

UNIT 1

PREAMBLE

A. Brief Introduction of the Institute

Indreshwor Campus is a public based higher education institution established in Panauti Municipality, Kavrepalanchok, Bagmati Province, Nepal. Established to expand access to quality and affordable higher education, the campus operates under the affiliation of Tribhuvan University (TU). As a public campus supported and established by community, we are committed to providing academic opportunities to students from diverse social economic back grounds through minimum fee, scholarship, working learning environment, online classes.

The campus offers post graduate and undergraduate programs. There is MBS in post graduate program in Management stream. There are BBS, BEd, BASW and BA in undergraduate programs in Management, Education and Humanities Streams, with focus on academic excellence, practical learning, and community development. Equipped with qualified faculty, a growing ICT infrastructure, and an environment that encourages leadership and creativity, technological capable, self reliant, motivated. Indreshwor Campus has become an important center for higher education in the region. By promoting inclusive learning and contributing to local educational advancement, the campus continues to play a vital role in shaping skilled, responsible, and socially aware graduates.

At Indreshwor Campus, we are dedicated to fostering academic excellence and personal growth. Our mission is to empower students through quality education, inclusive education, innovative learning experiences, and a vibrant community. Indreshwor Campus is a public institution which has been established in the heart of the Panauti Municipality. Many social workers and scholars were involved in its establishment. From the day of its establishment, it has been playing a significant role incessantly in spreading the brighter rays of life. To achieve its aim, it has been coordinating and cooperating with numerous governmental and non-governmental organizations including many stakeholders. Recently it has been a member of the Higher Education Reform Project (HERP) of University Grant Commission (UGC), and the aim behind it is to improve the quality of education of this wonderful organization.

Development History

Indreshwor Campus was formally established in 2058 B.S. The first academic programmes it introduced were Bachelor of Business Studies (BBS), and then Bachelor in Education

(B.Ed.), then after Bachelor in Arts (B.A.). At present, it is successively running a Master in Business Studies (MBS). These academic programmes– BBS, B.Ed., B.A., and MBS prove how much this institution is concerned with the needs of the students, society, and the nation. The sole aim of running all these programmes is to meet the national goals of education. Until now, it is considered an institution with clear objectives and a clean image. To fulfill the changing needs, this glorious institution is planning for further programmes to be launched in the near future.

Highlights of Major Activities and Achievements

It has been considered one of the historical campuses of the Kavrepalanchok district. It has tried to educate the Nepali citizens who used to be out of the bay from Higher Education. After its establishment, hundreds of students have been able to accomplish Bachelor's degrees and Master's degrees, and have been able to contribute to the welfare of the nation. This institution has been able to win the hearts of various stakeholders and has become an integral part of the society and nation.

The graduated students have been able to serve the nation as civil servants, bank managers, accountants, CEOs, project managers and others.

Indreshwor Campus performs various activities to enhance its qualities. It conducts unit tests, terminal examinations, pre-board examinations, extra and co-curricular activities, various sports programmes and others. Visiting programs, excursions, public relations programs and many more activities are performed to improve the level of the students and the staff. At present Indreshwor Campus is running the following faculties as per the needs of the nation and the students:

- i. Bachelor in Business Studies
- ii. Bachelor in Education
- iii. Bachelor in Arts
- iv. Master in Business Studies

Strengths Challenges and Opportunities

Every institution aims to be known as one of the best service providers in the region. They put effort into every method so that they can achieve their goal. Despite these efforts, most of

the institutions fail to meet their goals. The chief cause for such failure is that the institution becomes unable to analyze the weaknesses and strengths they have. Here, we are also going to analyze the strengths, challenges and opportunities we need to meet in this section.

i. Strengths of the Institution

- Historical public academic institution
- Quality education at reasonable and affordable prices
- Classes from qualified, experienced and dedicated lecturers
- A peaceful environment to learn
- Learner-centered teaching-learning activities
- Enough scholarships for the needy, Dalits, Janajatis and others.
- Various tests and examination
- Result-oriented classroom activities
- Highly commendable examination results
- Conduction of various extra-curricular and co-curricular activities
- Proper guidance and counseling for further studies
- Better physical infrastructures
- Picnics, tours and visiting programs

ii. Challenges

- Political Instability
- Difficult to cope with students coming from various cultural backgrounds, especially from remote regions
- Insufficient funds for the smooth functioning of the institution
- Settle the experience and dedicated lecturers
- Nearby campuses which are running smoothly
- Cope with the changing needs of the nation
- Quality education at an affordable and reasonable price
- Develop efficient, trained and competent lecturers for the institution
- committee and students

iii. Opportunities

- It can be one of the finest campuses in the region since it has to compete only with two/three nearby campuses.

- It can be the only institution which can provide quality education at an affordable price.
- It can easily gain social and national recognition since it is the historical and one of the oldest campuses of this region.
- It can get various supports from various organizations since it is a non-profit social organization.

Development Initiatives

Indreshwor Campus is considered one of the oldest and best campuses in the region. Despite this reality, it cannot move according to the needs and desires of the nation. So it has been trying to develop and implement new techniques and procedures to maintain its quality and quantity. The newly formed Management Committee has been trying its best to maintain its standards. It has tried to activate all the resources. The Campus has formed various committees and departments for proper planning, implementation, execution and evaluation. Five yearly strategic plans have been made to achieve its vision, goals, aims and objectives. It has formed various committees like the Infrastructure Development Committee, Evaluation/Inspection Committee, SSR Committee, Procurement Committee and others. It has departments like the Staff management department, ECA department, Examination department and others. All these departments and committees have coordinators leading their teams to perform the given task smoothly.

B. Self-Study Report Preparation

How Is It Understood

It has been like a big step that Indreshwor Campus has become a member of HERP. Since then, it has been working hard to maintain its quality as mentioned by UGC. To maintain high standards, it has formed various committees and departments. Indreshwor Campus feels that the SSR Report formation has helped the institution to find out its weaknesses and strengths. It feels that still it has to labor a lot to maintain the standard and compete with other institutions of the nation. It is analyzing its weaknesses and trying to correct its shortcomings. For all these, Indreshwor Campus is indebted to UGC.

Formation of SSR Team

It is a great honor to be able to prepare an SSR Report as per the direction given by the University Grant Commission. This report truly helps to present in which position the academic institution is and what are the areas where improvement can be made to improve the level of the campus.

It is an uphill task, but the efforts of teamwork make everything look simple and easy.

Indreshwor Campus has the following three members SSR Committee formed by the Campus Management Committee:

- 1) Shreekumar Suwal (Coordinator)
- 2) Jayaram Karmacharya (Ass. Campus Chief)
- 3) Laxman Banjara (Member)
- 4) Sabita Humagain (Member)
- 5) Rajendra Mahaju (Member)

To accomplish this report, the following stakeholders are directly/indirectly involved:

- 1) Tuyukaji Tamrakar (Chairman of CMC)
- 2) Shreekumar Suwal (Campus Chief)
- 3) Jayaram Karmacharya (Ass. Campus Chief)
- 4) Kiran Karmacharya (Accountant)
- 5) Sonaliza Shretha (Librarian)
- 6) Rajendra Mahaju (Administration)

Approaches

Indreshwor Campus aims to accomplish the SSR report in the best way as much as possible. To accomplish the task, it has formed various committees and departments which can run the activities being mentioned smoothly. For this, it has taken part in various seminars, shared ideas with other institutions which have become members of HERP, conducted meetings with the team members and other stakeholders, and even visited UGC in Sanathimi frequently.

Validation

SSR committee has tried its best to accomplish its report writing work in the best way. For this, it is indebted to various stakeholders who are directly or indirectly related to this institution and the report-writing process. The task force committee collected documents, analyzed, interpreted, drafted the first copy, and again after editing produced the final copy of

the report. This report has been minutely observed and verified by the Campus administration and finally approved by the Campus Management Committee.

SSR WORK SCHEDULE

It is a great honor to be able to prepare an SSR Report as per the direction given by the University Grant Commission. This report truly helps to present which position is the academic institution and what are the areas where improvement can be made to improve the level of the campus.

It was an uphill task, but the efforts of the teamwork made everything look simple and easy. Indreshwor Campus had three members SSR Committee:

- 1) Shreekumar Suwal (Coordinator)
- 2) Jayaram Karmacharya (Ass. Campus Chief)
- 3) Laxman Banjara (Member)
- 4) Sabita Humagain
- 5) Rajendra Mahaju

To accomplish this report, we had the support of various stakeholders:

- 1) Tuyukaji Tamrakar (Chairman of CMC)
- 2) Shreekumar Suwal (Campus Chief)
- 3) Jayaram Karmacharya (Ass. Campus Chief)
- 4) Kiran Karmacharya (Accountant)
- 5) Sonaliza Shrestha (Librarian)
- 6) Rajendra Mahaju (Administration)

A task without a plan may not reach its destination, so to accomplish our task the campus management committee decided to form an SSR committee. Then the CMC had given clear direction to make a scheduled plan to complete the SSR report in time. Scheduled plan made by SSR committee:

- i) Chaitra 5th: Meeting of SSR committee
- ii) Baisakh 17th: Job distribution for data collection
- iii) Baisakh 18th to 25st: Data Collection
- iv) Bhadra 26th to 31st: Collection of Annexes (supporting documents)
- v) Ashok 1th to 15th: Analysis and interpretation of the collected data
- vi) Kartik 18th: Editing and drafting the final copy

- vii) Mangsir20th: Binding
- viii) Paush 2nd 2082: Submission of the report to UGC

UNIT 2

PART-I

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

SECTION A

INFORMATION FOR INSTITUTIONAL PROFILE

1. Institutional Information

Name of the Institution: INDRESHWOR CAMPUS

Place: Panauti Municipality-7

P O Box:

District: Kavrepalanchowk

2. Information for Communication

a. Office

Name	Telephone Number	Fax	E-mail
Executive Head of the Institution: Shreekumar Suwal	9841205771		indreshworcampus2058@gmail.com
Executive Assistant: Jayaram Karmcharya	9851131300		indreshworcampus2058@gmail.com
Management Committee Chairperson: Tuyukaji Tamrakar	9841484546		indreshworcampus2058@gmail.com

b. Residence

Name	Telephone with Extension Number	Fax	E-mail
Executive Head of the Institution: Shreekumar Suwal	011-490332		ssuwal89@gmail.com
Executive Assistant: Jayaram Karmcharya	9851131300		Jayaram2073@gmail.com
Management Committee Chairperson: Tuyukaji Tamrakar	9841484546		indreshworcampus2058@gmail.com

3. Type of Institution

Constituent [] Affiliated [✓] Degree Awarding Autonomous Institution []

Indreshwor Campus is affiliated with Tribhuvan University.

For Further Details, Please See Volume 1, Annex 1, affiliation document pp.1-4).

4. Institutional Management:

Public [☒] Community [☐] Private [☐] other (please specify) [☐]
Our Indreshwor Campus is fully public. It is also a member of the Public Campus Union.
For Further Details, Please See Volume 1, Annex 2, pp. 5).

5. Financial category of the institution:

Government Funded [☐] Self-financing [☒] Community [☒] others (please specify) [☐]
UGC also granted some financial funds regularly for community campus.
For Further Details, Please See Volume 1; Annex 3 UGC Nepal grants for community campus pp. 6).

6. a) Date of establishment of the Institution: (24/04/2058)

b) Date of commencement of the Bachelor or higher-level Program(s): (10/05/2058)

c) University to which the Institution is affiliated: (attach the certificate of affiliation) T.U.
For Further Details, Please See Volume 1, Annex 1, affiliation document pp.1-4).

6. a) Date of establishment of the Institution: (dd/mm/yyyy)

B.S	24	04	2058
A.D	08	09	2001

b) Date of commencement of the Bachelor or higher-level Program(s) (dd/mm/yyyy)

Bachelor of Business Studies:

B.S	10	05	2058
A.D	26	09	2001

Bachelor of Education:

B.S	27	05	2063
A.D	12	10	2006

Bachelor of Arts:

B.S	01	11	2065
A.D	12	02	2009

Master of Business Studies:

B.S	16	03	2067
A.D	30	06	2010

For Further Details, Please See Volume 1, Annex 1, affiliation document pp.1-4).

7. Date of Government /UGC approval (only for Institutions affiliated to foreign universities):

It does not apply to the Indreshwor Campus.

8. Is the institution autonomous in terms of

Financing [☒] Administrative Management [☒] Academic Management [☐] None [☐]

Indreshwor Campus is a self-financing institution and it has its autonomous administration but it follows T.U. rules and regulations of Academic Management.

For Further Details, Please See Volume 1; Annex 3 UGC Nepal grants for community campus pp. 6).

9. Institution's Land area in Ropanees/Bighas (Katthas)/Square Meters: 0-8-1-1 (Ropanees)

For Further Details, Please See Volume 1, and Annex 4, document of Land ownership pp.7).

10. Location of the Institution

Urban [☒] Semi-urban [☐] Rural [☐]

It is situated in the central place of Panauti Municipality ward No. 7 in Kavre district.

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 Programs
Certificate course (PCL 2 years),10+2(HSEB), or CTEVT programs	
Bachelors	3(Humanities, Management & Education)
Masters	1(Master of Business Studies)
MPhil	
PhD	
Any other (specify)	
Total	4

For Further Details, Please See Volume 1, Annex 5, Affiliation document pp. 8-11).

