

PART ONE

DATA COLLECTION FORMAT FOR INSTITUTIONAL SELF-STUDY REPORT

SECTION A

INFORMATION FOR INSTITUTIONAL PROFILE

1. Institutional Information

Name of the Institution: **NUWAKOT ADARSHA MULTIPLE CAMPUS**

Place: **Bidur-4, Battar Nuwakot**

P O Box:

District: **NUWAKOT**

2. Information for Communication

a. Office

Name	Telephone with Extension Number	Fax	E-mail
Executive Head of the Institution: Mr. Narayan Man Dangol	010-560157 9841417852		namc.nuwakot@gmail.com
Executive Assistant:			
Management Committee Chairperson: Shreeram Shrestha	9851032548		namc.nuwakot@gmail.com

b. Residence

Name	Telephone with Extension Number	Fax	E-mail
Executive Head: Narayan Man Dangol	9841417852		namc.nuwakot@gmail.com
Executive Assistant:			
Management Committee Chairperson: Shreeram Shrestha	9851032548		namc.nuwakot@gmail.com

3. Type of Institution

Constituent Affiliated Degree Awarding Autonomous Institution

NAMC is an affiliated campus. It was established in 2042 B.S. with the affiliation of Tribhuvan University, Nepal. The evidence of affiliation has been attached in appendices.

(Volume 2: Annex II page 33-42)

4. Institutional Management:

Public Community Private Other (please specify)

NAMC is community based campus. Management committee of this campus is formed from the local community which is fully responsible and autonomous to manage the institution. Donation, operation surplus and others income earning devices are the major sources of capital formation. The evidence of community based nature of this institution has been attached in appendix.

(Volume 2: Annex II page 33-42 & Volume 1: Annex I page 253-296)

5. Financial category of the institution:

Government Funded Self-financing Community Other (please specify)

6. a) Date of establishment of the Institution: 06/10/2042 B.S.

b) Date of commencement of the Bachelor or higher level Program(s) (30/04/1990 A.D.)

- The academic programs started are as following.

<u>Starting Date</u>	<u>Programs</u>	<u>Affiliation with</u>
13/05/2043	I.A.	T.U.
16/01/2048	I.Com. I.L., B.A.	T.U.
08/08/2057	BBS	T.U.
01/04/2059	B.Ed.	T.U.
06/09/2063	M.Ed.	T.U.
13/09/2064	M.B.S.	T.U.

(Volume 2: Annex II page 33-42)

c) University to which the Institution is affiliated: (attach the certificate of affiliation) : TU

(Volume 2: Annex II page 33-42)

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

8. Is the institution autonomous in terms of

Financing Administrative Management Academic Management None

- NAMC is autonomous to generate and utilize in its resources but the university doesn't provide any autonomy in some academic system. This institution follows Tribhuvan University syllabi and evaluation system in its operation.

(Volume 1: Annex I page 253-296)

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

- NAMC has an ownership of 38-08-3-0 Ropani of land in Bidur-4, Nuwakot, where this campus is running. The ownership certificate of land has been attached to annex.

(Volume 4, Annex IV page 1)

10. Location of the Institution

Urban Semi-urban Rural

- NAMC is located in Bidur municipality ward no. 4, Nuwakot, Bagmati Province, Nepal.

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
Certificate course (PCL 2 years)	PHASED OUT
Bachelors	3 (B.B.S, B.Ed, B.A. BSW)
Masters	2 (M.B.S, M.Ed)
MPhil	--
PhD	--
Any other (specify)	--
Total	5

(Volume 2: Annex II page 33-42)

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

Faculty of Science and Technology
Departments: x
Faculty of Humanities & Social Sciences
Departments: English, Nepali, Sociology, Mathematics , Economic
Faculty of Management
Departments: Marketing, Accountancy and Finance
Faculty of Education
Departments: Population Education, Nepali education, Math Education, English Education, Educational Planning and Management
Faculty of Law
Departments: x
Institute of Engineering
Departments: x
Institute of Medicine
Departments: x
Institute of Agriculture
Departments: x
Institute of Forestry
Departments: x
Other Faculties:

Departments: x

- NAMC has five departments, which are Nepali, English, population Education, Education Planning and management, mathematics and three Faculties which are Humanities, Education and Management.

(Volume 4: Annex IV page 16-17)

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

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

- NAMC is community based campus. All the courses offered by this institution are self-financing courses. This provision does not apply to this organization. NAMC is planning of accounting software, computer education for the management students, power point presentation courses for education students and field mobilization courses for humanities students and Some technical courses for them. NAMC has been formulated the committees for study the self-financing courses and entrepreneurship program for the students to create the employment.

(Volume 3: Annex III page 99-102)

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

- Recruitment of teaching and non-teaching staffs in NAMC follows the following norms and procedures:
 - After identification of needs of new staff, campus administration informs it to the management committee to create the new post.
 - Management committee creates new post and permits service commission to start Recruitment process.
 - If existing post becomes vacant, campus administration directly requests service commission to start recruitment and selection process.
 - Service commission publicly announces vacancy announcement to fulfill the requirement and continuous selection process.

5. After completion this process, recruitment committee recommendation management committee for appointment of successful candidate.
6. This process of recruitment has cleared been stated in bylaw of the campus.
7. Recruitment policies and practices have been attached in appendix.

(volume1: Annex I , page 1-88, page 253-296)

(volume 3: Annex III , page 292)

(volume 4: Annex IV: page 58, 82-84, 85-88, 176)

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

Particulars	Disadvantaged / Janajatis		Others		Grand Total
	F	T	F	T	
Full Time Teachers (Total)	1	3	2	11	17
No. of teachers with PhD					
No. of teachers with MPhil		1			1
No. of teachers with Masters	1	2	2	11	16
No. of teachers with Bachelors					
Part Time Teachers (Total)			1	11	12
Part-time teachers with PhD					
Part-time teachers with MPhil					
Part-time teachers with Masters			1	11	12
No. of teachers with Bachelors					

(Volume 3 Annex III page 196, Volume 4: annex IV page 2-3)

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

Courses	Full Time Teachers (Total)	Part Time Teachers (Total)	Total
Science			
Management	7	3	
Humanities and Social Science	3	3	

Education	8	4	
Law			
Please add other courses if applicable			

- All together there are 28 academic staff in NAMC. Among them 17 are full time teachers and remaining 12 are part time teachers. 17 full time teachers including one female are permanent. There is three male and 2 female are temporary full time teacher.
- There is 1 female teacher among 12 part time teachers.
- Name list of academic staffs with their qualification, gender specification and nature of posting have been in the appendix.

(Volume III, appendix III page 196)

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

Particulars	Disadvantaged / Janajatis		Others		Grand Total
	F	T	F	T	
Administrative Staff	1	2	5	4	11
Technical Staff	3	1	3	21	28

- There are 12 administrative staffs including 3 female with disadvantages and janajati 2 in NAMC. Among them, there only 2 officer level staff and others are clerical and junior level employees.
- Name list of non-teaching staffs with their qualification, gender specification and nature of posting have been in the appendix.

• (Volume 3, Annex III page 196)

18. Regional profile of the students enrolled in the institution for the current academic year: 2079

No of Students Enrolment From ...	UG		PG		MPhil		PhD	
	F	T	F	T	F	T	F	T
Same district where the institution is located	584	797	91	218				
Other districts	16	52	5	7				
SAARC countries								
Other countries								

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

19. Details of the last two batches of students:

Particulars	Batch 1:			Batch 2:		
	Year: 2073/74 to 2076/77			Year: 2074/75 to 2077/78		
	Bachelo rs	Maste rs	Total	Bachelo rs	Maste rs	Total
Admitted to the program	238	52	290	306	114	422
Drop-outs						
a. Within four months of joining						
b. Afterwards	33.19			46.40		
Appeared for the final year examinations	159			164		
Passed in the final examinations						
Pass % of number appeared (Total)	3.77	3.8		11.58	3.5	
Pass % with distinctions				0.6		
Pass %, (First class)	1.25	1.9		2.43	3.5	
Pass %, (Second class)	2.5	1.9		8.53		
Pass %, (Third class)						
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.

(Volume 4, appendix IV page 277-280)

20. Give a copy of the last annual budget of the Institution with details of income and expenditure.

(Attach separately)

- Total operating income of last year (2078/79) was Rs. 31,659,275.89 with compared to budgeted annual income of Rs. 4,70,62,093.00 students' fees income contribute Rs. 23,623,990.00 and other income such as university grants (project, regular and research grants) Rs.3,532,271.00, interest income, stall rent, final examination surplus etc. contribute Rs. 11,159,096.38 and others 630,108.28.
- Total operating expenditure of fiscal year 2077/78 was Rs. 29,632,930.26 with compare to budget 47,062,093.00. This operating expense consists of salary component Rs. 16,645,600.45.

- Audit report of fiscal year 2076/75, 2077/78, 2078/79 and budget of the 2077/78, 2078/79 , 2079/80 has been enclosed in annex.

(Volume 2: Annex II page No.44-86 and 107 -135)

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.

- Total operating cost for the year 2078/79= Rs. 31,659,275.89 (including salary component)
- Total number of student enrolled in academic year 2075= 1251
- Per unit cost including salary component= Rs. 25307.17
- Total operating cost for the year 2078/79= Rs. 9,622,596.09 (Excluding salary component)
- Total number of student enrolled in academic year 2075= 1251
- Per unit cost excluding salary component= Rs. 7691.92

(Volume 2: Annex II page No.44-86 and 107 -135)

(Volume 4: Annex IV page No.22)

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

Semester System Annual System Any other (specify)

- NAMC offers both bachelor's and master's degree programme are management, education and bachelor degree is humanities. All the programs are affiliated to Tribhuvan University. Among the programs of this campus, Bachelor programs are annual system and master programs are semesters system.

