



Janajyoti Campus

Bhimad-6, Tanahun

**UPDATED SELF-STUDY
REPORT (SSR)**

2082

Telephone No: +977-65-572455, 9856001455
E-mail : janajyoticampusbhimad@gmail.com
janajyoti@janajyoticampus.edu.np
website : www.janajyoticampus.edu.np

त्रिभुवन विश्वविद्यालयबाट सम्बन्धन प्राप्त
Affiliated To Tribhuvan University



जनज्योति क्याम्पस JANAJYOTI CAMPUS



भिमाद नगरपालिका - ६, तनहुँ, नेपाल
Bhimad Municipality - 6, Tanahun, Nepal

प.स./Letter No : 2082/083

च.न./ Dispatch No : 158

स्थापित : २०६४

Estd : 2007

मिति /Date : 2082/12/30



To,
The Director
University Grants Commission (UGC)
Quality Assurance and Accreditation Division (QAAD)
Sanothimi, Bhaktapur, Nepal

Subject: Submission of Updated Self-Study Report (SSR) 2082


We are pleased to submit herewith the updated Self-Study Report (SSR) of our campus prepared in accordance with the required standards of the UGC Quality Assurance and Accreditation Division (QAAD).

The report reflects the current status, progress, and overall academic and administrative performance of our institution as per the prescribed guidelines. We believe that our campus has made considerable efforts to meet the required quality standards set by the UGC.

We kindly request your office to accept the submitted SSR and arrange for the necessary review and accreditation process. We are looking forward to the visit of the PRT from QAAD for further evaluation and assessment of our campus.

We would be highly obliged for your kind cooperation and guidance in this regard.

Thank you.


(Keshav Raj Kaphle)
Campus Chief

SELF-STUDY REPORT 2082

Submitted To:
UGC Nepal, QAA Division

Submitted By:
Janajyoti Campus
Bhimad-6, Tanhun, Gandaki province
E-mail : janajyoticampusbhimad@gmail.com
Website : www.janajyoticampus.edu.np
2082 Chitra 30

त्रिभुवन विश्वविद्यालयबाट सम्बन्धन प्राप्त
Affiliated To Tribhuvan University



जनज्योति क्याम्पस JANAJYOTI CAMPUS



भिमाद नगरपालिका - ६, तनहुँ, नेपाल
Bhimad Municipality - 6, Tanahun, Nepal

प.स./Letter No :

च.न./ Dispatch No :

स्थापित : २०६४

Estd : 2007

मिति /Date :

Declaration

I declare that the data included in this Self-Study Report (SSR) are true to the best of my knowledge. This SSR is prepared by the institution after internal discussions of IQAC, administrations, Departments, Cells.

We will look forward welcoming the peer team that will validate the information provided in this SSR during the peer team visit.



Signature of the head of the institution with seal
Keshav Raj Kaphle

त्रिभुवन विश्वविद्यालयबाट सम्बन्धन प्राप्त
Affiliated To Tribhuvan University



जनज्योति क्याम्पस JANAJYOTI CAMPUS



भिमाद नगरपालिका - ६, तनहुँ, नेपाल
Bhimad Municipality - 6, Tanahun, Nepal

प.स./Letter No :

च.न./ Dispatch No :

स्थापित : २०६४

Estd : 2007

मिति /Date :

Acknowledgements

We would like to convey our feeling of gratitude to our honorable chairman, Jitprakash Ale, Vice-chairman, Umakanta Shrestha and all members of campus management committee. It is our great pleasure to express our credibility to all existing committees and sub –committees for their devotion for the development of the campus.

We would like to express our gratitude to the Campus Chief, Keshav Raj Kaphle, Head of departments and coordinators of cells for their valuable inputs and supports for the preparation of this report. We would like to express sincere thanks to all teaching and non- teaching staff for their supports in collection information while preparing this report.

Lastly, we are grateful to the university Grants Commission for providing guidelines and supports to prepare this report.



Signature of the coordinator of SAT with seal
Shiva Dutta Chapagai

List of Abbreviations

A.D.	Anno Domini
Asst.	Assistant
B.Ed.	Bachelor in Education
B.S.	Bikram Sambat
BBS	Bachelor in Business Studies
CCTV	Closed Circuit Television
CMC	Campus Management Committee
CSC	Campus Service Commission
Dr.	Doctor
ECA	Extra-Curricular Activities
E-Mail	Electronic Mail
EMIS	Education Management Information System
FSU	Free Student Union
INGOs	International Non-Governmental Organizations
IQAC	Internal Quality Assurance Committee
JD	Job Descriptions
KM	Kilometer
M.Phil.	Master in Philosophy
MoU	Memorandum of Understanding
MS	Microsoft
NGOs	National Governmental Organizations
No.	Number
PhD.	Doctor in Philosophy
PIC	Public Information Cell
PPT	Power Point Presentation
Prof.	Professor
PTA	Parent-Teacher Association
PUCTA	Public Campus Teachers' Association
RMC	Research Management Cell
SAARC	South Asian Association for Regional Cooperation
SAT	Self-Assessment Team
SQMC	Student Quality Management Circle
SSR	Self-Study Report
SWOT	Strengths Weaknesses Opportunities and Threats
TOR	Terms of Reference
TU	Tribhuvan University
UGC	University Grants Commission
Vol.	Volume
www	World Wide Web
%	Percentage

Table of Contents

S.N.	Topics	Page
1	Quality Policy, Motto, Vision, Mission, Highlights	1-5
1	Section A: Institutional information	6-14
2	Section B: Benchmarks wise inputs	15-61
3	Section C: Executive Summary	61-82
4	Annex	1-4368
	Volume 1 (I)	1-228
	Volume 1 (II)	229-442
	Volume 1 (III)	443-674
	Volume 1 (IV)	675-869
	Volume 1 (V)	870-1075
	Volume 1 (VI)	1076-1213
	Volume 2 (I)	1214-1452
	Volume 2 (II)	1453-1654
	Volume 2 (III)	1655-1741
	Volume 3	1448-1963
	Volume 4 (I)	1964-2158
	Volume 4 (II)	2159-2377
	Volume 4 (III)	2378-2601
	Volume 4 (IV)	2602-2690
	Volume 5 (I)	2691-2898
	Volume 5 (II)	2899-3127
	Volume 5 (III)	3128-3350
	Volume 5 (IV)	3351-3542
	Volume 6 (I)	3435-3714
	Volume 6 (II)	3719-3779
	Volume 7	3980-4230
	Volume 8	4231-4301
	Volume 9	4302-4368

Our Motto

Quality education in rural areas with academic excellences

Our Vision

The campus aspires to be a model institution enabling its students' critical thinking, problems solving, innovation as well as devoted learners to contribute to their communities, nation and the world.

Our Mission

The mission of the campus is to access higher education ensuring research based, student oriented and behavioral personality development with extra-curricular activities.

Our Quality Policy

Strategic plans	Course of action	Time	Responsible person	Monitoring person	Out put
Goal 1 : To provide quality education.					
To promote quality teaching	Training , Seminars & Workshops	Regular	Department head	Campus Chief	Pass percent, Qualified HR,
To increase the access of students in virtual teaching with ICT	Adding projectors, furnishing and promoting teachers for virtual teaching	Regular	Asst. campus chief	Campus Chief	
To modernize and advance library service	Access library & E-library facilities	Regular	Teacher representative library committee	Campus Chief	
To produce competent and dedicated human resource with high morale for nation building	Good working environment/ Inject the moral values	Regular	Department head	Campus Chief	
To increase the pass out percentage of student	Counseling to students/ motivation to students	Annual	Department head	Campus Chief	
Goal 2: To facilitate marginalized and educationally back warded students.					
To increase the number of students	Advertising and enhance quality, motivation	Annual	campus chief	CMC	
To increase the attention of society towards campus	Active to CMC, Mobilize to civil society, Initiate the community support programme	Regular	Chairman of CMC	Evaluation and monitor	Enrollment, participation in campus programmer, positive advocacy from the society.
To increase students participation in teaching learning activities, extracurricular activities	Prepare extracurricular calendar, orientation, participation students' in decision-making creative works	Periodic	Coordinator, Extracurricular activities	Campus Chief	

Janajyoti Campus SSR 2082 (Updated)

To attract merit student, disadvantaged community student and marginalized students in college	Quality education, increase pass percent, attractive subject, trained teachers, facilities and modern administration.	Annual	campus chief	CMC	
To Provide facilities	Scholarship, Dress and books	Periodic	Asst. campus chief	Campus Chief	
Goal 3: To develop the institution as a research center with integration of modern technology.					
To introduce additional programs, technical programs, research oriented and job oriented	Technical programs, Job oriented program, motivate for research work	Periodic	Campus chief	CMC	Publishing souvenir & journal, access in modern technology , technical HR
To enhance and upgrade infrastructures for conducive teaching learning environment	Research unit, faculty wise unit, modifying the available infrastructures according to demand of situation	Periodic	CMC, Chair	Evaluation and monitor	
To generate additional resources for advancing institution	Furnish resources, motivate donors.	Annual	campus chief	CMC	
To increase the access of student on advanced knowledge and modern technology	E-library, Multimedia , computer lab facilities	Periodic	Asst. campus chief	campus chief	
To increase the national and international relation of the campus	Active to CMC, web side prepare and coordinate to other campus and university	Periodic	Coordinator, national and international relation committee	Campus Chief	

To carry out research oriented activities	Management research promotion fund, promote teacher and students on research , submitted proposal to donor agencies	Regular	Coordinator, research cell	Campus Chief	
Goal 4: To improve the image of the campus with internal and external relationships.					
To increase participation on social issues	Coordinate the society, conduct social welfare program	Periodic	Asst. campus chief	Campus Chief	
To increase the resource mobilization capacity of campus	Formulate master plan, coordinate government and non-government agencies	Annual	Campus Chief	CMC	Progress report, students satisfaction on survey report, support & donation amount, entry of qualified HR, Good working environment
To attract more competent and professional human resource towards college programs in campus	Career development opportunities, good facilities and developing image of campus in society	Periodic	campus chief	CMC	
To keep campus environment clean, safe and education friendly	Developing garden, waste disposal mechanism, regular cleaning, sophisticated classroom and furniture	Regular	Asst. campus chief	Campus Chief	

Highlights

1. Higher education in rural areas in the centre of Tanahun as well as other neighboring districts.
2. The Campus has a five years strategic plan and the institution is guided by that plan.
3. Bachelor's Degree Classes are running in education and management programs.
4. Campus is in the process of continuous improvement which brings positive change in the institution.
5. 3-5 % students get scholarship facilities annually.
6. Faculty members are dedicated to their duties.
7. Teaching and non-teaching staff are made full timers.
8. All stakeholders are actively working for the campus improvement plan.
9. The campus has a peaceful environment.
10. Extra-Curricular activities are conducted to support students' personality development.
11. Promotional activities are conducted so the campus image and prestige in the community is positive.
12. New teaching learning methodologies have been introduced.
13. Job description of all sections and administrative personals is developed and implemented which is linked with performance evaluation.
14. Great public support with thousands of donors and 191 campus assembly members.
15. Research, behavioral and personality building center.

PART ONE

DATA COLLECTION FORMAT FOR INSTITUTIONAL SELF-STUDY REPORT

SECTION A: INFORMATION FOR INSTITUTIONAL PROFILE

1. Institutional Information

Name of the Institution	Janajyoti Campus
Province	Gandaki
District	Tanahun
Metropolitan City/Sub-Metropolitan City/ Municipality/Rural Municipality	Bhimad Municipality
Ward No.	6
Street (Tole)	Campus Road
Post Box No.	

2. Information for Communication

a. Office

Name of the Officials	Telephone with Extension No.	Fax No.	E-mail
Campus Chief: Mr. Keshav Raj Kaphle	9845051134	065-57245 5	krkaphle@janajyoticampus.edu.np kaphlekeshav@gmail.com
Asst. Campus Chief: Mr. Shiva Dutta Chapagai	9845368040	065-57245 5	shivachapagai@janajyoticampus.edu.np shivachapagai5@gmail.com
Chairperson of CMC: Mr. Jit Prakash Ale	9856030650		

b. Residence

Name of the Officials	Telephone with Extension No.	Fax No.	E-mail
Executive Head of the Institution			
Executive Assistant of the Institution			
Chairperson of CMC Mr. Jit Prakash Ale	065-572379		

3. Type of Institution

1. Constituent
2. Affiliated
3. Degree Awarding Autonomous Institution

*For Further Details,
Please See Volume-1, Annex-I, TU Affiliation Letter, Page 1-2*

4. Institutional Management

- 1. Public)
- 2. Community
- 3. Private
- 4. Other (please specify)

*For Further Details,
Please See Volume-1, Annex-I, Membership of Public Campus Association, Page 3-4
Please See Volume-1, Annex-I, Campus Operational Directory, Page 5-102*

5. Financial category of the institution

- 1. Government Funded
- 2. Self-financing
- 3. Community
- 4. Other (please specify)

*For Further Details,
Please See Volume-1, Annex-I, Campus Operational Directory, Page 5-102
Please See Volume-1, Annex-I, Annual Budget, Page 103-105
Please See Volume-1, Annex-I, Audit Report, Page 106-174*

6. Dates Related to the Institution

a) Date of establishment of the Institution.

Calendar	Day	Month	Year
B.S	19	05	2064
AD	05	09	2007

*For Further Details,
Please See Volume-1, Annex-I, Minute of Commencement, Page 175-178*

b) Date of commencement of the Bachelor or higher level Program(s) (05/06/2007)

Calendar	Day	Month	Year
BS	22	02	2064
AD	05	06	2007

*For Further Details,
Please See Volume-1, Annex-I, TU Affiliation Letter, Page 1-2*

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

7. University to which the Institution is affiliated/related:

TU

*For Further Details,
Please See Volume-1, Annex-I, TU Affiliation Letter, Page 1-2*

8. Is the institution autonomous in terms of

- 1. Financing
- 2. Administrative Management

- 3. Academic Management
- 4. None

The institution is a community based campus. It has no specific governmental fund except UGC Grants. So, it is autonomous in terms of Financing and administrative Management.

*For Further Details,
Please See Volume-1, Annex-I, Campus Bidhan, Page 179-194*

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

113 Ropanees

*For Further Details,
Please See Volume-1, Annex-I, Minute and Map of Land, Page 195-198*

10. Location of the Institution

- Urban
- Semi-urban
- Rural

*For Further Details,
Please See Volume-1, Annex-I, Google Map of Campus (Screen shot), Page 144*

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
Bachelor's	2
Master's	
Mphil	
PhD	
Any other (specify)	
Total	2

*For Further Details,
Please See Volume-1, Annex-I, TU Affiliation Letter, Page 1-2
Please See Volume-1, Annex-I, Minute of Department Formation, Page 199-200*

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

Faculty/Institute	Name of the Departments
Science and Technology	
Humanities and Social Sciences	
Management	Management
Education	Education
Law	
Engineering	
Medicine/Health Science	
Agriculture	
Forestry	
Other Faculties	

*For Further Details,
Please See Volume-1, Annex-I, Minute of Department Formation, Page 199-200
Please See Volume-1, Annex-I, Name List of Faculty Members, Page 201-202*

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

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

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

There is a provision for the recruitment and appointment of the required teachers and staff in accordance with Section 34 of Campus Rule 2080 and Regulation 2081 regarding the terms and conditions of teacher staff service and campus operation. The Campus Service Commission determines the recruitment plan of the required number of posts and submits it to the Campus Management Committee (CMC) for approval. The campus publishes vacancy announcements in the national daily newspaper or notice board of campus. The campus has the provision to recruit and select the required teachers and staff by notifying the applicants of the required posts and for the written oral and experimental exams or demo class at a certain time interval conducted by the Campus Service Commission before finalizing the new recruitment.

*For Further Details,
Please See Volume-1, Annex-I, Teacher and Staff Rules and
Regulation 2073, Page 203-218
Please See Volume-1, Annex-II, Selection Process & Profile
of Teaching and Non-Teaching Staff, Page 219-442
Please See Volume-1, Annex-III, Selection Process & Profile
of Teaching and Non-Teaching Staff, Page 443-674*

15. Number of faculty members at present

Particulars	Academic Qualification				Grand Total
	PhD	M. Phil	Master's	Bachelor's	
Professor					
Associate Professor/Reader			2		2
Assistant Professor/Lecturer			6		6
Teaching Assistant/Instructors					
Full Time Teachers (Total)			8		8
Professor					
Associate Professor/Reader					

Assistant Professor/Lecturer			7		7
Teaching Assistant/Instructors					
Part Time Teachers (Total)			7		7
Total			15		15

The campus runs two Departments i.e. education and management. The total teaching subjects are 53. The full-time faculties are teaching 36 subjects. Similarly, there are 17 core and compulsory subjects. Among them full faculties are teaching 12 core and compulsory subjects. Therefore, the campus claims that the full time faculties are teaching more than 67% total subjects as well core and compulsory subjects. So, the campus is eligible for SSR approval. The CMC has committed to fulfill the fulltime teacher more than part time teacher recently.

*For Further Details,
Please See Volume-1, Annex-IV, Appointment Letters of Teaching Staff,
Page 675-688
Please See Volume-1, Annex-IV, Teacher wise Workload, Page 689-692
Please See Volume-1, Annex-I, List of the Compulsory, Core and
Elective subjects, Page 708-720*

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

Name of the Programs/Courses	For Full Timers	For Part Timers	Total
Education	24	9	33
Management	12	8	20
Total	36	15	53

From the above figure, it is clear that the work load of full time teachers is higher than part time teachers. Similarly, in the class room teaching schedule, the full time teachers have taught most of the core subjects as mentioned in the routine.

