Institution Motto

"Regularity, Industriousness and Courtesy

Quality Education is our Determination"

Regularity:

The Campus is committed to maintain regularity in every critical situation

Industriousness:

The Campus aims to produce such manpower who will fulfill local needs, adopt global mission and obligation of the nation.

Courtesy:

The campus respects all the thoughts, values, culture, gender and ethnicities.

Quality Education:

The campus has determined to maintain qualitative education as well as excellence in all aspects.

Team work, Dedication or Determination:

The campus believes in collective spirit and dedication of team work to enhance the VMGO of campus.

OUR VISION

The ultimate vision of MMC is to expand as a deemed university.

OUR MISSION

The mission of Madhyabindu Multiple Campus is to extend the facilities and easy excess of higher education at affordable cost and to establish the campus as one of the reputed academic centers of the nation as well as to produce quality manpower to fulfill the demand of the country and the world.

QUALITY POLICY OF INSTITUTION

With clearly defined vision, mission, goals and objectives of the intuition, the policy and procedures of the campus have been clearly mentioned in the campus constitution. The academic council of the campus prepares the academic plans and programs, and submits the documents to the executive body for verification. After the discussion on the related VMGO and standards of campus, the executive body allows for the effective implementation. It creates necessary infrastructures and mechanism required for the effective implementation on the plans and programs to enhance the targeted VMGO and standards. Members of research committee guide as well as encourage the students to perform research, fieldwork or several issues of distinct discipline in graduate and post graduate. Such academic activities encourage for the setting of national educational policy and so on.

HIGHLIGHTS OF THE INSTITUTION

- Madhyabindu Multiple Campus, is one of the leading and inspiring community based campuses, situated in the middle part of east west highway, established in 2063.

- It occupies 0-10-07 'Bigah' of its own land with adequate physical infrastructures for educational activities.

- It has been launching Bachelor's Degree in Education, Humanities and Management faculties as well as Master's Degree in Education (Health and Nepali) and Management.

- 965 students have been currently studying in bachelor's and masters' levels.

- The campus has formed 177 patron members (i.e. Campus Senate).

- The campus has produced many qualified and energetic citizens; manpower required for the nation and they have been employed in various sectors.

- This campus has thirty-five teaching personnel and eight non-teaching personnel.

- The campus has received full support from local community, private sectors and national as well as international organizations.

- The campus has provision of English and Nepali medium classes with equal fees in all streams.

STRENGTH, OPPORTUNITIES AND CHALLENGES

Strength

- Reliable infrastructures.
- Wide coverage of services.
- Good recognition in regional and national levels.
- Developed basic infrastructures.
- Self-sustained financial resources.
- Increasing number of students each year.
- Well defined organizational structure.
- Occupied own land.
- Widened networking system in administrative tasks.
- Bar-code reading system in library.
- Coverage of huge number of deprived and minority groups.
- Accessible and favorable environment.
- Provision of various scholarships.
- Qualified and dedicated teachers, visionary scholars combined with professionals.
- Co-operative administrative staff.
- Comparatively reliable access to poor and low income students.
- Good-relation with the community.
- Proper management of students in each class (not more than 50).
- Provision of both English and Nepali medium classes in all faculties with equal fees.

Opportunities:

- Launching the programs as per the demand of the market and society.
- Introduction of modern information, technology and other teaching-learning activities.
- Adequate e-library and e-teaching facilities.
- Linkage with national and international networks.
- Collaborate with international universities.
- Probability of launching Engineering, BHM, BIM, BBM, IT, B. Sc. and Forestry programs.
- Development of the campus as quality academic center.
- Qualitative and quantitative graduation passing out ratio.
- Development of the campus as a pioneer and vibrant campus of the nation.
- Access to people from different walks of life.
- Co-ordination with national and international donor agencies, sharing the emerging issues, ideas and information.
- Generation of concrete political, educational, philosophical and practical bases of existing education system.
- Probability to develop forthcoming public university.
- Wide coverage due to center of nation.
- Opportunities for better relationships with different financial institutions for academic internships.

Challenges:

- Unstable government policy and lack of implementation of academic calendar by TU.
- Education is regarded as source of income.
- Dejection of government for public campuses.
- Lack of proper job opportunities for graduation students.
- Lack of public awareness to higher education.
- Poverty, the main cause of being deprived of education.
- Unhealthy political pressure.
- Conflict between professionalism and political ideology.
- Privatization in education.
- Wide coverage of catchment area but lack of transportation facilities.

Educational facilities available at present:

Madhyabindu Multiple campus commenced its academic programs of Bachelor's level in Education and Management faculties in 2063 BS with TU affiliation. Later on, different academic programs such as Bachelor of Arts, Master of Education, and Master of Business Studies were added to fulfill the educational need of this locality. Now, the campus runs the following different levels and faculties.

Bachelor of Business studies (BBS) 4-year program

Bachelor of Business studies is initiated in MMC since its inception 2063 BS affiliated to Tribhuwan University in the morning shift. Because of the rapid establishment of different financial intuitions, the demand of BBS program is continuously growing. To fulfill the emerging needs of the students, MMC started its 3-year academic program from the beginning. And TU introduced 4-year bachelor in BBS in 2070, since then, it has been running 4-year program. The students are benefitted a lot by the program. So, two-third of the total students has been enrolled in this program. This program also offers accountancy, finance and marketing as specialization subjects.

Bachelor of Education (B.Ed.) 4-year program

From the period of establishment, Madhyabindu Multiple Campus initiated 3 year B.Ed. program with affiliation to T.U, in 2063 B.S. The campus has been running 4-year B. Ed. program since 2072; it is one of the most demanded programs in this locality. The campus has its own status and profile for these subjects like Nepali, English, Health, Mathematics and population Education.

Bachelor of Arts (B.A.) 3-year program

After one year of establishment of MMC, because of the demand of students, in 2064, Bachelor of Arts was initiated. According to the demand of students English, Rural Development and Sociology and Anthropology etc. subjects are being taught in this faculty. Though, like other programs there are not sufficient students, we are proud of having remarkable results which is always above the national level.

Master of Business studies (MBS) two-year program

To fulfill the demand of the students in the community this program was initiated in MMC in 2066 BS with TU affiliation, in the evening shift.

Along with the running program, new academic programs and subjects, in accordance with the desires and demands of this region and students, are yet to be introduced.

Master of Education (M.Ed.) two-year program

To fulfill the emerging global need, 2-year masters of education program was launched in 2066 B.S. with TU affiliation, in the evening shift. Health Education and Nepali Education are the specialization areas of this program.

PHYSICAL INFRASTRUCTURES AND FINANCIAL POSITION OF THE CAMPUS

Though the campus was founded with poor infrastructure then, it has changed a lot at present. Despite insufficient lands, the campus is able to manage all the academic activities properly. It has its own one three storey building with 23 rooms, one 4 storey building with 20 rooms as well as one tin roofed shed with 5 rooms. There is also a separate canteen for the students, teaching and non-teaching staff which provides

hygienic food. It has computer lab with 52 computers. All the administrative, accounting, examination service is provided through software. The library has the facility of bar coding reading system.

Financial planning and budgeting is an essential part of strategic planning process. We believe financial planning and budgeting determines the objectives, goals and action plan of the campus. It consists of source of revenue as well as the expenditure of the campus.

The campus must prioritize and prepare the necessary resources for funding. The campus allocates the resources according to the priorities. By considering the limited resources available in the campus, Internal Audit Committee prepares budget with the collaboration of campus chief and senior accountant annually. The budget must focus on the 2-year action plan (annex page no. 414) of the campus from the following sources.

A) Internal source   B) Community source   C) Grants received from UGC

MMC is a community campus, so all the financial resources are students' fees. Besides this, the grants received from UGC also supports for the upliftment of the campus.

LATEST HUMAN RESOURCES

THE LIST OF TEACHING STAFF

S.N.	Name of the teachers	Designation	Remarks
1	MUKTI RAM PANDEY	Campus Chief	Full time
2	GANESHMAN GIRI	Asst. Campus chief	Full time
3	BISHNU PRASAD LAMSAL	Asst. Campus chief	Full time
4	DHANAPATI KOIRALA	Reader	Part time
5	SHIVA PRASAD DEVKOTA	Reader	Part time
6	MUKTI PRASAD NEUPANE	Lecturer	Full time
7	SURENDRA BAHADUR MAHATARA CHHETRI	Lecturer	Full time
8	CHET NARAYAN SAPKOTA	Lecturer	Full time
9	HIRAMANI SHARMA	Lecturer	Full time
10	RISHIKANTA PARAJULI	Lecturer	Full time
11	RAMESH G.C.	Lecturer	Full time
12	NARANATH PANDEY	T. Assistant	Part time
13	TIRTHA RAJ KANDEL	T. Assistant	Part time
14	LEKHNATH POUDEL	T. Assistant	Part time
15	UDAY RAJ SIGDEL	T. Assistant	Full time
16	DEEPAK SUBEDI	T. Assistant	Part time
17	YAGYA PRASAD RIJAL	T. Assistant	Full time

18	LILA BALLAV DUMRE	T. Assistant	Full time
19	BISHNU PRASAD JAISI	T. Assistant	Full time
20	SUNIL POKHREL	T. Assistant	Full time
21	MAHADEV DEVKOTA	T. Assistant	Full time
22	GIRIRAJ GIRI	T. Assistant	Part time
23	DURGA PRASAD NEUPANE	T. Assistant	Part time
24	PADAM PRASAD PARAJULI	T. Assistant	Full time
25	RADHA UPADHAYA	T. Assistant	Part time
26	SHREE KRISHNA THAPA	T. Assistant	Part time
27	BIR BAHADUR MAHATO	T. Assistant	Full time
28	HIM LAL CHAPAGAIN	T. Assistant	Full time
29	SUDIP ACHARYA	T. Assistant	Full time
30	KOPILA POUDEL	T. Assistant	Part time
31	ISHWARI KHANAL	T. Assistant	Part time
32	BISHNU PRASAD NEUPANE	T. Assistant	Part time
33	MOHAN PRASAD JAISI	Instructor	Full time
34	KRISHNA PRASAD POKHREL	T. Assistant	Part time
35	PASHUPATI POKHREL	T. Assistant	Full time

LIST OF NON-TEACHING STAFF

S.N.	Staff's Name	Remarks
01	YAM NARAYAN CHALISE	Full time
02	SHYAM CHAWAI	Full time
03	YAM KUMARI POUDEL	Full time
04	KAMAL BASEL	Full time
05	MANISHA SHRESTHA	Full time
06	KSHETRA BAHADUR GHIMIRE	Full time
07	DAMBAR BAHADUR NEPAL	Full time
08	MAYA DEVI POUDEL	Full time

DEVELOPMENT INITIATIVES

MMC believes that implementation of planning activities is possible and successful undertaken of guidelines and changes in educational practices. So, MMC incorporates interrelated cycle of planning activities: strategic planning, linkage between strategic planning and campus budget, financial planning, annual planning, quality enhancement planning and implementation, evaluation and review.

Strategic Planning

The strategic planning of MMC covers a period of 5 years. It includes the campus's VMGO, evaluation of SWOT, linkage between strategic priorities and campus budget, financial planning, implementation, evaluation and review.

Annual Planning

Annual planning is complementary part of strategic planning. To fulfill the determined VMGO, annual planning plays a vital role. It is a process of evaluating previous year's strengths, drawbacks, threats and overall activities and preparing a plan for running year. The Internal audit committee prepares annual budget with the coordination of campus chief and accountant. Campus senate, faculties, staff, management committee all are involved in annual planning.

Quality Enhancement Planning

From the establishment of this campus, it focuses on quality education in this locality. To fulfill the determined VMGO of this campus, quality enhancement planning focuses on the commitment to produce excellent manpower for the country. So, it is essential part of campus's planning model.

Linkage between Strategic Priorities and Campus Budget

Madhyabindu Multiple Campus has formed an Internal Audit Committee chosen by campus senate. It prepares annual budget with the coordination of campus chief and accountant. The budget is commenced two months before the end of every fiscal year. This process is emphasized more to be made quite transparent, linking it with the campus planning process. This committee proposes the statement of regular income and area of expenditure of campus relating to the priority sectors established on the ground of goals and objectives of campus.

After collecting the advices and suggestions from department heads, teaching and non-teaching personnel and students, a discussion is carried out by internal audit committee (IAC). Such discussions are based on the strategic goals and objectives and overall income as well as expenditure of the campus. Then IAC prepares the draft of budget and submits to Campus Management Committee (CMC).

In the CMC meeting, a discussion is carried out on the draft of budget prepared by IAC. After discussion CMC gives some suggestions and advices for the modification of the budget if required. Then, the final draft is submitted to the campus senate for approval. The campus senate carries out a discussion on proposed budget and finalizes the budget for approval.

Hence, the campus annual budget is carried out by Campus Management Committee through campus administration.

Financial Planning

Financial planning and budgeting is an essential part of strategic planning process. We believe financial planning and budgeting determines the objectives, goals and action plan of the campus. It consists source of revenue as well as the expenditure of the campus.

The campus must recognize its area of priorities and prepare the necessary resources to fund the priorities. The campus will allocate the resources which are fall under the prime priorities. By considering the limited resources available in the campus, Internal Audit Committee prepares budget with the collaboration of campus chief and senior accountant annually. The budget must focus on the 2 year action plan of the campus from the following sources.

A) Internal source   B) Community source   C) Grants received from UGC

Implementation, Evaluation and Review

MMC believes that implementation of strategies encourages the successful uptake of guidelines and changes in educational practices. Implementation, evaluation and review of 5-year strategic plan will be the responsibilities of Campus Senate, CMC, Administrators, Faculty Heads, Sub-Committees, Teaching and Non-Teaching personnel and other Stakeholders. Evaluation and review technique is applied as a decision making tool to meet its objectives.

MMC practices the implementation of 5-year strategic plan to meet its vision, mission and goals. The Campus Management Committee under takes charge for developing comprehensive goals. Different significant information gathered from regular review and assessment will be used to conduct new programs.