(Volume 4: Annex IV page No.89-94, 272)

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

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

Any other (specify) -----

- **LIBRARY CENTRE:** NAMC has a well facilitated library services with more than 12,377 books and 200 Journals (Nepali -100, English -100) Among 12377 books, 7351 are course books and 5,026 are reference books. There are 10 Magazines, 67 Refereed Journals. A library service has been divided into five categories. They are; Circulation section, Policy corner, References Section, E- information Resources and E-library Section. The service under E-Library can be obtained from Computer lab. Under E- information Resources, available resources in number are 153 CDs/DVDs, 250 Data Bases, 20 online journals and AV Resources, The books are arranged according to sections and subjects.

- Activities under library include Book arrangement and management, Book issue system, Book Return system, Distribution of ID cum Library card, Record Keeping, Penalty system. Student Id is used as Library card too that contains Bar code. NAMC Further plans to add more books this year.
- **COMPUTER CENTRE:** There are altogether 24 computers with unlimited net facilities in E-library section. NAMC Further plans to add more computers this year.
- **HEATH CENTRE :** "Health is wealth," We care of the health of students. For this, we have arranged a separate room in the institution that contains the basic health instrument such as bed, stethoscope, pulse oximeter thermometer and weighing machine. Besides these, we have First Aid Kit, Minor illness and injuries treatment and counselling services, basic medicines and so on. There is provision of keeping records of all the aforementioned details.
- **SPORTS FACILITIES:** NAMC provides sufficient sports facilities. The campus is well facilitated with a basketball court, volley ball court, table tennis board and badminton court within its premises. This campus also provides indoor games such as chess, carom board etc. and outdoor games such as relay race, cricket, football, etc. facilities to the students. ECA committee with other sub-committees
 - co-ordinates sports activities.
 - Under sports materials, we have football, volleyball, cricket, badminton, chess boards, carom boards, etc. Besides these, there are provisions of fun games such as Musical chair, One Minute game and Ghaito Futai (Pot breaking).
- **CANTEEN FACILITY :** Canteen facilities are available in this campus where fresh and hygienic food are served with reasonable price. The price chart has been pasted on the wall. It too facilitates clean drinking water.
- **GUEST ROOMS :** Well facilitated and furnished Guest Rooms are available for guests in the institution. There is the availability of Fans, TVs and internet services.
- **GRIEVANCE REDRESSAL CELL :** Under Grievance Redressal cell, we have been collecting the suggestions, grieves and problems of NAMC members through the medium of **SUGGESTION BOX, COUNSELLINGS AND DIRECT INTERACTION.**
- The counseling committee of NAMC addresses the suggestions, grieves and problems of the stakeholders.
- **WORKSHOP :** The institution has been working under various workshops, seminars and trainings for the holistic development of students as well teachers. This includes Seminar paper presentation, Teachers Trainings and workshops on Research Article Writing, Orientation on PSC, etc.

- The campus aims to extend housing facilities, hostels facilities, common room facilities for students in the near future.

(Volume 3, Annex III page no. 191-195)

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

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

- NAMC has a duly formed management committee which decides operating policies of the campus through the meetings and discussion. Last time this committee was formed in 2080-03-04. This committee consists of 15 members. Representation of all parties, Local Gos, NGOs, social workers, Educationists etc is the extra strength of this committee. Composition detail of this committee has been attached in appendices.

(Volume 4: Annex –IV, page 60-62 & Volume- 1: Annex I page 253-296)

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

Particulars	Year I/2077	Year II/2078	Year III/2079
Working days of the institution	211	264	266
Working days of the library	211	264	266
Teaching days of the institution	180	180	180
Teaching days set by the university	150	150	150
Books in the library	11101	11151	12337
<u>Journals/Periodicals subscribed by the library</u>	50	100	100
National:			
International:			
Computers in the institution	24	24	54
Research projects completed and their total outlay	252	252	252
Teachers who have received national recognition for teaching/research/consultancy			
Teachers who have received international recognition for teaching/research/consultancy			
Teachers who have attended international seminars	0	0	0
Teachers who were resource persons at national seminars/workshops	0	0	0
No. of hours of instruction against the plan (per year or per semester)	150	150	150

- Both library services and Administrative services of NAMC are provided for 266 days per annum. Expert in public holidays and Saturdays, campus opens for it operation.

- Standard teaching days of NAMC exactly matches with T.U. calendar but during last three years actual teaching days averaged 180 We have a library.
- There are 7377 text books. There are few 5000 references books including national and internal journals and UN reports. We are going to manage well facilitated library building with reading room soon

Note: Please attach the annual calendar of operations of the institution

(Volume 4, Annex IV page no 89-94, 272)

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

- Talking about Thesis Status, there are 21 thesis in processing phase and 121thesis in completed phase out of 159 Thesis (2077-2080)
- Name lists of ongoing research project including the names of researchers and supervisors have been found in the department of NAMC.

(Volume 4, Annex IV page no 200-228)

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.

- NAMC has a research and development committee that is responsible to establish international linkage for teaching, research and consultancy. This committee conducts many more activities joint collaboration with NELTA Nuwakot, CDC Nepal, Nuwakot Sahitya Pratisthan etc. NAMC has been trying to link with international level.
- NAMC has also the national and international relationship development committee that is responsibilities to link the relationship between NGO, GO, INGO and others agencies.
- A responsibility of this committee as assigned by administrative rules and regulation has been attached in appendices.
- NELTA, Nuwakot Chamber, BIDur Municipality, different NGO, INGO

(Volume 4, Annex IV page no 58, 178-183, 184-188)

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

Yes No If yes, give details.

- NAMC used to run plus two program in affiliation to HSEB but all the management are separate from this campus.

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

According to the last FY 2078/79, the resources were generated by NAMC

Source of Funding	Amount(NRs.)
UGC/Government grants	3532271.00
Donations	72360.00
Fund Raising drives	00
Alumni Association	00
Research and Consultancy	00
Fee from Self-financed/initiated courses	
Fees from regular programs	29236424.5
rent from stall	5546661.88
Others	5577448.28

- Major sources of income NAMC is student's fees. Students pay registration fees, annual fees, monthly fees etc.
- Actual income can be obtained from the audited report of fiscal year 2078/79. This report has been attached in the annexes

(Volume 4, Annex IV, page no 44-63)

SECTION B

The marking scheme except otherwise specified in the criteria will be as follow: Yes with justification and with evidence =1(full marks); justification without full evidence=0.75; apparent justification without record = 0.5 apparent initiatives =0.25; No= 0) (The marking division applies proportionately to the allocated marks where necessary.)

BENCHMARK-WISE INPUTS FOR INSTITUTIONAL SSR

CRITERION 1: POLICY & PROCEDURES (15 MARKS)

1. Are there clearly defined vision, mission, goals, and objectives of the Institution in written?

Yes No If yes, mention and attach the document.

- Yes, NAMC has its campus guideline that contains the function of the whole campus. It consists of vision, mission, objectives, and so on. Besides, we have Nuwakot Adarsha Multiple Campus constitution. It is the guide book of the campus. The campus guideline is at rear part of the report. We also publish campus brochure and Campus information bulletin and campus progress report annually, which are also found in the library, administrative office, account section, Exam Section and EMIS unit of NAMC. All the policy and procedures are available in the policy corner.

(Volume 1: Annex I page 253-296, 89-158)

(Volume 2: Annex II, page 87-100, 107-124)

(Volume 4: Annex IV, page 54-55, 89-94, 172)

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.

- Yes, the campus has clearly defined plans and programs with goals and objectives. Our departments and programs have their own functional procedures and plans for achieving objectives with quality. NAMC guidelines has been attached which contains quality objectives and plan.

(Volume 1: Annex I page 89-158)

(Volume 2: Annex II page 1-32, 87-100)

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.

- Nuwakot Adarsha Multiple Campus has organizational chart and structure which is reviewed and updated from time to time. The Guideline contains all the detail. The organizational chart is followed by the responsibilities and authorities of the faculties head, department head, lecturers and administrative staffs. Organizational structure and composition detail along with duties and responsibilities has been attached in Annexes.

(Volume 1: Annex I page1-88, 89-158, 253-296)

(Volume 2: Annex II page, 1-32, 87-100, 107-124)

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

Yes No Justify with supporting documents.

- Administrative body of this campus is continuously practicing for maintaining and improving quality of operation. Internal quality assurance mechanism consists of the coordinator of Ex. Campus chief with two members. NAMC has the monitoring and evaluation mechanism of Campus chief, faculty head, department head, who are continuously, checks the quality and provide suggestion and feedback for the improvement of quality. IQAC committee conduct the academic audit to find out the improvement areas of teaching learning activities.

(Volume 1: Appendix I page 98 & 105)

(Volume 4: Appendix I V page 89-94 95, 96, 113,)

5. Is there any document of the institution to specify the job responsibilities of departments, units and individuals?

Yes No If yes, give details/reference.

- Yes, as mentioned before, NAMC has its guideline that specifies the job responsibilities of the faculties, departments, units and individuals. The Guideline contains all the details. Faculties' heads have their functional procedures to guide them to perform their responsibilities. Besides, there is the campus constitution to identify and control responsibilities.

(Volume 1: Annex I page 1-88, 253-296)

6. Is there any defined and written scheme to evaluate the pre-defined job responsibilities of departments, units and individual staff?

Yes No If yes, produce those schemes and examples of some practices

- Yes, by constitution of the campus and campus guideline clearly define the job responsibilities and roles of faculties head, department head, lecturers and others administrative individual.

(Volume 1: Annex I page 1-88, 253-296)

(Volume 4: Annex IV page 74-81)

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, gives details.

