, Annex 49, ongoing research project ,pp 222-226

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

Yes ☒ No ☐ If yes, give details.

Most of the teachers of the campus are involved in providing the Consultancy services to different offices GOs, NGOs and INGOs individually. Teachers are involved in providing training, teacher’s selection, auditing, feasibility study, advocacy, astrology, etc. Teachers are engaged on providing counseling in field of law, medicine, astrology, education and others.

See Vol. 2, Annex 50, karya byabstha nirdshika,pp -

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

Yes ☒ No ☐ If yes, indicate the nature of the post as –

Full-time ☐ Part-time ☐ Additional charge ☒

The head of the campus is the Campus Chief who is responsible for the extension activities of

the campus and Campus Chief has the right to appoint any staff of the college or form sub-committee for doing a particular extension activity. Similarly Assistant Campus Chief is the Assistant Head of the Campus, the academic responsibility is provided to him by the campus chief.

**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 ☒

Besides classroom, campus has extended occasional activities. Like the activities of health and hygiene awareness, in campus, AIDS awareness is organized jointly with other organizations. In recent days campus will conduct Environmental awareness program.

**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.

The campus regularly organizes various activities. There is the involvement of students in various activities of Red Cross in Baitadi district. They are involved in other activities in Baitadi District Education, Health Office Purchoundi, Baitadi and other organizations. Campus organizes various contests like poetry, essay, quiz, sports, and speech contextually.



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

Students and teachers are encouraged to participate in extension activities. Campus supports students for the participation on national, regional and district-level sports. Teachers are encouraged for the participation on workshops, seminar and other national and regional programs. Teachers are provided paid leave to participate in such activities.

**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)**

The teachers of the campus involve in the Minimum Condition and Performance Measurement (MCPM) of VDCs of Baitadi district. Teachers involve in the instruction on various GOs and NGOs. The district level and regional level programs of different GOs, NGOs and INGOs are organized in the campus which is directly benefitted to the students and teachers of the campus. In coming year the campus will collaborate with research based NGOs and GOs.

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

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

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

The campus is going to make a comprehensive master plan indicating the existing buildings and the projected expansion in the future. Purchoundi Multiple Campus is only one Bachelor level campus of Purchoundi in Baitadi district, which was established in 2065 BS though it was proposed in 2064 BS. It is set up in the area of 5-7-01-03 Ropanies. The current physical Infrastructure and planned expansion are presented in the strategic development plan. It has recently prepared a strategic development Plan 2017-2022.

**See Vol. 5, Annex 51, Procurement plan, pp 318**

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

The campus has clearly laid down its plan in the Strategic Development Plan 2017-2022. And it has the Strategic Plan of Action to establish well equipped RMC

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

**Laboratory** ✓

**Library**✓

**Others**✓

**Give details**

**Laboratory:** Recently, the campus doesn't have laboratory, in the future for the regulation of science the science laboratory will be established. Now, the campus has planned to establish computer lab the proposal has been submitted to UGC and Purchoundi Municipality.

**Library:** There is a library in the campus which has course books, reference books and other books. It has national and international journal as well. All together there are 1825 books in the library. The library is set up in the second stair of the block n. 1; it has reading space for 12 students. The campus has submitted proposals in different agencies for the establishment of E-library. In the future there will be separate e-library building.

**Others:** Other available facilities available are as follows:

- Separate stream wise blocks and subject wise classrooms
- Staff Toilet
- Girls Toilet
- Boys Toilet
- Separate Urinal toilets for boys and girls
- Play ground , Volleyball, cricket ground
- Guest house
- Staff room
- Meeting/ seminar hall
- Playing Instruments
- Drinking water taps
- Sufficient place for parking
- Multimedia projector
- Notice board, display board

**See Vol. 5, Annex 51,Procurement plain, pp 318**

**see Vol. 5, Annex 52, decision of CMC, pp 389-415**

**65. Does the institution have provision for regular maintenance of its infrastructure?**

**Provide scheme. (0.5)**

The campus has provision for regular maintenance of its infrastructures. The college allocates certain budget in its annual budget. The work of minor repair and maintenance is done by the campus administration and major repair and maintenance is done through the formation of a sub-committee by the Management Committee. The actual expenditure under the heading of repairs and maintenance in the fiscal year 2075/076 the estimated budget for this fiscal year 2076/077

**See Vol. 9, Annex 9, audit report ,pp 1-12**

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

The infrastructure facilities of the campus are put to optimum utilization by running classes in two shifts. In the morning shift, classes of Bachelor level are run. In the evening shift Class of BBS level are run. Similarly infrastructure facilities are used for not only for the examinations but also used by other GOs and NGOs to conduct examinations, trainings, seminars and meetings; this generates some income which is used to maintain the infrastructure.

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

Yes ☒ No ☐ If yes, give clearly defined regulations.

There is only one appropriate hall for programs in the Purchoundi Municipality in Purchoundi Multiple Campus. The campus hall, play ground and classrooms are used by different organizations which generate some income.

**See Vol. 5, Annex 54,karya byabastha nirdeshika 2076,pp 490-521**

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

The campus has made different efforts to keep the campus clean, green and pollution free. Every year plants are planted on the specific days by the teachers and students. The peons always clean the classrooms, halls, offices and ground properly. The campus premise is kept clean and green with the trees and other plants. The campus has made the plan to plant plants for the commercial purpose like bamboos, pinetree etc in the scientific way. The garden will be made in the recent days in the campus premise.

**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 ☒

Internet accessible to the faculty ☒

Internet accessible to the faculty ☒

Though there is sufficient computer facility in the campus there is the computer facility in the campus which is accessible to the faculty and students. The campus has planned to set up computer lab recently for which campus has submitted proposal for support to the UGC municipality The existing accessibility of computer facilities are as below:

- There are 9 laptops distributed to teachers and non-teaching staffs.
- There are 10 Desktop computers which are for the staff rooms, Campus Chief and 1 for Account section and 1 for library.
- Students can use two desktops for the needy times.
- The laptops are used for UGC documentation and Research Cell.
- There is three Multimedia projector for classroom use.

**See Vol. 5, Annex 55, invoice of books and laptops ,pp 523-537**

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

The Computers facility is opened from 7 am to 3 pm for the students. The computer in the staffroom can be used by the students for certain times. Similarly in the holiday time the facility is available for the staffs.

