

# SELF STUDY REPORT (SSR)



Prepared and Submitted By

**Sita-Ramesh Multiple Campus**

Buddhasanti Rural Municipality-1, Jhapa,

Province No. 1, Nepal

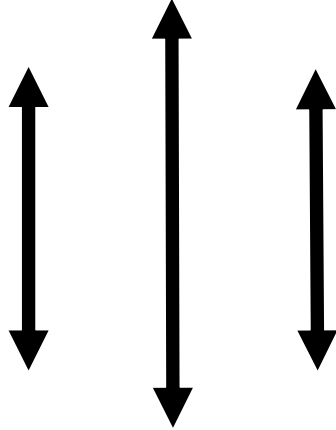
Submitted to

Quality Assurance and Accreditation Council

University Grants Commission Sanothimi, Bhaktapur

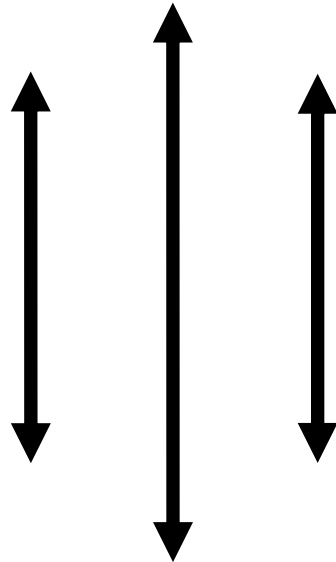
2021 AD/2078 BS

**Sita-Ramesh Multiple Campus**  
Buddhasanti Rural Municipality-1, Jhapa,  
Province No. 1, Nepal



## **SELF STUDY REPORT (SSR)**

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## **FOREWORD FROM THE HEAD**

Sita-Ramesh Multiple Campus has been undergoing the processes to be certified by QAA. For this, the Campus had prepared the SSR with the help of the interaction, discussion, assembly and other research processes including the overall aspects of the Campus. After preparing the SSR report, the campus had sent the first draft for the internal evaluation. After the report submission, it got comments and feedbacks for the corrections. Following such comments and feedbacks, the revised form of the report has been prepared which depicts the present status of the Campus with genuine information. We expect that this report will be able to meet the basic requirements for the process of QAA certification.

.....

(Keshab Dhungel)

Campus Chief

Sita-Ramesh Multiple  
Campus, Jhapa

## **Institutional Highlights**

Sita-Ramesh Multiple Campus has been established in 2067 with an aim of providing quality education by acquiring academic excellence. Within a short span of time the campus is able to grow rapidly acquiring public faith and getting academic progress. Situated in the semi-urban area, the campus is able to serve the students of low economic status of the area. The increasing admitted number of the student in the campus is positive aspects of the campus. Sound environment, clean surrounding, dedicated teachers, own building, peaceful environment regular co-curricular activities are some of the features of the campus. The campus is able to draw the attention of public and other neighboring educational intuitions because of good result too. The following are the achievements of the campus in very short time of establishment.

- SRMC is one of the emerging Community Campus and it has been selected for HERP by UGC.
- This Campus is established as a community Campus only for academic development but not for profit making or gain. It provides educational opportunities to the people in low fee.
- The former students of this Campus have been involved in various sectors like education, civil service, business and politics and so on.
- SRMC has provided educational opportunities for educationally disadvantaged people from remote and rural areas of the northern part of jhapa district. Dalits, Janajatis, married women and other minorities and marginalized people have got educational and academic facilities from this Campus.
- The students from neighbouring districts of eastern hilly region like; Ilam, Panchthar, Taplajung etc.
- The campus is able to gain public faith due to its activities and transparency as a result there is good support of public.
- The campus has been able to compete with other educational intuitions because of its good result.
- Own Minimum physical infrastructure of two storied building with 17 rooms.

## **Development and Quality Initiatives**

SRMC was established in 2067 B.S. by the collective efforts of local academicians, intellectuals and local political leaders with the aim to fulfill the needs of higher education in its own place in low fee. With in short time of establishment the campus is able to gain some achievements. The campus is able to gain physical as well as educational achievements in this period. The following quality initiatives are taken by the campus for its development.

- ❖ Infrastructure development
- ❖ Formation of different Cells
- ❖ Imitation of new technologies in classroom teaching
- ❖ New and innovative practices in teaching
- ❖ Good relation between society and individuals
- ❖ Improved budgetary procedure
- ❖ Quality monitoring and result analysis
- ❖ Strategic planning
- ❖ Publication of journals, prospectus and literary journals
- ❖ Students counseling and support for jobs
- ❖ Facilitation in internship

## **Self Study Report preparation**

The SSR gives overall picture of the campus since its establishment. For the preparation of SSR the campus and its faculties consulted with the officials from UGC visited the nearby QAA certified Campus, campuses which have completed QAA cycle and campus which are in the process of preparing SSR report. A team from Sita-Ramesh Campus Visited Damak Multiple Campus, Damak; Kankai Multiple Campus, Surunga and Mangalbare Multiple Campus, Mangalbare, Ilam; Tridev Multiple Campus, Charali, Jhapa. After attending 3 days training in Sukuna Multiple Campus, Morang organized by UGC about SSR preparation, Sita-Ramesh Multiple Campus actively engaged in the preparation of SSR. The Campus Management Committee reformed committees and cells and made it functional fully. IQAC was formed with other committees along SAT. The formation of SAT is as follows.

Co-ordinator:     Shekhar Dhungana

Member:           Netra Prasad Nepal

Member:           Basanta Bhattarai

SAT organized meetings and studied the questions minutely for a week; the questions were also distributed to the other committees. Then, the questionnaire was discussed in the meetings along the heads of different committees. The committees started collecting related information for the report under the co-ordination of IQAC. The SAT held meetings, collected the necessary data and started to prepare the report along the documentation. Many works which are annexed in the report were done previously but there were no proper units to perform the actions. Previous activities were done either by the staff meeting or by the CMC meeting. The works done previously were annexed as it was. After the formation of committees and units in the campus the committees and cells started to function making annual plans.

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## ABBREVIATIONS USED IN THE REPORT

- B Ed : Bachelors in Education
- B.Sc. : Bachelor of Science
- BBS : Bachelor in Business Studies
- CMC : Campus Management Committee
- DDC : District Development Committee
- ECAC : Extra Curricular Activity Cell
- EMIS : Education Management Information System
- GRC : Grievance Redress Cell
- IQAC : Internal Quality Assurance Committee
- LMC : Library Management Cell
- M. Phil. : Master of Philosophy
- MSC : Maintenance Sub-committee
- NGO : Non-Government Organization
- PEC : Performance Evaluation Committee
- Ph. D. : Doctor of Philosophy
- PIC : Public Information Cell
- QAA : Quality Assurance and Accreditation
- RMC : Research Management Cell
- SAT : Self Assessment Team
- SSR : Self-Study Report
- TU : Tribhuvan University
- UGC : University Grants Commission

## PART ONE

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

#### SECTION A: INFORMATION FOR INSTITUTIONAL PROFILE

##### 1. Institutional Information:

Name of the Institution: Sita-Ramesh Multiple Campus

Place: Buddhashanti-1, Jhapa

District: Jhapa

E-mail: sitaramesh2067@gmail.com

Website: www.sitarameshcampus.edu.np

##### 2. Information for Communication:

Name	Telephone No			E-mail
	Office	Residence	Mobile	
Executive Head of the Institution : Mr. Keshab Prasad Dhungel	023-555557	023-691365	9841697622	chief@sitarameshcampus.edu.np
Executive Asst. Head of the Institution : Mr. Santosh Bhandari	023-555557	-	9841420611	admin@sitarameshcampus.edu.np
CMC Chairperson: Mr. Padam Prasad Pokharel	023-555557	023-555108	9842682701	chairman@sitarameshcampus.edu.np

### 3. Type of Institution:

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

Sita-Ramesh Multiple Campus is TU affiliated public Campus.

*For further details, please see volume 1, annex-1, letters of affiliation for BBS and B Ed Programs, page no. 1-2.*

### 4. Institutional Management:

Public [ ]      Community [✓]      Private [ ]      Other (please specify) [ ]

Sita-Ramesh Multiple Campus is affiliated as public Campus. This Campus has got membership from Nepal Public Campus Association in 2070/10/01 BS. And the rules, regulation and operation procedures are done according to the Campus Bidhan.

*For further details, please see volume 1, annex-2, membership certificate of Public Campus Association, page no. 3.*

*Volume 1, annex-3, Sita-Ramesh Multiple Campus Bidhan, page no. 4-27.*

### 5. Financial category of the institution:

Government Funded [ ]      Self-financing [ ]      Community [✓]      other (please specify) [ ]

The main source of income of the Campus is the tuition fee from the students' and donation of community members. Besides, grants from UGC, Local Government and Province No. 1 Government are other sources of financing of the Campus.

*For further details, please see volume 1, annex-4, financial audit report of fiscal year 2077/078, page no. 28- 35.*

### 6. a) Date of establishment of the Institution:

Day	Month	Year (BS)
13	08	2067

According to the decision of Campus Management Committee on the date 2067/07/18, the Campus was formally inaugurated as Buddha Adarsha Campus

on the date 2067/08/13. Later, the name of the Campus was changed into Sita-Ramesh Multiple Campus on 2068/07/30. From the date of inauguration the Campus has been running regularly.

*For further details, please see volume 1, annex-5, decision minute of CMC about establishment and name change of the Campus, page no. 36- 52.*

*Volume 1, annex-6, name changed letter for Campus, page no. 53.*

**b) Date of commencement of the Bachelor or higher level Program(s)**

Program	Day	Month	Year ( BS)
BBS	29	05	2067
B Ed	19	06	2069

*For further details, please see volume 1, annex-1, letters of affiliation for BBS and B Ed Programs, page no. 1-2.*

**c) University to which the Institution is affiliated:**

Sita-Ramesh Multiple Campus is affiliated to Tribhuvan University.

*For further details, please see volume 1, annex-1, letters of affiliation for BBS and B Ed Programs, page no. 1-2.*

**7. Date of Government /UGC approval (only for Institution affiliated to foreign universities):** (Not applicable)

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

Financing [] Administrative Management [] Academic Management [] None []

Sita-Ramesh Multiple Campus is Semi- autonomous in nature as it is affiliated to Tribhuvan University. So, it follows the academic curriculum of Tribhuvan University but it is autonomous financially and managerially.

*For further details, please see volume 1, annex-3 Sita-Ramesh Multiple Campus Bidhan, page no. 4-27.*

*Volume 1, annex-4, financial audit report of fiscal year 2077/078, page no. 28-35.*

## 9. Institution's Land area:

The total land area of the Campus is 7 kattha 17.75 dhur (25651.68 Square Feet and 2618.38 Square Meters) where the campus is located.

*For further details, please see volume 1, annex-7, land ownership registration certificate, page no.54-55.*

## 10. Location of the Institution:

Urban [ ]                      Semi-urban [✓]      Rural [ ]

The Campus is located at Buddhashanti Rural Municipality-1, Budhabare, Jhapa. Buddhashanti Rural Municipality is a semi-urban area.

*For further details, please see volume 1, annex-8, screenshot of the Campus location shown in the Google map, page no. 56-58.*

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

Academic Programs	Number of Program
BBS	01
B Ed	01
Total	02

The Campus has been currently running two (BBS and B. Ed.) bachelor programs.

*For further details, please see volume 1, annex-1, letters of affiliation for BBS and B Ed Programs, page no.1-2.*

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

Faculties	Departments
Management	Department of Management
Education	Department of English and Education
	Department of Nepali and Social

*For further details, please see volume 1, annex-9, decision minute of reformation of department members and name list, page no.59-61.*

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

Sita-Ramesh Multiple Campus has not launched self financing/ self initiated courses.

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

Recruitment of teaching and non teaching staff of the institution is done as according to the Campus *Bidhan*. Campus *Bidhan* has the provision of a body for the recruitment of teaching and non teaching staff called *Campus Sewa Aayog*. The norms and procedures for the recruitment are defined in the chapter 7, rule 37 of the campus *Bidhan*. For the recruitment of teaching and non-teaching staffs CMC has approved '*Shikshayak Karmachari Chhanaut karyabidhi 2072.*' *Campus Sewa Aayog* functions according to '*Shikshayak Karmachari Chhanaut karyabidhi 2072.*'

*For further details, please see volume 1, annex-10, 'Shikshayak Karmachari Chhanaut karyabidhi 2072.', page no. 62-70.*

*Volume 1, annex-3, Sita-Ramesh Multiple Campus Bidhan, page no. 4-27.*

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

Particulars	Disadvantaged / Janajatis		Others		Grand Total
	F	T	F	T	
<b>Full Time Teachers (Total)</b>	-	-	1	10	10
No. of teachers with PhD	-	-	-	-	-
No. of teachers with MPhil	-	-	-	-	-
No. of teachers with Masters	-	-	1	10	10
No. of teachers with Bachelors	-	-	-	-	-
<b>Part Time Teachers (Total)</b>	-	1	1	8	9

Part-time teachers with PhD	-	-	-	-	-
Part-time teachers with MPhil	-	-	-	-	-
Part-time teachers with Masters(contract)	-	1	1	8	9
No. of teachers with Bachelors	-	-	-	-	-

*For further details, please see volume 1, annex-11, the name list of the latest teaching staff, page no. 71.*

*Volume 1, annex-12, Appointment letter of the teaching staffs, page no. 72-90.*

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

Courses	Full Time Teachers (Total)	Part Time Teachers (Total)	Total (Average Weekly Class Load)
Management	21	10.8	15.3
Education	20	16.5	18.6

The above mentioned table shows the average weekly teaching hours of an individual teacher.

*For further details, please see volume 1, annex-13, teaching load calculation report of academic year 2077-078, page no. 91.*

*Volume 1, annex-14, daily class routine, page no. 92-93.*

**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	5	5
Technical Staff	-	-	-	-	-

Administrative staffs and teachers also handle the necessary technical, computer, e-mail and internet works.

*For further details, please see volume 1, annex-15, name list and the appointment letter of the non-teaching staffs, page no. 94-99.*

**18. Regional profile of the students enrolled in the institution for the current academic year: 2077/078**

No of Students Enrolment From 2077/078	Bachelor (UG)	
	F	T
Same district where the institution is located	<b>228</b>	<b>321</b>
Other district	<b>74</b>	<b>96</b>
Other countries	-	-
Disadvantaged/ Janajatis / Dalits/Madheshi	35	56
Grand Total	<b>302</b>	<b>417</b>

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

*For further details, please see volume 1, annex-16, name list of enrolled number of students in the academic year 2077/078, page no. 100- 126.*



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

Particulars	Batch 1: Academic Year:2075-76	Batch 2: Academic Year:2076-77
	Total Bachelors	Total Bachelors
Admitted to the program	277	304
<b>Drop-outs</b>		
Within four months of joining	-	-
Afterwards	36	37
Appeared for the final year examinations	241	257 Result published - 52
Passed in the final examinations	80	33
Pass % of number appeared (Total)	33.19%	63.46
Pass % with distinctions	-	-
Pass %, (First class)	10.00%	24.24%
Pass %, (Second class)	70.00%	69.70%
Pass %, (Third class)	20.00%	6.06%
Number of students expelled from examination hall if any	-	

Due to the effect of Covid-19, the academic year of 2076-077 could not be completed on time and academic year is expended. Therefore, at now, only the result of bachelor 4<sup>th</sup> year has been published.

