

PRE/PRT VISIT RESPONSE REPORT

SUBMITTED BY

NUWAKOT ADARSHA MULTIPLE CAMPUS

BIDUR-4, NUWAKOT

June, 2023

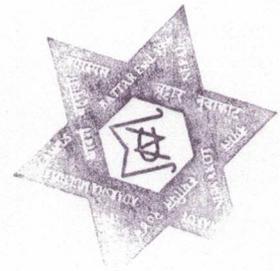


SUBMITTED TO

UNIVERSITY GRANTS COMMISSION

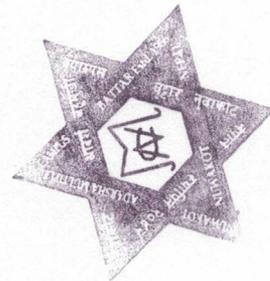
HIGHER EDUCATION QAA COUNCIL

QAA DIVISION, SANOTHIMI, BHAKTAPUR



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1. Background

Nuwakot Adarsha Multiple Campus (NAMC) under the Tribhuvan University has submitted a Letter of Intent (LOI) to University Grants Commission 5 July, 2012 with an aim to have QAA certification. After initial assessment by UGC team, LOI approved on 5 August, 2012 NAMC moved for the second step of preparation of Self Study Report (SSR). Then Nuwakot Adarsha Multiple Campus has developed the SSR and submitted it to QAA division of UGC on 17/11/2015. After the study of these SSR documents, PRT's Preparatory Visit for QAA Assessment was organized by the team led by Prof. Dr. Basu Dev Kafle in the second week of June (22 to 24 June) 2019. After having comprehensive consultation with the stakeholders of the Campus, the team has made some of the recommendations for the improvement in the overall quality of the Campus. The Campus affirmatively accepted these recommendations, acted accordingly to improve and manage the academic services.

2. Purpose of the Report

This draft has been prepared to report the progress made by the campus after PRT's Preparatory Visit at this campus to achieve QAA. The main aim of the report is to communicate our progress in different dimensions of QAA to the UGC to meet the standard of QAA certification.

3. Process of Report Preparation

This report has been prepared by incorporating Campus's achievements made during the last year. All the necessary documents are collected from campus administration, Exam section, Account Section, Library, faculties, departments, committees and sub committees and others section of Nuwakot Adarsha Multiple Campus. Self-Assessment Team (SAT) has revised SSR in consultation of campus management committees, Campus chief, faculty chief, Coordinators of different committees and sub committees, faculty members, language editor and the staff of the Campus.



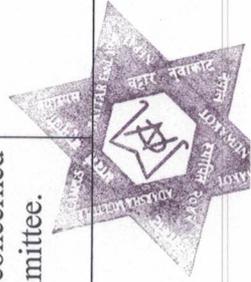
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4. Responses/Action Taken

Criteria – 1: Policy and Procedures

SN	Recommendations	Actions/Activities Done	Documents	Annexed in
1	+2 program must be separated from management, accounting and library system.	Campus management committee already decided to manage the +2 level programs in day shift with separate management with staff.	Decision copy 2076-4-13 Appointment of +2 coordinator and other staff.	Annex I Page No. 56-62
2	A comprehensive Human Resource Plan should be developed to recruit and maintain qualified people.	NAMC prepared the HRM guidelines and approved by Management committee of Nuwakot Adarsha Multiple Campus. NAMC follow the guidelines to recruit, promote of the teaching and non-teaching staff under HRM guidelines	Decision copy HRM Strategy plan and guideline	Annex II Page No. 1-88
3	The Strategic Plan must be revised and the work plan/action plan must be aligned with the strategic plan.	NAMC has revised the strategic plan 2021 to 2026, which is approved by campus senate on 2079/05/11	Senate decision copy Strategic Plan 2021 to 2026 www.nabc.edu.np	Annex I page no. 63-76
4	Comprehensive guidelines for scholarship, career development of teaching and non-teaching staff should be developed.	NAMC has revised and approved the scholarship guidelines and career development of teaching and non-teaching staff by campus senate on 2079/05/11	Minute of campus senate on 2079/05/11 Strategic plan www.nabc.edu.np	Annex I page no 1-6 Annex II page No. 159-180
5	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.	Committees/unit/ cell of the NAMC has been made functional and it is now fully operational. Campus manual and guidelines of each committees guide clarify the roles and responsibilities of committees and sub committees.	Minute of different Committees/unit/ cell Plan of action of Committees/unit/ cell. www.nabc.edu.np	Annex-I 36-54, Annex II page No: 89-158 and .198-232,