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

Account section and library section have computers, in the same way the department heads have laptops.

**b. Does the institution have provisions of internet/intercom/CC TV/other facilities Give**

**details (0.5)**

The Campus has the provision of internet available for teachers, non-teaching staffs and students. The campus has the subscription of wimax unlimited service of Nepal telecom charge per monthly. CCTV will be installed in the library in next academic year.

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

There aren't any significant computer aided learning packages developed by the center. As the campus proposed for setting up the computer lab, the basic and advanced skill of computer will be aided as a package in this year.

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

Campus has the provision for maintaining or updating the computer facilities. Bhumaraj IT Center is one of the supplier and repairer Center to which campus has made the agreement for new computers, repairing and updating the computers, updating programs, installing new programs, antivirus updating, internet setting, Computer Scanning and other computer related programs.

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

No, the Campus doesn't have any services of inter-university facilities up to now.

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

In the campus the first aid facility is available to all. First aid facilities and other services such as

bed for rest, first aid kit, and stretcher are available in the campus for minor cases. But major cases are sent to the hospital. Medical allowance is provided to the teachers and administrative staffs from the campus as mentioned in the campus administration regulation and act (2071) of the campus.

**See Vol. 5, Annex 56, Campus regulation and act- 2071,pp 407-414**

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

The campus has sufficient spot for the sports such as volleyball court, cricket ground, Football ground and for others and it has managed playing instruments. Students are provided incentives for participating in regional and national competition. Annual budget Rs. 100000 is allocated for the year 2076/077 for necessary sports purchased and maintained by the campus.

**See Vol. 5, Annex 57,CMC decision ,pp 415-416**

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

The campus provides the logistic support i.e. transport allowance, dress allowance etc to the students part regional, national and international level. The students of the campus who show good performance in regional and national are provided scholarship and they are given prize on the specific day of campus.

**See Vol. 5, Annex 58, Campus regulation and act 2071,pp 401-414**

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

	Participation of Students	Outcomes
<b>District</b>	<b>7</b>	Participation
<b>National</b>	<b>2</b>	Participation
<b>International</b>		

**See Vol. 3, Annex 59 , sports participation, pp 450**

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

The Campus is going to finish upper floor of girls hostel in this year with the financial support of UGC and local Government and the first floor is in active with the function of campus administration and CMC .

**See Vol. 5, Annex 60, CMC decision ,pp 415,416**

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

There is the facility of drinking water in the premise of campus. Campus has provided the space for the water tanks of the Health post of Purchoundi Baitadi .the drinking water is supplied directly to the campus. It has separate tank for water as well. There are separate toilets for boys, girls and staffs.

**B. Library as a Learning Resource**

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

**On working days 5 hours, On holidays, Prior to examinations 3 hours**

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

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

- Books 1855 (0.2)
- Current Journals
  - Nepalese 2 (Nari, Nepal, NELTA journal) (0.2)
  - Foreign (India, Forum) (0.2)
- Magazines/Newspaper 2 (0.2)
- Reference Books 250 (1.0)
- Text Books 1200 (0.2)
- Refereed journals 2 (0.4)



➤ Back Volumes of Journals (0.2)

➤ E- Information Resources (0.4)

- CD's/DVD's 4
- Databases
- Online Journals
- AV Resources

➤ Special collection (0.5)

Please specify for example ; Competitive Examinations, Book Bank,  
Old Book Collection, Manuscripts

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

	2077/078		2078/079	
	Number	Total cost	Number	Total cost
i. Text books and Reference books	150	69000	600	450000
ii. Other books				
iii. Journals/periodicals/ newspapers	Yearly, half yearly, Monthly, weekly and daily	4230	Yearly, half yearly, Monthly, weekly and daily	5200
Any others				
iv.				
v.				

**See Vol. 5, Annex 61,invoice of books, pp 523-537**

**84. Mention (1)**

- |                                                                     |                             |
|---------------------------------------------------------------------|-----------------------------|
| <b>i) Total carpet area of the institution library (in sq.mts.)</b> | <b>[ 50*30 feet] (0.25)</b> |
| <b>(ii) Total number of departmental libraries</b>                  | <b>[ 2 ] (0.25)</b>         |
| <b>(iii) Seating capacity of the Library</b>                        | <b>[ 12 ] (0.25)</b>        |
| <b>(iv) Open student access to library</b>                          | <b>[ 1 ] (0.25)</b>         |

**85. Give the organizational structure of the library. (0.5)****(i) Total number of staff: 1 (0.3)**

- a. Professionals (List with qualifications)**
- b. Semi-professionals**
- c. Others**

There is only one staff as a librarian in the library.

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

There is a library committee as the library advisory committee in the campus which works for the library improvement. The committee is formed as:

Nabraj Joshi: Chairperson

Member : Gobinda Prasad Awasthi

Member: Krit BDR Kunwar

Member : Narendra Badu

**See Vol. 5, Annex 62, photo of departmental library, pp 419,420**

**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 campus doesn't have any development programs for the staff development programs for library, has planned for visiting of advanced libraries and participating on refreshing training.

**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 -----

The library functions are fully automated because the library software is available. It is partially automated, only the books are entered. In this academic year the library will be systematized with the computer system.