SECTION –A
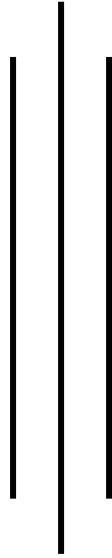
INFORMATION FOR INSTITUTIONAL PROFILE

DATA COLLECTION FORMAT FOR SELF-STUDY REPORT (SSR)

INSTITUTIONAL

<u>**SECTION A**</u>

INFORMATION FOR INSTITUTIONAL PROFILE

1. **Institutional Information**

   Name of the Institution: Madhyabindu Multiple Campus

   Place: Kawasoti, Nawalparasi

   P O Box: E-mail: info@madhyabindu.edu.np

   District: Nawalparasi

2. **Information for Communication**

   a. **Office**

Name	Telephone with Extension Number	Fax	E-mail
Executive Head of the Institution: Mr.Mukti Ram Pandey	078-540479	078-540473	pandeymr26@yahoo.com
Executive Assistant: Mr Bishnu Prasad Lamsal	078-540479	078-540473	bishnu@madhyabindu.edu.np
Management Committee Chairperson: Mr Jeevan Shrestha	078-540150	078-540473	info@madhyabindu.edu.np

   b. **Residence**

Name	Telephone with Extension Number	Fax	E-mail
Executive Head: Mr. Mukti Ram Pandey	078-540550	078-540473	pandeymr26@yahoo.com
Executive Assistant: Mr. Bishnu Parsad Lamsal		078-540473	bishnu@madhyabindu.edu.np
Management Committee Chairperson: Mr Jeevan Shrestha	078-540150	078-540473	info@madhyabindu.edu.np

3. **Type of Institution**

   Constituent ☐

   Affiliated ☑

   ☐ Degree Awarding Autonomous Institution (see annex page no.2 to 6)☐

4. **Institutional Management:**

   Public   ☐

   Community   ☑

    Private   ☐

   Other (please specify)   ☐

5. **Financial category of the institution:**

   Government Funded   ☑

   Self-financing   ☑

   Community   ☑

   Other (please specify)   ☐

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

B.S.	23rd	Falgun	2062
A.D.	7th	March	2006

   b) **Date of commencement of the Bachelor or Higher Level Program(s) (03/06/2063)**

B.S.	3rd	Ashwin	2063
A.D.	19th	September	2006

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

   Affiliated from Tribhuwan University

   The affiliation certificates are annexed on page 2 to 6

   Public campus constrained certificate is annexed on page 7

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

 (**dd/ mm/yyyy**)

   N/A

8. Is the institution autonomous in terms of

Financing ☑

Administrative Management ☑

Academic Management ☑

None ☐

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

0-10-07 bigah

Copy of Land ownership certificate is attached on page 8

10. Location of the Institution

Urban ☑

Semi-urban ☐

Rural ☐

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
Bachelors	3 (Management, Humanities & Education)
Masters	2 (M.B.S., M.Ed. in Nepali & Health)
M. Phil	–
Ph D	–
Any other (specify)	
Total	5

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

Faculty of Science and Technology
Departments:
Faculty of Humanities & Social Sciences.   1. Committee of Humanities Faculty   **2. Economics, Sociology and RD Department**
Departments:
Faculty of Management   1. Committee of Management Faculty   2. Finance and Account Department   **3.** Marketing and Management Department

Departments:
Faculty of Education
1.   Committee of Education Faculty
2.   Health, Maths. and education department
3.   English Department
4. Nepali Department
Departments:
Faculty of Law
Departments:
Institute of Engineering
Departments:
Institute of Medicine
Departments:
Institute of Agriculture
Departments:
Institute of Forestry
Departments:
Other Faculties:
Departments:

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

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

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

For recruitment of teaching and non-teaching personnel, the campus has provision of Campus Service Commission and it has its own norms, procedures and provision made in campus legislation and rules.

A. Permanent Recruitment

For the recruitment in any permanent designation, the Campus Service Commission (CSC) determines the numbers, qualifications, disciplines and advertises through the media within minimum time frame of two weeks. The candidates have to face the written and oral examinations as well as class observation. The successful candidate is appointed in one-year probation period of the permanent post. However, the temporary campus personnel who have already served in the campus continuously for 3 years, shall be recruited in the permanent post according to rule 7 of campus bylaw, regarding the staff who are

appointed as full time government service will not be appointed in the permanent post of campus, according to rule 7 bylaw gha.

B. Temporary Recruitment

Teaching personnel, who has been continuously serving in the campus for 3 years in period basis, will be appointed as temporary recruitment.

C. Contract Recruitment

According to demand of the subject the Campus Service Commission selects and recommends and the Campus Management Committee will appoint the campus personnel in the contract post.

D. Period Basis and Daily Wages Recruitment

The campus chief shall appoint the campus personnel in the period basis and daily wages in recommendation of concerned department head. However, the campus management committee shall pass the decision to approve the campus staff.

Copy of campus bylaw about norms and procedures of recruiting teaching and non-teaching personnel's are attached on page 26 to 36

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

Particulars	Disadvantaged / Janajatis		Others		Grand Total
	F	**T**	**F**	**T**	
Full Time Teachers (Total)	-	1	-	20	21
No. of teachers with Ph D	-	-	-	-	-
No. of teachers with M Phil	-	-	-	-	-
No. of teachers with Masters	-	1	-	20	21
No. of teachers with Bachelors	-	-	-	-	-
Part Time Teachers (Total)	2	2	-	12	14
Part-time teachers with PhD	-	-	-	1	1
Part-time teachers with M.Phil.	-	-	-	-	-
Part-time teachers with Masters	-	2	2	12	14
No. of teachers with Bachelors	-	-	-	-	-

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

Courses	Full Time Teachers (Total)	Part Time Teachers (Total)	Total
Science			
Management			
Accountancy	**05 (18 period/week)**	**01 (18 period/week)**	**06**
Finance	**05 (18 period/week)**	-	**05**
Economics	02 **(18 period/week)**	01 **(18 period/week)**	03

Marketing	01 **(18 period/week)**	01 **(18 period/week)**	02
Business Law		01 **(12 period/week)**	**01**
Humanities and Social Science			
English	02 **(18 period/week)**	01 **(18 period/week)**	03
Sociology	01 **(24 period/week)**	-	01
Rural Development	-	01 **(24 period/week)**	01
Education			
Health	**01 (18 period/week)**	**01 (6 period/week)**	**02**
Population	**-**	**-**	**-**
English	**02 (18 period/ week)**	**02 (18 period/ week)**	**04**
Nepali	**-**	**03 (18 period/week)**	**03**
Curriculum	**01 (18 period/week)**	**-**	**01**
Mathematics	**02 (18 period/week)**	**-**	**02**
Law			
Please add other courses if applicable			

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

Particulars	Disadvantaged / Janajatis		Others		Grand
	F	**T**	**F**	**T**	**Total**
Administrative Staff	-	-	3	4	7
Technical Staff	-	-	-	1	1

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

No of Students Enrolment From …	UG		PG		MPhil		PhD	
	F	**T**	**F**	**T**	**F**	**T**	**F**	**T**
Same district where the institution is located	576	860	30	60				
Other districts	28	42	3	9				
SAARC countries								
Other countries								
Disadvantaged Marginalized/Janajatis	176	297	06	17				

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

19. Details of the last two batches of students:

Particulars	Batch 1:			Batch 2:		
	Year:2071			Year: 2072		
	Bachelors	Masters	Total	Bachelors	Masters	Total
Enrollment	1008	59	1067	896	69	965
Drop-outs						
a. Within four months of enrollment	64	1	65	65	4	69
b. Afterwards	53	4	57	56	4	60
Appeared in the final year examinations	891	54	954	775	61	836
Passed in the final examinations	267	16	283	276	-	276
Pass % of number appeared(Total)	29.96	29.63	30	35.6	-	35.6

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

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

The last annual budget of the institution with details of income and expenditure is given below.

Income Statement

	Particular	2071/072	2072/073
1	Revenue	31290942.47	21808936.27
2	Operating Expenditure	25839442.58	15915981.48
3	Surplus before Depreciation	5451499.89	5892954.79
4	Depreciation	2502963.74	1539353.85
5	Surplus/Deficit	**2948563.15**	**4353600.94**
6	Surplus/Deficit up to last Year	34337580.87	37286117.02
7	Surplus/Deficit up to current Year	**37286117.02**	**41639717.96**

Income Details

S.N.	Particular	2071/072	2072/073
1	Grants	3779091.00	1854110
	UGC Regular Grants	960000	960000
	UGC Furniture	-	750000
	UGC Workshop	2426790	90000

S.N.	Particular	2071/072	2072/073
	Others (TU Exam)	392301	54110
2	Teaching Practice	1149700	49100
3	Certificate	678500	235800
4	Patron Membership	31000	20000
5	Interest received	250098.97	220919.77
6	Education fee	11603500	9871200
7	Computer Management	729200	-
8	Registration	437900	240000
9	Entrance	2228500	995000
10	Annual Management	498500	3113000
11	Computer Fee	1282800	-
12	Library late fee	48442.5	36876
13	Identity card renew	4300	2100
14	TU service	511800	977750
15	Admission form	179900	124400
16	Free ship form	8060	4800
17	Annual Exam	2600300	2708050
18	Practical Exam	567600	-
19	Transportation	62000	94600
20	Bimal Raj Acharya Memorial fund	3500	20000
21	Sale of Scrap	48000	-
22	Exam absent fees	30550	131050
23	Thesis fees	13000	142000
24	Workshop	43500	138000
25	Recommendation	13900	20000
26	Other	-	9200
27	Publication	-	373200
28	Municipality grants	-	129280
Total		**31290942.47**	**21808936.27**

Expenditure Details

S.N.	Particular	2071/072	2072/073
1	**Salary**	18078890.5	10334257.45
2	**Annual & Internal Exam**	3022577.5	1768361.1

3	**Rebate and Reward**	1236517.0	883901
4	**Fuel**	64551.95	24592.81
5	**Scholarship**	344900.0	-
6	**Dress**	-	5225
7	**Electricity**	69185.92	41247.82
8	**Tie and Belt**	53000	66247.50
9	**FSU**	35850	-
10	**Telephone**	23369.71	35834.02
11	**Office Expenditure**	261469	191485.63
12	**Repair & Maintenance**	292099	113800.50
13	**Program Expenditure**	220925	175710.70
14	**TADA**	166306	209284.90
15	**Registration**	259700	82725
16	**Sports**	63263	9625
17	**Transportation**	167165	101808
18	**Water**	1617	734
19	**Anniversary**	286678	224835.60
20	**Honor and Reward**	9140	4400
21	**Study and Other**	661215	781264
22	**URC**	31200	-
23	**Audit fee**	15000	8250
24	**Printing**	112158	455187.70
25	**Newspaper**	5100	5775
26	**TU Service charge**	207250	205250-
27	**Training & Seminar**	150315	114445
28	**Advertisement**	-	45633.50
28	**Software**	-	26100
	Total	**25839442.58**	**15915981.48**

The copy of last annual estimated budget of the institution is annexed on page No 37.

The copy of final audit report of 2068/69 is annexed on page no 38 to 46.

The copy of internal audit report of 2068/69 is annexed on page no 47 to 57.

21. **What is the institution's *'unit cost'* of education? [unit cost = total annual expenditure budget (actual) is divided by the number of students enrolled]. Also give unit cost calculated excluding salary component.**

a. Total Annual Expenditure = 15915981.48

No of Students enrolled 965

$$\text{Unit cost} = \frac{\text{Total Annula Expenditure}}{\text{No. of Students Enrolled}} = \frac{15915981.48.03}{965} = \text{Rs.16,493.25}$$

b. Total Annual Expenditure excluding salary = 5581724.03

No of Students enrolled 965

$$\text{Unit cost} = \frac{\text{Total Annula Expenditure Escluding Salary}}{\text{No. of Students Enrolled}} = \frac{5581724.03}{965} = \text{Rs.5784.17}$$

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

Semester System ☐

Annual System ☑

Any other (specify)

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

Central library ☐

Computer centre ☑

Health centre ☑

Sports facilities ☑

Press ☑

Workshop ☐

Hostels ☐

Guest room ☑

Housing ☐

Canteen ☑

Grievance redressal cell ☐

Common room for students ☐

Any other (specify)   -------------------------------------

Photographs of supporting services are annexed on the following pages

Sports facility   Page no 248 to 249.

Meeting Hall   Page no 250

Guest Room   Page no 250

Computer Lab   Page no 251

Library   Page no 252

Health Unit   Page no 253 to 254

Campus chief's Room   Page no 255

Assistant Campus Chief Room   Page no 256

Teacher's Common Room	Page no 257
Room of Head of Department	Page no255
Teacher's union Room	Page no 257
Canteen	Page no. 255
Extra-Curricular activities	Page no. 259
Workshop and seminar	Page no. 260 to 261

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

Yes ☑ No ☐, if yes provide the composition of the committee in separate sheet

Yes the details of Madhyabindu Multiple Campus management legislation are given in annex page no 9 to 25.

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

Particulars	2071	2072
Working days of the institution	261	268
Working days of the library	258	261
Teaching days of the institution	220	224
Teaching days set by the university	150	150
Books in the library	9250	11042
Journals/Periodicals subscribed by the library National: International:		
Computers in the institution		
Research projects completed and their total outlay		
Teachers who have received national recognition for teaching/research/consultancy		
Teachers who have received international recognition for teaching/research/consultancy		
Teachers who have attended international seminars		
Teachers who were resource persons at national seminars/workshops		
No. of hours of instruction against the plan (per year or per semester)		

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

The copies of annual calendar of academic year 2063/64 are annexed on page 58 – 63.

The copies of annual calendar of academic year 2064/65 are annexed on page 64 – 65.

The copies of annual calendar of academic year 2065/66 are annexed on page 66 – 69.

The copies of annual calendar of academic year 2066/67 are annexed on page 70 – 73.

The copies of annual calendar of academic year 2067/68 are annexed on page 73 - 77

The copies of annual calendar of academic year 2068/69 are annexed on page 78 – 81.

The copies of annual calendar of academic year 2069/70 are annexed on page 82 - 85

The copies of annual calendar of academic year 2070/71 are annexed on page 86 – 91.

The copies of annual calendar of academic year 2071/72 are annexed on page 92 – 97.

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

For research activities, the campus has formulated 5 membered Research Management Cell (RMC) which carried out different activities that supports for research activities of student and teachers. Mr Dhanpati Koirala has completed Ph. D. and assistant Campus Chief Mr Bishnu Parsad Lamsal and Ganesh Man Giri has registered for Ph.D and M. Phil. respectively.

Name List of Research Committee is annexed on Page 98.

Thesis submission certificate of Dhanpati Koirala is annexed on page 99

Ph. D. research registration conformation of Assistant Campus Chief Bishnu Prasad Lamsal is annexed on page 100.

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.

At present the campus does not have any collaboration with overseas institutions but in the coming days, the campus is planning to establish academic, cultural and economic relationship as soon as possible. For that the campus has formed 5 members committee in the co-ordination of Campus chief which has been studying the possibilities.