*For further details, please see volume 1, annex-17, name list of program wise enrollment and exam appeared students in the academic year 2075-076, page no. 127-140.*

*Volume 1, annex-18, name list of program wise enrollment and exam appeared students in the academic year 2076-077, page no. 141-154.*

*Volume 1, annex-19, result analysis report of academic year 2076-077, page no.155-157*

**20. Give a copy of the last annual budget of the Institution with details of income and expenditure. (Attach separately)**

*For further details, please see volume 1, annex-4, financial audit report of fiscal year 2077/078, page no. 28-35.*

**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.**

According to the audit report of fiscal year 2077-078, on the basis of received and payment, expenditure included in capital expenditure and operational expenditure, the unit cost is as given below.

Amount of Annual Expenditures	Total Number of Students Enrolled	Amount of Total salary	Unit cost (including salary)	Unit Cost (excluding salary)
67,88,130.00	304	38,27,491.00	22,329.37	9,738.94

Above data are calculated according to the receipt and payment section of financial audit report of fiscal year 2077/078.

*For further details, please see volume 1, annex-4, receipt and payment section of financial audit report of fiscal year 2077/078, page no. 32.*

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

Semester System [] Annual System [] Any other (specify)

The academic work and plan of the Campus are based on annual system, according to the rules and regulations of TU as the Campus is affiliated with it.

*For further details, please see volume 1, annex-1, letters of affiliation for BBS and B Ed Programs, page no. 1-2.*

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

Central library [] Computer centre [] Health centre []

Sports facilities [] Press [] Workshop [] Hostels []  
Guest house [] Housing [] Canteen [] Grievance redress cell []  
Common room for students [] Girls Room []

### Central library

Sita-Ramesh Multiple Campus has a separate room for its central library which opens from 6:15 am to 12:00 pm on all working days of the campus. There is a member engaged in the library. At present, it has one computer and a photocopy machine to print and photocopy the necessary documents to the students and faculty members of the campus. The computer is also used to browse the webpage in the internet. The Campus has a plan to maintain the records of books through the software in near future. The Campus has also plan to update the library by equipping with computer facilities, internet access, and a sufficient number of audio, video and reading materials.

### Health Centre

The health Centre of Sita-Ramesh Multiple Campus is providing limited service now. It has first-aid facilities. There is a separate room maintained for health centre. Minimum first aid medicines are available with the support of Buddhashanti Hospital.

### Sport Facilities

Sita-Ramesh Multiple Campus arranges volley-ball and table tennis in its own play ground. It also provides football and cricket facilities to the students in the playground of a government school nearby the campus. Besides, it provides different indoor game facilities to the students.

## **Canteen**

There is a separate house for canteen. It can serve 20 to 25 students in a single sitting.

## **Miscellaneous**

There is parking area for the vehicles of the teaching staff and the students. A notice board for the students' publication and wall magazine has been allotted in addition.

The campus premises are compounded with concrete walls having both entrance and exit provisions. Maximum care has been taken to make the open area clean and green.

*For further details, please see volume 1, annex-20, photos of library, first aid room, sport place, canteen, girls room, parking stand, Campus premises, page no. 158-165.*

*Volume 1, annex-21, name list of grievance redress cell and photo of suggestion box, page no. 166-167.*

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

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

There is the provision of management committee in Campus *Bidhan*. Campus Management Committee is formed according to the Campus *Bidhan*.

*For further details, please see volume 1, annex-3, chapter 2 rule no. 10 of Campus Bidhan, Page no. 8.*

*Volume 1, annex-22, general assembly minute regarding formation of CMC, Page no. 168-181.*

*Volume 1, annex-23, name list of present management committee, Page no. 182.*

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

Particulars	Year 2075/076	Year 2076/077	Year 2077/078
Working days of the institution	262	163	262
Working days of the library	262	163	139
Teaching days of the institution	231	157	Physical-116 Online- 90
Books in the library	1985	2127	2333
<u>Journals/Periodicals subscribed by the library</u>			
National:	-	-	-
International:			
Computers and Laptops in the institution	3+3=6	3+3=6	3+5=8
Research projects completed and their total outlay	-	-	-
Teachers who have received national recognition for teaching/research/consultancy	1	1	-
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)	-	-	-
Teachers attended local level seminar/workshop	-	-	19

Campus Chief of Sita-Ramesh Multiple Campus has participated in the 5 days training organized by Research Centre for Educational Innovation and

Development (CERID) on Higher Education Planning and Administration from Chaitra 10 to 14, 2075. Faculty member, a member of RMC from the campus has participated 2 days Research Methodology Training/Workshop organized by Research Management Cell (RMC), Mangalbare Multiple Campus on 19<sup>th</sup> and 20<sup>th</sup> Feb. 2020.

RMC of SRMC has organized a two day research methodology training/seminar/workshop in local level on 2077-11-22 and 23 where all teaching faculties participated in the program

*For further details, please see volume 1, annex-24, the participation certificates of the participants in training/research workshop, Page no. 183-184.*

*Volume 1, annex-25, the participation certificates of the participants in research methodology training/workshop organized by RMC of SRMC, Page no.185-200.*

*Volume 1, annex-26, annual operational calendar of the year 2078, Page no. 201-204.*

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

Yes [ ] No [ ✓ ]

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

Yes [ ] No [ ✓ ] If yes, list the MoU signed and furnish the details of active MoU along with important details of collaborations

The Campus has done MoUs with neighboring Campuses and it has planned to extend MoUs with national and international Campuses in future.

*For further details, please see volume 1, annex-27, MoUs with neighboring Campuses, Page no. 205-206.*

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

Yes [ ] No [ ✓ ] If yes, give details.

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

<b>Source of Funding</b>	<b>Amount(NRs.)</b>
UGC grants	8,50,650.00
Local Government grants	10,00,000.00
Province Govt. grants	00
Donations, Public help	00
Application fee/Fund Raising drives	24,525.00
Alumni Association	00
Research and Consultancy	00
Fee from Self-financed/initiated courses	00
Fees from regular programs	29,33,450.00
Bank Interest	59,699.93
Other Income	6,97,555.31

*For further details, please see volume 1, annex-4, financial audit report of fiscal year 2077/078, Page no. 28-35.*

## **SECTION B**

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

Yes with justification and with evidence =1(full marks); justification without full evidence=0.75; apparent justification without record = 0.5 apparent initiatives =0.25; No= 0)

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

### **BENCHMARK-WISE INPUTS FOR INSTITUTIONAL SSR**

#### **CRITERION 1: POLICY & PROCEDURES (15 MARKS)**

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

Yes [  ] No [  ] **If yes, mention and attach the document.**

Sita-Ramesh Multiple Campus has its own *Campus Bidhan 2076* (revised) which provides basic guidelines for the functioning of the campus. The Campus is affiliated to the Tribhuvan University. So, considering the vision, mission, goals and objectives (VMGO) of TU, the campus has developed its own VMGO. The VMGO of the campus are mentioned below.

#### **Vision**

To develop SRMC as an academic research centre of this region promoting economic, social and cultural distinctiveness with an aim of establishing post graduate level campus.

#### **Mission**

To impart qualitative, scientific and life skill education by acquiring academic excellence will be the mission of Sita-Ramesh Multiple Campus.

#### **Goals**

To fulfill the vision and mission, the Campus has set the following goals:

- a. Producing qualified and competent manpower according to national and international standards.



- b. Developing internal quality and efficiency.
- c. Imparting effective service by developing ability of human resource.
- d. Developing SRMC as the research center.
- e. Developing necessary infrastructure for the sustainable development of the institution.

### **Objectives**

- a. To develop internal management and organizational development of the Campus.
- b. To manage educational activities, extra-curricular activities and technology based instructional environment for qualitative manpower development.
- c. To manage seminar, workshops and trainings for the development of working skills of faculties and staffs.
- d. To manage interaction and discussion program timely with the stakeholders.
- e. To expand relationship with other education institutions for the development of educational activities.
- f. To manage the record of educational, administrative and financial activities of the institution.
- g. To manage source for the development of infrastructure, economic and quality education.

*For further details, please see volume 2, annex-1, strategic plan of the Campus, Page no. 1-39.*

*Volume 2, annex-2, decision minutes of CMC regarding the approval of strategic plan and revision of goals and objectives of institution, Page no. 40-44.*

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

Yes [  ]    No [  ]    **If yes, mention and attach the document.**

There are clearly defined plans and program of the campus to achieve its goals, objectives and standards. The campus has prepared a five years strategic plan in which plans, programs and strategies are clearly defined with the VMGO and guiding principles. The Campus has also formulated action plan and

approved by CMC to implement the strategic plan.

*For further details, please see volume 2, annex-1, strategic plan of the Campus, Page no. 1- 39.*

*Volume 2, annex-3, annual plan of action to implement strategic plan, Page no. 45-46.*

**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.

In order to run the campus and manage smoothly Sita-Ramesh Multiple Campus has formed *Campus Bidhan*. According to the *Campus Bidhan* the governing body of the campus is campus general assembly. Campus General Assembly forms the Campus Management committee. Campus Chief, Vice Campus Chief, Department Heads, Campus administration, different cells and units perform their responsibilities. All committees and cells formulate, update, revise and make the plans functional and policies after the authorization of CMC.

*For further details, please see volume 1, annex-3, Sita-Ramesh Multiple Campus Bidhan, Page no. 4-27.*

*Volume 2, annex-4, decision minute of CMC regarding the approval of organizational structure and organizational structure, Page no. 47-50.*

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

Yes [  ] No [  ] Justify with supporting documents.

Sita-Ramesh Multiple Campus has adopted a scientific mechanism for internal quality monitoring and checks. For this purpose CMC has formed Internal Quality Assurance Committee (IQAC). IQAC has been given terms of reference (ToR) defining its functioning and tasks.

Campus chief plays vital role for the overall development of the Campus. Responsibility of Campus chief is mentioned in the *Campus Bidhan*, Chapter 5 rule 26. For the monitoring of internal quality Asst. Campus Chief, department heads are appointed and different cells are also formed along with IQAC which are responsible for internal quality monitoring and checks. Campus Chief, Asst

Campus Chief and department heads monitor and check the academic regular activities of the Campus.

To check the internal quality, IQAC has been functioning. IQAC has been monitoring all the activities of the Campus. It has approved annual plans and progress report of the different cells and committees, observed the reports and recommended the cells and committees. IQAC has prepared aggregate progress report and submitted to the CMC.

*For further details, please see volume 2, annex-5, decision minute regarding the reformation of cells and committee, Page no. 51-55.*

*Volume 2, annex-6, ToR for Asst. Campus chief, department heads and different Cells and Committees, Page no. 55-68.*

*Volume 2, annex-7, decision minute of CMC regarding approval of progress report submitted by IQAC, Page no. 69-71.*

*Volume 2, annex-8, annual progress report of IQAC submitted to CMC and annual plan of IQAC, Page no. 72-82.*

**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.

Sita-Ramesh Multiple Campus has its own *Campus Bidhan*. The job responsibilities of Campus Chief is addressed in *Campus Bidhan* and Asst. Campus Chief, Department heads, different cells and committees, individual teaching and non-teaching staffs have been given ToRs for job responsibilities.

*Volume 2, annex-9, ToR for teaching & non-teaching staffs, Page no. 83-85.*

*Volume 2, annex-6, ToR for Asst. Campus chief, department heads, Page no. 56-68.*

**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 job responsibilities of individuals, units, departments are incorporated in the ToR. For the evaluation of given responsibilities of each individual,

department, unit and cells CMC has formed a committee of 3 members which evaluates the performance on the basis of the evaluation scheme and evaluation form developed by the Evaluation Committee. The committee has planned to evaluate the performance of teaching and non-teaching staffs annually from academic year 2077/078.

*For further details, please see volume 2, annex-10, performance marking scheme for teaching and non-teaching staffs, Page no. 86-87.*

*Volume 2, annex-11, decision minute of performance Evaluation Committee, Page no. 88-99.*

**7. Does the institution have strategic plan and action plan emphasizing on team work and participatory decision making and a scheme for information sharing?**

Yes [  ] No [  ] If yes, give details.

Sita-Ramesh Multiple Campus has formulated the strategic and action plan emphasizing the teamwork and participatory decision making. The major stakeholders of the Campus are the members of Campus Sabha. Campus Sabha is formally held annually. The provision of annual Sabha and interaction meeting with stakeholders are mentioned in action plan. Campus Sabha elects CMC for three years. The major decision making body in the Campus is CMC which is represented by the major stakeholders of the Campus. Therefore, the decision made by the CMC is the representative decision of the Campus stakeholders. Besides, the Campus timely invites its stakeholders for interaction about the progress and future planning.

Existing departments, committees and cells make planes according to the norms of strategic plan and action plan. The departments, committees and cells held meetings, prepare plans and actions with collective decisions. The staff meeting also discusses and makes decision in current issues and provides suggestion for the development of the Campus. The formation of CMC is also participatory as the CMC is formed with the representatives of students, faculties, Rural Municipality, chamber of commerce etc. Thus, decision of CMC is also participatory in nature.

*For further details, please see volume 1, annex-22, attendance and decision minute of Campus Sabha (general assembly), Page no. 168-181.*

*Volume 2, annex-12, decision minute of joint meeting of CMC and staff, Page no. 90-92.*

*Volume 2, annex-3, annual plan of action to implement strategic plan, Page no. 45-46.*

*Volume 1, annex-23, name list of present management committee, Page no. 182.*

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

Yes  No  If yes, give details.

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

Yes  No  If yes, give details.

There are formal provisions to bring stakeholders or community feed backs in campus activities through Campus Sabha. Annual progress report of the Campus is distributed, presented, discussed and approved in the Campus Sabha.

*For further details, please see volume 2, annex-13, annual Progress report of fiscal Year 2077/078, Page no. 93-122.*

EMIS & Public Information Cell has been established in the Campus. The working responsibilities are described in ToR. The Cell conducts its meeting and decides the working process. The Cell collects information and feedbacks from the stakeholders in the Campus Sabha. The Cell also collects feedbacks from the stakeholders by distributing questionnaire formally, through informal interaction and personal meet too. Then the cell submits the report to the IQAC. The feedbacks incorporated in the report are taken positively and included the decision making process and future plans of the campus.

*For further details, please see volume 2, annex-14, decision minute of EMIS & Public Information Cell, model questionnaire and report submitted to the IQAC, Page no. 123-133.*

*For further details, please see volume 2, annex-5, decision minute regarding the reformation of cells and committees, Page no. 51-55.*

**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?

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

Yes [  ] No [  ] **If yes, give details.**

The students of Sita-Ramesh Multiple Campus are involved in the campus management system. There is the provision of involvement of student in CMC as according to the Campus Bidhan similarly there is a student representative in the IQAC, Mohan Nepal from BBS second year.