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6	Active student participation in Internal Quality Assurance Committee is sought for.	NAMC has student quality circle. Among the students of SQC, one is selected in IQAC. Decision copy of last updated meeting minute is attached in Annex	Minute of IQAC found the IQAC office	Annex I Page No. 237-242
7	Job description/ Tor for the human resources employed by the campus should be prepared and reviewed periodically.	When appointed the employee of the campus, Job description / Tor is provided them. NAMC also revised the Tor every year.	Updated JD/TOR	Annex II Page No. 1-88

Criteria – 2: Curricular Aspects

SN	Recommendations	Actions/Activities Done	Documents	Annexed in
1.	The campus should take initiative to develop local market oriented curriculum by receiving permission from the affiliating university.	NAMC is trying to improve the quality of education. In the journey of quality education, it is going to manage the self-financing courses internally on the basis of local market. Teaching staff meeting decided the study committee of entrepreneurship development to the student. It is studying about the market and probability of entrepreneurship sector.	Minute copy teaching staff minute- 2079-08-11	Annex-I, page No. 32- 35
2.	Feedback from the students should be sought on the intended reform/revision of the curriculum.	NAMC has regulated the grievances and handing committees. It is active to collect the feedback of students in various sectors. Among them, NAMC is collecting feedback about the curriculum. NAMC has conducted the tracer study. Based on the tracer study report, improve the teaching learning activities to enhance the quality of education.	Guidelines of Grievances and handling committee Feedback form of students	Annex- II Page No: 233-252 Page No: 155

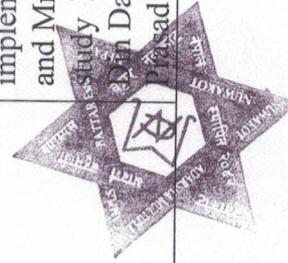


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Criteria – 3: Teaching Learning and Evaluation System

SN	Recommendations	Actions/Activities Done	Documents	Annexedin
1.	Teaching-learning activities need to be blended and integrated with modern and ICT based pedagogy	NAMC had installation of projector in all classes. NAMC had distributed laptop for all faculties. Faculties of the campus uses multimedia while teaching learning activities. NAMC has free wifi zone. All the students and teachers access internet facilities to enhance quality education.	Photos of teaching learning activities using ICT, and inventory records	Annex I Page no. 77-78, 244-246
2.	Annual performance appraisal system of teaching staff should be initiated and continued.	Staff appraisals are done annually. The campus has developed and implemented appraisal system for faculties and staff. Performance appraisal form, Self-appraisal form, Peer appraisal form and student appraisal form are used to measure the teacher performance. Based on the performance of faculty, some teaching staff had been promoted in this Campus.	Constitution of campus, HRM guidelines, Campus Manual	Annex- II Page No: 253-296, 89-158
3.	There must be formal student feedback system for the assessment of the faculties.	NAMC conduct the satisfaction survey to analysis the strength and weaknesses of the campus. It also helped to collect the feedback of student in teaching and learning activities.	Guidelines Grievances and handling committees Students appraisal form	Annex- II Page No: 233-252, 155
4.	HRM Plan needs to address the promotion and development career path of the faculties.	Constitution of the campus 2077 declared the ratio of teachers' level. It is implemented as per the rules of the campus. All faculties of the campus belief the promotion as exiting post. Constitution of the NAMC also the provision of study leave, PHD thesis leave, paper presentation leave etc. which is already implemented. Dr. Ravi Bhusan singh took PHD dissertation leave and Mr. Tulasi Ram Ghimire and Govinda Prasad Limbu took study leave for M phil degree. Mr. Narayan Man Dangol, Mr. Bin Dayal Sharma, Mr. Thakur Prasad Pudasaini and Kedar Prasad Sedhain were promoted form lecturer to Reader.	Constitution of the campus Letter and agreement for study leave Decision of promotion of teaching staff	Annex II 253-296, 25-28, Annex I, page 249 to 252