*For Further Details,
Please See Volume-1, Annex-IV, Work Load and Daily Schedule, Page 689-707
Please See Volume-1, Annex-IV, Subject wise List of Curriculum, Page 708-720*

17. Number of the non-teaching staff of the institution at present

Particulars	Gender wise distribution of the staff			Grand Total
	Male	Female	Others	
Administrative Staff	1	3		4
Technical Staff				
Total	1	3		4

*For Further Details,
Please See Volume-1, Annex-IV, Appointment Letter of Non-Teaching Staff, Page 721-724*

18. Regional profile of the students enrolled in the institution for the current academic year 2082/083

No of Students Enrolled	UG		PG		MPhil		PhD		Total
	F	T	F	T	F	T	F	T	

From the same district where the institution is located	175	222							
From other districts	30	35							
From SAARC countries									
From other countries									

Note: F= Female and T= Total

***For Further Details,
Please See Volume-1, Annex-IV, Student Enrollment Record, Page 725***

19. Details of the last three batches of students

Particulars	Year 2078/079			Year 2079/080			Year 2080/081		
	UG	P G	Other s	UG	P G	Other s	UG	P G	Others
Admitted to the program	321			269			191		
a. Drop-outs (within 4 month of joining)									
b. Drop-outs (afterwards)	103			88			38		
Appeared for the final year/semester examinations	218			181			153		
Passed in the final examinations	48			72			69		
Pass % of number appeared (Total)	22.0 2			39.8			36.12		
Pass % with distinctions or Equiv.									
Pass % with (First class or Equiv.)	10.4 2			22.2 2			23.19		
Pass % with (Second class or Equiv.)	54.1 7			62.5			69.57		
Pass % with (Third class or Equiv.)	35.4 1			15.2 8			4.34		

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

***For Further Details,
Please See Volume-1, Annex-IV, Regional Profile of Students, Page 726-778***

20. Give the last annual budget of the Institution with details of income & expenditure:

The annual budget has been included in the annual report of campus chief on 2082/083 but it has been prepared as the separate annual budget in the following fiscal year.

- For Further Details,***
- ***Please See Volume-1, Annex-I, Annual Budget, Page 103-105***

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

The total budget with annual expenditure of fiscal year 2081/2082 and unit cost is as follows:

SN	Total Expenditure	No. of Student	Unit Cost	Remark
1	12100954	218	55508	Expenditure with Salary
2	4246787	218	19480	Expenditure without salary

Response: The unit cost of education of the campus is Rs. 55,508 The unit cost excluding salary component is Rs19,480.

For Further Details,

- *Please See Volume-1, Annex-I, Annual Budget, Page 103-105*
- *Please See Volume-1, Annex-I, Audit Report, Page 106-174*

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

- Semester System
- Annual System
- Any other (specify)

Janajyoti Campus has two programs i.e. Education and Management in bachelor level. Both of them are in four years annual system.

For Further Details,

- Please See Volume-1, Annex-I, TU Affiliation Letter, Page 1-2*
- Please See Volume-1, Annex-IV, TU Curriculum Page 780-869*
- Please See Volume-1, Annex-V, TU Curriculum Page 870-1075*
- Please See Volume-1, Annex-VI, TU Curriculum Page 1076-1133*

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

- Central library/Library
- Departmental library
- E - Library
- Computer centre
- Health centre/unit
- Play ground
- Printing press
- Seminar hall
- Hostel
- Guest house
- Canteen
- Common room for students
- Changing room for students
- Any other (specify) -----

The support services available in the institution are library, departmental Library, Computer Center, Play Ground, Seminar Hall and Canteen. E-library, Health Unit (First aid), Changing Room and Common Room are planning to construct.

For Further Details,

Please See Volume-1, Annex-VI, Photos of Supportive Services Page 1134-1143

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

- 1. Yes
- 2. No

If yes provide the composition of the committee in separate sheet.

The CMC is the executive body of the campus formed by the Campus Assembly in every three years with 19 members according to the provision of the Campus Bidhan 2080 Sec 10. The current CMC forms the election committee that conducts the election process from the campus assembly to form the CMC. The composition of the committee is as follows:

- Chairperson elected from campus assembly 1
- Immediate Past chairperson of the CMC is a member 1
- In the campus assembly the member elected from among inclusive basis 12
- Tribhuvan University Representative 1
- Chairperson of the Campus Teachers Association Unit Committee 1
- Chairperson of Janajyoti Secondary School..... 1
- Chairperson of the related ward 1
- Campus Chief, Member-Secretary 1

For Further Details,

Please See Volume-1, Annex-I, Campus Bidhan, Page 179-194

Please See Volume-1, Annex-VI, Minute of Campus Assembly, Page 1144-1194

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

Particulars	2079	2080	2081
Working days of the institution	243	245	243
Teaching days set by the university	150	150	150
Teaching days per semester/year			
Teaching days per year	150	150	150
Working days of the library	243	243	243
Books in the library	3756	3817	3873
<u>Journals/Periodicals subscribed by the library</u>			
National:	32	40	45
International:			
Computers in the institution	37	37	37
Research projects completed			
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			1

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

*** Record in inSchoolERP software of insoft Nepal**

*For Further Details,
Please See Volume-1, Annex-VI, Academic Calendar, Page 1195-1212
Please See Volume-1, Annex-VI, Certification of Presentation, Page 1213*

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

S N	Name of the Project	Principle Researcher	Funding Agency	Funds (Rs.)

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.

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 in the last year through the following means:

Source of Funding	2079\80	2080\81	2081\82
UGC/Government grand(Regular and Other Geants)	2,471,000.00	2,030,400.00	2,016,320.00
Donations -Local Government)	2,669,272.00	426,515.00	
Provisional Government	2,725,778.00	532,324.00	1,245,975.00
Fundraising Drives/Activities			
Alumni Association			
Research and Consultancy	125,000.00		150,000.00
Fee from Self-financed/initiated courses			
Fees From regulsr programs	6,550,940.00	5,125,921.00	7,224,230.00
Anyother (specify.....)			
Interest Income	956,709.15	1,080,917.06	1,088,246.41
Miscellsneous income	787,658.00	497,111.00	627,032.00
Total	16,286,357.15	9,693,188.06	12,351,803.41

*For Further Details,
Please See Volume-1, Annex-I, Audit Report, Page 106-174*

SECTION B: BENCHMARK-WISE INPUTS FOR INSTITUTIONAL SSR

CRITERION 1: POLICY & PROCEDURES (15 MARKS)

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

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

The campus is a non-profitable organization devoted to providing quality education to the students from all spheres of society. Campus has clearly defined its vision, mission, goals and objectives in a strategic plan. The CMC formulates VMGO every five years. It can be revised if needed. Campus is a community campus, and is governed by the campus management committee elected by the Campus Assembly of the members consisting of 210 members from the community as per the provision in the Campus Rules. The campus aims to bring forth highly qualified, well-disciplined human resources befitting to the global market demand.

*For Further Details,
Please See Volume-2, Annex-I, Strategic Plan, Page 1214-1233
Please See Volume-2, Annex-I, Minute of CMC, Page 1234-1235*

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.**

Campus has defined plans, programs and strategies to achieve its specific and objectives in 5 years Strategic Plan. The Campus Chief, Departments and different Cells make plans with a schedule for the implementation of the Strategic Plan. CMC is responsible for the implementation of the Strategic Plan.

*For Further Details,
Please See Volume-2, Annex-I, Strategic Plan, Page 1214-1233
Please See Volume-1, Annex-VI, Academic Calendar, Page 1195-1212
Please See Volume-2, Annex-I, Annual Plan, Page 1236-1243*

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.**

The campus has been running under the Janajyoti Campus Bidhan 2080. Accordingly, campus assembly is the apex body having 200 members contributing more than Rs. 15,000 to the campus development fund. The Campus Management Committee (CMC) is the executive body, which is responsible for setting the policies, regulating campus programs and activities. Campus Management Committee comprises the representatives of stakeholders, teachers, administrative staff, students, parents, local government, and members. An elected person from the general assembly chairs the committee and the campus chief is a member secretary. Campus assembly is responsible to formulate plans and policies and amend it timely as per the requirement of the campus. The Executive Committee is responsible to execute such plans and policies and the day-to-day functions of the campus.

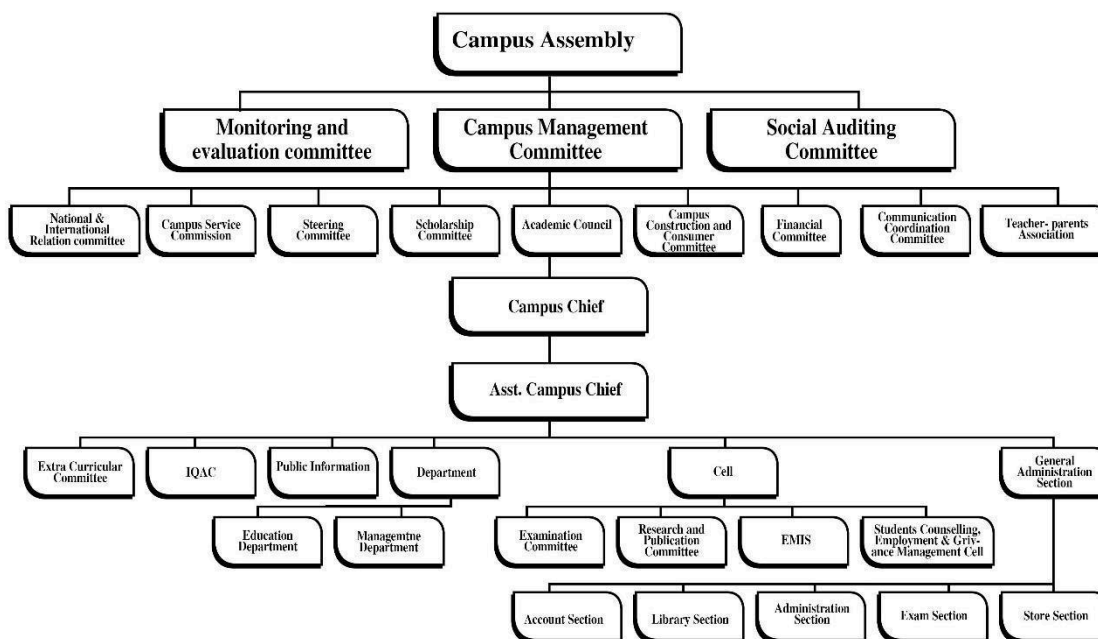
For Further Details,

Please See Volume-2, Annex-I, Minute of CMC(Approval of Organizational Structure),

Page 1244-1245

Please See Volume-2, Annex-I, Organizational Structure, Page 1246

Present organizational structure of JC



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

Yes No Justify with supporting documents.

Yes, the campus has a mechanism for internal quality monitoring and checks. There is a provision of a Monitoring Committee in the campus rules and manual that monitors overall administrative and academic activities. Similarly the campus has formulated the Internal Quality Assurance Committee (IQAC) and other sub-Committees. All faculty members and staff started to fill up the self-appraisal form and submit it to the concerned departments. Every month a staff meeting is held. Campus monitoring and evaluation committee and IQAC organizes joint interaction programs among the teachers, students and other stakeholders that regularly monitors and checks the internal quality.

The mechanisms / process of internal quality monitoring and checks that Campus has developed are as follows:

- a. Campus chief and assistant campus chief monitor the activities of head of the departments, units and cells and call for periodic reports.
- b. The campus has prepared mechanisms of functioning departments and cells and activated them with TOR /JD.
- c. Head of the departments monitor the teaching and learning process and encourage in adopting Session plan and new teaching pedagogy.
- d. Campus authority starts to (Campus Chief, Assistant Campus Chiefs and head of the departments) evaluates the overall programs, attempts to overcome the problems and

makes necessary amendments and improvements in the teaching, learning, academic, extracurricular and research programs.

- e. Campus has maintained a log book to monitor and check internal quality.
- f. Campus has developed an evaluation form for the purpose.
- g. Plans are prepared for all programs.
- h. Case study and report writing are well organized in B. Ed. and BBS.

*For Further Details,
Please See Volume-2, Annex-I, Minute of CMC (Formation of IQAC & Cell), Page
1247-1248*

*Please See Volume-1, Annex-I, Campus Operational Directory, Page
5-102*

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

Yes, the campus has provision for formation of an academic committee led by Campus Chief. It has managed Asst. Campus Chief, program-wise departments, Cells considering different units. The campus has also provision of individual responsibilities with TOR including sections or branches.

The departments, units and individuals of campus with TOR as follows:

- a. Campus Chief: The provision, appointment, work, duty and authority of the Campus Chief is provided in Section 27 of Janajyoti Campus Rule 2080 and Rule 51 of Campus Operations Directory.
- b. Assistant Campus Chief: The provision, appointment, work, duty and authority of the Campus Chief is provided in Section 28 of Janajyoti Campus Rule 2080 and Rule 52 of Campus Operations Directory.
- c. Departments: (Same as mentioned above, Section 29 and 33)
- d. Exam Management Committee: (Same as mentioned above, Campus Operations Directory 16.1.)
- e. Research & Publication Committee: (Same as mentioned above, Campus Operations Directory 16.2.)
- f. Student employment, counseling and grievance and solving committee: (Same as mentioned above, Campus Operations Directory 16.4.)
- g. Individual Teacher's: (Same as mentioned above, Campus Operations Directory 54.)
- h. Administration Branch: (Same as mentioned above, Campus Operations Directory 55 and 56)
- i. Accounting Branch: (Same as mentioned above, Campus Operations Directory 57 and 58)
- j. Store Branch: (Same as mentioned above, Campus Operations Directory 59 and 60)
- k. Exam Branch: (Same as mentioned above, Campus Operations Directory 61 and 62)
- l. Library Branch: (Same as mentioned above, Campus Operations Directory 63 and 64)

*For Further Details,
Please See Volume-2, Annex-I, TU Act, Page 1250-12-66
Please See Volume-2, Annex-I, Minute of CMC(Approval of Rules and Regulation),
Page 1267-1268*

Please See Volume-1, Annex-I, Campus Bidhan, Page 179-194

Please See Volume-1, Annex-I, Campus Operational Directory, Page 5-102

Please See Volume-2, Annex-I, Financial Rules, Page 1269-1282

Please See Volume-2, Annex-I, Library Rules, Page 1283-1289

Please See Volume-2, Annex-I, SQMC Rules, Page 1289-1295

*Please See Volume-1, Annex-IV, Appointment Letters of Teaching Staff,
Page 675-688*

*Please See Volume-2, Annex-I, Guidelines of Teaching Staff, Page
1296-1310*

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

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

Yes, the campus has a written scheme to evaluate the pre-defined job responsibilities. A monitoring and evaluation mechanism has been developed and is in use. The institution evaluates academic excellence, regularity and punctuality of the job responsibility of departments, units and individuals, their participation in extension activities, research activities and their behavior with other teachers, staff and students. The Campus has clearly specified the evaluation scheme for teaching faculties and non-teaching staff to their job responsibilities. The campus service commission is the responsible authority which evaluates the performance of departments, units and individual staff for rewarding and the punishment.

- a. Campus Management Committee evaluates the pre-defined job responsibility of campus chief as a Campus Bidhan 2080 section 17.
- b. Campus chief evaluates the pre-defined job responsibility of Assistant Campus chief, departments, Special cells and individuals as a Campus Rules 2080 section 27(Nga).
- c. Teachers monitor the students' internal exams, class tests, attendance and presentation.

For Further Details,

Please See Volume-1, Annex-I, Campus Bidhan, Page 179-194

*Please See Volume-1, Annex-I, Teacher and Staff Rules and Regulation 2073, Page
203-218*

Please See Volume-2, Annex-I, Minute of Staff, Page 1311

Please See Volume-2, Annex-I, Appraisal Form(Format), Page 1312-1319

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

Yes No If yes, give details.

Yes, the campus has emphasized strategic planning, collective planning process, collective action, and collective decision making process with the aim of providing quality education. While preparing the annual educational and administrative plans and work schedule, the academic committee comprising the campus chief, assistant campus chiefs, head of departments and special committee should form the basis of collective discussion. While preparing the campus long-term action plan, construction related plans and programs; the campus governing committee conducts extensive discussions with the stakeholders on the basis of collective decisions.

*For Further Details,
Please See Volume-2, Annex-I, Strategic Plan, Page 1214-1233
Please See Volume-1, Annex-VI, Academic Calendar, Page 1195-1212
Please See Volume-2, Annex-I, Annual Plan, Page 1320-1339*

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

Yes No If yes, give details.

There are no such specific academic programs launched by the campus but the campus runs the supplementary courses like practice teaching, report writing and project work. The campus runs computer courses & extra classes for strengthening the regular academic programs.

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

Yes No If yes, give details.

Yes, the campus performs its own policies and programs based on the participation of campus communities and the opinions, advice and suggestions received from time to time. There is a provision in this section of the Campus Bidhan, which shall be made in Sections 6, 10, 13, 21, 23, 24, 25, 26, 30, 31, and 33 In which representatives from different areas and communities come up with the feedback and orientation needed to enhance the quality of the campus. The campus has a Public Information Committee (PIC) that collects feedback of the different publications of the campus from its stakeholders. The campus collects the feedback and suggestions from the campus assembly for the preparation of campus rules and regulations and plans and policies.

*For Further Details
Please See Volume-2, Annex-I, Guideline of PIC, Page 1340-1341
Please See Volume-2, Annex-I, Minute of CMC (PIC Formation), Page 1342-1343
Please See Volume-2, Annex-I, Minute of PIC, Page 1344-1349*

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?

Yes, Clear rules have been made in the campus rules to make the internal organizational structure and management aspect of the campus transparent and credible. There are provisions of Advisory Committee, Campus Services Commission, Monitoring Committee, Social Audit Committee, Academic Audit, Financial Committee, Scholarship Committee, internal Audit Committee and Campus Management Committee constitutes the Construction Committee, Purchase Committee etc. The Campus Management Committee is aiming to make the management side more relaxed based on the advice and suggestions given by these committees, and in the future, it is aiming to appoint experts if it is needed.

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

Yes No If yes, give details.

There is provision for students to participate in campus planning and decision making processes. There is a legal provision to nominate students' representatives as members of the Internal Quality Assurance Committee, Extra-Curricular Activity Committee and Construction Committee. Student Quality Management Circle (SQMC) and Library Management Committee have been formulated to incorporate in the decision making process.

For Further Details

Please See Volume-2, Annex-I, Minute of CMC (Formation of IQAC) 1350-1351

Please See Volume-2, Annex-I, Guideline of SQMC, Page 1352-1359

Please See Volume-2, Annex-I, Minute of CMC(Formation of ECA), Page 1360-1361

Please See Volume-2, Annex-I, Components of ECA and Library Committee, Page 1362

Please See Volume-2, Annex-I, Minute of CMC(Formation of Library Committee), Page 1363-1364

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

a. by the university

b. by the Institution

Yes, the Campus has formulated an academic audit by incorporating from all the sectors. An academic audit committee has been formed to examine whether the campus has managed the educational quality of the Campus. The main purpose of forming this committee is to encourage academic work. The Committee has been formed from the CMC, representative at the local level, Parents, Students' and the Teachers' representative. The coordinator and member-secretary are the responsible persons of the academic audit.