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:

Source of Funding	Amount(NRs.) 2072/73
UGC/Government grants UGC construction grants+ scholarship + Higher secondary Finance Management Committee and DDC	**1800000+0+0+0+54110**
Donations	
Fund Raising drives	
Alumni Association	
Research and Consultancy	
Fee from Self-financed/initiated courses	
Fees from regular programs	
Any others, specify	220919.77
Bank Interest	

SECTION B

BENCHMARK-WISE INPUTS FOR INSTITUTIONAL SSR

CRITERION 1: POLICY & PROCEDURES

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.)

CRITERION 1: POLICY & PROCEDURES (15 MARKS)

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

Yes ☑   **No** ☐   **If yes, mention and attach the document.**

Yes, the campus has its own written legislation that includes well defined vision, mission, goals and objectives. Besides, the campus senate develops the master plan to enhance the academic excellence of the students. The campus has a vision to be developed as a pioneer academic institution in the region and nation with the active participation of communities, social organizations and academicians'

The copy of Campus legislation is annexed on page 9 to 25.

Copy of Strategic plan is attached page no. 396 to 417

(For VMGO the website www.madhyabindu.edu.np)

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

Yes ☑

No ☐

If yes, mention and attach the document.

Yes, the campus has foresighted vision programs and strategies to achieve its specific goals and objectives. To enhance the campus's specific goals and objectives, each year the campus carries out its management as well as set up unit wise academic activities in every faculty. The department heads, subject Committees, program coordinators prepare specific grid, well defined plans and programs to catch the mentioned specific goals and objectives. Such plans are submitted to campus chief and quality monitoring and checks committee follows whether it is properly implemented or not and reports it to the campus chief.

The strategic goals of the campus are:

Goal 1: Develop and maintain qualitative academic program.

Objectives 1: Offer selective master's and bachelor's programs that meet the academic goals of nation and interests of students.

Essential Actions:

- Try to obtain new programs from concerned universities.
- Organize teachers' trainings, seminars, workshops to nourish them.
- Make feasibility study for new programs in bachelor's and master's level by concerned departments.
- Recruit experienced, qualified faculties for new programs.

Academic Affairs

- Launching BBA, BCA, BIM, BBM programs by 2 years.

Objective 2: Develop the professional of faculty members

Essential Actions

- Offer opportunities of presentation, workshop, seminar, training and exposure visit.

- Allocate sufficient fund for aforementioned programs.
- Uplift the professional's development of faculty members.
- Recognize and reward faculty members for their better performances.
  Academic Affairs
- The relationship between campus and stakeholder.
- Measurement of budget allocated for the campus.
- Excellency and build up confidence.
- Satisfaction level of participants or faculty members.

Goal 2: create and expand opportunities for community participation

Objective 1: create and expand opportunities for community

    Participation by organizing different programs.

Essential Actions:

- Interaction among the stakeholders and the community people from diverse fields: camping programs, cleanliness program, health camp etc. will be conducted in collaboration with GOs and NGOs.
- Increase participation conducted by different institutions.
- Formulate alumni association and increase its membership, conduct different academic activities as well as collect financial support for the campus.
  Measurement of success
- Run aforementioned programs each year.
- Participation of different work of life in such program.
- Sound relationship between campus and community.
- Formulation of alumni association within this year.

    Goal 3: Increase access to quality education for deprived and minority groups.

    Objectives: To promote and maintain parity in each community members.

    Essential Actions:

- Create suitable teaching learning activities to the students of all socio-economic and political level.
- Achieve cost effectiveness for operating various programs.
- Provide scholarship recognizing disadvantaged and marginalized group.
- Provide active counseling visiting different feeder schools.
  Measures of success:
- Increase scholarship amount in allocated budget.
- Increase level of satisfaction of students and pass out ratio of graduation.
- Allocate funds for minority groups.
- Use effective advertising measures in different media.

Goal 4: Produce outstanding, qualified and energetic graduates as per the necessity of market.

Objective 1: To assist the nation's academic goals through quality education as well as improvement in students' enrollment and preparation of quality out comes.

Essential Actions:

- Effective admission strategy
- Visiting feeder schools and providing counseling.
- Convince the stakeholder about the commitment of campus regarding quality education.
- Add emerging new programs and disciplines.
- Use high technology language lab.
- Advertising and counseling through mass media and website of the campus.
- Provide better opportunity for internships.

Measure of success:

- Increase the enrollment of quality students.
- Increase the facility of computer lab.
- Introduce e-library by the end of 2016.
- Collaborate with banking institutions for internship.

Objective 2: Achieve sustainable outcome in terms of students pass out and graduate employment percentage.

 Essential Actions:

- Improve entire environment of the campus.
- Provide extra classes and bridge courses.
- Conduct various academic programs to enhance all round performance of faculty members.
- Include manageable number of students in each class.
- Increase the facility of library.
- Manage visiting lectures.

Measures of success:

- Increase the graduation pass out rate at least 25% by 2016.
- Add e- library by the end of 2016.
- Manage visiting professors at least in orientation programs of different faculties each year.

Goal 5: Promote the academic program as per demand of changing preference.

Objective 1: Introduce modern technology.

Essential Actions:

- Enrich efficiency and effectiveness of presentation.
- Provide the advanced library facility.
- Use of multimedia system.

- Encourage the faculty members to use modern technology.

  Measure of success:

- Use of multimedia technology by 2016.

- Introduce online education system by 2016.

- Introduce e-library by 2016.

- Arrangement of audio-visual classroom by 2016.

Objective 2: Use modern technology for the efficiency of administration.

Essential Actions:

- Train all the manpower in using computerized system.

- Networking of all administrative sections through advanced computerized system.

- Use software to run administrative section.

  Measures of success:

- Increase the efficiency of administrative section.

- Familiarize administrative personnel with technology.

Goals 6: increase ethics and social responsibility.

Objectives: Expand students understanding of the impact and value of individuals and their choices on society intellectually and society through group project and collaboration in learning communities.

 Essential actions:

- Initiate and promote social relation launching different programs of awareness.

- Increase support for the campus increasing grants from different organizations.

- Impact the community based quality education to the people of this region.

- Play supportive role for the economic enlistment of the nearby community.

Measures of success:

- Increase donation.

- Increase awareness programs like health camp, cleanliness program and so on.

- Publish annual report of collaborative activities with the community.

- Collaborate with YRC in different social activities.

3. Are there duly formed organizational structures where the policies of the Institution are formulated, reflected, reviewed and updated?
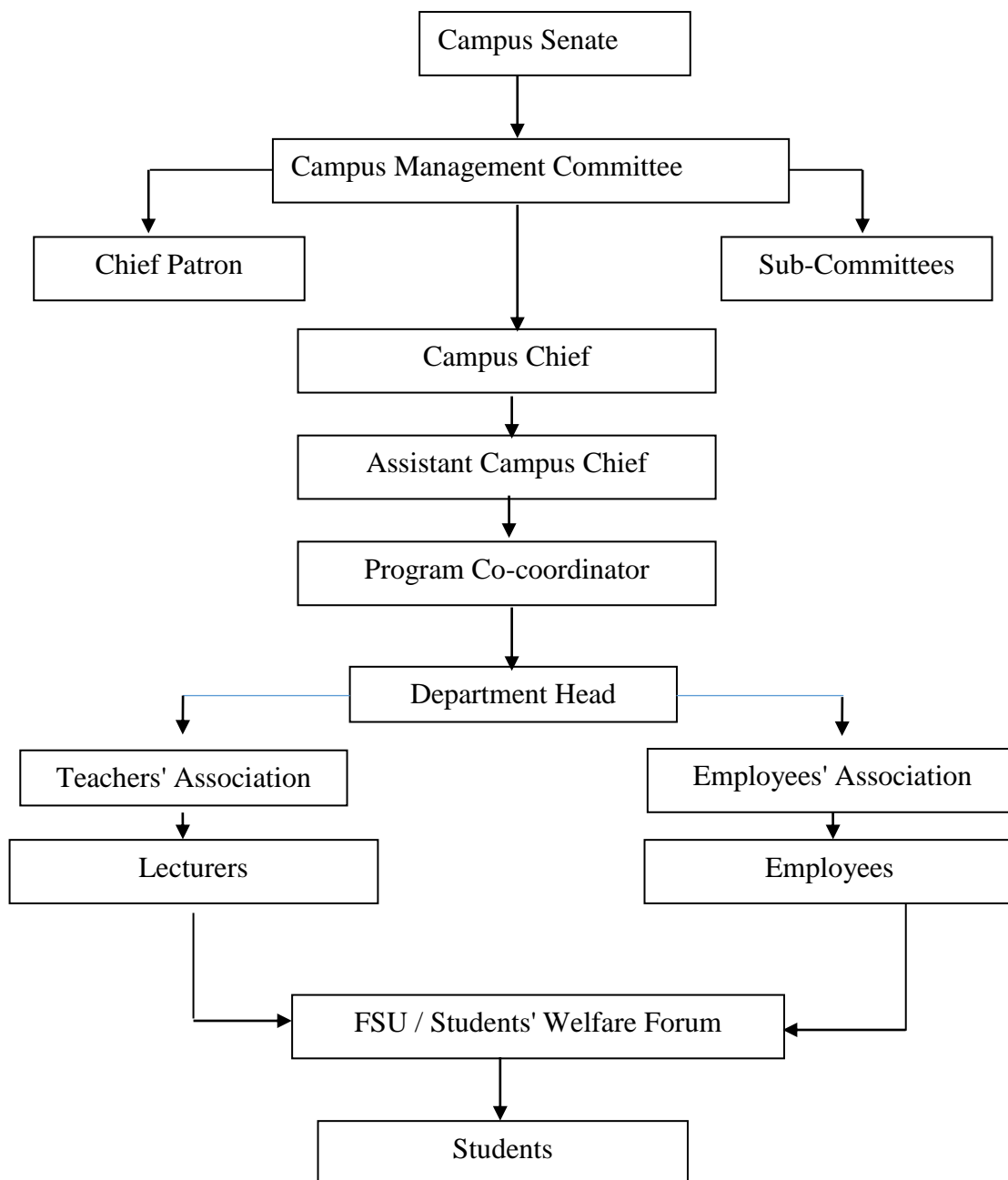
Yes ☑

No ☐

If yes, mention the organizational chart and member compositions.

Yes, there are various duly formed organizational structures where the policies of the institutions are formulated, reflected and updated under the provision of campus legislation. They are Campus Senate, Campus Management Committee, Academic Planning Committee, Construction Committee etc

Organizational structure of campus

```
                        ┌─────────────────┐
                        │  Campus Senate  │
                        └────────┬────────┘
                                 │
                                 ▼
        ┌───────────────────────────────────────────────┐
        │         Campus Management Committee            │
        └──┬─────────────────────┬──────────────────────┬┘
           │                     │                      │
           ▼                     ▼                      ▼
    ┌──────────────┐      ┌──────────────┐      ┌──────────────────┐
    │ Chief Patron │      │ Campus Chief │      │  Sub-Committees  │
    └──────────────┘      └──────┬───────┘      └──────────────────┘
                                 │
                                 ▼
                        ┌──────────────────────┐
                        │ Assistant Campus Chief│
                        └──────────┬───────────┘
                                   ▼
                        ┌──────────────────────┐
                        │ Program Co-coordinator│
                        └──────────┬───────────┘
                                   ▼
                        ┌──────────────────────┐
                        │   Department Head     │
                        └──────────────────────┘
```

| Teachers' Association | | Employees' Association |
| Lecturers | | Employees |

FSU / Students' Welfare Forum

Students

The copies of organizational structure of this campus is annexed on page no 12 of campus legislation and name list of patron members is on page 116 - 117 and list of members of different committees are annexed on page 149 - 150.

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

Yes ☑

No ☐

Justify with supporting documents.

The campus believes that without adopting any mechanism for internal quality, we cannot achieve our determined VMGO. So, it has adopted different mechanisms for internal monitoring and checks. Every concerned department with the collaborations of campus chief prepares certain programs for quality monitoring. For academic quality monitoring and checks every teaching personnel takes unit tests and monthly tests. After publishing the result of internal examination and annual examination, the subject committees, department heads carry out meeting to find out the faults of teaching learning activities, provide feedback for students and teachers as well. The quality monitoring and checks committee recommends for extra classes before the annual examination. The teachers also prepare annual plan and summit to their respective departments and after the discussion in faculty meeting, the plan is strictly implemented. For the quality monitoring of teaching and non-teaching personnel, the campus has formed three membered QMC Cell to conduct different activities like seminars, workshop, conferences etc.

The name list of Quality Monitoring and Checks Committee members is annexed on page 113.

Decision of extra classes and exam oriented classes are annexed on page 118 – 119.

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.

Definitely, the campus legislation has clearly defined job responsibilities of campus chief, assistant campus chief, Department heads, teaching units, program coordinators, individual teaching and non-teaching personnel's. But sometimes, the Campus Management Committee, except the pre-defined responsibilities, defines certain responsibilities of departments, units and individuals.

Supported documents are annexed on page 15 to 21 of Campus legislation.

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 campus has formed the quality monitoring and checks committee to evaluate the pre-defined job responsibilities of departments, units, individual, staffs as well as students. Each departments and program co-coordinators submit their report in evaluation meetings. After a massive discussion on such reports of respective fields, it is further submitted to CMC for the further advice suggestions and actions.

The copy of evaluation meeting is annexed on page 283 to 297.

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

Yes ☑

No ☐

If yes, gives details.

Of course, the campus has well defined strategic plan and action plan emphasizing on team work and participatory decision making scheme for information sharing. The campus has formed different units like Internal Examination Committee, Library Advisory Committee, Discipline Committee, Account Section, Administration Section, and Exam Section and so on. With the concept of team work and participatory decision making, the campus has installed new software to increase work efficiency in library section, account section, academic administrative section and campus administration. It makes easier for information sharing of each unit.

Name list of different committee is annexed on page 113 – 115.

Name list of Campus management committee is annexed on page 150.

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, gives details.

Yes, the campus has been providing computer Tally programs for B.B.S III year students since 2066 B.S. Recently, the campus has proposed for BIM program from Tribhuwan University. The campus is planning to run BBM and B.Sc. classes affiliated to TU.

The copy of decision of computer tally program is annexed on page 155.

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, gives details.