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

Faculty of Science and Technology
Departments:
Faculty of Humanities & Social Sciences
Departments: Department of Humanities and Social Sciences
Faculty of Management
Departments: Department of Management
Faculty of Education
Departments: Department of Education
Faculty of Law
Departments:
Institute of Engineering
Departments:
Institute of Medicine
Departments:
Institute of Agriculture
Departments:
Institute of Forestry
Departments:
Other Faculties:

Departments:

The minutes of BOD for the formation of the department on 2082/03/28 are attached in Annex A6 (Annex pages no. 12-15).

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)
Bachelor	BBS, BA, B.Ed, BASW	10+2	296(2024)
Master Degree	MBS	Bachelor	60/60(2079/80)

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

Teaching and non-teaching staff are recruited by the provision made in Campus Legislation and Rules. The rules are as follows:

- Formation of the selection committee for selection
- Advertisement via local and national dailies
- Collection of applications from interested candidates
- Classroom observation/interview
- Selection from the selection committee

For Further Details, Please See Volume 1, and Annex 7, selection committee for teaching and non-teaching staff pp. 16).

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

Particulars	Disadvantaged / Janajatis		Others		Grand Total
	F	T	F	T	
Full-Time Teachers (Total)					
No. of teachers with PhD					
No. of teachers with MPhil					
No. of teachers with Masters	2	6	1	5	11
No. of teachers with Bachelors					
Part-Time Teachers (Total)	×	×	×	×	×
Part-time teachers with PhD					
Part-time teachers with MPhil					
Part-time teachers with Masters	3	5	4	7	12
No. of teachers with Bachelors					

Note: F- Female, T-Total in Table

For Further Details, Please See Volume 1, Annex 8, Appointment of full-time teachers pp.17-38).

For Further Details, Please See Volume 1, Annex 24, Declaration of full-time teachers pp.128-139).

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

Courses	Full-Time Teachers (Total)	Part-Time Teachers (Total)	Total
Management	5	2	7
Humanities and Social Science	4	03	7
Education	4	3	7

Every faculty member has 18 periods of class load per week. One period is equivalent to 45 minutes for Bachelor's and 1 hour for Master's Degree

(For Further Details, Please See Volume 1, Annex 9, Class load document/ routine pp. 39)

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	3		0		3
Technical Staff	01		0	1	2

For Further Details, Please See Volume 1, Annex 10, Appointment documents of non-teaching staff pp. 40-42).

18. Regional profile of the students enrolled in the institution for the current academic year: 2024

No of Students Enrolment From ...	UG		PG		M.Phil		PhD	
	F	T	F	T	F	T	F	T
The same district where the institution is located	153	235	8	16				
Other districts	21	35						
SAARC countries								
Other countries								
Disadvantaged/Janajatis	42	52	5	6				

Note: F- Female, T- Total in Tables 15, 17 and 18.

For Further Details, Please See Volume 1, Annex 11, number of students enrolled (2024B.S.) in the campus, pp. 43).

19. Details of the last two batches of students:

Particulars	Batch 1:			Batch 2:		
	Year: 2023			Year: 2024		
	Bachelors	Masters	Total	Bachelors	Masters	Total
Admitted to the program	218	6	224	310	6	316
Drop-outs						
a. Within four months of joining						
b. Afterwards	48		48	55	0	55
Appeared for the final year examinations	388	24	412	390	66	456
Passed in the final examinations	105	9	114	109	25	134
Pass % of number appeared(Total)	27.06	37.5	27.67	27.95	37.88	29.39

Pass % with distinctions						
Pass %, (First class)						
Pass %, (Second class)						
Pass %, (Third class)						
Number of students expelled from examination hall if any						

Note: For other types of evaluation systems such as GPA, provide respective grades and brief explanation about their ranges in percentage.

For Further Details, Please See Volume 1, Annex 12, on pp. 44).

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

For Further Details, Please See Volume 1, Annex 13, and Annual Budget pp. 45)

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.

Year 2080/81

Cost per students = $\frac{\text{Total Expenditure including salary}}{\text{Total no. of students}} = \frac{8496424.47}{316} = \text{Rs. } 26887.42$

Cost per students = $\frac{\text{Total Expenditure excluding salary}}{\text{Total no. of students}} = \frac{5002393.47}{316} = \text{Rs. } 15830.36$

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

Semester System ☒

from the following:

Central Library ☒ Computer Centre ☒ Health Centre ☒
Annual System ☒ Any other (specify)

Our institution has run T.U. Annual system academic work in BBS, Bed, B.A. and Semester system in MBS.

23. Tick the support services available in the Institution

Sports facilities ☒ Press ☐ Workshop ☒
Hostels ☐ Guest house ☐ Housing ☐
Canteen ☒ Grievance redressed cell ☒ Common room for students ☐
Any other (specify) -----

- Our sports ground,
- Canteen
- Guard post
- Notice board
- Water tank and taps
- Separate fresh rooms for boys and girls.
- Motorcycle and helmet stand
- Central Library

For Further Details, Please See Volume 1, Annex 14, available support services pp. 46-50).

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

Yes [☒] No [☐, If yes provide the composition of the committee in a separate sheet
Further Details; Please See Volume 1, Annex 15, list of Management Committee pp. 51-53)

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

Particulars	Year I	Year II	Year III	Year IV
Working days of the institution	260	260	260	260
Working days at the library	260	260	260	260
Teaching days of the institution	246	245	227	227
Teaching days set by the university	150	150	150	150
Books in the library	747	543	480	480
Journals/Periodicals subscribed by the library				
National: Gorakhapatra				
International:				
Computers in the institution			22	
Research projects completed and their total outlay	1	1		
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				
Teachers who were resource persons at national seminars/workshops				
No. of hours of instruction against the plan (per year or semester)				

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

For Further Details, Please See Volume 1, Annex 16, of annual calendars from 2082 BS pp. 54- 55)

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

The campus had finished on following research study survey :

- 1."Outflow of Students to Others Location "Time has Changed, Changing Higher Education in Panauti, "Excellent education is possible locally" on the outflow of students from Panauti supported by Panauti Municipality.
- 2.Employment creation in cooperative societies: A survey analysis of banepa and Panauti Municipality of Kavre districts with Kabhre Multiple campus.
3. SURVEY ANALYSIS OF INVOLVEMENT OF INDRESHWOR CAMPUS STUDENTS IN LOCAL COOPERATIVE ORGANIZATION IN PANAUTI
4. Factors Influencing Dropout Rate in Bachelor's Degree at Indreshwor Campus
5. पनौती क्षेत्रका सास्कृतिक सम्पदाहरुको एक अध्ययन
6. छात्रवृत्तिको प्रभावकारीता र सुधारका उपायहरुको पहिचान (पनौती नगरपालिकाद्वारा उच्च शिक्षाको वितरण गरिएको एक अध्ययन प्रतिवेदन

7. पनौती भालेश्वर मन्दिर एक अध्ययन एवम् विश्लेषण

8. Gender difference and mathematics achievement in SEE of Panauti Municipality

For Further Details, Please See Volume 1, Annex 17, Photo of the outflow of students to other location research supported by Panauti Municipality and Employment creation in cooperative societies: A survey analysis of banepa and Panauti Municipality of Kavre districts with Kabhre Multiple campus research document and publication on pages 56-70)

27. Does the Institution have collaborations/ linkages with international institutions?

Yes ☐ No ☒ If yes, list the MoU signed and furnish the details of the active MoU along with important details of collaborations.

The campus does not have collaboration or linkage with international institutions at present, the campus is planning to establish such a relation as soon as possible.

For Further Details, Please See Volume 1, Annex 18 MoU with Kavre Multiple campus and Parvati Multiple campus for combined research-2 on page no. 71-74

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

Yes ☒ No ☐ If yes, give details.

The campus had organized the different training for students besides the academic institution.

For Further Details, Please See Volume 1, Annex 19 notice and meeting minutes and photos of 40 credit hour basic computer training: on page no. 75-79

For Further Details, Please See Volume 1, Annex 20 notice and meeting minutes and photos of 45 Non Credit Course IT Skill Tech Training, on page no. 80-90

For Further Details, Please See Volume 1, Annex 21 notice and meeting minutes and photos of Digital literacy Training Digital Pedagogy Training Digital Specific Tools training on page no. 91-99

For Further Details, Please See Volume 1, Annex 22 notice and meeting minutes and photos of awareness program, seminar, cooperative awareness program, banking and insurance awareness program and outreach program on page no. 100-113

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

Source of Funding	Amount(NRs.)
UGC/Government grants	4437100
Donations	150000
Fund Raising drives	
Alumni Association (T.U. Grant for Building)	
Research and Consultancy	
Fee from Self-financed/initiated courses	
Fees from regular programs	2849860.
For any others, specify (Bank Interest)	268177.23

For Further Details, Please See Volume 1, Annex 23 The detailed resource (Audit Report) of Indreshwor Campus 2080/81 **on page no. 114-126** in website. <https://indreshworcampus.edu.np/download/audit-report-2080-81/>

SECTION B

The marking scheme except otherwise specified in the criteria will be as follows:

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 writing? Yes ☒ No ☐ If yes, mention and attach the document. The college has clearly defined goals, vision, and objectives. To fulfill the goals, the college has developed dedicated, laborious, qualified and socially renowned faculties for delivering quality education to the students within five years. The vision of Indreshwor Campus (IC): It aims to provide inclusive quality education and is planning to produce efficient manpower developing intelligent, skilled and organized manpower who can lead the nation. The Mission of Indreshwor Campus: Our mission is to adopt innovative teaching technology and research based programmes to fulfill the demand of the skilled human resources in all faculties availing broad access of education to the regional community. Goals of Indreshwor Campus: To enhance academic excellence by graduating outstanding students ensuring quality education at an affordable fee with special attention to the marginalized and educationally disadvantaged groups. <i>For Further Details, Please See Volume 2, Annex 1</i> Vision, Mission and Goal (VMG) Statements from campus Niyamaoli 2077 and campus strategy plan and BOD minute pp. (1-5)
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. To achieve its specific goals, objectives and standards, the campus carries out its management and faculty cum unit-wise academic activities every year. Different department heads and program coordinators prepare the report of their clearly defined respective plans and programs to meet the aforementioned specific goals, objectives and standards.

Plan of Indreshwor Campus

If the programme we have submitted to UGC gets approved, we will do the following tasks to meet our goals:

- Contract approval and acceptance process
- Sharing and discussion about the plans being approved with the concerned stakeholders.
- Coordination with various management units
- Mobilization of the various human resources and management units
- Bidding and contract signing process
- Commencement of programmes
- Observation and inspection
- Evaluation and supervision

Programme of Indreshwor Campus

To improve its various internal and external affairs, it has listed various plans, and programmes which should be performed to establish itself as one of the well-established campuses in its region. They are as follows

1. Academic Development Programmes
 - Administrative Reforms Programmes
 - Human Resources Development
 - Extra and co-curricular Activities
 - Study, Documentation and Publication
 - Students Oriented plans
2. Infrastructural Development Programme
3. Other Development Programme

Strategies of Indreshwor Campus

The institution has the following strategies to commence and properly execute the aforementioned programme:

- Formulation of various divisions\department for proper formulation, implementation and execution of plans and policies being made, and also selecting department heads.
- Formulation of academic calendar, and implementation and execution of programmes mentioned in the calendar.
- Conducting various evaluation systems.
- A proper system of reward and punishment.
- Develop the feeling of competition
- Proper allocation of budget for different programmes.
- Proper guidance and counseling.
- Timely supervision and monitoring.
- Provision of training, seminars, handsome salary, technological knowledge and other extra benefits to the staff.
- Use of various motivational factors.
- Coordination and cooperation with other colleges and universities.
- Use of various motivational factors.
- An increasing number of full-time lecturers.
- Reforming the management system.
- More priority to Extra and co-curricular activities
- Visiting programmes for students.
- Improving the facilities of library, classroom, computer laboratory and internet facilities, canteen, drinking water and latrine etc.
- Conducting various research programme and their publication
- Proper documentation of various audiovisual documents.