*For further details, please see volume 1, annex-3, Sita-Ramesh Multiple Campus Bidhan, Page no. 4-27.*

*Volume 1, annex-23, name list of present management committee Page no. 182.*

*Volume 2, annex-15, Decision Minute and Name list of IQAC, Page no.134-135.*

The campus has formulated Student Quality Circle (SQC), the committee has been given ToR for the proper functioning, institutional management and enhancing the quality in the campus.

*For further details, please see volume 2, annex-16, ToR for SQC and meeting minute of SQC, Page no. 136-139.*

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

a. by the university [  ]

b. by the Institution [  ] **Please attach the copies**

There have been internal academic audits done by each department of all examinations. Each department prepares report which is discussed in staff meeting in the coordination of IQAC along with Campus Chief, Asst. Campus Chief, department heads and faculty members. Each department and subject teachers is congratulated for their best performance and suggested specific teachers whose pass percentage is low.

*For further details, please see volume 2, annex-17, result analysis meeting minute of departments, Page no. 140-146.*

*Volume 2, annex-18, annual academic report of IQAC , Page no. 147-150.*

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

**Yes** [  ] **No** [  ] **If yes, give details**

Different Departments and Research Management Cell (RMC) function jointly or independently in order to combine teaching and research activities. To encourage research activities RMC has been formed. RMC facilitates research based project work of Bachelor Level students and teaching faculties also for research based teaching activities. RMC conducts research based activities and programs making annual plan and decision of meeting.

RMC has been working as an authority to operate research based programs. It has been promoting knowledge and skills about research to the faculties and students organizing seminar/workshops. It has conducted a two day research methodology training/workshop on 2077-11-22 and 23. It can help to develop research skill and to provide knowledge about combining teaching and research. RMC has made plan to conduct researchable activities for the fiscal year 2078-079.

*For further details, please see volume 2, annex-6, ToR for RMC, Page no. 64.*

*Volume 2, annex-19, program completion report of RMC, Page no. 151-154.*

*Volume 2, annex-20, annual plan of RMC for the fiscal year 2078/079, Page no. 155.*

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

**Yes** [  ] **No** [  ] **If yes, give details.**

There are positive outcomes of combination of teaching and research. Some positive outcomes of combining teaching and research have been seen in teaching learning activities, curiosity among students about their learning have been increased. As a result the pass percentage is increasing year after year. The project work done in the course Research methodology in BBS fourth year can be seen as its best example. For the promotion of research based teaching learning activities, RMC has initiated making annual plan for promoting researchable activities.

*For further details, please see volume 2, annex-21, the project work report of BBS fourth year students as a sample, Page no. 156-191.*

*Volume 2, annex-22, annual progress report of RMC, Page no. 192-195.*

*Volume 2, annex-20, annual plan of RMC for the fiscal year 2078/079, Page no. 155.*

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

The campus has been developing the ICT infrastructure like; multimedia, e-mail internet, website for innovative practice and other research based activities to contribute to its growth and development. The above mentioned infrastructures are beneficial to provide specific innovation to some extent.

The Campus has been able to conduct online classes during the covid-19 pandemic using the software like zoom. Face-book, messenger groups, e-mail and website have been used optimum to exchange Campus information to the students and its stakeholders. Teachers have been able to prepare slides, pdf notes, search, and use other teaching learning documents from internet. The teaching learning documents have been sent to the students via e-mail. To conduct these activities, the Campus has expanded the internet facilities

*For further details, please see volume 2, annex-23, photos of multimedia used in teaching learning activities, Page no. 196.*

*Volume 2, annex-24, some photos of online teaching classes, Page no.197-198.*

*Volume 2, annex-25, reports of departments regarding the effectiveness of online class, Page no. 199-208.*



## **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 campus has been following the curriculum of TU and to fulfill the national educational goals and objectives, the campus has its own goals and objectives, which are mentioned in the strategic plan. The campus follows its own plan and activities annually to fulfill the strategic goals and objectives.

*For further details, please see volume 3, annex-1, syllabus of bachelor level prescribed by TU (only affiliated subjects from the TU), Page no. 1-137.*

*Volume 2, annex-1, strategic plan of the Campus, Page no. 1-39.*

### **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 campus has two programs in bachelor level- Management and Education. The campus has launched the programs in morning shift only. So, it is convenient to the student because they can do other activities in day time. If academic criteria permit, the students of one stream in the secondary level may change their stream in bachelor program. But, there is no provision for horizontal mobility in bachelor level as the students of one stream can not continue their study in another stream from same level. As the rule, public Campus can only run the subjects which are approved by the University. Hence, the campus provides elective option facility to the students within the criteria. So, the students in this Campus can enjoy the facilities of elective options.

*For further details, please see volume 1, annex-1, Letters of affiliation for BBS and B Ed Programs, Page no. 1- 2.*

*Volume 3, annex-2, the list of subjects provided in each program with elective subjects approved by CMC, Page no. 138-142.*

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

- a. Capacity to learn [ ✓]      b. Communication skills [ ✓]**  
**c. Numerical skills [ ✓]      d. Use of information technology [ ✓]**  
**e. Work as a part of a team and independently [ ✓]**

The campus promotes quality of education with provision of different skills such as Capacity to learn, communication Skills, Numerical skills, use of information technology and team work. Besides regular teaching learning activities, to develop learning capacity and communication skills, campus organizes quiz contest, poem recitation program, and debate contest. Similarly, the Campus also promotes extracurricular activities like; volleyball, TT, badminton etc. These activities also develop the skills to co-operate, team work, leadership development and so on.

Students of SRMC have participated in province-1 level quiz contest organized by Suryodaya Television on 2077 and were able to win the first prize in the competition.

*For further details, please see volume 3, annex-3, report of extracurricular activities cell (ECAC), Page no. 143-144.*

*Volume 3, annex-4, decision minute of CMC about awarding the winning students and photos of students participating Suryodaya Quiz, Page no.145-149.*

*Volume 3, annex-5, annual plan of extracurricular activities cell (ECAC) for the fiscal year 2078/079), Page no.150.*

*Volume 1, annex-26, annual operational calendar of the year 2078, Page no. 201-204.*

To develop numerical skills the students use calculator in the class to solve the mathematical problems, Microsoft excel sheet work is also taught to develop numerical skills.

*For further details, please see volume 3, annex-6, photos of presentation of exercising numerical problems in Microsoft excel, Page no. 151.*

The campus facilitates students by providing Wi-Fi to use e-mail, internet and web browsing for the development of information technology. Students

collectively participate in project work which develops the quality of team work and independent working capacity. The campus has started to work making plans on above mentioned activities.

*For further details, please see volume 2, annex-1, strategic plan of the Campus, Page no. 1-39.*

*Volume 1, annex-26, annual operational calendar of the year 2078, Page no. 201-204.*

*Volume 3, annex-5, annual plan of extracurricular activities cell (ECAC) for the fiscal year 2078/079), Page no. 150.*

**19. Are there any additional focused programs and electives offered by the institution? (1)    Yes [ ]    No [✓]    If yes, give details.**

**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)**

No faculties have been participated in curriculum committee or any other program to provide feedback on the curriculum of University yet. Now, to provide feedback to University for curriculum a curriculum feedback committee has been formed.

*Volume 3, annex-7, decision minute regarding formation of Curriculum feedback Committee (CFC), Page no. 152-154.*

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

**Yes [✓]    No [ ]    If yes, give details.**

The campus has formed EMIS & Public Information Cell and is assigned the responsibility to collect and address the feedbacks. The cell collects feedbacks related to academic activities as well as other all activities of the Campus from the departments, different committees, faculty members. Campus has its own website ([www.sitarameshcampus.edu.np](http://www.sitarameshcampus.edu.np)), face book page (Sitaramesh Multiple Campus) and e-mail ([sitarames2067@gmail.com](mailto:sitarames2067@gmail.com)). The feedbacks in the website and face book page are also collected. Besides this, the campus has the provision of complain box and visitor's Book where visitors can provide the feedbacks. These collected feedbacks are discussed in meeting of EMIS & PIC, feedback analysis report is prepared and the report is submitted to the IQAC.

*For further details, please see volume 2, annex-14, decision minute of EMIS & Public Information Cell, model questionnaire and report submitted to the IQAC, Page no. 123-133.*

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

The Campus has maintained a good relationship among neighborhood institutions. The students of B Ed. fourth year do teaching practice in different schools of Buddhashanti Rural Municipality.

*For further details, please see volume 3, annex-8, the letter for participation of the students in practice teaching, page no. 155-158.*

*Volume 3, annex-9, MOU with neighbouring secondary schools, page no. 159-164.*

The students of BBS fourth year are encouraged to study the different business organizations of Buddhashanti Rural Municipality for their practical project work and prepare reports. Similarly, students of BBS are also involved in internship in development banks like; Excel Development Bank, NIC Asia Bank and Nepal Bank Limited Budhabare branch.

*For further details, please see volume 3, annex-10, the letter of Recommendation for project work and internship, page no. 165-168.*

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

The campus has organized activities to develop civic responsibilities and voluntarily supports other organizations. After the formation of ECAC, it has planned to extend activities for civic responsibilities from the academic year 2077/078. Some of these activities done by Campus are mentioned as follows:

- Participation of the campus students as a volunteer in eye camp, local fairs, festivals and *Puran*.
- The campus has organized an eye camp with association of Mechi Eye Hospital in the Campus Compound on the date 1<sup>st</sup> Mangsir 2076 BS.
- Participation of students participating as a volunteer in the vaccination program organized by Buddhashanti Rural Municipality.

*For further details, please see volume 3, annex-11, evidence of participation as volunteer in Laxminarayan Mandir Puran, page no. 169.*

*Volume 3, annex-12, decision minute of CMC, list of participant and photos*

*of eye camp, page no. 170-184.*

*Volume 3, annex-13, decision minute of ECAC and photos of students participating as a volunteer in the vaccination program organized by Buddhashanti Rural Municipality, page no. 185-187.*

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

Along with the regular studies, campus encourages the students to participate in several activities inside and outside the class-room for the all-round personality development. Sports like volleyball, quiz contest, debate, poetry competition, field trip activities, educational tour, wall magazine publication etc. are organized on different occasions. Campus also organizes Cultural programs like, *Deusi Bhailo*, *Saraswati Puja* etc. Before the establishment of ECAC the staff meeting used to decide to organize the programs, after the establishment of ECAC, the cell has planned to organize these activities making annual plan.

*For further details, please see volume 1, annex-26, annual operational calendar of the year 2078, page no. 201-204.*

*Volume 3, annex-4, decision minute of CMC about awarding the winning students and photos of students participating Suryodoya Quiz, page no 145-149.*

*Volume 3, annex-5, annual plan of extracurricular activities cell (ECAC) for the academic year 2078/079), page no 150.*

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

The campus practices different programs to impart moral and ethical value based education. Some activities to impart value based education held in the Campus are as follows:

- The campus celebrates *Saraswati Puja* every year on the auspicious occasion of *Basanta Panchami* in campus surrounding.
- The students of SRMC also participate and conduct programs like; personality development programs, poem recitation program, quiz contests and educational excursion.

***For further details, please see volume 3, annex-14, Photos of students' participation in different programs, page no. 188-195.***

***Volume 3, annex-4, decision minute of CMC about awarding the winning students and photos of students participating Suryodoya Quiz, Page no. 145-149.***

- Under the support of campus along with the participation of students and teachers, well-come and fare-well programs are organized.

***For further details, please see volume 3, annex-15, attendance of organized welcome program and photos of participants, Page no. 196-201.***

- Regularity of sanitation by students in campus compound.

***For further details, please see volume 3, annex-16, Photos and attendance of participants in sanitation, Page no. 202-206.***

For the development of moral and ethical values, the Campus used to inspire the teachers and students to participate in blood donation program, health awareness program etc. organized by other institutions. After the establishment of ECAC, the cell has planned to conduct such activities making annual plan from the academic year 2077/078.

***For further details, please see volume 3, annex-17, participate certificate of participant in blood donation program, Page no. 207-209.***

***Volume 3, annex-11, evidence of participation as volunteer in Laxminarayan Mandir Puran as sample, page no. 169***

***Volume 3, annex-5, annual plan of extracurricular activities cell (ECAC) for the academic year 2078/079), Page no. 150.***

**CRITERION 3: TEACHING LEARNING AND EVALUATION (15 MARKS)**

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

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

through academic records

through written entrance tests

through group discussions

through interviews

through combination of above all

The campus has the provision of written entrance exam to admit new students. Students fill up the forms for the admission including their school level certificate as academic record. Interview is also taken for the students who want to change their subjects and those students who have poor performance in entrance exam. The procedure to admit new comer students used to be decided by the joint meeting of departments. The Campus has been following academic calendar for the admission of new comer students.

*For further details, please see volume 4, annex-1, decision of joint meeting of Departments about conducting admission process of newcomer students, Page no.1-4.*

*Volume 4, annex-2, admission Process (notice to fill up form, entrance notice, entrance attendance, entrance exam model question, result of entrance exam and admission notice), Page no. 5-21.*

*Volume 4, annex-3, annual academic calendar (plan of action) 2078/079, Page no. 22-24.*

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

Yes  No  If yes, cite examples.

At the beginning of the session newcomer students are suggested to choose the subject by studying their performance in their previous result (mark sheet). After that entrance exam is taken and students' cognitive ability and personality is determined analyzing their performance in entrance exam. They are also counseled in orientation class about the importance of different subjects which are taught in the Campus. Finally, the students choose subjects according to their ability and interest.

The students of other classes are suggested to choose optional subjects according to their class performance, individual records, result of internal exam and class test and their cognitive ability.

*For further details, please see volume 4, annex-4, attendance of participants in the orientation program, Page no. 25-30.*

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

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

The individual faculty members take extra classes to those students who have poor performance in their examinations and other activities. The extra classes taken by the individual faculty member in the past have been done without any cost, voluntarily and informally. Now, the campus has planned to provide remedial classes to the weak students who have poor performance in their entrance test, class test and internal exams. Besides, the Campus has planned to provide extra classes to the students who want to change their faculty (program).

*For further details, please see volume 4, annex-3, annual academic calendar (plan of action) 2078/07, page no. 22-24.*

*Volume 4, annex-5, decision minute of department regarding the conduction of extra classes, Page no. 31-33.*



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

Yes [] No [] If yes, gives details.

To manage and regulate the instructional activities, the Campus has formed three departments. The departments call for meeting timely to address the difficulties in teaching learning activities and to implement progressive teaching strategies. The meeting encourages the subject teachers to prepare, implement annual teaching plan and to improve teaching learning activities.

*Further details, please see volume 4, annex-6, decision minutes of the departments regarding the preparation of annual teaching plan, Page No 34-37.*

*Volume 4, annex-7, annual teaching plan as sample, Page no. 38-129.*

**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

Each faculty member prepares annual teaching plan according to the syllabus and academic calendar. They implement the teaching plan accordingly. The HoDs are responsible to observe and monitor the teaching learning activities according to the annual teaching plan and academic calendar. IQAC also regulates and monitors the HoDs and faculty members' activities and provides necessary feedbacks to harmonize the teaching learning activities according to the annual plan and academic calendar.