- Yes, NAMC has been implementing quality management system of UGC second higher education project. It has formulated long term strategic plan 2009-2014, which is review and formulate 2015-2019. Again, NAMC has been reviewed the strategic plan and formulated 2021-2025. Participatory management and decision making are the guideline principle of this campus. NAMC has formulated the GRC, which has been collected the suggestion and feedback from different stakeholder assist to the campus administration and management committee on decision making.

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.

- Yes, NAMC organizes seminars, workshop, presentation, field visits, etc. regularly. Reports are found in humanities facilities, RDC and some reports are attached in the annex.

(Volume 3: Annex III page 132-190)

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.

- In annual anniversary day, the campus organizes a public meeting in which we publish our policy, future plans, progress report and also collect feedbacks as per manual. The anniversary report has been found in library. We also organize satisfaction survey of students, stakeholder’s evaluation and campus graduate’s feedbacks about the campus. Reports are found in education faculty.

(Volume 4: Annex IV page 97-99)

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?

- The campus has appointed eschool.ezonecloud.com for the management of automation system.

(Volume 4: Annex IV page 108)

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

Yes No If yes, give details.

- Our students’ student quality circle is involved in the Campus Management System by giving orientation to new students as to how they have to use library, computers in their free time, sports and other facilities in the campus. One person of students quality circle represent in IQAC committee.

(Volume 3: Annex III page 55-59)

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

Yes No If yes, give details

a. by the university

b. by the Institution

Please attach the copies

Yes, the campus has IQAC committees. IQAC conducts the Academic Audit. Member of this committee who make follow up and monitoring for the coverage and correction of teaching learning process. They observe classes, see the work plan, report, results of examination and provide feedback to the teachers. They

see whether the lesson plan/ schedule are in harmony with the syllabi.

(Volume 3: Annex III page 55-59)

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

Yes No If yes, give details

- Yes, demanded by TU curriculum, students of this campus participate on research work. Particularly some subjects they submit their project paper to fulfill their requirement. Research and development committee plays the vital role of conducting the academic research. Additional documents are found in the department of NAMC.

(Volume 3: Annex III page 8-10, 69, 352)

(Volume 4: Annex IV page 64-65, 109-118)

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

Yes No If yes, give details.

Definitely, the combination of teaching and research has brought lots of positive outcomes in students as well as teachers. The students of BSW stream, in the process of learning the course contents, they participate in various research activities such as field visit, excursion, educational tour, internships in social organizations. This has immensely supported the learners to explore and express their knowledge and skills. Besides, many learners are found to indulge themselves in various social organizations. They too are inspired to participate in social activities such as sanitation, awareness campaigns, etc.

Talking about the students of Management stream, they are sent to banking and industrial sectors as interns to gain practical knowledge that has helped in bringing them up as bankers and entrepreneurs in local levels.

The students under Education stream are sent to different schools for Practice Teaching in Bachelors level and Masters level where they work as teachers for 45 days. In this process, they involve themselves in case studies, action research activities and so on. Students in Masters Degree involve in carrying out Different types of researches, prepare seminar paper and present them under the guidance of internal and external supervision. This develops the research repertoire among students. As language practitioners, they conduct case study research, teacher research as well as action research in their teaching-learning activities. We proudly can say these students have proven themselves as good teachers in various reputed educational institutions.

Moreover, the learners have brought up themselves as matured and responsible citizens of the nation. Not only the students, teachers too are benefited through trainings, workshops and seminars. These have really helped in developing our proficiency in subject matters. We now are able to write journal articles, research articles, etc. This has assisted us in exchanging ideas among the learners and colleagues.

(Volume 4: Annex IV page 64-65)

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

- Yes, The campus manual and constitution is the roadmap to guide the whole activities of the campus.
- We organize frequent seminars/ workshops which make teachers and students more competent.
- NAMC support to the teaching and non-teaching staff and students for the new innovations for the social contribution students and teachers has been participated on Blood donation, plantation program in environment day, students has been participated and supported as a volunteer of child literacy program. Most of teacher has been used ICT materials like as lab top, projectors while teaching learning activities.

(Volume 1: Annex I page 89-158, 253-296)

(Volume 3: Annex III page 24-35, 111, 130-131, 132-190, 304-315,)

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.

- Definitely, there is a provision for ensuring consistency of teaching and learning with the academic goals and objectives of the institution. NAMC has formulated strategic plan, campus manual and others guidelines, which help to achieve the goal the campus. Annual plans and Daily Lesson Plans underlie the academic goals and objective of the institution. The teachers teaching different subjects under various faculties have been teaching the students on the basis of the plans they prepare. The institution keeps target of accomplishing all the courses on time following the syllabus/curriculum prescribed by Tribhuvan University .Besides, the institution always keeps an attempt for the participatory approaches of both the teachers and students that ensure their potentiality in teaching and learning skills where they together get chance to expose themselves in various internal as well as external practical / project and research activities that help them in socializing. The programs include field visits, research activities, internships, practice teaching, seminars, workshops, presentation, evaluation, etc. The faculty head, management committee, and monitoring and evaluation committee do follow up, monitoring and observation activities step by step.

(Volume 1: Annex I page 253-296, 89-158)

(Volume 2: Annex II, page 1-32, 87-100, 107-124)

(Volume 4: Annex IV page 64-65, 109-118)

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

a. Time frame matching student convenience

b. Horizontal mobility

c. Elective options

- Yes, the programs are flexible enough to offer students the mentioned benefits. As per our records and experiences, most of the students studying in Bachelors and Masters levels are job holders. The college

starts at 6:15 am and ends at 10:15 am. The allotted time for each class is 45 minute, this reveals the convenience of students to participate in learning activities as well as their career development simultaneously.

- Yes, we provide students with horizontal mobility. They can join computer class for their extra study. In the same way, they can transfer to another campus if the course coincides. Students from another campus can come to join NAMC with transfer certificate as per their convenience.
- As regards to elective options, there are choices for students to choose subjects as per their interest. For example, some may be interested in Math while others may choose population education, English, Nepali, accounts, finance, marketing etc. Students are provided with such elective options as per interest.
- There is provision of elective subjects under different faculties and courses offered that has made students easy to choose the subject of their choice.

(Volume 3: Annex III page 1-2, 16)

18. Indicate the efforts to promote quality of education with provision of skills transfer among the students such as ($0.5 \times 5 = 2.5$)

- a. Capacity to learn $\sqrt{\square}$
- b. Communication skills $\sqrt{\square}$
- c. Numerical skills $\sqrt{\square}$
- d. Use of information technology $\sqrt{\square}$
- e. Work as a part of a team and independently $\sqrt{\square}$

Please give evidence

- a. Students are encouraged to learn more by the department, faculty, for which individual attention is given to develop capacity of students to learn new things. We have managed additional classes for Computer science, organization of workshops, orientation, exposure activities to develop learning capacity of students.
- b. Students have options/opportunities to participate in literary programs, oratory competition to develop communication skills. The Campus has frequent programs in response to this skill development for students. For example, the free students union publishes a magazine named “Mukha Patra”, which helps students to develop their inner skills. Now, Quality circles of students take over the activities.
- c. The Campus has provided students with numerical skills such as data processing, data entry, data collection and presentation in power point in master level.
- d. We have been trying to be perfect in information technology. So far, we have 2 GB capacity with two users internet services available in 24 desk top computers in the computer lab that are open to the students. There is one computer in each department: - faculties, R & D, exam, account section, EMIS

section etc.

- e. The concept of decentralization has been applied in the campus. The departments are independent to carry on their activities as per procedure. Thus, their skill of leadership has been promoted. They prepare Industrial visit report, field visit, educational tours, Practice teaching. Report are found in faculties.

(Volume 1: Annex I page 89-158, 253-296)

(Volume 2: Annex II, page 1-32, 87-100, 107-124)

(Volume3: Annex III, page 12-13, 22-23, 24-26, 27-35, 31-40, 55-59, 60-66, 68-69, 70, 71-72, 111, 112, 130-131)

(Volume 4: Annex IV page 56, 60, 62, 118)

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

Yes No If yes, give details.

- There are number of specific programs and elective at Nuwakot Adarsha Multiple Campus
- There is Extra Curricular activities department run by with the coordination of Mr. Shyam Prasad Pandey.
- Research and Development program guided by the campus chief, faculty and Research Committee.
- Campus cleanliness, cleans water supply and hygiene section that is looked after by campus chief.
- The Maintenance & follow up is looked after by the campus chief and administrative staff. They all have their own functional procedure and are working out as per plan.
- In order to enhance this quality in students, the institution has planned for Entrepreneurship Development in students.
- Literature program, oratory program and others extra activities are included in campus annual plan and follow up the plan.

(Volume 3: Annex III, page 12-13, 22-23, 24-26, 27-35, 31-40, 55-59, 60-66, 68-69, 70, 71-72, 111, 112, 130-131)

(Volume 4: Annex IV, page 56, 89-94, 118)

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

- Our teachers are invited to participate in curriculum modified section and dissemination seminar/workshop. They were participated program and support to curriculum development activities.

(Volume 4: Annex IV, page 9)

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

Yes No If yes, give details.

- NAMC used to conduct interaction programs among academic peers and employers and find the

problems solving ways. Academic peer also fill the peer observation form to analyze for improve the teaching learning activities.

- NAMC has different faculties each consisting with Faculties Heads. NAMC too have different Departments and Departments Heads as mechanism to collect the feedback from academic employers. Faculties Heads and Departments Heads hold meetings regarding various issues and problems where we make discussions that are followed by feedbacks, suggestions and advices. Besides, the institution has created students, administrative, Self-evaluation, peer appraisal forms as strong mechanisms for the overall evaluation from different perspectives.