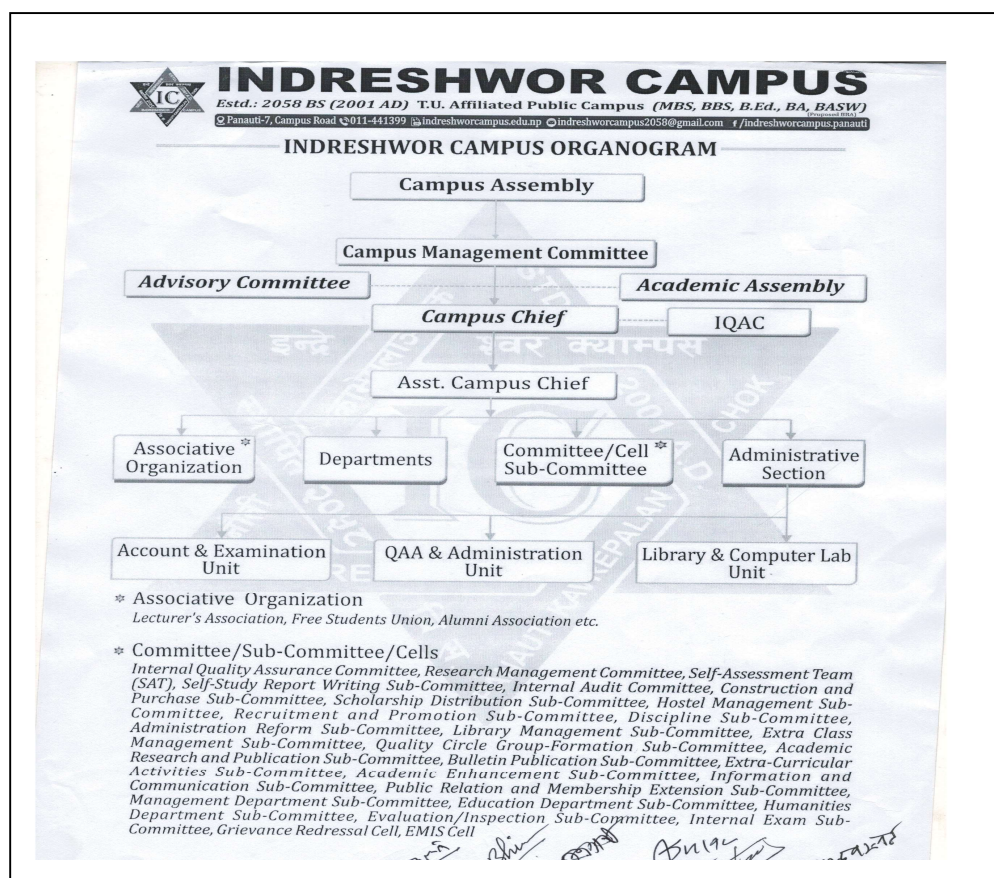
- Staff meeting and idea sharing with various stakeholders.

For Further Details, Please See Volume 2, Annex 2 The plans, programs and strategies attached in pp.6-9

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.

There are organizational structures formed under the provision of the campus legislation through which the policies of the institution are formulated, reviewed and updated. They are the Campus Management Committee, Executive Committee, etc. whose respective stratification and accountability have been presented in the organization of the institution.



For Further Details, Please See Volume 2, Annex 3 the documents of organizational chart, meeting of departments, progress reports and ToR on pp. 10-36.

For Further Details, Please See Volume 2, Annex 4 the minute of BOD, comprehensive guidelines of IQAC and Internal Quality Audit Guidelines pp. 37-55).

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

Yes[☒] No [☐] Justify with supporting documents.

The Institution adopted mechanism/process for internal quality monitoring and checks had given to Ass. Campus Chief Jayaram Karamcharya and internal quality assurance committee responsibility of the department; different departmental heads submit their reports in IQAC meetings.

The IQAC are

Coordinator: Shreekumar Suwal QAA focal Person
Member: Jayaram Karmacharya
Member: Priyanka Rawal
Member: Sonaliza Shrestha
Member: Rajendra Mahaju
Member: Riya Gochhe
Member: Sandip Kuwar (Students welfare counsel coordinator)

For Further Details, Please See Volume 2, Annex 4 the minute of BOD, comprehensive guidelines of IQAC and Internal Quality Audit Guidelines pp. 37-55).

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.

The campus management committee has clearly defined the job responsibilities of the campus chief assistant campus chief and department heads.

The job and responsibilities of the campus chief are:

To manage administration, finance and educational responsibilities of the campus
To punish the staff and teachers for breaking the rules and regulations of campus.
To give rewards and promotions to the best teachers and staff.
To motivate, record, divide job responsibilities and manage day-to-day activities of campus.
To manage the external programs, trainings, cultural activities
To maintain a budget and provide campus annual income statement to management
To provide scholarships for needy and loyal students.

The job and responsibilities of the assistant campus chief are:

Fully responsible towards the campus chief

Worked as acting campus chief when the campus chief was absent

To give required advice and suggestions to the campus chief.

The job and responsibilities of departmental heads are:

To perform the departmental jobs to run programs smoothly

To improve the quality of education

To work according to job responsibility given by the campus chief and assistant campus chief

For Further Details, Please See Volume 2, Annex 5 Job responsibility documents pp. 56-61).

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

The internal quality assurance committee evaluates the responsibility of the department; different departmental head submits their reports in evaluation meetings. Teaching staff appraisal form.

For Further Details, Please See Volume 2, Annex 6 Job Responsibilities of Department Teaching staff appraisal form, pp. 62-86).

For Further Details, Please See Volume 2, Annex 13 The human resource development plan and policy on pp. 140-150

7. Does the institution have a strategic plan and action plan emphasizing teamwork and participatory decision-making and a scheme for information sharing?

Yes [☒] No [☐] If yes, give details.

The latest managerial concepts such as strategic planning, teamwork, decision-making, computerization and others have been built up in joint efforts of the campus chief, assistant campus chiefs, department heads, program coordinators, and administration officials.

Strategies of Indreshwor Campus

The institution has the following strategies to commence and properly execute the aforementioned programme:

- Formulation of various divisions\department for proper formulation, implementation and execution of plan and policies being made, and also selecting department heads.
- Formulation of academic calendar, and implementation and execution of programmes mentioned in the calendar.
- Conducting various evaluation systems.
- A proper system of reward and punishment.
- Develop the feeling of competition
- Proper allocation of budget for different programmes.
- Proper guidance and counseling.
- Timely supervision and monitoring.
- Provision of training, seminars, handsome salary, technological knowledge and other extra benefits to the staffs.
- Use of various motivational factors.
- Coordination and cooperation with other colleges and universities.
- Use of various motivational factors.
- Coordination and cooperation with other colleges and universities
- Increasing the number of full-time lecturers.
- Reforming the management system.
- More priority to Extra and co-curricular activities
- Visiting programmes for students.
- Improving the facilities of library, classroom, computer laboratory and internet facilities, canteen, drinking water and latrine etc.
- Conducting various research programmes and their publication
- Proper documentation of various audiovisual documents.
- Staff meeting and idea sharing with various stakeholders.

For Further Details, Please See Volume 2, Annex7 The Strategy Plans, annual plan of action

of IC pp. 87-94).

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

Yes [☒] No [☐] If yes, give details.

The Campus has 40 hour basic computer course for students and teacher, staffs.

For Further Details, Please See Volume 1, Annex 19 Computer class notice and meeting minutes and photo on page no. 66-70

For Further Details, Please See Volume 1, Annex 19 notice and meeting minutes and photos of 40 credit hour basic computer training: on page no. 75-79

For Further Details, Please See Volume 1, Annex 20 notice and meeting minutes and photos of 45 Non Credit Course IT Skill Tech Training, on page no. 80-90

For Further Details, Please See Volume 1, Annex 21 notice and meeting minutes and photos of Digital literacy Training Digital Pedagogy Training Digital Specific Tools training on page no. 91-99

For Further Details, Please See Volume 1, Annex 22 notice and meeting minutes and photos of awareness program, seminar, cooperative awareness program, banking and insurance awareness program and outreach program on page no. 100-113

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

Yes [☒] No [☐]

Yes, the campus organized stakeholder and community feedback collection

The communities feel proud of the Indreshwor campus and suggest the need for more practical-based education, advanced computer-based learning, a good library, and learning environment, research-oriented classes and extra activities for improving the quality of education.

For Further Details, Please See Volume 2, Annex 8 The Community Feedback Reports pp. 95-110).

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?

An advisory committee was formed which advised and gave feedback to us. It advised the campus administration to adopt a Participatory Management system to formulate the charter and bylaws in such a way that they would help in the development of an efficient management system, with transparency, reliability, and accountability. It is suggested that such a management system will ultimately increase the quality of education and can be a milestone in the course of making IC a centre for quality education. Campus administration discusses with other concerned people of the society.

The Advisor

S.N	Name
1	Devkrishna Sharma
2	Ramhari Subedi
3	Saptakaji Buddhacharya
4	Kamala Thapa
5	Kedar Bhandari
6	Shiva Prasad Humagain
7	Harikrishna Shainju
8	Rajendra Kumar karmacharya
9	Balram K.C
10	Binod Guragain
11	Chandra Bahadur Khadga
12	Bhim Neupane
13	Bijayaram Karmacharya
14	Ramesh Poudel
15	Ass. Pro. Dr Makshindra Thapa
16	Bhola Thapa
17	Bisheshwor Banjara
18	Shreeram Secondary School
19	Sarada Secondary School
20	Bhaleshwar Secondary School
21	Shanti Niketan Secondary S
22	Kavre Secondary School

For Further Details, Please See Volume 2, Annex 9 The Appointments of Campus Advisors on pp.111-112).

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

Yes ☒ No ☐ If yes, give details.

Campus has a Free Student Union committee for coordination with the management committee of the campus.

For Further Details, Please See Volume 2, Annex 4 the minute of BOD, comprehensive guidelines of IQAC and Internal Quality Audit Guidelines pp. 36-55).

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

a. by the university ☐

b. by the Institution ☒

Please attach the copies

Although the campus does not have academic audits by the university, it has its mechanism: Quality Monitoring, which audits academic activities.

For Further Details, Please See Volume 2, Annex 12 the academic audits policy, minute, academic audit report 2080 attached in Annex page no. 132-139)

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

Yes [☒] No [☐] If yes, give details

The campus provides students the opportunities for field/project work and internships which help them to learn and work in a real work environment. The campus has regularly allocated the necessary budget for these activities. Students submit fieldwork proposals before they conduct the activity and submit reports after completing the study. The students have to write a report at the bachelor level and a thesis or project work in the fourth year and MBS Semester. The IC has formed a research and publication committee and it has initiated the process.

For Further Details, Please See Volume 2, Annex 10 the copies of the research management cell, research methodology training class, field/project work and internship, annual budget sheet rules and regulations of the Research cell on pp. 113-127.

For Further Details, Please See Volume 1, Annex 17, Photo of the outflow of students to other location research supported by Panauti Municipality and Employment creation in cooperative societies: A survey analysis of banepa and Panauti Municipality of Kavre districts with Kabhre Multiple campus ***research document and publication on pages 56-70)***

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

Yes [☒] No [☐] If yes, give details.

Yes, the combination of teaching and research has enabled students to expose their skills and potential in society. With the gained experiences they have been able to grasp opportunities in different sectors of the job market. Different organizations have benefited from the research experience of the students. The students of B.A. and B. Ed carry out the research from the community.

1."Outflow of Students to Others Location "Time has Changed, Changing Higher Education in Panauti, "Excellent education is possible locally" on the outflow of students from Panauti supported by Panauti Municipality.

2.Employment creation in cooperative societies: A survey analysis of banepa and Panauti Municipality of Kavre districts with Kabhre Multiple campus.

3. SURVEY ANALYSIS OF INVOLVEMENT OF INDRESHWOR CAMPUS STUDENTS IN LOCAL COOPERATIVE ORGANIZATION IN PANAUTI

4. Factors Influencing Dropout Rate in Bachelor's Degree at Indreshwor Campus

5. पनौती क्षेत्रका सास्कृतिक सम्पदाहरूको एक अध्ययन

6. छात्रवृत्तिको प्रभावकारीता र सुधारका उपायहरूको पहिचान (पनौती नगरपालिकाद्वारा उच्च शिक्षाको वितरण गरिएको एक अध्ययन प्रतिवेदन

7. पनौती भालेश्वर मन्दिर एक अध्ययन एवम् विश्लेषण

8. Gender difference and mathematics achievement in SEE of Panauti Municipality

For Further Details, Please See Volume 1, Annex 17, Photo of the outflow of students to other location research supported by Panauti Municipality and Employment

creation in cooperative societies: A survey analysis of banepa and Panauti Municipality of Kavre districts with Kabhre Multiple campus *research document and publication on pages 56-70*)

For Further Details, Please See Volume 2, Annex 10 the copies of the research management cell, research methodology training class, field/project work and internship, annual budget sheet rules and regulations of the Research cell on pp. 113-127.

For Further Details, Please See Volume 1 4, Annex 17 Photo of research activities and publication on pages 51-58

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

Yes ☒ No ☐

Campus has academic quality improvement plan 2024 for increase pass rate and reduce dropout rate.

For Further Details, Please See Volume 2, Annex 11 the copies of the academic quality improvement plan 2024 on pp. 128-131.

CRITERION 2: CURRICULAR ASPECTS (10 MARKS)

16. Is there any provision for ensuring consistency of teaching and learning with the academic goals and objectives of the institution? (0.5)

Yes ☒ No ☐ If yes, give details.

The teaching-learning activities are consistently going on in accordance with the goals and objectives of the college. The teaching course is completed on time Practice teaching programs are conducted for the students of education faculty, and likewise, other educational tours and industrial visits are conducted for the enhancement of the practical knowledge in students.

Extra classes of difficult subjects are provided for the betterment of students' performance.

For Further Details, Please See Volume 2, Annex 7 The Strategy Plans, annual plan of action of IC pp. 87-94).

For Further Details, Please See Volume 3, Annex 1 the annual calendar of the Indreshwor campus on pp. 1-2).

