UNIVERSITY GRANTS COMMISSION
QUALITY ASSURANCE AND ACCREDITATION COUNCIL

PEER REVIEW TEAM'S PREPARATORY ASSESSMENT OF NUWAKOT ADARSHA MULTIPLE CAMPUS BIDUR-4, BATTAR, NUWAKOT

Quality Assurance and Accreditation Division
University Grants Commission
June 2019

PEER REVIEW TEAM'S PREPARATORY ASSESSMENT VISIT REPORT OF
Nuwakot Adarsha Multiple Campus
Bidur-4, Battar, Nuwakot

PREPARATORY VISIT TEAM

Prof. Dr. Basu Dev Kafle, Coordinator
Ms. Nabina Chaulagain, QAAD Staff Member

Field Visit Date

Start	22nd June 2019 (07 Ashadh, 2076)
Exit	24th June 2019 (09 Ashadh, 2076)

SECTION A
General Information

Name of the Institution	Nuwakot Adarsha Multiple Campus
Address of the Institution	Bidur-4,Battar Nuwakot Province-3
Telephone Number	010-560157, 010-561647
Fax Number	-
E-mail Address	namc.nuwakot@gmail.com
Website	-
Date of Establishment	06/10/2042
Type	Community
Funding Provision	Government funded UGC funded Community funded
University	Tribhuvan University
Land Area	38-08-3-0

Current Academic Programs Offered by the Institution

Level	Academic Programs	No. of Program
Bachelor	Bachelor in Business Studies(B.B.S.) Bachelor in Education (B.Ed.) Bachelor of Arts (B.A. BSW)	3
Master	Master in Business Studies (MBS) Master in Education (M. Ed.)	2
Total		**5**

Departments and Centers in the Institution

Particulars	Number	Details
Departments	5	• Faculty of Education ❖ Department of Population Education ❖ Department of Nepali Education ❖ Department of Math Education ❖ Department of English Education ❖ Department of Education Planning and Management • Faculty of Humanities • Faculty of Management

Faculty Members and Non-teaching Staffs in the Institution

Category	Total Number
Full Time Faculty Members	13
Part Time Faculty Members	32
Visiting Faculty Members	-
Non-teaching Staffs: ✓ Administrative Staff -12 ✓ Technical Staff -	**12**

Present Status of Student Enrollment (2075/076)

Level	Program	No. of Students Per Year				Total
		1st	2nd	3rd	4th	
Bachelor	B.B.S.	**119**	**144**	**153**	**102**	**518**
	B.Ed.	**78**	**60**	**117**	**110**	**365**
	B.A. BSW	**25/27**	**28/25**	**42**		**92**

Level	Program	No. of Students Per semester								Total
		1st	2nd	3rd	4th	5th	6th	7th	8th	
Masters	MBS		**77**	**11**						**88**
	M. Ed.		**54**	**15**						**69**
Total										**1132**

Annual Graduate (Last Three years)

SN	Level	Programs	No. of Graduates		
			Year 2016	Year 2017	Year 2018
1.	**Bachelor**	B.Ed.	40	42	
		B.B.S.	9	22	
		B.A. BSW	2	2	
2	**Master**	MBS	5	3	
		M. Ed.	36	32	

[Source: Nuwakot Adarsha Mulriple Campus, Nuwakot Administration/ EMIS Unit]

SECTION B
Introduction to Nuwakot Adarsha Multiple Campus (NAMC)

Nuwakot Adarsha Multiple Campus (NAMC) was commenced in 2042 B.S. with a vision to provide quality education. NAMC is a community campus located in Nuwakot district at the north-west part of Kathmandu covering 38-08-03-00 ropanee land area with10 blocks of 34 rooms. Seven blocks are mobilized by classrooms, library, administration, account section, lab, computer lab and other facilities. Three blocks occupying 55 commercial stalls are rented.