The campus has a written provision of bringing committee feedbacks from various fields of life. There is the provision of the annual meeting of campus senate in which representatives come up with essential feedbacks and orientations for quality enhancement of the campus. The campus obtains feedbacks by setting of a suggestion box through social networks sites, alumni members, parents-teachers, and student-

teachers. Furthermore, the campus has its nBulletin mobile application for regular feedbacks from the community to the institution.

Campus assembly is annexed on page 179 – 187

Interaction with stakeholder, alumni members is annexed on page 156 – 178.

Also visit our website www.madhyabindu.edu.np

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?

   Though no external agencies were appointed during the last three years to improve the organization and management, the campus has formed various committees under the co-ordination of campus chief and the interaction among the teachers to improve the academic quality of the campus. The discipline monitoring committee was formed under the leadership of assistant campus chief, Ganeshman Giri to monitor the overall disciplinary activities of the campus. The internal examination committee launches and carries out internal examination in different phase of academic year and hand over students' progressive reports to the administration. Monitoring and Coordination Committee monitors the overall activities of the campus and coordinates with internal and external agencies. Similarly, Educational Planning Committee plans and suggests as well as formulates the strategies regarding the educational planning. Though no external agency has presented and involved in the improvement of the organization, the campus has tried best to achieve its goal.

   Name list of various committees to improve the organization and management are annexed on page 113 - 115.

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

   Yes ☑

   No ☐

   If yes, give details.

   Yes, the representatives of the student's welfare forum present their demands and recommendations in the interaction program to receive feedback for the academic improvement and overall performances of the campus. The representatives state their opinion or teacher's performance, course of study, the need of extra classes, other facilities and so on.

   Minute of student administration agreement is submitted on page 156 – 178.

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

   a. **by the university** ☐

b. by the Institution ☑

Please attach the copies

The campus has its own internal mechanism to audit overall academic activities. The campus has the provision of social audit and it has formulated social audit committee but it has no provision of academic audit.

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

Yes ☑

No ☐

If yes, give details

Yes, the real strength of the students lies in their potentiality to merge teaching and research activities. The research committee has been effectively carrying out the research on distinct issues of different discipline in Master's Degree, and field work in bachelor's program based on T.U. curriculum to transform theatrical knowledge into practical life. Likewise, the students of management faculty are involved in internship program to promote their theoretical knowledge.

Acceptance letters of internship programs are annexed 194 - 196

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

Yes ☑ **No** ☐ **If yes, gives details.**

Yes, the combination of teaching and research has given out students to expose their potentiality in the society. Besides, it has been given better job opportunities to them in different sections of life. Various organizations have been benefited from the research carried out by our students.

The students of education faculty of bachelor and masters' levels participate in community survey research in collaboration with VDC and local community leaders to find out the overall condition of various diseases. Such documents are submitted to District Development Committee.

For further details, see annex page no.436 to 448

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

Yes, our institution has developed a healthy relationship with CUG, Divyapuri which provides facility to observe the entire industry and overall activities. We encourage, facilitate and inspire our students to participate in different industrial tour and observation visit launched by the campus to enhance the practical competency in various sectors of life. Besides, the campus senate of Madhyabindu Multiple Campus consists of the well-known academicians, representatives of different political parties, ex-member of constituent assembly who play vital role to enhance its growth and development.

Copy of agreement of CUG is annexed on page 197.

Photos of Industrial tour is annexed on page 198 - 199

Photos of teaching learning activities using multimedia is annexed on page 223.

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, gives details.**

To enhance aforementioned VMGO of the campus the teaching and learning are consistently and smoothly going on. The concerned departments and program coordinators encourage, inspire as well as compel the concerned subject to complete the course on time. In order to find out the drawbacks of the students the campus conducts internal examination in different phases (unit test, monthly test, quarterly test) and provides extra coaching classes for the weak students. Regarding the students of the Education faculty, practical teaching programs are conducted in their respective classes. Similarly, educational tours, industrial tour (B.B.S), research tour (B.A, RD and sociology students) are being conducted to promote practical knowledge for students.

Submission of unit test marks is annexed in page no 432

Decision of extra classes is annexed on page 118 – 119.

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

    a. **Time frame matching student convenience** ☑

    b. **Horizontal mobility** ☑

    c. **Elective options** ☑

Yes, for the connivance of the students, the campus has run classes in two shifts- morning and day. Most of the students of the Master Degrees' as well as some of the bachelors are jobholders. So, Master's Degree and Bachelors programs are being run in the evening and morning shifts respectively. The students of one stream can change their stream according to their interest if their academic criteria meet. Elective options are opened for the students (i.e. bachelor Education-Nepali, English, Population, Health, Mathematics, Humanities: English, R.D, sociology and Management, Accountancy, Finance and Marketing) similarly, the campus has performed various academic activities as per the need of nation.

Copy of the prospectus is annexed on page 224 – 247.

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** ☑

Please give evidence

To enhance communicative skill, the campus has run different programs like debate, Quiz contest, literary activity, poem recitation, essay writing and so on. Regarding the issue of learning capacity, the campus launches coaching classes, extra-classes and workshops. Besides, the campus encourages and inspires all the teachers as well as students to use multimedia, computer and participate in fieldwork, academic cum industrial tour to familiarize with modern technology and develop their potentiality. Students are further benefited to learn more than one discipline at the same time.

Photo of Essay writing competition is annexed on page 259.

Photo of Speech Context is annexed on page 259.

Photo of Industrial tour is annexed on page 198 – 199.

Photo of workshop seminar is annexed on page 260 – 261.

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

    Yes ☑   **No** ☐   **If yes, gives details.**

    No, at present, the campus has no additional programs rather than regular courses. But MMC has provided different disciplines as Elective subjects. In Bachelor of Arts, Rural Development, Sociology, Journalism, English and Tourism and Development are given to the students for choice. Similarly, Project Management, Human Resource Management (HRM), Accountancy, Finance and Marketing are provided as electives in management. Master's levels students are engaged in different research based on their curriculum. We equally encourage and facilitate our students to participate in internship programs in various banks nearby.

    Internship agreement of nearby banks is annexed on page 194 – 197.

    List of elective subjects of all faculties is published in prospectus is annexed page 246.

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)**

    Teachers who teach in different faculties realize some of the drawbacks of the curriculum designed by University and also find out some of the special area of study to reform and modify the syllabus. In the coming days, we are planning to recommend, the curriculum department as soon as possible, though till now the campus hasn't taken any initiative to contribute feedback to the curriculum of the university.

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

    Yes ☑   **No** ☐   **If yes, gives details.**

    Yes, the campus conducts interaction programs with concerned people on teaching learning program. Moreover, the campus has collected different feedbacks from public information cell and tries to implement such feedbacks to make further academic policy of the campus. Through counter teaching, the teachers share and suggest each other in their respective discipline. To achieve the feedback of the students, the campus has installed mobile application nBulletin and suggestion box is set to receive essential suggestions from students and guardians.

    Interaction about new course of study with Professor Dr Parasmani Bhandari in one day Nepali teachers' seminar organized by Nepali teaching department MMC is annexed on page 261.

    Two day seminar organized by management faculty is annexed on page 261.

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

    The campus has been successful to collaborate with different industries nearby. The courses designed in bachelor's and master's level have highly met the necessities and demands of the local industries. The local industries provide golden opportunities for the students to have industrial cum observation visits. Furthermore, the students are getting opportunities to work in internship to enhance their skills.

    Copy of industrial agreement is annexed on page 197.

    Copy of internship agreement is annexed on page 194 – 197.

33

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

Yes, MMC believes that students are the forerunners as well as the agents of social change. So, it is our duty and responsibility to make them responsible towards society to achieve that motto, the campus has launched different programs like blood donation, sanitation campaign, free dental and eye camp with the collaboration of Kumari Trust. Red Cross Circle, formed in the campus, has launched different awareness programs as well as encourages the students to work voluntarily.

Eye camp on page 264 – 265.

Dental camp on page 265 – 266.

Cleanliness programs on page 266.

Voluntary activities of Red Cross is annexed on page 267 – 269.

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)**

For the overall personality and the development of the learners, the campus has founded Extracurricular Activities (ECA) Department to run indoor activities like dancing, singing, debate, oratory, essay writing, poem recitation, quiz contest and outdoor activities volleyball, football, cricket, athletes and so on. Besides, the Youth Red Cross Circle and Literary Forum which are officially recognized by the campus, organize different academic as well as non-academic programs to cultivate their potentiality.

Name list of extracurricular activities is annexed on page 149.

Photographs of seminar workshops are annexed on page 260 – 261.

Photographs of extracurricular activities are annexed on page 248 – 249, 259.

Photographs of Bhawanjali magazine is on page 270.

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 believes that serving the humanity is true worship of God. So, to develop the moral and ethical values among the students, the campus encourages the students to participate in social programs and equally make them loyal and faithful towards poor, sick, disabled and needy people.

The students of Youth Red Cross Circle voluntarily participate in various socio cultural programs. The teachers also encourage in such tasks. Likewise, the campus manages to involve students in traffic awareness programs in co-ordination with district traffic police Nawalparasi.

Certificate of participation by the students of Youth Red Cross circle and photos are annexed on page 271.

Letter of District Traffic Police is annexed on page 272.

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 new graduates are assessed through their academic records and performances. At present the campus hasn't followed written entrance test but we are planning to conduct written test for bachelors. The campus is capable to manage about 500 students in bachelor first year each year. The campus has conducted orientation classes to provide overall programs, introduce different disciplines and their marking scheme to our new graduates.

Decisions of orientation classes are annexed on page 298 – 307, 141 – 143.

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

Yes ☑

No ☐

If yes, cite examples.

Yes, before admission, the campus launches orientation class to introduce the programs of concerned departments. After admission, there is provision of internal examination conducted in 3 phases to find out regular progress of students. Students are provided extra classes to asses' their knowledge and skill.

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).

Yes, the campus manages extra classes especially educationally disadvantaged students without any additional fees. The concerned department heads encourage concerned teachers to identify and recognize the problem area and come with possible solutions.

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

Yes ☑

No ☐

If yes, gives details.

The campus believes that teaching learning activities remains impossible without teaching plans. So, to enhance the potentiality of the students, the concerned department inspires the concerned teachers to prepare annual as well as regular basis of teaching plan. Moreover, it helps them complete their course on time.

Sample of annual teaching plan is annexed on 276 - 277 and 424 to 429.

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

After developing the annual lesson plan, the teachers are inspired to implement syllabi in harmony with academic teaching calendar. The concerned department holds interaction programs with subject teacher and provides necessary suggestions in order to meet the teaching schedule in harmony. In some case, the campus manages classes even on Saturdays and holidays. There are some problems to implement the syllabi strictly because of the political disorder.

Particular	Year 2070/71	Year 2071/72
Teaching days per semester or per year against the requirement	210/150	214/150
Working days per week against the requirement	6/6	6/6
Work load per week (for full time teachers)	18 periods for Bachelor	18 periods for Bachelor
Work load per week (for part time teachers)		
Ratio of full-time teachers to part-time teachers	21:14	21:14
Ratio of teaching staff to non-teaching staff	35:8	35:8
Percentage of classes taught by full-time faculty	60%	60%
Number of visiting professors/practitioners	6 (Reader DrDilli Ram Sharma Reader Dr. MahanandaChalise) Prof. Dr. ParasmaniBhandari Prof. Dr. SurendraGiri Pro. Alan Maleny (UK) Dr. Chris (USA)	1 (Prof. DrDilli Ram Sharma)

Copy of minute of extra class is annexed on page 118 - 119.

Copy of minute of Quality monitoring and checks committee is annexed on page 283 to 297.

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

The campus has been supplementing the lecture method of teaching with other teaching methods like assignments, self-study, group discussion, presentation and interaction among the students. For BBS, BA, and B Ed level students' assignments, field work, industrial tour, research tour are the part of our curriculum. Likewise, audio visual method is used for BA level students of English literature and for teaching sound system, pronunciation to the students of B. Ed. Level. Films and dramas are equally important parts of curriculum in English literary teaching; these techniques are also being implemented in teaching. The concerned teachers highly inspire and encourage the students to use multimedia in their respective disciplines. On the basis of the campus, project works are given to the students.

Photographs of supplement of lecture method are attached on page 259 – 261.

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 are facilities of cassettes, tape records and computers which are frequently used to meet the goals of the curriculum. Teachers are highly encouraged to utilize free Wi-Fi service to foster their academic potentiality. They also concern internet to get essential information to the students. There is a fixed multimedia room for visual presentation. The teachers prepare audio visual teaching aid available in the campus.

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

Particular	Year 2070/71	Year 2071/72
Teaching days per semester or per year against the requirement	210/150	214/150
Working days per week against the requirement	6/6	6/6
Work load per week (for full time teachers)	18 periods for Bachelor	18 periods for Bachelor
Work load per week (for part time teachers)		
Ratio of full-time teachers to part-time teachers	21:14	38:27
Ratio of teaching staff to non-teaching staff	35:8	35:8
Percentage of classes taught by full-time faculty	60%	60%
Number of visiting professors/practitioners	6 (Reader Dr. Dilli Ram Sharma	1 (Prof. Dr. Dilli Ram Sharma)

Reader Dr. Mahananda Chalise) Prof. Dr. Parasmani Bhandari Prof. Dr. Surendra Giri Pro. Alan Maleny (UK) Dr. Chris (USA) Dr. V.S. Rai (TU) Dr. Kirk Branch (US)	

Copies of minute of visiting professors are annexed on page 298 – 307.

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

At the beginning of the academic session, the evaluation methods are conveyed to the pupils through prospectus, brochure and orientation programs. Through orientation class students are introduced diverse disciplines as well as overall academic programs and model questions prior to the examination as well.

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

Yes ☑

No ☐

If yes give evidence.

At the beginning of the academic session, the students are oriented about the overall academic program, evaluation methods and environment. Students are informed with the code of conducts and other relevant institutional provisions and requirements that have to be followed by them after admission.

Copies of brochure, prospectus is annexed on page 224 – 247.

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

Yes ☑ **No** ☐ **If yes, give details**

Yes, the overall performance of the students is evaluated periodically on the basis of their performance. The campus has conducts class test, internal examination, and interaction among the students based on their textbook are the part of evaluation.

Copies of decision of internal exam annexed in page no. 151 – 152.

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	√	√	√	√	√	√

Vacancies are advertised in Notice board, FM radio,	According to the provision made by campus legislation the selection committee is formed.	Written, class observation and interview mechanism are applied.	Provision of demo classes observation.	The selection committee conducts interview according to pre-determined criteria	The selection committee appoints temporary, permanent teaching and non-teaching personnel through formal appointment letter.