For Further Details,

Please See Volume-2, Annex-I, Minute of CMC(Formation of Academic Audit)Page 1363-1364

Please See Volume-2, Annex-I, Academic Audit Report, Page 1365-1386

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

Yes No If yes, give details

Yes, a separate research and publication committee (RMC) has been formed on campus according to Campus Operations Directory 16.2. This committee works on the research and publication on its own plans and schedule linkage with teaching learning activities. The campus has conducted curricular project works reports and managed the RMC desk.

For Further Details

Please See Volume-2, Annex-I, Minute of CMC(Formation of RMC), Page 1387-1388

Please See Volume-2, Annex-I, Guideline of RMC, Page 1389-1390

Please See Volume-2, Annex-I, Annual Plan of RMC, Page 1391-1393

Please See Volume-2, Annex-I, Minute of RMC, Page 1394-1439

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

Yes No If yes, give details.

Yes, a separate Research and Publishing Committee has been formed from the academic session 2078/079 on campus. Teachers conduct research on their subjects and contemporary issues and integrate their findings into teaching learning activities. The campus has allocated a budget for the research publication. The project work done by the students in the past has been used as educational material and the results of the research have been linked to the student's curriculum and analyzed.

For Further Details

Please See Volume-2, Annex-I, Minute of Management Research, Page 1440-1452

Please See Volume-2, Annex-II, Mini Research, Page 1453-1539

Please See Volume-2, Annex-II, Student Report, Page 1540-1654

Please see the Campus Website

Please see the Campus Website

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

The campus encourages its faculty to use modern approaches, methods, and techniques of teaching-learning activities. Multimedia, Audio-visual methods of teaching and computer-based teaching pedagogy have been used. Field work, case studies, project-based teaching and learning processes, internships and industrial visits have encouraged students' practical knowledge. The faculty prepares the plan and uses students centered teaching for the quality of education.

For Further Details

Please See Volume-2, Annex-III, Minute of ECA, Page 1655-1725

Please See Volume-2, Annex-III, Student Support Activities, Page 1726-1741

CRITERION 2: CURRICULAR ASPECTS (10 MARKS)

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

Yes No If yes, give details.

Yes, there are provisions to ensure the continuity of teaching and learning with the educational goals and objectives of the campus. The campus has formulated IQAC, Campus Monitoring and Evaluation Committee, Academic Council, two Departments and these committees ensure teaching and learning activities in harmony with campus goals and objectives. The campus is striving to recruit staff capable of providing quality educational services. The campus has been providing higher education at affordable prices to the students in the educationally backward communities. Graduate level programs are being conducted in education and management programs. The campus has been supplying educated and competent human resources to various subjects. The internal examination is conducted to evaluate the progress of the student. The campus conducts practice teaching, practical classes, field trips and tours to increase students' practical knowledge. Research-oriented activities are encouraged. The campus has prepared the action plan according to the institutional academic calendar to ensure the consistency of teaching and learning provision of Tribhuvan University.

For Further Details

Please See Volume-2, Annex-I, Strategic Plan, Page 1214-1233

Please See Volume-1, Annex-VI, Academic Calendar, Page 1195-1212

Please See Volume-1, Annex-IV, TU Curriculum Page 780-869

Please See Volume-1, Annex-V, TU Curriculum Page 870-1075

Please See Volume-1, Annex-VI, TU Curriculum Page 1076-1133

17. Are programs flexible enough to offer students the following benefits?

(0.5 x 3 = 1.5)

a. Time frame matching student convenience

b. Horizontal mobility

c. Elective options

Yes, the campus has been preparing a daily schedule and teaching the study according to the same schedule. The campus has been running the classes in the morning shift at 6:00 AM- 11:00 AM that helps the students in taking classes according to time convenience. The campus can be run in the day shift as the demand of the students. Although in rural areas, the students studying at the undergraduate level are involved in employment in co-operatives, banks and schools. In addition, services are provided through registration transfers to other campuses as per the demand of the students and the students who have been transferred from other educational institutions are registered on campus. Students who have studied in one of the faculties in Classes 11 and 12 have been provided such facilities by advising them to change their faculty according to their future objectives. In B Ed, Nepali, English, and Population Education and in BBS Accounting, Finance and Marketing, subjects are offered as an alternative.

For Further Details

Please See Volume-1, Annex-I, TU Affiliation Letter, Page 1-2

Please See Volume-3, Annex-I, Students Transfer Process, Page 1742-1744

Please See Volume-1, Annex-IV, Teacher wise Workload, Page 689-692

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

- The campus focuses on capable and qualified teachers who emphasize students centered teaching methods, audio-visual aids and use formatting evaluation systems for students' capacity to learn. The students use the library, participate in classroom discussion, do internships and activate in practical works for capacity to learn.
- Communication skills are enhanced by eloquence, essay/poetry contest, Quiz contest, audio visual aids and group discussion. Practical examinations taken by internal and external supervisors of different subjects of B.Ed. and BBS develop the communication skill to the students.
- Numerical skills are promoted through graphs, charts, bills, receipts and computers. Accounting and statistical classes of the campus promote numerical skills to the students.
- Use of information technology is encouraged by means of e-mail, internet, power point, and students' presentation.
- Work as a part of a team and independently is generally practiced through sports and presentations sanitation program, event management, internship, field work, project work, report writing, practice teaching are compulsorily performed to enhance the students' practical knowledge and quality education.

For Further Details,

Please See Volume-2, Annex-I, Strategic Plan, Page 1214-1233

Please See Volume-1, Annex-VI, Academic Calendar, Page 1195-1212

Please See Volume-3, Annex-I, ECA Annual Plan, Page 1745-1747

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

(1)

Yes No If yes, give details.

Yes, there are additional focused programs and electives offered by the institution. The following elective subjects are introduced in the campus. Students are free to choose.

Faculty	Electives Offered
Education	Nepali /English //Population/Health education
Management	Accounting/Finance/Marketing

For Further Details,

Please See Volume-1, Annex-I, TU Affiliation Letter, Page 1-2

Please See Volume-3, Annex-I, List of Compulsory, Core and Elective Subjects, Page 1448

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)

21. Is there any mechanism to obtain feedback from academic peers and employers? (1)
Yes No If yes, give details.

Yes, inter and intra-departmental meetings are held from time to time to share and identify the problems, prospects and progress. The faculty members also share their teaching process by doing peers class observation and they also give feedback after the process. Campus administration publishes the overall progress of every student annually, which serves as an important feedback. The Campus Evaluation and Monitoring Committee monitors time and again to provide feedback, advice and suggestions. The committee evaluates campus policy, educational status and other conditions. The campus organizes the meeting of the management committee, stakeholders and departments to get the feedback. Valuable feedback is also obtained from the scholars who visit Campus frequently.

For Further Details,

Please See Volume-3, Annex-I, Minute of Campus Assembly (Formation of Evaluation and Monitoring Committee), Page 1750-1752

Please See Volume-3, Annex-I, Guidelines of Evaluation and Monitoring Committee Page 1753-1754

Please See Volume-3, Annex-I, Report of Evaluation and Monitoring Committee Page 1755-1760

Please See Volume-3, Annex-I, Minute of Evaluation and Monitoring Committee Page 1761-1781

Please See Volume-3, Annex-I, Evaluation Forms Page 1782-1802

Please See Volume-3, Annex-I, Feedback Mechanism Page 1803-1810

Please See Volume-3, Annex-I, Complaint of Students Page 1811-1820

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

Yes. The campus has developed networks with financial, educational and social association organizations. The campus is working closely with many organizations operating locally, including members of the Chamber of Commerce Bhimad unit, Bhimad Municipality, Rishing Rural Municipality, Myagde Rural Municipality and Ghiring rural Municipality, have been working on physical extension work in cooperation with the local level in the future. The campus has been organizing health programs from time to time in coordination with health-related organizations. There is an agreement with Bhimad Municipality to Provide free health counseling for students every six months.

For Further Details,

Please See Volume-3, Annex-I, MoU Page 1821-1840

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

Yes, the campus is taking responsibilities among the students. The campus has encouraged the students to run programs like blood donation, social awareness, free health camp, human right awareness program, and sanitation program. The campus organizes the welcome and farewell programs. The students also support welfare donations for the needy people of the community.

For Further Details,

Please See Volume-3, Annex-I, Scholarship Rules and Regulation Page 1841-1849

Please See Volume-3, Annex-I, Minute of Scholarship Committee Page 1860-1886

Please See Volume-3, Annex-I, Photos of Health Camp and Blood Donation Page 1877-1892

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

The campus has been providing practical knowledge to students to develop their all-round personality. It has been providing practical knowledge through extra-curricular activities such as speech competition, quiz contest, poetry competition, oratory competition, sports competition etc. Students are also given opportunities to develop their personality through participation in field visits, study tours, health camps, and social awareness campaigns.

FSU and SQMC have been formed on the campus. These bodies have been promoting team building, coordination and managerial capacity of students. The campus has an advanced library, internet, counseling and research facility and additional courses, which contribute towards the overall development of students' personality. The campus provides opportunity to students to participate in formal programs and on decision making and policy formation.

For Further Details,

Please See Volume-2, Annex-I, Minute of CMC(Formation of ECA), Page 1360-1361

Please See Volume-2, Annex-III, Minute of ECA, Page 1655-1725

Please See Volume-3, Annex-I, ECA Annual Plan, Page 1745-1747

Please See Volume-3, Annex-I, Guidelines of ECA Page 1893-1895

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 has created a code of conduct for all faculty members, staff and students to instill moral values. The great sacrifice is held to provide religious and moral values. Students are made aware of the values and principles of the institution through a written code of conduct. The campus base has been declared as a tobacco, alcohol and drug free zone. On campus, the Youth Red Cross Circle is organizing a blood donation program, a natural disaster, disaster support program that ultimately engages students in community service.

For Further Details,

Please See Volume-3, Annex-I, Photos of Health Camp and Blood Donation Page

1877-1892

Please See Volume-3, Annex-I Code of Conduct of Students Page 1896-1899

Please See Volume-3, Annex-I Photos Page 1900-1963

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)

- through academic records
- through written entrance tests
- through group discussions
- through interviews
- through combination of above all

New graduates are admitted through academic records. Students submit their academic records during the time they fill up the admission application form. Campus observes and takes decisions on the basis of those documents. Students are given orientation on fee structure, exams, choice of subjects / programs, required qualifications and course before they are admitted to the campus. The campus is planning to take a written entrance test for merit based admission.

For Further Details,

Please See Volume-4, Annex-I, Admission Rules Page 1964-1965

Please See Volume-4, Annex-I, Notice of Admission Page 1966-1967

Please See Volume-4, Annex-I, Guidelines of Exam Committee Page 1968-1969

Please See Volume-4, Annex-I, Minute of CMC (Formation of Exam Committee Page)1970-1971

Please See Volume-4, Annex-I, Minute of Exam Committee Page 1972-2005

Please See Volume-4, Annex-I, Students' Application Form Page 2006-2037

Please See Volume-4, Annex-I, Entrance Examination Paper From Page 2038-2061

Please See Volume-4, Annex-I, Campus Charter Page 2062

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

Yes No If yes, cite examples.

Yes, Campus has the provision of assessing students' knowledge and skills for a particular course. The campus organizes different orientation programs about the nature of a course and its outcomes before admission. Similarly, students are well counseled and oriented about choosing the elective subjects in the First as well as fourth year of BBS.

- Interaction in the classroom
- Presentation and discussions.
- Knowledge and skill of students is assessed by department and faculties
- The campus conducts internal exams regularly and assesses the students' writing skills and knowledge of the subject.
- There are practice teachings and report writing provision for the students of the Bachelor Degree in Education Program and Business Studies Program in the Bachelor's Degree take part in project report writing activities.

For Further Details,

Please See Volume-4, Annex-I, Guidelines of Exam Committee Page 1968-1969

Please See Volume-4, Annex-I, Minute of CMC (Formation of Exam Committee Page)1970-1971

Please See Volume-4, Annex-I, Minute of Exam Committee Page 1972-2005
Please See Volume-4, Annex-I, Project work and Practice Teaching Page 2063-2134

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 support received in this regard may be indicated).

Yes, The Campus has the provision of internal examination, unit test and coaching classes for weak students. Considering the result of the First Term Examination, the departments categorize the academically weak students and provide remedial courses. The campus examination committee conducts the exams, prepares the papers of the internal exam, publishes and analyzes the result of the internal examination. The campus has the provision of remedial courses to the academically weak and disadvantaged students from this academic year.

For Further Details,

Please See Volume-1, Annex-VI, Academic Calendar, Page 1195-1212

Please See Volume-4, Annex-I, Seat Plan of Internal Exam Page 2135-2142

Please See Volume-4, Annex-I, Students' Attendance of Internal Exam Page 2143-2158

Please See Volume-4, Annex-II, Answer Sheet of Internal Exam Page 2159-2232

Please See Volume-4, Annex-II, Result of Internal Exam Page 2233-2254

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

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

Yes, the faculty members who are teaching the Campus are encouraged by the related faculty to develop a lesson plan. The departments receive the session's teaching plan from the teachers. Subject teachers prepare a lesson plan and submit it to the head of the concerned department. Lesson plans help teachers' complete classes in a timely manner, making it easier for students to understand what they are reading.

For Further Details,

Please See Volume-4, Annex-II, Annual Work Plan Page 2255-2334

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

Yes, the syllabi are made in harmony with the academic calendar to make teaching learning activities more productive. The concerned departments regularly monitor whether the teaching schedule of the teachers is in time with the academic calendar or not. The department evaluates the work plan and its progress by holding discussion meetings with the teachers and makes suggestions and gives directions if necessary.

For Further Details,

Please See Volume-1, Annex-VI, Academic Calendar, Page 1195-1212

Please See Volume-1, Annex-IV, TU Curriculum Page 780-869

*Please See Volume-1, Annex-V, TU Curriculum Page 870-1075
Please See Volume-1, Annex-VI, TU Curriculum Page 1076-1133*

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)? Produce some examples. (0.5)

The campus has modified the traditional method of class lecture in teaching. Along with the class lecture, faculties are encouraged to incorporate new innovations in pedagogical methods and tools such as interactions, group discussions, classroom presentation by students and assignments. The students are divided into different groups for the interaction and group discussion which are conducted in campus hall if it is required. With the development in information technologies, teachers have been using multimedia and other audio visual aids in teaching as per need and nature of the course. It can be more specified in regard of different programs as:

- i) BBS
 - Class lecture interaction and presentation method in the class and industrial internship.
 - Field study and report preparation, presentation in the class.
- ii) B.Ed.
 - Class lecture interaction and presentation method in the class

*For Further Details,
Please See Volume-4, Annex-II, Class Room Photos Page 2335-2347
Please See Volume-4, Annex-II, Slides Presentation Page 2348-2377
Please See Volume-4, Annex-III, Slides Presentation Page 2378-2479*

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

Yes No If yes, give details about the facilities.

The Campus comprehends the facility to prepare audio visuals and other teaching aids. The Campus has one laptop and one multimedia projector for the facility that can be used as per requirement. Audio visual method is used for all Bachelor programs. The teachers are provided and encouraged to use audio-visual aids and other computer aided teaching pedagogy. There is a facility of unlimited internet service in campus. The campus has 37 computers and the students use this computer with internet service if they are needed.

*For Further Details,
Please See Volume-4, Annex-III, Photo of Equipment Page 2480-2484*

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

SN	Particulars	Year	Year
		2080/2081	2081/2082
1.	Workload per week (for full time teachers)	36	36
2.	Workload per week (for Part time teacher)	17	17
3.	Ratio of full time teachers to part time teacher	8:7	8:7
4.	Ratio of teaching staff to non-teaching staff	15:3	15:4

5.	% of classes taught by full time faculty	67.90%	67.92%
6.	Number of visiting professors/practitioners	1	2

*For Further Details,
Please See Volume-1, Annex-IV, Teacher wise Workload, Page 689-692*

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

Yes No If yes give evidence.

Yes, students are oriented to the program, evaluation system, code of conduct and other relevant institutional provisions and requirements through prospectus, academic calendar, telephone, notice board, electronic and paper media advertisements, annual publication, website(www.janajyoticampus.edu.np) and orientation programs.

*For Further Details,
Please See Volume-4, Annex-III, Prospectus Page 2485-2488
Please See Volume-4, Annex-III, Screenshot of Campus Website Page 2489-2490
Please See Volume-3, Annex-I Code of Conduct of Students Page 1896-1899
Please See Volume-4, Annex-I, Campus Charter Page 2062*

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

Yes No If yes give evidence.

Yes, at the beginning of the academic session, students are informed in detail about the evaluation system applied in the campus. For example students are given orientation on observations, class work, assignment, unit test, internal exam, class test, cumulative record etc. In other programs, students are evaluated on the basis of their discipline, attendance, and regularity, moral conduct, attentiveness in the class and their participation in extracurricular activities which are communicated to them at the beginning of the year.

*For Further Details,
Please See Volume-4, Annex-III, Slides Presentation Page 2491-2501
Please See Volume-4, Annex-III, Students' Participation in Orientation Program Page 2502-2504*

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

Yes No If yes, give details

Yes, the campus monitors the overall performance of students through internal exams, class test, unit test, field and project reports, and observation of practice teaching classes. There is the provision of an examination committee that monitors the students' performance. It conducts unit tests, internal exams, homework, classwork and provides feedback through a result analysis program. The examination committee monitors the overall performance of students with the support of department, facilities and administration staff.

The basics of monitoring comprises of:

- Conduct, discipline and behavior of students.
- Conduct the class for introductory session, sample Session plan is included

- Presence of students in neat and clean campus dress.
- Regularity of students in the class.
- Follow up of campus rules and regulations and code of conduct.
- Participation in the campus program and activities.