The campus was established with a vision to become a deemed university. Affiliated to Tribhuvan University (TU), NAMC follows academic curriculum of the TU also tying up both the governance and academic governance system with the affiliating university. The campus has both financial and administrative autonomy with an objective to impart quality education and to produce competent professional human resource. NAMC has offered Bachelor programs: Bachelor in Business Studies (BBS), Bachelor of Arts (B.A. BSW), Bachelor in Education (B.Ed.) under annual system and Master's Programs: Master in Business Studies (MBS) and Master in Education (M. Ed.) under the semester system.

Different cells and committees are formed in the campus for maintaining and delivering quality service to the related stakeholders. Cells and Committees like Quality Assurance Internal Committee, Academic Audit Committee, Research and Development Cell, Research Management Committee, Thesis Committee, Exam Committee, Procurement and Construction Committee, Students Quality Circle formed in the institution.

Features of NAMC:

- Affiliation with Tribhuvan University offering TU's Bachelor and Master Programs i.e. BBS, B.Ed., B.A.-BSW, M. Ed. and MBS.
- Financial funding from UGC/Government Grants, local government agency's funding, non-governmental bodies, community donations/charity, fees from regular programs, and rented stalls.
- Leading campus in the region.
- The campus has sufficient land area with impressive environment.
- Motivated and well-experienced faculties.
- One of the HERP supported campuses.
- Equipped with excellent football ground in the region.

SECTION C
Criterion-Wise Analysis

Based on discussion with Campus authorities and officials, SAT, faculties, students, academic and administrative leaders, research/subject committee, and support staffs as well as on-the-spot visit of the campus premises, laboratories, library, classroom, administration and other places, the Preparatory Assessment Visit Team has come up with the following major observations:

CRITERIA 1: POLICY AND PROCEDURE	
Formal policies and procedures provide a framework within which higher education institutions can develop and monitor the effectiveness of their quality assurance system. This also helps to increase the public confidence.	
Area of Review	**Major Observations**
i) Institutional strategy for quality and standards	• Five year Strategic Plan (2015-2019) of NAMC has defined vision, mission, goals and objectives of the - institution. • Quality Assurance Internal Committee has been formed to maintain and improve the quality practices of the institution. Also, Student Quality Circle (SQC) and Academic Auditing Committee are in place. • For regular monitoring and reform initiation the campus has introduced different cells and committees. • Separation of +2 program from management, accounting and library system.
ii) Organization of quality assurance system	• Quality Assurance Internal Committee has been formed comprising of five members and Academic Auditing Committee also is in place. The auditing committee needs to be continued with defined ToR. • Student Quality Circle has been formed and made operational.
iii) Responsibilities of individual departments, units and individuals for the assurance of quality	• Job responsibilities of individual departments, units and individuals are defined in the Campus Guidelines. • Provision of performance appraisal system. • Job description and TOR for teaching and non-teaching staffs are there.
iv) Relationship between teaching and research in the institution	• Research and Development Cell has been formed with defined guidelines. Research Committee and Thesis Committee are formed to support teaching and research activities in the institution. • Students are involved in research activities as required by the TU curriculum.

CRITERIA 1: POLICY AND PROCEDURE	
	• Students are involved in conducting different project works/field survey, writing dissertations and other research activities. The number of such programs needs to be increased. • Teachers are encouraged involved and made to conduct different workshops and seminars relating to research activities. They have participated in trainings, workshops, and seminars.
v) Involvement of students in quality assurance	• Representative from Free Student Union is involved in Campus Management Committee. • Involvement of student in Internal Quality Assurance Cell/Committee is not found. • Alumni Association is not formed in the Campus.
vi) Ways in which the policy are implemented, monitored and revised	• Campus Management Committee is responsible for the implementation, monitoring and revision of the campus policy. • The Internal Quality Assurance Cell/Committee is formed in the campus to do the needful.