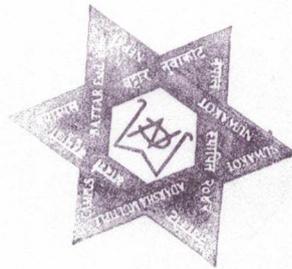
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5.	Existing full-time to part time teacher ratio must be changed in favor of at least 50 per cent ratio of full time faculty over the part timers.	NAMC has more than 60% full time faculties.	List of teaching staff. www.nabc.edu.np	Annex I Page 145
6.	The career development path must be defined and regular promotion of both the teaching and teaching staff should be ensured by the CMC.	Based on the constitution and HRM plan of NAMC, teaching and non-teaching staff were promoted regularly. 4 lecturers were promoted in Reader, 1 teaching assistant was promoted in lecturer, 2 non teacher staff were promoted from 4 th level to 5 th level and on supported staff was promoted 1 st to 2 nd level.	Decision copy and appointment letters of teaching and non-teaching staff	Annex I, page 249 to 252

Criteria – 4: Research, Consultancy and Extension

SN	Recommendations	Actions/Activities Done	Documents	Annexed in
1	Minimum 1% of annual budget exclusive of UGC funding must be allocated to carry out research activities.	In FY. 2079/80, research budget was allocated Rs.11,50,000.00. The institution has made provisions to motivate the faculty members to publish the research papers. Faculties For the same, the campus provides Rs. 5000 after publish the research article in peer review journal. In addition, the campus has its own indexed journal: Journal of Nuwakot Adarsha Multiple Campus which is published regularly. NAMC has fund for research support to the students also.	Approved budget FY 2079/80, RDC guideline Fixed Deposit for Research support.	Annex I Page no: 20-22, page 55 Annex II Page 198-232



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2	Comprehensive Research and Development Cell/Committee Guidelines followed by its annual plan should be prepared for promoting research, consultancy and extension activities.	NAMC has the comprehensive research and development guidelines. It is regulated. It prepares annual plan and budget every year and implemented strictly. NAMC has the provision of research support to the teachers and students. Some fund is allocated in fix for sustainable of RDC.	Minute copy Plan of RDC, Copy of Fixed amount Research guideline	Annex I Page 37-55 Annex II Page 198-232
3	All the research related activities should be brought under the umbrella of Research and Development Cell/Committee.	NAMC formulated RMC which is supreme body of all research activities. All the research activities i.e. thesis of different streams are conducted under this cell. Policy and guidelines clearly guide all the research activities including teaching, non-teaching staff and students of this campus. RMC has some fixed fund to regulate and sustainable the research activities of this campus.	RDC guidelines.	Annex II Page 198-232
4	Frequency of workshop, seminar, and trainings must be increased	NAMC allocated the budget for research sector. NAMC conducts research article, data base, journal article writing training are conducted every year.	Plan of Action and minute of RDC Report of research training	Annex I Page 37-54 Page 79-140
5	Plan for execution of regular extension activities as institutional social responsibilities should be prepared.	RMC of NAMC has conducted many program related to social sector. Eye camp, health camp, nutrition awareness program, financial literacy program and others programs were conducted with the partnership of different NGO and INGO. RMC of NAMC and Room to read, RUDEK Nepal conducted festival of child literature program on the date	Decision copy Plan of RDC Report of festival of child literature program	Annex I Page 37-54 Annex II Page 253-264

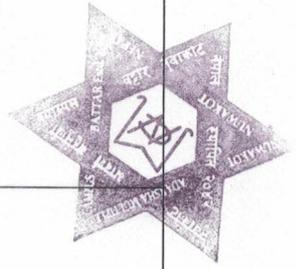


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	June 22 to 25, 2022, (4 to 6 Ashwin 2079). More than 10000 children were visited and participate in learning activities in this program.	
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Criteria – 5: Infrastructure and Learning Resources