(Volume 4: Annex IV, page 74-79)

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

- NAMC has links with Himalayan Bank Bidur Nuwakot, Nepal bank Bidur Nuwakot, Prime Bank, Battar- Nuwakot, Hamro Bikash Bank, Battar, Janta Bank, NICAsia bank, Sidhartha Bank, Schools, NGOs of Nuwakot, Private company of Nuwakot. Nuwakot Industries. For example, the students go there for practice or internship. Right now, our students are doing internship practice in these banks. Students of bachelor of Education are joined the internship program in the Schools of Nuwakot as well as Dhading and Rasuwa District also, Which evidence are found in the faculties, also attached in the following annexes.

(Volume 3: Annexes III page 31-40, 52, 321)

(Volume 4, Annexes I V page 97-99, 100-107,)

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

- Yes, the Campus students union/ quality circle and the teachers teach students civic responsibilities for which programs are organized in the presence of the teachers and guardians. Orientation and welcome program for new students are major occasions to give message to new students. Students take part in child literacy programs, health camps, blood donation, plantation and awareness about DRR and CCA and industrial visit to develop sense of civic responsibilities. Evidence of this event is found in the library and administration.

(Volume 3: Annex III page 24-26, 27-35, 70, 304-315, 321)

(Volume 4: Annex IV page 7-15, 56, 60, 62, 66, 68,118)

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)

- NAMC has different extracurricular activities encompassing sports, literary programs, quiz, oratory programs, and presentation programs for all round development of the students. Conduction of ECA that includes various competitions like oratory competition and debate competition help in public speaking personality development. Besides, various trainings, seminars and workshops are the efforts of the institution towards all-round personality development of the learners where they are provided

with the platform of 3Es, i.e. Explore, Express and Expose them towards all-round personality development.

- They organize programs like Blood donation program, environment protection program, literature program, health camp etc. HOD of ECA has the detail records.

(Volume 1: Annex I page 89-158)

(Volume 3: Annex III page 24-26, 27-35, 69, 70, 111, 123, 304-315, 321)

(Volume 4: Annex IV page 89-94, 122-125,)

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

- Students participate in indoor games, sports like basketball, badminton, volley ball, football etc organized by ECA.
- Students make presentation program after field works.
- Guest lecturers are invited to conform and motivate their learning.
- Students are sent to the field works (community, financial institutions, industries, schools etc...) for practical skills of the things they learn in the books.
- Seminars/ Workshop/ Conferences are frequently organized by this campus.
- All the programs under BA/BSW including all the faculties impart moral and ethical values. Besides areas of course, the institution aids students in counseling activities to ensure the same. For this, the institution has created a separate cell where students are called as per the necessity and we impart moral and ethical values to them. By doing this, we have found some positive changes in the learners as well as teachers.

(Volume 1: Annex I page 89-158)

(Volume 3: Annex III page 64,72, 111, 123, 304-315,321,)

(Volume 4: Annex IV page 89-94, 118, 122-125)

CRITERION 3: TEACHING LEARNING AND EVALUATION (15 MARKS)

26. Which of the following methods do you apply in admitting the new graduates? Select as many as apply. (1)

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

√ through academic records

√ through written entrance tests

√ through group discussions

√ through interviews

through combination of above all

- Notice of Admission open is published in local newspaper, brochure and Flex print. CMAT Entrance exams are practicing in master level following procedures of TU. Only the entrance passed students are notified to admit within specified period. Entrance exams are not practiced in bachelor level. Due to

Governmental policy and other external environment of campus NAMC, no any written entrance test is taken to admit the students on its regular bachelor level academic programs. This campus selects the students of bachelor level on the basis of academic records and personal interview. Students are admitted within the period of TU notice. Records are found in the exam section and administrative section.

(Volume 1: Annex I page 89-158, 253-296)

(Volume 2: Annex II page 1-32, 33-42, 87-100, 107-124)

(Volume 3: Annex III page 75-80, 81-91)

(Volume 4: Annex IV page 51-52, 56, 63, 66, 70, 71, 72, 73, 89-94, 172)

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

Yes No If yes, cites examples.

- During admission time, we organize orientation program that enables to student's standard for the choice of subjects. Students may change their subject according to their interest/aptitude. The students have to pass standard aptitude tests-CMAT, for enrolling in MBS and MEd program

(Volume 4: Annex IV page 60, 66,)

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).

- NAMC provides preparation classes of particular subjects to some needy students to prepare them for regular classes.
- NAMC organizes the public service commission Preparation classes for DAG with collaboration Sandi Education Center.
- The newly admitted students need time to be acquainted with the entirely new syllabus and learning style. As they become more used to the syllabus and teaching/learning method, they improve and turn out to be academically sound and bridge courses have not been required till now. Exam preparation classes were managed to enhance better result.

(Volume 3: Annex III page 36-40)

(Volume 4: Annex IV page 288-290)

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

Yes No If yes, gives details.

- Yes, teachers make annual academic plan and on the basis of the plan they make log book in which the teachers have to include their daily lesson plan and attendance of the students. The faculties head, HOD's and make follow up whether or not it has been done regularly. In case not done, it is non-conformance and the individual teacher is warned to do it regularly and follow up is done immediately. (documents available with faculty head, department head and teachers)

(Volume 3: Annex III page no 1-2, 3-6, 99-102)

(Volume 4: Annex IV page no 74-81, 89-94, 172)

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 syllabi followed by the institution are coherent with academic calendar of the College and University and Office of Deans of the University publish annual calendar for an academic semester especially for the Master's level course. The academic calendar of the College has been finalized with the provisions provided by the University for teaching and working hours. For example, as per the TU guidelines one semester requires 48 credit hours. The academic calendar of the College strictly follows the guideline as evident in the academic planner. The College highly discourages any types of casual holiday and remains open even on the days of any casual holiday for semester program of Master level declared by the college for conducting examination of TU as a centre. So, the College abides by its annual calendar and follows to it as far as possible. The College ensures that the syllabi are completed timely allowing the students to revise and prepare for examinations.

(Volume 3: Annex III page no 1-2, 3-6, 99-102)

(Volume 4: Annex IV page no 89-94, 172)

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

Produce some examples

- The campus has adopted mixed method consisting of lecture, power point presentation, group work, problem based in order to make it student centered teaching. The teachers assign certain project work, assignments for the purpose of internal evaluation. Teachers try to make the class students centered as far as practicable. Student's participation is most encouraged in every class. Reports are found in the faculty and department.

(Volume 3: Annex III page no 18-21, 52-54, 67, 69, 130-131, 192-195,)

(Volume 4: Annex IV page no 89-94, 172, 173-175)

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

Yes No If yes, give details about the facilities.

- Teachers of NAMC have facility to prepare audio visuals and other teaching aids. They use computers, slides, multimedia projector in the class. Records are found in the faculties. A photograph of teachers presenting the class by multimedia projector has been attached in the appendices.

(Volume 3: Annex III page no 192-195,)

(Volume 4: Annex IV page no 89-94, 172, 173-175)

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

- Teaching days per semester or per year against the requirement: 226 day per year
- Working days per week against the requirement: 6 days per week
- Work load per week (for full time teachers): 18 period in bachelor level and 12 credit hours in master level
- Work load per week (for part time teachers): minimum 1 period and maximum 5 periods in per shift.
- Ratio of full-time teachers to part-time teachers: 18:10
- Ratio of teaching staff to non-teaching staff: 28:11
- Percentage of classes taught by full-time faculty: 66.96
- Number of visiting professors/practitioners: some time hire if needy feel of institution.

(Volume 1: Annex I page 89-158, 253-296)

(Volume 2: Annex II page 1-32, 33-42, 87-100, 107-124

(Volume 3: Annex III page no 1-2, 196)

(Volume 4: Annex IV page no 89-94, 172)

33. 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)

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

Yes No If yes give evidence.

- Yes, students are communicated with evaluation method in the orientation session at the beginning of the year through notices, display through flex board, local TV, FM, News paper, brochure annual calendar etc. This internal evaluation also covers matters about evaluation scheme as per TU grid. Evidence are found in the exam session, administrative section, some are attached in appendices.

(Volume 1: Annex I page 89-158, 253-296)

(Volume 3: Annex III page no 68-69)

(Volume 4: Annex IV page no 60, 66, 89-94, 164-171, 172)

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

Yes No If yes, give details

- Yes, on the basis of their presentation, internal exam marks and interview the campus monitor the overall performances of the students. Evidences are found in the exam section

(Volume 1: Annex I page 89-158, 253-296)

(Volume 2: Annex II page no 107-124)

(Volume 3: Annex III page no 68-69)

(Volume 4: Annex IV page no 89-94, 95-96, 163, 172)

36. In the case of new appointment of the teaching faculty made by the institution itself, select among the following funding criteria that are evidential in your institution. (1.5)

Vacancy Category	Operational Mechanism					
	Job Advertisement	Selection Committee Formation	Examination by Selection Committee	Evaluation of Demo Classes	Interview by Selection Committee	Job Contract Through Formal Appointment Letter
Self-Funded	√	√	√	√	√	√
Government Funded						
Any other category: a.						

- All the recruitments in NAMC are self funded. They are appointed through advertisement in the national or local news paper. Selection committee is formed to select the best suitable candidate. The committee selects the candidate through written exam or interview and demo class observation and recommended to administration for the appointment.
- A sample job advertisement, evaluation report of selection committee and appointment letter is enclosed in appendices. Complete appointment documents are found in the administrative section.

(Volume 1: Annex I page 1-88, 89-158, 253-296)

(Volume 3: Annex III page no 289-292)

(Volume 4: Annex IV page no 57-59, 82-83, 84, 85-88,)

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	
Year I: 4	Year I:	Year I: 4
Year II: 00	Year II: 00	Year II: 00

- In last two years there are 5 teaching staff are recruited. Among them five are same district. Detail records are found in the administration of the campus.