*For Further Details,
Please See Volume-4, Annex-I, Guidelines of Exam Committee Page 1968-1969
Please See Volume-4, Annex-I, Minute of CMC (Formation of Exam Committee
Page)1970-1971
Please See Volume-4, Annex-I, Minute of Exam Committee Page 1972-2005
Please See Volume-4, Annex-III, Records of Unit Test Page 2512-2538
Please See Volume-1, Annex-IV, Regional Profile of Students, Page 726-778*

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

Vacancy Category	Operational Mechanism					
	Job Advertisement	Select ion Committee Formation	Exami nation by Selecti on Comm ittee	Evalua tion of Demo Classe s	Intervi ew by Selecti on Comm ittee	Job Contract Through Formal Appointment Letter
Self-Funded	Yes	Yes	Yes	Yes	Yes	Yes
Government Funded	No	No	No	No	No	No
Any other category	No	No	No	No	No	No

The campus is community based. All the financial activities are borne by the campus itself. The expenses relating to the recruitment process is also self-funded. Further, the campus charges recruitment process fee from the prospective candidates to recover the advertisement expenses and remuneration paid to the experts who are involved in the recruitment process.

*For Further Details,
Please See Volume-1, Annex-I, Teacher and Staff Rules and
Regulation 2073, Page 203-218
Please See Volume-1, Annex-II, Selection Process & Profile
of Teaching and Non-Teaching Staff, Page 219-442
Please See Volume-1, Annex-III, Selection Process & Profile
of Teaching and Non-Teaching Staff, Page 443-674
Please See Volume-1, Annex-IV, Appointment Letters of Teaching Staff, Page 675-688*

37. Provide the following information (in number) about the teaching staff recruited during the last two years. (0.5)

No.

Teaching staff recruited			
From the same district it operates		From other districts	
Year I: 2081	Year II: 2082	Year I: 2081	Year II: 2082
-	-	-	-

For Further Details,

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? (0.5)

Yes No If yes, give details of their salary structure and other benefits.

Yes, the campus has the freedom and resources to appoint the temporary/ad hoc teaching staff.

The process as described in the section: 34 of campus Bidhan 2080 is as follows:

- A five member selection committee including campus chief, head of department (of the concerned subject) and external experts are appointed to recruit the teaching staff.
- Job advertisements are published in the local/national newspaper and on campus notice boards.
- Interview and class demonstration method is adopted to appoint on a temporary, part-time and contract basis.
- Written exam, interview and class demonstration method is adopted to appoint teaching staff.
- Formal appointment letter is provided to the selected teaching staff.
- Also the campus administration can invite and recruit reputed Professors and professionals as visiting professors, guest lecturers, and subject experts for sharing their knowledge, ideas and experience.

For Further Details,

Please See Volume-1, Annex-I, Campus Bidhan, Page 179-194

38 (b). Does the institution have provision and practice for inviting visiting/guest faculty on a regular basis? (0.5)

Yes No If yes give details

Yes, the campus has a provision of inviting visiting/ guest lectures. In addition to this, it has been conducting various experiences sharing their knowledge, ideas and experience.

For Further Details,

Please See Volume-1, Annex-I, Campus Operational Directory, Page 5-102

Please See Volume-4, Annex-III, Records Guest Lecturer Page 2539-2546

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

Particulars	Participants	Resource persons	Organizer
Institutional level	26		1

National level	4		
International level	1		

For Further Details,

Please See Volume-1, Annex-I, Annual Budget, Page 103-105

*Please See Volume-4, Annex-III, Notice for Research Methodology Workshop Report
Page 2547-2601*

Please See Volume-4, Annex-IV, Certificate of Participation Page 2602-2630

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 follows the self-appraisal method to evaluate the performance of the faculty teaching, research and extension program. The campus has developed a system to evaluate teacher's performance through subject wise result analysis and the achievement of the subject teachers. The departments conduct the meeting with the teachers to share their experience about the performance, workloads and students behavior and provide constructive suggestions to the teacher for the improvement of their performance. The campus has also set up Performance Appraisal Tools to measure the performance of teachers.

For Further Details,

Please See Volume-3, Annex-I, Evaluation Forms Page 1782-1802

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, the campus analysis subject wise result and pass out rate to evaluate the performance of the subject teachers. Subject teachers use self-appraisal tools to assess their performance and make analysis of the result. The result of the teacher's performance appraisal method is used in promotion.

The campus applies the following method of teacher performance appraisal:

- Evaluation from students by filling up the form designed by the campus.
- Evaluation from peers by filling up the form designed by the campus.
- Evaluation from campus administration by filling up the form designed by the campus.

For Further Details,

Please See Volume-3, Annex-I, Evaluation Forms Page 1782-1802

Please See Volume-4, Annex-IV, Peer Evaluation Forms Page 2631-2649

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, the campus collects students' evaluation on institutional experience. The campus has developed questionnaires to collect students' feedback. Feedbacks of the passed out

students are collected at the time they come to collect their character certificate whereas the feedback of the regular students will be collected by sampling in the following years. There is also a complaint box set up to collect feedback from students. The collected feedback is evaluated regularly. On the basis of evaluation the CMC and the campus administration has changed some existing policies or added some new policies.

For Further Details,

Please See Volume-4, Annex-IV, Students' Feedback Page 2650-2686

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

Yes No If yes, give details.

Yes, the campus has organized training, orientation programs, workshops and study visits for faculty development. The concerned department makes plans and organizes a faculty development program. Normally external experts are mobilized to facilitate the faculty development programs but some programs are facilitated by the subject experts of the campus itself. The campus has been providing leave and financial support to the faculty members to take part in the programs.

For Further Details,

Please See Volume-1, Annex-I, Annual Budget, Page 103-105

Please See Volume-4, Annex-III, Notice for Research Methodology Workshop Report Page 2547-2601

Please See Volume-4, Annex-IV, Certificate of Participation Page 2602-2630

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
Faculty Capacity Enhancement Workshop	4
Research Methodology Workshop	14

The campus has provided the Asst. Lecturer Laxmi Shrestha and Sujana Mahat in Faculty Capacity Enhancement Workshop in Aadhikavi Bhanubhakta Campus, Damauli Tanahun. The campus has virtually organized a Research Methodology Workshop in which the staff have participated for the development of their research knowledge.

For Further Details,

Please See Volume-4, Annex-V, Certificate of Participation Page 2602-2630

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

There are some notable innovations in teaching. Problem-based study methodology, audio (visual and group discussion methodology) is being used on campus. Students' regular assessment and feedback mechanisms have been developed. The campus regularly conducts internal exams, unit tests and home assignments. The tour is taken to arouse practical knowledge. Audio-visual aids, recordings and slides for presentation are also being used in teaching. The computer and multimedia projector with internet facility are used as teaching aids.

For Further Details,

Please See Volume-4, Annex-II, Slides Presentation Page 2348-2377
Please See Volume-4, Annex-III, Slides Presentation Page 2378-2479
Please See Volume-4, Annex-III, Records of Unit Test Page 2512-2538
Please See Volume-4, Annex-I, Seat Plan of Internal Exam Page 2135-2142
Please See Volume-4, Annex-I, Students' Attendance of Internal Exam Page 2143-2158
Please See Volume-4, Annex-II, Answer Sheet of Internal Exam Page 2159-2232
Please See Volume-4, Annex-II, Result of Internal Exam Page 2233-2254

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

In order to expand national and international relations for teaching and research, provision of the research and publication cell has been established. The campus has established relationships with other public campuses in Nepal. The following visiting professors from national and international institutions are invited for the linkage of teaching and research:

SN	Name	University
1	Prof. Dr. Pushpa Kamal Subedi	Tribhuvan University
2	Janaprakash Campus (TU, Pokhara)	MOU

*For Further Details,
Please See Volume-4, Annex-IV, MOU Page 2687-2690*

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

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

Campus has allocated Rs. 250,000.00 (in words two lakh fifty Thousands only) or 3.33 % of total annual operational budget in academic year 2082/083.

*For Further Details,
Please See Volume-1, Annex-I, Annual Budget, Page 103-105*

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

According to the Campus Operations Directory rule 16.2 the Campus has formulated the Research and Publication Committee. The committee has its own cell having the computer with internet facility. The RMC has published the research journal. It takes the initiation to public the project works of BBS and report writing of B.Ed. program. The committee prepares the research action plan and presents it to the governing committee.

*For Further Details,
Please See Volume-2, Annex-I, Minute of CMC(Formation of RMC), Page 1387-1388
Please See Volume-2, Annex-I, Guideline of RMC, Page 1389-1390
Please See Volume-2, Annex-I, Annual Plan of RMC, Page 1391-1393
Please See Volume-2, Annex-I, Minute of RMC, Page 1394-1439
Please See Volume-5, Annex-I, Appointment Letter Page 2691
Please See Volume-5, Annex-I, RMC Action Plan Page 2692-2693*

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

Yes No If yes, give details

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

53% Teachers publish articles regularly.

*For Further Details,
Please See Volume-5, Annex-I, Journal of Janajyoti Page 2694-2819
Please See Volume-2, Annex-II, Mini Research, Page 1453-1539*

*Journal of KMC, DOI:<https://www.nepjol.info/index.php/ern/article/view/64115/48570>
<https://www.nepjol.info/index.php/JoTMC/article/view/63172/47740>*

*Please See log in : <https://doi.org/10.3126/kmcj.v5i1.52464> and Scholars' Journal DOI :
<https://doi.org/10.3126/scholars.v4i1.42481> Page 2803-2836
<https://www.nepjol.info/index.php/kmcj/article/view/62344/47095>
<https://www.nepjol.info/index.php/ern/article/view/67968/51906>
<https://www.nepjol.info/index.php/kmcj/article/view/52464/39427>
<https://www.nepjol.info/index.php/ern/article/view/66038/50092>
<https://www.nepjol.info/index.php/JODAS/article/view/68211>*

<https://www.nepjol.info/index.php/scholars/article/view/42481/32278>

<https://www.nepjol.info/index.php/irjmmc/article/view/73633>

<https://www.nepjol.info/index.php/jjmr/article/view/75170/57614>

<https://www.nepjol.info/index.php/kmcj/article/view/75137/57588>

<https://www.nepjol.info/index.php/jjmr/article/view/89275/67908>

<https://www.nepjol.info/index.php/irjmmc/article/view/89030/67685>

<https://www.nepjol.info/index.php/ccrj/article/view/88174/66920>

<https://janajyoticampus.edu.np/wp-content/uploads/2026/03/ANALYSIS-OF-REVENUE-AD-EXPENDITURE-OF-BHIMAD-MUNICIPALITY-TANAHUN-DISTRICT-NEPAL.pdf>

<https://janajyoticampus.edu.np/wp-content/uploads/2026/03/Final-Mini-research.pdf>

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

Level	Enrollment Status		Total
	Full Time	Part Time	
MPhil	1		
PhD			

One of the faculty members who has enrolled in M.Phil at Kathmandu University.

For Further Details,

Please See Volume-5, Annex-I, Admission of MPhil Scholars Page 2820-2821

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

No

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

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

The 10% budget of the annual Research budget is allocated for the students' research that provision is mentioned in the Campus Directory.

For Further Details,

Please See Volume-2, Annex-I, Guideline of RMC, Page 1389-1390

Please See Volume-5, Annex-I, RMC Action Plan Page 2692-2693

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

Total number of projects	Project Revenues (in NRs.)

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

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

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

Yes, RMC has published a journal, named "Journal of Janajyoti" in this academic year. The faculty members have completed Mini Research the title "जनज्योति क्याम्पस संस्थागि स्थाययत्वः बहुआयामिक अध्ययन" in academic year 2082. The campus has been

publishing "Smarika" covering the economic, educational, physical and miscellaneous aspects of the campus for the past five years. The publication has contained the writings of the parties, teachers, staff and students concerned on the campus. The campus has been publishing the "Prospectus" for the past two years. The Lecturer has published a book on BBS first and second year accounting with other campus professors and Lecturers.

For Further Details,

Please See Volume-2, Annex-II, Mini Research, Page 1453-1539
Please See Volume-5, Annex-I, Journal of Janajyoti Page 2694-2819
Please See Volume-5, Annex-I, Souvenir (Smarika) Page 2822-2898
Please See Volume-5, Annex-II, Souvenir (Smarika) Page 2899-3127
Please See Volume-5, Annex-III, Souvenir (Smarika) Page 3128-3350
Please See Volume-5, Annex-IV, Souvenir (Smarika) Page 3351-3488
Please See Volume-5, Annex-IV, Student Prospectus Page 3489-3492
Please See Volume-5, Annex-IV, Other Publication Page 3493-3494

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

Yes No If yes, give details.

Yes. The campus has been supplying experts and judges in the selection of teachers in secondary schools in Bhimad Municipality. The faculty members are hired as experts by other educational institutions for the teacher selection process. The faculty member provides external evaluation service to the neighboring campuses for practical examinations. The faculty member also provides language editing service for the Act formulating process in Bhimad Municipality.

For Further Details,

Please See Volume-5, Annex-IV, Documents of Consultancy Service Page 3495-3500

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

Yes, The campus has appointed Asst. Campus Chief, Mr. Shiva Dutta Chapagai as a coordinator of extra-curricular activities according to campus bidhan 2080 section 22.

For Further Details,

Please See Volume-2, Annex-I, Minute of CMC(Formation of ECA), Page 1360-1361
Please See Volume-2, Annex-III, Minute of ECA, Page 1655-1725
Please See Volume-3, Annex-I, ECA Annual Plan, Page 1745-1747
Please See Volume-3, Annex-I, Guidelines of ECA Page 1893-1895

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
- Social Awareness

The ECA committee is handed over the responsibility to plan and implement all extension activities. Mr. Shiva Dutta Chapagai coordinates such activities. Free health camp, environment sanitation program, blood donation program and awareness program have been conducted by the ECA regularly.

For Further Details,

Please See Volume-1, Annex-VI, Academic Calendar, Page 1195-1212

Please See Volume-2, Annex-III, Minute of ECA, Page 1655-1725

Please See Volume-3, Annex-I, ECA Annual Plan, Page 1745-1747

Please See Volume-5, Annex-IV, MoU(With youth club) Page 3501-3502

Please See Volume-5, Annex-IV, Program Photos Page 3503-3526

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

Yes No If yes, justify.

Yes, the campus has had some outreach programs. The campus has organized a public awareness program on sanitation. A health camp was organized by the campus for the community people. The campus also organizes a Health camp Program. Faculty members and students are motivated to help the poor and disadvantaged people in their serious diseases.

For Further Details,

Please See Volume-5, Annex-IV, Formation of Red Cross Page 3527-3530

Please See Volume-5, Annex-IV, Photos of Different Activities Page 3531-3542

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

The campus encourages faculty members and students to participate in extension activities by publishing notice, providing information, leave and financial support if necessary. The campus provides information to faculty members, staff or students of the concerned department and section about the program and requests to participate in the programs. The campus organizes orientation programs for students to inform them about the importance of extension activities. The coordinator of ECA has prepared the plan for the extension activities and initiated for the implication of the plan. There are many teachers and students, who are involved in social development activities and awareness campaigns.

For Further Details,

Please See Volume-3, Annex-I, Guidelines of ECA Page 1893-1895

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

Yes, the campus plans the extension activities along with NGOs and IGOs. The campus works jointly with Bridge the Gap, Regional hospital pokhara, Nepal Red Cross Society, Tanahun, Lions club of Bhimad Tanahun organizes Blood donation program and free health camp program.

*For Further Details,
Please See Volume-3, Annex-I, Guidelines of ECA Page 1893-1895
Please See Volume-5, Annex-IV, Photos of Different Activities Page 3531-3542*

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)

Yes, the campus has a master plan stating the existing situation of the campus such as one educational building once, administrative building canteen mahayagya stamba, parking and deep boring as well as future expansion plan. This has been incorporated under long term and short term projection on physical infrastructure in the building expansion and academic extension plan.

For Further Details,

Please See Volume-6, Annex-I, Minute of CMC (Approval of Master Plan) Page 3534-3535

Please See Volume-6, Annex-I, Master Plan Page 3536-3566

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)

As the need and response of educational activities increase, the campus infrastructure also increases rapidly. Therefore, the campus has endeavored to develop a proper plan to meet the demand for infrastructure. Based on the requirement, the administrative units, departments, cells, conference hall, library and computer lab have been expanded to complete the construction of a separate administrative building on campus. Future plans are also included in the budget and master plan. The campus has formulated a Consumer and Construction Committee for expansion of infrastructure. This committee expands its activities through the annual plan.

For Further Details,

Please See Volume-2, Annex-I, Strategic Plan, Page 1214-1233

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

- Laboratory
- Library
- Computer Lab
- Pure drinking water
- Parking
- Playground
- Campus Hall
- Seminar Hall
- Internet

Give details

The campus has developed some support facilities for conducting educational programs on its campus. The campus has a computer room equipped for the Faculty of Education and Management. A library cell has been built on the campus called Shaheed Kalyan Khanal Memorial Library. Text and Reference books are sufficient to meet the needs of students and teaching staff. There is a separate computer lab. The library plans to subscribe to national and international publications, research journals, magazines. The

campus has efficient parking facilities for the students, teachers and all the visitors of the campus. It has a playground for the sports program conducted by the campus. It has its own campus hall, seminar hall for the different indoor activities, multimedia projector and training with unlimited internet facility.

*For Further Details,
Please See Volume-6, Annex-I, Photo of Support Facilities Page 3567-3579
Please See Volume-5, Annex-IV, MoU(With youth club) Page 3501-3502*

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

Yes, the campus has regular maintenance of its infrastructure. The Construction and Consumer Committee regularly monitors the physical infrastructure and equipment and immediately repairs and informs the campus chief. If it takes more cost and time, infrastructure and equipment will be repaired, with the decision of performing maintenance on the CMC through the campus chief.

*For Further Details,
Please See Volume-6, Annex-I, Guidelines of Construction and Consumer Committee
Page 3580-3581
Please See Volume-6, Annex-I, Minutes of CMC Formula of Construction and Consumer
Committee Page 3582-3583
Please See Volume-6, Annex-I, Agreement with Phone John and Computer Maintenance
Center Page 3584-3585*

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

The Campus classes run in the morning shift. The library, account, exam and administration section are also open during the day shift. Exam preparation classes, coaching classes and other programs are organized during the day. There are plans to run BBS and B.Ed. program on Day Shift. The campus is planned to conduct different non-credit courses.

*For Further Details,
Please See Volume-2, Annex-I, Strategic Plan, Page 1214-1233
Please See Volume-6, Annex-I, Minute of CMC (Non-credit courses) Page 3586-3587
Please See Volume-6, Annex-I, Guidelines of Non-credit courses Page 3588*

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 Campus allows external organizations to use their educational facilities according to the CMC decision. The campus allows newcomers and non-governmental organizations to hold various events in its buildings during the day. Mainly the orientation programs of Janajyoti Secondary School, additional classes as per requirement, training programs, and various financial institutions have been handled. The campus also provided a facility of Quarantine to the local government. Tanahun Hydropower Project, Surya Nepal Pvt. Ltd., Local Governments, Gandaki Province,

Ministry of Social Development and Federal Government have significantly supported the academic facilities of the campus.