*For further details, please see volume 3, annex-1, syllabus of bachelor level prescribed by TU (only affiliated subjects from the TU), Page no. 1-137.*

*Volume 4, annex-7, annual teaching plan as sample, Page no. 38-129*

*Volume 4, annex-8, list of courses taught in the campus, decision minute of IQAC and departments regarding the approval of annual teaching plan, Page no. 130-137.*

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

In teaching learning, besides lecture method, other student centre method like discussion, question answer, pair work, group work, field work, project work etc. can be done for the effective teaching learning process in which the teachers are inspired to supplement the lecture method. The teacher manages the teaching learning environment inside or outside of classroom according to the teaching learning strategies. Some teachers use multimedia to apply the presentation method which can replace the traditional lecture method in teaching learning including in annual teaching plan. Teachers also use multimedia to address contemporary issues and new ideas related to the topics.

*For further details, please see volume 4, annex-7, annual teaching plan as sample, Page no. 38-129.*

*Volume 2, annex-23, Photos of multimedia used in teaching in teaching learning activities, Page no. 196.*

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

Yes  No  If yes, give details about the facilities.

Yes, there is the facility of preparing of audio visual aids. There are three desktops, three laptops, a projector, two printers and internet facility in the campus which are available for the faculties to develop and use audio visual aids. Some teachers also have their personal laptops which they are using in their teaching learning activities.

*For further details, please see volume 2, annex-23, Photos of multimedia used in teaching learning activities, page no.196.*

*Volume 4, annex-9, list of the computers, projector and laptops, page no 138.*

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

Year	Fy. 2076/077	Fy. 2077/078
Teaching days per semester or per year against the requirement:	163	Physical-116 Online-90
Working days per week against the requirement:	6	6
Work load per week (for full time teachers):	16.9	20.4
Work load per week (for part time teachers):	13.3	12.7
Ratio of full-time teachers to part-time teachers:	1.2 : 1	1.1:1
Ratio of teaching staff to non-teaching staff:	3.33 : 1	3.8:1
Percentage of classes taught by full-time faculty:	66.67%	64.15

*For further details, please see volume 4, annex-10, report of IQAC regarding the calculation of work load of teachers, page no. 139-140.*

*Volume 4, annex-11, name list of full time and part time teachers, page no. 141.*

**34. a. Are the students oriented to the program, evaluation system, codes of conducts other relevant institutional provisions and requirements? If yes give evidences.**

Students get information about the campus activities, code of conducts from the prospectus and orientation class at the beginning of the session. Prospectuses are distributed to the new comer students and orientation classes are held. For more information, students are oriented about the programs, rules and regulations of the campus.

*For further details, please see volume 4, annex-12, prospects, page no 142-143.*

*Volume 4, annex-13, decision minute regarding the organization of orientation program, page no 144-145.*

*Volume 4, annex-14, notice regarding the orientation program, page no 146.*

*Volume 4, annex-4, attendance of participants in the orientation program, page no 25-30.*

*Volume 4, annex-15, code of conduct, page no 147.*

*Volume 4, annex-3, annual academic calendar (plan of action) 2078/079, page no 22-24.*

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

Yes  No  If yes give evidence.

Yes, the evaluation methods are communicated to students at the beginning of the session. Students are informed about the subjects, internal exams and achievements. The exam regulation committee and departments also evaluate the achievements in the staff meeting and informed to the students through faculty members.

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

Yes  No  If yes, give details

In past, students were provided feedbacks of their internal exams, test exams and final examinations informally by the subject teachers and campus administration. Now, conduction, management, monitoring and evaluation of internal exam are done by the departments. At the beginning of the academic session, students are evaluated on the basis of the result of the entrance exam. The campus has the system of internal exams, class test periodically. The performance of the students in the tests and exams are evaluated by the departments and further discussed in the staff meeting. Finally, the students are personally counseled by the faculty members to improve their performance according to the subjects. The result of final examination is also evaluated by departments and analyzed in the staff meeting. After that, feedback is given to the faculty members and the students for the better performance. Due to the

Covid-19 pandemic, Campus was unable to conduct the internal examination according to the calendar.

*For further details, please see volume 4, annex-16, result analysis minute of staffs meeting, page no.148-151.*

*Volume 2, annex-17, result analysis minute of departments, page no. 140-146.*

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

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

For the recruitment of new faculty member, the campus has the body "*Campus Sewa Aayog*" according to Campus *Bidhan, chapter 7, rule 37. Campus Sewa Aayog* follows proper norms and procedures in the selection of new faculty member according to rule and regulation of "Teaching and non-teaching staff selection guidelines-2072" (*Shikshak Tatha Karmachari Chhanaut karyabidhi 2072*). At first, Departments and teaching staff identify the necessity of the teaching and non-teaching staff and recommend advertising for the post. CMC approves for the vacancy and *Campus Sewa Aayog* conducts written and oral examination. Observation class is also done for the selected

candidates and selected candidate are recommended for the appointment to the CMC. CMC finally appoints the candidate with appointment letter.

*For further details, please see volume 1, annex-3, Sita-Ramesh Multiple Campus Bidhan, page no 4-27.*

*Volume 1, annex-10, Teaching and non-teaching staff selection guidelines (Shikshak Tatha Karmachari Chhanaut Karyabidhi)-2072, page no 62-70.*

**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: No	Year I: No	Year I: No
Year II: - 9	Year II: No	Year II: No

The campus has appointed 9 faculty members in the year 2077 BS.

*For further details, please see volume 4, annex-17, appointment letters of new recruited faculties, page no. 152-161.*

**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)**

Yes, the institution has the freedom and the resources to appoint and pay teaching and non- teaching staff. Such provisions are mentioned in “Shikshak Karmachari Niyamawali 2074” of the campus. The Niyamawali has categorized the faculty members, it has also the provision of leave, grade and other facilities and the salary is determined by the CMC.

*For further details, please see volume 4, annex-18, Shikshak Karmachari Niyamawali 2074, page no. 162-181.*

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

Yes [ ] No [✓] If yes, give details (0.5)

There was not provision and practice for inviting/visiting guest faculties at regular basis but from the academic year 2077/078, the Campus has planned to invite minimum a guest faculty for each program in a year on regular basis mentioning it in academic calendar. Other guest faculties can be invited according to the need and decision of Campus.

*For further details, please see volume 4, annex-3, annual academic calendar (plan of action) 2078/079, page no. 16-18.*

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

	Participants	Resource persons	Organizer
Institutional level	19	Asst. prof. Ragendra Prasad Baral Lecturer Mr. Gunaraj Nepal	Mahendra Ratna Multiple Campus, Ilam Sukuna Multiple Campus, Morang
District Level	1	Dr. Shree Krishna Shrestha	Mangalbare Multiple Campus
National level	1	Prof. Dr. Jiba Nath Dhital	CERID (TU)
International level	-	-	-

Mr. Netra Pokhrel, faculty member and member of RMC participated in two days research methodology training organized by Mangalbare Multiple Campus on 19<sup>th</sup> and 20<sup>th</sup> Feb. 2020. Keshab Prasad Dhungel, Campus Chief has participated the five days national level training program organized by CERID on Higher Education Planning and Administration from 10-14 Chaitra, 2075.

*For further details, please see volume 4, annex-19, decision minute of CMC regarding the participation on workshop and training, page no. 182-185.*

*Volume 4, annex-20, invitation letter for the participation, page no 186.*

*Volume 4, annex-21, rawana letter of participants, page no 187-188*

*Volume 1, annex-24, the participation certificates of the participants in training/research workshop, page no 183-184.*

RMC of SRMC has organized a two day research methodology training/seminar/workshop in local level on 2077-11-22 and 23 where all teaching faculties participated in the program.

*For further details, please see volume 1, annex-25, the participation certificates of the participants in training/research workshop organized by RMC of SRMC, page no. 185-200.*

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

**Yes  No  If yes, how are teachers encouraged to use the feedback? Provide justifications.**

To evaluate the performance of the faculties the Performance Evaluation Committee (PEC) has developed self- appraisal form. Faculty members are circulated to fill the form and the evaluation committee evaluates, keeps records and submits to the IQAC. The evaluation committee has planned to implement it on regular basis from the academic year 2077/078.

*For further details, please see volume 4, annex-22, Self Appraisal form, page no. 189-192.*

*Volume 2, annex-11, decision minute of Performance evaluation Committee, page no 88-89.*

**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 comments from the community, suggestions from the stakeholders and feedbacks from the students as well as teachers used to be discussed in the staff meeting and the individual staff is suggested for better performance. Now, the Performance Evaluation Committee (PEC) has been formed and the PEC has planned to collect feedbacks for teachers' performance from the students developing a form on regular basis from the academic year 2077/078.

*For further details, please see volume 2, annex-11, decision minute of Performance Evaluation Committee, page no. 88-89.*

*Volume 4, annex-23, teacher appraisal form to be filled by students, page no 193.*

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

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

IQAC prepares questionnaires about the all-round performance of the campus. Students fill up the forms and the responses are analyzed. Finally report is prepared. The report is submitted to campus administration and the administration circulates all departments to eradicate problems for the overall development of the campus yearly.

*For further details, please see volume 4, annex-24, instructional condition evaluation report of IQAC, page no. 194-207.*

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

**Yes [] No [] If yes, give details.**

The campus has planned of conducting seminars, conferences, interaction, discussion, training, orientation and so on programs for faculty development annually according to strategic plan allocating certain budget. For the fiscal year 2078/079, RMC has mentioned some programs for faculty development.

RMC of SRMC has organized a two day research methodology training/workshop 2077/11/22 and 23 for the development of research knowledge, skill and capacity development of faculties.

*For further details, please see volume 4, annex-25, decision minute of RMC and attendance of participants in research methodology training, page no. 208-211.*

*Volume 2, annex-19, program completion report of RMC, page no 151-154.*

*Volume 2, annex-20, annual plan of RMC, page no 155.*

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

RMC of SRMC has organized a two day research methodology training/workshop 2077/11/22 and 23. The participants of the program were the representatives from the neighboring Campuses and all faculties from SRMC.

*For further details, please see volume 4, annex-25, decision minute of RMC and attendance of participants in research methodology training, page no 208-211.*

*Volume 2, annex-19, program completion report of RMC, page no 151-154.*

*Volume 1, annex-25, the participation certificates of the participants in research methodology training/ workshop organized by RMC of SRMC, page no 185-200.*

*Volume 2, annex-20, annual plan of RMC, page no 155.*

*Volume 2, annex-1, strategic plan of the Campus, page no 1-39.*

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

The campus has a multimedia projector, five laptops and three computers along Wi-Fi connections. By expanding the resources, the campus was able to provide facilities to the faculty members. Faculty members are able to demonstrate slide presentation, create pdf notes, provide motivational video clips and speech of renowned personalities etc. according to their subjects to make teaching learning activities effective. The Campus has been able to conduct online classes during the covid-19 pandemic due to the expansion of facilities. The campus expanded internet facilities, two laptops, a photocopy cum printer machine to make teaching learning activities effective during the Covid- 19 crisis. Similarly, the campus assisted the students to connect and make them able to take online classes using the applications like; zoom and face book messenger. Campus face book page, website and telephone were used excessively to connect and guide faculties and student in teaching learning

activities. Emails are used to share documents, notes, slides other necessary documents. The campus has been reforming and developing infrastructures according to the needs of new teaching learning activities and technologies.

*For further details, please see volume 4, annex-26, decision minute of conduction of online class, page no. 212-213.*

*Volume 4, annex-27, guidelines for online class conduction, page no 214-217.*

*Volume 2, annex-24, some photos of online classes, page no 197-198.*

*Volume 2, annex-25, Reports of departments regarding the effectiveness of online class, page no. 199-208*

*Volume 2, annex-23, photos of multimedia used in teaching learning activities, page no. 196*

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

Sita-Ramesh Multiple Campus has started to establish linkage with other educational and non-educational institutions to develop academic and other activities. There are MOUs with other Campuses, Secondary Schools and educational institutions for the development and upliftment of mutual co-operation with each other. The Campus will expand the national and international linkage with other institutions.

*For further details, please see volume 1, annex-27, MoUs with neighboring higher educational institutions, page no. 205-206.*

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

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

For the development of research activities, the campus has formed Research Management Cell (RMC). Campus has allocated Rs. 4,65,000 for trainings, workshops, publications, researchable activities, RMC management etc. for fiscal year 2078/079 which is 3.7 percent of the total operating budget of the campus.

*For further details, please see volume 5, annex-1, annual estimated budget of the fiscal year 2078/079, page no. 1-3.*

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

Encourage PG students doing project work [ ] Teachers are given study leave [✓]

Teachers provided with seed money [✓] Provision of Research Committee [✓]

Adjustment in teaching load/schedule [✓]

The campus has the provision for the study leave to the teachers. The teachers who want to enhance their academic qualification can get 2 years paid study leave as according to “Shikshak Karmachari Niyamawali 2074”

*For further details, please see volume 5, annex-2, decision minute of CMC for study leave, page no. 4-5.*

The campus has decided to grant Rs. 10,000 to each teacher for doing mini research as seed money.

*For further details, please see volume 5, annex-3, decision minute of CMC to provide seed money for research, page no. 6-7.*

To promote the research knowledge and skills for the faculties RMC has organized a two day research methodology training/workshop 2077/11/22 and 23.

*For further details, please see volume 4, annex-25, decision minute of RMC and attendance of participants in research methodology training, page no.208-211.*

*Volume 2, annex-19, program completion report of RMC, page no. 151-154.*

*Volume 1, annex-25, the participation certificates of the participants in research methodology training/workshop organized by RMC of SRMC, Page no. 185-200.*

The campus has managed the provision for managing class internally and by hiring wage basis teacher in the absence of teacher who is in research. If the teacher is in short term leave the campus manages the class internally but if the teacher is in long term leave campus manages class by hiring wage basis or part time teachers.

*For further details, please see volume 5, annex-2, decision minute of CMC for study leave, page no. 4-5.*

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

Yes [ ] No [] If yes, give details

There has not been any faculty member engaged in PhD level programs yet.

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

No faculties are engaged in active research. The campus has initiated some actions to inspire faculties to engage in research activities. For that, the Campus has organized a two day research methodology training/workshop on 2077-11-22 and 23 in the campus. The Campus has made plan to extend research activities in the fiscal year 2078-079

*For further details, please see volume 4, annex-25, decision minute of RMC and attendance of participants in research methodology training, page no.208-211.*

*Volume 2, annex-19, program completion report of RMC, page no. 151-154.*

*Volume 2, annex-20, annual plan of RMC, page no. 155.*

The campus has published research journal for the year 2020 and journal for the year 2021 is in under the process of publication.

*For further details, please see volume 5, annex-4, cover page of journal 2020, page no. 8-13.*

*Volume 5, annex-5, Decision minute of RMC for the collection of articles for the journal 2021, page no.14.*

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

No M Phil/ PhD graduates have been admitted from the campus yet.

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

No PhD graduate has been awarded yet.

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

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

The campus has the provision of financial support for three researches in a year to the students. The campus provides Rs. 5,000 for each research through decision of RMC.

*For further details, please see volume 5, annex-3, decision minute of CMC to provide seed money for research, page no. 6-7.*

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

There is not any ongoing research project. The RMC has the plan to conduct mini research for the fiscal year 2078/079.