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 ☒

The time framework of the campus has been systematized for the convenience of the students. Most of the students of masters' level are job holders, so masters' degree programs are in morning shift matching with students' convenience. There is an elective course available for BBS, BEd and BA fourth year student the subject is as follows

BBS	BEd	BA
-----	-----	----

Account	Nepali	Sociology
Finance	English	Social Work
Marketing	Population	

For Further Details, Please See Volume 3, Annex 2 the daily class timetable on pp. 3

18. Indicate the efforts to promote quality of education with the provision of skills transfer among the students such as: (0.5 x 5 - 2.5)

- Capacity to learn [✓]
- Communication skills [✓]
- Numerical skills [✓]
- Use of information technology [✓]
- Work as a part of a team and independently [✓]

Please give evidence

The campus provides different training and skill development classes; training is conducted by experts to enhance the students' learning capacity. Campus organized Managers skill development program Government job exam preparation orientation, supported by Kavre sewa samaj and Dcan, Ktm. Research methodology classes supported by Professor Dr Dilip parajuli, Makshindra Thapa, Prakash Shrestha from Nepal Commerce Campus and National Development educational dialogue by Mahendra Man Singh. Computer and multi-media projectors are used to facilitate teaching-learning activities. Group and individual fieldwork are assigned to enhance the practical knowledge of students.

40 Hour Computer Basic Computer Training deserving students

For Further Details, Please See Volume 1, Annex 19 40 hour basic computer training Computer class notice and meeting minutes and photo on page no. 75-79

For Further Details, Please See Volume 2, Annex7 The Strategy Plans, annual plan of action of IC pp. 87-94).

For Further Details, Please See Volume 3, Annex 1 the annual calendar of the Indreshwor campus on pp. 1-2).

For Further Details, Please See Volume 3, Annex 3 the Documents of various skill program documents on pp.4-7)

For Further Details, Please See Volume 2, Annex 10 the copies of internship letters on pp. 114-115.

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

Yes [✓] No [] If yes, give details.

The campus has performed community outreach program for women empowerment, entrepreneurship, and gender violence and legal consultation program, career development counseling for students and teachers, and entrepreneurship workshops for students and academicians.

For Further Details, Please See Volume 3, Annex 4 the photo and minutes of the community outreach program on pp. 7-10).

For Further Details, Please See Volume 1, Annex 19 40 hour basic computer training Computer class notice and meeting minutes and photo on page no. 75-79

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)

For Further Details, Please See Volume 3, Annex 5 the Certificates of Participation on TU Curriculum training and feed back for TU CDC on pp. 11-14).

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

Yes ☒ No ☐ If yes, give details.

The campus had collected feedback from Stakeholders, teachers and peers on different time frame

The public suggestion for the campus is to maintain quality education with a minimum fee, provide modern education, use information technology in teaching practice, provide information communication and technology training and internship facilities and extra activities for developing all-around active citizens for the nation. The collected feedbacks are implemented for betterment of campus quality education delivery.

For Further Details, Please See Volume 2, Annex 8 The Community Feedback Reports pp. 95-110).

For Further Details, Please See Volume 3, Annex 6 the feedbacks are implemented for betterment of campus quality education delivery documents on pp.15-29)

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

The campus has an industry-neighborhoods network of Indreshwor campus that has partnered with Panauti Chamber of commerce and industries to work on common interests.

For Further Details, Please See Volume 3, Annex 7 documents of academic industrial dialogue for employment generation on pp.30-33)

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

Yes. To inculcate civic responsibilities among the students, the campus has encouraged the students to social work as volunteers in health camps, earthquake relief distribution, sanitation and river cleaning, Plantation on World Environment Day with local organization JCI Panauti, volunteers and drinking water distribution in Panauti Jatra, (Local festival), 12 years Makar Mela.

For Further Details, Please See Volume 3, Annex 8 the photos and document of program on pp. 34-35).

For Further Details, Please See Volume 3, Annex 4 the photo and minutes of the community outreach program on pp. 7-10).

24. What are the efforts of the institution towards the all-round personality development of the learners? Give brief explanation in terms of activities. (0.5)

Indreshwor campus organized different training and classes for all-around personality development of learning. The campus organized Motivational Training, Research Orientation, and participation in sports competitions, for the all-round personality development of the learners.

For Further Details, Please See Volume 3, Annex 9 the photos of training Support and personality development program on pp. 36-42)

For Further Details, Please See Volume 3, Annex 4 the photo and minutes of the community outreach program on pp. 7-10).

For Further Details, Please See Volume 3, Annex 3 the Documents of various skill program documents on pp.4-6)

For Further Details, Please See Volume 1, Annex 19 notice and meeting minutes and photos of 40 creditb hour basic computer training: on page no. 75-79

For Further Details, Please See Volume 1, Annex 20 notice and meeting minutes and photos of 45 Non Credit Course IT Skill Tech Training, on page no. 80-90

For Further Details, Please See Volume 1, Annex 21 notice and meeting minutes and photos of Digital literacy Training Digital Pedagogy Training Digital Specific Tools training on page no. 91-99

For Further Details, Please See Volume 1, Annex 22 notice and meeting minutes and photos of awareness program, seminar, cooperative awareness program, banking and insurance awareness program and outreach program on page no. 100-113

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

Yes. To inculcate civic responsibilities among the students, the campus has encouraged the students to social work as tree plantation on World Environment Day 2023, drinking water distribution on Panauti Jatra, volunteers in health camps, earthquake relief distribution, sanitation and river cleaning, volunteers in Panauti Jatra (Local festival), 12 years Makar Mela & river cleaning program.

For Further Details, Please See Volume 3, Annex 8 the photos and document of program on pp. 34-35).

For Further Details, Please See Volume 3, Annex 7 documents of academic industrial dialogue for employment generation on pp.30-33)

CRITERION 3: TEACHING LEARNING AND EVALUATION (15 MARKS)

26. Which of the following methods do you apply in admitting 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 a combination of the above all

We admit new graduates through academic records of class 11 and 12 mark sheets and character certificates for the Bachelor level and The students of MBS are admitted based on merits after they pass the CMAT conducted by the Faculty of Management, Office of the Dean TU.

For Further Details, Please See Volume 3, Annex 2 the daily class timetable on pp. 3

For Further Details, Please See Volume 9, Annex 4 Admission notice on pp. 7)

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

Yes ☒ No ☐ If yes, cite examples.

There is a provision for internal examination conducted in two phases, the results are evaluated and feedback is given to the students.

For Further Details, Please See Volume 4, Annex 1 the document of internal examination and extra class and remedial class on pp. 1-5).

28. Does the institution provide bridge/remedial courses to academically weak and disadvantaged students? (0.5)

Yes ☒ No ☐ If yes, cite examples (UGC or other supports received in this regard may be indicated).

Revision class, guest lecturer invited for teaching by the campus for academically weak and disadvantaged students. In addition, orientation classes, extra classes, exam oriented preparation conducted by the campus.

For Further Details, Please See Volume 4, Annex 2 the photos of the remedial classes, extra class, and guest lecturer class on pp. 6- 11).

For Further Details, Please See Volume 4, Annex 1 the document of internal examination on pp. 1-5).

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

Yes ☒ No ☐ If yes, give details.

Staff meeting for formulation of teaching plan conducted by campus before the class run.

For Further Details, Please See Volume 4, Annex 3 the document of the staff meeting decision to make a teaching plan on pp. 12-16).

For further Details, Please See Volume 3, Annex 1 the annual calendar on pp.1-2)

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

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

The campus has a monitoring and checks committee which makes necessary suggestions if the teaching schedules are not in harmony with the syllabi. This committee also evaluates the work plan and its progress regularly holds discussions about the teaching schedules of the teachers and makes suggestions to keep the teaching schedule in harmony.

For Further Details, Please See Volume 4, Annex 4 the decision of the evaluation committee for harmony of teaching document on pp. 17).

For further Details, Please See Volume 3, Annex 1 the annual calendar on pp.1-2)

- 31. How does the institution supplement the lecture method of teaching with other teaching methods with specific weightage in terms of hours?** (directed studies, assignments, presentations) (0.5) Produce some examples.

The campus has been supplementing the lecture method of teaching with the methods of assignments, directed studies or self-study for students, field visit and report writing, audio-visual presentation and oral presentation. In some classes like B.B.S. and B.Ed. assignments are part of the curriculum. Similarly, the project report should be prepared by B.B.S. students. Though there has not been a specific weightage of these supplementary methods in terms of hours, the teachers have been using different methods like audio-visual presentation, methods of assignments, and directed studies according to the subject matter.

For Further Details, Please See Volume 4, Annex 5 the photographs of such activities on pp. 18-21).

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

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

There is a Multimedia Projector for visual presentation. Tape recorders and cassettes are also available sufficiently. Teachers have benefited a lot from these audio-visual and other teaching aids. The teachers prepare audio-visual teaching aids using computers, laptops, etc. available on the campus.

The campus has a computer lab with 20 computers.

5 laptops for a faculty member

6 projectors in the classroom and conference hall

2 desktop computers for administration

Free wi-fi for all faculty members and internet facility in computer lab for students

For Further Details, Please See Volume 4, Annex 6 the photos of multimedia pp.22-24).

For Further Details, Please See Volume 1, Annex 19 notice and meeting minutes and photos of 40 credit hour basic computer training: on page no. 75-79

For Further Details, Please See Volume 1, Annex 20 notice and meeting minutes and photos of 45 Non Credit Course IT Skill Tech Training, on page no. 80-90

For Further Details, Please See Volume 1, Annex 21 notice and meeting minutes and photos of Digital literacy Training Digital Pedagogy Training Digital Specific Tools training on page no. 91-99

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

Teaching days per semester or year against the requirement: -----

Working days per week against the requirement: - 160/150
Workload per week (for full-time teachers): - 18 Period for bachelor, 10 period for masters.
Workload per week (for part-time teachers): x
The ratio of full-time teachers to part-time teachers: 16:0
The ratio of teaching staff to non-teaching staff: - 16:4
Percentage of classes taught by full-time faculty: - 95%
Number of visiting professors/practitioners: 2

For Further Details, Please See Volume 3, Annex 1 the annual calendar on pp. 1-2)

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

We organize an orientation programme for newcomers during that programme evaluation system, codes of conduct, and other relevant institutional rules and regulations are delivered. Students are oriented to the programme, evaluation system, codes of conduct, and other relevant institutional provisions and requirements of the college through methods such as: Teachers take orientation classes on the first day of the new classes. Sometimes external experts are also invited to take orientation and motivational classes , Management skill development program, logistic service, Midterm exam, Terminal exam, Pre-university exam, Code of conduct for students and teachers.

For further Details, Please See Volume 3, Annex 2 the class routine on pp.3)

For further Details, Please See Volume 4, Annex 7 the documents of the students satisfaction form on pp. 25-42).

Further Details, Please See Volume 4, Annex 8 the brochure and prospectus photo screenshot of the campus website: www.indreshwrocampus.edu.np pp. . 43-49).

For further Details, Please See Volume 4, Annex 9 the document of orientation for students for beginning of the academic session on PP. 50-52)

For Further Details, Please See Volume 4, Annex 1 the document of internal examination on pp. 1-5).

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

Yes [☒] No [☐] If yes give evidence.

The campus arranges orientation classes for students at the beginning of the academic session. A brochure and prospectus are provided to the Students.

Further Details, Please See Volume 4, Annex 8 the brochure and prospectus photo screenshot of the campus website: www.indreshwrocampus.edu.np pp. . 43-49).

For further Details, Please See Volume 4, Annex 9 the document of orientation for students for beginning of the academic session on PP. 50-52)

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

Yes [☒] No [☐] If yes, give details

The college monitors the overall performance of students at the beginning of the year based on their past academic records and interviews. The evaluation method includes class tests, internal examinations, etc.

For further Details, Please See Volume 4, Annex 7 the documents of the students' satisfaction, guardian satisfaction, employee satisfaction form on pp. 25-42).

For further Details, Please See Volume 3, Annex 1 the annual calendar is pp. 1-.2)

36. In the case of a 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. b.						

For further Details, Please See Volume 4, Annex 11 Copy of the job advertisement, selection committee pp. 54- 60).

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: 2	Year I:	Year I:
Year II: 0	Year II: 0	Year II:

For further Details, Please See Volume 4, Annex 11 Copy of the job advertisement, selection committee pp. 54- 60).

For further Details, Please See Volume 4, Annex 12 the name list of recruited teaching staff p. 61).

38. A. Does the institution have the freedom and the resources to appoint and pay temporary/ad hoc teaching staff? Are such provisions defined in the institution act/board decision/minute?

Yes [☒] No [☐] If yes, give details of their salary structure and other benefits. (0.5)

The campus has the freedom to appoint and pay temporary/ad hoc teaching staff by the provisions made in the campus management committee. The resources are managed by the campus management committee. The salary structure of the teaching staff is decided by the management committee.

For further Details, Please See Volume 4, Annex 11 Copy of the job advertisement, selection committee pp. 54- 60).

B. Does the institution have provision and practice for inviting visiting/guest faculty regularly?

Yes [☒] No [☐] If yes give details (0.5)

For Further Details, Please See Volume 4, Annex 2 the photos of the remedial classes, extra class, and guest lecturer class on pp. 6- 11).

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

	<i>Participants</i>	<i>Program</i>	<i>Organizer</i>
Institutional level	20 50	RANVAN Executives Motivational class	RANVAN Org. Ktm. Gyan lal Mahajan
National level	Sabita Humagain		TU DEAN Office
National level	Chanas Raj Rana		TU DEAN Office
National level	Bikas Manandher		TU DEAN Office
National level	Bikas Manandher	Research Methodology	Kavre Multiple Campus
International level			

For further Details, Please See Volume 4, Annex 13 the Copies of certificates and letters of participation in the seminar, workshop PP.62-67.