CRITERIA 2: CURRICULAR ASPECTS	
This criterion deals with how the institution makes its institutional arrangement to fulfill the objectives of the curriculum, enrich the curriculum, make suggestions for betterment of existing curriculum. This aspect also seeks how the institution addresses the issues of job market with the involvement of stakeholders. The other important aspect relates to how curriculum is aligned with the mission statement of the institution.	
Area of Review	**Major Observations**
i) Stated goals and objectives that are communicated systematically to all its constituencies	• Stated goals and objectives of the institution are mentioned in the strategic plan (2015-2019) and are communicated to all its constituencies through campus information bulletin, campus progress report, brochure.
ii) Consistency on programs of the institution with goal and objectives	• Institution encourages the teachers to make the lesson plan on regular basis and follow the plan regularly. • Lesson Plan is prepared and followed by the teachers and monitored by the Head of Departments and by Head of the Institution as well. • Academic calendar is in harmony with the curriculum. • Performance appraisal of the programs may be carried out for consistency with institutional goals

CRITERIA 2: CURRICULAR ASPECTS	
	and objectives.
iii) Range of the programs offered by the institution and the provisions of academic flexibility	• Campus offers Bachelor's program in BBS, B. Ed., BA-BSW and Master's in MBS, M.Ed. • Morning shift is in operation. • Elective options are offered to the students in faculties except the faculty of management.
iv) Feedback system from academic peers, students, employers and other stakeholders to initiate, review and redesign of the programs	• Faculties have participated in curriculum modification process and dissemination through seminars/workshops organized by the institution. • Grievance Handling Committee have been formed but not been functional. This committee can be made responsible for managing and organizing meeting with academic peers, students, employers and other stakeholders to initiate, review and redesign of the programs.
v) Curriculum practices to achieve academic excellence and efforts to sustain such practices	• The campus follows the curriculum structure of Tribhuvan University. • Curriculum of each program can be elaborated at the campus level. • Academic calendar is in harmony with the curriculum.

CRITERIA 3: TEACHING-LEARNING AND EVALUATION SYSTEM	
This criterion deals with the efforts of an institution to serve students of different backgrounds and abilities, through effective teaching-learning experiences. Interactive instructional techniques that engage students in higher order 'thinking' and investigation, through the use of interviews, focused group discussions, debates, projects, presentations, experiments, internship and application of ICT resources, are important considerations. It also probes into the adequacy, competence as well as the continuous professional development of the faculty who handle the programs. The efficiency of the techniques used to evaluate the performance of teachers and students continuously is also a major concern of this criterion.	
Area of Review	**Major Observations**
i) Transparency in admission process	• Admission policies and criteria are clearly defined and are made transparent to the students through various means (such as: local daily newspaper, local TV, FM, brochures, banner and prospectus as well as notice board). • Bachelor level students' are admitted on the basis of academic records of students and personal interview and Master level students are admitted following the procedures prepared /directed by

CRITERIA 3: TEACHING-LEARNING AND EVALUATION SYSTEM	
	Tribhuvan University along with counseling.
ii) Programs of teaching and learning to cater individual differences amongst learners	• Formal mechanism to cater individual differences of the learners is not found in operation. • Extra coaching classes and remedial classes are provided to the academically weak and disadvantaged students.
iii) Facilities for the effective conduct of the teaching-learning processes	• Practice of preparing lesson plan and work plan is in place and need to be continued. • Presentation based teaching practice is being provided to the Master level students. Use of multimedia projector should be enhanced in both the programs in each faculty. • Technology friendly teaching practice should be started. • Library with e-library facility and computer lab is available in the campus.
iv) Provision for use of ICT in the enhancement of teaching process	• Managed Computer Lab (18 computers with internet facility) with e-library facility. • Library with reading space is available. • Wide coverage of CCTV in administrative area. • Wi-Fi facility is available but need to make it more accessible to the students in the classrooms for teaching-learning effectiveness.
v) Effective mechanism to recruit adequate and qualified faculty	• Selection Committee in the campus is formed and follows the recruitment process as defined by the bylaws of the campus for recruiting adequate and qualified faculty. • Minimum qualification, experience and other eligibilities for recruitment are defined.
vi) Reliable and valid evaluation process of the students	• Students are evaluated on the basis of both internal examination and external evaluation.
vii) Regulations on students' absence, illness and other circumstances	• Regular attendance of students in class is maintained. • Regulations do not address the issues of absence. • Sick room and ladies room is the need.
viii) An open and participative mechanism for evaluation of teaching and promoting of the faculty	• Performance Appraisal System is in practice for the performance evaluation of the faculties. • Promotion of faculty is not a regular phenomenon. • Defined career path with perks and benefits is to be functionalized.
ix) Opportunities for continued academic growth and professional development of	• Faculty members are encouraged to participate in training programs, workshops, seminar, and