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: 1	Year I: 2	Year I: 0
Year II: 0	Year II: 3	Year II: 0

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?

The Campus Management Committee has given full authority to appoint ad hoc teaching staff to the head of the institution.

Yes ☑　　**No** ☐　　**If yes, give details of their salary structure and other benefits. (0.5)**

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

　　Yes　No　if yes give details (0.5)

Yes, the campus has appointed and paid temporary ad hoc teaching staff based on the provision of campus legislation. The campus management committee manages resources. The campus provides at least Rs. 6,000 per period for part time teacher.

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			
National level	15		(Seminar, workshop conducted by CDC)
International level	1 Nepali		Banaras Hindu University

International level	1	Prof. Chris Brewster, University of Reading	Nepalese Academy of Management (NAM)
		Prof. Garry Bruton, Texas Christian University.	
		Prof. Jgor Filatotchev, City University London	

Copy of some certificates are annexed on page 308 – 315 and 422.

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.**

Yes, the campus always encourages, inspires and facilitates all the faculty members to perform better. For that, our institution provides rewards based on their academic performance, results of examination and students response in the concerned subjects. The campus has recently developed the self-appraisal rules for teaching and non-teaching staff to evaluate the performance in teaching, research and extension program.

Copies of rewarded certificate are annexed page no. 318 – 320.

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.**

Yes, after the annual result of the students, the respective department head calls a meeting and evaluates all the subjects and subject teacher. The teachers are rewarded with letter of appreciation as well as cash prize who contribute to give best results and become the least absent throughout the academic year in the annual ceremony. To evoke the position and status of teachers, such result of teacher performance appraisal method is applied.

Copies of letter of appreciation is annexed on page no 315 to 319.

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?**

Yes, to make teaching learning activities easier and more effective, the campus collects student evaluation on institutional experience. The representatives of student's welfare union collect the advice from the students and provide to the campus administration. The campus administration evaluates it and campus management committee takes necessary actions. The students give feedback for the improvements of library facilities, infrastructures, playground, sports instruments, needed of extra classes, exam oriented classes, pure drinking water and so on. On the basis of evaluation need of students such facilities are improved or provided.

Copy of sample questionnaire is annexed on page 343 to 346.

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 frequently conducts workshops, seminars and a refresher courses as well as the campus regularly sends its faculty members to attend different seminars, conferences and workshops to foster their efficacies.

Minute of workshop seminar is annexed on page298 – 307.

Photographs of workshop seminar are annexed on page 260 – 261.

Copy of certificate for participating in a two day training on effective teaching are annexed on page No.422 to 423.

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

Faculty Development Programs	No. of Beneficiaries
CDC training English	6
Practice teaching	3
M.Phil further studies	1
Ph. D. further studies	1
Sociology	1
Nepali	2
Accountancy	2
Rural Development	1
Finance	1

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

Yes, the concerned department head induces their respective faculty members to apply innovative teaching methods inside the classes. They, too, encourage downloading essential materials from the internet. The faculty members conduct interaction among the students and encourage them to present the paper on the concerned topics. All the books of library can be read through bar-coding reading system. The administrative activities are accomplished through computer software.

Photographs of bar-coding library system is annexed on page no. 274.

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

At present, the campus hasn't tied up the national international linkage especially for teaching and research. But we are planning to establish national and international linkages in the days to come. This obligation is given to the campus chief Mr. Mukti Ram Pandey and assistant campus Chief Mr. Bishnu Parsad Lamsal.

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

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

The campus allocates about 1% of total operating budget in research. see annex page no. 37.

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 been promoting research in different sectors in various ways. The post graduate students are encouraged to carryout project works as well as field work researches. Teachers are provided with study leave and certain amount of financial support according to the decision of CMC. Teachers who are involved in research activities are given facilities by making proper adjustment in teaching schedule.

  Name list of research committee is annexed on page 98.

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

Yes ☐   No ☐   **If yes, give details**

N/A

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

At present, approximately 10 percent of teachers are engaged in guiding the students in their research for their academic fulfillment. Nepali teacher Mr. Dhanapati Koirala has recently completed his Ph. D. The teachers of management as well as education faculty teachers of Health and Nepali are actively participating in guiding the students' for their research. Similarly, the campus regularly organizes researcher refresher training in the presence of university professors for those who are taking part guiding students as well as students.

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

Level	Enrollment Status		Total
	Full Time	Part Time	
M Phil			
Ph.D.			

N/A

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

NA

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

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

The institution provides supports to research students of bachelor's and master's level. The campus financially supports for industrial tour for the students of management as well as for research tour for Rural Development and sociology students. The campus provided around Rs.150000.00 for this purpose.

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

Total number of projects	Project Revenues (in NRs.)

N/A

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

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

N/A

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

Yes, the campus has published **Madhyabindu Journal** recently and determined to publish it annually.

Copies of prospectus and brochure are annexed on page 224 – 247.

Copy of Bhawanjali monthly is annexed on page 270.

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

Yes ☑ **No** ☐ **If yes, give details.**

Yes, the campus offers consultancy services in the concerned field. The teaching personnel of this campus participate in different orientation program as expertise in various campuses.

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** ☐

Name list of members of extracurricular activities and internal exam is annexed on page no 149.

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

Community development	☑
Training in Disaster Management	☐
Health and hygiene awareness	☑
Medical camps	☑
Adult education and literacy	☐
Blood donation camps	☑
AIDS awareness	☐
Environment awareness	☑
Any other	☐
Dental Camp	☑
Eye Camp	☑
Cleanliness Campaign	☑

Yes, the campus has launched different extension activities. The campus has founded Youth Red Cross circle for the voluntary service in different needy sectors of the society. Similarly, the campus has been formed social activities committee to perform various activities like dental camp, blood donation, sanitation campaign, awareness programs and so on.

Photos of Aids awareness program are annexed on page 260.

Photos of cleanliness campaign on page 266.

Photos of dental camp annexed on page 265 – 266.

Photos of eye camp 264 – 265.

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

Yes ☑ **No** ☐ **If yes, justify.**

Yes, the youth Red Cross circle of MMC carried out multiple outreach programs.

Photos and supported documents annex on page 268 – 269.

Participation certificate of YRC member in socio cultural program is annexed on page 271.

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

The campus has been constantly encouraging the teachers and students from the humanitarian's points of view to be participated in different activities. The students of youth Red Cross circle voluntarily participate in the different socio-cultural programs and other social awareness programs. The campus also organizes different awareness programs and students as well as teachers actively participate in such programs.

(Supported documents and photos are annexed page 264 – 269).

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 been ongoing in hands with NGOS and GOs in various fields of awareness for AIDS awareness programs, training for skill developments and reproductive health.

Supported documents provided by HICODEF Nepal is annexed on page 193.

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)

MMC has not prepared a master plan but it has 5-year strategic plan indicating the existing building and the projected expansion in the future. It has clearly mentioned VMGO as well as SWOT analysis of the intuition.

Strategic plan on page 396 – 417.

Also Visit website: www.madhyabindu.edu.np for VMGO

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 its own construction committee to keep pace with academic growth. This committee studies the requirements of infrastructure in the campus and according to the budget; it manages the infrastructure of the campus.

Minute and name list of construction committee are annexed page no. 144 to 148

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

Laboratory ☑

Library ☑

Others

Give details

Yes, the campus possesses advanced computer lab with well equipped e-library and the computers with sufficient internet facilities. The library contains sufficient text books, reference books and national as well as international journals. Bar code reading system is installed in the library. Likewise, new software has been installed in account, administration, exam and library sections to accomplish daily works effectively and smoothly.

Photographs of bar coding reading system on page...............274

Photographs of Computer lab on page 251.

Photograph of Generator on page 348.

Photograph of Account section, administrative section, exam section on page 275.

Agreement copy of new software installment on page 349.

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

The management committee has formed 7membered infrastructure committee for the regular maintenance of the building. Being a public campus, the campus manages the budget for infrastructure from internal sources. Besides the district development committee, Municipality, UGC also financially support for the infrastructure development of the campus.

The overall budget of the campus 2069/70 is annexed page no. 37.

Name list of infrastructure committee is annexed on page 144

Copies of minute are annexed on page 145 to 148

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

The campus ensures optimum utilization of its infrastructure facilities by running classes in 3 different shifts: morning, day and evening. The campus has been running Bachelor of Humanities, Education and Management in morning shifts. Master's degree program runs in the evening shift. The buildings are also used by community members to run different social activities free of charge.

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

Yes ☑   **No** ☐   **If yes, give clearly defined regulations.**

Yes, the building of the campus is frequently used by external agencies and institutions. Different GOs and NGOs frequently conduct and carry out public awareness and interaction program in this campus. The campus has been providing subject experts for the teacher selection in various schools nearby

Inauguration of music CD and book by public singer is annexed page no. 433 to 434.

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

To keep the institution clean, green and pollution free, the campus carries out different programs in accordance with the decision of the campus executive committee. Both male and female students use separate well-managed toilets. Similarly, teaching and non-teaching staff use separate toilets. The canteen provides hygienic food. Around the campus buildings different trees are grown. There is no sufficient gardening inside campus compound; however, the campus has managed some greenery. Dust bins are managed in front of campus buildings and each class for garbage disposal. The campus has maintained the fresh and serene atmosphere to the students. Every class room has its Quality Management Circle (QMC), responsible to keep their class room neat and clean. MMC has recruited a separate staff for the sanitation and gardening.

Photos of greenery environment are annexed on page 275.

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 51	☑
Computer and internet accessible to the faculty 03	☑
Internet accessible to the students 51	☑
Internet accessible to the faculty 01	☑
Computer accessible to the Non-teaching staff 04	☑
Internet accessible to the Non-teaching staffs 04	☑

Yes, the campus has been providing computer facilities with internet to the students as well as teaching and non-teaching staff. The campus has installed Wi-Fi for this purpose. Similarly, Nepal telecom has also installed a hot spot zone for NT Wi-Fi in campus premises.

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

The computer lab opens 6 days per week and 10 hours per day. Teaching and non-teaching staff can enjoy the computer facilities in off hours and holidays if necessary.

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

The campus has provided laptop to all the faculty members on the installment basis for 2 years.

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

The campus has internet facility and planning to put CC TV to scrutinize every activity of classrooms.

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

The campus provides different computer learning packages for Bachelor's level students of management stream. The students are provided computer tally and accounting package to enrich their potentiality so that it would enable them to get job in financial and banking sectors. The teaching and non-teaching personnel are benefitted from computers center by searching essential teaching materials.

Copy of minute for accounting tally package is annexed on page 155.

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

The lab assistant and the computer teacher report the maintaining and updating the computer facilities to their

respective department. The department head further reports it to the campus administration and carries out essential actions under instruction of executive council.

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

Though, the campus does not make use of the services of inter-university centers directly, it has relation with other universities through internet or web site of different national international universities and libraries.

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

The campus has 'Youth Red Cross Circle" which possesses First Aid Unit that has been providing the first aid service to the students as well as teachers. Likewise, sphygmomanometer, stethoscopes, bathroom scale or adult weight machine, forceps, scissors, thermometer and other essential first aid medicine are available in campus. Mr. Narnath Pandey, a Health Teacher, also a Public Health Inspector (Government of Nepal), helps the medical checkup of teachers and students. For the primary checkup or first aid service a health desk has also been established in the campus. If the students suddenly fall sick, they are instantly taken to nearby hospitals. Besides, we organize different seasonal Health Camps like Eye Camp, Dental and so on.

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

The campus has table tennis court, volley ball court, short put and kabbadi courts for outdoor activities. For cricket and football, the campus has managed public playground according to the demand of students on the special occasions. The campus also celebrates anniversary organizing sports week to develop sportsmanship and physical education of students as well as teachers.

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

The outstanding sports persons are rewarded with scholarship as well as cash price according to their performance. The campus also conducts different sports programs on different occasions and outstanding sports persons are felicitated with different awards in the campus anniversary day. Our prides are national singer Uma Giri, National Musician Mahendra B. Thapa and Nawalparasi dance idol Daisy Mahato.

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

	Participation of Students	**Outcomes**
District		
National		
International		

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

At present, the campus does not have hostel but it has been planning to manage such facility collecting financial aid in near future.

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

The campus has managed Euro Guard to provide pure drinking water to the students as well as teaching non-teaching personnel. Similarly, there are separate toilets for boys and girls as well as for teaching and non-teaching staff. The campus has a guest room as well as meeting hall with attached toilet bathroom especially for guests who visit the campus.

Photos of toilet is annexed page no. 365

Photos of drinking water is annexed page no. 366

Photo of meeting hall and rest room is annexed page no. 250.

B. Library as a Learning Resource

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

On working days ___10 hours

On holidays ___X___

Prior to examinations __X__

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

Yes   **No☑**

The campus library has its own rules and regulation but there are no any open-access facilities to the students till now. New proposed library building will be the part of library with open-access soon.

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

Books	11042	(0.2)

Current Journals

Nepalese	17	(0.2)
Foreign		(0.2)
Magazines		(0.2)
Reference Books	107	(1.0)
Text Books	10935	(0.2)
Refereed journals	16	(0.4)
Back Volumes of Journals		(0.2)
E- library 52 computers		(0.4)

CD's/DVD's

Databases

Online Journals

AV Resources

Special collection   (0.5)

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

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

	2071/072		2072/073	
	Number	**Total cost**	**Number**	**Total cost**
i. Text books	337	180000	496	285000
ii. Other books	84	44000	96	56000
iii. Journals/periodicals	4	5100	4	6800
Any others	3	3150	6	5600
iv. Reference	237	88000	200	81000

84. Mention (1)

    i) Total carpet area of the institution library (in sq.mts.)   [77.2 m^2]   (0.25)

    (ii) Total number of departmental libraries   [4   ]   (0.25)

    (iii) Seating capacity of the Library   [25]   (0.25)

    (iv) Open student access to library   [No]   (0.25)

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

    (i) Total number of staff   **02**   **(0.3)**

        a. Professionals (List with qualifications)

        b. Semi-professionals   **02**

        c. Others   **00**

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

According to the provision made by the campus legislation, the library advisory committee is formed under the chairmanship of Assistant campus chief,different department heads and the library head are its members. The Library Advisory Committee makes the rules and regulation of library in co-ordination with students and overall activities related to library enhancement.

Copies of minute of library advisory committee are annexed on page 333 – 342.

Details of books, references purchased during 2068/2069 page 321 – 332.

86. Staff development programs for library (0.5)

    (i) Refresher/orientation courses attended

    (ii) Workshops/Seminars/Conferences attended

    (iii) Other special training programs attended

The librarian has taken part in some library training programs.