(Volume 4: Annex IV page no 85-88,)

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)

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

Yes No if yes give details (0.5)

- As per constitution of NAMC, we have the freedom and resources to appoint and pay temporary/ad hoc teaching staff as per need. All the teachers whether temporary or on contract have full benefit of the salary in national standard. They can enjoy sick leave, casual leave and other holidays as other teachers. As per need, the campus recruits temporary or part time teachers to work when some permanent teachers are absent for some on expected reasons. NAMC are reviewing the facilities for employee of the campus as per international labour act.

(Volume 1: Annex I page 1-88, 89-158, 253-296)

(Volume 4: Annex IV page 284-85)

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

	Participants	Resource persons	Organizer
District level	26	<ul style="list-style-type: none"> • Prof. Dr. Govinda Subedi • Associate Prof. Dr. Madan Gopal Shrestha • Prof. Dr. Ramesh Adhikari • Mr. Sukuman Dangol 	NAMC, funded by UGC

- Campus inspires to its teaching staffs to participate on seminar, workshop and conferences. Also member of CMC participate and motivate teachers to involve such types of programme.
- Students of this campus also conduct the seminar and participate in the seminar.
- Reports are found in the library.
- Some appointment of resource person, cover page of report etc are attached in the appendix.

(Volume 3: Annexes III page 132-190)

(Volume 4: Annexes IV page 53-55)

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.

- NAMC has conducted four types of appraisal system. They are self, peer, students and faculty head. The departments and faculty head do the evaluation of their performances by the result of internal

exams, report of academic auditors and feedbacks of consumers (students), observation of the class. At the same time, our teachers also use peer review sheet to get themselves evaluated by the peer, self evaluation form has filled up by self and students has filled up the appraisal form.

(Volume 4: Annexes IV page 74-81)

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.

- Result of internal examinations, final examination etc. are the tools for evaluation the performance of teachers. Peer review form, students evaluation form, self-evaluation form and faculty head evaluation form has practiced to evaluate the teacher performance.

(Volume 4: Annexes IV page 74-81)

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?

- NAMC has the grievances and handling mechanism. Students provide the feedback form this mechanism. Students quality circle provide feedback to improve the institutions. Constitution of NAMC guarantees the representation of students. Other sources of student feedback are students' appraisal form. The campus has the tradition of getting campus graduates to complete "Tracer study". In the questionnaire of tracer study included the related questionnaire on the performances of campus. We analyzed their suggestions and feedback. Corrective actions are taken by the departments/faculties by discussing in the Management Review meeting, which report is found in the library.

(Volume 1: Annexes I page 232-253)

(Volume 3: Annexes III page 324-339)

(Volume 4: Annexes IV page 74-81, 164-171)

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

Yes No If yes, gives details.

- Yes, the campus frequently arranges such programs for the development of the faculties. Below is the record of two years program.

YEAR	SUBJECT	PARTICIPANTS	RESOURCE PERSON	DURATION/DATE
2080	Journal Articles writing training cum workshop	36	<ul style="list-style-type: none"> • Prof. Dr. Govinda Subedi • Associate Prof. Dr. Madan Gopal Shrestha • Prof. Dr. Ramesh Adhikari • Mr. Sukuman Dangol 	5 days

- Some appointment of resource person, cover page of report etc are attached in the appendix.

(Volume 3: Annexes III page 132-190)

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

- NAMC frequently conducts faculty development programmes such as study of higher degree, refreshers training, orientation programs etc. which is shown in the following tables.

Faculty Development Programs	No. of Beneficiaries
Journal Articles training cum workshop	For all staff
Research articles support	For selected staff

- Report and some appointment of resource person etc are attached in the annexes.

(Volume 1: Annexes I page 198-232)

(Volume 3: Annexes III page 67, 99-102, 132-190)

(Volume 4: Annexes IV page 196-199)

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

- We organize review meetings to discuss corrective steps to improve the teaching learning activities.
- Each unit head has their own functional procedures which they have to follow strictly and follow up & academic audit are done to check their activities.
- Integration of modern tools and techniques, use of interactive methods, observations, travel and tour etc are the significant teaching innovations used by campus.

(Volume 1: Annexes I page 89-158, 232-253)

(Volume 3: Annexes III page 99-102, 130-131, 192-195)

(Volume 4: Annexes IV page 64-65, 118, 164-171, 173-175)

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

- NAMC has good relationship with Indian embassy. It supported NAMC computer building with computer. It is the one of the base of new innovation, research and reading way for students.
- NAMC and UGC Nepal have good relationship to improve the quality of education. Nuwakot Adarsha Multiple Campus was selected SHEEP, HERP, EBPGF by UGC Nepal. It is milestone of improvement of quality education of this campus.
- NAMC has good relationship with TU for improve teaching learning activities and research work. It maintain good relationship the local government organizations like Bidur Municipality, District coordination committee, Nuwakot, district administration office and Government of Bagmati province etc. and non-government organizations etc. students of NAMC conduct the research work to fulfill the local demand of organizations. It planning to linkage the international organizations.
- NAMC has good relationship with MZ and KZ foundation U.K. It supported NAMC by constructed the trust Building after divesting earthquake 2072 B.S.
- BATAS foundation also supported the Temporary Learning Centre during the disaster period.
- Save the children international also contribute during the disaster period.
- Nuwakot Sahitya Pratisthan, Nuwakot, Community Development Centre, Nepal etc are reputed NGOs of Nuwakot. Many more activities were conducted jointly NAMC and these NGOs.

(Volume 1: Annexes I page 89-158, 232-253)

(Volume 4: Annexes IV page 58-59, 100-107, 176-195)

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

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

- Fiscal year 2079/80 Research budget allocated 1.75 % of the total operating budget of NAMC.

(Volume 2: Annexes II page 107-124)

48. How does the institution promote research? (1)

- Encourage PG students doing project work √
- Teachers are given study leave work √
- Teachers provided with seed money
- Provision of Research Committee √
- Adjustment in teaching load/schedule √

- NAMC inspires and promote research activities in the campus. Post graduate students conduct the research activities to fulfill their course requirement. NAMC has to plan support to research and innovation for the students. NAMC formation the research and development committee to do research work. Research Development committee manages the academic research. The committee calls the research proposal, select the proposal and award them. Selected teachers and students are awarded by certain support. It has research and development guidelines. All the procedures implement by guidelines.

- Constitutions of NAMC clearly define these types of issues.
- NAMC inspires and promote research activities in the institution conducting orientation programs. Post Graduate students conduct the research activities to fulfill their course requirement. NAMC has to plan for supportive roles for research and innovation of the students. NAMC has formed The Research and Development Committee to conduct research activities. Research committee manages all the academic research activities. The committee calls the research proposal, selects the proposal and awards them. Selected teachers and students are awarded with certain facilities. It contains research and development guidelines. All the procedures are implemented through the guidelines created.
- Legislature of NAMC clearly defines the criterion under Research Activities and Procedure.

(Volume 1: Annexes I page 89-158, 232-253)

(Volume 3: Annexes III page 92-95, 103-4, 108-109, 113-122, 99-102, 122,290)

(Volume 4: Annexes IV page 64-64, 118, 196-199)

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)

All together eight teachers are engaged in research activities. If we go percentage wise, we have almost 20% of total teachers who involve themselves in Research activities. They guide students in doing research activities of master's program and bachelor's program. Besides, they carry out research project personally too. Some teachers are engaged in NGOs, they are launching different projects like as livelihood, WASH and sanitation, DRR, Education, and good governance etc. that helps the highly marginalized and backward groups of the community.

- The name lists of teachers engaged in active research guiding research students are presented as:
 - 1) Sukuman Dangol
 - 2) Iwa Kumari Tiwari
 - 3) Govinda Prasad Limbu
 - 4) Saroj Bogati
 - 5) Ram Prasad Dahal
 - 6) Tulsi Ram Ghimire
 - 7) Shyam Pd.Pandey
 - 8) Jitendra Aryal

(Volume 3: Annexes III page 92-95, 103-4, 108-109, 113-122, 99-102, 122,290)

(Volume 4: Annexes IV page 64-64, 118, 196-199)

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

Level	Enrollment Status		Total
	Full Time	Part Time	
MPhil	2		
PhD	3	0	

Mr. Sukuman Dangol is the student of PHD graduate, Mr. Tulasiram Ghimire, Mr. Govinda Prasad Limbu M phil. Leading PHD, Mr. Saroj Bogati, Purna Bahadur Sadaula are admitted in M.Phil level.

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

- NA

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

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

Now, NAMC has the fund of research and development. NAMC will provide research support to them in coming days.

(Volume 3: Annexes III page 122)

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

Total number of projects	Project Revenues (in NRs.)
Mini Research	
Count thesis topic on going	

- Talking about Thesis Status, there are 21 thesis in processing phase and 121thesis in completed phase out of 159 Thesis (2077-2080)

S.NO.	SUBJECTS	TOTAL NO. OF THESIS	COMPLETED	PROCESSING
1	Nepali	40	30	5
2	English	17	17	-
3	EPM	33	33	-
4	MBS	69	53	16
	Total	159	133	5

(Volume 4: Annexes IV page 206-228)

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

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

NA

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

- Yes, NAMC has research and development committee, which committee publishes peer review research articles, campus bulletins etc. cover page of publications attached in the appendices.

(Volume 4: Annexes IV page 229-231, 236)

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

Yes No If yes, give details.

- Yes, Mr. Sukuman Dangol who is the consultant of Nuwakot chamber of commerce. He helped to *Nuwakot chamber of Commerce* to find out the investment possibility of Nuwakot. Mr. Dangol also Support to the DFID Purnima private sector support project. He also facilitated to prepared 3 years strategies plan of Nuwakot Chamber of Commerce. Cover page of the report, strategies plan and appointment letter of consultant attached in the appendix.