CRITERIA 3: TEACHING-LEARNING AND EVALUATION SYSTEM	
staff	conferences. • Teachers are provided study leave for their higher education as per the Campus Bylaws.
x) Good practices in teaching, learning and evaluation to achieve academic excellence	• Teaching plan and work plan are developed and implemented and should be done on regular basis. • Frequency of the practice of conducting field work, project work, seminar and assignments needs to be increased.

Criteria 4: Research, Consultancy and Extension	
This criterion seeks information on the policies, practices and outcomes of the institution, with reference to research, consultancy and extension. It deals with the facilities provided and efforts made by the institution to promote a 'research culture'. The institution has the responsibility of enabling faculty to undertake research projects useful to the society. Serving the community through extension, which is a social responsibility and a core value to be demonstrated by institutions, is also a major aspect of this criterion.	
Area of Review	**Major Observations**
i) Promoting research culture among faculty and students	• Estimated Rs. 150,000 of annual budget has been allocated for carrying out research activities. • Campus has conducted research oriented capacity development workshop, seminars, conferences for faculties. • Provision of study leave to the faculties is there. • Faculties and students are involved to carry out research activities. • Guidelines of Research and Development Cell are there to manage and functionalize the research activities of the faculties and students.
ii) Encouraging faculty to publish in academic Journals	• Research and Development Cell encourages teachers and students to involve in research activities. • NAMC has published peer reviewed research journals "The Journal of Nuwakot Adarsha Multiple Campus" since last year.
iii) Encouraging faculty to participate in professional academic programs	• Research and Development Cell conducts research oriented capacity development workshop, seminars, and conferences for faculties. • The frequency of faculties' participation in workshop, seminars and conferences should be increased.
iv) Promoting participation of	• Campus has provided its consultancy service to

Criteria 4: Research, Consultancy and Extension	
the faculty in consultancy work	*Chamber of Commerce & Industries*. • Faculties should be encouraged to participate in more consultancy work.
v) Institutional responsiveness to community	• Extra-Curricular Activities Committee has been formed to carry out extension activities and voluntary services programs. Some programs conducted by the institution are Blood Donation Program, Sanitation Program, and Environment Awareness Programs.
vi) Good practices in research, consultancy and extension to achieve academic excellence	• An integrated use of research, consultancy and extension is not observed.

CRITERIA 5: INFRASTRUCTURE AND LEARNING RESOURCES	
This criterion seeks to elicit data on the adequacy and optimal use of the facilities available in an institution to maintain the quality of academic and other programs in the institutions. It also requires information on how every constituent of the institution – students, teachers and staff – benefit from these facilities. Expansion of facilities to meet future development is included among other concerns.	
Area of Review	**Major Observations**
i) Adequacy in using the physical facilities for conducting the educational programs efficiently	• 10 blocks with 34 rooms available in the institution where administrative units, cells and committees, classrooms are operated. Three blocks are rented by the Campus. • Play ground is available with basketball court Table tennis court and football ground (excellent in the region) are in operation. • Facilities like: canteen facility, parking facility are available in the institution.
ii) Balancing the growth of the infrastructure with the academic growth of the institution	• The campus needs to develop a comprehensive master plan to cater the increasing need of academic programs along with physical infrastructure. • Master plan must be revised and followed by action plan with defined timeline.
iii) Effective mechanisms for maintenance and optimal use of infrastructure	• Procurement and Construction committee has been formed to look after the regular maintenance work of the infrastructure. • Allocation of budget for regular maintenance of the infrastructure. • Cleanliness and regular maintenance of available

CRITERIA 5: INFRASTRUCTURE AND LEARNING RESOURCES	
	physical infrastructure is the need.
iv) Adequate library, computer facilities and other learning resources, with easy access to all its constituencies	• Software is used in the library.Text Books and reference books are available in the Campus. The available area needs to ensure easy accessibility to the books and references. E-library access in the computer lab. • Computer lab with 18 computers with internet facility but the number of computers is found less in comparison to the number of the students of the Campus.