*For further details, please see volume 2, annex-20, annual plan of RMC, page no. 155.*

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

There are no ongoing research projects funded by external agencies.

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

The campus has been publishing annual progress report annually and informative and literary publication “Sita-Ramesh Adarshika” timely.

*For further details, please see volume 5, annex-6, cover page of last publications Sita-Ramesh Adarshika, page no. 15-20.*

RMC has started to publish research journal annually. It has published research journal for the year 2020 and the research journal for the year 2021 is about to be published.

*For further details, please see volume 5, annex-4, cover page of journal 2020, page no. 8-13.*

*Volume 5, annex-5, Decision minute of RMC for the collection of articles for the journal 2021, page no 14.*

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

Yes  No  If yes, give details.

The campus has not offered consultancy service to any institution yet. But RMC has decided to provide and receive consultancy service according to the demand and need of the institutions in future.

*For further details, please see volume 5, annex-7, decision minute of RMC regarding consultancy service, page no. 21-22.*

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

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

Full-time  Part-time  Additional charge

The Extracurricular Activity Cell (ECAC) has been formed to conduct extracurricular activities and extension programs. CMC has authorized the coordinator of ECAC as a designated person for extension activities. ECAC decides and regulates all extension activities.

*For further details, please see volume 5, annex-8, decision minute of CMC regarding authorization of extension activities, page no. 23-24.*

*Volume 3, annex-5, Annual plan of ECAC for the fiscal year 2078/079, page no. 143-144.*

**59. Indicate the extension activities of the institution and its details: (0.5)**

Community development	<input checked="" type="checkbox"/>	Training in Disaster Management	<input type="checkbox"/>
Health and hygiene awareness	<input checked="" type="checkbox"/>	Medical camps	<input checked="" type="checkbox"/>
Adult education and literacy	<input type="checkbox"/>	Blood donation camps	<input checked="" type="checkbox"/>
AIDS awareness	<input type="checkbox"/>	Environment awareness	<input checked="" type="checkbox"/>
Any other	<input type="checkbox"/>		

Campus staffs and students participate in public participation program, health awareness program, blood donation, environmental awareness program etc. organized by different organization.

*For further details, please see volume 5, annex-9, photos of participants in environment awareness program, page no. 25.*

*Volume 3, annex-17, the certificate of participation in blood donation program, page no. 207-209.*

The campus has organized an Eye Camp in the campus premises on Mangsir 1, 2076 to provide eye care service to the people in the community.

*For further details, please see volume 3, annex-12, decision minute of CMC, list of participants and photos of Eye Camp, page no. 170-184.*

The campus has planned to organize social welfare programs like, blood donation, snake bite awareness, eye camp, first aid management and environmental awareness programs in the educational year 2077/078.

*For further details, please see volume 4, annex-3, annual academic calendar (plan of action) 2078/079, Page no. 22-24.*

*Volume 3, annex-5, annual plan of extracurricular activities cell (ECAC) for the fiscal year 2078/079), Page no. 150.*

*Volume 5, annex-1, annual estimated budget of the fiscal year 2078/079, page no. 1-3.*



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

Yes  No  If yes, justify.

Yes, the Campus has organized some outreach programs in the Campus and outside of the Campus. Teachers, students and members of CMC actively participate in such programs. The Campus has organized an eye camp in the Campus premise on Mangsir 1, 2076 and in *Tintale Community Forest Office, Buddhasanti-1*, with the collaboration of Tintale Community forest Consumer Committee on Magh 2, 2076. Besides that, teachers and students also participate in the programs like; blood donation, health awareness and tree plantation programs organized by other organizations. For the fiscal year 2078/079, ECAC has planned to organize outreach programs estimating budget.

*For further details, please see volume 3, annex-12, decision minute of CMC, list of participants and photos of Eye Camp, page no. 170-184.*

*Volume 5, annex-9, photos of participants in environment awareness program, page no. 25.*

*Volume 3, annex-17, the certificate of participation in blood donation program, page no. 207-209.*

*Volume 4, annex-3, annual academic calendar (plan of action) 2078/079, Page no. 22-24.*

*Volume 3, annex-5, annual plan of extracurricular activities cell (ECAC) for the fiscal year 2078/79, Page no. 150.*

*Volume 5, annex-1, annual estimated budget of the fiscal year 2078/079, page no. 1-3.*

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

The campus encourages students and teachers to participate in community service program by informing them with notice and other social communication means. The campus also encourages the students and teachers to participate the community service programs organized by other organizations. The Campus provides participation expenses and participants are

also encouraged by requesting, giving responsibility, honoring and interacting about the benefit of social welfare.

**62. Does the institution work and plan the extension activities along with NGO's and GO's? Give details of last 3 years. (0.5)**

The campus has worked for some extension activities with other organization in the past along with the participation of students and teachers. Teachers and students used to participate in such activities according to the information and direction of the campus administration. Now, the campus has planned to do institutional development as well as extension activities with collaboration to different GO's and NGO's.

*For further details, please see volume 5, annex-10, MoUs Letters with different Banks and Financial Organizations, page no.26-31.*

*Volume 1, annex-27, MoU with higher educational institutions, page no 205-206.*

*Volume 3, annex-5, annual plan of extracurricular activities cell (ECAC) for the fiscal year 2077/078), page no 150.*

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

**A. General Physical Infrastructure**

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

The campus has minimum infrastructure along compound wall in its own 7.75 Kattha land. For the infrastructural development, quality enhancement, resources mobilization and enhancement, extension activities etc. the campus has formulated 15 years master plan which will be implemented from the fiscal year 2077/078.

*For further details, please see volume 5, annex-11, master plan of the campus, page no. 32-69.*

*Volume 2, annex-2, CMC decision regarding approval of master plan, page no 40-44.*

*Volume 1, annex-7, land ownership registration certificate, page no. 54-55.*

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

The Campus has planned of augmenting the infrastructure to keep pace with academic growth and students flow. To run the administration smoothly and resources of the campus, to introduce the students with modern technology and engage them in extracurricular activities for their all-round development, the following are the tasks planned for further physical development as mentioned in the master plan:

- Construction of conference hall.
- Extension of hall for indoor games.
- Expansion of playground with the equipments needed for sports.
- Construction of Building for Students Union
- Construction of Hostel
- Construction of E-Library building
- Purchase of Vehicles

*For further details, please see volume 5, annex-11, master plan of the campus, page no. 32-69.*

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

**Laboratory** [ ]      **Library** [✓]      **Others** [✓]      **Give details**

**Library:** Sita-Ramesh Multiple Campus has a separate room for its central library which is open from 6:15 am to 12:00 pm on all working days of the campus. There are 2184 books in the library. There is a staff engaged in the library. At present, it has one computer and a photocopy machine to print and photocopy the necessary documents to the students and faculty members. The computer is also used to browse the webpage in the internet. The Campus has been planning to maintain the records of books through the software. The Campus has planned to update the library by equipping with computer facilities, internet access, and a sufficient number of audio, video and reading materials.

**Others: Other facilities are as follows**

- First aid facility
- Play ground for volleyball, table tennis
- Canteen
- Motor cycle/ by-cycle stand
- Guard room
- Notice board and wall magazine board
- Separate rest room for boys and girls
- Safe drinking water

*For further details, please see volume 5, annex-12, photos of available support facilities, page no. 70-71.*

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

Yes, The Campus has provision for regular maintenance of its infrastructures. CMC has formed 5 members maintenance sub-committee. The committee does the maintenance work by observing the infrastructure. The following maintenance works have been done in the Campus by maintenance sub-committee in fiscal year 2076/077.

- Coloring the building
- Roof shade repairing
- Staircase repairing

- Construction of store room for old used materials
- Desk bench repairing
- Room partition

*For further details, please see volume 5, annex-13, decision minute of reformation of maintenance sub-committee and ToR, page no. 72-74.*

*Volume 5, annex-14, decision minute of maintenance Sub-committee, page no. 75-77.*

*Volume 5, annex-15, Maintenance plan of maintenance Sub-committee, page no. 78.*

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

The institution ensures optimum utilization of its infrastructure facilities. There are 16 rooms in the two storied building of the campus. Among them 11 rooms are used as teaching class, 5 rooms are utilized to run administration and there are separate rooms for staff, campus chief, departments, library, RMC as well as room for girls. Besides this, there are a canteen and a guard room. The campus has master plan and strategic plan to extend the physical infrastructure as according the need of the campus.

*For further details, please see volume 5, annex-16, decision minute of CMC for the utilization of rooms, page no. 79-81.*

*Volume 2, annex-3, annual plan of action to implement strategic plan, page no. 45-46.*

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

Yes [ ] No [] If yes, give clearly defined regulations.

The campus has the provision to provide physical and human resources to the external agencies. They can use the rooms of the campus without affecting its teaching and learning schedules. CMC has decided to provide campus rooms and premises for the meetings and seminars with minimum charge Rs. 500 per day. The Campus can provide human resource according to the demand of any external agency according to the nature of needed service by the decision of

concerned committee. No external agency has requested the Campus for providing those facilities formally yet.

*For further details, please see volume 5, annex-16, decision minute of CMC for providing facilities to the external agencies, page no. 79-81.*

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

To keep campus premises and surrounding clean, green and pollution free, the campus has done some activities. The campus has constructed compound wall, planted saplings, colored the building and managed dust-bins in front of the campus and inside every classrooms. The campus timely conducts the campus premises cleaning program along with the coordination of ECAC.

*For further details, please see volume 5, annex-17, photos of participants in sanitation of Campus surroundings and report of ECAC, page no. 82-84.*

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

Number of computer accessible to the students [ ]

Computer accessible to the faculty [✓]

Internet accessible to the students [✓]

Internet accessible to the faculty [✓]

There are 3 desktops and 3 laptops in the campus. Desktops are used in administration, accounting and library section. Individual faculty has private laptop; campus laptops are also used by the faculty member alternatively according to the need. There is internet facility in the campus; teachers and students also use the internet according to their need. The campus has planned to establish computer lab, a computer in each department along with internet facility according to strategic plan.

*For further details, please see volume 5, annex-18, decision minute of CMC regarding the utilization of desktops and laptops, page no. 85-87.*

*Volume 2, annex-3, annual plan of action to implement strategic plan, page no. 45-46.*

*Volume 2, annex-1, strategic Plan of the Campus, page no. 1-39.*

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

The Campus has planned to establish computer lab.

*For further details, please see volume 2, annex-3, annual plan of action to implement strategic plan, page no. 45-46.*

*Volume 2, annex-1, strategic Plan of the Campus, page no. 1-39.*

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

Now, all departments are managed in a single room with partition and there are two laptops managed for the departments with internet facility. Each department heads use laptop facility according to the need. The Campus has planned to manage separate room and computer facility along with internet by extending physical infrastructures according to campus strategic plan.

*For further details, please see volume 4, annex-9, list of the computers, projector and laptops, page no. 138.*

*Volume 2, annex-3, annual plan of action to implement strategic plan, page no. 45-46.*

*Volume 2, annex-1, strategic Plan of the Campus, page no. 1-39.*

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

There is an ADSL and World-link corporate internet connection in the campus. The campus is about to connect other service provider internet service. There are eight CCTV cameras among them 6 cameras are connected in rooms and two cameras are connected to view the campus premises. There is a digital attendance machine connected for attendance to the staffs. The Campus will expand these facilities with planning.

*For further details, please see volume 5, annex-19, photos of CCTV, attendance machine, and WI-FI router, page no. 88-90.*

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

Although there is no any formal computer aid learning package, individual faculty use downloaded materials from internet using pen drive. There is a

projector which is used by the faculty members in their teaching. Power point, slide show and videos from the YouTube are presented in the class to teach the students as needed by the course. These activities have supported to make teaching learning activities effective.

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

There is the provision for the maintenance of the computer, CC TV, Wi-Fi router, Printer and photocopy machine in the campus. The campus has an agreement with the supplier and maintenance office called Trade Link, Birtamod, Jhapa. A staff visits the campus timely and repairs the computer if necessary.

*For further details, please see volume 5, annex-20, decision minute of CMC regarding the agreement with trade link and MoU with Trade Link, page no. 91-94.*

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

No, the Campus does not have made use such services.

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

There is first aid facility available to the students and staffs. First aid room has been established, first aid treatment is done for minor injuries in the campus and for the other cases the patients are sent to the nearest hospital (*Buddhashanti hospital, Budhabare, Jhapa*).

*For further details, please see volume 5, annex-21, MoU with Buddhashanti hospital page no. 95.*

*Volume 1, annex 20, Photos of first aid treatment room, page no. 160.*

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

For the physical exercise and mental freshness there are the sports facilities like, Volleyball, TT, Badminton, Chinese Checkers, Ludo, Chess etc. in the campus. Due to the lack of big playground, for football and cricket there is an agreement with Shree Buddha Adarsha Secondary School Buddhashanti-1,



Jhapa. ECAC is the responsible unit to look after sports and other physical activity related affairs.

*For further details, please see volume 5, annex-22, MoU with Buddha Adarsha Secondary School Buddhashanti-1, Jhapa, page no. 96.*

*Volume 5, annex-23, photos of students playing games, page no. 97-98.*

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

The Campus supports the sport students to participate in sports by providing financial and non-financial supports. The Campus provides entry fees, transportation charge, snacks money, dress and other supports to the students participating in the sports by other institutions. The winner students are also awarded as according to the decision by the CMC. The sports activities organized in the Campus are regulated by ECAC and the cell awards the outstanding sports persons with prizes.

*For further details, please see volume 5, annex-24, decision minute of CMC to provide incentives to the outstanding sport person, page no. 99-101.*

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

Students of SRMC have participated in the regional level quiz contest organized by Suryodaya Television in the year 2077 and the students were able to win the first prize in the competition.

*For further details, please see volume 5, annex-24, decision minute of CMC to provide incentives to the outstanding sport person, page no. 99-101.*

*Volume 5, annex-25, certificate of participation in Suryodaya quiz contest, page no. 102.*

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

There is no hostel facility in the campus but the campus administration facilitates the students who come from far to manage the rooms by co-ordinating with house owners. The Campus has an aim to provide hostel facility to the students by constructing hostel building in future. The Campus has included the construction of hostel building in the master plan.

*For further details, please see volume 5, annex-11, master plan of the Campus, page no. 32-69.*

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

There is facility of clean drinking water with reserve tank in the campus which is distributed by Small Town Water Project. There is a direct water tap which always runs with water and also a water filter used by teachers and students. There are separate rest rooms for ladies and gents with proper water supply and a bathroom. The Campus has not received any complain and noticed any difficulty regarding use of drinking water and restroom facility but the Campus is aware of expanding the facilities according to the flow of the students.

*For further details, please see volume 5, annex-26, photos of drinking water and restroom facility, page no. 103-105.*

**B. Library as a Learning Resource**

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

The working hour of library is generally between 6:15 am to 12:00 pm regularly for all students and teachers. The other function of the library is mentioned in the library regulation guidelines. The Campus Management Committee has decided the working hour of library.

*For further details, please see volume 5, annex-27, decision minute of CMC and library regulation guidelines, page no. 106-110.*

**b. Does the library provide open-access to students? (0.25)**

Yes []      No []

Yes, Students take books by searching from book rack and they can read it inside the room. If they want to take books to their room / home, they have to submit their library card and at a time they can take two books. It should be return back after a week compulsory. At the request of the students the books can be renewed for a week but scarce book cannot be renewed.