For Further Details,

Please See Volume-6, Annex-I, Guidelines of Construction and Consumer Committee

Page 3580-3581

Please See Volume-6, Annex-I, Minutes of CMC Formula of Construction and Consumer

Committee Page 3582-3583

Please See Volume-6, Annex-I, Document of support Agency Page 3589-3606

Please See Volume-6, Annex-I, Utilization of Infrastructural Facilities by

External Agencies Page 3607-3611

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

The following efforts have been made to keep the campus clean, green, and pollution free.

- A pathway is built around the campus with interlocks to make the campus a dust-free environment,
- Many trees have been planted to make the campus greenery and environmentally friendly,
- Asoka trees are planted around the Campus Stambha.
- Dustbins have been placed in classrooms and various campus premises with the support and coordination of students.
- For the management of waste, agreement has been made for the disposal in collaboration with Tanahun Chamber of Commerce, Bhimad unit.

For Further Details,

Please See Volume-2, Annex-I, Minute of CMC(Formation of ECA), Page 1360-1361

Please See Volume-2, Annex-III, Minute of ECA, Page 1655-1725

Please See Volume-3, Annex-I, ECA Annual Plan, Page 1745-1747

Please See Volume-3, Annex-I, Guidelines of ECA Page 1893-1895

Please See Volume-6, Annex-I, Photos of Campus Surrounding Page 3612-3624

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

- **Number of computer accessible to the students** 25
- **Computer accessible to the faculty** 12
- **Internet accessible to the faculty** Yes
- **Internet accessible to the faculty** Yes

The campus has computer facilities for students and faculty members. There is a computer learning center with an internet facility accessible to the faculty members and students.

For Further Details,

Please See Volume-6, Annex-I, Photos of Computer Lab Page 3625

Please See Volume-6, Annex-I, Photos of Internet Page 3626

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

Yes, the computer center is accessible for all students from 1.00 p.m to 6.00 p.m. Students of morning and evening shifts also benefit by using their off hours. Mr. Sunil Pathak is appointed as a computer center coordinator.

*For Further Details,
Please See Volume-6, Annex-I, Minute of IQAC (Appointment of Computer
Co-coordinator) Page 3627-3628
Please See Volume-6, Annex-I, Appointment letter of Computer Coordinator Page
3629
Please See Volume-6, Annex-I, Guidelines of Computer Page 3630*

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

All the departments have their own computers. They share the same printer through the networking system. A staff is appointed to provide secretarial service to all the departments.

S N	Position	Number of computer	Remark
1	Campus Chief	2	
2	Asst. Campus Chief	2	
3	Examination Management committee	1	
4	Education department, Head	2	
5	RMC	2	
6	Counseling and Grievance Management	1	
7	Management department, Head	2	
8	Account and examination section	1	Printer 1, Fax 1
9	Administration and Library section	2	Laptop and Printer

*For Further Details,
Please See Volume-6, Annex-I, Photo of Equipments Page 3630-3640*

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

Yes. The Campus has managed Super Net Wifi facility of internet for all faculties, staff and students and the campus is planning to install CCTV in library, Administration and ground.

*For Further Details,
Please See Volume-6, Annex-I, Photo of CCTV Page 3641*

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

Yes, the campus has a computer center. The campuses have run the computer class to their students on the basis of students demands.

*For Further Details,
Please See Volume-6, Annex-I, Basic Computer Course Page 3642-3648*

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

Yes, the campus has computer maintenance facilities. One staff member has been trained in computer maintenance. The campus has provisions for maintaining/updating the computer facilities. Generally, these activities are being conducted by hiring the technicians in Annual Maintenance Contract and currently this contract is done with Phone John and Computer Maintenance Centers Bhimad.

For Further Details,

Please See Volume-6, Annex-I, Minute of IQAC (Appointment of Computer Co-coordinator) Page 3627-3628

Please See Volume-6, Annex-I, Appointment letter of Computer Coordinator Page 3629

Please See Volume-6, Annex-I, Agreement with Phone John and Computer Maintenance Center Page 3584-3585

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

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

There is health service available to the students, teachers and staff in the campus. There is a provision of financial support to the employee for serious health problems. Regular first aid is provided to the teachers, staff and students through Youth Red Cross Circle. There are sufficient facilities of toilets and safe drinking water. There is an agreement with **Bhimad Municipality** in which it conducts free health checkup and counseling for the students every regularly and the campus with the support of the hospital will conduct a health camp for the local people annually during the Campus Anniversary.

For Further Details,

Please See Volume-6, Annex-I, Minute of CMC (MoU) Page 3659-3650

Please See Volume-6, Annex-I, MoU with Bhimad Municipality Page 3651

Please See Volume-6, Annex-I, Photo of Health Checkup Page 3652-3659

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

The Campus has physical and infrastructural facilities in addition to the students' educational activities. The campus formulates the ECA committee for providing sports facilities. The Assistant Campus Chief is the coordinator of the ECA. It creates and executes sports-related action plans.

For Further Details,

Please See Volume-2, Annex-I, Minute of CMC(Formation of ECA), Page 1360-1361

Please See Volume-3, Annex-I, Guidelines of ECA Page 1893-1895

Please See Volume-3, Annex-I, ECA Annual Plan, Page 1745-1747

Please See Volume-5, Annex-IV, MoU(With youth club) Page 3501-3502

Please See Volume-6, Annex-I, Photo Infrastructural Facilities Page 3660-3665

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

Campus organizes several sports competitions in sports-week during its anniversary. The campus encourages the students to participate in the sports activities. The outstanding sports persons are given different incentives to encourage and inspire them. They are provided financial incentives and different medals and certificates.

*For Further Details,
Please See Volume-6, Annex-I, Photos of Incentives Page 3666-3679*

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

Particulars	Participation of Students	Outcomes
District		
National	2	
International	1	

*For Further Details,
Please See Volume-6, Annex-I, Document of Participation Page 3680*

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

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

The campus has managed the facility of clean drinking water by connecting Euro-Guard with the support of students drinking water supplied by Bhimad Drinking Water Consumers and Sanitation Committee. In addition, the construction of Deep Boring has been constructed to meet the drinking water needs with the help of Bhimad Municipality. It has built a toilet in each building on separate floors in proportion to students, teachers and staff on campus.

*For Further Details,
Please See Volume-6, Annex-I, Photos of Drinking water Plants Page 3683-3685*

B. Library as a Learning Resource

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

- On working days 8 hours
- On holidays _____
- Prior to examinations _____

*For Further Details,
Please See Volume-6, Annex-I, Code of Conduct And Guidelines of Library
Page3686-3687*

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

Yes No

Yes, the campus is planning to provide an open access library to the students in a recent link with the center library.

For Further Details,

Please See Volume-6, Annex-I, Minute of CMC (Open Access Provision of Library)

Page 3688-3689

Please See Volume-6, Annex-I, Access of E-Library Page 3690-3694

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

- Books 4450 (0.2)
- Current Journals
 - Nepalese 50 (0.2)
 - Foreign - (0.2)
- Magazines 3 (0.2)
- Reference Books 3550 (1.0)
- Textbooks 1350 (0.2)
- Refereed journals 50 (0.4)
- Back Volumes of Journals (0.2)
- E- Information Resources (0.4)
 - CD's/DVD's 5
 - Databases
 - Online Journals
 - AV Resources 50
- ❖ Special collection (0.5)
(Please specify for example: UNO Depository center, World Bank Repository, Competitive Examinations, Book Bank, Old Book Collection, Manuscripts)

***Record in inSchoolERP software of insoft Nepal**

For Further Details,

Please See Volume-6, Annex-I , Screenshot of Library Software Page 3695

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

	2080/081		2081/082	
	Number	Total cost	Number	Total cost
i. Text books	3	1100	12	5403
ii. Other books/References				
iii. Journals/periodicals				
iv. Any others				

For Further Details,

Please See Volume-6, Annex-I , Records of Library Page 3435-3446

Please See Volume-1, Annex-I, Audit Report, Page 106-174

84. Mention (1)

- (i) Total carpet area of the institution library (in sq.mts.) [114.6 mts.] (0.25)
- (ii) Total number of departmental libraries [2] (0.25)
- (iii) Seating capacity of the Library [18 students at a time] (0.25)
- (iv) Open student access to library [No] (0.25)

For Further Details,

Please See Volume-6, Annex-I , Carpet Bill Page 3696

Please See Volume-6, Annex-I, Photos of Library Page 3697-3701
 Please See Volume-6, Annex-I, Photos of Departmental Library Page 3702-3703
 Please See Volume-6, Annex-I, Booklist of Department Library Page 3704-3711

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

(i) Total number of staff (0.3)

- a. Professionals (List with qualifications)
- b. Semi-professionals
- c. Others

Organizational Structure of the library



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

There is a provision of the Library Committee and the Library Regulation in the Campus Bylaws. Library Advisory Committee terms as Library Committee. Detail of Library Committee is as follows:

S.N	Name	Position
1.	Person designated by CMC	Coordinator
2.	1 member representing CMC	Member
3.	1 Representative from Public Campus Teachers' Association	Member
4.	1 Representative from Free Student Union	Member
5.	2 Representatives from special contributors of society or institutions	Member
6	Librarian	Member- secretary

*For Further Details,
 Please See Volume-6, Annex-I, Campus Bidhan Page 3712*

86. Staff development programs for library (0.5)

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

For the development and proper management of the library, the campus has sent two of the staff in its training program. Mrs. Kamala Poudel and Sunil Pathak have attended **In School ERP** organized by *Insoft Research and Development, Pokhara Kaski*.

*For Further Details,
 Please See Volume-6, Annex-I, Certificate of Training Page 3713-3714*

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 -----In School ERP-----

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

Academic Year	Total Expenses	Library Expenses	% of library in total Expenses
2080/081	1,52,70,000.00	2,50,000.00	1.63%
2081/082	1,18,00,000.00	1,00,000.00	0.85%

The above expenditure is only related to purchase of books. The infrastructure of the library is included in the capital expenditure.

*For Further Details,
Please See Volume-1, Annex-I, Annual Budget, Page 103-105
Please See Volume-1, Annex-I, Audit Report, Page 106-174*

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

*For Further Details,
Please See Volume-6, Annex-I, Minute of Library Committee (Library Facilities) Page 3515-3517
Please See Volume-6, Annex-I, Organizational Structure of Library Page 3518*

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

- (i) Average number of books issued/returned per day. [15:10]
- (ii) Average no. of users visited / Documents consulted per month [50]
- (iii) Please furnish the information on no. of Log- ins in to the []
- (iv) E-Library Services/E- Documents delivered per month []
- (v) Ratio of Library books to number of students enrolled [15:1]

*For Further Details,
Please See Volume-6, Annex-II, Book Records of Library (Issue and Return) Page
3719-3979*

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.- 99 %
- Dropout rate (drop out from the course)- 19.9%
- Progression to further study (Bachelors to Master, Master to Mphil/PhD) 3 Students
- Prominent positions held by alumni 7

* *The record of admit card distribution is considered as the exam attendance record of the students.*

For Further Details,

Please See Volume-1, Annex-IV, Regional Profile of Students, Page 726-778

Please See Volume-7, Annex-I, Admit Card Distribution Record Page 3980-3999

Please See Volume-7, Annex-I, Tracer Study Page 4000-4093

Please See Volume-7, Annex-I, Academic Audit Report, Page 4093-4139

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

- Nepal Civil Service Examinations 22
- Other employment related examinations 12
- International level entrance examination -
- Others (please specify) 26

For Further Details,

Please See Volume-7, Annex-I, Tracer Study Page 4000-4093

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

Yes No

If yes, what are the contents of the prospectus? (attach a copy)

Yes, The campus publishes its updated prospectus and pamphlets annually, which includes history & slogan of the campus in addition to its academic programs, admission process eligibility, salient features and extra-curricular activities. It provides all information about campus to its potential students and stakeholders.

The campus has provided responsibility to RMC for preparation and publication of the prospectus and pamphlets.

For Further Details,

Please See Volume-2, Annex-I, Guideline of RMC, Page 1389-1390

Please See Volume-4, Annex-III, Prospectus Page 2485-2488

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

The government, the institution and the individuals have been providing fee waivers to the students who are scholar, financially weak, disabled, *Dalit, Janajati* and marginalized. Besides the campus has allocated 3% to 5% of total monthly fees scholarship for the students. The following are the financial aids available for students.

- Campus Scholarship-3% to 5% of total monthly fee.

- Scholarship fund established by individual donor Sharada Sharma Gairhe (Ramsaran Sharma Gairhe Memorial Trust)
- A fixed fund created for scholarship by Baburam Sunar (Chul Bahadur, Madhu Maya Sunar Memorial Trust.)
- A fixed fund created for scholarship by Padam Raj Subedi (Dandapani-Debaka Memorial Trust.)
- A fixed fund created for scholarship by Arbin Shrestha (Surya Ratna, Bishnu Kumari, Seti Kumari Memorial Trust.)
- A fixed fund created for scholarship by Teaching and non-Teaching Staff (Pradhyapak-Karmachari Trust.)
- A fixed fund created for scholarship by Rajeswor Khanal (Komalkanta-Nani Maiya Khanal Memorial Trust.)
- A fixed fund created for scholarship by Shankar Bhandari (Damayanti Kumari & Dayanidi Bhandari Memorial Trust.
- A fixed fund created for incentive to teaching and non-teaching staff by Khimakant Parajuli (Narmada & Nilkantha Parajuli)

*For Further Details,
Please See Volume-3, Annex-I, Scholarship Rules and Regulation Page 1841-1849
Please See Volume-3, Annex-I, Minute of Scholarship Committee Page 1860-1886*

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

Financial aid	2080/2081	2081/2082
i. Merit scholarship	4	17
ii. Merit-cum-Means	45	57
iii. Any others		

*For Further Details,
Please See Volume-3, Annex-I, Minute of Scholarship Committee Page 1860-1886*

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: **ii. Placement officer:**

Yes, The campus has a provision for Students Placement, Counseling and Grievance Collection and Solving committee to coordinate with the employers and manage information about the job opportunities to the students. The cell comprises five members which is led by the coordinator, Laxmi Shrestha. The functioning procedure of the cell and the job description of the placement officer are mentioned in the Campus directory 2077. The cell makes the annual plan of the Employment and Placement. The coordinator is planning to coordinate meetings with potential employers and share information about the graduate students in need of a job to the employers. Similarly, the coordinator exchanges information about the job opportunities and counsels the students.

*For Further Details,
Please See Volume-7, Annex-I, Minute of CMC (Formation of Student Counseling & Placement Cell) Page 4140-4141*

*Please See Volume-7, Annex-I, Guideline of Student Counseling & Placement
Cell Page 4142*

*Please See Volume-7, Annex-I, Minute of Student Counseling & Placement
Cell Page 4143-4186*

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

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

Yes, the teachers regularly participate in academic and personal counseling. Students are counseled on subjects, programs, scholarship, campus rules, exams and marking systems. Counseling starts right from admission. The teachers observe the marks secured by the admission-seeking students in the previous level and on the basis of that counsel them to select the proper subject. When the students pass out from the Campus, teachers provide suggestions to choose suitable occupation or subjects for further study.

*For Further Details,
Please See Volume-7, Annex-I, Minute of CMC (Formation of Student
Counseling & Placement Cell) Page 4140-4141
Please See Volume-7, Annex-I, Minute of Counseling Record Page 4187-4197
Please See Volume-7, Annex-I, Annual Report of Student Counseling &
Placement Cell Page 4199-4202*

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

Particulars	UG students	PG students	Research scholars
i. Local firms/companies			
ii. International firms/companies			
iii. Government			
iv. Public (semi-government) sector	3		
v. Private sector			

*For Further Details,
Please See Volume-7, Annex-I, Minute of Student Counseling & Placement
Cell Page 4143-4186*

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

Yes No

If yes, how many are self-employed (data may be limited to the last 5 years)?

Yes, the Teachers conduct counseling classes to students and motivate the graduates to seek self-employment. Basically the final year students of bachelors are targeted for counseling. As a result, a number of student's graduates are involved in their self-employment business being the promoters/ investors, owners etc. Some are running; fancy shops, restaurants, jewelry shops, Computer training centers and many self-employed businesses.

The employment cell is planning to conduct counseling classes to the students for 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 an alumni association which was established in 2073-01-10 BS.

The the present portfolio of the association is as follows

SN	Position	Number of computer	Remark
1	Chairperson	Sunil Shrestha	
2	Vice-Chairperson	Ruma Maya Thapa	
3	Secretary	Kamal Kanta Subedi	
4	Treasurer	Laxman Thapa	
5	Member	Kishor Pokharel	
7	Member	Sobita Bhandari	
8	Member	Sunita Bhandari	
9	Member	Bidhya Khanal	
10	Member	Ambika Sigdel	
11	Member	Lok Bahadur Thapa	

For Further Details,

Please See Volume-7, Annex-I, Minute of Campus Assembly (Formation of Alumni) Page 4203-4205

Please See Volume-7, Annex-I, Rules and Regulation of Alumni Association Page 4206-4211

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

The campus clarifies the policies and criteria of admission to the prospective students through its prospectus which is published every year with the information of admission. It is distributed to the students, parents, guardians and the related stakeholders. Admission notice is published in the notice board and in electronic media. Besides, admission counseling, interaction programs, advertisements on mass media viz. radio, website, social networks, newspaper, souvenir, leaflets are widely used to inform prospective students about college policies and admission criteria. The campus deputes a special team to visit and hold coordination meetings with the secondary school teachers, parents, students and authority and disseminate information about the admission policy and criteria.

For Further Details,

Please See Volume-7, Annex-I, Pamphlets, Photos and Notice of Admission Page 4212-4221

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

Since the campus is affiliated to Tribhuvan University it applies the enrollment policy as per the rules and regulations of Tribhuvan University for International Students. The campus has a clear policy about the admission process of international students. This has been defined in the Campus Operational Directory 2077.