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

The campus is allocating about percent budget (excluding the salary of staff and other office expenses) for the library. The actual budget of the last year and estimate budget for this fiscal year allocated by the college for the library is as below:

Budget	Budget of last year 077/078	Allocated Budget for the year 078/079
Total Budget of last year excluding salary and other office expenses		
<b>Budget for library</b>		
Books purchasing	200000	500000
Newspaper and journal purchasing	10000	30000
Managing Library or other expenses relating to the library	8000	100000
Total Budget for the library	218000	630000
Percentage of library budget to total budget		

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

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

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

- (i) Average number of books issued/returned per day. [ 15 ]
- (ii) Average no. of users visited / Documents consulted per month [ 50 ]
- (iii) Please furnish the information on no. of Log- ins in to the  
E-Library Services/E- Documents delivered per month. [ ]
- (iv) Ratio of Library books to number of students enrolled [ 3:1 ]

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

### 91. Furnish the following details: (0.25 x 4 = 1)

- Percentage of regular students appearing for the exam.
- Dropout rate (drop out from the course)
- Progression to further study (Bachelors to Master, Master to M.phil/PhD)
- Prominent positions held by alumni

Items	Percentage
Percentage of regular students appearing for the exam.	87%
Dropout rate (drop out from the course)	13%
Progression to further study Bachelors to Master,	78%

See Vol. 6, Annex 63, Tracer study 2075, pp ,230-232 to 533-547

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

- Nepal Civil Services Examinations : 5
- Teacher Service Commission : 15 are employed in teaching after passing teacher service commission
- Other employment related examinations:
- International level entrance examination:
- Others (please specify)
- Rastriya Baninjya Bank :
- Other Private Bank : 2
- NGO: 8

See Vol. 6, Annex 63, Tracer study 2075, pp ,230-232 to 533-547

See Vol. 6, Annex 64, alumni meeting , pp ,549-552

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

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

The campus publishes the updated prospectus annually, in which the given contents are presented.

- Campus Profile and welcoming
- Features
- Objectives, vision and missions
- Programs offered by the campus
- Facilities available
- Scholarship scheme
- Evaluation and Examination
- Management Committee
- Teaching and non teaching staffs

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

Purchoundi Multiple Campus has been supporting students since its establishment: 2065. Dalits, Janajaties, girls and poor students are provided supports from the campus. Similarly the campus topper, subject topper students also awarded by the campus and supported for their next steps from the stakeholders of the Campus. Girls got scholarship from the UGC Girls Scholarship Grant. 3 students from the same family out of 3s 1 gets free ship in the campus. There is the separate account of scholarship in which 20% of UGC performance grant and campus has also set up scholarship account.

See Vol. 6, Annex 65, Scholarship guideline, pp 372-373

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

Financial aid	2077/078	2078/079
i. Merit scholarship	1	1

<b>ii. Merit-cum-Means</b>	42	21
<b>iii sport player</b>	2	3
<b>iv. 3 students from one family</b>		3

**96. Does the institution have an employment cell and a placement officer who offers career counseling to students? If yes, give details of the cell and its office. (0.25 x 2 = 0.5)**

**i. Employment cell:** ☒ **Role:**

**ii. Placement officer:** ☐ **Role:**

Instead of employment cell and placement officer there is Student Support and Counseling cell which is providing career counseling to the students. Similarly teachers have been counseling personally to the students.

**See Vol. 6, Annex 66,decision ,pp 553-554**

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

**Yes** ☒ **No** ☐ **If yes, give details as to how they are involved.**

Teachers participate in academic and personal counseling to advice students for the selection of faculties, subjects and for further education. Students Support and Counseling Cell consists of all teachers who directly or indirectly participate in academic and personal counseling.

**See Vol. 9, Annex 9,decision ,pp 77,83-84,98**

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

	<b>UG students</b>	<b>PG students</b>	<b>Research scholars</b>
<b>i. Local firms/companies</b>	4	3	
<b>ii. International firms/companies</b>			
<b>iii. Government</b>	3	2	

iv. Public (semi-government) sector			
v. Private sector	4	2	

**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)?

Instead of the employment cell there is Student Support and Counseling cell to motivate the students to seek self-employment, they are motivated to public Service commission, teacher service commission and other organizations. Especially in business sectors some of the students are self employed similarly in the education sectors some of the students have established their schools.

See Vol. 9, Annex 9,decision ,pp 77,83-84,98

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

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

There is an alumni association in the campus which has been conducting various programs; ex-students have the involvement on various programs organized by the campus

See Vol. 6, Annex 67,Almuni formation, pp 549-552

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

The policies and criteria of admission are made clear to prospective students through the prospectus, advertisement in the local newspaper and FM radios and even in personal interview or advice.

See Vol. 6, Annex 68,Admition open notice, pp 328,347,358,368



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

The college doesn't have any special policy for the international students, the policy is similar to the policy are applicable for the Nepalese students such as interview entrance test etc.

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

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

It is not applicable till now, in such condition welfare program is done for the international students.

**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 -----

In leisure time students can play different outdoor games volleyball, football, badminton, cricket, kapardi in the campus. Students can pass their leisure time in the library by reading such as books, magazines, newspapers, etc. Students can utilize their leisure time by using wifi facilities available in the campus premises.

## CRITERION 7: INFORMATION SYSTEM (10 MARKS)

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

Yes ☒ No ☐ If yes, mention how does the cell work along with its compositions?

There is the Exam Department and the Quality Monitoring Committee of the campus which analyze the various academic records, similarly there is Research Management Cell to analyze and record various academic data. The exam department and Research Management Cell have been composed as :

Exam Department

Ramdatt Joshi: Campus Chief, Chairman

Gobinda Awasthi: Member

Pusp Raj Joshi : Member

Ganesh Bdr Bhandari : Member

Nagendra Bhandari : Member

Narendra Badu : Member

The exam department keeps the record of examination and inspects the examination in the campus

### **Research Management Cell**

There is a Research Management Cell which conducts the mini-research of the issues related to result, admission, drop outs and other internal facts. By doing research on such facts records are kept. The research management Cell is as :

Binod Singh Bhandari : Chairperson

Gobinda Awasthi: Member

Ramdatt Joshi: Member

Navraj Joshi: Member

Narendra Badu : Member

See Vol. 7, Annex 69, karya byasbatha nirdeshaka- 2076, pp 555-582

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

The analysis is carried out in the areas of entrance examination, admission, registration, examination record, drop outs, transfer and results.

**See Vol. 7, Annex 70, different notice and record of campus, pp 318-342**

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

The data relating to different areas mentioned above are kept manually in the administration section of the campus. Similarly from this academic the data are kept in the EMIS of campus with the computerized system.

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

Yes ☒ No ☐ **If yes, explain how they are disclosed**

This information is open to stakeholders by publishing annual journal and the report is presented by publishing and the information is flashed out in the annual ceremony of the campus and the current annual report has been flashed out in the general assembly of the campus.

The information will be open from the website every time.

**See Vol. 7, Annex 71, photo of website ,pp 581,582**

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

Yes (1) ☒ No ☐ (0)

The methods of study and analysis of different areas are discussed with stakeholders in the meeting and they can understand.