40. Does the institution follow the self-appraisal method to evaluate the performance of the faculty in teaching, research and extension programs? (0.5)

Yes [☒] No [☐] If yes, how are teachers encouraged to use the feedback? Provide justifications.

The campus has a system of evaluating the results of the students in terms of the performance of the faculty members. The internal examination system and the student responses are the measuring tools to encourage teachers to improve their performance. self-appraisal for teaching staff,

Further Details, Please See Volume 4, Annex 14 the evaluation of performance appraisal document and minute of staff meeting PP. 68-91).

41. Does the institution follow any other teacher performance appraisal method? (0.5)

Yes [☒] No [☐] If yes, give details of the same and state how the results of the appraisal are used.

The campus conducts subject-wise result analysis to evaluate teacher performance. The result of the teacher performance appraisal method is used in promoting the teacher's position and status.

Further Details, Please See Volume 4, Annex 15 the certificate of honor to the teacher PP. 92
Further Details, Please See Volume 4, Annex 14 the evaluation of performance appraisal document and minute of staff meeting PP. 68-91).

42. Does the institution collect student evaluations on institution experience? (0.5)

Yes [☒] No [☐] If yes, what is the significant feedback from students and how has it been used?

We have started the feedback mechanism

The significant feedbacks from students are solved to smoothly running the institution

- i) Teachers should discuss modern development in management and e-learning
- ii) Use of computers, and projectors.
- iii) Provide the practical value of the subject.
- iv) Maintain the library/computer laboratory properly.
- v) Developing practical base education and providing more interns for career development.

For further Details, Please See Volume 4, Annex 7 the documents of the students' satisfaction, guardian satisfaction, employee satisfaction form on pp. 25-42).

For further Details, Please See Volume 3, Annex I The Annual Calendar pp. 1-2)

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

Yes [☒] No [☐] If yes, give details.

Campus organized Managers skill development program supported by RANVAN institute of Ktm. Research classes supported by Professor Dr Bihari Binod Pokhrel from Nepal Commerce Campus and Motivational Class by International trainer Gyanlal Maharjan. Academic industries dialogue, environment orientation, entrepreneurship workshop.

For further Details, Please See Volume 4, Annex 16 the Copies of certificates and letters of participation in the seminar, workshop PP.93-108.

For further Details, Please See Volume 4, Annex 13 the Copies of certificates and letters of participation in the seminar, workshop PP.62-67.

Further Details, Please See Volume 5, Annex 1 the document of annual research budget on pp. 1)

For further Details, Please See Volume 3, Annex 1 the annual calendar PP. 1-2)

For Further Details, Please See Volume 1, Annex 19 notice and meeting minutes and photos of 40 credit hour basic computer training: on page no. 75-79

For Further Details, Please See Volume 1, Annex 20 notice and meeting minutes and photos of 45 Non Credit Course IT Skill Tech Training, on page no. 80-90

For Further Details, Please See Volume 1, Annex 21 notice and meeting minutes and photos of Digital literacy Training Digital Pedagogy Training Digital Specific Tools training on page no. 91-99

44. Give details about faculty development programs and the number of teachers who benefited

from them, during the last two years. (0.5)

Faculty Development Programs	No. of Beneficiaries
Training of management skill development program	42
Environmental orientation	50
Research Methodology Orientation	28
Faculties are sent to participate in orientation programs conducted by the dean's office	3
Participant in Research Methodology Orientation run by Kavre Multiple campus	1

For further Details, Please See Volume 4, Annex 13 the Copies of certificates and letters of participation in the seminar, workshop PP.62-67.

For Further Details, Please See Volume 1, Annex 19 notice and meeting minutes and photos of 40 creditb hour basic computer training: on page no. 75-79

For Further Details, Please See Volume 1, Annex 20 notice and meeting minutes and photos of 45 Non Credit Course IT Skill Tech Training, on page no. 80-90

For Further Details, Please See Volume 1, Annex 21 notice and meeting minutes and photos of Digital literacy Training Digital Pedagogy Training Digital Specific Tools training on page no. 91-99

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

Yes. The college is using modern information technology for teaching and learning activities. Providing international practices of management skill and technique through internet facility. We have the following services and instruments for teaching:

- Computer lab with internet facility
- Overhead projectors in the classroom
- Faculty wise laptop
- Free Wi-Fi for teachers

For Further Details, Please See Volume 4, Annex 6 the photos of multimedia pp.22-24).

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

The campus has collaborated with Kavre Multiple Campus, Parvati Multiple Campus and Chaitanya Multiple Campus.

The campus has visited different campuses regularly and established good communication linkage for promoting quality education.

For further Details, Please See Volume 4, Annex 17 the documents and photos of visiting different campuses PP.109-115).

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

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

The campus has allocated a budget for research in the fiscal year 2082/083. In the fiscal year 2082/83, the budget has been allocated 6.35% (870000 out of 13693000). In the fiscal year 2082/83, the budget has been allocated 6.35% (870000 out of 13693000).

For further Details, Please See Volume 5, Annex 1 The document of annual research budget pp. 1-2)

For further Details, Please See Volume 5, Annex 1 The Research Cell Policy of Campus pp. 3-5)

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

- Encourage PG students to do project work. [✓]
- Teachers are given study leave
- Teachers provided with seed money
- Provision of Research Committee [✓]
- Adjustment in teaching load/schedule [✓]

The campus has been promoting research as in the MBS students and BBS students are encouraged to do project work. The Campus has been taking many steps to promote research in various fields. The postgraduate students are encouraged to conduct project work as well as fieldwork research. By the decision of CMC, the teachers involved in research are provided with study leave, a certain amount of financial support and proper adjustment in the teaching schedule.

There is a research committee involving teachers to submit projects.

The existing composition of the research committee is as below:

Mr. Jayaram Karmcharya	Coordinator
Mr. Santa Kumar Shrestha.....	Member
Mr Sundar Shrestha	Member
Mrs Sabita Humagain	Member
Mr Chanasraj Rana.....	Member

Further Details, Please See Volume 5, Annex 2 The supporting document of research committee, research methodology orientation, dissertation and thesis writing of PG students, mini research and article in journal in pp. 6-16).

<https://indreshworcampus.edu.np/download/punyavati-journal-vol-1>

<https://www.nepjol.info/index.php/panauti/issue/view/3939>

<https://www.nepjol.info/index.php/panauti/issue/view/4153>

<https://www.nepjol.info/index.php/panauti/issue/view/5381>

<https://www.nepjol.info/index.php/punyawati/issue/view/4978>

For Further Details, Please See Volume 1, Annex 17, Photo of the outflow of students to other location research supported by Panauti Municipality and Employment creation in cooperative societies: A survey analysis of banepa and Panauti Municipality of Kavre districts with Kabhre Multiple campus research document and publication on pages 56-70)

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

Yes [] No [✓] If yes, give details

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

MBS and BBS 4th year projects are completed with the supervision of assistant lecturer Rajendra Banjara and MBS thesis writings are guided by Campus Chief Shreekumar Suwal, Assistant Campus Chief Jayaram Karmacharya and Lecturer Chanas Raj Rana.

For further Details, Please See Volume 5, Annex 3 the list of research documents pp.17-29).

For Further Details, Please See Volume 1, Annex 17, Photo of the outflow of students to other location research supported by Panauti Municipality and Employment creation in cooperative societies: A survey analysis of banepa and Panauti Municipality of Kavre districts with Kabhre Multiple campus research document and publication on pages 56-70)

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

Level	Enrollment Status		Total
	Full Time	Part-Time	
MPhil	x	x	
PhD	x	x	

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

Yes [] No [✓]

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

Yes [] No [✓] If yes, give % of financial support from recurring costs.

The financial support will be provided to MBS students in the future.

54. Provide details of the ongoing research projects: (0.5) - [x]

Total number of projects	Project Revenues (in NRs.)
1	x

There is ongoing research project in this institution. In the future, the research activities will be increased.

For Further Details, Please See Volume 5, Annex 9, Photo of Mini research of cultural heritage of Panauti conducted by Haribhakta Karmacharya and Suryabhakta Karmacharya on pp;54-57

For Further Details, Please See Volume 1, Annex 17, Photo of the outflow of students to other location research supported by Panauti Municipality and Employment creation in cooperative societies: A survey analysis of banepa and Panauti Municipality of Kavre districts with Kabhre Multiple campus research document and publication on pages 56-70)

55. Give details of ongoing research projects funded by external agencies. (0.5) - [x]

Funding Agency	Amount (Rs.)	Duration (Years)	Collaboration, if any
Panauti Municipality	100000	1 Year	x
x	x	x	x

There is one ongoing research project in Indreshwor Campus on a research study survey on "Outflow of Students to Others Locations "Time has Changed, Changing Higher Education in Panauti,

"Excellent education is possible locally" on outflow of students from Panauti with supported by Panauti Municipality, Effectiveness of scholarship fund provided by Panauti Municipality for higher education research analysis report.

In the future, the research activities will be increased.

For Further Details, Please See Volume 5, Annex 10, Photo of the effectiveness of Scholarship provide by Panauti Municipality and corrective action for betterment research report and outflow of students to other location research report supported by Panauti Municipality and Employment creation in cooperative societies: A survey analysis of Banepa and Panauti Municipality of Kavre districts with Kabhre Multiple campus research document and publication on pages 58-63)

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

The campus has published the Panauti Journal, Punyawoti Journal and annual reports every year and updates on the campus website

<https://indreshworcampus.edu.np/download/punyavati-journal-vol-1>

<https://www.nepjol.info/index.php/panauti/issue/view/3939>

<https://www.nepjol.info/index.php/panauti/issue/view/4153>

<https://www.nepjol.info/index.php/panauti/issue/view/5381>

<https://www.nepjol.info/index.php/punyawati/issue/view/4978>

Further Details, Please See Volume 5, Annex 4 the copy of Minute, article call notice and annual journal, annual report pp. 30-33).

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

Yes ☒ No ☐ If yes, give details.

Further Details; Please See Volume 5, Annex 5 Consultancy Service to new students for their career and education consultancy pp. 34-37).

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 ☐

We have no separate person for extension activities but it would be in the future.

Campus has performed different program for extension activities for social awareness.

For further Details, Please See Volume 5, Annex 6 The Campus Organizes Environment Awareness Program, pp. 37-46).

For Further Details, Please See Volume 3, Annex 4 the photo and minutes of the community outreach program on pp. 7-10).

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 ☒

For further Details, Please See Volume 5, Annex 6 The Campus Organizes Environment Awareness Program, health and hygiene, water distribution, disaster awareness, sanitation awareness program pp. 37-46).

For Further Details, Please See Volume 3, Annex 4 the photo and minutes of the community outreach program on pp. 7-10).

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.

For Further Details, Please See Volume 3, Annex 4 the photo and minutes of the community outreach program on pp. 7-10).

For further Details, Please See Volume 5, Annex 6 The Campus Organizes Environment Awareness Program, health and hygiene, water distribution, disaster awareness, sanitation awareness program pp. 37-46.

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

The campus has managed to visit various institutions, field visits, and participate in seminars conducted by various organizations.

For further Details, Please See Volume 5, Annex 7 The documents and photos of various institutions, field visits, and participating seminars conducted by various organizations pp.47-50).

For further Details, Please See Volume 5, Annex 6 The Campus Organizes Environment Awareness Program, health and hygiene, water distribution, disaster awareness, sanitation awareness program pp. 36-46

62. Does the institution work and plan the extension activities along with NGOs and GOs? Give details of the last 3 years. (0.5)

Yes. The institution's work and plan ought to be along with different organizations like Red cross, JCI Panauti, Kavre sewa samaj and UGC Nepal. The campus has an agreement with Red Cross Nepal for organizing different extension activities.

Further Details, Please See Volume 5, Annex 8 The agreement of Red Cross Nepal pp. 51-53).

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 institution indicating the existing buildings and the projected expansion in the future has already been prepared and the document of this plan has been submitted along with this report.

For further Details, Please See Volume 6, Annex 1 The plan and master plan of Building pp. 1).

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

The Campus administration reports the need for augmenting the infrastructure to the campus management committee which has an infrastructure committee to carry out necessary actions to keep pace with academic growth.

Further Details, Please See Volume 6, and Annex 2 Minute of Infrastructure Committee on pp. 2).

For Further Details, Please See Volume 2, Annex7 The Strategy Plans, annual plan of action of IC pp. 87-94).

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

Laboratory [√]

Library [√]

Others =Toilet, Canteen, Seminar Hall.

Give details

The campus has a separate library with some 2300 text and reference books and a few magazines. The library also e-learning, online books and journals. The campus is also planning to install library software, with additional books to make the library more advanced. The campus has a new computer laboratory.

- Computer lab with internet access
- Student support and counseling cell
- Health and sport center
- Playground for football, volleyball, basketball, cricket, table tennis
- Canteen
- Motorcycle stand
- Teachers' union room
- Extra Power generator
- Guard post
- Notice board and wall magazine board
- Separate room for Free Student Union
- Separate restrooms for boys and girls

Further Details, Please See Volume 6, Annex 3 The photos of library, computer lab pp. 3- 8).

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

Yes. The management committee has formed the infrastructure construction committee and this committee has been taking care of the maintenance of the infrastructure.