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

Documents	2077/078
Current Books (0.2) total	2,333
Current Journals	7

Nepalese(0.2)	
Foreign (0.2)	-
Magazines(0.2)	2
Reference Books(1)	94
Text Books(o.2)	2,231
Back Volume Journals	1
E-Information Resources	
CD's/DVD's	-
Database	-
Online Research	-
AV Resources	-
Special Collections(0.5)	
English Dictionary	2
Nepali Brihat Sabdakosh	1
Muluki Ain	3
Constitutions of Nepal	2
UGC Reports	6

*For further details, please see volume 5, annex-28, report of library management cell, page no. 111-112.*

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

	FY. 2076/077		FY. 2077/078	
	Number	Total cost	Number	Total cost
i. Text books	122	Rs. 54,994	208	Rs. 1,03,298
ii. Other books	-	-	-	-

Journals/periodicals	-	-	-	-
Any others	-	-	-	-

The Campus has allocated Rs. 3,60,000 to purchase library books (text books, reference books, Journals ect.) and library management in the fiscal year 2078/079.

*For further details, please see volume 5, annex-1, annual estimated budget of the fiscal year 2078/079, page no. 1-3.*

*For further details, please see volume 5, annex-28, report of library management cell, page no. 111-112.*

#### **84. Mention (1)**

- i) Total carpet area of the institution library (in sq.mts.) [40] (0.25)
- (ii) Total number of departmental libraries [ ] (0.25)
- (iii) Seating capacity of the Library [24] (0.25)
- (iv) Open student access to library [Yes] (0.25)

The Campus has the concept of developing well equipped E-library and departmental library after the expansion of physical infrastructures.

*For further details, please see volume 1, annex-20, photos of present library, page no. 158.*

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

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

The campus has appointed a librarian for the regular function of the library. In case of the absence of the librarian the campus manages the office assistant for the work. The campus has also formed a library management cell. The cell regulates and provides necessary feedback for the improvement of the library service. The librarian works under the instruction of library management cell

and the major decisions are taken by the CMC. The existent library management cell is formed as below.

**Coordinator:** Indra Raj Aryal

**Member:** Elina Dhungel

**Member:** Lilaraj Nepal

**Member:** Nawaraj Koirala

**Member:** Narendra Baral

*For further details, please see volume 2, annex-6, ToR for library Management Cell, page no. 63.*

*Volume 5, annex-28, report of library management cell, page no. 111-112.*

#### **86. Staff development programs for library (0.5)**

The campus has made plans for library management in the past. But due to the covid-19 pandemic the Campus could not implement the plan on time. For the fiscal year 2078/079 the Campus has planned of trainings for the faculties and staffs.

*For further details, please see volume 4, annex-3, annual academic calendar (plan of action) 2078/079, page no. 22-24.*

#### **87. Are the library functions automated? (0.5)**

Yes[] No [  ] If yes: Fully automated [  ] (0.5) partially automated [] (0.25)

The library function is partially automated. The campus has recently installed software in the library. The hand written records of the library has been started to enter in the software named Crystal School ERP. We are in the learning phase of the software use therefore; the library function is partially automated. The Campus will develop fully automated library in near future.

*For further details, please see volume 5, annex-29, the software purchase bill, page no. 113.*

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

The campus allocates budget annually for the library development. For the fiscal year 2077/078 the campus has allocated 2.05% budget of the total budget for the development of the library. For the fiscal year 2078/079, the Campus has allocated Rs 3,60,000 for the library management and purchase of books which is 2.86 Percent of total budget.

*For further details, please see volume 5, annex-30, decision minute of CMC regarding the approval of annual estimated budget of the fiscal year 2078/079, page no. 114-118.*

*Volume 5, annex-1, annual estimated budget of the fiscal year 2078/079, page no. 1-3.*

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

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

There is circulation service provided in the library. Students are noticed about the use of library facilities through code of conducts, notice, orientation program and by the librarian also. Maintenance is done by the campus according to the need and recommendation of library management cell. There are the facilities of photocopy and printing in the library. For the photocopy

and print service a computer and a printer cum photocopy machine is maintained in the library.

*For further details, please see volume 5, annex-31, decision minute of LMC to provide library service and code of conduct about using library, page no. 119-121.*

*Volume 1, annex-20, photos of library, page no. 158.*

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

Average number of books issued/returned per day	Issued- 19.46 Returned- 14.00
Average number of users visited / documents consulted per month	76.14
No of log-ins to the E-library service/E-documents delivered per month	-
Ratio of library books to number of students enrolled	4.22:1

*For further details, please see volume 5, annex-32, report of library Management Cell and librarian, page no. 122-125.*

## 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	84.54%	Academic year 2076/077
Dropout rate	15.46%	Academic year 2076/077
Progression to further study: (Bachelor to Masters)	50 %	Tracer Study Report 2018
Prominent positions held by alumni (Job Holders)	11.5 %	Tracer Study Report 2018

In the Academic year 2076/077, the total number of admitted student was 304, out of them 257 students were present in the final examination and the number of drop out student was 46.

*For further details, please see volume 6, annex-1, report of calculation of Student Enrolment, Exam Appeared and drop out 2076/077, page no.1-7*

The Campus has been conducting tracer study science 2016 AD. According to the tracer study report 2018, the total number of graduate student was 26 out of them 13 students are continuing their further study and 3 students are engaged in employment.

*For further details, please see volume 6, annex-2, the tracer study report of 2018, page no. 8-27.*

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

Nepal Civil Services Examinations	-
Other employment related examinations	10
International level entrance examination	-
Others (Please Specify)	-



According to the tracer study report of 2016, 2017 and 2018 all together 52 graduates are traced from the Campus. Among them 28 (53.85%) are in further study and 10 (19.23%) are in employment. Among the employed 7 (70%) graduates are in teaching sector, 2 (20%) graduates are in private sector and 1 (10%) is in foreign employment.

*For further details, please see volume 6, annex-3, the tracer study report of 2016 and 2017, page no 28-59.*

*Volume 6, annex-2, the tracer study report of 2018, page no 8-27.*

**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)

Yes, the campus publishes its updated prospects yearly. The prospects are distributed at the admission time for the new comer students. The sectors addressed in the prospects are as follows.

- Introduction to the campus
- Voice of Campus
- Name list of existing teaching and non-teaching staffs
- Features of the campus
- Figure (photos) of the campus surrounding
- Glimpses of teaching as well as other activities
- Information regarding facilities, rules and regulation

*For further details, please see volume 4, annex-12, prospectus, page no.142-143.*

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

Governmental agencies do not provide direct financial support for the students. Dalit, economically poor, educationally disadvantaged, class topper and the students who have the highest attendance have been supported by the Sita-Ramesh Multiple Campus itself using internal resources. Two Local Community Forests have also supported in the establishment of the campus and the campus provides scholarship on the fee maximum for 4 students equals on the recommendation of the forests association. Besides this, there is a MoU for 5 years with a co-operative, Nepal Multi-purpose Co-operative which provides Rs. 12,000 yearly as a scholarship for the poor and academic excellent

students. Campus has formulated Scholarship Distribution Guidelines and on the basis of Guidelines Scholarship Distribution Sub- Committee recommends for the scholarship.

*For further details, please see volume 6, annex-4, decision minute of CMC regarding the formation of scholarship distribution sub-committee, page no. 60-62.*

*Volume 6, annex-5, decision minute of scholarship distribution sub-committee, page no. 63-68.*

*Volume 6, annex-6, Decision minute for scholarship distribution guidelines, page no. 69-70.*

*Volume 6, annex-7, name list of students awarded with scholarship in 2076/077, page no. 71-73.*

*Volume 6, annex-8, decision minute of CMC regarding the distribution of scholarship, page no. 74-77.*

*Volume 6, annex-9, MoU with Nepal Multi-purpose Co-operative, page no.78.*

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

Financial aid	Fy. 2075/076	Fy. 2076/077
i. Merit scholarship	-	-
ii. Merit-cum-Means	90	94

*For further details, please see volume 6, annex-7, name list of students awarded with scholarship in 2075/076, page no. 71-73.*

*Volume 6, annex-8, decision minute of CMC regarding the distribution of scholarship, page no. 74-77.*

**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)**

Employment cell: [✓] Role:

Placement officer: [✓] Role:

The Campus has established a Student Employment and Placement Cell. The cell works for the counseling students for career opportunities and finding jobs with the coordination with employer. The coordinator of the cell is also assigned as placement officer (focal person) who helps supports and guides the students to establish by holding the jobs in the different sectors. The function and responsibilities for the cell has been mentioned in the ToR. The formation of Student Employment and Placement Cell is as follows:

**Coordinator :-** Mrs. Rajina Baral (Placement Officer)

**Member :-** Mr. Pushpa Rijal

**Member :-** Mr. Khagendra Nepal

*For further details, please see volume 6, annex-10, annual progress report of SEPC, page no 79-80.*

*Volume 6, annex-11, ToR for the placement officer, page no. 81.*

*Volume 2, annex-6, ToR for Student Employment and Placement Cell (SEPC), page no. 65.*

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

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

Yes, Campus administration, departments and teachers, used to participate in academic and personal counseling informally. All the faculties are connected to the students therefore the Campus has mentioned the responsibility of each faculty in the appointment letter along job description to counsel the students. Now the cell has been formed and the responsibility of counseling has been given to the Cell.

*For further details, please see volume 2, annex-5, decision minute regarding the reformation of cells and committees, page no. 51-55.*

*Volume 2, annex-6, ToR for Student Employment and placement Cell (SEPC), page no.65.*

*Volume 2, annex-9, ToR of teaching and nonteaching staffs, page no.83-85.*

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

	<b>UG students</b>	<b>PG students</b>	<b>Research scholars</b>
i. Local firms/companies	6	-	-
ii. International firms/companies	-	-	-
iii. Government	-	-	-
v. Public (semi-government) sector	2	-	-
v. Private sector	4	-	-

Some students have been employed through personal counseling in different sector in local level like; cooperative organization, private boarding, public school in internal resources counseling by the faculty members personally in the past. After the establishment of SEPC, the committee has been functioning to provide counseling to the students for placement. The name list of students who were appointed in different sector after counseling of SEPC is as follows:

1. Manoj Chapaighn
- 2 Aayusha Lamichhane
3. Babita Bhandari
4. Prakash Niroula
5. Asmita Dhimal
6. Rachana Khatiwada

***For further details, please see volume 6, annex-12, the appointment letters of the students in their respective field, page no. 82-87.***

Due to covid pandemic, the governmental and private sectors were not been able to provide any vacancy. Even though, the campus is able to counsel and provide information for the limited vacancies opened in the situation.

*Volume 6, annex-10, annual progress report of SEPC, page no. 79-80.*

**99. Does the employment cell motivate the students to seek self-employment? (1)**

Yes [] No [] If yes, how many are self-employed (data may be limited to last 5 years)?

Student Employment and placement Cell has the responsibility to motivate students for empowerment and to inspire for self employment. The Cell has planned to organize counseling program to motivate the students for self-employment.

*For further details, please see volume 6, annex-13, plan of Student Employment and Placement Cell, page no. 82-87.*

*Volume 6, annex-10, annual progress report of SEPC, page no. 79-80.*

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

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

Sita-Ramesh Multiple Campus has an alumni association. The alumni association has been established recently therefore it hasn't done much about the development of the campus but alumni association is planning its policy to support the institution.

*For further details, please see volume 6, annex-14, the name list and decision minute of formation of Alumni Association, page no. 89-93.*

*Volume 6, annex-15, letter of responsibility (ToR) to lumni Association, page no. 94.*

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

The policies and criteria of admission are made to students clear through following ways.

- a) Students are distributed prospectus.
- b) Advertisements are broadcast to the students from the popular media; radio, face book newspaper and other social sites.
- c) Information is also disseminated through face book page and website.
- d) Posters banners are posted in the public place so that the new students get information about campus.

*For further details, please see volume 6, annex-16, receipt of Kanchanjanga FM, Screenshot of Campus Face book Page, website and photo of posters and banners, page no. 95-97.*

*Volume 4, annex-3, annual academic calendar (plan of action) 2078/079, page no. 22-24.*

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

The campus has similar policy to the international students as the national students. Apart from this, the campus provides them personal counseling and helps them to collect necessary documents. The campus also checks the verification of the certificate and mark-sheet as per T.U. rules. If not found, the campus suggests and helps them for the verification of the certificates. The campus also supports for the accommodation of the students by helping them to find the suitable accommodation and assures the guarantee of the house owner.

*For further details, please see volume 6, annex-17, decision minute of CMC regarding the admission of international students, page no. 98-99.*

**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 [✓]	

There are not any International students admitted yet. If the foreign students come to contact, they can be supported by above indicated services and personally counseled by the campus administration and SEPC, the students are provided the information about admission policy, examination policy, code of conducts of the campus and subject selection. The students are also counseled about the equivalence with TU for their certificates.

*For further details, please see volume 6, annex-17, decision minute of CMC regarding the admission of international students, page no. 98-99.*

**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 -----

There are different activities and facilities provided by the campus for recreational and over all development of the students. The campus has the facility of indoor games like; ludo, chess, Chinese checker etc. similarly, the students have outdoor games facilities of volleyball, TT and badminton. The campus also organizes cultural program timely to entertain the students. There is a wall magazine for the students to address their literary appetite.

*For further details, please see volume 3, annex-5, annual plan of ECAC, page no. 150.*

## **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 academic departments analyze academic data (result analysis) and submit the report with suggestions for improvement to the IQAC. The report is discussed in the staff meeting in the coordination of IQAC and the individual faculty member is provided recommendation for the improvement of instructional performance. There is an EMIS & Public Information Cell. The Cell collects all the academic data along result analysis and publishes annually as a progress report. The reports and data are kept in record and also published in website too (www.sitarameshcampus.edu.np).

*For further details, please see volume 6, annex-19, result analysis reports of departments, page no. 101-105.*

*Volume 6, annex-20, academic report of EMIS & Public Information Cell, page no. 106-110.*

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

The areas carried out by the analysis are; pass rate, dropout rate, subject wise achievement, students' admission and academic satisfaction of students. The analysis provides feedback to the faculty members for the necessary improvements. The analysis report is published in the annual progress report too.

*For further details, please see volume 2, annex-13, annual progress report of fiscal year 2077/078, page no. 93-122.*

*Volume 6, annex-19, result analysis report of departments, page no. 101-105.*

*Volume 6, annex-20, academic report of EMIS & Public Information Cell, page no. 106-110.*

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

The campus has the system of keeping data of different areas manually in computer developed format. Later, the data are recorded in the computer system. The campus has recently installed software and it is initiating to keep



the record through software. The name of the software is *Crystal Solution ERP*.

***For further details, please see volume 5, annex-29, the software purchase bill, page no. 113.***

***Volume 6, annex-21, decision minute of EMIS & Public Information Cell, page no. 111.***

***Volume 6, annex-22, screenshot of data entry on software, page no. 112-114.***

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

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

The information is open to stakeholders like teachers, students, guardians, government agencies, media etc and it is distributed in the general assembly. The campus publishes annual report as a summary of all round progress like; academic, economic, infrastructural, resources etc. of Campus. After the development of the website, the information is uploaded in campus website too.

