

PRE/PRT VISIT RESPONSE REPORT
SECOND RESPONSE REPORT ON SUGGESTION FROM PREPARATORY VISIT
TEAM



SUBMITTED BY

PATHARI MULTIPLE CAMPUS
PATHARI SHANISHCHARE - 1 MORANG

JUNE, 2026

SUBMITTED TO

UNIVERSITY GRANTS COMMISSION
EDUCATIONAL QUALITY ASSURANCE AND ACCREDITATION COUNCIL
EQAAC SECRETARIAT, SANOTHIMI, BHAKTAPUR



Affiliated to Tribhuvan University

PATHARI MULTIPLE CAMPUS

Faculty of Education, Management & Humanities

Pathari Shanishchare-1, Morang

Estd. 2064

Ref: 249/2082/083

Date: 1st June, 2026

The Chair,
University Grants Commission,
Sanothimi, Bhaktapur

Subject: Submission of the Second Response Report on the suggestions from the Preparatory Visit Team with Declaration of the Fulfillment of Eligibility Criteria.

Dear Sir,

We are pleased to inform you that we have submitted the second response report along with the suggestions under the following titles from preparatory visit team dated 12th December, 2026.

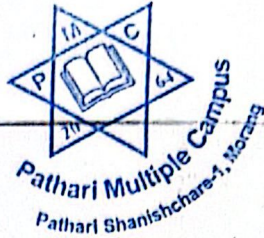
1. CFPCS Report
2. Sample teaching plans of the faculty members.
3. Report on "to combine research in teachings"
4. Annual Plan of RMC Report on different Club and Committees.
5. Progress Report of HRD.
6. New strategic plan-2026-2030 A.D.

along with the following eligibilities that are required to be fulfilled as per the HEQAAC provision. The related documents that prove the compliance of eligibility fulfillments are also attached herewith the submission letter. Please find the attached report (some copies of the Preparatory report and annex) along with the soft copies of them for your perusal.

Thanking you and looking forward to hearing from you soon.

With Regards,


Shanti Ram Timsina
Campus Chief
Pathari Multiple Campus
Pathari Shanishchare-1, Morang



Declaration

I, as the Executive Head of the Institution, declare that the information provided above is true to the best of my knowledge and experience. I also declare that the institution has strictly followed the non-conformity of multiple affiliations within the same premise (abiding by the rules and regulations of individual affiliating university). Further, I certify that the aforementioned information has complied with all the norms stipulated from time to time, by the Government of Nepal, University Grants Commission, and the (affiliation) University. The self-attested copies of the related documents attached herewith in the annex help to prove the information provided so far.

Authorized signature:

Name of the signatory: Shanti Ram Timsina

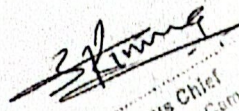
Name of the institution: Pathari Multiple Campus

Address: Pathari Shanishchare-1, Morang, Nepal

Date: June 1, 2026



Official Seal :


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Campus Chief
Pathari Multiple Campus
Pathari Shanishchare-1, Morang



Acknowledgements

First of all, I would like to express my heartfelt gratitude to Dr. Shyam Prasad Lohoni, the past Director of QAA, who first encouraged, supported, and guided us to go through the QAA process. I am very grateful to Mr. Sagar Mani Neupane, whose orientation program held at Sukuna Multiple Campus inspired us to move forward in the QAA process. Special gratitude goes to the whole QAA team and UGC officials for accepting the letter of intent (LOI) by the campus in the starting phase .

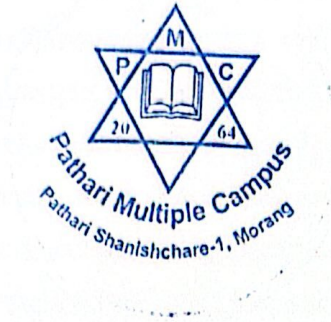
I am very grateful to Dr. Rishikesh Pandey, Director of QAA, for his continuous support, collaboration, encouragement, guidance, constructive feedback, and suggestions to revise the SRR and move us forward in the QAA process. My sincere thanks also go to Bhol Nath Pokheral, an expert of preparatory assessment Team and Ms. Nabina Chamlagain from UGC for their collaboration, support, guidance, constructive feedback, and suggestions for preparing the second response report under the following titles from preparatory visit team dated 12th December, 2026.

1. CFPCS Report
2. Sample teaching plans of the faculty members.
3. Report on "to combine research in teachings"
4. Annual Plan of RMC Report on different Club and Committees.
5. Progress Report of HRD.
6. New strategic plan-2026-2030 A.D.

I would like to express my sincere appreciation and gratitude to the Campus Management Committee, teaching and non-teaching staff, students, and other stakeholders for their direct and indirect support for the completion of this report. Particularly, my special thanks go to Mr. Chet Nath Poudel, immediate past campus chief and coordinator of the SAT, Mr. Rishi Raj Dhimal, assistant campus chief, Mr. Shankar Dewan, Head of English Department and member of SAT, and Mr. Dharma Raj Bohora, member of SAT, who worked day and night, leaving their important work, for the completion of this report. I am also grateful to Mr. Arjun Raj Adhikari, Campus Chief of Sukuna Multiple Campus; Nara Prasad Bhandari, QAA focal

person, Sukuna Multiple Campus; and Mr. Ratna Thapa, QAA focal person, Damak Multiple Campus, for providing valuable information and suggestions related to Report and SSR update. Finally, anyone who is directly and indirectly involved in its preparation deserves special thanks.

Date: June 1, 2026



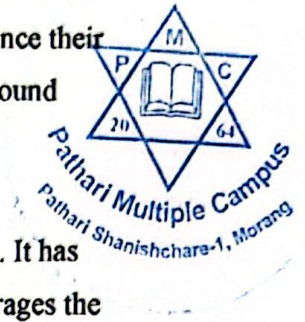
Shanti Ram Timsina
Campus Chief



Pathari Multiple Campus, affiliated with Tribhuvan University, was founded in 2007 (2064 BS). It is located in Pathari Shanishchare Municipality, Morang, Koshi Province, Nepal, which is a semi-urban and semi-rural environment with a variety of religious and cultural communities. Currently, the campus conducts different programs under three faculties, namely the Faculty of Education, the Faculty of Management, and the Faculty of Humanities and Social Sciences. The Faculty of Education comprises four Departments, namely Department of English, Department of Nepali, Department of Education, Population, and Health, and Department of Practice Teaching. However, Faculties of Management and Humanities and Social Sciences each have a single department. The programs conducted in the campus include Bachelor's Degree in Education (Nepali, English, Population, and Health), Management (Finance and Marketing), and Humanities and Social Sciences (English, Population, Sociology, and BASW), as well as Master's Degree in Nepali Education and Management. At present, 650 students study in various programs of bachelor's and master's levels.