Construction and purchase sub-committee

Rajesh Kumar Shrestha Coordinator

Bhimsen Basnet Member

Prayag K.C Member

For further Details, Please See Volume 6, Annex 4 The Document of Infrastructure Construction Committee on pp. 9).

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

The campus has been utilizing its infrastructure facilities in full fledge in the morning shift through teaching learning and administrative activities. The ground floor is used for administration, the account section and the library; two rooms on 1st floor are for the campus chief and management committee and remain for BBS 1st and 2nd year. 2nd floor is for BBS 3rd and 4th year and MBS 1st and 2nd year. On the third floor is for Bed 1st, 2nd, 3rd, 4th year and all of the Bachelor of Humanities. 4th floor is for the auditorium hall for various programs. The canteen is on the ground floor and the toilets for students, and teachers, are attached to the building.

Further Details, Please See Volume 6, Annex 5 The master plan of campus building documents pp. 10-11).

For Further Details, Please See Volume 2, Annex7 The Strategy Plans, annual plan of action of IC pp. 87-94).

67. Does the institution encourage the use of the academic facilities by external agencies? (0.5)
Yes ☒ No ☐ If yes, give clearly defined regulations.

The campus building is also being used frequently by external agencies/institutions. Likewise, different cooperative organizations, schools, and other institutions have used campus auditorium halls.

For further Details, Please See Volume 6, Annex 6 The photos of different cooperative organizations, schools, and other institutions that have used the campus auditorium hall pp. 12).

For Further Details, Please See Volume 2, Annex7 The Strategy Plans, annual plan of action of IC pp. 87-94).

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

Different programs are carried out in accordance with the decision of the campus executive committee to keep the institution beautiful and pollution-free. Two separate modern toilets have been used by the male and the female students. There is a canteen which serves a variety of hygienic food for the students, teaching and non-teaching staff. The playground in front of campus has been modernized and used to carry out sports activities such as volleyball, and football. The ground has been occupied by the government now. The campus conducts environment classes, plantation and organizes cleaning programs with the participation of teachers and students.

Further Details, Please See Volume 6, Annex 7 The photos of playground, green policy, toilet and canteen pp. 13-20).

69. Are there computer facilities in the institution that are easily accessible to students and faculty? (0.5)

Number of computers accessible to the students [15]

Computer accessible to the faculty [5]

Computer accessible to the Department (5)

Internet accessible to the faculty [5]

Internet accessible to the student [15]

Yes, there is a computer facility in the college which is accessible to the faculty and the students.

The existing accessibility of the faculty and the students are as follows:

- There is a computer lab in the college with 20 branded computers which are accessible for both faculty and students.
- There are 5 laptops and computers with internet facilities for faculty.
- There is a computer facility in the research department.
- The Internet is accessible to the faculties in the computer lab, library and research department.
- The Internet is accessible to the students in the computer lab

For further Details, Please See Volume 6, Annex 8 The photo of computer facilities pp. 21-22).

For Further Details, Please See Volume 2, Annex7 The Strategy Plans, annual plan of action of IC pp. 87-94).

For Further Details, Please See Volume 1, Annex 19 notice and meeting minutes and photos of 40 credit hour basic computer training: on page no. 75-79

For Further Details, Please See Volume 1, Annex 20 notice and meeting minutes and photos of 45 Non Credit Course IT Skill Tech Training, on page no. 80-90

For Further Details, Please See Volume 1, Annex 21 notice and meeting minutes and photos of Digital literacy Training Digital Pedagogy Training Digital Specific Tools training on page no. 91-99

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

The computer centre remains open from 6.15 am to 10 pm on working days. However, it remains closed on holidays.

For Further Details, Please See Volume 1, Annex 19 notice and meeting minutes and photos of 40 credit hour basic computer training: on page no. 75-79

For Further Details, Please See Volume 1, Annex 20 notice and meeting minutes and photos of 45 Non Credit Course IT Skill Tech Training, on page no. 80-90

For Further Details, Please See Volume 1, Annex 21 notice and meeting minutes and photos of Digital literacy Training Digital Pedagogy Training Digital Specific Tools training on page no. 91-99

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

- i) Department of education and humanities
- ii) Department of Management.
- iii) Research Management cell
- iv) Account section
- v) Library
- vi) Administration cell

For further Details, Please See Volume 6, Annex 9 The photos and documents of minutes of departments having their laptops pp.23-31).

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

The internet facility is available in the computer lab, research department and in the library and faculty member. The facility is provided by the Ultra Net.

The campus had installed 24 CCTV in the campus entrance, library, administration, classroom and hall.

For further Details, Please See Volume 6, Annex 9 The photos and document of minutes of departments having their laptop, CCTV, internet pp.23-31)

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

Yes, our faculty members are using computers and multimedia in their teaching and learning activities.

For further Details, Please See Volume 6, Annex 9 The photos and document of minutes of departments having their laptop, CCTV, internet pp.23-31)

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

The institute has only twenty-two computers, five laptops four printers and photocopy machine and 11 projectors for maintenance service given to Inspired I.T. Solution.

For further Details, Please See Volume 6, Annex 10 The documents agreement for maintaining a computer, laptop and projector with Inspired I.T. Solution pp.32).

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

Indreshwor campus has a MoU with Kavre Multiple Campus and Parbati Multiple Campus for working on mutual benefit areas in the coming days. It has also relations with other universities as K.U., T.U., M.S.U., P.U., and others, through the Internet. It has been using websites of different national and international universities and libraries.

For further Details, Please See Volume 4, Annex 17 the documents and photos of visiting

different campuses PP.109-115).

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

The campus has a first aid box for minor accidents. Nepal Red Cross Society, Panauti has assisted as a Primary Health Care Service for the students and first aid kits.

Further Details, Please See Volume 6, Annex 11 The agreement with Red Cross Society, Panauti for primary health care pp. 33-34).

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

The campus does not have a separate playground, but it has a Public football and volleyball ground available in front of the campus and a regional stadium available nearby. The campus organized the sport week annually with football, table tennis, Chess etc. for the physical and mental growth of students.

For further Details, Please See Volume 6, Annex 12 The photos of sports activities and physical and infrastructural facilities available in the campus pp. 35-37).

- 77. What are the incentives given to outstanding sportspersons? (0.5)**

Campus makes appreciation and honor to the students and other social personalities in participating and deserving prizes in different tournaments. The campus also offers outstanding sports scholarship for the sportspersons.

For further Details, Please See Volume 6, Annex 13 The Documents of Appreciation, outstanding sports scholarship policy for the sportspersons and Honor to the Students pp. 38-39).

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

	Participation of Students	Outcomes
District		
National		
International		

The campus has not participated in meets last year in regional, national and international meet.

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

No. The campus doesn't have the facility of hostel accommodation at present.

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

The campus has drinking water facilities and separate toilets for girls and boys. There is a facility for clean hot and cold drinking water in the college. Within the premises of the college, water has been supplied through pipeline by Nepal Water Corporation and store in Two water tanks. There are 2 restrooms with 4 toilets and 10 urinals for boys and girls.

Further Details, Please See Volume 6, Annex 14 The pictures of drinking water facilities and separate toilets pp. 40-42

B. Library as a Learning Resource

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

On working days 6

6.15 am to 10.00 PM in winter season

6.15 am to 10 PM in summer season

Before examinations _____

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

Yes, the students have open access to newspapers, magazines and periodicals and use free internet. They can access books and materials by themselves directly. The campus has e-library facility in campus from TU Central Library for the students and faculties.

Further Details, Please See Volume 6, Annex 15 The library schedule and e-library facility in campus from TU Central Library for the students and faculties pp. 43-48).

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

➤ Books	(0.2)	3292
➤ Current Journals		
▪ Nepalese	(0.2)	2
▪ Foreign	(0.2)	
➤ Magazines	(0.2)	20
➤ Reference Books	(1.0)	70
➤ Text Books	(0.2)	3222
➤ Refereed journals	(0.4)	2
➤ Back Volumes of Journals	(0.2)	2
➤ E- Information Resources	(0.4)	1
▪ CD's/DVD's [☒]		100
▪ Databases		
▪ Online Journals [☒]		10

- AV Resources [√] 05
- Special collection (0.5) 10

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

Further Details, Please See Volume 6, Annex16 The book list pp. 49- 59).

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

	The year before last		The year before	
	Number	Total cost	Number	Total cost
i. Textbooks		531412		531412
ii. Other books				
iii. Journals/periodicals	2		2	
Any others	3		3	
iv.				
v.				

Further Details, Please See Volume 6, Annex 17 The document of added books bills pp. 60- 63).

Further Details, Please See Volume 6, Annex 21 The document of annual budget pp.64).

84. Mention (1)

- i) Total carpet area of the institution library (in sq.mts.) [28] (0.25)
- (ii) Total number of departmental libraries [1] (0.25)
- (iii) Seating capacity of the Library [15] (0.25)
- (iv) Open student access to library [10] (0.25)

Further Details, Please See Volume 6, Annex 18 The library documents minute and photo pp. 64-67).

Further Details, Please See Volume 6, Annex16 The book list pp. 49- 59).

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

- (i) Total number of staff (0.3) 1
 - a. Professionals (List with qualifications) - 1 Bachelor
 - b. Semi-professionals
 - c. Others
- (ii) Library advisory committee (0.2), Give details

The CMC formed a library advisory committee under the chairmanship of a faculty member.

Further Details, Please See Volume 6, Annex 19 The supportive documents pp. 68-70).

86. Staff development programs for the library (0.5)

	(i) Refresher/orientation courses attended (ii) Workshops/Seminars/Conferences attended (iii) Other special training programs attended Yes. Liberian staff training in Gyan Bikas community library for a refresher and to learn new concepts. <i>For further Details, Please See Volume 6, Annex 20</i> the supportive documents Liberian staff training and visiting different libraries pp. 71-72).										
87. Are the library functions automated? (0.5) Yes ☒ No ☐ If yes: Fully automated ☐ (0.5) Partially automated ☒ (0.25) Name the application software used Mitra ERP from Era Soft. The campus has library automated. The regular activity is all manual. <i>For further Details, Please See Volume 6, Annex 23</i> the supportive photo Mitra ERP from Era Soft libraries pp. 76). <i>For further Details, Please See Volume 6, Annex 20</i> the supportive documents Liberian staff training and visiting different libraries pp. 71-72).											
88. What is the percentage of the library budget about the total budget of the Institution? (0.5) The budget distributed for the library is 10% annually. <i>Further Details, Please See Volume 6, Annex 21</i> The document of annual budget pp. 73).											
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 ☒ <i>Further Details, Please See Volume 6, Annex 22</i> The document of services and facilities pp. 74-75).											
90. Furnish details on the following (1; to be equally distributed) <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">(i) Average number of books issued/returned per day.</td> <td style="width: 20%; text-align: right;">[20]</td> </tr> <tr> <td>(ii) Average no. of users visited / Documents consulted per month</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>(iii) Please furnish the information on no. of Logins into the</td> <td style="text-align: right;">[×]</td> </tr> <tr> <td>(iv) E-Library Services/E- Documents delivered per month.</td> <td style="text-align: right;">[√]</td> </tr> <tr> <td>(v) Ratio of Library books to the number of students enrolled</td> <td style="text-align: right;">[16]</td> </tr> </table>		(i) Average number of books issued/returned per day.	[20]	(ii) Average no. of users visited / Documents consulted per month	[]	(iii) Please furnish the information on no. of Logins into the	[×]	(iv) E-Library Services/E- Documents delivered per month.	[√]	(v) Ratio of Library books to the number of students enrolled	[16]
(i) Average number of books issued/returned per day.	[20]										
(ii) Average no. of users visited / Documents consulted per month	[]										
(iii) Please furnish the information on no. of Logins into the	[×]										
(iv) E-Library Services/E- Documents delivered per month.	[√]										
(v) Ratio of Library books to the number of students enrolled	[16]										

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. - 85%
- Dropout rate (drop out from the course) - 15%
- Progression to further study (Bachelor to Master) about 9% UG to PG.
- Prominent positions held by alumni

Further Details, Please See Volume 7, Annex 1 The documents examination attendance reports and tracer study pp. 1-15).

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

- Nepal Civil Services Examinations
According to the tracer data of the graduate 2023
- Other employment-related examinations 1
- International level entrance examination
- Others (please specify) Finance company: 2

Further Details, Please See Volume 7, Annex 2 The tracer study document of employment pp. 16-17).

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 prospectus is published with new information on campus.

Further Details, Please See Volume 7, Annex 3 The prospectus of Campus pp. 17-24).

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

The students, who are financially weak, disabled, dalit, janajati and marginalized, are in priority. The institution has allocated partial scholarships for 10-14% of total students. Panauti municipality, Bagmati providence, and UGC Nepal provide the scholarship in Indreshwor campus.

For further Details, Please See Volume 7, Annex 4 The Campus scholarship policy, report and list of students, who got scholarshipspp.25-36).

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

Financial aid	Year before last	Year before
i. Merit Scholarship	30	40
ii. Merit-cum-Means	10	15
Any others: Panauti Municipality provided a scholarship	55	25

For further Details, Please See Volume 7, Annex 4 The Campus scholarship policy, report and list of students, who got scholarshipspp.25-36).