(Volume 4: Annexes IV page 6-15)

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

- NAMC has Extra Curricular Activities committee. All the members and coordinators assist the institution to conduct the Extra Curricular Activities. They do not get extra charges for the contribution that they make. They cherish to assist institution voluntarily. All extra activities are well planned in Academic Calendar of the institution. Role and responsibilities are attached in the appendix. NAME formulated different committees and sub committees to extend the outreach activities to the committees.

(Volume 3: Annexes III page 125, 322,)

(Volume 4: Annexes IV page 89-94, 122-125,)

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

- NAMC managed the many more training for the students and teachers. Many more research activities are based on the community.

(Volume 3: Annexes III page 24-26, 27-35, 36-40, 70, 304-315,)

(Volume 4: Annexes IV page 56, 122-125, 237-238)

60. Are there any outreach programs carried out by the institution (for example, Population Education Club, Adult Education, National Literacy Mission, etc.)? (0.5)

Yes No If yes, justify.

- Yes, NAMC participate in many community outreach program like as awareness complain

against suicide, blood donation camps, eye camps, health camps, DRR CCA campaign, health and hygiene etc.

(Volume 3: Annexes III page 24-26, 27-35, 36-40, 70, 304-315,)

(Volume 4: Annexes IV page 56, 122-125, 234, 237-238)

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

- Yes, we have **students** quality circle, public campus professor association etc. for the purpose of social services/ community services and so on. They are encouraged to keep their opinions in burning issues related to the same. The Students participate internship in banks, school, NGOs etc. Lecturer of this campus participates as resources person for making policy and planning sectors of different Gos, NGOs etc.

(Volume 1: Annexes I page 89-158, 232-253)

(Volume 3: Annexes III page 8-10, 55-59, 352)

(Volume 4: Annexes IV page 6-15, 56, 237-238)

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)

- NAMC have the plan to extension of activities of along with NGOs and GOs like as Community Development Centre, Rudek Nepal, Room to Read, Nuwakot Eey Hospital, Nuwakot Sahitya Pratisthan, Red Cross, MZ and KZ foundation, UK, Save the children International, DIFD, Caritas Nepal, World Renew etc.

(Volume 1: Annexes I page 89-158, 232-253)

(Volume 3: Annexes III page 24-26, 27-35, 304-315, 321, 291)

(Volume 4: Annexes IV page 100-107)

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 master plan of the campus building has been designed by Goshaikunda Associate Pvt.ltd. Bidur-4, Nuwakot. The copy has been herewith attached.

(Volume 2: Annexes II page 1-32)

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)

- NAMC has the plan to meet the need of augmenting infrastructure to keep pace with academic growth as follows:
- The campus has been revising the fee structure in consent with the stakeholders.

- The campus gets support from external agencies like Governmental Organizations, UGC, INGO's, NGO's institutions: local & international.
- The campus also gets donation from generous local people as they have been doing so far.

(Volume 4: Annexes IV page 58-59, 100-107, 176, 178-182, 183-190)

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

Laboratory

Library

Others

Give details

- The campus has sufficient supporting facilities for conducting education programs and activities.
- The campus has fixed the number of students for each class/level.
- The institution has a well-equipped computer lab with multimedia projector, fast internet and Wi-Fi facility.
- The campus compound, administrative sections or offices and each classes are well equipped with close-circuit camera.
- There is well-resourced library, e-library, and separate department with corner library, computer, printer, lamination device and cabinet.
- The campus manages/adds/buys the books every year as per the need to make the library more resourceful.
- There is a canteen with hygienic foods, football ground, volleyball court, Table-Tennis board, basketball court, cricket ground for sports and vehicle parking area.
- There is a seminar hall for various meetings and seminars.
- The campus has well managed garden, clean drinking water facility and also managed the generator for the power backup.

(Volume 1: Annexes I page 89-158, 253-296)

(Volume 2: Annexes II page 1-32, 87-100, 107-124)

(Volume 3: Annexes III page 192-195 , 291-292)

(Volume 4: Annexes IV page 239-242)

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

- Yes, NAMC is community based institution of which the main source of income is fee of students. We have schedule to repair physical facilities, maintain class rooms. Apart from this, our library, computer lab are supported by External agencies such as "Asahaya, Jehendar ra Janajatika lagi Siksha", "Indian embassy" University Grants Commission, Nuwakot Chamber of Commerce. We also get donation from generous local people and institutions. Mr. Gopalman Shrestha (member of CMC and Senate) , Mrs. Durga Devi Shrestha (member of Senate), Mr. Durlav Shrestha, Sulav Shrestah, Rupak Shrestha, Raj

shree Shrestha, Isha shrestha, Durlav & Sulav shrestha, donated per day one rupees schemes lifelong. Basanta Lal Shrestha who is the founder chair-person of this campus are donated per day five rupees schemes lifelong. Lila Nath Neupane who is the member of CMC of this campus and Kedar Prasad Dotel who is member of campus Senate are donated per day 10 rupees schemes lifelong Management committee's members of the campus also donated time to time for the improvement of campus infrastructure. 49 stall and 5 business rooms are in rent which is also permanent income sources of NAMC. Mr. Nanikaji Pyakurel, Mr. Gopal Man Shrestha, Mrs. Rukmini Sedhain operated fixed fond for scholarship to the intelligent and marginalized students.

Scheme :

- Complete the ground and first floor of the UGC building with matching grants of UGC and campus fund, first floor of UGC building completed with performance grand of UGC.
- Purchase 20 computers with computer hall for ICT Development and e information in e-library by Indian Embassy.
- Complete the sports ground (basketball ground, table tennis) self-fund of campus and food ball ground are improved with the collaboration of Bidur Municipality, Nuwakot.
- Establish a research center in a room by the side of library
- By utilizing the mention above sources, NAMC maintenance of electricity, internet services, desk bench, toilet and other physical infrastructure regularly.

(Volume 1: Annexes I page 89-158, 253-296)

(Volume 2: Annexes II page 1-32, 87-100, 107-124)

(Volume 4: Annexes IV page 178-183, 184-188)

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

- NAMC has maximally utilized its physical or infrastructural facilities. Matching student's numbers with facility of classroom size, all the classes of bachelor levels and master's level are conducted in the morning shift. NAMC is trying to optimum utilization of resources.
- Managing students' leisure time in library, e-library and computer lab.
- Our campus has 49 stall and 5 business rooms are in rent which is the permanent sources of income for this sustainable of finance of the institution.
- The campus has maximally utilized its infrastructure facilities, for example, most of the classrooms are consumed for in morning and day shift. In the morning, the class rooms are fully utilized by the classes of Bachelor's Degree and Master's Degree In day shift, the physical infrastructures are utilized by the +2 classes. Moreover, the administrative offices, library, computer labs, account section, exam section, and canteen have optimally utilized the infrastructures. The campus has best utilized the existing resources and infrastructure systematically with a prior plans and policies as stated in the Campus Operation Manual.

(Volume 1: Annexes I page 89-158, 253-296)

(Volume 2: Annexes II page 1-32, 87-100, 107-124)

(Volume 3: Annexes III page 1-32, 87-100, 124)

(Volume 4: Annexes IV page 57-59, 244)

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

Yes No If yes, give clearly defined regulations.

- NAMC has been a leading educational center since its establishment. Community involvement is our main target. The facilities here can be used by the external agencies such as human resources of NAMC used by other external agencies as the export and resources persons of different organization in the district level as well as national level.
- The community people, institutions, societal organizations, and external agencies can best use the academic facilities of the campus regularly. For the purpose, the other campuses, schools, co-operative institutions and professional organizations have been enjoying the ground, garden, seminar and meeting hall regularly and periodically for co-curricular activities, conferences, workshops, trainings and periodically. In addition, UGC, Tribhuvan University, Election Commission Office, Nepal English Language Teachers' Association (NELTA), ANFA Nuwakot and various Co-operative organizations such as Commercial and development banks, Insurance companies etc organize various trainings, examinations, workshops, annual meetings and talk or interaction programs in this campus.

(Volume 1: Annexes I page 89-158, 253-296)

(Volume 2: Annexes II page 1-32, 87-100, 107-124)

(Volume 3: Annexes III page 132-190, 192-195 ,)

(Volume 4: Annexes IV page 28, 244)

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

- The extra-curricular committee is institutionally responsible to keep the institution clean, green and pollution free through various related activities. Many more activities are carried out regularly by the institution to keep the institution clean, green and pollution free:
- Gardening- with varieties of flowers, herbs, shrubs, and trees,
- Sanitation and forestation
- A spacious canteen with the capacity of 50 students at a time
- Separate male and female toilet blocks with 24-hour water facility
- Systematic cycle stand and motor cycle parking
- Provision of dustbin to manage unwanted waste materials
- Provision of notice board
- Assigning fulltime employees to maintain institutional environment beautiful and pollution free.

(Volume 1: Annexes I page 1-88, 89-158, 253-296)

(Volume 2: Annexes II page 1-32, 87-100, 107-124)

(Volume 3: Annexes III page 24-26, 70, 123, 322)

(Volume 4: Annexes IV page 28, 232-233, 243, 244)

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 $\sqrt{\square}$

Computer accessible to the faculty $\sqrt{\square}$

Internet accessible to the faculty $\sqrt{\square}$

Internet accessible to the faculty $\sqrt{\square}$

- Our computer department co-ordinates central computer facilities. We provide internet facilities to students with shift wise schedule. There are 24 computers with internet service in the center. It has been easy to provide internet service in shift wise system.
- We have Educational management information software. All the operation system of Library, Exam and Account Section are run by EMIS. EMIS also supports for educational excellence of this campus.
- All the teachers are provided laptop by the campus for their better pedagogic activities. Each classroom is equipped with multimedia projector. Teachers teach with the help of PPT with preplanned lessons. There is full access of internet for all within campus premises for purposes of learning and teaching.
- Photocopy machine, printers, scanner, photo printer, lamination etc. are added in the needy department.