To deliver quality education, the campus has developed its own Statute, bylaws, revised Strategic Plan, Work Management Guidelines, and action plans. As a top-tier quality-assuring mechanism within the campus, it has formed an Internal Quality Assurance Committee (IQAC). According to the provisions made in the Work Management Guidelines, which address the objectives, JDs, tenure, working process, and other related provisions, the committee represents almost all the stakeholders. The IQAC implements and assesses the performance of the faculties and staff at the conclusion of the academic session using the verified forms (self-appraisal, peer appraisal, performance appraisal, and institution evaluation by the students). This kind of evaluation is based on the job responsibilities assigned to them. The results derived from the analysis of the committee meetings will then serve as the basis for providing feedback to the concerned staff in order to enhance institutional quality as a whole. To provide quality education, the campus has made provisions of skill transfer among students through orientation and interaction programs, report writing, project work, field survey, and research activities. The faculties are encouraged to participate in national and international conferences, seminars, workshops, and

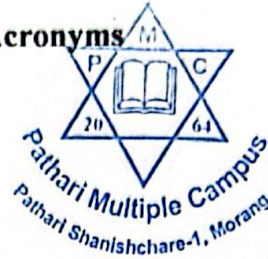
trainings. The classrooms have been made more techno-friendly with the wifi and internet facilities to facilitate the teachers' paradigm shifts in teaching strategies. The open-access library, study room, and computer lab have been managed for the students to enhance their knowledge and skills. The extracurricular activities have been focused on the all-round development of the students.



The campus has focused on research, higher studies, and scholarships for students. It has allocated 5% of the total budget for conducting research-based activities. It encourages the teachers to conduct research and publish research-based articles in the journals by providing some financial incentives. It has formed an RMC to conduct all the research-related activities. The faculties are provided study leave and supported financially for their higher studies. The campus has a variety of scholarship programs and awards for the students. It has formulated a PIC to deal with information and activities held on campus for the students and the public through its websites, Facebook page, annual reports, bulletins, prospectus, academic and operational calendar, and print flex.

This pre visit response report is the product of an opportunity and support provided by the University Grants Commission (UGC), Nepal, to assess the campus and assure the stakeholders that PMC is committed to leadership, excellence, service, and quality education. This pre visit response report has been prepared as per the guidelines of the UGC. The SAT committee carefully studied and assessed all eight criteria and attempted to answer all of the questions and suggestions provided during the pre visit time in this report. The required documents of proofs and justifications have been provided for each of the suggestions by creating annexes. The entire report is a mirror of the campus.

List of Abbreviations and Acronyms



AC	:	Academic Council
B.Ed.	:	Bachelor of Education
BA	:	Bachelor of Arts
BBS	:	Bachelor of Business Studies
CA -	:	Campus Assembly
CFPC	:	Counseling, Feedback, and Placement Committee
CMC	:	Campus Management Committee
ECA	:	Extra Curricular Activities
EMIS	:	Educational Management Information System
GO	:	Government Organization
HERP	:	Higher Education Reform Project
HoD	:	Head of Department
ICT	:	Information and Communication Technology
IQAC	:	Internal Quality Assurance Committee
JR	:	Job Responsibility
LoI	:	Letter of intent
M.Ed.	:	Master of Education
MBS	:	Master in Business Studies
MPhil	:	Master of Philosophy
NGO	:	Non-government Organization
OMIC	:	Organization and Management Improvement Committee
PCL	:	Proficiency Certificate Level
PG	:	Post Graduate
PhD	:	Doctor of Philosophy
PIC	:	Public Information Cell
PMC	:	Pathari Multiple Campus
QAA	:	Quality Assurance and Accreditation
RMC	:	Research Management Cell
SOP	:	Standard Operating Procedure
SQC	:	Student Quality Circle
TU	:	Tribhuvan University
UGC	:	University Grants Commission
VOL	:	Volume



1. Background

Pathari Bazaar which is located in Pathari Shanishchare Municipality, ward no. 1, in the eastern part of Morang district and lies across the Mahendra Highway is supposed to well facilitated place. But this place was too back to provide quality education till 2064 B.S. To address the demand of higher education in local level, Pathari Multiple Campus was established in 2064 B.S. by the representative of local political parties, social workers, teachers, intellectuals, businessmen, entrepreneurs, media workers, parents, students and all well-wishers.

This campus is purely service oriented, non-profitable, community based academic institution. In order to establish this campus, Panchayat Secondary School has played a vital role and has remarkable contribution. This school handed over 7 Bighas and 10 Dhur land to this campus and made the dream come true for establishing the higher education institution through the formal meeting of the school management committee held in 2063/11/08 B.S. The land which the campus is using was preserved by Panchayat Secondary school from the attack of different elements mostly from the name of landless or homeless people of this area. From 2065 B.S. the campus formally started its teaching learning activities and other program from its own building.

Along with the Pathari Shanishchare Municipality and Bhutanese Refugee Camp, some of the areas of Sunbarshi Municipality, Letang Municipality, Miklajung Rural Municipality and Kanepokhari Rural Municipality lie in the area of this campus. In the service area of this campus, there are 20 feeder schools are running now. Besides the service area, many students come to this campus even from eastern hilly region of Nepal. It is fully dedicated and committed to cultivate a purely academic environment and impart quality education. Similarly, it has been encouraging to quench of thirst of getting higher education by utilizing its various resources.

Now, PMC has been running the classes of Bachelor Degree in Education, Management and Humanities. Similarly, in order to operate Master Degree in Education and Management, the campus fulfilled all the criteria and got permission to run degree classes of education from 2nd of Magh, 2075 and Management from 4th of Srawan, 2078 B.S. At present the campus is

providing education to nearly 700 students by managing 22 qualified and energetic teaching staff and 8 dedicated non-teaching staff. To manage the campus, there is a 27 membered campus management committee, 3 membered account and observation committee and a 5 membered advisory committee have been formed according to the law of the campus.

Since it is a purely service oriented, non-profitable, community based academic institution, from the beginning it is struggling to manage resources of all kinds to run and assure the public in the society that the campus is being able to provide the quality education to the students and job guarantee and basic facilities to the teaching and non-teaching staffs. The UGC is the main supporter of this campus and many infrastructural developments of this campus are possible through its regular grants. Other main helping hands of this campus is Pathari Shanishchare Municipality which is supporting to the campus financially, technically and emotionally. From last two years province is also supporting the campus in capital expenditure.

In the infrastructural sector, the campus has achieved a great progress. It has now its own three storey teaching learning building, two storey administrative building, guard house, canteen and new administrative building is being constructed from UGC's grants for library building's proposal has been accepted and granted Rs. 80,00,000. The campus has prepared and applied its strategic plan, comprehensive master plan and other necessary plans and procedures to run the campus in the way it has promised.

Similarly, this campus being community based and affiliated to TU, has been involving in all the programmers initiated or conducted by UGC like HERP, NEHEP and QAA. In QAA process, the campus has completed its first cycle of preparing SSR report and followed by preparatory visit by the UGC team from 16 to 19 of Bhadra 2080. And now, we are preparing the report on the basis of suggestions provided by the team for the PRT visit and certification of QAA.

2. Purpose of the Report

The PMC, being the community based ,purely service oriented and TU affiliated campus, has followed and applied all instructions , directives, programs and curriculums Tribhuvan University to impart the higher level education to the students in the community and also has been following and actively participating in the HERP, NEHEP and QAA programs of UGC

and updating and improving the quality of education in the campus and trying to meet the spirit of the programs . Although , the campus formally decided to involve in the QAA process and submitted Self Study Report(SSR) but because of some external circumstances like Corona pandemic and internal activities such as reforms to be made in the submitted SSR on the basis of recommendation by QAA division, Campus couldn't prepare the SSR and this QAA acquiring process delayed for some months . But when the new campus management committee was formed in 2078, it decided to continue the work on SSR and submit the file in Chaitra, 2079 B.S. Accordingly, and the final report was submitted on the said time period I.e. 15th of Chaitra, 2079 B.S

.On the basis of that Report, the preparatory team from QAA committee of UGC visited the campus from 16 to 19 of Bhadra, 2080 and studied and evaluated things mentioned in the SSR and ground reality of the campus. Similarly, it suggested and recommended the things to be done urgently in the given eight bench marks to meet the minimum criteria for QAA certification.