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

Yes ☒ No ☐ **If yes, explain how does it happen?**

The campus welcomes feedbacks on published data. Feedbacks are received through various

means, in the annual ceremony the stakeholders provide feedbacks publically. Similarly from the face book, mail and others feedbacks are received. From this year the feedbacks of the stakeholders are collected by the Public Information Cell. Feedbacks are collected in the annual journal in the form of article as well.

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

**Produce in brief the impact analysis.**

Such above mentioned information system really provides strengths on decision making process. The information system of the campus has enabled the campus Chief, Lecturers, head of concerned departments and authorities in internal decision-making process and monitoring the performance of students ,and other units. Any weakness which adversely impacts the quality such as high failure rate in any subject, absenteeism attitude of any teacher etc. is monitored on regular basis and corrective action is taken by the concerned departments. So it is positive for adding new stream, new system of campus and so on.

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

The quality improvements and based on the information system, it means information system is the key for the improvement. Information system is providing timely, reliable and adequate data to the governing body of the campus and there is promptness in making decision relating to motivating prospective students, admission system and fees structure, arranging seating facility, conducting bridge and remedial courses, changing teaching techniques and others. Different external agencies such as Tribhuvan University, University Grants Commission etc. demand information about the performance of college and program on a wide array of indicators. The computerized information system will make it possible to provide up-to-date information regarding admissions, student demographics, program effectiveness, student outcomes, and many other measures for that EMIS has been established recently. The campus has planned to make website in coming days by which all the stake holders will get recent information about the campus.

## CRITERION 8: PUBLIC INFORMATION (10 MARKS)

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

Yes ☒ No ☐ if yes, give details.

There is a Public Information Cell formed in the campus. The Public Information Cells formed as below.

Campus Chief, Gobind Awasthi :	Coordinator
Lecturer, Hikmat Dhanuk:	Member
Adm. Asst. Nagendra Bhandari:	Member
Watchman Nande Bohara:	Member

See Vol. 1, Annex 72, public information cell, pp 164-170

**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 areas of information are academic, administration, finance, physical, sports, and other published by the campus. The Cell is formed this year from next year the Cell will publishes all aspects of the campus information.

**115. Where are these information published? (1.5)**



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

The information are published in institutional journal and the special report of the campus

See Vol. 1, Annex 72, public information cell, pp 164-170

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

Yearly (1) ☒ 4 years ☐ (0)

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

Areas	2077/078, place of publication	2078/079, place of publication
All of the above mentioned and articles	PURCHOUNDI DARPAN, PMC Baitadi, CALANDER OF PMC.	PURCHOUNDI DARPAN, PMC Baitadi, CALANDER OF PMC.
All of the above mentioned areas	A Report of PURCHOUNDI Multiple Campus to present on Annual function, PMC Baitadi	A Report of Purchoundi Multiple Campus to present on General Assembly , PMC Baitadi

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

Yes ☐ (1) No ☐ (0) If yes, give details

The Cell is currently formed and has started to collect responses.

**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?

These impacts are measured on the basis of responses from various groups. The report of the responses shows the quality improvements and that is discussed in the staff and implied such as for the increment of result extra class are needed which has been implied.

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

Up to now the responses have been tipped out by the campus and from this year the public Information Cell will manage them systematically. As from the record of Campus the public information practices have been playing vital role for the improvements. The campus is receiving the feedback and supports from the stakeholders which are helpful in improving the quality of the campus. In upcoming date the campus is going to establish the computerized library, computer lab, adding new technical subjects.

## **PART II:**

### **PREAMBLE**

#### **Brief Introduction of the Campus**

Purchoundi Multiple Campus is established in 2065 B.S in the centre part of Purchoundi Municipality in Baitadi District of Far western part of Nepal. It is occupied in 5-7-01-03 ropanies of land. Now it has been bachelor in education and management stream. In the future it has planned to expend M.ed÷ MA /MBS streams.

#### **Purchoundi Multiple Campus : Development history**

Purchoundi Multiple Campus is situated in the Far-western region of Nepal at Baitadi district. Baitadi district is the adjoining district of Dadeldhura, Bajhang, Doti and Darchula along with Pithoragargh district of Uttaranchal state in India, the bordering towns are Jhulaghat and Pithoragargh, and these two towns are also regarded as the trade points for this district.

Purchoundi Multiple Campus has been trying to fulfill the educational need of Purchoundi in Baitadi district since its establishment in 2065 BS. PMC has been recognized as the first and only one pioneering bachelor level campus of Purchoundi in Baitadi district. PMC is completely community based campus. Like in other parts of the country, significant changes have been seen in the higher educational scenario of FW region also in the past decades.

People of Purchoundi have been suffering from geographical, educational, economic, social difficulties and lack accesses. To heal the problems, education becomes the main weapon, but people of this place have been lacking the facilities of higher education. This campus is established with the great holy intention of higher education, like this very remote area of our country Nepal. So, to fulfill this need and to maintain the quality life through quality education people of Purchoundi took an affiliation from TU for Bed programs established a community based educational institution named "Purchoundi multiple campus "Hat, Baitadi in 2065-09-05BS. By following the spirit of TU the campus started the activities.

In its initial phase, PMC started its teaching learning activities in the building and infrastructure of Shree Dileshwory higher secondary school Hat Baitadi. Affiliation was not enough for the campus . To start an effective educational and overall related activities, there was the need of own structure. Therefore, the campus requested to different respected sources like UGC, DDC,VDC,MPs, guardians, donors, student fee and collected a fund. By the help of this fund the campus had purchased its own land in 2068 BS. The total area of the land is (5-7-01-03 ) ropani. After that the campus made two building with 17 room. Than after the campus built next floor with economic support of UGC. Since 2070 BBS program is going on.

Now in PMC all students are like women, Dalit, disadvantages and poor family background and they are coming far from the campus, studying both faculties. In this way people of Purchoundi are achieving their higher education from this campus and contributing to the nation from their side.