Supported document is annexed on page 449

87. Are the library functions automated? (0.5)

Yes ☑   No ☐   If yes:

Fully automated ☑ (0.5)

Partially automated ☐ (0.25)

    Name the application software used

Complete Management Software (CMS)

The campus has installed new software named CMC in account, administration, and library and exam section. All the information of students as well as staff is safely recorded in computer.

The agreement of software installment is annexed on page 349

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

    The campus has allocated necessary budget for the library but it is not fixed in percentage.

Copy of annual budget of 2069 is annexed on page 37

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

- **Circulation Services** ☑

- **Maintenance services** ☑

- **Reference/referral service** ☑

- **Information display and notification services** ☑

- **Photocopying and printing services** ☑

- **User Orientation/Information Literacy** ☐

- **Internet/ Computer Access** ☑

- **Inter-Library Loan services** ☐

- **Networking services** ☑

- **Power Backup facility** ☑

The campus has formed Library Advisory Committee since its establishment period. It gives advices for overall development of the library. The librarian makes the list of maintenance services and the committee brings it in discussion and further submits to the campus administration for implementation. The concerned department heads make list of reference books and submit to the campus administration to purchase. Students use computer and internet even in the time of load shedding.

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

    (i)   Average number of books issued/returned per day.   [65]

    (ii)   Average no. of users visited / Documents consulted per month   [ ]

    (iii) Please furnish the information on no. of Log- ins in to the   [Not Specified]

         E-Library Services/E- Documents delivered per month.

         Ratio of Library books to number of students enrolled   [1:5]

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.   86.3%

    ○   Dropout rate (drop out from the course)   13.7%

    ○   Progression to further study   Bachelors to Master,   35%

                            Master to Mphil/PhD)   0

    ○   Prominent positions held by alumni

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

    ○   Nepal Civil Services Examinations

o   Other employment related examinations

o   International level entrance examination

o   Others (please specify)

The campus has just started the tracer study of passed out students, so the actual detail is yet to come.

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

Yes ☑ (1)

No ☐ (0)   If yes, what are the contents of the prospectus? (attatch a copy)

Yes, the campus annually publishes updated prospectus with detail information like introduction of campus, programs run in the campus, its facilities and objectives as well as scholarship facilities.

Copy of annual prospectus since 2066 to 2068 are annexed on page no 224-238.

Copies of latest prospectus are annexed on page 239-247.

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

The campus provides 3% of total students' tuition fees as scholarship that is for financially backward, Dalits, jJanajatis, disabled and marginalized students. Similar amount of budget is allocated to provide merit basis scholarship to the students. Similarly, Dalit Commission, The Government and District Development Committee have been providing scholarships for them. Likewise, Madan Bhandari Memorial Trust Scholarship, BimalrajAchraya Memorial Scholarship, Santosh Neupane Memorial Scholarship, Bhagawari Shrestha Scholarship, Pushpa Sharada Scholarship, Premlal Yamkala Scholarship, Chandra Raj Laxmi Devi Scholarship are also provided annually for those who are the best performers in the final examination.

Name list of the students who have got scholarship are annexed on page 200 to 214.

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

Financial aid	2071/72	2072/73
i. Merit scholarship	559	867
ii. Merit-cum-Means	213	236
iii. Janajati & Dalit	92	94
Total	864	1197

Supported documents are annexed on page no. 450 to 460.

96. Does the institution have an employment cell and a placement officer who offers career counseling to students? If yes, give details of the cell and its office. (0.25 x 2 = 0.5)

i. Employment cell: ☑   Role: Informs students about job opportunity and help them in placement.

ii. Placement officer: Role:

The campus has formed 3 membered Employment Cell. It informs the students about job opportunities and facilitates them for proper placement.

Name list of Employment Cell members is annexed on page 56

51

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

Yes ☑   No ☐   **If yes, gives details as to how they are involved.**

The teachers actively participate in academic and personal counseling. After the annual result and internal exam result, the teachers manage home visit for academic and other required counseling with students and parents coordinating their respective departments. It helps to find out the weakness of campus as well as students' performances in related fields.

Decision of home visit and counseling is annexed in page no. 141 to 142.

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

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

The Campus has just started tracer study of students. So the actual data is yet to come.

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)?

The employment cell motivates the students to seek self-employment.

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

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

Yes, the campus has formed an alumni association to support the academic environment.

Name list of alumni association annexed on page 421.

Activities of alumni association annexed on page 419 to 421 and 461 to 463.

101. How the policies and criteria of admission are made clear to prospective students through campus web site, notice board service, prospectors, media, advertisement and counseling.

The campus has its own web site**: www.madhyabindu.edu.np**   and **Notice board No. 1618078540473**. Besides, the important information is notified through nBulletin, Face book and notice board.

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

Till now the campus doesn't have any specific admission policy with regards to the overseas students.

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 ☐

N/A

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 ---------------------

Yes, the Campus provides indoor, outdoor games as leisure time facilities. Likewise student participate in cultural program, debate competition and so on. According to extra curriculum activities schedule in academic calendar student participate in different outdoor and indoor games annually which develops the potentiality of the students.

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?

Yes, the campus has formed an academic cell to analyze and record various academic data. After the internal and final examination, the academic cell summits the academic data to the respective department heads. The department heads call the meeting of their faculty members to analyze these data. Beside this, the campus has formed 3 members internal examination committee which collects and summits the academic performance of the students after examination. The campus has also formed Quality Monitoring and Checks Committee which analyzes the annual academic performances and provides suggestions creatively to the respective departments.

Minute of Academic cell committee are annexed on page no. 278 to 282.

Minute of Quality monitoring and checks committee is annexed on page no. 283 to 297.

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

The academic cell as well as the respective departments analyzes the subject wise and faculty wise performances of the students. Besides, it analyzes the position of students in internal and final examinations. It also recommends for remedial teaching.

Minute of various departments analyzed the subject wise performances are annexed on page no. 102 to 112.

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

Such data are safely recorded in campus record after they are computerized.

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

       Yes ☑ (1)

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

Yes, such information is open to stakeholders. The students are provided their obtained marks slip after each internal examination. They are provided with feedback and recommended for the further improvements. After publishing the annual results, the records and information of students are put in administrative departments. The best performer's name is announced through media i.e. FM as well as on annual ceremony and rewarded them according to the rule of the campus. If any stakeholder is curious to know such records and information, the campus is open to provide such information. The name list of MMC top 10 students is published on campus website and notice board.

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

Yes ☑   (1)

No ☐   (0)

Yes, the method of study and analysis are open to the stake holders. They can freely visit the campus and they have the right to get to know the progress as well as overall programs of the campus. Besides, the guardians of the students can freely visit the campus to know the progress of their progenies. The different academic programs are also informed through brochures, prospectus, academic calendar and media.

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?

Yes, the stake holder's comments or feedbacks are received through internet if possible. The campus has its own URL service for the stakeholders who have excess of internet. Besides, the campus has formed 5 membered Public Information Cell which collects the comments and feedbacks from stakeholders, the comments and feedbacks are analyzed in staff meeting, Campus Senate Assembly (CSA) and respective departments meeting and are put forward for further implementation. The campus also has a complain box to receive the feedbacks, drawbacks as well as suggestions from the stakeholders and others.

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

Produce in brief the impact analysis.

Such comments and feedbacks are positively received by the campus as well implemented if they are good and constructive for decision making. It also helps the campus to find out the problematic areas and make the future plan.

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

The stakeholders give certain necessary information for the quality improvement of the campus and the campus takes the necessary steps for improvement. It makes us easy find out the weakness and guidelines for further steps. Complain of drinking water is solved by managing Euro-Guard, complain of scholarship is solved by providing extra scholarship i.e.1% of total students' fees. Likewise complain of inadequate cycle and motorcycle stand is solved by extending its space and making cycle stand. For the quality, hygienic and cheap food, the canteen is directed to

maintain it. In winter season, the vehicle facility is provided to solve the problems of waiting public buses. The main problematic area in the campus is due to lack of sufficient playground. For this regard, the campus is intending to purchase land managing required fund.

CRITERION 8: PUBLIC INFORMATION (10 MARKS)

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

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

Yes, the campus has formed Public Information Cell in the leadership of campus chief. Different information is collected by information cell regarding the campus and publication cell is concerned with publishing different academic prospectus, brochures, calendars, journals and so on.

Name list of committees Public Information Cell and academic cell are annexed on page 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)

Different information regarding academic and administration are published in brochure, prospectus and academic calendar. It includes the programs run in the campus, facilities provided to the students, scholarship, and internal examination and so on. The budgetary details are included in financial reports.

115. Where are this information published? (1.5)

Newspapers ☑ (0.5)

Magazines ☑ (0.5)

Institutional special magazine dedicated for this ☑ (0.5)

The detailed information is published through brochure and prospectus as well as newspaper and magazine. The campus prepares its annual academic and financial reports and presents to the Campus Management Committee. The annual academic and financial reports are presented by campus chief in every annual ceremony of the campus. Such academic as well as financial reports are open to all stakeholders. For discussion and to find out the drawbacks such academic and financial reports are further submitted to campus senate which gives necessary suggestion for implementation.

Copies of annual academic and financial reports are annexed on page 358 to 364.

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

Yearly ☑ (1)   in 4 years ☐ (0)

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

Areas	Year 1, place of publication	Year 2, place of publication
Administrative	calendar, Prospectus, brochure, advertisement	calendar, Prospectus, brochure souvenir, advertisement
Financial	annual report	annual report

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

Yes ☑ **(1)**

No ☐ **(0)   If yes, give details**

The public information cell collects responses through discussion, interaction with stakeholders. The campus senate includes guardians, teachers, well-wishers, and representative of various sectors; they provide useful academic, financial and administrative suggestions which are put forward for the implementation. Beside this, the campus also collects different recommendations through social networks like face book and emails.

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?

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

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

Public information practice has positive impacts for the overall development of the campus. The information is positively taken as creative feedbacks for overall development of the campus. The stakeholders suggest for discipline maintenance of students and the campus administration takes strict policy to maintain the discipline. Likewise they suggest launching various vocational and practical bases education, participating in social community based activities. The campus also considers each suggestion positively and tries to implement it. Though, according to the suggestion, the campus tries to lunch different vocational and practical programs in the campus, it becomes difficult in getting required faculties and subjects in time due to the instability of university policy and political affairs. Public information cell also collects some complaints about low participation in social community based activities, for this regard the campus administration organizes different social works like cleanliness campaign, blood donation, free eye camp, dental camp, and voluntary donations in socio-cultural activities and so on.

PREAMBLE

Introduction:

Madhyabindu Multiple Campus is one of the fastest growing non-profitable public campuses, situated at the center point of entire nation of east west Mahendra Highway, 35 Km west from Narayangard. It was established in 2063 B.S. to flourish the recent needs and interests of the community. It has campus senate as a legislative body which consists of members from different sectors of society such as social worker, politician, ex-constitutional assembly members, businessman, and so on. The campus senate selects the campus management committee which is solely authorized to implement the rule, regulations policy and programs formulated by campus senate.

The supreme body of Madhyabindu Multiple Campus is campus senate which formulates the campus management committee. Campus Management Committee (CMC) appoints the campus chief, assistant campus chief. The guiding principle structure of MMC is based on decentralization and active participation. All the administrative personnel, teaching and non-teaching personnel are made more responsible towards their tasks. The responsibilities of these personnel are clearly defined and they have accountability. MMC has formed difference task committees; like academic cell, publication cell, quality monitoring and checks committee, library advisory, discipline maintenance, research committee, internal audit, health unit and so on with the participation of all teaching, non –teaching and administrative personnel with ample authority and responsibilities. For the betterment of this campus, teachers' union, students' union, administrative staff union, alumni associations, Youth Red Cross Circle are formed they play supportive role for the upliftment of the campus.

The campus has its own constitution approved by the campus senate. According to the provision made by the senate, all the internal bodies of the campus are formed. For teaching and non-teaching personnel, the legislation has clearly defined job responsibilities and rights as well facilities. Under the provision of campus constitution, academic, financial, administrations by laws are formulated by campus senate. All the academic, financial, administrative activities are governed and regulated by campus constitution. The policies of institution are formulated, reflected, reviewed and updated under the provision of campus legislations.

In this way the campus is run by its own constitution to achieve mentioned vision, mission, goals and objectives. After establishment of this campus, it has been providing quality education to the students of this locality. For this purpose Madhyabindu Multiple campus has decided to take part in Quality Assurance and Accreditation (QAA) program launched by University Grants Commission. MMC has decided to take part in such program to maintain quality education, to recognize this institution in national and international area as well as find out the drawbacks and area of improvement in the process of quality achievements.

HIGHLIGHTS OF THE INSTITUTION

- Madhyabindu Multiple Campus, is one of the leading and inspiring community based campuses, situated in the middle part of east west highway, established in 2063.
- It occupies 0-10-07 'Bigah' of its own land with adequate physical infrastructures for educational activities.
- It has been launching Bachelor's Degree in Education, Humanities and Management faculties as well as Master's Degree in Education (Health and Nepali) and Management.
- 965 students have been currently studying in bachelor's and masters' levels.
- The campus has formed 177 patron members (i.e. Campus Senate).

- The campus has produced many qualified and energetic citizens; manpower required for the nation and they have been employed in various sectors.
- This campus has thirty-five teaching personnel and eight non-teaching personnel.
- The campus has received full support from local community, private sectors and national as well as international organizations.
- The campus has provision of English and Nepali medium classes with equal fees in all streams.

Strength

- Reliable infrastructures.
- Wide coverage of services.
- Good recognition in regional and national levels.
- Developed basic infrastructures.
- Self-sustained financial resources.
- Increasing number of students each year.
- Well defined organizational structure.
- Occupied own land.
- Widened networking system in administrative tasks.
- Bar-code reading system in library.
- Coverage of huge number of deprived and minority groups.
- Accessible and favorable environment.
- Provision of various scholarships.
- Qualified and dedicated teachers, visionary scholars combined with professionals.
- Co-operative administrative staff.
- Comparatively reliable access to poor and low income students.
- Good-relation with the community.
- Proper management of students in each class (not more than 50).
- Provision of both English and Nepali medium classes in all faculties with equal fees.

Challenges:

- Unstable government policy and lack of implementation of academic calendar by TU.
- Education is regarded as source of income.
- Dejection of government for public campuses.
- Lack of proper job opportunities for graduation students.
- Lack of public awareness to higher education.
- Poverty, the main cause of being deprived of education.
- Unhealthy political pressure.
- Conflict between professionalism and political ideology.