Now, on the basis of those suggestions and recommendations given by preparatory team, we have prepared the report and the purpose of this report as given below:

- To make update of all the activities of the campus.
- To reform the activities as suggested by the preparatory team.
- To assure UGC for QAA certification.
- To present the record of the things being updated.

3. Process of Report Preparation

The history of QAA process began formally by presenting LOI (Letter of intent) from the campus in 2075 B.S. followed by the acceptance of LOI from the University Grants Commission. Then, we continuously involved in the process of fulfilling the criteria for the QAA (Quality Assurance and Accreditation) process and began to write SSR (self study report) on the basis of instructions from QAA division of UGC and the Guideline of Eight Benchmarks provided. First time we submitted the Self Study Report in 2075 B.S. and QAA committee accordingly provided feedback and suggestions for the Self Study Report but because of Corona pandemic and other circumstances we could not submit the final report

and the process delayed for some time. Again in Chaitra, 2078 when new campus management committee was formed and decided to continue the delayed process of the preparation of the Self Study Report, we continued the report writing and submitted it in 15th of chaitra, 2079 and on the basis of that report the preparatory assessment team visited the campus from 17 to 19 of Bhadra, 2080 and studied and evaluated the situations physically and recommended something urgently to be done under the given eight bench marks .And now, we are preparing report on the basis of the recommendations . in order to prepare the report, first of all we called for the meeting of CMC and discussed on the suggestions from the preparatory assessment team and divided the works to be done within the fixed time frame from CMC, Campus Administration, teaching and non-teaching staffs and the stakeholders of the campus.

Basically, this report is prepared on the basis of the recommendations made by the team under the eight bench marks and the format provided which is presented as shown below:

S.N.	Work Particulars	Responsibility	Time Frame
1	Strategy of increasing pass percentage and decreasing dropout rate	Shanti Ram Timsina & Chet Nath Paudel	2080 Ashoj
2	Devising strategies to cater individual differences amongst learners.	Rishi Raj Dhimal	2080 Ashoj
3	Designing of non-credit course	Ghanendra Karki	2080 Kattik
4	Analysis of internal & external examinations and provision for remedial classes	Exam Committee	After the publication of respective examinations
5	Linking teaching learning process with technology	Rishi Raj Dhimal	2080 Ashoj
6	Initiation of the evaluation of the university designed curriculums	Nepali, English & Management Department	2080 Mangsir
7	Planning for widening the areas for teaching and non-teaching staff's career and professional	Shanti Ram Timsina & Chet Nath Paudel	2080 Kattik




8	Implementation of the student's evaluation system	Rishi Raj Dhimal & Bhim Prasad Luitel	2080 Mangsir
9	Preparation of annual teaching plan	Related subject teachers	Continue
10	Preparation and application of performance, peer, self and student appraisal	Shanti Ram Timsina & Rishi Raj Dhimal	2080 Mangsir
11	Provision of guest lecture / senior faculty members for motivation	HoDs	As per the need and demand
12	Encouraging teaching and non-teaching staffs for publishing articles and research papers	RMC	Regular
13	Preparation of consultancy policy and procedure	Shanti Ram Timsina Chet Nath Paudel & Upendra Basnet	2080 Kattik
14	Preparation of annual plan and work schedule of outreach programs	Shanti Ram Timsina Chet Nath Paudel & Upendra Basnet	2080 Mangsir
15	Annual planning and responsibility of repair / maintenance program	Procurement Committee	On the basis of need and working schedule
16	Documentation of sport items and program	Narayan Prasad Gautam	Continue
17	Adding texts and reference books, Establishing E-library and recording of information in the EMIS	Library and Lab Management Committee	2080 Kattik
18	Management of first Aid Unit	Campus Administration	2080 Asoj
19	Management of changing room for girls, office of CFPC & Departmental library	Campus Administration	2080 Kattik
20	Functionalizing student counseling, feedback and job placement committee for endowing	Public Information Cell	Regular



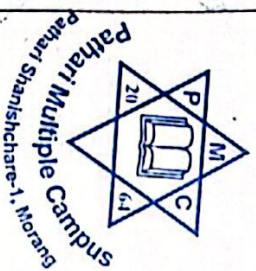
	funds for the Scholarship		
21	Integrating the information of library, exam, account and administration and uploading in the campus website with the analysis of effect by EMIS	Dharma Raj Bohora and all sections	Regular
22	Training for documentation of all kinds	Rishi Raj Dhimal & Dharma Raj Bohora	2080 Kattik
23	Publishing all the needed and official activities through website of the campus	Dharma Raj Bohora & Umesh Kumar Khadka	2080 Kattik
24	Preparation of EMIS report	Dharma Raj Bohora	2080 Kattik
25	Working plan, activeness along with reformation of the alumni association	Rishi Raj Dhimal	2080 Kattik
26	Updating of the campus website	Dharma Raj Bohora	Regular
27	Inclusion of the feedbacks given by students and stakeholders on the basis of published notices from the campus in the formation of planning	Continue	
28	Updating the statistical data of the campus in its website	Dharma Raj Bohora	Regular

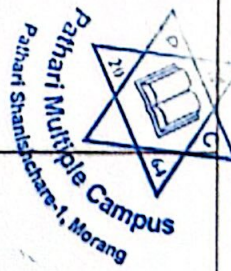


4. Responses/Action Taken

Criteria	Recommendations	Actions Taken/ Activities Done	Documents in the Annex	Annex No.	Page No.
1. Policy and Procedures	<p>Review current strategic plan, identify its gaps and make necessary amendments to make it more executable</p> 	<p>As per the recommendation of preparing strategic plan since its time line has expired. The campus has done the following activities in this field:</p> <ul style="list-style-type: none"> • First CMC meeting was called and held discussion on the topic from different angles. • The strategic plan writing committee was formed. • The strategic plan writing committee organized workshop with stakeholders, collected suggestions, prepared first draft, analyzed it and submitted to CMC for endorsement. • The CMC called meeting and hold discussion on submitted strategic plan and with necessary amendments decided to endorse. 	<p>Revised Strategic Plan with gap analysis report (Decision and Strategic plan).</p>	<p><u>Annex-I-Vo-IV: Strategic Plan-2026-30</u> <u>Annex-I-Vo-III: Gap analysis report</u> <u>Annex-I-Vo-II: Decision for revising Strategic plan</u></p>	