CRITERIA 6: STUDENT SUPPORT AND GUIDANCE	
The highlights of this criterion are the efforts of an institution to provide necessary assistance to students, to acquire meaningful experiences for learning at the college and to facilitate their holistic progression. It also seeks information on student and alumni profiles.	
Area of Review	**Major Observations**
i) Clear information to students about admission procedure, completion requirements for all programs; the fee-structure and refund policies; financial aid and student support services	• Students are informed about the admission procedures including fee structure and other related matters of the admission. • Orientation about teaching, learning, and evaluation system before the beginning of the sessions is in practice. • Campus has its own scholarship fund where 5% of the students are provided scholarship. The Campus has received financial support as merit scholarship/ scholarship for disabled group/ disadvantaged group as incentive from government bodies/UGC. • Scholarship as incentive is initiated by the campus.
ii) Sufficient and well-run support services to all its students	• Formal Counseling Cell is not yet established. However, faculties are involved in counseling new students about the programs. • No existence of Employment and Placement cell. Informally students are informed about the vacancies by the faculties. • The first-aid service center is available in the institution. However, provision of First-Aid facility along with paramedical staff and sick room facility is to be there. Similarly, clean restrooms along with separate restrooms for girls needs to be provided. • Internship, Extension and Outreach activity needs

CRITERIA 6: STUDENT SUPPORT AND GUIDANCE	
	to be enhanced.
iii) Effective monitoring of student's progression	• Internal examinations and external examinations are conducted to overview and monitor the overall progress of the students'. • Exam committee analyzes the result of the students'. And these results are forwarded to concerned departments and Head of departments takes necessary action on it.
iv) Mechanisms for student counseling and placement services	• Employment Support Cell offering career counseling and coordinating with employers regarding job vacancies and need to be in place to offer career and psycho-socio counseling support to the students.
v) Effective mechanism to use student feedback for quality enhancement	• Parental and public feedback for quality education should be sought.

CRITERIA 7: INFORMATION SYSTEM	
Institutions should ensure that they collect, analyze and use relevant information for the effective management of their programs and other activities.	
Area of Review	**Major Observations**
i) Students' progression and success rates	• Students pass rate is very low as compared to the no. of students appeared and passed in the examination. • EMIS unit has to be established to keep and maintain the profile/records of students.
ii) Employability of the graduates	• Tracer study report has been prepared to reflect the employability of graduates and this practice/study should be continued.
iii) Students' satisfaction with the programs	• Information and Record Cell is made responsible to make students' satisfaction survey. The cell carries out the students' satisfaction survey and collects feedback. It also collects the feedback and experience from the graduate students. • Students' are found satisfied with the campus program during interaction with them in the assessment visit.
iv) Effectiveness of teaching	• Internal Examination Committee has been formed which is responsible to conduct Internal Examination in the institution. • Internal and external examinations are conducted and the exam result of the students i.e. their

CRITERIA 7: INFORMATION SYSTEM	
	achievements reflects the effectiveness of teaching. • Current pass percentage of students is low which is just opposite to the expectation of parents.
v) Profile of student population	• EMIS system is there to maintain the overall information regarding the individual students with their profile. However, EMIS units should be established with its full potentiality with interconnectivity in between the other faculties/departments and units of the Campus.
vi) Equity issues	• Equity in distributing scholarship scheme is maintained. • Female student ratio is more than male students. • Participation of female in academic programs should be guided by gender parity index.
vii) Institutions own performance indicators	• Performance indicator to measure the quality of education needs to be developed. IQAC/ Academic Auditing Committee is supposed to develop such indicators to help them make internal academic audit.