(Volume 3: Annexes III page 192-195, 316-317,)

(Volume 4: Annexes IV page 108, 156-162, 173-175)

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

- Currently computer center provides its services 8 hours per day (6:30-2:30) and six days per week. Library of NAMC is planning to expand services on holidays and off hours too.

(Volume 1: Annexes I page 89-158)

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

- There are computer systems in almost each faculties/department, Account Section, Exam Section, campus chief's Office, Research and Development committee, QAA internal committee, Library. Apart from these, we have separate computer lab to support study and research for students.

(Volume 3: Annexes III page 192-195, 316-317)

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

- There is CCTV system in all the necessary section of the campus. It helps to control the unnecessary activities of the campus. NAMC has electronic attendance, which help to timing of the campus. It also help to best uses of time of teachers for students support and new innovation.

(Volume 3: Annexes III page 192-195)

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

- Computer center of NAMC provides internet facilities to the students. Students can search required materials from the center at free of cost. This center also provides the handouts for students and distribute them.

. (Volume 3: Annexes III page 192-195, 316-317)

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

- Yes, our computer teacher checks all the computers daily and our EMIS head also checks the computer daily. Computer problems are solved day to day. TOR of computer teacher and EMIS are attached in the appendices.

(Volume 1: Annexes I page 89-158)

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

NA

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

- NAMC has the first aid service center, which section provides the first aid treatment. All the teachers and students can get the health services and facilities from First aid service center

(Volume 3: Annexes III page 350-351)

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

- NAMC has good facilities for sports and physical facilities. NAMC has good sports ground for football court, cricket pitch, basket court, volley ball court, badminton court, table tennis board etc. In short, NAMC has provided sufficient sports and physical facilities for students. Our head of department of extra curriculum activities coordinates all these activities.

(Volume 2: Annexes II page 1-32, 87-100)

(Volume 3: Annexes III page 59,)

(Volume 4: Annexes IV page 1, 281-283)

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

- Through our sports and extra activities department, we have policy to provide facilities to outstanding sports persons for further training and also send them to national and international competitions/ tournaments. Our extra curriculum activities department is fully motivated to provide facilities to the good sports men. We have also policy to provide such extra ordinary sport persons with scholarship, medals, certificate and also cash prize

(Volume 1: Annexes I page 159-180)

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

- NA

	Participation of Students	Outcomes
District		
National		
International		

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

- Not yet, but it has been planning to construct the hostel building and provide these facilities as soon as possible.

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

- NANC has separate toilet for male and female students in separate building. UGC building has five toilet which is used all students. New building has five toilets which are also used all students, there are 5 ladies toilet separately and 3 toilets are in the Indian embassy building which is used for staffs.
- Two taps of drinking water available in this campus.
- NAMC has managed the Jar Water for drinking purpose. These facilities are available in each floors of the campus.

(Volume 4: Annexes IV page , 281-283)

B. Library as a Learning Resource

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

- On working days 6 days per week on holidays closed prior to examinations 8 hours per day.

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

- NAMC has own library. It has two rooms. One use for library purpose and other use for study room purpose. There are three sections of books. They are text book, references books, journals and others newspapers, bulletins etc, which photos are attached in the appendices.

(Volume 1: Annexes I page 89-158)

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

➤ Books	(0.2)	12377
➤ Current Journals		
▪ Nepalese	(0.2)	100
▪ Foreign	(0.2)	100
➤ Magazines	(0.2)	10
➤ Reference Books	(1.0)	5026
➤ Text Books	(0.2)	7351

- Refereed journals (0.4) 67
- Back Volumes of Journals (0.2)
- E- Information Resources (0.4)
 - CD's/DVD's 153
 - Databases / 250
 - Online Journals 20
 - AV Resources
- a) Special collection (0.5)

Please specify for example ; UNO Depository center, World Bank Repository, Competitive Examinations, Book Bank, Old Book Collection, Manuscripts

- We have a library. There are 7377 text books. There are few 5000 references books including national and internal journals and UN reports. We are going to manage well facilitated library building with reading room soon.

(Volume 2: Annexes II page 1-32)

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

	The year before last 2078-79		The year before 2079-80	
	Number	Total cost	Number	Total cost
i. Text books	165	148574	409	2,23,528
ii. Other books	-	-	-	-
iii. Journals/ periodicals	-	-	-	-
Any others	-	-	-	-
Total	165	148574	409	2,23,528

(Volume 4: Annexes IV page 239-242)

84. Mention (1)

i) Total carpet area of the institution library (in sq.mts.) [] (0.25)

- Total carpet area of library is 486 square ft.

(ii) Total number of departmental libraries [] (0.25)

- Only one

(iii) Seating capacity of the Library [] (0.25)

- 20 seats

(iv) Open student access to library [] (0.25)

- Yes, for all visitor

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

(i) Total number of staff (0.3)	1
a. Professionals (List with qualifications)	0
b. Semi-professionals	1
c. Others	0

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

- NAMC has the library management committees. It consist five members. It is coordinated by members of campus management committee. Now, there is only one staff. We are managed others manpower as soon as possible. This committee is works for library services maintenance and further improvement.
- Campus administration is fully responsible for library management. Head of the library is one of the responsible persons. He guided campus chief, chairman of free students union, chairman of Public campus professor association, management committee etc.
- E zone software (EMIS) is used in library, which is complete software like as Account, library, Administration, exam etc. It has been guiding our library section for its effective operation and service improvement.
- The composition detail of this committee, its roles and responsibilities and agreement paper of E-zone software has been enclosed in the appendix.

(Volume 1: Annexes I page 1-88, 89-158, 253-296)

(Volume 4: Annexes IV page 108)

86. Staff development programs for library (0.5)

- (i) Refresher/orientation courses attended
- (ii) Workshops/Seminars/Conferences attended
- (iii) Other special training programs attended

- Mr. Rameshower Aryal, who is attended refresher training. E-zone software has continuously online supporting and all staff join on online training on this campus for staff development and service improvement by e-Zone International Pvt. Ltd (An ISO 9001:2015 Certified Company)

(Volume 4: Annexes IV page 61)

87. Are the library functions automated? (0.5)

Yes No If yes: Fully automated (0.5) Partially automated 0.25)

- All the services are provided automated. In all section of the library uses library software developed by E-zone to make this section automated.

(Volume 4: Annexes IV page 108)

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

- In fiscal year 2077/78, Rs. 10,000,00.00 rupees or around 2.12 % of total budget is allocated for the library
- In fiscal year 2078/79, Rs. 10,000,00.00 rupees or around 2.12 % of total budget is allocated for the library
- In fiscal year 2079/80, Rs. 10,000,00.00 rupees or around 2 % of total budget is allocated for the library
- This library budget does not include salary component of library staff but only the cost of books. Budget of fiscal year 2077/78, 2078/79 and 2079/80 has been attached in the annexes.

(Volume2: Annexes II page 107-135.)

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
- All the services are available in the library. NAMC is trying to modify the library as per need of campus. We have generator for power backup facility.

(Volume 3: Annexes III page 192-195)

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

- (i) Average number of books issued/returned per day. [125]
- (ii) Average no. of users visited / Documents consulted per month [272]
- (iii) Please furnish the information on no. of Log- ins in to the [74]
E-Library Services/E- Documents delivered per month.
- (iv) Ratio of Library books to number of students enrolled [12:1]

- Source: library NAMC, e-Zone International Pvt. Ltd (An ISO 9001:2015 Certified Company)

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 Mphil/PhD)
- Prominent positions held by alumni

Level	Admitted in 1st Year	Appeared in 4th Year Exam	Percentage (%)	Dropout Rate	Remarks
BBS (2074/75)	143	91	63.63	36.37	
BBS (2075/76)	123	74	60.16	39.83	
B. Ed. 2074/75	58	38	65.51	34.48	
B. Ed 2075/76	77	56	72.72	27.27	
BA (2074/75)	50	30	60	40.00	
BA (2075/76)	52	34	65.38	34.61	

Year	Admitted in 1st Year	Appeared in 4th Year Exam	Percentage (%)	Dropout Rate
2078	251	159	63.6	36.4
2079	252	164	65.07	34.92

The details are provided here:

- 63.6% of regular students appeared the final exam in Academic Year 2078 B.S.
- 36.4% of students dropped out from the course in the Academic Year 2078 B.S.
- 65.07 % of regular students appeared the final exam in Academic Year 2079 B.S.
- 34.92 % of students dropped out from the course in the Academic Year 2079 B.S.
- 32 % of students' progress to further study from Bachelor to Master.

We are encouraging to organize the alumni association of students. It is going to organized as soon as possible.

Source: NAMC Administration Section and Exam Section)

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

- Nepal Civil Services Examinations
- Other employment related examinations
- International level entrance examination
- Others (please specify)
- Tracer study 2071, which is completion during the data of 2065-70 B.S. of NAMC, that report shows that more than 56 percent of graduate are employment in government service, 35.3 percent graduate employment on private sectors, 17.6 percent public sectors and 5.9 percent graduate are employment in NGO/INGO, which reports are found in the library and Research and development committee (tracer study report March 2014 page 20-21).
- Tracer study 2078 (2021 AD) shows that 7.14 percent of graduate are employment in government service, which are found in the tracer study report June 2023 page 7

(Volume 4: Annexes IV page- 255-276)

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

- Yes (1) No (0) If yes, what are the contents of the prospectus? (attach a copy)
- The campus publishes its updated prospectus annually including the defined goals, objectives, mission, values, academic programs, fee structures and rules for the students. Similarly, the details of the faculty members and staff, student facilities, infrastructure, major highlights and facts of the campus are also included in the prospectus.
- NAMC has updated prospectus annually, which is attached in the appendices.