<p>HEIs must have at least 60% full time qualified faculty members against the total number of faculties.</p> <p>Clearly define/interpret the appointment of fulltime faculties. Following things need to be taken into consideration by the Campus Chief and CMC:</p> <p>a. Full-time faculties can be appointed as permanent, temporary or contractual.</p> <p>b. Faculty involved in other institution/organization as full timer cannot be considered as a full-time faculty.</p> <p>Faculty appointed as full timer cannot work in other HEI or institution as full timer. Faculty</p>	<p>PMC is trying to maintain 60% full time faculty members against the total number of faculties. We have clearly defined the terms and condition of the full timer and appointment procedure through CMC meeting and mentioned in 'Shikshak karmachari Sewa Binnyam' of the campus.</p> <ul style="list-style-type: none"> • Fulltime faculty of the campus cannot serve in other institution / organization as full-timer. • Fulltime faculties of this campus cannot work in other institution / organization as a part timer during the specified time or shift (Morning, Day, Evening). • As full timer working in other institutions or organizations can work only as part timer in this campus. To fulfill the faculties equal to 60%, campus had advertised for the post but 	<p>- CMC Decision on 60% full time faculty members</p> <p>- Appointment letters</p>	<p>Annex-2-Vo-II:</p> <p>Provision for 60% full time faculty members</p> <p>Annex-2-Vo-IV:</p> <p><u>Self-declaration letter</u></p> <p>Annex-3-Vo- II:</p> <p>Appointment letters</p> <p>Annex-2-Vo- I (A) :</p> <p>'Shikshak karmachari Sewa Binnyam'</p>
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<p>appointed as a full timer won't be eligible to work elsewhere as a part timer during the specified/assigned shift period (morning, day, evening).</p>	<p>candidate did not apply for the so re-advertisement is done to fulfill the required number of faculty member.</p>		
<p>Bring all the mechanisms (IQAC, RMC, PIC, CFP, EMIS, SQC and others) into full activation and also record and formally report their activities. Ensure the implementation of the activities as per the action plan developed.</p>	<p>For the activation of IQAC, RMC, PIC, CFP, EMIS & SQC mechanism, the campus has carried out the following actions and activities:</p> <ul style="list-style-type: none"> • IQAC has prepared the analytical report of all the club, committee and cells' annual activities. • IQAC's guidelines was prepared. • IQAC has been reformed including all sectors. • RMC, PIC, CFP and EMIS. 	<p>Analytical report of IQAC Guide lines of IQAC Action plan and programs of clubs & committees</p>	<p>Annex-2-Vo-III: Analytical report of IQAC Annex-3-Vo-III: Guide lines of IQAC Annex-4-Vo-III: Action plan and programs of clubs & committees Annex-3-Vo-IV: Plan and Programs of clubs and committees</p>
<p>Set strategies and implement it in line to increase pass percentage and decrease the</p>	<p>In order to increase the pass percentage and decrease the dropout rate, the campus has made a working procedure</p>	<p>- Result and dropout rate Analysis -2080 - Strategy for</p>	<p>Annex-5-Vo-III: Result and dropout rate Analysis -2080</p>




<p>drop-out rate and absenteeism of the students.</p>	<p>named "Increase pass percentage and decrease dropout rate procedure 2080." There we have identified the reasons and mentioned solutions number wise with the hope that if we implement then we can increase pass percentage, decrease dropout rate and decrease the absent rate of the students.</p>	<p>Increasing pass percentage and decreasing dropout rate.</p>	<p>Annex-6-Vo-III: Strategy for Increasing pass percentage and decreasing dropout rate.</p>	
<p>Devise strategies to cater individual differences amongst learners.</p>	<p>Campus has devised the strategy to cater the individual differences amongst the learner and planned to find out possible differences among the learner and set up steps to make teaching learning activities effective along with inclusive learning environment.</p>	<p>Strategy for Catering Individual Differences amongst the Learners 2080</p>	<p>Annex-7-Vo-III: Strategy for Catering Individual Differences amongst the Learners 2080</p>	
<p>IQAC should be made more functional and its activities should be carried as per the defined guideline with separate office. Conduct internal quality academic audit on regular basis and use it in the decision-making</p>	<p>IQAC has been made more active by making its guidelines, fixing the times for its meeting, its separate room and required materials are managed. All other clubs, committees and cells' activities are evaluated and given necessary instructions. Similarly</p>	<ul style="list-style-type: none"> Revised work management guidelines - 2077 Separate room with required 	<p>Annex-3-Vo-I(A): Revised work management guidelines -2077 Annex-4-Vo-I: IQAC separate room and required</p>	

process for the quality progress.	previous committee was reformed by including new members.	materials • Academic audit-2080	materials Annex-4-Vo- I(A): Academic audit-2080	
 <p>Develop Human Resource Development Plan for both teaching and non-teaching staff for their academic growth and professional development with action plan.</p>	<p>In order to develop human resource of the campus, it has made Sikshak Karmachari Sewa Binnyam -2079 and Human resource development plan - (2026-30) . According to plan, seed money and necessary 'leave' has been provided to the faculties for upgrading qualification, has been sent staffs in training, seminar and workshops, training for library staff is given for library purpose, provident fund, grades and Dashain bonus have been provided. (Provident fund and grades for permanent teaching and non-teaching staffs.)</p>	<p>Human Resource Development Plan (2020-24)</p> <p>Action plan of HRM-2024</p>	<p>Annex-2-Vo- I(A): Shikshak Karmachari Sewa Binnyam' Annex-4-Vo- IV: <u>Human Resource Development Plan (2026-30)</u> Annex-9-Vo- III Action plan of HRM -2024 Annex-5-Vo- IV: <u>Human Resource Development Report</u></p>	
Devise academic and financial sustainability plan of the campus.	Regarding academic and financial sustainability plans, the campus has	Shaikshik ra Digo Arthik Nirvarata	Annex-10-Vo-III Shaikshik ra Digo	


	<p>Campus should follow the rules, regulations, plans and policies strictly for the quality enhancement and image building.</p> 	<p>made Comprehensive Master Plan-2023. Campus has also made two working procedures named as</p> <p>a. Increase pass percentage and decrease dropout rate procedures 2080 and</p> <p>b. Academic and financial sustainability procedure 2080.</p> <p>In these two working procedures, we have included planning of increasing pass percentage and decreasing dropout rates and planning of academic and financial sustainability of the campus respectively.</p>	<p>Sambandhi Karyabidhi 2080</p> <p>Comprehensive Master Plan 2023</p> <p>Increase pass percentage and decrease dropout rate procedures 2080 and</p>	<p>Arthik Nirvarata Sambandhi Karyabidhi -2080 Annex-5-Vo- I(A): Comprehensive Master Plan 2023 Annex-6-Vo- III: Strategy for Increasing pass percentage and decreasing dropout rate.</p>	
<p>2 CurricularAspects</p>	<p>Based on the need analysis, prepare the implementable need-based soft skill non-credit courses that can excel student's learning and vocational / professional skills.</p>	<p>We had prepared non-credit course on ICT and English language and were applying them to develop soft skills in the students at the time they preferred but the team suggested to prepare the implementable non-credit course. So, we prepared one more non-credit course in the field of management like Application</p>	<p>Non-credit courses Decision of HoD & IQAC</p> <p>Notices on conducting the non-credit courses</p>	<p>Annex-5-Vo- II Non-credit courses Annex-6-Vo-II Decision of HoD & IQAC Annex-7-Vo-II Notices on</p>	