- Privatization in education.
- Wide coverage of catchment area but lack of transportation facilities.

Educational facilities available at present:
- Four-year Bachelor's Degrees in Management and Education.
- Three-year Bachelor's Degree in Humanities and Social Science.
- Two-year Master's Degrees in Management and Education.

PHYSICAL INFRASTRUCTURE AND FINANCIAL POSITION OF THE CAMPUS

It has its own one three storey building with 20 rooms, one three storey building with 23 rooms as well as one tin roofed shed with 5 rooms. There is also a separate canteen for the students, teaching and non-teaching staff which provides hygienic food. It has computer lab with 52 computers.

Financial planning and budgeting is an essential part of strategic planning process. We believe financial planning and budgeting determines the objectives, goals and action plan of the campus. It consists of source of revenue as well as the expenditure of the campus.

By considering the limited resources available in the campus, Internal Audit Committee prepares budget with the collaboration of campus chief and senior accountant annually. The budget in focused on the 2 years action plan of the campus from the following sources.
- Internal source
- Community source
- Grants received from UGC

DEVELOPMENT INITIATIVES

MMC believes that implementation of planning activities is possible and successful uptake of guidelines and changes in education practices. So, MMC incorporates interrelated cycle of planning activities: Strategic planning, financial planning, annual planning, Quality enhancement planning, and implementation and Evaluation and Review.

☞**Strategic Planning:**

The Strategic planning of MMC covers a period of 2 to 5 years. It includes the campus's VMGO, strategic priorities and campus budget, Financial planning, Implementation, Evaluation and Review.

Linkage between Strategic Priorities and Campus Budget.

Madhyabindu Multiple Campus has formed Internal Audit Committee which prepares annual budget in the coordination of campus chief and accountant. The campus senate formulates internal audit committee on the participation of stakeholders.

In campus management committee meeting, a discussion is carried out on the draft of budget prepared by IAC. After discussion CMC gives some suggestions and advices for the modification of the budget if necessary. Then, the final draft is submitted to the campus senate for acceptance. The campus senate

carried out a discussion on proposed budget and gives a shape for the final budget and passes the annual budget of the campus.

14.1 Financial Planning

Financial planning and budgeting is an essential part of strategic planning process. It consists source of revenue as well as the expenditure of the campus.

Internal Audit Committee prepares budget with the collaboration of campus chief and senior accountant annually. The budget must focus on the 2-year action plan of the campus from the following sources.

- Internal source
- Community source
- Grants received from UGC

14.2 Implementation, Evaluation and Review

MMC believes that implementation of strategies encourages the successful uptake of guidelines and changes in educational practices. Implementation, evaluation and review of 5-year strategic plan will be the responsibility of campus senate, campus management committee, administrators, faculty heads, sub-committees, teaching and non-teaching personnel and other stake holders.

Annual Planning

Annual Planning is complementary part of strategic planning. To fulfill the mentioned VMGO, annual planning plays a vital role. It is process of evaluating previous year's strengths, drawbacks, threats and overall activities and preparing a plan for running year. The internal Audit Committee prepares annual budget with the co-ordination of campus chief and accountant. Campus senate, faculties, staffs, management committee involve annual planning.

Quality Enhancement Planning

From the establishment of this campus, it focuses on quality education in this locality. To fulfill the determined VMGO of this campus, quality enhancement planning focuses on the commitment to produce excellent manpower for the country. So, it is essential part of campus's planning model.

SELF STUDY REPORT PREPARATION

How it is understood

After attending the training of the Quality Assurance Accreditation, designed by SHEP, organized by University Grants Commission (UGC), the campus realized the need of QAA certification to enhance quality education. After that the campus has been engaged in documentation and self-study report preparation.

This SSR contains the overall information of Madhyabindu Multiple Campus, Kawasoti Nawalparasi from the beginning of the institution to the present day. It includes all the academic performances

infrastructures, and overall activities of the campus. Since it was established with a view to develop the country by providing qualified, talented and skilled manpower with high moral and ethics, it has tremendously contributed to the care enhancement of students in different sectors through qualitative education. The campus has realized that it has significant documents for overall academic performances of the institutions. Such documentation helps for the better academic performance as well as overall activities in future also.

In fact, this self-study report (SSR) is a guideline not only to formulate academic plans, policies and procedures but also to focus on implementation and documentation of these policies to fulfill the emerging needs of qualitative education. It also facilitated the campus to perform academic programs coherently, scientifically and systematically. We realized that reliable documents of the institution tremendously help us evaluate the short comings or weakness of previous year and ways to solve these shortcomings in coming days. We are sure that the report helps us to ensure the national image of this campus.

Formation of SSR Team

As required in Quality Assurance Accreditation (QAA) process, the campus formed 3-membered self-study report team (SSR) under the co-ordination of Lecturer Mr. Chet Narayan Sapkota. Teaching assistants Mahadev Devkota and Tirtha Raj Kandel as well as Assistant administrator Pashupati Pokharel had been involved to prepare the SSR. Similarly, all the teaching, non-teaching personnel and students had been directly and indirectly involved in this process. Since 1st Shrwan, 2071 Mr. Bishnu Prasad Lamsal, the assistant campus chief is working as a co-coordinator of SAT.

As directed by the parameters set by Second Higher education Project (SHEP) the SST task team is dedicated to carry out the overall activities performed by the campus. This team frequently collected data from administration as well as from related departments and faculty members. The SSR team visited Quality Assurance Accredited campuses and acquired necessary guidelines and formal advices. Likewise, this team has solicited with QAA officials directly or indirectly (through internet) for required documentation and essential advices or suggestions. The SSR task team also involved all teaching and non-teaching personnel in different committees to carry out essential documents for the quality enhancement of this campus. The campus has formed 9 different committees to carry out the overall academic activities for quality enhancement in education. These committees are mentioned as follows:

1. SAT Co-ordinator   Mr. Bishnu Prasad Lamsal

Note: Since 1st Shrawan 2071, the campus management committee has given the responsibility of co-coordinator to assistant campus chief Mr. Bishnu Prasad Lamsal.

2.Quality monitoring and checks committee

- Ganesh Man Giri   Assistant Campus Chief

- Shiva Prasad Devkota   Associate Professor

- Dr. Dhanapati Koirala	Associate professor
- Mukti Prasad Neupane	Head of Account and Finance department
- Surendra Bahadur M.C.	Head of English department
- Rishi Kanta Parajuli	Head of Marketing and Management department

3.Academic Committee

- Surendra Bahadur M.C.	Head of English department
- Dr. Dhanapati Koirala	Associate Professor
- Mukti Prasad Neupane	Head of Account and finance department
- RishikantaParajuli	Head of Marketing and management department

4. Research Management Cell (RMC)

- Dr. Dhanapati Koirala	Associate professor
- Shiva Prasad Devkota	Associate Prof.
- Mukti Prasad Neupane	Head of Account and finance department
- Chet Narayan Sapkota	Lecturer
- Deepak Subedi	Teaching Assistant

5. Publication cell Members:

- Shiva Prasad Devkota	Associate Professor.
- SurendraBahadur M.C.	Head of English department
- Mahadev Devkota	Teaching Assistant
- UdayarajSigdel	Teaching Assistant
- Lila BallavDumre	Teaching Assistant
- BishnuPrasdJaisi	Teaching Assistant
- Sunil Pokharel	Teaching Assistant

6. Consultancy Service Unit Members:

- Muktiram Pandey	Campus Chief
- Bishnu Prasad Lamsal	Asst. Campus Chief
- Dr. DhanapatiKoirala	Associate Professor.
- Mukti Prasad Neupane	Head of Account and finance department
- Surendra Bahadur MC	Head of English department

7. Health Service Unit Members:

- Hiramani Sharma	Lecturer
- Rishikanta Parajuli	Head of Marketing and management department

- Ramesh G.C.	Lecturer
- Naranath Pandey	Teaching Assistant
- Tirtha Raj Kandel	Teaching Assistant
- Mohan Jaisi	Teaching Assistant

8. Public Information Cell Members:

- Mukti Ram Pandey	Campus Chief
- Bishnu Prasad Lamsal	Asst. Campus Chief
- Rishikanta Parajuli	Head of Marketing and management department
- Pashupati Pokharel	Teaching Assistant

9. Discipline Commitee Members:

- Ganesh Man Giri	Asst. Campus Chief
- Dr. Dhanapati Koirala	Associate Professor.
- Mukti Prasad Neupane	Head of Account and Finance department
- Surendra Bdr. MC	Head of English department
- PashupatiPokharel	Asst. Administrator
- Yam Narayan Chalise	Head, Exam Section
- ShyamChuwai	Accountant

10.LibraryManagement Commitee Members:

- Bishnu Prasad Lamsal	Asst. Campus Chief
- Mukti Prasad Neupane	Head of Account and Finance Department
- Surendra Bahadur MC	Head of English Department
- Hiramani Sharma	Head of Health, Maths and Education Department
- Rishi Kanta Parajuli	Head of Marketing and Management Department
- Uday Raj Sigdel	Head of Eco., Sociology and RD Department

11.   Employment Cell Members:

- Mukti Prasad Neupane	Head of Account and Finance Department
- Chet Narayan Sapkota	Lecturer
- Hiramani Sharma	Head of Health, Maths and Education Department

These various committees are actively participated in their respective areas and have continuously been contributing to the increment of institution through quality education.

APPROACHES

The self-study report (SSR) task team of this campus has followed various approaches to collect data, to complete SSR and to document of related annexes. It organized orientations for the different committee members; participated in discussion with teaching and non-teaching personnel, visited different accredited campuses about the process and suggestion, conducted conference and so on. The main approaches through which the SSR task team of MMC aims at accomplishing the SSR preparation and documentation are as follows.

Orientation:

The SSR task team has given various orientations for the different sub committees to perform the different academic activities and environment for the overall academic quality enhancement. The teaching and non-teaching staff are facilitated to improve academic environment of the intuition, so it has led to the parameter provided by second Higher education project's Quality Assurance and Accreditation (QAA) process. Similarly, the students were provided different orientation classes to make aware the meaning of QAA and its importance for quality enhancement of the campus. It has made easy to apprise them with the major task of the SAT to maintain co-ordination

Conferences:

The campus also organized conferences with stakeholders of the institution to participate them actively in the process of Quality Assurance and Accreditation so that they could actively involve in this process. The SSR team gained support from community members, businessmen, scholars, organizations and donor stakeholders which helped the SSR task team in preparation and documentation of SSR.

Discussion and participation:

The most important approach that the SSR task team followed was the discussion and participation of teaching and non-teaching personnel for the quality enhancement of this campus. The task team carried out massive discussions on different topics of the campus so the SSR preparation and documentation for Quality Assurance and Accreditation became easier. Several meetings were organized by SSR task team for the different issues related to parameters of SHEP questionnaire and situation of the campus. These approaches became very much helpful for the preparation of SSR report and documentation. Similarly, the co-coordinator of different committee facilitated the SSR task team to accomplish the different criterion in the process of SSR preparation and documentation.

Visiting of different accredited campuses:

In the process of SSR preparation the SSR task team realized the visiting of different accredited campuses and the visited the campuses. The SSR team was also facilitated with different suggestions and advices by these campuses. Similarly, SSR team frequently visited the QAA office and collected the valuable suggestions and instructions for the preparation of SSR and documentation.

Validation

After attending the Quality Assurance and Accreditation (QAA) orientation program organized by UGC, in Sanothimi Bhaktapur, the institution established an Internal Quality Assurance Accreditation (IQAA) office and formed 3-memberself-study Report (SSR) task team (as mentioned above).

In a staff meeting, different working sub-committees were formed and carried out their respective works area and provided details to the SSR task team. After preparing the SSR, it presented to the administration, the campus administration studied and analyzed the reports of different committees minutely. The reports were carried out in massive discussion with department heads, faculty members as well as teaching and non-teaching staff. Necessary suggestions and advices were given for further improvement of SSR.

Before sending it to the Campus Management Committee for approval, the reports were verified by campus chief as a final report. The Campus Management Committee (CMC) thoroughly studied and analyzed all the documents. It carried out a massive discussion on the verified SSR preparation and documentation. It also analyzed the compatibility of reports with campus situation.

Criterion wise Analysis

Criterion 1

Policy and procedures

MMC has its own written legislation that includes well defined vision, mission, goals and objectives. The campus has foresighted vision, programs and strategies to achieve the specific goals and objectives. The department heads, program coordinators, teaching personnel, non-teaching staff all equally participate and are responsible towards their respective duties and responsibilities. There are various duly formed organizational structures where the policies of the institution are formulated, reflected and updated under the provision of campus's legislation. The supreme body of the campus forms Campus Management Committee.

The campus has adopted different mechanisms for internal quality, monitoring and checks. The public information cell gathers all the feedbacks form the stake holders that help to improve the quality of the campus. Beside the campus has also developed its own website to provide necessary information and get necessary feedback from the stakeholders. There is the provision of annual meeting of campus senate in which the campus gives information about the annual progress and receives necessary feedback from the participants.

To develop the internal quality of the campus, it has formed different sub-committees. The real strength of students lies in their potentiality to merge teaching and research activities. For this MMC has

formulated 5-membered research committee which carries out different research works and manages the research activities. The teachers and students are encouraged to carry out research activities. Teachers are provided with study leave and some financial support. The campus has felt the need of more workshops, seminar as well as more budgets for such activities.

The campus provides different merit base scholarship for outstanding students. The campus has special policy to provide scholarship for educationally disadvantaged groups. It provides both English and Nepali medium classes in Bachelor with equal fee.

The campus has healthy relationship with nearby banks and industries so that all the students could be benefited by internship as well as industrial observation visits. The teachers also encourage facilitate and inspire students to participate industrial competency in different fields. The campus regularly organizes seminars, workshops and interaction programs to promote the quality education. Teachers are frequently sent to participate in such seminar and workshop so that they could refresh their potentiality as well as participate in research activities. For the information of the campus programs, the campus organizes orientation programs in the beginning of each session.

Being a community based public campus, it has many challenges. The political instability, lack of responsibility of public people towards campus, frequently changing policy of TU, lack of sufficient fund are the challenging factors of the campus. Besides these, due to the lack of sufficient budget the campus is unable to provide facility of higher degree to its teaching and non-teaching staffs. The workshops, seminars and other professional development trainings are also not frequently conducted due to the lack of budget. Yet, the campus has opportunity to develop it as deemed university. Launching public awareness programs as well as various technical subjects, may lead the campus to reach in its goal. Still, the campus has opportunities to lunch various academic programs as per the demand of general public by providing academic excellence.

