

Part I

DATA COLLECTION FORMAT FOR SELF-STUDY REPORT (SSR)

INSTITUTIONAL

SECTION A

INFORMATION FOR INSTITUTIONAL PROFILE

➤ Institutional Information

Name of the Institution : Aishwarya Multiple Campus

Place : Dhangadhi - 5,

P O Box :

District : Kailali

➤ Information for Communication

a. Office

Name	Telephone with Extension Number	E-mail
Executive Head of the Institution: Mr. Dharma Dev Bhatta	091523270 9858420171	bhattadharmadev71@gmail.com
Executive Assistant: Mr. Naresh Pant	091523270 9848425911	pantnaresh96@yahoo.com
IQAC/SAT Co-ordinator Mr. Raghubir Bhatta	9858423106 9848422828	bhattaraghu2029@gmail.com
Management Committee Chairperson: Mr. Nirp Bahadur Odd	9858423074	oddnirpa@gmail.com

b. Residence

Name	Telephone with Extension Number	E-mail
Executive Head of the Institution: Mr. Dharma Dev Bhatta	091529125 9585420171	bhattadharmadev71@gmail.com
Executive Assistant: Mr. Naresh Pant	091524061 9842452911	pantnaresh96@yahoo.com
IQAC/SAT Co-ordinator Mr. Raghubir Bhatta	091520134 9858423106	bhattaraghu2029@gmail.com
Management Committee Chairperson: Mr. Nirp Bahadur Odd	9858423074	oddnirpa@gmail.com

3. Type of Institution
 Constituent Affiliated Degree Awarding Autonomous Institution
4. Institutional Management:
 Public Community Private Other (please specify)
5. Financial category of the institution:
 Government Funded Self-financing Community Other (please specify)
6. a) Date of establishment of the Institution: **(19/05/2063)**
 b) Date of commencement of the Bachelor or higher level Program(s) **(19/05/2063)**
 c) University to which the Institution is affiliated: (T.U.)
7. Date of Government /UGC approval (only for Institution affiliated to foreign universities):
(dd/ mm/yyyy)
8. Is the institution autonomous in terms of
 Financing Administrative Management Academic Management None
9. Institution's Land area in Ropanees/Bighas (Katthas)/Square Meters:
 Ten katthas
10. Location of the Institution
 Urban Semi-urban Rural
11. Current number of academic programs offered in the Institution under the following categories: (Enclose the list of academic programs offered)

Academic Programs	Number of Program
Certificate course (PCL 2 years),10+2(HSEB), or CTEVT programs	
Bachelors √	2 (B.Sc. / BBS)
Masters	
Mphil	
PhD	
Any other (specify)	
Total	

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

Faculty of Science and Technology
Departments: There is only one department in this faculty: The department of science There are two subject committees in this department. a) Subject committee of Maths, Computer and statistics, Physics and b) Subject committee of chemistry, Zoology and Botany
Faculty of Humanities & Social Sciences

Departments:
Faculty of Management
Departments: There is only one department in this faculty: The Department of Management. There are two subject committees in this department. a) Subject committee of Finance, Account and Economics and b) Subject committee of Management theory and English.
Faculty of Education
Departments:
Faculty of Law
Departments:
Institute of Engineering
Departments:
Institute of Medicine
Departments:
Institute of Agriculture
Departments:
Institute of Forestry
Departments:
Other Faculties:
Departments:

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

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

- 14 State the norms and procedures for recruitment of teaching and non-teaching staff of the Institution.

As stated in its bylaws, the college reflects the procedure of its affiliating university for the recruitment of its teaching and non-teaching staffs. To elaborate, as stated in its bylaws, the college forms a three member employment cell for the recruitment process. The employment cell publishes an advertisement/notice and announces for the vacancy. It has the right to shortlist the candidates. After short listing it calls them for a written examination. The employment cell also conducts a demo class in the case of the teaching faculty and then conducts an interview before finalizing the new recruitment. In the case of part time teachers, which the campus sometimes hires, the related subject committee plays the role of the employment cell and recommends the best candidate. The campus chief has to finalize a part-time teacher on the basis of the subject committee recommendation.