	<p>of Tax, VAT And PAN and we are in the process of running those programs.</p>		<p>conducting the non-credit courses</p>
<p>Provision to provide remedial courses to academically weak learners.</p>	<p>Remedial classes are very important for the weak students and to start remedial classes we have decided to follow the following steps:</p> <ol style="list-style-type: none"> Examination committee manages remedial classes. First internal examination is conducted. Results are analyzed and weak students are identified. Remedial classes are conducted on recommendation from exam committee and on need basis. 	<p>Result analysis of Internal exam 2080</p> <p>Strategy for increasing pass percentage and decreasing dropout rate</p> <p>Decision and recommendation for conducting remedial classes by Exam committee.</p>	<p>Annex-11-Vo- III Result analysis of internal exam - 2080</p> <p>Annex-6-Vo- III Strategy for increasing pass percentage and decreasing dropout rate.</p> <p>Annex-8-Vo- II Decision and recommendation for conducting remedial classes by Exam Committee.</p>
<p>Embed curricular practices with modern needs of ICTs.</p>	<p>PMC has integrated and embedded teaching learning activities with ICT in the following works:</p> <ul style="list-style-type: none"> PMC has set up 19 projectors in the classes. There is the provision of internet 	<p>Embedded activities of ICTs (Agreement with internet suppliers, distribution of computers, Computer lab, E-library, use of</p>	<p>Annex-9-Vo- II Embedded activities of ICTs.</p>



	 <p>Initiate evaluation of the university designed curriculums, generate feedback/ suggestions and communicate it with the respective subject committee/s</p>	<p>facility.</p> <ul style="list-style-type: none"> • Masters classes and presentation are completely electronic. • Computer lab and e-library is set up for teaching learning activities. • Laptops are provided to teachers for creating techno friendly classes. • Teaching materials and necessary information are given through google classroom, Teams, messenger group etc. • Online classes are given to the students in the situation where physical classes are impossible. <p>Nepali Department has evaluated the course of compulsory Nepali of B.Ed. first year and provided feedback and suggestion to the Dean office of Education and Nepali Subject Committee of TU.</p>	<p>Projectors, ICT training, online classes etc)</p> <p>Workshop on curriculum of Compulsory Nepali of B.Ed. first year</p>	<p>Annex-10-Vo-II</p> <p>Workshop on curriculum of Compulsory Nepali of B.Ed. first year</p>	
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3 Teaching Learning and Evaluation System


<p>Widen the areas for teaching and non-teaching staff's career and professional development based on human resource plan.</p>	
<p>Link the students' evaluation system to increase their academic performance.</p>	<p>In order to enhance the professional development of the teaching and non-teaching staffs based on Human resources development are presented as follows:</p> <ol style="list-style-type: none"> We are following HRM plan. Encouraging teaching and non-teaching staffs for training. Giving seed money and 'leave' for qualification upgrade to both teaching and non-teaching staffs. Sending teaching and non-teaching staffs for taking part in different programs. <p>In order to increase the academic performance of the students, PMC has been conducting internal examination, regular home assignment, result analysis and recommendations for remedial class with the hope that academic performance of the students will increase. It has prepared the policy to conduct internal</p>
<p>Record of conducting Internal Exam</p>	<p>HRM plan</p> <p>Teaching and non-teaching staffs for training.</p> <p>Shikshak Karmachari sewa Biniyam</p> <p>Participation in different programs.</p>
<p>Report of Internal Exam committee</p>	<p>Annex-8-Vo- III Human Resource Development Plan (2020-24)</p> <p>Annex-2-Vo- I(A): 'Shikshak karmachari Sewa Biniyam'</p> <p>Annex-11-Vo- II Participation in training and seminar</p> <p>Annex-6-Vo- IV Record of conducting Internal Exam</p> <p>Annex-11-Vo- III Result analysis of internal exam - 2080</p>


	<p>examination too and been exercised.</p>	<p>Conducting Remedial classes</p>	<p>Annex-8-Vo- II Decision and recommendation for conducting remedial classes by Exam Committee.</p>	
<p>Ensure faculties of all programs to prepare annual/semester teaching plans (including at least contents, objectives, methodology, evaluation schemes, and class hours) and make these available to students.</p>	<p>PMC has been practicing to apply lesson plan, annual plan and log book of the subjects by all the faculties and managed to provide these plans to the students through departments.</p>	<p>Teaching plans, annual plan and log book prepared by faculties</p>	<p><u>Annex-7-Vo- IV</u> <u>Annual plan</u></p>	
<p>Initiate and implement the practice of performance appraisal, peer appraisal, self-appraisal and student appraisal mechanisms for teachers' performance evaluation; and effectively utilize it in decision-making.</p>	<p>As suggested from the Team for the initiation and implementation of the practice of performance appraisal, peer appraisal, self-appraisal and student appraisal from the last year we have begun to fill and record self-appraisal forms from the teaching and non-teaching staffs and now we have</p>	<p>Practices of performance appraisal, peer appraisal, self-appraisal and student appraisal</p>	<p>Annex-14-Vo- II Practices of performance appraisal, peer appraisal, self-appraisal and student appraisal</p>	




<p>Provision to provide guest lectures from senior faculty member and implement it.</p>	<p>developed performance appraisal, peer appraisal and student appraisal forms to increase performance level of teaching and non-teaching staffs and satisfaction level of students. Similarly, the campus has the policy to evaluate the forms and create marks for the performance and self-appraisal forms and decided to consider the valuation of the result for the promotion and upgradation of the staffs which is done in every five years. The contribution of these performances is mention in Shikshak Karmachari Sewa Biniyam of the Campus.</p>	<p>Shikshak Karmachari Sewa Biniyam-2079</p>	<p>Annex-2-Vo- I(A): Shikshak Karmachari Sewa Biniyam</p>	<p>Guest lecture's provision on "Increase pass percentage and decrease the dropout rate of the students 2080".</p>	<p>Annex-6-Vo- III "Increase pass percentage and decrease the dropout rate of the students 2080". Annex-15-Vo- II Journals (Creative</p>		
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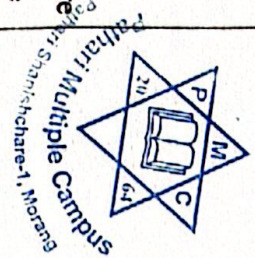
		<p>year's class is provided. The selection of the topic, subject and person will be on the basis of need and recommendation from the department.</p>		<p>Vision) Annex-16-Vo- II process of on-going research activities (Notices for announcing research articles)</p>	
<p>Plan to combine research in teaching-learning process.</p>		<p>PMC has prepared a plan to combine research in teaching learning process - 2082. For this, RMC is reformed, it has published 3 periodic journals and the third one is peer reviewed one and called articles from scholars for the fourth volume of Creative Vision. Similarly, we have incorporated inquiry-based learning, case study and data analysis, report writing, academic writing, seminars and workshops, collaborative research, field work and communitive engagement with research activities. Similarly, in order to link research with teaching, RMC is reformed, published</p>	<p>Creative Vision 2082 Plan to combine research in teaching learning process - 2082.</p>	<p><u>Annex-9-Vo- IV</u> <u>Introducing a seminar paper for students.</u></p>	