*For Further Details,
Please See Volume-7, Annex-I, Admission Policy For International Students
(Campus Operational Directory)Page 4222*

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

● International student service office	<input type="checkbox"/>
● Special accommodation	<input type="checkbox"/>
● Induction courses	<input checked="" type="checkbox"/>
● Socio-cultural activities	<input checked="" type="checkbox"/>
● Welfare program	<input checked="" type="checkbox"/>
● Policy clearance	<input checked="" type="checkbox"/>
● Visa Support	<input type="checkbox"/>

*For Further Details,
Please See Volume-7, Annex-I, Admission Policy For International Students
(Campus Operational Directory)Page 4222*

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
- Quiz
- Oratory
- Educational tour

*For Further Details,
Please See Volume-1, Annex-VI, Academic Calendar, Page 1195-1212
Please See Volume-7, Annex-I, Photos of Recreational Activities Page 4223-4230
Please See Volume-2, Annex-III, Minute of ECA, Page 1655-1725*

CRITERION 7: INFORMATION SYSTEM (10 MARKS)

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

(2)

Yes No

If yes, mention how the cell works along with its compositions?

Yes, the campus has an EMIS Cell it has integrated and records the data. The campus has an academic audit.

For Further Details,

Please See Volume-8, Annex-I, Minute of CMC (Formation of EMIS) Page 4173-4174

Please See Volume-8, Annex-I, Guideline of EMIS Page 4233

Please See Volume-8, Annex-I, Report of EMIS Page 4234-4252

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

Analysis is carried out in areas such as Academic, Administrative & Finance.

1. Academic: EMIS disseminates examination results, teaching methodologies, academic program, faculty development program and extracurricular activities by means of campus newsletter.
2. Administrative: EMIS disseminates information on admission procedures, time table and academic calendar, campus code of conduct, campus organization structure, role and responsibilities of departments, time schedules of internal and external examination, scholarship notices, public notices regarding procurement and construction work, vacancy announcement notices and information related to library services.
3. Financial: EMIS collects budget and audit reports of the campus and disseminates financial information to the users as per their demand. The financial information produced by EMIS are campus annual budget, audit reports, salary sheet, fee structure, campus income and expenditure account, balance sheet and cash flow statements.

For Further Details,

Please See Volume-8, Annex-I, Guideline of EMIS Page 4233

Please See Volume-8, Annex-I, Report of EMIS Page 4234-4252

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

These analyzed data are recorded in file, register, campus publications and computer files and inschoolerp software are kept in different departments and administration sections. The student progress report and files are maintained in concerned departments. The financial records are kept in the Account section and other records are kept in the Administration section.

For Further Details,

Please See Volume-1, Annex-I, Campus Operational Directory, Page 5-102

<https://janajyoti.inschoolerp.com/>

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

Yes No

If yes, explain how they are disclosed?

Yes, the information is open to the stakeholders. All the information related to campus is accessible through the EMIS & campus Website at any time. The campus publishes souvenirs annually. All information related to academic administrative financial and student activities are published in campus souvenirs. The souvenir has been published for the last seven years. The souvenir is available to the students, faculties, guardians, campus management committee and neighboring organizations at free of cost.

For Further Details,

Please See Volume-8, Annex-I, Minute of CMC (Provision of Information Delivery) Page 4253-4254

Please See Volume-8, Annex-I, Screenshot of Website Page 4255-4258

<https://janajyoticampus.edu.np/>

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

Yes No

Yes, this information is displayed in charts, diagrams, and notice boards and made public on the Campus Anniversary Day, Campus Assembly and CMC meetings. This is then published in campus souvenirs. This information is also kept on the campus web site, records of the IQAC, concerned department, council, cells, section, committee and library. If any individual or institution wants to get information, the concerned department, cell, committee and section provide them. Students and parents are notified about the result through result sheets.

For Further Details,

Please See Volume-8, Annex-I, Minute of CMC (Formation of EMIS) Page 4231-4232

Please See Volume-8, Annex-I, Guideline of EMIS Page 4233

Please See Volume-8, Annex-I, Minute of CMC (Provision of Information Delivery) Page 4253-4254

<https://janajyoticampus.edu.np/>

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

Yes No

If yes, explain how does it happen?

Yes. There is a mechanism to receive comments or feedback on the published data. The campus has EMIS and Public Information Cell (PIC) which receive feedback on the published data. The feedback is received through different meetings with stakeholders, through campus website www.janajyoticampus.edu.np and social networking sites. There is also a complaint box installed inside the campus to receive the feedback from the stakeholders. The complaints are discussed in the concerned committees to take necessary initiatives.

For Further Details,

Please See Volume-2, Annex-I, Guideline of PIC, Page 1340-1341

Please See Volume-2, Annex-I, Minute of CMC (PIC Formation), Page 1342-1343

Please See Volume-2, Annex-I, Minute of PIC, Page 1344-1349
Please See Volume-8, Annex-I, Minute of CMC (Formation of EMIS) Page
4231-4232

Please See Volume-8, Annex-I, Guideline of EMIS Page 4233

<https://janajyoticampus.edu.np/>

111. What are the impacts of such an information system on the decision making process? (1.5) Produce in brief the impact analysis.

The campus has got positive impacts from the information of the campus. Supporting hands are increasing day by day. The positive impact of the public information system has encouraged community members to protect and take care of the plants within the campus premises. Likewise, education-loving individuals have established a scholarship fund with the objective of supporting students in their studies. Local governments, Gandaki Provincial Government and Federal Government, Tanahun HydroPower and Surya Nepal Pvt. Ltd. have been highly inspired with the performance of the campus and they have supported different infrastructural development. Because of the positive response of the campus, the federal member of parliament, Provincial member of parliament, Mayor of Bhimad Municipality and Chairman of other neighboring Rural Municipalities are nominated as advisors of the campus for effective decision making process.

For Further Details,

Please See Volume-6, Annex-I, Document of support Agency Page 3589-3606

Please See Volume-8, Annex-I, Endowment Fund Rules, Page 4259-4266

Please See Volume-8, Annex-I, List of Endowment Fund, Page 4267

Please See Volume-8, Annex-I, Financial Support From Stakeholders Page 4268-4287

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

The information system has provided a great opportunity to the campus for enhancing its physical and academic quality. The following are examples of quality improvement due to the use of the information system of the campus.

- a. Increasing Students Enrolment
- b. Improvement of Result
- c. Increasing the no. of graduate students
- d. Positive impact of the society
- e. Increasing Endowment Fund
- f. Infrastructure development

By the development of the information system, the students' enrolment has been increased. The result of the students has also been improved. Local government, Gandaki Provincial Government and Tanahun Hydropower Project and Surya Nepal Pvt. Ltd. have been highly inspired for financial support to develop the infrastructures of the campus. The campus has developed an Endowment Fund by the influence of the proper information system of the campus.

For Further Details,

Please See Volume-7, Annex-I, Academic Audit Report, Page 4093-4139

Please See Volume-8, Annex-I, Result Analysis Page 4288-4302

CRITERION 8: PUBLIC INFORMATION (10 MARKS)

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

Yes No

If yes, give details.

Yes, the campus has a provision of the Public Information Cell (PIC). The cell links between the campus and the public.

*For Further Details,
Please See Volume-2, Annex-I, Guideline of PIC, Page 1340-1341
Please See Volume-2, Annex-I, Minute of CMC (PIC Formation), Page 1342-1343
Please See Volume-2, Annex-I, Minute of PIC, Page 1344-1349*

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

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

1. Academic: PIC provides the information of students' enrolment with its stakeholders. It disseminates academic outputs, methods of classroom teaching, academic programs, faculty development programs and extracurricular activities by means of campus publications.

2. Administrative: PIC circulates information on admission procedures, time table, and academic calendar, campus code of conduct, campus organization structure, role and responsibilities of departments, scholarship notices, public notices regarding procurement and construction work.

3. Financial: PIC publishes the financial information such as campus annual budget, audit reports, salary sheet, fee structure, campus income and expenditure account, balance sheet and cash flow statements. The PIC disseminates the information regarding the above aspects of campus.

*For Further Details,
Please See Volume-2, Annex-I, Guideline of PIC, Page 1340-1341
Please See Volume-8, Annex-I, Report of EMIS Page 4234-4252
Please See Volume-9, Annex-I, Response Form Media (Screenshot and Photos)Response Page 4302-4341*

115. Where is this information published? (1.5)

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

Vacancy announcements, information about the campus and the campus activities are published in the newspapers. The information related to the institutional special campus Souvenir and Prospectus publish the campus activities. The campus website & social networking sites (facebook pages) are also active for delivering campus activities.

For Further Details,
Please See Volume-5, Annex-I, Souvenir (Smarika) Page 2822-2898
Please See Volume-5, Annex-II, Souvenir (Smarika) Page 2899-3127
Please See Volume-5, Annex-III, Souvenir (Smarika) Page 3128-3350
Please See Volume-5, Annex-IV, Souvenir (Smarika) Page 3351-3488
Please See Volume-9, Annex-I, Response Form Media (Screenshot and
Photos)Response Page 4302-4341
Please See Volume-9, Annex-I, Advertisement Page 4341-4345
Please See Volume-9, Annex-I, Cut Outs of Sampadakiya Sangraha (Bhanjyang) Page
4346-4348

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

- Yearly (1)
- In 4 years (0)

The campus Souvenir "JYOTIPUNJA" and the Prospectus are published yearly by including all the academic, administrative and financial activities.

For Further Details,
Please See Volume-1, Annex-VI, Academic Calendar, Page 1195-1212
Please See Volume-5, Annex-I, Souvenir (Smarika) Page 2822-2898
Please See Volume-5, Annex-II, Souvenir (Smarika) Page 2899-3127
Please See Volume-5, Annex-III, Souvenir (Smarika) Page 3128-3350
Please See Volume-5, Annex-IV, Souvenir (Smarika) Page 3351-3488
Please See Volume-4, Annex-III, Prospectus Page 2485-2488
Please See Volume-7, Annex-I , Academic Audit Report, Page 4093-4139

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

Areas	2080/081	2081/082
Academic	Souvenir, Prospectus, Academic Audit, EMIS Report	Souvenir, Prospectus, Academic Audit, EMIS Report
Administrative	Souvenir, Prospectus, EMIS Report Tracer Study	Souvenir, Prospectus, EMIS Report Tracer Study
Financial	Audit Report, Souvenir	Audit Report, Souvenir

For Further Details,
Please See Volume-1, Annex-VI, Academic Calendar, Page 1195-1212
Please See Volume-4, Annex-III, Prospectus Page 2485-2488
Please See Volume-5, Annex-I, Souvenir (Smarika) Page 2822-2898
Please See Volume-5, Annex-II, Souvenir (Smarika) Page 2899-3127
Please See Volume-5, Annex-III, Souvenir (Smarika) Page 3128-3350
Please See Volume-5, Annex-IV, Souvenir (Smarika) Page 3351-3488
Please See Volume-7, Annex-I , Academic Audit Report, Page 4093-4139
Please See Volume-7, Annex-I , Tracer Study Page 4000-4093
Please See Volume-8, Annex-I, Report of EMIS Page 4234-4252

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

Yes No

If yes, give details

Yes. The campus collects the responses from the public in the SWOT analysis and takes the opinion from the stakeholders. The campus has the PIC which has the meeting with the public and parents and takes feedback form this community and provides this feedback to the CMC.

For Further Details,

Please See Volume-2, Annex-I, Guideline of PIC, Page 1340-1341

Please See Volume-2, Annex-I, Minute of CMC (PIC Formation), Page 1342-1343

Please See Volume-2, Annex-I, Minute of PIC, Page 1344-1349

Please See Volume-4, Annex-IV, Students' Feedback Page 2650-2686

Please See Volume-9, Annex-I, Public Responses Page 4248-4250

Please See Volume-9, Annex-I, Photos of SWOT Analysis Page 4349-4368

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

Yes No

If yes, how are these impacts measured?

Yes. There is a system to evaluate the impact of public information on quality improvement. The Public information Cell collects feedback from the stakeholders and submits it to the CMC which evaluates the feedback and decides on the measures to be taken to improve the quality of service. These impacts of public information are measured from the positive and negative responses of the group of stakeholders.

For Further Details,

Please See Volume-2, Annex-I, Minute of CMC (PIC Formation), Page 1342-1343

Please See Volume-2, Annex-I, Minute of PIC, Page 1344-1349

Please See Volume-2, Annex-I, Guideline of PIC, Page 1340-1341

Please See Volume-3, Annex-I, Minute of Campus Assembly (Formation of Evaluation and Monitoring Committee), Page 1750-1752

Please See Volume-3, Annex-I, Guidelines of Evaluation and Monitoring Committee Page 1753-1754

Please See Volume-3, Annex-I, Report of Evaluation and Monitoring Committee Page 1755-1760

Please See Volume-3, Annex-I, Minute of Evaluation and Monitoring Committee Page 1761-1781

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

The public information practice has made positive impacts on the development of the campus. The public information has increased the concern of the public towards the campus. The campus' involvement in social or community activities have also been increased. The community has participated to construct the garden and committed to save and make this constructed garden. The involvement of the students in educational activities is also growing. The number of suggestions and feedback provided by the visitors and general public are valued by the administration and the CMC. More

scholarship funds have been established to create more scholarship opportunities to the educationally disadvantaged students studying in the campus. The campus has become successful in raising funds for public participation. The involvement of the community people in the campus meetings/programs has also been increased.

*For Further Details,
Please See Volume-2, Annex-I, Minute of PIC, Page 1344-1349
Please See Volume-9, Annex-I, Response Form Media (Screenshot and
Photos)Response Page 4302-4341*

PART TWO: ANALYSIS OF THE DATA

2.1 Preamble

2.1.1 Brief Introduction to Janajyoti Campus

Janjyoti Campus was established in 2064 B.S. with the aim of providing quality education in rural areas in the south-western region of Tanahun district. It is affiliated to Tribhuvan University. This is a community-based, non-profitable, and service-oriented campus. It was initially proposed by social workers, entrepreneurs, education lovers and citizens. At present, it has 210 life members, 58 general members, an active management committee, 15 teaching and non-teaching staff and 257 students. The community is dedicated to the development of the campus. Most of the people belong to Janajatis & Dalits who are educationally disadvantaged. They are eager to provide higher education to their children but their financial status does not support them. The other government and public campuses are about 35 km away from their residence. Most of the students here are girls. Parents feel secure in educating children under their own access. The campus management committee is dedicated enough to quality education. The inclusive committee members are proportional and adjustable. There are two faculties: management and education. Under the Faculty of Education, classes of English, Nepali and Population Education are in operation. Campus rules and regulation have clearly defined the mission, vision, goal, plans, programs, and strategies. There is a duly constituted campus governing body, which is the governing body of the institution and plays an important role in taking initiative in policy making and planning and development of programs.

2.1.2 Development History

The Campus was established in 2064. Janajyoti Campus, located in the center of Bhimad Municipality, Rising rural Municipality, Myagde rural Municipality, Ghiring rural Municipality and Shuklagandaki Municipality, in the south-western region of Tanahun district, is also the educational center of neighboring local bodies. The campus aims to provide higher education to the Janajati, Dalit, poor and backward sections of the region. Since the establishment of the campus, there has been immense love and support from the communities of the region. Janajyoti Campus does not have a heroic beginning. It started its journey as a humble traveler. Its academic journey began from the small building of the Janajyoti Secondary School with 23 students. Slowly, with the tireless effort of the academicians, the campus gradually graduated from one level of academic pursuit to another. As a result, Janajyoti Campus has graduated 275 students and it has now become a synonym for the hub of creativity and growing intellect.

The academic building and the administrative as well as library buildings and canteen on the campus are arranged separately. Compounding entrance gate, vehicle parking has been arranged on the campus and we are in the process of supplying necessary water to the campus and Janajyoti School through the help of Bhimad Municipality with deep boring work. There is no doubt that higher education providers should be inherently manageable and qualitative. We have all been focused on developing the campus with the objective of meeting the quality standards set by the Government of Nepal and the University Grants Commission. All the stakeholders of the campus have been focused on the self-study report specification work, since all the

stakeholders of the campus have been approved for the achievement of the basis for the criteria set by the University Grants Commission (UGC), Quality Assurance Accreditation Division (QAAD). Not only the municipality of Bhimad but also the other local bodies of the area and the neighboring districts Nawalparasi, Syanja and Palpa are also attracted by the campus. The campus is fulfilling the higher educational needs of the area. The campus has continued its presence not only in education but also in social issues. The campus has been working on social awareness programs like blood donation programs, sanitation programs, health camps, coordination with financial institutions etc. The campus has also been actively participating in events organized by various social organizations in the society. The society and social organizations in this area have regarded the campus as a higher educational hub. Being an institution according to the educational aspirations of the society, 210 campus assembly members, including lifelong advisory members, lifelong members and ordinary members have become campus families. While there are more than one thousand donors on campus, there has been support and participation of the society in various public awareness and social activities organized by the campus such as:-

- Keeping intimate relation with supportive hands of the campus in the past,
- To continue the public awareness and sanitation programs,
- To further coordinate with educational and financial institutions,
- To increase education, health and social philanthropic activities,

2.1.3 Physical Infrastructure and Properties

The campus has got well equipped infrastructure and learning resources.. It has an academic building, administration and library building with seminar Hall, canteen, garden, library, parking, deep boarding computer lab, well-furnished classrooms, first aid room, dress changing room, separate male and female toilets, pure drinking water supply, multimedia projector, internet and Wi-Fi. Specifically, the campus has got sufficient supporting facilities for conducting various education programs and activities. The campus has a separate departmental desk with departmental library, volleyball and badminton court, TT board. Especially for the students, the campus has managed first-aid rooms/facilities, scholarship facilities, and notice boards. The campus has prepared maintenance guidelines with the regular maintenance of the infrastructure, accordingly the budget is allocated. The campus has best utilized the existing resources and infrastructure systematically with prior plans and policies as stated in the Campus Operational Directory. The other institutions are conducting their programs seminar and meeting hall regularly .The campus resources and facilities have been utilized by concerned stakeholders since its establishment. The campus has a stage to organize various programs. Different plantation programs have brought effective results for the greenery of the campus environment. Construction and expansion of infrastructure facilities such as building complexes, classrooms, library, computer lab, furniture, materials and equipment.

2.1.4 Academic Facility

BBS (4-years) program

Bachelor of Business studies was initiated in the campus from 2066 B. S. with affiliation to Tribhuvan University in the morning shift. Because of the speedy growth of different financial intuitions, the demand for BBS programs has been continuously growing. This program also offers accountancy, finance and marketing as specialization subjects. Similarly, the campus is conducting English and Nepali medium classes in this faculty.