***For further details, please see volume 1, annex-22, attendance and decision minute of Campus Sabha (general assembly), page no. 168-181.***

***Volume 2, annex-13, annual progress report of fiscal year 2077/08, page no. 93-122.***

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

Yes [] (1)    No [  ] (0)

The study and analysis are open to the stakeholders. The condition and the progress of the campus are discussed in the staff meeting and CMC meeting and analysis report is prepared. The report is presented in the general assembly and discussed along with campus members. Feedbacks from stakeholders are also taken and included in the final report. Incorporating the feedbacks from the general assembly a final report is prepared and submitted to the concerned authority for its implementation. All the stakeholders can study and analyze the reports of progress and current activities of the Campus any time. The concern authorities can also use the information for their valid purpose.

***For further details, please see volume 1, annex-4, financial audit report of fiscal year 2077/078, page no. 28-35.***

*Volume 2, annex-13, annual progress report of fiscal year 2077/078, page no. 93-122.*

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

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

There is a mechanism to receive comments and feedbacks on the published data and about all activities of the campus. There is EMIS & Public Information Cell to collect feedbacks. Feedbacks from the general assembly, website, Comments from Face book page, from Complain box and feedbacks from stakeholders are collected. On the basis of feedbacks and comments campus future plans and programs are prepared.

*For further details, please see volume 2, annex-14, decision minute of EMIS & Public Information Cell and report, page no. 123-133.*

*Volume 6, annex-23, annual plan of EMIS & Public Information Cell for fiscal year 2078/079, page no. 97-98.*

*Volume 2, annex-6, TOR of EMIS & Public Information Cell, page no. 68.*

*Volume 6, annex-24, annual progress report of EMIS & Public Information Cell, page no. 99-101.*

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

**Produce in brief the impact analysis.**

The impacts of the information are many. The relation between public and campus becomes stronger because of information circulation and regular feedbacks. It also increases public faith and supports to join hands with other institution and organization. It increases the level of transparency and strengthens the economical aspects of the campus. It helps to find out our weakness in time and to correct before any further errors. The campus has been able to gain public faith because of its transparency. The increasing good results has also supported in the new enrollment of the students.

*For further details, please see volume 6, annex-25, impact analysis report of EMIS & Public Information Cell, page no. 117-118.*

*Volume 2, annex-14, feedback analysis report of EMIS & Public Information Cell, page no. 123-133.*

*Volume 6, annex-24, annual progress report of EMIS & Public Information Cell, page no. 116.*

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

The feedbacks and suggestions by students, teachers and stakeholders are useful for quality improvement of institution. Coloring the building, construction of compound wall and *Chautara* in the campus premises and constructing TT board are also made according the recommendations and feedbacks from students, teachers and stakeholders. The Campus has introduced computer aided teaching, CC cameras have been installed and library has been improved. Faculties have been suggested to improve teaching learning strategies regarding low pass rate subjects. The campus has included the feedbacks related to the development of campus in annual progress report.

*For further details, volume 6, annex-19, result analysis reports of departments, page no. 101-105.*

*Volume 2, annex-13, annual progress report of fiscal year 2077/078, page no. 93-122.*

## CRITERION 8: PUBLIC INFORMATION (10 MARKS)

### 113. Is there EMIS & Public Information Cell within the institution? (2)

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

Yes, an EMIS & Public Information Cell has been formed in the campus as per the decision of the Campus management committee for exchanging information to students, public and its stakeholders. The cell works on the basis of given responsibilities on the JD/ ToR. The committee has been set on the basis of following composition.

Mr. Shekhar Dhungana.....Coordinator

Mrs. Hemanta Bhandari..... Member

Mrs. Mandira Gartaula.....Member

Mr. Narendra Baral.....Member

*For further details, volume 6, annex-24, annual progress report of EMIS & Public Information Cell, page no. 116.*

*Volume 6, annex-23, annual plan of EMIS & Public Information Cell for fiscal year 2078/079, page no. 115.*

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

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

There is an EMIS & Public Information Cell in the campus. The authority to the cell is to publish all information through website, and an annual progress report adjusting all of the information along with academic, financial and administrative in conclusive profile through annual report.

*For further details, please see volume 2, annex-5, decision minute regarding reformation cells and committees, page no. 51-55.*

*Volume 2, annex-6, ToR for EMIS & Public Information Cell, page no. 68.*

*Volume 2, annex-13, annual progress report of fiscal year 2077/078, page no. 93-122.*

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

Newspapers [ ] (0.5) Magazines [ ] (0.5) Institutional special magazine dedicated for this [✓] (0.5)

The information of the campus is published through website and information is kept in face book page too. Campus publishes Annual academic progress report and economic audit report and distributes to the concern stakeholders annually.

*For further details, please see volume 2, annex-13, annual progress report of fiscal year 2077/078, page no. 93-122.*

*Volume 1, annex-4, financial audit report of fiscal year 2077/078, page no. 28-35.*

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

Yearly [✓] (1) in 4 years [ ] (0)

The annual progress report and audit report are published annually in written form. Other information related to academic, administrative and financial information are discussed in the staff meeting, departments and CMC meeting. Some information are also posted in the notice board, website, and face book and so on too.

*For further details, please see volume 6, annex-26, decision minute of CMC regarding the publications, page no. 119-120.*

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

Areas	Year 1, place of publication	Year 2, place of publication
Annual Progress Report	2076/077, SRMC	2077/078, SRMC
Prospects	2076/077, SRMC	2077/078, SRMC
Audit report	2076/077, SRMC	2077/078, SRMC
literary and Informative Book	2075/076, SRMC	-
Journal	-	2020 RMC

*For further details, please see volume 5, annex-6, the cover page of literary and Informative Book, (Sita-Ramesh Adarshika), page no. 15-20.*

*Volume 2, annex-13, annual progress report of fiscal year 2077/078, page no. 93-122.*

*Volume 1, annex-4, financial audit report of fiscal year 2077/078, page no. 28-35.*

*Volume 4, annex-12, prospectus, page no. 142-143.*

*Volume 1, annex-26, annual operational calendar of the year 2078, page no. 201-204.*

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

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

There is the provision of taking feedback from the guardian, local intellectual and other stakeholders. There is an EMIS & Public Information Cell which collects the information and feedback from the stakeholders. The collected information is analyzed and report is submitted to the IQAC. The report is studied and positively taken for further planning.

*For further details, please see volume 2, annex-14, feedback analysis report of EMIS & Public Information Cell, page no. 123-133.*

*Volume 2, annex-6, ToR of EMIC & Public Information Cell, page no.68.*

*Volume 6, Annex-24, annual progress report of EMIS & Public Information Cell, page no. 116.*

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

Yes [] (1) No [] (0) If yes, how these impacts are measured?

Report of feedback and suggestions, on the basis of responses of the readers and stakeholders, is prepared by the EMIS & Public Information Cell and submitted to the IQAC. The report is evaluated and recommended to the CMC for the planning and implementation.

*For further details, please see volume 2, annex-14, feedback analysis report of EMIS & Public Information Cell, page no. 126-133.*

*Volume 6, annex-24, annual progress report of EMIS & Public Information Cell, page no. 116.*

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

Sita-Ramesh Multiple Campus is a community campus. Within its short span of establishment it has been able to gain its own identity because of public support including financial and other supports. The campus has been receiving valuable feedbacks and supports from stakeholders, public and others which helped to improve the quality of the campus. Many activities for public information had been performed either through the formal assembly among public or by other informal meets. The campus has the policy to make general members. Each general member donates at least 5,000 whose record is maintained in the record book and awarded with certificate. Each general member can take part in the decision making and policy making through general assembly. There are 340 general members in the campus who have contributed from Rs. 5,000 to Rs. 8,00,000 for the establishment and development for the campus. For the establishment of the campus, social worker and the present president of Buddhashanti Rural Municipality, Ramesh Kumar Bhujel donated 6 kattha land without any cost. Many other stakeholders collectively have bought 2 kattha of land and donated to the campus. Donors to the campus are increasing because of the positive impact of public information practice.

*For further details, please see volume 6, annex-27, feedback collection form, page no. 121-122.*

*Volume 2, annex-14, feedback analysis report of EMIS & Public Information Cell, page no. 126-133.*

*Volume 6, annex-25, impact analysis report of EMIS & Public Information Cell, page no. 117-118.*

*Volume 6, annex-24, annual progress report of EMIS & Public Information Cell, page no. 116*

*Volume 6, annex-28, the name list of the donors, page no. 123-134.*

## Part Two

### Analysis of the Data

#### 2. Preamble

##### 2.1 Brief Introduction of Campus

Sita-Ramesh Multiple campus was established as community campus in 2067BS as Buddha Adarsha Campus along with the collective efforts of academicians, intellectuals and social workers of Buddhashanti Rural Municipality (formerly known as Budhabare VDC). The campus was named Sitaramesh Multiple Campus in 2068 following after the donor's late mother's name through proper process. The campus operated its class and administrative activities in the Buddha Adarsha Secondary School from its establishment to 2071 BS due to the lack of physical infrastructure. The campus shifted to its own building in 2071 BS. Now, the campus is situated in Province No-1, Jhapa district, Buddhashanti Rural Municipality-1, nine km north from east west highway, 200m west of Mechi Highway from Pulchok at Buddhashanti Rural Municipality occupying 28750 sq.ft (7 Kattha<sup>3</sup>/<sub>4</sub>dhur). Most of the inhabitants of the area are of various backgrounds. The campus has been established in semi urban area surrounded by poor, marginalized and various ethnic groups. Most of the people can't afford the higher education due to the financial crisis. In this context Sita-Ramesh Multiple Campus has got an opportunity to serve those marginalized and under privileged community.

Though the campus has been recently established, it is able to provide quality education in its own two-storey building. The campus has been providing quality education in low cost. It has been also providing financial assistance to the students from under privileged and marginalized community of the society. The campus is dedicated to serve the people by providing higher education to the people from different background. The campus is able to gain public belief in a very short time of its establishment by acquiring more than 300 general members. Sound environment, dedicated teachers, supportive public and a good management committee are some of the features of the campus. Since the campus has been established in the rural area, students are from different social background and of different class as most of them are unable to afford high economic burden for their studies. In this context, the campus has been proved an opportunity to serve people from the different classes in low cost.



## **2.2 Geographical Site:**

The campus is located in Buddhashanti Rural Municipality-1, 9 km north from East West highway from Charali, 100 m west from Budhabare Pulchok at Mechi Highway, Jhapa Nepal. Buddhashanti Rural Municipality is a semi urban city. The population of the rural municipality is about 25,000 and it is increasing rapidly due to the migration from mountain to terai of eastern hilly district like; Ilam, Panchthar and Taplejung. The climate of Buddhashanti Rural Municipality is mild as it lies on the lap of mountain connected to the southern part of Ilam district. The campus is connected to Mechi highway with pitch road. The other surrounding roads to the campus are graveled where any vehicle can freely run at any season. There is proper facility of electricity and clean drinking water in the campus.

## **2.3 Major Activities and Achievements:**

Sita-Ramesh Multiple Campus has been running two faculties in bachelor level (BBS and B. Ed.). The campus was established in 2067. Within short span of time the campus is able to gain public faith, good result and a minimum physical infrastructure. The campus has been increasing its physical infrastructure yearly according to the 5 years strategic plan and master plan. Now the campus has 18 rooms in two storied building in its own land. Good support from public, local government, UGC etc. helped for the development of the infrastructure. There are 300 members in the campus assembly who have contributed for the development of the campus. The assembly selects Campus Management Committee for every three years. Every year the campus organizes General assembly where the campus presents income and expenditure report. The campus also presents campus annual plan for endorsement. Campus stakeholders provide feedbacks; suggestion and the feedbacks are incorporated in the plans of the campus.

There are currently two programs running in the campus. There are 417 students studying currently in total. In both faculties, every year students are admitted by taking entrance exams. Students are oriented in the orientation class about codes and ethics of campus. Students were counseled about their difficulties in teaching learning activities and feedbacks were given regarding their academic performance personally and informally. From the academic year 2077/78 the campus has made plan to conduct such programs and curricular and co-curricular activities making annual plan. The annual plan of departments and cells are annexed in the report.

Besides teaching learning activities, the campus has been running extra-curricular activities to increase communicative competence, cognitive skills etc. The extra-curricular activities include, quiz contest, poem recitation program, cultural programs including singing and dancing, sports contest in volleyball, badminton, TT etc. Apart from this, the campus also fulfills social responsibilities and civic duty. The campus motivates to participate in the programs organized by neighboring organizations like, health awareness, blood donation, volunteer in social cultural programs etc.

Modern technology in teaching and learning activity is also increasing. The Campus has initiated computer aided teaching and has an aim to develop computer aided teaching yearly according the strategic plan. CC cameras and software have been also installed in the campus.

For the quality enhancement in teaching learning activities the campus has formed different committees including IQAC. There are three departments, different committees are formed and some committees are reformed to run the overall activities of the campus. The campus has been working to get QAA certificate and preparing SSR. To improve the quality of the institution the committees started to work making annual plan.

The campus has got some success within short period of establishment and some potentialities of the campus are listed below.

- Two storied building with 18 rooms along compound wall
- Canteen facility
- Affordable fee
- Library and reading room
- Good result
- Supportive community
- Good location with Suitable environment
- Sports facility (volleyball, TT, Badminton, Chess)
- Experienced, dedicated and qualified teachers
- Formation of different cells to develop quality of the institution

#### **2.4 Academic Programs running at present**

At present, there are two bachelor programs; BBS and Bed running in the campus. Both programs are being run in the campus at morning shift. In academic year 2077/078, there are total 417 students in both programs. There are 240 students in BBS program and 177 Students in B Ed program. The

number of students in BBS is high than B Ed program. Students from neighboring district like; Ilam, Panchthar, Taplejung also study in the campus. Economically, socially and educationally deprived students study in the campus.

## **2.5. Physical infrastructure and financial status of the campus**

The campus has its own land 7.75 kattha in total. There is two storied building in the land with 18 rooms. 12 rooms are used to teach the students and other six rooms are used for administrative, library and other purpose. There is a separate canteen for the students where different foods are served. There are separate rest rooms for boys and girls in the two storied building. Clean drinking water supply is there in the campus. The campus has greenery around the campus small (medicinal) herbal trees are planted around the campus area. For security there are CC cameras in the campus and the campus area is surrounded by the walls. The current infrastructure needs to be expanded. The campus has been extending its physical infrastructure to meet the present need due to the increased number of student. But, lack of economic support has been a big problem to complete the ongoing construction of a building.

## **2.6 Present position of Human Resources**

There are 19 teaching staff in the campus. There are 9 part time teachers and 10 full time teachers. And there are total 5 non-teaching staff in the campus. Due to the lack of economical resource the campus couldn't have managed sufficient staff for the administrative works. The limited human resources have been utilized properly by the campus. The staffs also work as proxy in the absence of any staff in the campus.