Criterion 2

Curricular Aspects:

To enhance the mentioned vision, mission and goals of the campus, the campus has been running its curricular activities according to the courses prescribed by Tribhuwan University. The programs, held in this campus, are flexible enough to offer students the horizontal mobility and elective options. To inform the elective options of this campus, the campus organizes the orientation programs in the beginning of each session. The students of one stream can change their stream according to their interest if their criteria meet. At present, the campus has been running 3 programs (B.A., BBS, and B.Ed.) in bachelor's level and 2 programs (M.Ed. & MBS) in master's level. Health and Nepali are the specialization area of Education faculty in master's level.

To develop the overall activities of the campus besides the course, the campus encourages the students to participate in extracurricular activities. The campus encourages and inspires all the pupils to use multimedia, computer and equally participate in field work, academic cum industrial tour to be familiar with modern technology and develop their potentiality. To enhance the communicative skill and physical skill different extracurricular activities are launched.

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The campus also conducts interaction programs with concerned people on teaching learning program. The campus has collected different feedbacks from public information cell and tries to implement such feedbacks to make further academic policy of the campus. The campus believes the students as forerunner as well as agent of social change. So, to make responsible towards society the campus has launched different socio-cultural programs. The Youth Red Cross Circle voluntarily helps in different social- cultural and humanitarian programs.

The campus has been facing various challenges in curricular activities. Due to the lack of sufficient land, students are compelled to use public playground for outdoor extracurricular activities. Being a public campus, it has challenges to admit students with entrance exam. Because of the policy of TU, we are unable to launch technical subjects like BBA, BCA, BIM as per the demand of students. Despite the fact that the campus has got the feasibility to orient the students towards the vocational courses, M. Phil., Ph. D. degrees, it has not been fully able to introduce such programs according to the demand of the community of this region. For this purpose, it needs heavy financial support from international and national donor agencies in order to launch such programs. The campus has probability of lunching Engineering, BHM as well as Forestry programs.

Criterion 3

Teaching, Learning and Evaluation

The campus assesses new graduates through academic records and performances. Similarly, the admission ensures the students through prospectus, banners, FM radios and hording boards. Though, at present, the campus hasn't followed the written entrance examination test for the students of bachelor level, we are intending to have written test. The campus informs the students about the programs running in the campus and the concerned departments highlight about the running programs. In orientation program they can consult about their respective fields and elective subjects that they prefer to study. From prospectus they can easily ensure the subject selection area as well as the provision of scholarship provided by the campus. The campus also provides scholarship to those who are from minority, remote area as well as martyr's children.

MMC runs classes to provide academic knowledge through teaching, learning process, creative research studies demanded by society and nation. It has competent and dedicated teachers, visionary scholars combined with professionals. The campus believes that teaching learning activities remains impossible without using different new methods and procedures. So, teachers are encouraged to prepare annual plan and provided necessary suggestions in order to meet the academic goals of the campus. The traditional type of lecture method is supplemented with class discussion, audio visual method, field visit, surfing in internet, field work educational tour, and industrial tour. The internal examination committee provides the mark slip of students in their respective department and evaluates it. The overall performance of the students is evaluated periodically on the basic of their performances. The campus conducts different internal tests in different phases. Extra classes are provided to all the students without any fee.

According to the provisions made by campus legislation, the campus appoints and pays temporary ad hoc teaching staff. Teachers' performance in teaching is evaluated on the basic of their class performances, students' response, and result of annual examination and so on. The best performer teachers are rewarded with the letter of appreciation as well as cash prize. For the better academic performance, the campus freely sends the teachers to participate in different seminars workshops and orientation programs. To make teaching learning activities easier, the campus collects student's evaluation on institutional experience. The campus has installed Wi-Fi and facility of internet to ensure essential materials from internet and online sources.

Still, the campus faces different challenges in teaching, learning and evaluation, though new technology is adopted in teaching learning activities. A separate library building with E-library section, audio-visual section, and multimedia section is in need to promote the academic excellence of the campus. Thus, the campus realizes to establish such advanced separate multi media room.

Undoubtedly, the teaching and learning activities are performed in traditional method somehow but some supplemented techniques are applied for this purpose. Though the campus has been using multimedia and audio-visual equipment in teaching learning activities, it is insufficient for the large number of students.

Criteria 4

Research Consultancy and Extension

The campus encourages the students to research activities in different sectors. The graduate and post graduate students are encouraged to do project as well as field work research. The teachers are encouraged to participate and conduct different workshops, seminars and conferences inside and outside the campus premises. Teachers are provided with study leave as well as some financial support for research work and higher degree. The campus has just stated to publish annual research journal. Some of the teachers of master level are also engaged in guiding the students' research work. The campus frequently organizes different research refresher trainings in coordination with university professors, different nearby banks, industries and finance companies to develop their practical competency.

The campus has nominated the coordinator of extracurricular activities for the extension of additional activities. The campus publishes prospectus, academic calendar annually to inform the overall activities provided by the campus. The publication cell members also induce students to publish wall magazines and conduct various literary programs.

We realized that the social activities performed by the campus are few to enhance the public relation. Thus, with the coordination of different NGOs and GOs, the campus is planning to introduce more new extension activities and outreach programs.

However, the campus has opportunities to introduce modern information, technologies and teaching-learning activities. It has opportunities to collaborate with international universities for research, consultancy as well as extension services. The campus has formed 5- membered Consultancy Service Unit for this

purpose. It also has an opportunity to co-ordinate with national and international donor agencies, sharing emerging issues, ideas and information.

Criterions 5

Infrastructures and Learning Recourses

MMC has prepared 5-year strategic plan indicating the existing building and projected expansion in the future. At present the campus has its own fascinating RCC buildings in which the classes are being run. The classes are well appointed. The campus has facilities of advanced computer lab, library, administrative, account and exam sections. The computer lab is well equipped with sufficient computers and internet facilities. In the library, bar coding reading system is installed. New software is installed in account, administration and exam section to run daily works effectively and smoothly. There is alternative source of power supply during load shedding. Some of the physical infrastructure for sports and physical education are also available in the campus. The campus ensures optimum utilization of its infrastructure facilities from dawn to dusk.

The library has sufficient text books, reference books, national and international magazines. Every data record of book is maintained in computer. After admission, students are provided a bar-coding reading system identity card and same card is used for library purpose. The campus is going to construct a separate library building replacing the existing one. The campus has a Library Management Committee according to the provision of campus legislation. It maintains the necessary rules and regulation as well as the facilities provided to the students.

The campus owns well facilitated separate office and rooms for campus chief and various departments. It has a separate room for teachers' union, Youth Red Cross Circle and for first aid Equipments. Within the same building there is a meeting hall with multi-media projector and a guest room as well. There is a separate campus cafeteria within the campus premises.

The campus hasn't been able to manage the hostel facility yet for the students who are out of this district. The campus has the plan to construct a hostel for the students from distance. Similarly, the campus has also taken some initiative to fulfill the strong demand of vehicle facility by the students coming from different areas.

Criterion 6

Student support and Guidance

The campus has been supporting the students to carry out their academic performances. Some of the students of this campus have passed civil service examination, teachers' service examination and some of the students are employed in banking institutions as well. Some of the students have better performances in TOFEL, IELTS, and GRE examinations. The campus has formed 3-membered employment cell. The cell supports to place many students in various governmental and non-governmental organizations. The campus also has an alumni association to support the academic environment. The teachers actively participate in

academic and personal counseling. The campus has not been able to publish campus magazine regularly though it has been continuously publishing the annual calendar, prospectus.

The campus annually publishes updated prospectus with detail information like programs running in the campus, its facilities, scholarship facilities and objectives. The campus allocates 3% of student's total fees for scholarship for those who are financially backwards, dalits, disabled, and martyr's family and marginalized. With regard to the students of overseas the campus has no specific policy.

The campus has been providing clean drinking water to the students and teachers. The canteen provides hygienic food and the campus has neat and clean toilet for the teachers and students separately. The campus has Youth Red cross circle which has first aid unit likewise gmomanometer, stethoscopes, bathroom scale or adult weight machine forceps, scissors, thermometer and other essential first aid medicine.

The computers are adequate for all the students. The campus has opportunities to develop as a quality educational academic center. The campus is planning to take entrance exam for bachelor's level students. It has opportunity to make access people from different walks of life in the society and emerge as a pioneer campus of the nation.

Criterion 07

Information system

The internal examination committee manages to conduct exam in three different phases. It also collects the performance of the students. The students are motivated to be participated in such examinations. The outstanding student's achievement is announced through media and notice board of the campus. The campus notifies its all information through its own website. It is easy to collect the information from the stakeholder; it also helps to find out the draw backs of the campus. Before publishing the result, the department heads carry out meetings and evaluate subject wise result. The results are further analyzed in the meeting of quality monitoring and checks committee.

Further information about the campus is given to the public through nBulletin (mobile application), prospectus, souvenir, journal, general meeting and notice board service.

Criterion 08

Public Information

The campus has its own public information cell which provides the detail programs run by the campus. The campus has also formed publication committee that publishes calendar, prospectus, souvenir and journal. Different academic and administrative information is published in brochure, prospectus and academic calendar. The budgetary details are included in financial reports. The public information cell collects responses through discussion, interaction with stakeholders. The campus senate includes the people from various walks of life and they impart useful academic financial and administrative suggestions which are proceeded for the implementation. Besides, the campus collects different recommendation through social network site, Face book, nBulletin and URL websites. The information practice has positive impacts for the entire development of the campus.

Critical Appraisal

Since its inception in 2063, MMC has achieved its reputation and educational milestones in both Bachelor's and Master's programs. During the short period of time, it has been successful in extending physical infrastructure, networking system in administrative tasks with its clear VMGO. In course of achieving this success, the campus has gained perpetual supports from the people of this locality. MMC is sustained and noted in this locality for higher education on account of the quality education at reasonable as well as affordable fees. The campus has provision of both English and Nepali medium classes in bachelor's level with equal fee.

The campus has the provision of campus senate which selects the Campus Management Committee (CMC). The CMC, Campus Administration, Academic Council, Teaching, Non-teaching Personnel, Students all are co-operative in the matter of quality enhancement as well as for overall academic development of the campus. Various donor agencies, UGC, DDC, and Municipality have provided financial aids for the development of physical infrastructures of the campus. The skilled and dedicated faculty members have been contributing much for quality enhancement. The widening networking system in administration, bar-code reading system library card make easier and faster for administrative and library tasks.

Undoubtedly, the campus has yet to do more to meet the overall VMGO. It has many challenges because of unhealthy competition, unstable government policy on education, un-necessary political pressure, privatization in education and so on. It has got to appear boldly in competition with private campus. Instead of closed and forced teaching learning activities, MMC has given free open system in which students feel free to expose themselves. In short span of its establishment, MMC has beamed its education light in this locality. It is committed to generate qualitative and quantitative manpower as per demand of the society as well as nation. We are proud to say that most of the students who have completed their degree from this campus have been well settled in various governmental and non-governmental organizations.

SSR Summary

The Self-Study Report (SSR) of Madhyabindu Multiple Campus (MMC) includes the overall information of the institution in detail. It is written in the format as prescribed by University Grants Commission, office of Quality Assurance and Accreditation (QAA). It begins with the slogan of the institution, vision, mission, goals and objectives. It contains with quality policy of the institution, highlights of institution, SWOT analysis, educational facilities provided by the campus, physical infrastructures and financial position of the campus, latest human resources, development initiatives, linkage between strategic priorities and campus budget, financial planning, implementation, evaluation and review. It also contains institutional profile with criterion wise analysis, preamble of the institution, institutional narratives, and concludes with critical appraisal of the institution.

The vision, mission, goals and objectives, mentioned in this report are clearly described in campus legislation and5-year strategic plan of the campus. The evidences and supportive testimonials of this report are mentioned in the appendix. All the documents are systematically filed.

During SSR preparation period, the campus has gone through several meetings, interactions with stakeholders, discussion with students; such interactions and discussions are recorded in the minutes through documentation, SSR task team also visited QAA accredited campuses like LumbiniBaniJya Campus Butwal, BalKumari Campus Bharatpur, SahidSmriti Campus Tandi, AdikaviBhanubhakta Campus Tanahun, Janapriya Campus Kaski, Tikapur Campus Kailali, Kailali Multiple Campus Kailaliand collected a lot of informationand suggestions.

In SWOT analysis, it is mentioned about its strengths, weaknesses, opportunities and threats. It has been running Bachelor's (Management, Humanities and Education) and Master's (Management, Education) levels classes in the morning and evening shifts. Along with the courses prescribed by university, the campus has been carrying out several extracurricular activities to boost up the overall career enhancement of the students. The widening networking system and bar-coding system of library make easier for administrative and library tasks. The academic activates like internal exam, literacy programs, sports week celebration and the social activities: sanitation, blood donation, health camp, dental camp and environmental awareness bolster the community relation of the campus.

The campus has formed Research Management Cell which encourages the teachers and students in research activities. The students are supported for research oriented activities collaborating with Municipality, District Development Committee, Nawalpur Chamber of Commerce, banks, financial institutions and GOs or INGOs.

The physical infrastructure of the campus is adequate for teaching learning activities. It owns two (one 3 storey and another 4 storey) buildings and a tin roofed shed. The campus has advanced computer for e-library purpose. The library building construction is undergoing with modern equipments. The campus has installed software in library and administrative tasks.

The campus is still facing various challenges in terms of growing needs of the community. Being a non-profitable community campus, we have limited sources of income. The main source of income is student's fees. Due to lack of sufficient fund, we are unable to provide vehicle facilities to the student coming from distance. Likewise, the need of auditorium hall to conduct workshops, seminars, conferences is also rapidly increasing.

With its clear vision, mission, goals and objects, the campus is optimistic towards the solutions of these challenges. It is moving ahead in its own pace with University Grants Commission's project to prove its excellence. The campus anticipates meeting its major goals regarding the growing needs of the community with financial support from Higher Education Project. So, the campus is thoroughly oriented in the process of achieving Quality Assurance and Accreditation Certificate as set by UGC parameters.

Declaration by the Head of the Institution

I certify that the data included in this Self-Study Report (SSR) are true to the best of my knowledge. The SSR is prepared by the institution after internal discussion, and no part thereof has been outsourced. I am aware that the peer team will validate the information provided in this SSR during the peer review team visit.

Signature of the Head of the institution with seal

Place:

Date**:**