### Highlights of major activities and achievements

The major activities and achievements of Purchoundi Multiple Campus are pointed as below:

- The 5-7-01-03 *Ropnis* of valuable land was bought by the natives.
- As it was started with the affiliation of B,Ed from Tribhuvan University in 2065., Tribhuvan University has provided affiliation of Bachelor in Management
- The Campus is among the few affiliated campuses of TU which had been authorized to conduct annual examinations by the Controller of Examinations since 2067B.S.
- The buildings of this campus are built with the great support of UGC Matching Grant, Campus fund and other donors.

### Development initiatives

Purchoundi Multiple Campus is a leading campus in Baitadi district and it is recognized as one of the model campus in far-western hilly part. Among the community campuses of countries it is recognized in the nation with the selection of UGC in SHEP and recently in HERP. It has accomplished several achievements in the past and it is effortful to keep its historical creditability in future too by performing various development initiatives. It is going to develop the required physical facilities to conduct technical streams in bachelor level and to add more streams and subject in the masters. It means with the development of infrastructures new programs are going to be added soon. Similarly, regarding teaching learning activities e-teaching system is going to be settled; as all staffs has obtained laptops for their daily activities. It will develop e-library in the future for the development of virtual learning centre in the campus. In five year development plan it has schematized for the developments as follows in its strategic development plan:

1. Infrastructural development
2. Quality improvement
3. Extra-curricular Activities and Student Welfare
4. Organizational Management
5. Economic and Financial Management
6. Community Involvement

### **The Process Adopted in the preparation of Self-Study Report**

As there was a UGC Cell, the cell coordinator Mr. Gobinda Prasad Awasthi and the Campus Chief Mr. Ramdatt Joshi got initiation from UGC members to step on the QAA process. The QAA process was studied and discussed in the staff meeting chaired by the Campus Chief Ramdatt Joshi. The UGC Cell forwarded the first step of QAA that was the application for LOI, and received LOI on 20<sup>th</sup> Sept 2016. The IQAAC and SAT were formed for the QAA process and SSR preparation respectively. The UGC Cell, IQAC and SAT are as follows.

#### **The UGC Cell**

Coordinator: Gobinda Awasthi (Ass.Campus Chief)

Member: Ramdatt Joshi (Member)

Member: Narendra Prasad Badu ( Member)

#### **Internal Quality Assurance and Accreditation Cell**

QAA Focal Person : Gobinda Prasad Awasthi

(Chair person) : Ramdatt Joshi

Member: Puspa Raj Joshi

Member: Hikmat Dhanuk

Member: Binod Bhandari

Member: Narendra Prasad Badu

Member: Ganesh Bhandari

Member: Nagendra Bhandari

The self-study presents a concise picture of the institution. This report has been prepared by the Internal Self Assessment team headed by the campus chief Mr. Ramdatt Joshi. All faculty members teaching and non-teaching staffs were involved in the self-study. In addition regularly the suggestions and directions were obtained from UGC members; Pro. Dr. Jairaj Awasthi (PRT Coordinator) Dr. Shyam Lohani (QAA Coordinator), Mr. Gopal Aacharya, Mrs. Mamata Prajapati, Dipesh Singh, Kapil Risal and others.

Before the preparation of this report, Purchoundi Multiple Campus had attended two workshops/ orientation relating to QAA organized by UGC. The first seminar was held in Kathmandu, was attended by the Campus Chief Mr. Rajendra Bdr Negi and Gobinda Prasad Awasthi, the second workshop or the orientation of QAA was organized in Ayashwarya Campus by UGC and the Ayashwarya Campus in which Campus Management Committee Chairperson Mr. Janak Bdr Dhanuk, Campus Chief Rajendra Bdr Negi, and QAA focal person Gobinda Prasad Awasthi and Narendra Badu. The second seminar was held during the Revised SSR preparation of PMC. Before starting the data collection process the workshops and FGDs were conducted in the campus and the tasks were distributed. The schedule was prepared to collect and compile data and prepare the SSR. Campus teachers and administrative staff were involved in the data collection.

#### **The SSR Preparation Schedule**

<b>Criteria of SSR</b>	<b>Responsible Person</b>	<b>What to do? How?</b>	<b>Date/ Duration</b>	<b>Remarks</b>
Campus Profile	Mr. Rajendra Bdr Negi & Mr. Ganesh Bhandari	Questionnaire base and as discussed in campus workshop	2076-06-18 2 weeks	
Policy and Procedures	Mr. Rajendra Bdr Negi & Mr. Ganesh Bhandari	Questionnaire base and as discussed in campus workshop	2076-07-02 1 week	
Curricular Aspects	Mr. Ram Datt Joshi & Navraj Joshi	Questionnaire base and as discussed in campus workshop	2076-8-16 2 weeks	
Teaching Learning and Evaluation	Mr. Binod Singh Bhandari & Navraj Joshi	Questionnaire base and as discussed in campus workshop	2076-8-29 3 weeks	
Research Consultancy and Extension	Mr. Binod Singh Bhandari & Mr. Gobinda Pra Awasthi	Questionnaire base and as discussed in campus workshop	2076-9-15 2 weeks	
Infrastructure and learning Resources	Mr. Rajendra Bdr Negi & Gobinda Awasthi	Questionnaire base and as discussed in campus workshop	2076-9-29 2 weeks	
Students Support and Guidance	Mr. Gobinda Pra Awasthi & Lokendra Bist	Questionnaire base and as discussed in campus workshop	2076-10-12 2 weeks	
Information System	Mr. Narendra Badu	Questionnaire base and as	2076-10-28	

	&Gobinda Pra Awasthi	discussed in campus workshop	1 weeks	
Public Information	Mr. Hikmat Bdr Dhanuk & Nagendra Bhandari	Questionnaire base and as discussed in campus workshop	2076-11-05 2 weeks	
Discussion about collected data	All teaching and non- teaching staffs	Discussion	2076-11-10 1 week	
SSR Revised Draft Preparation	Mr. Gobinda Pra. Awasthi & Narendra Badu	On the basis of collected data and document analysis	2076-11-15 2 weeks	
Submission of SSR Revised Draft to UGC	Mr. Rajendra Bdr Negi & Gobinda Pra.Awasthi	Make a compiled draft with annexes and Submit to UGC, PRT Gaves feedbacks and recommendation from PRT.	2076-11 Last week	

The Final draft of SSR has been prepared to submit to the UGC QAA Division hoping of receiving suggestion to improve the weaknesses if any from the respected division. And Purchoundi Multiple Campus has the commitment to incorporate the suggestions and recommendations for the improvement.