		<p>two periodic journals and now we have reached to the stage of peer review of articles for the publication of creative journal volume III and other research activities going on. We have allocated 5 % budget in research work and to develop research culture within the campus, we have the planning of infrastructure set up and research activities.</p>	<p>Allocated budget for research work in annual budget-2080</p>	<p>Annex-17-Vo- II - Annual operating budget of campus-2080. <u>Annex-10-Vo- IV -</u> <u>Yearly action Plan-2082/083</u></p>	
<p>4 Research, Consultancy and Extension</p>	<p>At least 5% of the total operating budget of the institution should be allocated for the promotion and sustenance of research culture within the campus. This research budget should be reflected in the annual budget plan of the institution.</p>	<p>5% of the total operating budget of the institution is allocated for the promotion and sustenance of research culture within the campus and this allocation of the budget is reflected in budget plan of the institution.</p>	<p>RMC decisions for providing incentive Vouchers of</p>	<p>Annex-18-Vo- II - RMC decisions for research incentive</p>	


<p>activities.</p>	<p>Establish separate office for RMC with required infrastructures to carry out research activities.</p>	<p>Separate RMC office is maintained with required infrastructure to carry out research activities.</p> 	<p>payment</p> <p>Photos of separate RMC office with required infrastructure</p>	<p>Vouchers</p> <p>Annex-19-Vo- II - Photos of separate RMC office with required infrastructure Annex-11-Vo- IV - <u>Photos of RMC office.</u></p>	
<p>Encourage faculty members to publish research papers and articles through financial support and academic support activities.</p>	<p>In this regard, we have been encouraging faculty members to carry out research and publish articles for their professional development. In line with this activity, faculty members of this campus have submitted a mini research. Apart from this, we have managed to support financially for those faculty members who have published articles in National / International journals or the general articles or peer reviewed articles. We provide financial support according to</p>	<p>RMC decision on providing incentive for research work</p> <p>Vouchers of payment</p> <p>Expenditure management procedure 2079</p>	<p>Annex-6-Vo- I (B) - Mini Research Annex-18-Vo- II - RMC decisions for providing research incentive Annex-12-Vo- III - Expenditure management procedure -2079</p>		


	<p>"Expenditure management procedure 2079" that is now as an incentive and two faculty members have so far received that support.</p>			
<p>Develop proper consultancy policy for expediting consultancy and research opportunities.</p>	<p>Campus has prepared Consultancy Policy & Procedure focusing on consultancy services by internal faculty members and other institutional members.</p>	<p>Consultancy Policy & Procedure 2023</p>	<p>Annex-13-Vo- III - Consultancy Policy & Procedure -2023</p>	
<p>Explore the possibilities of extension and outreach activities and prepare annual plan and programs to conduct extension and outreach activities</p> 	<p>For exploring the possibilities of extension and outreach activities campus has been conducting outreach activities to join society with the campus and they are:</p> <ul style="list-style-type: none"> • MoU with Siddhartha Basic School to improve its teaching learning activities. • PMC has organized one day health camp in association with Nobel Medical College, Biratnagar 	<p>MoU with Siddhartha Basic School</p> <p>Annual plan of outreach program-2080.</p> <p>Health Camp- 2080</p>	<p>Annex-20-Vo- II - MoU and outreach activities with Siddhartha Basic School</p> <p>Annex-14-Vo-III - Annual Action plan of outreach program-2080.</p> <p>Annex-21-Vo- II - Health Camp -2080</p>	


5 Infrastructure and Learning Resources				
<p>Prepare a comprehensive Master Plan matching with projected program expansion of academic, increasing student number and possible optimum utilization of campus resources.</p>	<p>PMC has prepared Comprehensive Master Plan-2080, that has included existing academic activities, purposed academic activities, existing physical development and purposed physical development with policy, procedure, time frame and resource indication. Similarly, it has made working procedure to increase student number and decrease dropout rate 2080.</p>	<p>Comprehensive Master Plan 2080</p>	<p>Annex-5-Vo-1 (A) - Comprehensive Master Plan-2080</p>	
<p>Develop a plan for regular repair and maintenance of the infrastructure and its' beautification of the premises and implement it.</p>	<p>PMC has developed regular repair / maintenance plan for how and when, what to repair / maintain of the infrastructure within campus premises. Similarly, it has included works to be done this year with budget.</p>	<p>repair / maintenance plan-2080</p>	<p>Annex-15-Vo-III - repair / maintenance plan-2080</p>	
<p>Maintain the infrastructure of sports facilities to bring it into efficient operational level. Also, maintain proper recording of sports activities and achievements made.</p>	<p>In sports activities, we have two types of activities: indoor activities and out door activities. Indoor activities include ludo, chess and carom board and outdoor activities includes volleyball, football, table tennis, Badminton, basketball,</p>	<p>Photos of sports related activities and infrastructures</p> <p>Sports Meet 2080</p>	<p>Annex-22-Vo- II - Photos of sports related activities and infrastructures</p> <p>Annex-23-Vo- II -</p>	





	 <p>Library need to add text and reference books and make it fully automated. Ensure all the records of library are recorded in the EMIS.</p>	<p>cricket etc. Students can enjoy indoor sports facilities when teacher are absent and for outdoor activities, we have managed time in routine that is every Friday after second period. As suggested to improve the playground, we have repaired football, volleyball and badminton ground to the level where games can be conducted. Remaining basketball court is completed in near future. We have the record of annual sport activities.</p>	<p>Sports Meet 2080</p>	
<p>In order to develop, reform and make it service oriented place, we have library and lab management committee under the chairmanship of Assistant Campus Chief. This committee studies every thing about library and lab. After the visit from PT team, we have added 215 books and 30 reference books. Similarly, library is made automated by fixing its necessary requirements. Likewise, we</p>	<p>Addition of bookshelves and books Record of of library in the EMIS</p>	<p>Annex-24-Vo-II -- Addition of books and record of library in the EMIS</p>		

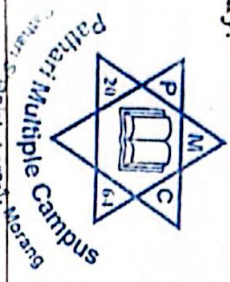
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	<p>cricket etc. Students can enjoy indoor sports facilities when teacher are absent and for outdoor activities, we have managed time in routine that is every Friday after second period. As suggested to improve the playground, we have repaired football, volleyball and badminton ground to the level where games can be conducted. Remaining basketball court is completed in near future. We have the record of annual sport activities.</p>				

	<p>have the system of recording the information's of library in the EMIS.</p>			
<p>Provide training opportunities to librarian staff.</p>	<p>Yes, recently campus has provided a training for the librarian by Om Nath Khatiwada, Senior librarian of Central Campus of Technology Hatisar, Dharan,</p>	<p>Training for the librarian</p>	<p>Annex-25-Vo- II – Training for the librarian & EMIS personnel</p>	
<p>Establish e-library and link it with e-learning resources. Encourage students and faculty members use e-learning resources.</p> 	<p>In order to bring the activities of the library through e-library, we have been doing the following things:</p> <p>a. We have the MoU with Central library of TU.</p> <p>b. We provided necessary training to teaching and non-teaching staffs about e-library use.</p> <p>c. We have managed necessary computers, internet facilities for e-library.</p> <p>d. Users can use the computers of the lab for searching learning materials.</p>	<p>MoU with Central library of TU.</p> <p>Training to teaching and non-teaching staffs about e-library use.</p> <p>computers, internet facilities for e-library.</p>	<p>Annex-26-Vo- II – MoU with Central library of TU.</p> <p>Annex-25-Vo- II – Training for the librarian & EMIS personnel.</p> <p>Annex-27-Vo- II – computers, internet facilities for e-library.</p>	
<p>Strengthen health unit with first-aid kits/materials, basic sanitary facility with</p>	<p>In order to provide basic but minimum health service, campus has managed "First Aid Unit" led by Ranjita Baral</p>	<p>First aid room, equipment and necessary medicines</p>	<p>Annex-28-Vo- II – First aid room, equipment and</p>	