SN	Recommendations	Actions/Activities Done	Documents	Annexed in
1	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.	NAMC has been reviewing the master plan to address further more area of the campus. It is trying to maximum utilization of resources of the campus to get better result. NAMC purchases many the books and references every year which are updated and latest edition. Around 5000 books and nearly 1000 journal are added in the library. All the books and journal are found in the library.	Master plan	Annex-I Page 269 -301
2	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.	NAMC managed the canteen well in appropriate and attractive place of campus. It is cheap and has hygienic food at reasonable price.	Agreement paper between Campus and Canteen	Annex I Page 243
3	Clean restrooms along with separate restrooms for girls need to be established.	NAMC has managed the clean restroom. Sweeper cleans the toilet every day. There are appropriate number of toilet in each building with girls and boys.	JD of sweeper	Annex I Page 69



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4	Commencement of ladies' room to address special needs of the female staff and students should be initiated.	NAMC arrange the ladies room with pad and some others medicine and materials. Mrs. Sita Shrestha is the focal person of ladies room arrangement. SQC also support to students if they are facing problems.	Appointment of Focal Person of Ladies room.	Annex I Page 331
5	Regular repair and maintenance of facilities and services keep campus premises clean. The designated for this should be made functional.	NAMC has plan for repair and maintenance. NAMC repair and maintenance of building, toilets, garden and other infrastructure regularly.	Budget of FY 2079/80	Annex I Page 20-22

Criteria – 6: Student Support and Guidance

SN	Recommendations	Actions/Activities Done	Documents	Annexed in
1	Provision and initiation of First-Aid facility along with paramedical staff and sick room facility	.NAMC has managed the first aid room with 2 beds. It has some necessary instruments and some medicine in emergency cases. Mrs. Rupsikha Munakarni is the focal person of First Aid.	Appointment letter of focal person.	Annex I Page 332
2	Formal Employment Support Cell offering career counseling and coordinating with employers regarding job vacancies should be established.	NAMC has employment support cell. It provides counseling services to the job seeker and coordinates to the employers for employ the students. Students of management faculty participated internship of different Banks of Nuwakot.	Letter of internship to the bank	Annex I Page no. 333



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3	Student support services through ECA and CCA should be increased given the number of students in the campus.	NAMC publishes the calendar for all intergraded activities. Based on plan of calendar of NAMC, it is continues conducted the program. NAMC has extra curriculum activities committee, which is responsible conduct the program of ECA and also support by FSU.	Plan of ECA-2080 Decision copy of CMC	Annex I Page 55 Page 300-304
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Criteria – 7: Information System

SN	Recommendations	Actions/Activities Done	Documents	Annexed in
1	EMIS unit should be established and strengthened by developing network with the administrative section, account section, library section, examination section and research section	NAMC has established EMIS unit. Rameshwor Aryal is Head of EMIS. All the data are available in EMIS unit.	CMC Decision Appointment and TOR of EMIS head.	Annex I Page No. 265-267
2	Tracer study should be performed regularly to track down the status of the campus graduates.	NAMC has conducted tracer study regularly. Based on the feedback of ex-students, NAMC prepared the plan to enhance the quality of education. NAMC is conducting the tracer study of graduate of 2021.	Report of tracer study 2017	Annex I Page 305-330
3	The IQAC should develop the performance indicator to measure the quality of campus education.	IQAC are working to enhance the quality of education. It developed the quality indicator for improving the quality of education.	Decision copy of CMC,	Annex I Page 237-239



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Criteria – 8: Public Information

SN	Recommendations	Actions/Activities Done	Documents	Annexed in
1	<p>Alumni Association in the campus must be formed specifying their roles in campus development and quality enhancement.</p>	<p>NAMC has planned to formulate the alumni associations. NAMC has guidelines of Alumni association. The organization support to enhance the quality of education of the campus.</p>	<p>Guidelines of Alumni association,</p>	<p>Annex I Page 6</p>
2	<p>The Website of the campus should be developed and updated regularly.</p>	<p>NAMC has the web site and update time to time. NAMC has uploaded all the documents of NAMC i.e. Campus constitution, campus manual, guidelines of different committees, Audit report, annual report etc.</p>	<p>www.nabc.edu.np</p>	
3	<p>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.</p>	<p>NAMC has published the annual report every year. It includes physical, economic, educational, social etc. report. It has prepared by administrator, faculties, departments, different committees and sub committees and other concern department. It is also uploaded in web site of campus. Everybody can downloaded the annual report and they can read.</p>	<p>Annual Report of Campus 2078/79 www.nabc.edu.np</p>	<p>Annex I Page 146-236</p>



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