## **Section II – Criterion-wise Narrative**

### **CRITERION-I**

#### **POLICY & PROCEDURES**

##### **Objectives/Targets**

The purpose of policy and procedures designed by the campus is to provide the higher education in various streams and subjects in the minimum cost. The main objectives are to lead the campus towards the fulfillment of its own vision, mission, goals, and objectives. The main motto of PMC is to be fully directed to provide the education to the stakeholders with more practical research oriented, modern technological and highly innovative education.

## **Current Status and Fulfillment Analysis**

The PMC has an established under the TU legislation and been running in according to its bylaws which has clearly defined its vision, mission, and objectives to follow on. The over-all activities are performed based on the VMGO developing the new policies and procedures. The policies formations are done by the stakeholders in annual general assembly to be followed by the campus.

The campus management committee is involved in developing strategic planning and annual planning to provide proper direction to the college activities.

The various organizational structures are formed to enhance the academic activities in the campus making strong relation to each other. The process has helped in decentralization of activities creating the sense of high responsibilities among the members. The academic activities, job duties and responsibilities etc are clearly mentioned in the campus bylaws and policy documents. The decision and the activities are frequently held among the faculties, students, stakeholders etc. The campus is frequently involved in bringing new demanded subjects for the students.

The internal academic audit for ensuring quality is being done manually. Different departments, sub committees, faculties, units, people are engaged in academic audit. Research work is given importance. Students are assigned project works/ research work to enhance their practical understanding and the research cell has been established to focus on the research activities.

Most of the activities of the Campus are fully dependent upon the teaching and learning with the goals and objectives envisioned by this campus. There is consistency to a large extent in infrastructural development with the goals and objectives of this campus. Different construction activities have been going on.

The campus aims at providing quality educations to the students. The campus has the provision of internal assessment, extra and coaching classes. The teachers are encouraged to use modern teaching technologies to enhance quality education.

## **Wonderful Practices and Efforts:**

PMC has a system of developing and following an annual plan by all the faculties, which is prepared by the each department. The administration is directed by the strategic plan and regular direction of the CMC. There is a decentralized system, where the different sub-committees are formed and given duties and responsibilities to their task. The IQAC and the Quality Circle of

the students frequently evaluates and work for the quality enhancement of the campus. The conduction of internal examinations, practical based teaching approach, interaction with experts etc all are the hallmark of our campus.

## **CRITERION-2**

### **CURRICULAR ASPECTS**

#### **Objectives/Targets**

The PMC aims to provide the students the demanding new practical, research oriented and global subjects to quench the thirst of the students. The curriculum should be designed in such a way that it aids in all round development of students. It too has been intending to provide more elective subjects along with the dynamic mobility.

#### **Current Status and Fulfillment Analysis**

The teaching learning activities is fully based on the curriculum of the university following the norms. University manual and course brochures give detailed information about all offered courses to the students. The different levels are been running according to the various shifts making convenient to the students. The classes are in the morning shifts from 7:00 to 11:30 AM and day shifts 1:00 to 4:30 PM. The Campus provides elective courses in all of the faculties in the third year. In the Management Department, the elective subjects offered are Finance, Account and Marketing Management.

The students of B.Ed level involve in micro teaching, teaching practices and practical examinations as per the curriculum. Similarly the students involve in the project report, industrial tour, thesis writing, field visit and various other curricular programs. Feedback is collected from stakeholders for improvement in academic matters and forwarded to the concerned authorities. However, some training on report and proposal writing training for the students are organized and students involve in the practical examinations.

The Campus regularly organizes various activities to develop the students concern towards the social responsibilities among the students. PMC has well developed infrastructures with its own buildings using proper utilization for extra classes, additional courses and two different shifts. The campus is always working for the all-round development of the students along with the prior acceptance of curriculum with regular evaluation of the activities.

### **Wonderful Practices and Efforts:**

PMC has focused on the practical based teaching learning approaches making the students active participation in the over-all activities. The students are highly encouraged and each committee and sub-committee has a student representation for enhancing students' analytical skill and thinking ability. For all round development of students literary and artistic activities are highly encouraged.

The provide feedbacks in curriculum aspects and their activities are mostly focused on sports, health awareness programs, literary and social activities. To encourage student's creativity PMC allows the students to organize various program and even to participate local /national level program.

### **CRITERION-3**

#### **TEACHING LEARNING AND EVALUATION**

##### **Objectives/targets**

PMC aims to follow the best practices in the student's enrollment conducting pre-test, interviews and others. PMC plans to follow the innovative and systematic teaching learning and evaluation methods. PMC also targets to achieve the standard in recruitment and later to the faculties and their works like teaching days, working days, work load, full time and part time teacher ratio, teaching and non teaching ratio and class teaching hours and many more. Even it has the objectives to develop teachers' performance through seminar, conference, workshop, further academic development, sharing and use of modern technologies

##### **Current Status and Fulfillment Analysis**

PMC highly follows the systematic and transparent system for hiring of staff/faculty members accepting the bylaws of the campus. All staff/faculty are selected through open fair competition with a complete process. The salaries, benefits and pay is according to the system of the campus. The faculty/staff development, teaching staffs are provided opportunities to attend different seminars/conferences/workshops as participants/resource persons. Further academic opportunity the campus provides for teaching staff for higher education.

PMC has been carrying out different activities to achieve the target. The admission to the different academic programs offered by the Campus is taken on the basis of entrance test. The campus takes entrance examinations for all levels. The students get admission after the disclosure of entrance examination results. Students are properly orientated about program, evaluation system, and about the institution during orientation program. There is a system of

internal examination of assessing students' knowledge and improvement. However, the concerned subject teachers regularly take feedback and assess the knowledge of the students through asking question in the class, group discussions, home assignments, project reports and class tests.

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

### **Wonderful Practices and Efforts:**

The system is fully managed for the new students to facilitate in their enrollment in the college. The available of citizen charter on the college wall help the new students in their admission process. Similarly the conduction of orientation class and their work to be engaged in project/group, assignments, presentation, group work, project works and terminal examination are informed and done throughout the session.