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:

For further Details, Please See Volume 7, Annex 5 The Minute of Employment Cell and recruitment and promotion policy pp. 37-45).

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

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

The teachers always participate in academic, career counseling and personal counseling. Students of different levels and their parents frequently consult their teachers to obtain academic and other required counseling. Teachers suggest to students as well as parents about the student's interest and their performance in the related field.

For further Details, Please See Volume 7, Annex 6 The Documents of Student Counseling, Career Development Counseling and academic industries Orientation, cooperative dialogue pp. 46-51).

Further Details; Please See Volume 5, Anne 5 Consultancy Service to new students for their career and education consultancy pp. 34-37).

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			

We have no placement service but can be in the future. The Campus always encourage student to intern in banks and financial institutions.

Further Details, Please See Volume 7, Annex 7 The documents of Students supports for employments pp.52-55).

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 the last 5 years)? The Campus always encourage student to intern in banks and financial institutions.

Further Details, Please See Volume 7, Annex 7 The documents of Students supports for employments pp.52-55).

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

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

The campus has recently formed an Alumni Association and it is supporting the development of the academic environment of the campus as a 'Get together program', 'Welcome program', and 'Picnic Program'.

For further Details, Please See Volume 7, Annex 8 The minutes and pictures of the program policy of Alumni association on pp. 56-61).

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

The policies and criteria of admission are made clear to prospective students through prospectus, counseling and advertisement in media.

For further Details, Please See Volume 7, Annex 9 The photo of admission policy and advertisement pp.62-64).

Further Details, Please See Volume 7, Annex 3 The prospectus pp. 18-24).

Further Details, Please See Volume 4, Annex 8 the brochure and prospectus photo screenshot of the campus website: www.indreshwrocampus.edu.np pp. . 43-49).

102. State the admission policy of the institution about international students. (0.5)

There is no specific policy on the campus for an international student in practice.

For further Details, Please See Volume 7, Annex 9 The photo of admission policy and advertisement pp.62-64).

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

International student service office [☐] Special accommodation [☐] Induction courses [☐]
Socio-cultural activities [☐] Welfare program [☐] Policy clearance [☐] Visa Support [☐]

The campus has not admitted international students.

104. What are the recreational / leisure time facilities available to students? (1)

Indoor games [☒] Outdoor games [☒] Nature Clubs [☐] Debate Clubs [☐]
Student Magazines [☒] Cultural Programs [☒] Audio Video facilities [☒]

Any others -----

Further Details, Please See Volume 7, Annex10 The supportive documents pp.65-67).

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?

The CMC has form Information and communication Cell for collation, recording and analyzing the various data of campus student enrollment, exam participation, and result analysis for preparing the annual report, statistical report and tracer report. The composition of the existing Information Cell is as below:

Ganga devi Shrestha	Coordinator
Suryabhakta Karamacharya	Member
Sonaliza Shreshta	Member

Further Details; Please See Volume 8, Annex 1 The documents of information cell formation pp. 1-9).

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

The data relating to academic progress such as enrolment trend, pass rate trend, graduate trend, academic programmes, etc. are analyzed by the cell. Besides, all data relating to campus are analyzed like

- i) Placement study
- ii) Tracer study
- iii) Finding enrolment ,dropout, and pass rate
- iv) Communicating with alumni
- v) Annual reports

Students as well as teaching and non-teaching staff profile

Providing information on campus to stakeholders.

For further Details, Please See Volume 8, Annex 2 The documents attached on pp no.10-20).

For Further Details, Please See Volume 2, Annex7 The Strategy Plans, annual plan of action of IC pp. 87-94).

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

The data are kept in campus hard copy in a manual filling system and soft copies are kept in computer storage for future.

The data are also kept in Campus ERA SOFT EMIS Software.

Basic information about the college and its various activities is accessible from the website of the campus (www.indreshwrocampus.edu.np).

For further Details, Please See Volume 8, Annex 2 The documents attached on pp no.10-20).

For further Details, Please See Volume 8, Annex 4 Photo screenshot of the campus EMIS agreement, data and website: www.indreshwrocampus.edu.np pp. 30-35)

108. Is this information open to the stakeholders? (1)

Yes [☒] (1) No [☐] (0) If yes, explain how they are disclosed.

Yes. Yes, campus information is open to stakeholders like teachers, students, guardians, government agencies, media etc. Basic information about the college and its various activities are accessible from the website of the campus (www.indreshworcampus.edu.np).

Information is open to stakeholders by publishing on the prospectus and the campus annual report is presented on its annual function every year.

For further Details, Please See Volume 8, Annex 4 Photo screenshot of the campus EMIS agreement, data and website: www.indreshwrocampus.edu.np pp. 30-35)

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

Yes [☒

Yes, the data and information are analyzed by using simple arithmetical tools and presented in graphical and tabular form. These methods are simple to understand and open to stakeholders. The data are kept in website.

<https://indreshworcampus.edu.np/download-category/annual-reports/>

<https://indreshworcampus.edu.np/graduate-lists/>

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

Yes [☒

Yes, their comments are received verbally, written and through the internet as far as possible. The campus has also appointed an information officer to receive and deliver the information formally and authentically. The campus collects the comments, suggestions, and feedback from the stakeholders through the complaint box as well.

For further Details, Please See Volume 8, Annex 3 The photo of documents grievance redressed cell formation and minute and complain box, feedback on pp.21-29).

For Further Details, Please See Volume 2, Annex 8 The Community Feedback Reports pp. 95-110).

For Further Details, Please See Volume 3, Annex 6 the feedbacks are implemented for betterment of campus quality education delivery documents on pp.15-29)

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

Though the campus has an information cell, it has vital impacts on information systems in the decision-making process. Now the cell has collected various data and information.

For Further Details, Please See Volume 3, Annex 6 the feedbacks are implemented for betterment of campus quality education delivery documents on pp.15-29)

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

Information system has a vital role in quality improvements. It is used to prepare plans and policies, procedures, classroom activities, exam quality improvement, extra-curricular programs, and overall campus progression.

For Further Details, Please See Volume 3, Annex 6 the feedbacks are implemented for betterment of campus quality education delivery documents on pp.15-29)

CRITERION 8: PUBLIC INFORMATION (10 MARKS)

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

Yes [☒] (2) No [☐] (0) if yes, give details.

The campus has formed a public information cell to develop relationships and get information and suggestions.

For further Details, Please See Volume 9, Annex 1 The Formation of the Cell pp. 1-2).

Further Details; Please See Volume 8, Annex 1 The documents of information cell formation pp. 1-9).

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

Academic [☒] (0.25) Administration [☒] (0.25) Financial [☒] (0.5) All [☒] (1.0)

The campus publishes all sorts of information mentioned above regularly using different channels such as brochures and academic calendar and the campus website

(www.indreshworcampus.edu.np). The budgetary details are included in financial reports.

For further Details, Please See Volume 9, Annex2 The copy of the annual report which includes the financial report and preventative action pp. 3

<https://indreshworcampus.edu.np/download-category/annual-reports>

For further Details, Please See Volume 4, Annex 8 Photo screenshot of the campus website:

www.indreshwrocampus.edu.np pp. 28)

For Further Details, Please See Volume 3, Annex 6 the feedbacks are implemented for betterment of campus quality education delivery documents on pp.15-29)

115. Where is these information published? (1.5)

Newspapers [☒] (0.5)

Magazines [☒] (0.5) An institutional special magazine dedicated to this [☒] (0.5)

The information is published in the annual report of the campus. It is prepared by campus Administration and approved by CMC The campus has published such information in local newspapers as well as magazines supported by the campus. Nowadays campus publishes such information on the campus website www.indreshworcampus.edu.com

For further **Details, Please See Volume 9, Annex3** the documents and photo of newspaper cuttingspp.7-10).

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

Yearly [☒] (1) in 4 years [☐] (0)

The campus published such information yearly in magazines but occasionally in newspapers.

Further Details, Please See Volume 9, Annex 4 The published information cuttings pp. 11).

Further Details, Please See Volume 9, Annex 5 The published information cuttings pp. 12-18
<https://indreshworcampus.edu.np/download-category/annual-reports>

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

Areas	Year 1, place of publication	Year 2, place of publication
Academic	Campus Administration	Campus Administration
Academic activities, results, faculties, students' numbers	Prospectus of campus, Newspapers, social media. Panauti Journal Vol. 1, 2.	Prospectus of campus Newspapers, website of the campus, social media Panauti Journal Vol. 3 Punyawoti Journal Vol. 1.
Financial report, academic activities, about students and teachers numbers, result placement, dropout rate	Annual report of the campus	Annual Report, website of the campus.

For further Details, Please See Volume 9, Annex 7 copy of the annual report on
<https://indreshworcampus.edu.np/download-category/annual-reports>

For further Details, Please See 9, Annex 7 copy of the Journals on
<https://indreshworcampus.edu.np/download-category/journal-articles>

For further Details, Please See 9, Annex 7 copy of the Journals on
<https://indreshworcampus.edu.np/panauti-journal-vol-3>

Further Details, Please See Volume 4, Annex 8 Photo screenshot of campus website:
www.indreshwrocampus.edu.np)

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

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

Yes, the cell also collects responses on published information from stakeholders. It gathers such responses via oral as well as written channels. The responses are noted down and incorporated based on their importance. The cell was initiated to keep spaces for readers' reactions in the bulletin and yearly publication. Their comments are received verbally, written and through the internet as far as possible. The campus has also appointed an information officer to receive and deliver the information formally and authentically. The campus collects the comments, suggestions, and feedback from the stakeholders through the complaint box as well.

For further Details, Please See Volume 8, Annex 3 The photo of documents and complaint box pp.10-11).

For further Details, Please See Volume 4, Annex 8 Photo screenshot of the campus website:

www.indreshwrocampus.edu.np attached in *Volume 4, Annex 8* (Annex page no 28)

Further Details, Please See Volume 9, Annex 6 The documents response collection and quality improvement on pp. 19-28).

For Further Details, Please See Volume 3, Annex 6 the feedbacks are implemented for betterment of campus quality education delivery documents on pp.15-29)

119. Is there any system to evaluate the impact of public information on quality improvements?
(1)

Yes [☒] (0) If yes, how these impacts are measured?

Yes, The campus has its internal mechanism to evaluate the impact of public information on quality improvement. Through different cells, the campus collects feedback from concerned people and forwards it to campus administration. Moreover, the necessary recommendations are forwarded to the Campus Management Committee.

Besides, We will use these impacts to improve:

- Globalized advanced education
- Qualified and friendly faculties
- Clean and green environment
- Updated state of technology
- Interaction between and among teachers, students and community.

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

Public information practices have promoted the image of the college and its identity as one of the nation's premier public campuses. The campus is receiving feedback and support from the stakeholders which help improve the quality of the college. Based on the nature and scope of the college and its transparency, the college has been able to:

- a) Market-oriented teaching practice.
- b) Help from the local government to ex the campus.
- c) Support from community members, local government and ex-students for developing a leading institute in this area.
- d) Providing quality education with minimum fees.
- e) Provide internships in banking and financial institutions.

Moreover, we plan to:

- i) Create student student-friendly environment for learning.
- ii) Promote the backward, marginalized, dalit, and janajatis for developing in the mainstream for developing nations.

UNIT 3

CRITERION-WISE ANALYSIS

CRITERION 1: POLICY AND PROCEDURES

The campus had been formulating its policies to run its academic activities every year. To achieve the intended result, it has been following various procedures with various methods and techniques.

Indreshwor Campus has recently formulated five yearly strategies which present its vision, mission, goals and objectives. It aims to improve various academic and infrastructural changes in the institution so that it can be one of the best colleges in the country. To achieve its goals and objectives, the campus has been conducting various activities. It has formulated various committees and departments that are responsible for conducting various activities. The Campus Management Committee is the governing body of the institution, and the Campus Administration manages and conducts the academic activities as mentioned in the Academic Calendar. Various departments and committees which are initiated by the

management committee and campus administration perform the task being mentioned. Indreshwor campus has various departments to run its program smoothly. It has various committees like, HERP, SSR, Evaluation/Inspection Committee, Construction Committee, Procurement Committee, and others. It has departments like the Evaluation Department, ECA Department, Account Department, and others. Each member of each department and committee has their own mentioned duties and responsibilities and performs accordingly. Their duties and responsibilities are mentioned in the constitution of Indreshwor Campus. Each committee and department submits their report in the evaluation meeting annually. Monitoring and evaluation of each committee and department are done under the supervision of the Management Committee, Campus Chief and Vice-Campus Chief.

The campus conducts unit tests, terminal examinations, visiting, and extra and co-curricular activities to boost the level of the students every year. Every teaching and non-teaching staffmember is involved in conducting programmes. There is a good teamwork between the teaching and non-teaching staff in the campus. Collection of data, analysis and interpretation, evaluation, computerization and presentation of the data, etc. are done by dividing duties and responsibilities. These performances are closely observed and evaluated properly by the campus administration and campus management committee.

The problem with the campus is it hasn't been able to combine study with research. There isn't any clear vision and students' involvement in quality achievement and innovation.