	<p>Provide training opportunities to librarian staff.</p>	<p>have the system of recording the information's of library in the EMIS.</p>		
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<p>Multiple Campus Mishahare-1, Morang</p> 	<p>In order to provide basic but minimum health service, campus has managed "First Aid Unit" led by Ranjita Baral</p>	<p>First aid room, equipment and necessary medicines</p>	<p>Annex-28-Vo-II – First aid room, equipment and</p>	

<p>professional expertise.</p> 	<p>(HA) assistant teacher of Health Education and Sabina Rai (Lab Assistant). This unit manages general medicines of headache, dysentery, diarrhea, menstruation pain, bandage and sanitary pads. It has a separate room for it with two beds, first aid kits, essential equipment. Similarly campus has the MoU with Morang Hospital Pvt. Ltd. which provides the free check up of the students and teachers.</p>	<p>Certificate of HA and Lab Assistant. MoU with Morang Hospital Pvt. Ltd.</p>	<p>necessary medicines Annex-29-Vo- II -- MoU with Morang Hospital Pvt. Ltd and .Certificate of ANM</p>
<p>Establish separate ladies' changing room in the campus.</p>	<p>PMC has managed a small changing room with necessary requirements.</p>	<p>Separate ladies' changing room</p>	<p>Annex-30-Vo- II -- Separate ladies' changing room</p>
<p>Establish separate office/unit to offer counseling and placement services to the students.</p>	<p>For counseling and placement service we have set up a chair, table and cupboard for the service for the time being in the CMC meeting hall and when the administrative building is complete, we manage a single room for this.</p>	<p>Separate unit of counseling and placement services</p>	<p>Annex-31-Vo- II -- Separate unit of counseling and placement services</p>

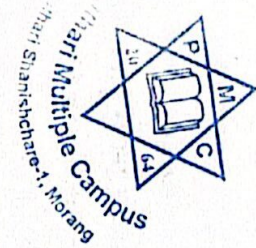
	<p>Initiate process of establishing small and usable departmental library.</p> 	<p>Regarding departmental library, now we have managed 4/4 two racks and necessary books and reference book for the teachers. The concept of this is to provide teachers help to search teaching subject matters in the departments and not to disturb students in the library.</p>	<p>Departmental library</p>	<p>Annex-32-Vo- II - Photos of departmental library</p>	
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6 Student Support and Guidance	Study the possibility of offering transportation service to the students of the campus to increase the enrollment of students.	In order to increase the enrollment of the students by providing transportation facilities, campus has done MoU Bhu.Pu. Sainik English School and Panchayat Ma.Vi.	MoU with Bhu.Pu. Sainik English School and Panchayat Ma.Vi. about transportation facilities	Annex-33-Vo- II -- MoU with Bhu.Pu. Sainik English School and Panchayat Ma.Vi. and photos	
	Functionalize Student counseling, feedback and job placement committee as per the working guideline and	Under Student support and guidance, to functionalize student counseling, feedback and job placement committee as per the working guideline and	Consultancy Policy & Procedure 2023 Experience sharing	Annex-13-Vo- III - Consultancy Policy & Procedure -2023 Annex-12-Vo- IV -	




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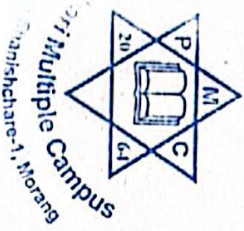


	<p>formalize:</p> <p>a. The placement service in the campus offering students with skill-based trainings, experience sharing sessions, internship and placement opportunities, exposure visits, etc.</p> <p>b. Provide academic and personal counseling service to the student's</p>	<p>formalize it, the campus has activated CFPC for conducting programs on experience sharing sessions, internship and placement opportunity and exposure visit. We have also begun academic and personal counseling service to students.</p> 	<p>session</p> <p>Excursion visit, Field trip, Project works</p> <p>Health Camp 2080</p> <p>BASW Program itahari</p> <p>Financial Literacy Program</p> <p>Internship record</p>	<p><u>Procedure of counseling feedback and placement guideline-2082</u></p> <p>Annex-13-Vo- IV - Annual Report of CFPC</p> <p>Annex-34-Vo- II - Experience sharing on Job opportunity</p> <p>Annex-35-Vo- II - BASW Program itahari</p> <p>Annex-36-Vo- II - Financial Literacy Program</p> <p>Annex-37-Vo- II - Internship record</p>	
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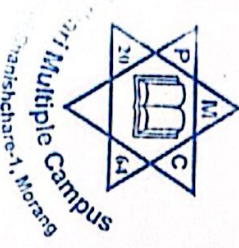
<p>Collect feedback from students on quality enhancement Seek endowment fund from community to provide scholarship to students. Also, explore the possibilities to coordinate with external scholarship providing institutions</p> 	<p>PMC has conducted student satisfaction survey to find out what students think about campus administration, service from different units like exam, account, library, canteen, EMIS and infrastructure of the campus and teaching learning activities and what they expect from the campus. After satisfaction survey as the result, campus is working for quality enhancement. It is providing scholarship to the students but that's not sufficient. So, it requested all wards of this municipality and ward no. 7 & 8, last year provided scholarship to the students who study in PMC from their wards and the amount was per head Rs. 5,000. And this year too wards no. 8 continued this program. Similarly teaching and non-teaching staffs of this campus created a scholarship fund of 1 lakh rupees, 1 lakh rupees for CM Kandangwa Memorial Scholarship fund and given word of 3</p>	<p>Student satisfaction survey report-2080</p> <p>Record of scholarship from Wards of municipality.</p> <p>MoU with CM Kandangwa Memorial Scholarship fund</p>	<p><u>Annex-16-Vo-III - Student satisfaction survey report</u></p> <p><u>Annex-38-Vo-II - Record of scholarship from Wards of municipality.</u></p> <p><u>Annex-39-Vo-II - MoU with CM Kandangwa Memorial Scholarship fund</u></p>	
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		<p>lakh rupees fund in the name of Bharat Mohan Adhikari Memorial Scholarship. It is also planning to go to community, individually to create a scholarship fund and its target is 40 lakh rupees.</p>	EMIS report	Annex-7-Vo-1 (B) – EMIS report-2080	
7 InformationSystem	<p>Integrate EMIS and record details at least of library, examination, accounts and administration. Publish at least one brief EMIS report (in a pdf format) analyzing its impact and upload it in a campus website.</p>	<p>PMC has integrated EMIS and record details of library, examination, accounts, administration and made a short report then uploaded in the campus.</p>			