(Volume 4, Annex IV page No. 51-52)

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

- Different Government and Non-Government Organizations, public and private institutions, and individuals provide financial aids to intelligent, Dalit and indigenous, marginalized and disadvantaged students. The institutions supporting students financially are listed below:
- University Grants Commission
- NAMC Scholarship Fund
- Institutional and Individual Scholarship Fund
- Government – Government financial aids are not available for students. 5% of the budget are allocated for scholarship. According to the guidelines of campus, students are provided with scholarship from the campus. Our campus has twenty four lakh scholarship fund. We are trying to practice according to procedure of scholarship of NAMC.

(Volume 1, Annex I page No. 159-180)

(Volume 4, Annex IV page No. 58)

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

Financial aid	2076	2077
i. Merit scholarship	73	54
ii. Merit-cum-Means	-	2
Any others		

Source: statistical data form, page 8, 2074 B.S.; statistical data form, page 8, 2075 B.S.

(Volume 4, Annex IV page No. 245-254)

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:

- NAMC have to plan to establish the employment cell and placement officer soon. Teachers of NAMC counseling and inform to the students for employment.

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

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

- Yes, the teachers are engaged in academic and personal counseling intensively. They are given training to enhance their counseling skill too. The teachers engage in different academic and personal counseling activities beside their regular duties. Teachers counsel the students during admission process, assist to select suitable subject and program, inform about campus policy, rules and regulations, support to fill up scholarships, exam forms. Moreover, the teachers counsel students before, during and after the exam, marking scheme, further study and abroad study.

The campus has Student Counselling Unit. The Student Counselling Unit consists the following unit members:

Coordinator: Tulasi Ram Ghimire

Members: Rupshikha Munakarmi

Members: Sushila Gajurel

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

	UG students	PG students	Research scholars
i. Local firms/companies			
ii. International firms/companies			
iii. Government			
iv. Public (semi-government) sector			
v. Private sector			

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)?

- Since its formation, the Employment and Placement Cell motivates and gives counseling to students to seek self-employment.

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

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

- We are encouraging to organize the alumni association of students. It is going to organized as soon as possible.

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

- As a rule, the teachers and administrative staff hold a meeting to discuss in admission policies and to prepare criteria and make necessary decision. Then it is published through local daily newspaper, local TV, FM, banner, together with the notice on the board.
- We also prepare prospectus (brochure) of the campus to describe the admission policies and guidelines. Together with certain features of the campus.

(Volume 1: Annexes I page 89-158, 253-296)

(Volume 2: Annexes II page 1-32, 87-100, 107-124)

(Volume 3: Annexes III page 99-102, 302)

(Volume 4: Annexes IV page 51-52, 56, 89-94, 272)

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

- The campus has the admission policy for overseas students are as per TU constitution and laws. We have plans to give provision to them as per TU rules.

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"/>
Socio-cultural activities	√	<input type="checkbox"/>	Welfare program	√	<input type="checkbox"/>	Policy clearance
<input type="checkbox"/>						√
						<input type="checkbox"/>
						Visa Support
						<input type="checkbox"/>

- Currently, no international students are enrolled in the campus, but the campus is ready to provide above mentioned support services.

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 √

Internet facilities √

- The institution has a well-equipped computer lab with multimedia projector, fast internet and Wi-Fi facility.
- There is well-resourced library, e-library, and separate department with corner library, computer, printer, lamination device and cabinet.
- There is a football ground, volleyball court, Table-Tennis board, basketball court, cricket ground for sports.
- There is a seminar hall for various meetings and seminars.

(Volume 1: Annexes I page 89-158, 253-296)

(Volume 2: Annexes II page 1-32, 87-100, 107-124)

(Volume 3: Annexes III page 55-59, 123, 69, 70)

(Volume 4: Annexes IV page 89-94, 122-125, 272)

CRITERION 7: INFORMATION SYSTEM (10 MARKS)

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

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

- NAMC has EMSI unit. This Unit analysis the data, verify the data and keeping the all the information. TOR of this cell is found the section.

(Volume 1: Annexes I page 1-88, 89-158, 253-296)

(Volume 2: Annexes II page 1-32, 87-100, 107-124)

(Volume 3: Annexes III page 316-317)

(Volume 4: Annexes IV page 156-162)

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

- NAMC information and record cell carries out analysis of students' satisfaction survey, Stakeholders Feedback, Evaluation from students leaving the campus, result of students, health, education and management related data.

(Volume 4: Annexes IV page 156-162)

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

- It is recorded in the printed form and soft copy form as well as website of campus, face book page of campus, Which is found in the library, exam section and EMIS section.

(Volume 4: Annexes IV page 69, 126-155, 156-162)

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

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

- They are kept in library, exam section, EMIS section, in the departments and in administrative section. It is open to all. It is also published in website and face book page which is open access all.

(Volume 4: Annexes IV page 69, 126-155, 156-162, 286-287)

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

Yes (1) No (0)

- Yes, the methods of study and analysis are open to stakeholders if they are interested, they can have full knowledge on it. It also publishes through campus bulletin, local newspaper. Result of internal examination and final examination published in notice board, annual report, website, face book page of the campus.

(Volume 3: Annexes III page 197-267)

(Volume 4: Annexes IV page 69, 126-155, 156-162, 286-287)

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

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

- NAMC has one of the grievances and handling committee. This committee analysis all the suggestion

and complain. We record them in our complain register and complain box. We also get the graduates to fill up the evaluation forms which we later analyze and prepare reports. We discuss the weak points in the review meeting and settle it.

(Volume 1: Annexes I page 89-158, 233-252)

(Volume 3: Annexes III page 322)

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

Produce in brief the impact analysis.

- Collects all the feedbacks regarding the academic and physical aspects of campus, the cell recommend to the management committee through campus administrative body.
- Baseline of to correct, improve and prevent mistakes.
- Provides idea to make future plans.
- Improve public relationship
- Improve environment of the campus.
- Library has been improved in accordance with the suggestions received. Students get two books in once time.
- Drinking Water has been made available.
- IT system has been developed as the demand of students & stakeholders.
- The institution has been transparent in its activities

(Volume 1: Annexes I page 89-158, 233-252)

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

- With the help of information system, NAMC manage drinking water facilities, toilet facilities, maintenance of playground, manage the playing materials, purchases extra books in library, maintenance of the class room facilities etc.

(Volume 1: Annexes I page 89-158, 233-252)

CRITERION 8: PUBLIC INFORMATION (10 MARKS)

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

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

- NAMC has the public information cell. TOR and others documents in the annex.

(Volume 1: Annexes I page 1-88, 89-158, 233-252)

114. What are the areas of information published by the cell? (1)

Academic (0.25) Administration (0.25) Financial (0.5) All (1.0)

- Yes, all the information of institutions is published annually and as per issues of report publish any time. NAMC is also publish by media like as local TV, FM and new paper. NAMC also publish the report through website and face book page.

(Volume 3: Annexes III page 197-267)

(Volume 4: Annexes IV page 69, 158 www.nabc.edu.np , facebook: Nuwakot Adarsha Multiple campus)

115. Where are these information published? (1.5)

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

- Yes, all the information is published by newspaper, FM and local TV also.
- NAMC also publish the report through website and face book page.
- Records are found in the EMIs unit.

(Volume 3: Annexes III page 197-267)

(Volume 4: Annexes IV page 69, 158 www.nabc.edu.np , facebook: Nuwakot Adarsha Multiple campus)

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

Yearly (1) in 4 years (0)

(Volume 3: Annexes III page 197-267)

(Volume 4: Annexes IV page 69,158, 286-287 www.nabc.edu.np , facebook: Nuwakot Adarsha Multiple campus)

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

Areas	Year 1, place of publication	Year 2, place of publication
Academic and financial	Annual Report Nuwakot Adarsha Multiple Campus	Annual Report Nuwakot Adarsha Multiple Campus
Research Journal	Research Journal, The journal of Nuwakot Adarsha Multiple Campus volume III	Research Journal, The journal of Nuwakot Adarsha Multiple Campus Volume IV

- NAMC published annual report of the campus, research journal annually.

(Volume 3: Annexes III page 197-267, 302,)

(Volume 4: Annexes IV page 229-231, 238)

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

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

- We collect the feedback on the published information as complain and record it in complain registration. We try to solve these problems from these complain.

(Volume 1: Annexes I page 89-158, 233-252)

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?

- We have clearly defined system to evaluate the impact of information in quality improvement. This system starts with information collection and continues to the report submission.
- Public information is collected by using the questionnaires and analysis using statistical tools. We are collected and analyses others complain by suggestion box and complain register. We have had numbers of consequences from this system:
- We have been able to developed relationship with students and stakeholder.
- We have been able to feedbacks to find out our weak points and improve it.
- Record keeping skills are being developed in our administration.
- Increased participation of stakeholder on this campus.

(Volume 1: Annexes I page 1-88, 89-158, 233-252)

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

- Public information are collected, analyzed and used for decision making. Some of the positive impacts of these information are as follows:
 - a. Use of technology such as multimedia etc. in teaching learning process.
 - b. Provision of safe drinking water supplies (only jar water use for drinking)
 - c. Improve the toilet facilities and cleanliness
 - d. Increment of modernization of classroom
 - e. Expansion of garden
 - f. Construction of play ground
 - g. Construction of ring road of this campus
 - h. Improved physical facilities of campus
 - i. Improved library facilities of campus
 - j. Improve the interrelationship between the campus and public.
 - k. Increasing the public participation in the campus.
 - l. Increment of pass rate

(Volume 2: Annexes II page 1-32, 87-100, 107-124)

(Volume 3: Annexes III page: 173-175, 192-195,)

(Volume 4: Annexes IV page 164-171, 232-233, 234, 237-238)