The calling of experts form related fields in campus add charms to the teaching learning process of the college. Furthermore the CMC has recently decided to purchase laptops for the faculties to support in the latest technological activities.

## **CRITERION-4**

### **RESEARCH, CONSULTANCY AND EXTENSION**

#### **Objectives/targets**

PMC has the objective to uphold the research activities to students and teachers with good support. The CMC has allocated a separate budget for the research purposes and its development. Most of the faculties are engaged in research activities. The campus intends to engaging students and faculty members in research extension activities.

#### **Wonderful Practices and Efforts:**

The foundation of research management cell in the campus with separate budget developed the foundation towards the research culture development. The faculties are given tasks to study leave for further studies. The research management cell has recently going to publish PMC journal and Purchoundi Darpan and Academic Calendar. The faculties and research students are engaged in academic publication.



## **CRITERION-5**

### **INFRASTRUCTURE AND LEARNING RESOURCES**

#### **Objectives/targets**

PMC aims at providing ample infrastructure and resources for running academic programs expanding the infrastructure as per the strategic plan of the campus. PMC has planned to use the resources in the maximum utilization in the teaching learning activities. The infrastructure and resources are highly utilized used by students, faculty members and staffs. PMC focuses on making each department of the school self sufficient in terms of resources and infrastructure. PMC has the target to encourage the external agencies to use the academic and physical facilities of the campus.

#### **Current Status and Fulfillment Analysis**

Purchoundi Multiple Campus is situated in the Far-western region of Nepal at Baitadi district. Baitadi district is the adjoining district of Dadeldhura, Bajhang, Doti and Darchula along with Pithoragargh district of Uttaranchal state in India, the bordering towns are Jhulaghat and Pithoragargh, and these two towns are also regarded as the trade points for this district.

Purchoundi Multiple Campus has been trying to fulfill the educational need of Purchoundi in Baitadi district since its establishment in 2065 BS. PMC has been recognized as the first and only one pioneering bachelor level campus of Purchoundi in Baitadi district. PMC is completely community based campus. Like in other parts of the country, significant changes have been seen in the higher educational scenario of FW region also in the past decades.

People of Purchoundi have been suffering from geographical, educational, economic, social difficulties and lack access. To heal the problems, education becomes the main weapon, but people of this place have been lacking the facilities of higher education. This campus is established with the great holy intention of higher education, like this very remote area of our country Nepal. So, to fulfill this need and to maintain the quality life through quality education people of Purchoundi took an affiliation from TU for Bed programs established a community based educational institution named "Purchoundi multiple campus" Hat, Baitadi in 2065-09-05BS. By following the spirit of TU the campus started the activities.

In its initial phase, PMC started its teaching learning activities in the building and infrastructure of Shree Dileshwory higher secondary school Hat Baitadi. Affiliation was not enough for the campus. To start an effective educational and overall related activities, there was the need of own structure. There fore, the campus requested to different respected sources like UGC ,DDC,VDC, MPs, guardians, donors, student fee and collected a fund. By the help of this fund the campus had purchased its own land in 2068 BS. The total area of the land is (5-7-01-03)

ropani. After that the campus made two building with 17 room. Than after the campus built next floor with economic support of UGC. Since 2070 BBS program is going on.

Now in PMC all students are like women, Dalit, disadvantaged and poor family background and they are coming far from the campus, studying both faculties. In this way people of Purchoundi are achieving their higher education from this campus and contributing to the nation from their side.

### **Wonderful Practices and Efforts:**

The campus follows the strategic plan in the development and expansion of the infrastructures. The over-all planning system is highly focused in the development for multi-use, attraction and sustainable. The CMC has been following the strategic plan and Master Plan is in Process. The newly developed college gate.

The CMC has recently to management faculty building in the college by the support of UGC and Local government. The college has been continuously expanding its infrastructure and resources to address need of students and enhance institution quality.

## **CRITERION-6**

### **STUDENT SUPPORT AND GUIDANCE**

#### **Objectives/targets**

PMC aims to provide huge support and guidance to the students for the development of the quality standard. Taking the feedbacks of the alumni and the students PMC fully dedicates its activities of scholarships, placement services, counseling, health support, and to their personal development program. The needy, EDJ, female and financially weak students are highly supported through the various program to bring them in the academic mainstream.

#### **Current Status and Fulfillment Analysis**

PMC has become a hub of the students in this area because of its student support and guidance programs. The number of the pass percentage of the students is satisfactory and the campus is working to increase it ahead. The students drop out rate is high so the campus has been trying to bring technical subjects to attract them The tracer report conducted every year shows the huge number of students in doing their jobs. Even the campus has the job support and public

information cell that helps them in seeking their job career in government, non-government, private sector and international organization.

The college publishes *Darpan* annually with information of various scholarship schemes, scholarship for needy, meritorious, female, and special students. The faculty members are engaged in academic and personal counseling, and also help in linking students with different organizations and PMC alumni association. PMC alumni association has maintained the linkages with campus and has been helping in the tracer study and in other activities.

The particular program are not started yet to attract international students. To facilitate all round personality development of student's school provides recreational facilities like indoor/outdoor games, cultural program, and different theme based clubs. PMC has also been able to provide timely and accurate information to students. Students are properly oriented about admission process, policy of the institution, and code of conduct. Financial support and personal counseling is provided to needy student.

#### **Wonderful Practices and Efforts:**

PMC has been providing huge range of scholarships to the students. Even the college helps to fill the scholarship form freely and submit them to the Students Scholarship Fund every year in the beginning of the session.

### **CRITERION-7**

#### **INFORMATION SYSTEM**

##### **Objectives/targets**

PMC has an objective to develop an innovative modern mechanism to keep the proper database of the students. The main purpose is to maintain accurate data records and to generate analysis regarding student academic status, diversity, and on decision making process.

##### **Current Status and Fulfillment Analysis**

The campus over-all activities are recorded in manual and in data base forms. The EMIS and Public Information Cell has the main responsibility to keep all the records and disperse to the needy departs. Along with it, exam, admin, library, account, research, and HODs all are working for the maintaining records. There is easy access of stakeholders to these data through the regular publish in the various forms. Being a community college, it is responsible to the community. All academic and economic data are open to the public through *DARPAN* audit report, annual report. The software system of the campus is being gradually shifted to data base information system.