CRITERIA 8: PUBLIC INFORMATION	
Institutions should regularly publish up to date, impartial and objective information-both quantitative and qualitative-about the institutions as well as awards they are offered. It is their responsibility to fulfill their public role. The information should be accurate, impartial, objective and readily accessible and should not be used simply as a marketing opportunity.	
Area of Review	**Major Observations**
i) About programs they are offering	• Publication Information Cell (PIC) has been formed in order to disseminate the information about the campus to the public about the programs offered through different means such as journal, brochure, prospectus, local TV, local FM, and newspaper. • The Website to disseminate the information relating to the campus is under development.
ii) Intended learning outcomes	• Defined intended learning outcomes in the curriculum of the programs offered by the campus must be analyzed, published and disseminated to the public.
iii) Qualifications they award	• Bachelor level degrees i.e. BA-BSW, B.Ed., BBS, and Master's level degrees i.e. MBS and M.Ed. are awarded under the affiliation of Tribhuvan

CRITERIA 8: PUBLIC INFORMATION	
	University. • Awarding student on the basis of performance needs to be initiated at the campus level.
iv) The teaching, learning and assessment procedures used	• Internal and external examinations are conducted. • The campus practices various teaching-learning strategies like project work, audio-visual presentation, assignments, extra class/coaching and remedial classes. This practice must be enhanced and continued. • Teaching-learning and assessment procedures are communicated to the students before and after admission through the institutional mechanism as well as through the use of means of communication.
v) Learning opportunities available to the students	• Information regarding learning opportunities is made available to the students through the prospectus, newspapers, local TV, F.M., and other publications. • Research based learning opportunities needs to be encouraged among the students
vi) Profile of current student population and views and employment destinations of past students	• The campus has yet to set EMIS unit to keep and maintain record i.e. overall information about students and staffs along with their profiles. • Tracer Study reports have been generated to reflect the employment destinations of the students.

SECTION D

SWOC Analysis

Based on the observation, interaction and assessment done during the preparatory assessment visit, the internal and external attributes can be seen through the SWOT(C) of the Campus as highlighted below:

Strength (S)

- One of the oldest and leading Campuses in the region.
- One of the HERP supported Campuses
- Sufficient land area with impressive environment
- Competent and experienced Faculty Members
- Good teacher-student ratio
- Located in prime area
- Permanent source of income: 55 rented stalls
- Motivated and dedicated faculties

Weakness (W)

- Research culture is in developing phase
- Low student pass rate
- Lack of comprehensive human resource plan for development and promotion of the faculties and non-teaching staff
- EMIS Unit is yet to be established
- Formation of different cells and committees, but not coupled with their functionality
- ICT friendly environment in the institution is yet to be ensured
- Clean and Hygienic cafeteria facility is yet to be ensured

Opportunity (O)

- Extension of academic and professional programs in the campus
- Establishing the campus as a leading institution
- Shareable physical resource such as the football ground
- Expert Consultancy Service to the business and NGOs

Threats/ Challenges(C)

- Retaining highly qualified faculties
- Reducing drop-out rate and retaining good students from the immediate community/market.
- Meeting rising expectation of the stakeholders
- Creating campus-industry-community linkages

Overall Remarks

- **The campus has the potential to lead the region with a functional management committee.**

SECTION E
Overall Conclusion and Recommendations

The Preparatory Assessment Visit Team is thankful to the Preparatory Committee of SSR (SAT Coordinator), Chairperson of CMC and members, Campus Chief, Faculties, Administrative Staffs, Students for their valuable contribution and adequate support to the pre-visit assessment. The team visited the Campus and meetings and deliberations were made with various stakeholders including CMC, SAT, faculties, students, members of cells and members of research and development cell, and non-teaching staffs. Related documents were also inspected as needed. These deliberations were more participative, responsive and suggestive. In this regard, the Preparatory Assessment Visit Team would like to suggest the Campus to fulfill and respond to the following recommendations before the PRT visit for QAA Assessment.