B.Ed. (4 years) program

Bachelor of Education was initiated in 2064 B. S. Majority of faculty and students are involved in the program. Diverse subjects are taught in the program; English, Nepali and Population. This program is managed in the morning shift.

2.1.5 Academic Facilities and Resources

The campus has provided library, computer scholarship, extra- activities facility, to the students and provides faculty development training, workshop and research and development facilities to the faculty members. Similarly, a departmental library has been arranged for the departments. The campus has provision of internal terminal examination, unit test and regular assessment and counseling. The campus has the provision of project work, teaching practice and internship facility according to the nature of course of study. The faculty members of the campus are adopting new teaching methods and technologies according to the nature of course. The faculty members practice students centered interactive classroom teaching. Extra-Curricular Activities (ECA) such as sports and other competitions are conducted to support physical and mental development.

Social Service Activities: Blood Donation, Plantation, Sanitation, Hygiene and Social Awareness Programs are also conducted.

2.1.6 Details of Available Human Resource

Name List of Teaching and Non-teaching Staff

S N	Name	Position	Type of Tenure
1	Keshav Raj Kaphle	Campus Chief	Full Time
2	Shiva Dutta Chapagai	Asst. Campus Chief	Full Time
3	Sita Devi Bhattarai	Lecturer	Full Time
4	Hari Prasad Subedi	HoD, Education Department	Full Time
5	Deepak Bhattarai	Lecturer	Full Time
6	Laxmi Shrestha	Lecturer	Full Time
7	Narayan Maraseni	HoD, Management Department	Full Time
8	Janak Raj Shrestha	Asst. Lecturer	Full Time
9	Khumkanta Aryal	Asst. Lecturer	Part Time
10	Binod Thapa	Asst. Lecturer	Part Time

11	Keshar Bahadur Khadka	Asst. Lecturer	Part Time
12	Devi Kumari Adhikari	Asst. Lecturer	Part Time
13	Raju Pariyar	Asst. Lecturer	Part Time
14	Kamal Kanta Subedi	Asst. Lecturer	Part Time
15	Suraj Lamsal	Asst. Lecturer	Part Time
16	Kamala Poudel	Accountant	Full Time
17	Sunil Pathak	Assistant Administrator	Full Time
18	Goma Kumal	Office Attendant	Full Time
19	Chameli Kumal	Security	Full Time

2.1.7 Institutional Mechanism

Name List of Campus Management Committee

SN	Name	Status	Address
1	Jit Prakash Ale	Chairman	Bhimad-6, Tanahun
2	Umakanta Shrestha	Vice-Chairman	Bhimad-6, Tanahun
3	Sharada Khanal	Member	Bhimad-6, Tanahun
4	Jibnath Aryal	Member	Bhimad-6, Tanahun
5	Gopal Prasad Parajuli	Member	Bhimad-7, Tanahun
6	Indira Khadka	Member	Bhimad-6, Tanahun
7	Mausam Sharma Gairhe	Member	Bhimad-6, Tanahun
8	Chudamani Khanal	Member	Bhimad-6, Tanahun
9	Milan Ale	Member	Bhimad-6, Tanahun
10	Arbin Shrestha	Member	Bhimad-6, Tanahun
11	Hast Bahadur Khadka	Member	Bhimad-8, Tanahun
12	Krishnakala Subedi	Member	Bhimad-3, Tanahun
13	Narendra Thapa	Member	Bhimad-7, Tanahun
14	Dayanidhi Poudel	Ex-officio member	Janajyoti Ma, Bi. Chairman
15	Shyam Sunder Joshi	Ex-officio member	Ward Chairman, Bhimad-6, Tanahun
16	TU- Representative		
17	Hari Prasad Subedi	Ex-officio member	PUCTA, Chairman, Janajyoti Campus
18	Keshav Raj Kaphle	Member-Secretary	Campus Chief

List of Committees

S N	Committees' Name	Chairman/ Coordinators' Name
1	CMC/Steering Committee/Teacher and Staff Appointment Recommendation Committee	Jit Prakash Ale
2	Campus Evaluation & Monitoring Committee	Dadhiraj Subedi
3	Scholarship Committee	Umakanta Shrestha

4	Social Audit Committee	Chandra Prakash Subedi
5	Construction and Consumption Committee	Indra Khadka
6	Financial Committee	Jiwan Aryal
7	Teachers-Parents Association	Saraswati Lamasl
8	Library Management Committee	Milan Ale
9	Internal Academic Audit Committee	Khimakanta Parajuli
10	Academic Council	Keshav Raj Kaphle
11	IQAC/SAT/ ECA/ Management Faculty Research Committee	Shiva Dutta Chapagai
12	Internal Audit/ Examination Committee	Sita Devi Bhattarai
13	RMC/ EMIS Committee	Deepak Bhattarai
14	Students Placement, Counseling & Grievance Collection & Solving Committee	Laxmi Shrestha
15	PUCTA, Janajyoti Unit	Hari Prasad Subedi
17	Public Information committee	Janak Raj shrestha
16	Ex-Students Union	Sunil Shrestha
17	Free Student Union	Biplav Bhandari
18	Students Quality Management Circle	Archana Gairhe

Administrative system and organization

The campus has clear rules and regulations about the administrative system and organization. Campus assembly and campus management committee are responsible for the formulation of policy and procedures of campus. Campus chief is an administrative person of a campus, who is responsible to prepare and implement the plan and programs of campus. The campus has different departments and cells they are responsible for preparing and implementing unit plans and programs. The campus has created a separate section; account section, exam section, library section, store section, to deliver fast and quick service to the students.

2.1.8 Financial Status of the Campus

The campus is a community based campus; it is an autonomous organization on financing activities. The unit cost of education is Rs 55508 including depreciation. The campus has weak financial status because of limited income sources and increasing expenses. In fiscal year 2081/082 campus was able to collect Rs 72,24,230 from students and spend RS 12100954 to deliver the service to the students, So that the financial status of the campus is not satisfactory.

2.1.10 Critical Appraisal of the Campus (SWOT Analysis)**Strengths**

1. Enough / sufficient land
2. Community Based Campus
3. Cooperative and collaborative campus management committee (CMC).
4. Having facilities of library, Computer Center, Seminar Hall, Canteen, first aid, Parking, Safely Compounding.

5. Clear Rule and Regulation.

Weaknesses

1. Inadequate attendance of students, guardians and members in campus program.
2. Limit the number of programs.
3. Inadequate teaching and non- teaching staff.

Opportunities

1. The campus has intended to make a research and innovative center with co-ordination of local levels of this area.
2. The campus has the opportunity to act as a major higher institution of this area.
3. Conducting master - degree and other technological education as needed by society.

Threats

1. Unclear and unpredictable status of the Tribhuwan University in the context of the federal system.
2. Lack of enough cooperation with national and international academic institutions.
3. Lack of sustainability management of financial resources.

2.1.11 Self-Study Report Preparation

How it is understood

During the stages of the developmental process, change and modification of higher education in a new horizon is inevitable. University Grants Commission (UGC), the umbrella organization of all universities in Nepal, is to run the Quality Assurance and Accreditation (QAA) program. QAA is granted to an institution that meets the entire requirement for acquiring quality in higher education. It is the system that evaluates and monitors educational institutions and their programs on the basis of minimally required and predefined criteria/standards. It also provides an opportunity to the related educational institutions to improve the performance and correct the weaknesses. In a real sense, the accreditation process aims to enable the academic institutions to produce competitive employable and acceptable human resources with technical and skilled knowledge through the process of reorganization and acknowledgement. Self-study report (SSR) is the process of evaluating assurance of accreditation oneself. SSR is also the system of identifying one's own proper strength and weaknesses and thereby formulating appropriate plans to improve and modify the deficiencies. Under the provision of SSR, activities and programs of institutions including the goals, objectives, and strategies, and teaching-learning processes are critically examined, so as to assure quality and accreditation.

Formation of SAT

The Internal Quality Assurance Committee was formed on Campus date on 2076/03/23 under the leadership of Assistant Campus Chief, Shiva Dutta Chapagai. It has completed the task of receiving LoI from UGC but it was restructured later due to

various technical causes. The SAT was formed on 23rd Mangsir, 2076 and it has given ToR for preparation SSR along with independent assessment and monitoring the practices of campus in its overall institutional management process and comparing it with general quality benchmarks prescribed as per the standard of UGC. The Self-Assessment Team (SAT) comprises the following members:

Coordinator: Shiva Dutta Chapagai
Member: Hari Prasad Subedi
Member: Deepak Bhattarai
Member: Kamala Poudel

2.2 Methodology

Self-Study Report (SSR) prepared by the SAT committee is based upon the explorative cum descriptive research design. A number of orientations, interactions, and focus-group discussions have been conducted to explore the practices and procedures of campus in its institutional management process for delivery of services and teaching learning activities. The SAT committee surveyed the opinions and views of representatives from the various Students, Campus Teachers Association, Free Student Union, coordinators of various existing committees, heads of academic departments and other stakeholders in the data collection process. The major literatures observed for SSR preparation were Campus rules, Campus Strategic Plan 2079-2083, campus code of conduct, campus academic calendars, audit reports of various fiscal years, minutes of meeting of CMC, IQAC, Academic Departments, campus service commission, Employee Attendance, campus websites and facebook pages etc. among others. All these documents and literature were verified by the concerned authority making cross checks with each other and they were validated as evidence for SSR. The SSR team has collected the data, information and evidence with the different faculties, departments and cells. discussed the question-wise responses; they were revised and it was verified with documentary evidence. After compiling the benchmark- wise information from the sub-committees, the SSR preparation team developed a scheme of writing the complete Self Study Report (SSR) and developing evidence in hard and soft copy. The SSR data form was completely filled up by the sub-committees. So, the SSR team discussed the question-wise responses; they were revised and it was verified with the documentary evidence. All the documents, references, correspondences, and literatures concerning the Self Study Report (SSR) were individually scanned and page setting was made into Adobe In Design format, a desktop publishing software application produced by Adobe Systems. It was used to create all the works that the SSR team performed in its original graphic design and it has been converted to *PDF* format and completed the preparation of digital copy of Self Study Report (SSR).

CRITERION WISE ANALYSIS

CRITERION 1: POLICY & PROCEDURES

Objectives/Targets:

The policies and procedures of the campus are major guidelines to operate the campus effectively. The objectives and targets in this area of policy and procedure are:

- a. to develop clear vision, mission, goals and objectives of the institution
- a. to develop comprehensive and periodic plan and ensure its effective implementation
- b. to use internal quality monitoring and assurance system effectively
- c. to increase public confidence
- d. to attract talent students and backward community students

Current Status

The Campus has established a well-structured policy and procedural framework guided by its strategic plan and campus regulations. The campus has formulated the mechanisms to monitor the effectiveness of the quality assurance systems and the campus has its own strategy for its quality assurance systems which define the responsibilities of departments, Units and individuals. It has improved the relationship between teaching and research and involvement of students in the campus policy which is implemented, monitored and revised regularly.

- The campus has a clearly defined VMGO, reviewed every five years by the Campus Management Committee (CMC) and CA.
- A five-year strategic plan, annual plans, and academic calendar ensure systematic implementation.
- The institution operates through a well-defined organizational structure including Campus Assembly, CMC, AC, IQAC, and various committees.
- The Internal Quality Assurance Committee (IQAC) and Monitoring Committee regularly assess academic and administrative performance.
- Clearly defined job descriptions (TOR) exist for all departments, units and staff, supported by evaluation and appraisal systems.
- The campus practices participatory management, involving stakeholders such as teachers, students, parents, and community representatives.
- Student representation is ensured in IQAC, SQMC, and other committees.
- Academic audit is conducted to ensure quality enhancement.
- A Research and Publication Committee promotes integration of teaching and research.
- Innovative teaching practices such as ICT-based learning, project work, field studies, and case analysis are implemented.

SWOT Analysis

Strengths

- Clearly defined and documented VMGO and strategic plans.
- Strong community-based governance and participatory decision-making.
- Functional IQAC and internal monitoring mechanisms.
- Defined roles, responsibilities, and evaluation systems (TOR-based).

- Active student participation in management and quality assurance.
- Integration of teaching, research, and practical learning approaches.

Weaknesses

- Absence of external academic audit.
- Limited research output and publications.
- Lack of diversified and self-sustaining academic programs.
- Partial use of digital quality monitoring systems.
- Limited global exposure and collaboration.

Opportunities

- Expansion of research activities and publications.
- Introduction of skill-based and market-oriented programs.
- Strengthening digital systems and ICT integration.
- Development of national and international linkages.
- Enhanced stakeholder feedback and quality enhancement practices.

Threats

- Competition from urban and well-established institutions.
- Financial constraints affecting policy execution and innovation.
- Risk of student migration to urban areas or abroad.
- Difficulty in maintaining consistent quality standards in rural settings.

CRITERION 2: CURRICULAR ASPECTS

Objective

The institution aims to develop students' academic competence, employability skills, and social responsibility through effective curriculum implementation and enrichment practices.

Current Status

The campus ensures consistency between curriculum, teaching-learning, and institutional objectives through structured mechanisms. The campus has implemented the curriculum assigned by the Tribhuvan University and allowed the students freedom, flexibility and interest it has focused the consistency of the programs of the campus with goals and objectives.

- Teaching-learning activities are aligned with academic goals through IQAC, academic committees, and departmental monitoring.
- Programs are flexible, offering convenient class schedules (morning shift), elective subjects, and student mobility options.
- The institution promotes skill development including communication, numerical ability, ICT usage, teamwork, and independent learning.
- Elective subjects are offered in both Education (Nepali, English, Population/Health) and Management (Accounting, Finance, Marketing).
- Practical learning is emphasized through field visits, project work, internships, and practice teaching.
- Feedback is collected from stakeholders, peers, and employers through meetings, evaluation committees, and monitoring systems.
- The campus maintains institution-community linkages with local government bodies and organizations.

- Students are actively involved in civic and social responsibility programs such as health camps, awareness programs, and community service.
- Extracurricular activities and student organizations (FSU, SQMC) support holistic personality development.
- The institution promotes ethical and value-based education through code of conduct and social service initiatives.

SWOT Analysis

Strengths

- Strong alignment of curriculum with institutional goals and TU guidelines.
- Flexible programs with elective options and student-friendly schedules.
- Emphasis on practical learning and skill development.
- Active community and institutional linkages.
- Integration of extracurricular and civic engagement activities.
- Focus on moral and ethical education.

Weaknesses

- Limited scope for curriculum revision (dependent on TU).
- Lack of advanced and diversified academic programs.
- Limited structured industry linkage and internship systems.
- Feedback mechanisms are present but not fully digitized.

Opportunities

- Introduction of skill-based, technical, and job-oriented courses.
- Strengthening industry and institutional collaborations.
- Enhancing ICT-based and digital learning systems.
- Expanding student-centered and outcome-based curriculum practices.

Threats

- Curriculum rigidity due to affiliation constraints.
- Competition from institutions offering market-driven courses.
- Rapid changes in job market demands requiring frequent curriculum updates.

CRITERION 3: TEACHING-LEARNING AND EVALUATION

Objective

The campus aims to enhance teaching quality, assess student performance systematically, and support both faculty and student development through innovative and inclusive approaches.

Current Status

The campus has systems to evaluate the effectiveness of the techniques, the performances of the teachers, teachers' different assigned works and activities, it has provided different opportunities for the teachers and the students' learning.

- Student admission is primarily based on academic records, with plans for entrance-based merit systems.
- Students are oriented regarding courses, evaluation systems, and institutional rules.
- The institution assesses student aptitude through orientation, counseling, internal exams, and classroom interaction.
- Remedial and support classes are provided for academically weak students.

- Teachers are encouraged to prepare lesson plans and teaching schedules aligned with the academic calendar.
- Teaching methods include lectures, group discussions, presentations, project work, field studies, and ICT-based learning.
- The campus provides audio-visual aids, multimedia tools, and internet facilities.
- Student performance is monitored through unit tests, internal exams, assignments, and practical evaluations.
- A structured faculty recruitment system ensures transparency and quality.
- Faculty development is promoted through training, workshops, and seminars.
- Performance appraisal includes self-evaluation, peer review, student feedback, and result analysis.
- Regular student feedback mechanisms are used to improve institutional practices.
- The campus has initiated innovative teaching practices, including problem-based learning and technology integration.
- National-level linkages and guest lectures enhance academic exposure.

SWOT Analysis

Strengths

- Structured and transparent teaching-learning and evaluation system.
- Emphasis on student-centered and practical teaching methods.
- Regular internal assessment and performance monitoring.
- Availability of ICT tools and audio-visual teaching aids.
- Strong faculty appraisal and feedback system.
- Active faculty development initiatives.

Weaknesses

- Limited use of advanced digital learning platforms.
- The admission process lacks a fully competitive entrance system.
- Limited international academic exposure and collaboration.
- Research integration in teaching is still developing.

Opportunities

- Adoption of e-learning and blended teaching methods.
- Strengthening research-based teaching practices.
- Expanding faculty training and international collaboration.
- Introducing innovative evaluation techniques.

Threats

- Competition from institutions with advanced teaching technologies.
- Resource constraints affecting teaching innovation.
- Student migration toward institutions with better facilities.

CRITERION 4: RESEARCH, CONSULTANCY AND EXTENSION

Objective

The campus aims to encourage faculty and students to engage in research activities, develop innovative thinking, and contribute to knowledge generation. It also focuses on strengthening community linkages through extension activities and providing expert services to society.

Current Status

The campus has allocated a research budget for promoting research and innovation activities. To promote research, the institution has established a Research and Publication Committee (RMC) as per the Campus Operation Directory. The RMC has its own functional unit equipped with computer and internet facilities and plays a vital role in preparing research plans, publishing journals, and promoting student project work and report writing.