SWOC Analysis of Policy and Procedure

Strengths	Weaknesses
➤ Public Campus of Panauti ➤ Campus own constitution ➤ Visionary Leadership ➤ Annual Report Auditing ➤ Well-defined plan vision, mission and strategy	➤ Traditional management ➤ Difficult to hold experienced workforce ➤ Lack of budget for running mission plan. ➤ Lack of students in the management system
Opportunities	Challenges

➤ It can easily gain social and national recognition since it is the historical and one of the oldest campuses of this region. ➤ Best community management campus ➤ Participation in management ➤	➤ Political Instability ➤ Lack of research work ➤ Less practical teachers ➤ Traditional working system
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CRITERION 2: CURRICULAR ASPECTS

The campus is affiliated to Tribhuvan University. It has been running its curricular programmes as mentioned by the TU. The campus is running Bachelor in Business Studies, Bachelor in Education, Bachelor in Arts and Master in Business Studies. The courses being offered are as per the available resources, the needs of the nation and the needs of the students. Besides the curricular activities, it conducts various extra and co-curricular activities like quiz contests, essay writing competitions, paragraph writing, poems, and other various sportsprograms.

programs like quizzes, speech competitions, debates, essay writing, and sports help to enhance the learning ability of the students, and Indreshwor Campus is well aware of it. So, it conducts such programmes frequently. Various tests and terminal examinations are timely taken. Visiting programmes, picnics and tours are conducted annually. Students are even involved in various social programmes like blood donation, and relief programmes, and volunteer in local festivals so that they can build social qualities in them. To improve the quality of the learners coaching classes are also conducted as per the demand of the students. To make teaching learning more effective young and dynamic teachers are given many opportunities. The use of multimedia is highly emphasized. Interactive and communicative classes are given much preference rather than the traditional method of teaching.

SWOC Analysis of CURRICULARASPECTS

Strengths	Weaknesses
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➤ The use of multimedia is highly emphasized ➤ International level course offered by TU ➤ Participative learning system	➤ Lack of combination with stakeholders ➤ Lack of advanced technique learning system ➤ Lack of updated and job market base teaching system
Opportunities	Challenges
➤ Young energetic lectures ➤ Practical base learning system ➤ Collection of feedback from students and peers	➤ Political Instability ➤ Lack of research work ➤ Less practical teaching ➤ Changing job market demand ➤ International job demand

CRITERION 3: TEACHING LEARNING AND EVALUATION

Indreshwor Campus is the oldest campus in Panauti Municipality. It has great historical importance. Lots of graduates of it have been the crucial members of nation development. All these have been possible because of the quality education it has been able to deliver.

The students are admitted especially with their academic performances in proficiency level. Interviews and tests are also taken to evaluate the level of the students whether it is for scholarships or placement.

The teachers labour their best for the best outcomes for the students. They use the latest methods and technologies to enhance the level of the students. Multimedia is frequently used for classroom teaching. The lecture method is given less priority; rather interactive classroom is much preferred. In the classroom, weaker students are prioritized more. Special classes are also taken for poor and disadvantaged students. In addition, orientation classes, and exam-oriented classes are also conducted to improve the quality of the students. There is also provision for research study and other various project works as per the direction of the TU syllabi. Terminal exams, unit tests and pre-board exams are conducted to evaluate the level of the students every year.

For quality enhancement, Indreshwor Campus emphasizes recruiting permanent teachers rather than temporary ones. It has a teacher selection committee that selects the teaching staff and forwards the letter of approval to the campus management committee. It uses interview and classroom presentation techniques to select the needed teaching staff. Frequently it conducts various seminars and orientation classes to motivate the teachers so that they can deliver the best knowledge to their students. There is a special reward system for the good doers.

SWOC Analysis of TEACHING LEARNING AND EVALUATION

Strengths	Weaknesses
➤ Properly manage academic calendar for academic, exam and extra activities ➤ Available adequate internet service in computer labs for teachers and students. ➤ Experience teachers	➤ Inadequate training and skill development program ➤ Lack of advanced multimedia learning ➤ No personal attendance for weak students due to lack of full-time teachers ➤ Lack of sufficient internet facility
Opportunities	Challenges
➤ Training for teachers by TU ➤ Exchange and field visit for learning ➤ Conduct tracer study report to collect feedback from graduates	➤ Retention of faculties ➤ Motivation and incentive for teachers ➤ Changing teaching technique

CRITERION 4: RESEARCH CONSULTANCY AND EXTENSION

Indreshwor Campus believed in research work and project work as the most desirable and important studies that relate classroom studies with real-life practical studies. So, it has allocated nearly ten per cent of its total budget for research and project work. There is a separate research committee facilitating to conduct of research and other project works. Since it doesn't run M. Phil and Ph.D., it encourages the students of bachelor fourth year and

Master's Degrees students to conduct thesis writing. Thesis writing is guided by the committee members like Assistant lecturer Chanas raj Rana, RajendraBanjara, Lecturer SundarShrestha, GunasShrestha Vice-CampusChief Jayaram Karmcharya and Campus Chief Shree Kumar Suwal.

However, this campus hasn't been involved with any organization for research and studies. It just does the studies as mentioned by the TU in its curriculum or syllabus.

SWOC Analysis of **RESEARCH CONSULTANCY AND EXTENSION**

Strengths	Weaknesses
➤ Research cell on campus ➤ Research orientation class ➤ Experience teachers ➤ Research Training for faculties	➤ No research work by faculties due to lack of fund ➤ Lack of training for research ➤ Lack of dedicated students and teachers for doing research.
Opportunities	Challenges
➤ Research cell for doing research ➤ Students are willing to do research ➤ Availabilities of research topics	➤ Financial resources ➤ Changing research needs of society

CRITERION 5: INFRASTRUCTURE AND LEARNING RESOURCES

It has its five-storey building with a sufficient number of rooms for library, classroom, office room, store room, computer lab and others for the existing number of students. It is aiming to expand its academic programmes which are mentioned in its five-yearly strategic plans. It has comfortable toilets, taps for drinking water, library, canteen, office room, classrooms, auditorium room and others. It has twenty computers with internet facilities for student's educational benefits. The campus has separate computer facilities with internet for faculty and administration for efficient teaching and administration. There is access to the internet, for

all students and faculty. All these infrastructures are managed and maintained timely as per necessity.

The campus is not so strong economically, so it is always in need of different financial and technical assistance. It even provides its seminar hall for other agencies from where a certain amount of financial collection can be done.

Indreshwor campus has an inter-relationship with TU, KU, PU, MSU and others via Internet services. It has a good relationship with the Nepal Red Cross Society. It has assisted in providing primary health services to the students. To maintain good health, Indreshwor campus always keeps its restroom clean and germ-free. The canteen provides hygienic food. Every day the whole building is properly cleaned. Students are facilitated with pure drinking water. For physical and mental health, Indreshwor campus organizes various sports programs every year. For such programs, it has a public playground nearby. Every year, the campus appreciates the sportspersons of the campus with certificates, prizes and honours.

Despite these benefits, Indreshwor campus feels that it is unable to cope with the changing technological world, since it has a traditional library and accounting system. So the campus is trying to install software for modern libraries and accounting systems. It has even asked for help from UGC to accomplish this task.

SWOC Analysis of **INFRASTRUCTURE AND LEARNING RESOURCES**

Strengths	Weaknesses
➤ State-of-the-art infrastructure ➤ Adequate computer lab ➤ Adequate library ➤ Extra activities for personality development	➤ Lack of financial and technical resources. ➤ Small rooms for class ➤ Inadequate open place ➤ No place for sports. ➤ Small canteen ➤ Traditional library system
Opportunities	Challenges
➤ Relation with surrounding teaching institute ➤ Public support and help in expanding the campus	➤ unable to cope with the changing technological world ➤ Hostel service for students and teachers ➤ Centre for all-round Personality

	Development Institute for students
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CRITERION 6: STUDENT SUPPORT AND GUIDANCE

This campus had been able to produce qualitative manpower for the nation. Most of the students who have graduated from here have been able to get a respectable career. So, it is found that most of the students who have been admitted take part in the board examination and add a step to their future development. But at present it is found that just a few percentage of students have been able to get employment opportunities in the banks and other reputed organizations. The main cause of this is over-competition and lack of employment opportunity.

To uplift the students' careers, the campus has always been supportive of them. Poor, genuine, janajati, dalit and disadvantaged students are given scholarship facilities and are on the priority list since the motto of the campus is to include the deprived, poor, Dalits and disadvantaged students in the mainstream of education, and make them able citizens of the nation. Students are properly counselled about what to study, where to study and what they can be in the future. Beyond academic support, they are made to take part in various indoor and outdoor games, and cultural programmes because Indreshwor campus feels that it will help the students directly or indirectly to enlighten their future.

SWOC Analysis of STUDENT SUPPORT AND GUIDANCE

Strengths	Weaknesses
➤ Student Friendly management system ➤ Scholarship for needy students ➤ Support from graduates ➤ Maximum utilization of available space	➤ Lack of placement service ➤ Lack of mentorship for needy students ➤ Employment cell ➤ Student alumni association

➤ High demand for admission to campus	
Opportunities	Challenges
➤ Few competition ➤ Local government support for student scholarships.	➤ Student unions of different political parties ➤ Changing the learning habits of students ➤ International facilities for students

CRITERION 7: INFORMATION SYSTEM

The campus has a special information system committee, but the campus administration performs this task. It keeps a record of every academic and non-academic performance. It conducts its task as mentioned in the campus academic calendar. Notice board and the campus's Website (www.indreshworcampus.edu.np) are used to inform the students about the campus activities, and it uses Facebook which is opened in the name of Indreshwor Campus to deliver the messages to the students and the concerned stakeholders.

SWOC Analysis of INFORMATION SYSTEM

Strengths	Weaknesses
➤ Internet facility ➤ Computer lab ➤ Multimedia base teaching room ➤ Free Internet for teachers and students	➤ The old working system in the library and administration ➤ Lack of computer knowledge ➤ Lack of e-library
Opportunities	Challenges

➤ Cost efficient ➤ Information cell for managing information ➤ Systematic analysis of available information	➤ Changing technology ➤ Expensive software and hardware. ➤ Need for high-skill manpower
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CRITERION 8: PUBLIC INFORMATION

Indreshwor campus management committee has formed an Information cell as a public information cell. It aims to develop and strengthen the public relationship. The cell uses paper media as well as electronic media to convey messages to the concerned stakeholders. The campus website is a way of information, and it will help to strengthen the campus-public relationship much more. The only drawback is the cell hasn't been able to collect information about its work from the public, and is unable to get necessary feedback.

SWOC Analysis of PUBLIC INFORMATION

Strengths	Weaknesses
➤ Well maintain information for stakeholders ➤ Public institution ➤ Supported by the general public. ➤ Publication of annual report ➤ Updated campus website	➤ Lack of public advertisement. ➤ Lack of Promotion of Campus
Opportunities	Challenges
➤ developing and strengthening the public relationship ➤ Public ownership ➤ Manage by community people	➤ Lack of timely decision-making ➤ changing public aspect ➤

UNIT 4

SWOT ANALYSIS

VISION

The vision of Indreshwor Campus is very wide. It aims to provide quality education to the people of the community. It is not only planning to produce efficient manpower to run the nation at present. It aims to develop intelligent, skilled and organized manpower who can lead the nation in the path of peace, prosperity and harmony. It focuses on inclusive education where handicapped, deprived, marginalized, socially dominated, and genuine join hands together for educational, social and economic upliftment.

1. Strengths of the Institution

- Public academic institution
- Quality education at reasonable and affordable prices
- Classes from qualified, experienced and dedicated lecturers
- Wonderful location and peaceful environment to learn
- Learner-centre teaching-learning activities
- Enough scholarships for the needy, Dalits, janajatis and others.
- Various tests and examination
- Result-oriented classroom activities
- Highly commendable examination results
- Conduction of various extra-curricular and co-curricular activities
- Proper guidance and counselling for further studies
- Better physical infrastructures
- Picnics, tours and visiting programmed
- Interaction programmed between teaching, non-teaching staff, management committee and students
- Computer lab with internet facility.
- Young and energetic teachers and administration.

2. Weaknesses

- Incomplete building due to lack of enough fund
- Traditional library system

- Unable to provide reasonable salary to the staff
- Unable to provide salary timely
- Traditional management
- Improper coordination with UGC, TU and other universities
- Insufficient non-teaching staffs
- Less use of technology
- Unable to compete properly with the nearby campuses
- Less social relationship development programmed
- Insufficient land
- Incomplete compounding creates security problems
- Unstable teaching staffs
- Unequipped non-teaching staff with technology
- Unmanaged drinking water and toilet facilities

3. Opportunities

- It can be one of the finest campuses in the region since it has to compete only with two/three nearby campuses.
- It can be the only institution which can provide quality education at an affordable price.
- It can easily gain social and national recognition since it is the historical and one of the oldest campuses of this region.
- It can get various supports from various organizations since it is a non-profit social organization.

4. Threats/Challenges

- Political Instability
- Difficult to cope with students coming from various cultural backgrounds, especially from remote regions
- Insufficient funds for the smooth functioning of the institution
- Settle the experience and dedicated lecturers
- Nearby campuses which are running smoothly
- Cope with the changing needs of the nation
- Quality education at an affordable and reasonable price
- Develop efficient, trained and competent lecturers for the institution

INDRESHWOR CAMPUS

Panauti-7, Kavre

Annex

Submitted to:

UNIVERSITY GRANTS COMMISSION

HIGHER EDUCATION REFORM PROJECT

Sanothimi, Bhaktapur

2025