	<p>Training need to be provided for the record management in the EMIS.</p> <p>Intended learning outcomes of the programs offered by the campus through official website.</p>	<p>Record management in the EMIS is important activity of the campus so the campus has provided training to EMIS personnel for the systematic recording and updating the on going activities of the campus through website and social media to the public and concerned institution. Similarly, it has created system of integrating information of library, account, exam and administration in the EMIS and issuing and updating from it.</p>	<p>Training for Librarian and EMIS personnel</p> <p>Updated website</p>	<p>Annex-25-Vo- II – Training for the Librarian & EMIS personnel</p> <p>Annex-40-Vo- II – Updated website</p>	
<p>8. Public Information</p>	<p>Publish publications i.e. Annual Report, EMIS Report, Tracer Study Report, Campus Half-yearly Bulletin of campus on regular basis.</p>	<p>PMC has been publishing annual report and tracer study report in the website. But now onwards, it will also publish these reports along with EMIS and campus half-yearly bulletin on regular basis.</p>	<p>Annual Progress Report-2079</p> <p>EMIS Report</p> <p>Tracer Study Report</p> <p>Half-yearly Bulletin of campus</p>	<p>Annex-8-Vo-I (B) – Annual Progress Report-2079</p> <p>Annex-7-Vo- I(B) – EMIS Report -2080</p> <p>Annex-9-Vo- I(B) – Tracer Study Report -2021</p>	



	<p>Training need to be provided for the record management in the EMIS.</p> <p>Intended learning outcomes of the programs offered by the campus through official website.</p>	<p>Record management in the EMIS is important activity of the campus so the campus has provided training to EMIS personnel for the systematic recording and updating the on going activities of the campus through website and social media to the public and concerned institution. Similarly, it has created system of integrating information of library, account, exam and administration in the EMIS and issuing and updating from it.</p>	<p>Training for librarian and EMIS personnel</p> <p>Updated website</p>	<p>Annex-25-Vo- II – Training for the librarian & EMIS personnel Annex-40-Vo- II – Updated website</p>	
<p>8. Public Information</p>	<p>Publish publications i.e. Annual Report, EMIS Report, Tracer Study Report, Campus Half-yearly Bulletin of campus on regular basis.</p>	<p>PMC has been publishing annual report and tracer study report in the website. But now onwards, it will also publish these reports along with EMIS and campus half yearly bulletin on regular basis.</p>	<p>Annual Progress Report-2079</p> <p>EMIS Report</p> <p>Tracer Study Report</p> <p>Half-yearly Bulletin of campus</p>	<p>Annex-8-Vo-I (B) – Annual Progress Report-2079</p> <p>Annex-7-Vo- I(B) – EMIS Report -2080</p> <p>Annex-9-Vo- I(B) – Tracer Study Report -2021</p>	





			<p>Annex-17-Vo-III – Half-yearly Bulletin of campus</p>	
<p>Activate alumni association of the campus along with proper plan of action.</p>	<p>Alumni association of the campus is in the phase of reform. Looking its history and importance, we reform it with working plan.</p>	<p>Working plan of alumni association</p>	<p>Annex-18-Vo-III – Working plan of alumni association</p>	
<p>Update the website of the campus regularly and seek opportunity to make it more resourceful.</p>	<p>Website of the campus is updated with the following entry as listed below which were not found in the website before:</p> <ul style="list-style-type: none"> • Complete lay out change. • Profile picture • Linked with Social Media. 		<p>Annex-40-Vo- II – Updated website</p>	
<p>Analyze the impact of public information of the campus and link it with the decision-making process.</p>	<p>Public information of the campus studied information made public from the campus and analyzed its impact. The result of the study is presented in the administration for making further plans.</p>	<p>Report of Public information cell</p>	<p>Annex-19-Vo-III – Report of Public information cell - 2080</p>	



	<p>Activate alumni association of the campus along with proper plan of action.</p>	<p>Alumni association of the campus is in the phase of reform. Looking its history and importance, we reform it with working plan.</p>	<p>Working plan of alumni association</p>	<p>Annex-17-Vo-III -- Half-yearly Bulletin of campus</p>	
<p>Update the website of the campus regularly and seek opportunity to make it more resourceful</p>	<p>Website of the campus is updated with the following entry as listed below which were not found in the website before:</p> <ul style="list-style-type: none"> • Complete lay out change. • Profile picture • Linked with Social Media. 	<p>Public Information of the campus studied information made public from the campus and analyzed its impact. The result of the study is presented in the administration for making further plans.</p>	<p>Report of Public Information cell</p>	<p>Annex-40-Vo- II -- Updated website</p>	
<p>Analyze the impact of public information of the campus and link it with the decision-making process.</p>	<p>Public Information of the campus studied information made public from the campus and analyzed its impact. The result of the study is presented in the administration for making further plans.</p>	<p>Report of Public Information cell</p>	<p>Annex-19-Vo-III -- Report of Public Information cell - 2080</p>		

	Update the SSR with recent data and progress made by the campus.	Along with the preparation of this report we upload each and every data and progress made by campus and assure the QAA division of UGC for PRT visit.	Updated website Updated SSR report and annexes	Annex-40-Vo- II -- Updated website Annex-10-Vo- I (B) --Updated SSR report	
	Explore the possibility of the use of public mass media to booster the image of the campus as well as resource needs.	There is the high possibility of the use of public mass media to booster the image of the campus and resources. For this the campus is using face book, email, website, newspaper and other sources to share the un going activities of the campus and the achievements made.	Photos and screenshots from media	Annex-41-Vo- II -- Photos and screenshots from media	





5. Conclusion

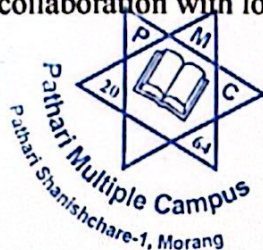
This pre visit response report has been prepared by the campus to enhance QAA, which reflects the overall activities, performance, achievements, strengths, weaknesses, and challenges of the campus. It incorporates overall information about the campus. The report has been prepared in the format prescribed by UGC and the Office of QAA. The preliminary section includes a declaration by the Head of the campus, acknowledgements, executive summary, abbreviations/acronyms used, and table of contents. The first part of the core content areas also contains institutional information and benchmark-wise inputs with justification and institutional data. This report includes the work done or action taken in the given eight bench marks after the preparatory team visit and its suggestions.

During the preparation of this pre visit response report, the campus has gone through several meetings, discussions, and interactions with stakeholders. The decisions made there have been documented. This report is the product of the collective efforts of all teaching and non-teaching staff, students, campus administration, the campus management committee, local communities, and other stakeholders. The report helped the Campus to study everything minutely, identify its strengths and weaknesses, and improve it accordingly.

Some of the strengths of the campus include a team of dedicated faculties and staff, its own land and building, campus in the peaceful location in sub-urban area, good feeder schools as resources, clearly defined and specified policies and procedures, clearly formulated VMGOs, techno-friendly classrooms, wifi and internet facilities, availability of different freship and scholarship facilities for students, systematic record keeping of students, and effective dissemination of information to the public. The campus has some external and internal challenges, such as effective implementation of policies and plans, strengthening the regular academic programs through other self-sustaining programs and courses, periodic publication of journals,

combining research and teaching, ensuring regular attendance of the students in the classroom, increasing students' participation in the internal exams, reducing dropout rates, tracing all the graduates who are out of contact, reducing dropout rates, strengthening the students' Alumni Association, timely dissemination of information, and updating EMIS.

However, the campus has made some efforts to cope with the challenges and achieve academic excellence. It has revised and updated its policies and plans to achieve its VMGOs. With the UGC's initiative, the campus is advancing at its own pace to prove its excellence. It anticipates meeting its major targets in relation to the growing needs of the community through collaboration with local bodies and the UGC.



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Date:

6. Annexes

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Vol-I B Annex 6-11

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