- Rs. 250,000 (3.33%) budget allocated for research,
- Research and Publication Committee (RMC) established,
- Dedicated research unit with ICT facilities,
- 53% faculty engaged in research and publication,
- Support through study leave and seed money,
- Publications: Journal of Janajyoti, mini reports, Smarika, prospectus,
- One faculty in MPhil; no PhD graduates in 5 years,
- 10% research budget allocated for student research,
- Consultancy in teacher selection, evaluation, and editing,
- Extension activities managed by ECA committee,
- Activities: health camps, sanitation, environment, blood donation, awareness,
- Outreach and collaboration with Red Cross, hospitals, NGOs,

SWOT Analysis

Strengths:

- Dedicated Research and Publication Committee (RMC)
- Budget allocation for research activities
- Active participation of faculty in research (53%)
- Regular publication of journal, mini research, and Smarika
- Financial support for student research
- Strong extension and outreach programs
- Collaboration with NGOs, INGOs, and local bodies

Weaknesses:

- No PhD programs and limited higher-level research opportunities
- Lack of externally funded research projects
- No structured data on ongoing research projects
- Limited teaching load adjustment for research activities

Opportunities:

- Potential to expand research collaboration with national and international institutions
- Scope to attract external funding and grants
- Possibility of introducing MPhil/PhD programs in future
- Enhancement of consultancy services
- Strengthening community engagement through more outreach programs

Threats:

- Limited financial resources for large-scale research
- Competition with well-established research institutions
- Risk of low research motivation without incentives
- Dependence on internal funding for research sustainability

CRITERION 5: INFRASTRUCTURE AND LEARNING RESOURCES

Objective

The primary objective of the institution is to develop and maintain adequate, modern, and sustainable infrastructure and learning resources that support effective teaching, learning, research, and overall academic excellence. The campus aims to:

- Ensure availability of essential physical infrastructure and academic facilities.
- Expand infrastructure in line with academic growth and future needs.
- Provide accessible, technology-enabled learning resources.
- Promote a clean, safe, and student-friendly learning environment.
- Strengthen library services as a core academic resource.
- Facilitate optimum utilization and regular maintenance of infrastructure.

Current Status

The institution has made significant progress in developing physical infrastructure and learning resources:

Physical Infrastructure:

- A comprehensive master plan is in place, covering existing structures (academic building, administrative block, canteen, parking, deep boring, etc.) and future expansion.
- Infrastructure expansion is guided by strategic and annual plans through the Construction and Consumer Committee.
- Adequate support facilities include library, computer lab, seminar hall, campus hall, playground, parking, internet, and drinking water facilities.

Maintenance and Utilization:

- Regular maintenance is ensured through a structured system under the Construction and Consumer Committee.
- Infrastructure is optimally utilized through morning academic shifts and day-time administrative and academic activities.
- Facilities are also made available to external agencies under defined policies.

ICT and Learning Facilities:

- 25 computers for students and 12 for faculty with internet access.
- The computer center operates from 1:00 PM to 6:00 PM.
- All departments are equipped with computers and networked systems.
- Wi-Fi facilities are available, with plans for CCTV installation.
- Annual maintenance contracts ensure regular updating and servicing.

Environment and Sustainability:

- The campus promotes a clean and green environment through tree plantation, waste management, and dust-free pathways.
- Environmental awareness activities are regularly conducted.

Health and Sports Facilities:

- Health services include first aid, health camps, and financial support for serious illness.
- Sports facilities are managed by the ECA Committee with incentives for outstanding performers.

Library Resources:

- The library (Shaheed Kalyan Khanal Memorial Library) has:
 - 4450 books, 3550 reference books, 1350 textbooks.
 - 50 Nepalese journals and 50 refereed journals.
- Partially automated using In School ERP software.
- Provides multiple services including circulation, reference, internet access, and user orientation.
- Seating capacity for 18 students with plans for open access.
- The library budget ranges from 0.85% to 1.63% of total expenditure.

SWOT Analysis

Strengths:

- Well-defined master plan for infrastructure development.
- Availability of essential academic and support facilities.
- Functional computer labs with internet access.
- Regular maintenance system and dedicated committees.
- Active utilization of infrastructure throughout the day.
- Environment-friendly campus initiatives.
- Diverse library resources with partial automation.
- Collaboration with external agencies for infrastructure use and support.

Weaknesses:

- Limited seating capacity in the library.
- Lack of full automation in library services.
- Limited access to foreign journals and advanced e-resources.
- No hostel facilities for students.
- Incomplete data on e-library usage and inter-university resource sharing.

Opportunities:

- Expansion of infrastructure as per master plan and strategic vision.
- Upgradation to fully automated and digital library systems.
- Introduction of laboratory facilities for academic enhancement.
- Development of the hostel and additional student support services.
- Strengthening ICT-based learning and smart classrooms.
- Increased collaboration with governmental and non-governmental organizations.

Threats/Challenges:

- Financial constraints in expanding infrastructure rapidly.
- Increasing demand for advanced digital learning resources.
- Maintenance costs of expanding infrastructure.
- Competition from better-equipped institutions.
- Need for continuous technological upgradation.

CRITERION 6: STUDENT SUPPORT AND GUIDANCE

Objective

The institution aims to provide comprehensive student support and guidance services to ensure academic success, personal development, and career readiness. The key objectives are:

- To support students through financial aid, counseling, and career guidance.
- To enhance student progression, employability, and self-reliance.
- To provide transparent admission processes and equal opportunities.
- To promote student participation in academic, co-curricular, and recreational activities.
- To strengthen alumni engagement and institutional linkage.
- To ensure inclusive support for disadvantaged and diverse student groups.

Current Status

The institution has established a structured system for student support and guidance:

Student Performance and Progression:

- High examination participation rate of 99%.
- Dropout rate stands at 16.27%.
- 12 students have progressed to higher studies.
- Alumni hold 7 prominent positions in various sectors.

Competitive Achievements:

- 22 students passed Nepal Civil Service Examinations.
- 12 students succeeded in other employment-related examinations.
- An additional 26 students achieved success in other fields.

Student Information and Admission:

- The campus publishes an updated annual prospectus with detailed academic and administrative information.
- Admission policies are communicated through multiple channels including media, counseling, and outreach programs.
- Policies for international students are aligned with Tribhuvan University regulations.

Financial Support:

- 3%–5% of total monthly fees allocated for scholarships.
- Special scholarships for marginalized groups (Dalit, Janajati, disabled, economically weak).
- Multiple trust funds established by donors and staff.
- 48 and 57 students received merit-cum-means scholarships in the last two years.

Counseling and Placement Services:

- A Student Counseling, Placement, and Grievance Cell is active.
- Career counseling, job information sharing, and employer coordination are conducted.
- Teachers actively provide academic and personal counseling from admission to graduation.

Employment and Self-Employment:

- Students are placed in public and private sectors (including semi-government).
- The institution promotes self-employment; graduates are engaged in businesses like shops, restaurants, training centers, etc.

Alumni Engagement:

- Alumni Association established with structured leadership.
- Alumni contribute to institutional development and networking.

Student Support Services:

- Support for international students includes induction programs, socio-cultural activities, and welfare services.
- Recreational facilities include indoor/outdoor games, cultural programs, audio-visual facilities, quizzes, oratory, and educational tours.

SWOT Analysis

Strengths:

- High student participation in examinations (99%).
- Strong scholarship system with multiple funding sources.
- Active counseling and placement cell.
- Dedicated teacher involvement in academic and personal guidance.
- Good record of success in competitive examinations.
- Strong alumni network.
- Transparent admission system with wide outreach.
- Emphasis on self-employment and entrepreneurship.

Weaknesses:

- Relatively high dropout rate (16.27%).
- Limited international exposure and support services.
- Lack of structured data on placement outcomes in all sectors.
- Limited formal recreational clubs (debate, nature, magazines).
- Placement services are still in the developing stage.

Opportunities:

- Expansion of placement and career development services.
- Strengthening alumni involvement in mentoring and employment.
- Development of entrepreneurship and incubation programs.
- Enhancement of international student services.
- Introduction of more structured student clubs and activities.
- Use of digital platforms for counseling and career guidance.

Threats/Challenges:

- Increasing competition in job markets affecting placements.
- Financial constraints for expanding scholarship schemes.
- Student migration to urban or foreign institutions.
- Need for continuous upgrading of counseling and placement services.
- Managing dropout rates effectively.

CRITERION 7: INFORMATION SYSTEM (10 MARKS)

Objective

The objective of the institution's Information System (EMIS) is to develop an integrated, efficient, and transparent mechanism for collecting, analyzing, storing, and disseminating academic, administrative, and financial information. It aims to support evidence-based decision making, improve institutional planning, ensure accountability, and enhance communication with stakeholders through timely and reliable data management systems.

Current Status

The institution has established an EMIS Cell responsible for managing and analyzing institutional data. The system integrates academic audit processes and supports structured data recording and reporting.

Key features of the current system include:

- Functional EMIS Cell for data collection and analysis
- Academic, administrative, and financial data analysis systems
- Use of files, registers, publications, and digital records (including InSchool ERP)
- Dissemination of information through website, notice boards, newsletters, and annual souvenirs
- Collection of stakeholder feedback through EMIS, Public Information Cell, meetings, and complaint boxes
- Regular publication of academic results, financial reports, and institutional updates
- Data storage across departments such as administration, accounts, and academic sections

The system ensures transparency and supports institutional reporting and planning.

SWOT Analysis

Strengths

- Established EMIS Cell with defined structure and guidelines
- Integration of academic, administrative, and financial data
- Use of digital tools including InSchool ERP
- Regular data dissemination through multiple platforms
- Active feedback mechanism (PIC, meetings, website, complaint box)
- Academic audit system strengthens data reliability

Weaknesses

- Partial automation; not fully digitalized system
- Limited advanced data analytics or real-time reporting tools
- Dependence on manual records in some departments
- Limited capacity building for advanced EMIS use among staff

Opportunities

- Expansion of fully digital and real-time EMIS system
- Integration of advanced analytics for decision-making
- Improved stakeholder engagement through digital platforms
- Automation of academic and financial reporting
- Capacity development in ICT and data management

Threats

- Risk of data inconsistency due to hybrid (manual + digital) system
- Cybersecurity and data privacy concerns
- Technical issues or system downtime affecting data access
- Limited ICT infrastructure upgrades over time

CRITERION 8: PUBLIC INFORMATION (10 MARKS)

Objective

The objective of the Public Information system is to ensure transparency, accountability, and effective communication between the institution and stakeholders. It aims to disseminate accurate and timely information related to academic, administrative, and financial activities,

promote stakeholder participation, and strengthen trust and cooperation between the campus and the public.

Current Status

The institution has a functional Public Information Cell (PIC) that serves as a communication bridge between the campus and the public. The PIC is actively involved in collecting, managing, and disseminating institutional information.

Key features include:

- Established Public Information Cell with defined guidelines and committee structure
- Regular dissemination of academic, administrative, and financial information
- Use of newspapers, prospectus, souvenirs, website, and social media for information sharing
- Annual publication of institutional reports, including Souvenir “JYOTIPUNJA” and Prospectus
- Collection of stakeholder feedback through meetings, SWOT analysis, and feedback forms
- Mechanism for reviewing public responses and reporting to the Campus Management Committee (CMC)
- Evaluation of information impact through feedback-based decision-making

The system ensures continuous flow of institutional information to stakeholders and promotes transparency.

SWOT Analysis

Strengths

- Functional Public Information Cell (PIC) with clear guidelines
- Regular publication of academic, administrative, and financial information
- Multiple communication channels (print, digital, and social media)
- Strong feedback and stakeholder engagement mechanism
- Annual publications ensure updated institutional transparency
- Direct linkage between PIC and CMC for decision-making

Weaknesses

- Limited digital automation of information dissemination
- Dependence on manual publication processes (souvenirs, reports)
- Limited real-time information updates on some platforms
- Feedback analysis could be more structured and data-driven

Opportunities

- Expansion of digital and real-time public information systems
- Enhanced use of websites and social media analytics
- Improved stakeholder engagement through online feedback systems
- Development of centralized public information dashboard
- Strengthening community participation and partnerships

Threats

- Risk of misinformation if updates are delayed
- Dependence on print-based publications increasing cost and time
- Digital divide among stakeholders affecting access

- Data management challenges in handling large feedback volumes

Summary of the SSR

Janajyoti Campus was affiliated with Tribhuvan University. This is a community-based, non-profit, and service-oriented campus. The campus management committee is dedicated enough to quality education. The inclusion committee members are proportional and adjustable. Under the Faculty of Education, classes of English, Nepali and Population Education and Management faculty are in operation. Campus rules clearly define the Mission, vision and goal statement that translate into campus plans, programs, and strategies. Janajyoti Campus was established in 2064 which is located in the Bhimad Municipality. It is the neighboring center of Rising, Myagde, Ghiring rural Municipality and Shuklagandaki Municipality, in the south-western region of Tanahun district. The campus aims to provide higher education opportunities to the janajati, Dalit, poor and backward people of this region. Since the establishment of the campus, there has been immense love and support for the communities.

The academic, administrative as well as library buildings on the campus are arranged separately. The campus has also prepared a master plan pointing to the future constructions. We have been focused on developing the campus with the objective of achieving the quality standards set by the Government of Nepal and the University Grants Commission. All the stakeholders of the campus have been encouraged to participate and they have been motivated for the achievements, criteria set by the University Grants Commission (UGC), Quality Assurance Accreditation Division (QAAD). Internal Quality Assurance Committee has been formed for qualitative operating of the institution.

The policies and procedures of the campus are major guidelines to operate the campus effectively. The campus has clearly defined vision, mission, goals, and objectives of the institution in written which guide for the betterment of institutional activities. The campus has organizational structure and it has formulated a five-year Strategic Plan 2079-2083 which clearly defines plans, programs and strategies to achieve its specific goals and objectives. Quality assurance systems are initiated in the campus along with the responsibilities of departments, units and individuals. The Campus rules and regulations govern the basis of different positions and portfolios of the campus. The Campus Management Committee appoints a campus chief for tenure of three years and the campus chief is the full time top academic executive of the campus having authority to implement the policy formulated by CMC playing the role of co-operation between governing bodies with campus faculties, staff and students. There is also a provision of the Internal Quality Assurance Committee (IQAC) which monitors the academic and administrative activities of the departments, sections and cells. IQAC evaluates the faculty and staff's performance. The campus has clearly defined the job responsibilities of all including the Campus Management Committee, Campus Chief, Assistant Campus Chief, Head of the Departments, Committees, Cells, and sections and the faculty members and staff. The campus has a clearly written scheme to evaluate the pre-defined job responsibilities. A monitoring and evaluation committee has been formulated for monitoring and checking. There is the Research and Publication Cell in the campus which plans and conducts research activities to promote effective teaching learning activities.

The campus has managed academic flexibility and diversity to suit different levels of learners. It has set up a mechanism to begin career orientation and improve multi-skill

development. The focus of the campus is on the stated goals and objectives that are communicated systematically to all its stakeholders. It has been focusing on the consistency of the programs of the campus with goals and objectives. The campus has been providing higher education to the students of the educationally backward community at affordable fee. In the campus, the academic courses are completed timely. There are exam preparation and remedial classes to prepare students for betterment of the result. Internal exams are held to assess the students' progress. Practice teaching and practical classes are conducted to enhance the practical knowledge of the students. The campus has different mechanisms and procedures to ensure the consistency of teaching learning with academic goals and objectives of the institution. The Campus Management Committee (CMC) develops different plans and policies for quality improvement of academic programs at strategic level and they are being implemented by campus administration at operational level.

The campus has a system initiated to evaluate the efficiency of the techniques and the performance of teachers. The campus has ensured opportunities for continued academic growth and professional development of staff and good practices in teaching, learning and evaluation to achieve academic excellence. There is transparency in the admission process in the campus. Its programs of teaching and learning cater to individual differences among the learners. The campus has been providing facilitation and other effective conduct of the teaching-learning processes. There is a reliable and valid evaluation process of the students and the regulations on students' absence, illness and other circumstances. The campus has started a practice of implementing academic calendar and teaching plan for planning and controlling the teaching learning activities. The campus has provision of an evaluation system, codes of conduct. Campus has provision to monitor the overall performance of students periodically which promotes the students' result in final examination.

Campus has formulated Research Management Cell and Research committee in department of Management. The Campus has successfully maintained harmonious linkage with various agencies like local Chamber of Commerce and Industries, Schools, Colleges, Municipalities etc. The campus has allocated an annual budget in the heading of Research.

Campus has sketched its master plan. The campus has very sound and beautiful infrastructural facilities including academic buildings, administrative buildings with library, canteen, parking, seminar hall, clean drinking water facilities, toilets etc. computer facilities are easily accessible to faculty. The campus has maintained different supporting facilities to the students including library, canteen, Parking, internet, computer lab, regular maintenance system. As a public campus, it has problems generating resources for expansion of its physical infrastructure.

The campus has provision of clear information to students about admission, completion requirements for all programs. The fee-structure and refund policies, financial aid and support services are student friendly. The campus monitors student progression effectively. There are counseling and placement feedback service mechanisms for quality enhancement. The campus has provision of a Scholarship and it allocates at least 3% of total tuition fee to the scholarship fund annually. The campus has maintained sound networks with various institutions and agencies such as local Chambers of Commerce and Industry, municipalities, campuses, schools, banks, local level government which support our students for teaching practices, internships, and field report writings as per the requirements of concerned curricula.

The campus disseminates clear information to students about admission, academic service, exams, results and campus rules and regulations. Students are informed about fee-structure and refund policies; financial aid and support services.

The campus publishes and distributes its updated publishes the annual academic calendar, and the campus souvenir to students annually with its contents including its defined goal, objectives, mission, values, academic programs, fee structures, details of the faculty members and staff, student facilities, infrastructure details and major highlights and facts of the campus. There is a provision of the Education Management Information System (EMIS) Cell in the Campus Operational directory which acquires, analyzes and keeps record of departments, cells and committees and analyzes various academic data. Data analysis is carried out in the area such as faculty and subject wise admission, drop out, result, graduation, student attendance, scholarship, external support. These analyzed data are recorded in file, register, campus publications and computer files of sections and departments.

The campus has a provision of Public Information Cell (PIC) which works on public information. The cell keeps records and publishes the service offered to the community, faculty members, staff and students. It publishes the details about the campus policies, student facilities, subject and programs, infrastructures, facts about the campus, employees, and budget, learning opportunities available to the students through pamphlets and prospectus. The cell also collects responses on the published information through discussions and interaction from the stakeholders. The public information practice has made positive impacts on the development of the campus. Community people have increased involvement in fundraising activities.

Appendix/Annex

The annex is a supportive part for the report that includes a large volume of institutional documents required to prepare the SSR. It has been annexed in this section. The annexes produce the evidence of the arguments expressed in each indicator and criteria have been systematized well. All together, the report incorporates 9 volumes, 23 annexes and 4368 pages.