Database is maintained in both electronic version and filing system. A separate file for each student is maintained through software. The campus has its own website in which all the information about the campus activities is described for the web visitors. This system has made easier for the college to reach its stakeholders and to get feedbacks from them. Graduates list is shared among stakeholders during annual program. Students result is published and posted in department notice boards. Details about graduates and newly enrolled students are given in annual report.

### **Wonderful Practices and Efforts:**

The best practice of PMC is that it regularly publishes the audit report, annual report, students list, general members, faculty details and over-all activities in the *DARPAN*, website, facebook page etc openly for the stakeholders. Along with it the student / Teacher ID Card, Library card, and all administrative works are done through the software that help to maintain the students records. The database is managed both manually and in electronic version. Stakeholders have access to the over-all information.

## **CRITERION-8**

### **PUBLIC INFORMATION**

#### **Objectives/Targets**

PMC has the objective to deliver the effective dissemination of information to the stakeholders. PMC has been providing information through website, Face book Page, regular publications, FM, newspapers and notice board for the smooth activities and even to get public responses on quality improvements.

#### **Current Status and Fulfillment Analysis**

The EMIS and public Information Cell is the responsible to maintain all the information publicly. The information related to events, course details, school activities, student's life, admission procedure, faculty details, and vacancy are placed in notice board, newspaper and local media. Interested people can directly contact reception or school administration to get necessary information. The campus publishes annual report, academic progress, financial activities, and administrative activities in the *PURCHOUNDI DARPAN* The administrative

information related to tenders, vacancy and opportunities are published in local media. Stakeholders provide feedback and share their views in different meeting or via email. General public can also give feedback or suggestion via email.

### **Wonderful Practices and Efforts:**

The campus is fully sincere to disseminate the updated information through various mediums. A single notice is disseminated through all the available mediums with respect to deliver the information to the stakeholders. The campus allocates annual budget for the advertisement and information display. The college website [www.pumc.edu.np](http://www.pumc.edu.np) and the official email address is [purchoundicampus2065@gmail.com](mailto:purchoundicampus2065@gmail.com). The board of the charter is publicly displayed in front of the campus building. The stakeholders can drop their feedback and suggestion through suggestion form, facebook page, direct meet and complaint box as well.

## **Section - III**

### **Summary:**

Self Study report was a new experience and learning with self assessment process for the PMC team. The over-all family realized its position and the activities for the improvements. It too helped us to point our position and to prospect our upcoming goal. In fact, it indirectly helped us to remember our professional work to do more smoothly for the achievement of success.

PMC started its path to QAA process after the improvement of LOI letter by UGC on 28<sup>th</sup> Bhadra 2073 BS. After the PRT visit in Magh, 2075, the SSR revision team rigorously worked for a long time to give it a complete shape following their recommendations. During the preparation the CMC, administration, committees, faculties, guardians, students and all the connected people supported through their hearts always.

To get supported in the work through views and ideas various SSR support programs were conducted along with the support of the few experts. During revision of SSR, team learned

strengths and weaknesses of the institution. It is the outcome of various activities of joint effort of various stakeholders as follows.

- QAA concept in General assembly and discussion
- QAA experts with CMC and Faculties
- CMC Faculties and students meeting discussion
- CMC guardian meeting
- SSR team with faculties and students discussion
- QAA experts with SSR and SAT team
- SSR team with the administration, stake holders and various sub-committees
- SSR, SAT team participated in various Orientation programs
- SAT, SSR team rough draft discussion and review
- SAT, SSR final draft submitted to CMC
- CMC approved the SSR report to be submitted at UGC

The various steps and activities were performed with faculty members, staffs, student representatives, and with their continuous involvement, suggestions and feedbacks. During its preparation the following strength and the areas of the improvements are found.

SN	TOPIC/AREA	STRENGTH	FURTHER PLAN TO IMPROVE
1	POLICY AND PROCIDURES	<ul style="list-style-type: none"> <li>- Prepared with direct involvement</li> <li>- Strong in policy development</li> <li>- Full support of Stakeholders</li> <li>- Systematic practices</li> <li>- Clearly defined vision, mission, goals, and objectives.</li> </ul>	
2	CURRICULUM ASPECTS	<ul style="list-style-type: none"> <li>-Activities access to new global market subjects</li> <li>- Complete information through various modern ways</li> <li>- use of prospectus, brochures and others</li> </ul>	<ul style="list-style-type: none"> <li>- courses timely revision by TU</li> <li>- Extra curriculum dissemination program</li> </ul>
3	TEACHING LEARNING AND EVALUATION	<ul style="list-style-type: none"> <li>-Annual plan, Teaching plan</li> <li>- Use of innovative teaching methods</li> <li>- Culture of sharing and evaluation</li> </ul>	
4	RESEARCH , CONSULTANCY AND EXTENSION	<ul style="list-style-type: none"> <li>- New practice in campus with high focus</li> <li>-Faculties and Students involvement</li> <li>-Publication of Research Journal</li> <li>-Beginning of internal mini research</li> </ul>	<ul style="list-style-type: none"> <li>- self-sustaining research activities</li> </ul>
5	INFRASTRUCTURE AND LEARNING RESOURCES	<ul style="list-style-type: none"> <li>-adequate facilities</li> <li>-Sports facilities</li> </ul>	
6	STUDENT SUPPORT AND GUIDANCE	<ul style="list-style-type: none"> <li>-Job information and support</li> <li>- Placement service and counseling</li> </ul>	<ul style="list-style-type: none"> <li>Universities and program</li> <li>-Hostel facility</li> </ul>
7	INFORMATION SYSTEM	<ul style="list-style-type: none"> <li>-Over all smooth publication timely</li> <li>-Fully dedicated to right to</li> </ul>	

		information - Full Transparency	
8	PUBLIC INFORMATION	-Over all smooth publication timely -Fully dedicated to right to information - Full Transparency Citizen charter	-Increase the number of publications

Summing up, the campus has fully been directed towards the activities for the improvement through the development and actively putting all the innovative policies into practices. PMC has been soundly addressing the multifarious aspects to improve the inclusive system in education which has become country's prime concern making the over-all development of the country through qualitative education.