Recommendations of the Preparatory Assessment Visit Team

Criteria	Recommendations
1. Policy and Procedure	• +2 program must be separated from management, accounting and library system. • A comprehensive Human Resource Plan should be developed to recruit and maintain qualified people. • The Strategic Plan must be revised and the work plan/action plan must be aligned with the strategic plan. • Comprehensive guidelines for scholarship, career development of teaching and non-teaching staff should be developed. • Comprehensive guidelines for well functioning of each department/unit/cell/ committee should be developed to bring clarity in the roles and responsibilities of the concerned department/unit/cell/ committee. • Active student participation in Internal Quality Assurance Committee is sought for. • Job description/ Tor for the human resources employed by the campus should be prepared and reviewed periodically.
2. Curricular Aspects	• The campus should take initiative to develop local market oriented curriculum by receiving permission from the affiliating university. • Feedback from the students should be sought on the intended reform/revision of the curriculum.
3. Teaching Learning and Evaluation System	• Teaching-learning activities need to be blended and integrated with modern and ICT based pedagogy. • Annual performance appraisal system of teaching staff should be initiated and continued. • There must be formal student feedback system for the assessment of the faculties. • HRM Plan needs to address the promotion and development

Criteria	Recommendations
	career path of the faculties. • Existing full-time to part time teacher ratio must be changed in favor of at least 50 per cent ratio of full time faculty over the part timers. • The career development path must be defined and regular promotion of both the teaching and teaching staff should be ensured by the CMC.
4. Research, Consultancy and Extension	• Minimum 1% of annual budget exclusive of UGC funding must be allocated to carry out research activities. • Comprehensive Research and Development Cell/Committee Guidelines followed by its annual plan should be prepared for promoting research, consultancy and extension activities. • All the research related activities should be brought under the umbrella of Research and Development Cell/Committee. • Frequency of workshop, seminar, and trainings must be increased. • Plan for execution of regular extension activities as institutional social responsibilities should be prepared.
5. Infrastructure and Learning Resources	• Review the existing Master Plan for the expansion of infrastructural facilities including the library with added number of journals and new edition of books and references. • Establish clean and hygienic canteen in the campus offering hygienic food at reasonable price. Existing canteen looks like a make shift facility which is located in an inconvenient place. • Clean restrooms along with separate restrooms for girls need to be established. • Commencement of ladies' room to address special needs of the female staff and students should be initiated. • Regular repair and maintenance of facilities and services keep campus premises clean. The designated for this should be made functional.
6. Student Support and Guidance	• Provision and initiation of First-Aid facility along with paramedical staff and sick room facility • Formal Employment Support Cell offering career counseling and coordinating with employers regarding job vacancies should be established. • The Counseling Cell need to be formalized to offer career and psycho-socio counseling support to the students' needs. • Student support services through ECA and CCA should be increased given the number of students in the campus.

Criteria	Recommendations
7. Information System	• EMIS unit should be established and strengthened by developing network with the administrative section, account section, library section, examination section and research section. • Tracer study should be performed regularly to track down the status of the campus graduates. • The IQAC should develop the performance indicator to measure the quality of campus education.
8. Public Information	• Alumni Association in the campus must be formed specifying their roles in campus development and quality enhancement. • The Website of the campus should be developed and updated regularly. • Progress and achievement of the campus along with its good practices must be regularly published to project its image in the community and beyond. Public Information Cell must actively collect the publics' regular feedback on campus activities and the program they offer.

Preparatory Assessment Visit Team

Prof. Dr. Basu Dev Kafle, PRT Coordinator	
Ms. Nabina Chaulagain, QAAD Staff Member	

Nuwakot Adarsha Multiple Campus, Nuwakot

Mr. Shreeram Shrestha, Chairperson	
Mr. Shyam Prasad Pandey, Campus Chief	
Mr. Sukuman Dangol, SAT Coordinator	

Date: 24th June 2019 (09th Ashadh, 2076)