## **SSR preparation**

The SSR gives overall picture of the campus since its establishment. For the preparation of SSR the campus and its faculties consulted with the officials from UGC visited the nearby QAA certified Campus, campuses which have completed QAA cycle and campus which are in the process of preparing SSR report. A team from Sita-Ramesh Campus Visited Damak Multiple Campus, Damak, Kankai Multiple Campus, Surunga, Mangalbare Multiple Campus, Mangalbare, Ilam and Tridev Multiple Campus, Charali, Jhapa. After attending 3 days training in Sukuna Multiple Campus, Morang organized on SSR preparation, Sita-Ramesh Multiple Campus engaged in the preparation of SSR. The coordinator of SAT counseled the members of UGC for the clearance regarding confusion on the preparation of SSR. The Campus Management

Committee reformed committees and cells and made it functional fully. IQAC was formed with other committees along SAT. The formation of SAT is as follows.

Co-ordinator: Shekhar Dhungana

Member: Netra Prasad Nepal

Member: Basanta Bhattarai

SAT organized meetings and studied the questions minutely; the questions were also distributed to the other committees. Then, the questionnaire was discussed in the meetings along the heads of different committees. The committees started collecting related information for the report under the co-ordination of IQAC. The SAT held meetings, collected the necessary data and started to prepare the report along the documentation. Many works which are annexed in the report were done previously but there were no proper units to perform the actions. Previous activities were done either by the staff meeting or by the CMC meeting. The works done previously were annexed as it was. After the formation of committees and units in the campus, the committees and cells started to function making annual plan.

## **1. Policy and Procedure**

Sita-Ramesh Multiple Campus was established in 2067. Since its establishment, the campus has been providing higher education to address the skilled academic needs of the society. The campus has clearly defined vision, mission and goals. The campus has a vision to develop SRMC as an academic research centre of this region promoting economic, social and cultural distinctiveness with an aim of establishing masters' level study in the campus within five years. Situated in semi-urban area of Jhapa district, Buddhashanti Rural Municipality-1, Sita-Ramesh Multiple Campus has got an opportunity to provide quality education to the poor people and janajati, dalits, and other marginalized group of the area.

The campus has the following policies and procedure to achieve its goals and objectives.

- The campus has formulated 5 years strategic plan according to its 15 years master plan. The campus has been running its academic and physical development activities according to the strategic and master plan. For a academic year the campus prepares an annual plan and accordingly operates its activities.

- The campus has duly formed an organizational structure.
- For the development of quality and monitoring IQAC committee has been formed.
- Different committees departments and cells have been formed and functioning with their defined job responsibility for quality improvement.
- Sita-Ramesh Multiple Campus has system of monitoring and evaluation. Different cells and committees are monitored and guided by IQAC committee. Results are analysed by the departments and reports are prepared. The result is further discussed in the staff meeting and provided feedback to the students and faculties. Faculty member's and non teaching staff's performance are also evaluated.

Sita-Ramesh Multiple Campus has been running two faculties; Education and Management in the morning shift. The campus is participatory in decision making. Student involvement in decision making is also ensured. The campus prepares annual plan incorporating the plans and suggestions from different departments, committees and cells. The campus collects feedbacks from its stakeholders and addresses them. The feedbacks are considered in policy making level too. Monitoring committee monitors the works of different committee, cells and teaching faculties and evaluation committee evaluates the performance of teaching and non teaching staffs.

#### **Strengths:**

- Preparation of Master plan and Strategic plan.
- Team work and participatory decision making.
- Formation of organizational structure.
- Defined job responsibilities.
- Provision of community feedback.
- Monitoring and evaluation.
- Formation and functioning of IQAC
- Affordable fee
- Peaceful environment

#### **Weaknesses:**

- Insufficient infrastructures.
- Lack of economic resources.
- Lack of technical manpower.
- Insufficient use of Modern Technology

### **Opportunities:**

- Economic Support from different organization, institutions and individually.
- Possibility of Masters Level in Campus.
- Research and technology based education
- Positive attitudes of stakeholders

### **Threats:**

- Implementation of plans.
- Paradigm shift from traditional to modern utilization of new invention in education, administration and research.
- Globalization in education.
- Management of transportation facilities.
- Management of sustainable economic source.

## **2. Curricular Aspects**

Sita-Ramesh Multiple Campus is a public campus affiliated to TU. It follows the curriculum of TU. The campus has consistency of teaching learning according to its goal and objectives. The following are the provisions in the campus which ensures consistency in teaching and learning activities.

- The Campus prepares annual academic calendar on the basis of programs of TU.
- The teachers prepare and implement annual teaching plan.
- The programs of the campus are flexible enough to meet time frame and horizontal mobility.
- The teachers prepare and implement annual teaching plan.
- Results are analyzed and provided feedback to the students.
- The Campus provides personal counseling as well as subject orientation for the new comer students.
- The Campus organizes extra-curricular activities.
- Departments supervise the regularity of students and teachers and monitor other academic activities.
- The Campus offers scholarship facilities to educationally disadvantaged and under privileged groups.
- Public information Cell of the Campus collects feedbacks and responses of the stakeholders and concerned people and submits the report to the QAAC for the improvement.

- Different students' associations are formed for the quality enhancement in the campus and encouragement & co-operations among the students.
- The formations of different cells work and guide the students in different aspects to build their carrier.

### **Strengths:**

- Preparation annual academic calendar.
- Preparation of teaching plan.
- Initiation of multimedia in teaching learning activities.
- Internal test and students' performance analysis.
- Scholarship facilities to educationally disadvantaged and under privileged students
- Effort for all-round development of learners.
- Active participation of students in extracurricular activities.

### **Weaknesses:**

- Irregularity of students.
- Insufficient audio visual materials.
- Not sufficient focus on research based teaching.
- Students' motivation towards social media (face book).
- Lack of technical manpower and resources.

### **Opportunities:**

- Responsibility of teachers and students to contribute in the societal affairs.
- Possibility for expansion of new subjects and programs.
- Positive attitudes and economic support of stakeholders for the improvement of the academic activities.

### **Threats:**

- Course gaps between 12 and bachelor level.
- Weak foundation of knowledge among students.
- Threat of globally competition in education.
- The concept of learning is to be employed in governmental offices.
- Delayed result from TU and web result without marks sheet.
- Lack of co-ordination from TU with Public campus.

### **3. Teaching Learning and Evaluation**

Sita-Ramesh Multiple Campus has been performing the activities relating to teaching learning and evaluation. The following are some activities relating to teaching learning and evaluation. The following are some activities.

- The admissions to the both programs are taken on the basis of entrance tests. For the entrance test, campus takes separate examinations for management and education faculties and students are admitted only after the publication of entrance examination result.
- The Campus conducts orientation program to the new comer students about course, evaluation system, codes of conduct etc.
- The teachers make and implement the annual teaching plan.
- Student centered methods like interaction; group work, presentation etc are focused in teaching.
- The campus monitors the overall performance of the students regularly.
- The Campus has established the linkage with other institutions which contributes to develop the positive attitudes and awareness in teaching and research.

#### **Strengths:**

- Implementation of annual teaching plan.
- Provision of entrance exam.
- Regular attendance of students.
- Use of student centered methods and regular testing system.
- Evaluation of faculty in teaching.
- Regular analysis of overall performance of students.

#### **Weaknesses:**

- Difficult to replace the existing teacher centered methods in some cases.
- Unsatisfactory involvement of students in regular class and internal test.
- Problem in full implementation of annual teaching plan.
- Lack of seminars, workshops for faculty development.

#### **Opportunities:**

- Chances of using new technologies in teaching.
- Career building for teacher.
- Regular outcome of result analysis.



**Threats:**

- Creating linkage with other institutions
- Developing teachers' performance.
- Making students compete in global village.
- Regularity in the use of multimedia and modern technology.

**4. Research, Consultancy and Extension**

The Campus has formed Research Management Cell with budget allocation. The following are the main activities to achieve academic excellence.

- Certain budget for conducting the research activities is allocated annually.
- Teachers are inspired in research by providing seed money and research chances.
- The Campus has formed “Research Management Cell” to conduct research activities.
- The Campus has started to publish research journal for the development of researched activities.
- Some extension activities like, blood donation, environmental awareness etc is done by the campus with the coordination of other social organizations.
- Students and teachers are encouraged to participate in extension activities.

**Strengths:**

- Formation of Research Management Cell.
- Initiations in publishing Research journals.
- Formation of different groups of students for extension activities.
- Responsibility to ECAC for extension activities.

**Weaknesses:**

- All teachers are not engaged in research activities although being inspired.
- Poor implementation of research in teaching.
- Involvement of few organizations for extensive activities.
- Insufficient budget for research and extension activities.

### **Opportunities:**

- Maximum chances of research and further study.
- Scholarship facilities in research provided by various Offices like UGC and so on.
- Facility of email and internet.
- Collaboration with local bodies of government for research and extension activities.

### **Threats:**

- Applying innovation in research and teaching.
- Maintaining research environment and facilities.
- Inspiration for research and extension activities.
- Problem of time and economic management.

## **5. Infrastructures and Learning Resources**

The campus has two storied building with 17 rooms in its own land. The campus has 7.75 kattha lands. The campus premise is surrounded with wall. Within a short period of establishment the campus is able to do noticeable progress in infrastructures. The campus is extending physical infrastructure to address the problem of lack of teaching rooms. The following are some plans and activities for the overall development of the Campus.

- The Campus has formulated master plan and strategic plan for the regular expansion of the physical infrastructures.
- The Campus improves the physical infrastructure along with the pressure of the students for the academic growth.
- The campus has separate canteen, parking strand except the two storied building.
- The Campus has the provision of budget allocation for the regular maintenance of the physical infrastructures. For this purpose a maintenance sub-committee has been formed.
- The Campus ensures optimum utilization of its infrastructure facilities.
- Regular cleaning programs are organized by the campus along with students which helps to create the pollution free environment in the Campus area.
- The Campus has 3 desktops computers and 5 laptops 2 printers, a projector, world link and ADSL facility for the internet etc.
- There is provision of first aid as health facility for minor injuries.

- Physical and infrastructural facilities are available for volleyball, TT, badminton games.
- Certain budget has been allocated for the necessary sport materials regularly.
- The Campus has provision of necessary incentives for the sport person.
- The facility of Canteen, Parking stand, drinking water and toilet are available.
- The Campus is in under construction of another building with three rooms to address the present need.

### **Strengths:**

- Construction of Campus building supported by Community, UGC and other organizations.
- Management of library room with the support of Local Government and Friendship Nepal.
- Fencing around the campus area.
- The facility of Canteen, Parking stand, and restroom are available.
- Installation of CC camera in the campus premises and rooms.
- Regular sanitation and facility of drinking water.
- Facility of first aid for minor injury.
- Laptop facility for teachers to use multimedia.
- Clean and green surrounding in the campus area.

### **Weaknesses:**

- Difficulty in implementation of plans.
- Lack of sufficient physical facilities.
- Insufficient budget.
- Lack of separate administrative building, library etc.

### **Opportunities:**

- Developing the Campus as learning centre with facilities by the help of stakeholders.
- Developing close relationship between the Campus and society through cooperation.
- Positive attitudes of local government public and other institutions.

**Threats:**

- Economic scarcity.
- Lack of sufficient land for big play grounds and future plans like hostel facilities etc.
- Gaining sufficient support from the government for the development of infrastructures.

**6. Student Support and Guidance**

Sita-Ramesh Multiple Campus has been supporting and guiding the students to their all round development. Students are supported academic, extracurricular as well as counseling for their better future. Some major activities on these issues are as follow:

- Student Employment and Placement Cell has been formed and functioning for the Student Support and Guidance.
- The Campus publishes the prospectus.
- The Campus has the provision of scholarship for educationally disadvantaged ones, financially weaker, class toppers etc.
- Many recreational facilities to utilize students' leisure time in Campus such as volleyball, table tennis, badminton are available.
- "SRMC Alumni Association" has been formed by the ex-students for the development of the campus and its activities.
- Educational excursion management yearly for the students by the campus.
- Management of internship for the student in the coordination with nearby banks.

**Strengths:**

- Formation of students Employment and Placement Cell to support and guidance the students.
- Formation of Alumni Association.
- Provision of counseling to the students to be self-employed.
- Provision of scholarship.
- Provision of orientation for the students about campus information, programs, subjects and to prepare report on project work.

**Weaknesses:**

- Lack of proper physical facility for extracurricular activities.

- Lack of proper budget on student support programs.
- Less participation of students in extracurricular activities.
- Insufficient focus on student's placement and career counseling.

### **Opportunities:**

- Support to be employed in different sectors.
- Facilitation for internship to BBS students as the pre-job training.
- Counseling the students in selecting the way of life.

### **Threats:**

- Difficult to compete in the changing context.
- Limited number of chances in internship due to availability of small number of financial institutions nearby.
- High Competition to be employed.

## **7. Information System**

Disseminating the information to the community and its stakeholders is an important task. For this, the campus has formed an "EMIS and Public Information Cell", which provides all round information of the Campus through different ways including prospectus, website, face book page, notice, different media, general assembly etc.

Department evaluates the result of examinations and discussed in the staff meeting. The data about entrance test, admission, registration, are published and kept on record books and in computer too.

### **Strengths:**

- Formation of Public Information Cell.
- Providing the students feedback after analysis of result.
- Collecting feedback from stakeholders and concerned people for further progression of the Campus.
- Publication and distribution of information through annual report, prospectus, face book page, website etc.
- Management of signpost for getting Campus location.

### **Weaknesses:**

- Lack of adequate skilled and technical human resource.
- Lack of proper activation of all Cells.

- Lack of sufficient equipments.
- Less participation of pupils in Campus programs.

### **Opportunities:**

- Institutional transparency about academic, administrative and financial activities.
- Practice of independent publication.
- More participation of public in Campus programs.
- Strengthening the relationship with other institution.
- Use of technology in education.

### **Threats:**

- Insufficient budget and resources.
- Less participation of public in Campus programs.
- Problem to update information's regularly due to irregularity of electricity, poor quality internet.
- Lack of modern tools & technology.

## **8. Public Information**

Sita-Ramesh Multiple Campus has formed "EMIS and Public Information Cell" for the information relating to academic activities such as publication, research by faculty, appointment and promotion of teaching staffs, seminar, workshop etc. The Cell receives and collects the response from its stakeholders. The Cell prepares a report which is submitted to the IQAC for the implementation. Such practice of collecting feedbacks from the stakeholders helps to find out the weakness of the campus activities and paves way for the development of the campus. Such comments and feedbacks are addressed in the future policy and plan of the campus.

### **Strengths:**

- Collection of feedback and information from public.
- Developing relationship between Campus and community.
- Increasing numbers of campus members.
- Publishing annual report and other progress report.
- Increment in student enrollment.
- Transparency

**Weaknesses:**

- Guardians being less responsible in Campus activities.
- Lack of publishing facility in Campus.
- Lake of habit of reading informative publication.

**Opportunities:**

- Increasing relationship between Campus and community.
- Increasing financial support from public.
- Increasing the enrollment of the students.

**Threats:**

- Addressing the all grievances on time.
- Problems of circulating all information to the stakeholders at once.
- Difficulty in the use of media and technology.
- System of not taking the issues seriously.