(See Annex A(2) Karyabidhiniyamawali page number 20,21,22)

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

Particulars	Disadvantaged / Janajatis		Others		Grand Total
	F	T	F	T	
Full Time Teachers (Total)			2	15	17
No. of teachers with PhD					
No. of teachers with MPhil				1	1
No. of teachers with Masters			2	14	16
No. of teachers with Bachelors					
Part Time Teachers (Total)			3	12	15
Part-time teachers with PhD					
Part-time teachers with MPhil					
Part-time teachers with Masters					
No. of teachers with Bachelors					

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

Courses	Full Time Teachers (Total)	Part Time Teachers (Total)	Total
Science	18 to 24 period per week	6 to 12 period per week	
Management	18 to 24 period per week	6 to 12 period per week	
Humanities and Social Science			
Education			
Law			
Please add other courses if applicable			

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

Particulars	Disadvantaged / Janajatis		Others		Grand Total
	F	T	F	T	
Administrative Staff	0	06	02	06	14

Technical Staff	0		0	01	01
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18. Regional profile of the students enrolled in the institution for the current academic year:

No of Students Enrollment From ...	UG		PG		MPhil		PhD	
	F	T	F	T	F	T	F	T
Same district where the institution is located	347	600						
Other districts	10	48						
SAARC countries								
Other countries								
Disadvantaged/Janajatis								
Grand Total	357	648						

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

19. Details of the last two batches of students:

Particulars	Batch 1:			Batch 2:		
	Year:2072/2073			Year:2073/2074		
	Bachelors	Masters	Total	Bachelors	Masters	Total
Admitted to the program	446			540		
Drop-outs						
a. Within four months of joining						
b. Afterwards						
	B.Sc. III (Last Yrs)	BBS III (Last Yrs)		B.Sc. IV (Last Yrs)	BBS III (Last Yrs)	
Appeared for the final year examinations	82	29		77	49	
Passed in the final examinations	39	12		43	17	
Pass % of number appeared (Total)	47.56%	41.38%		55.84%	34.69%	
Pass % with distinctions						
Pass %, (First class)	9.76%	10.34%		23.38%	2.04%	
Pass %, (Second class)	37.80%	27.59%		32.47%	20.41%	
Pass %, (Third class)		3.45%			12.24%	
Number of students expelled from examination hall if any						

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

Particulars	Batch 1:			
	Year:2074/2075			
	Bachelors	Masters	Total	Total
Admitted to the program	574			

	B.Sc.				BBS			
c. Within four months of joining								
d. Afterwards								
	B.Sc. I	B.Sc. II	B.Sc. III	B.Sc. IV	BBS I	BBSII	BBSIII	BBS IV
Appeared for the final year examinations	48	37	59	58	130	76	43	46
Passed in the final examinations	9	14	36	39	18	26	26	13
Pass % of number appeared (Total)	18.75	37.84%	61.02%	67.24%	13.85%	34.21%	60.46%	28.26%
Pass % with distinctions	-	1 (2.70%)	2 (3.39%)					
Pass %, (First class)	6 (12.50%)	5 (13.51%)	18 (30.51%)	18 (31.03%)	1 (0.7%)	-	04 (9.%)	-
Pass %, (Second class)	3 (6.25%)	8 (21.62%)	16 (27.12%)	58 (36.20%)	09 (7%)	19 (25%)	17 (35.9%)	05 (11%)
Pass %, (Third class)					08 (6.12%)	07 (9.2%)	05 (11.6%)	08 (17.4)
Number of students expelled from examination hall if any								

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

Total budget of the institution is Rs 3,09,32,280.99 (see annex -4, page -no.15)

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.

Rs.26,773.27 for facial year 2074/2075. Unit cost excluding salary component

Rs 16,154.18/for facial year 2074/2075.

RS 27,006.75 for facial year 2073/2074 and unit cost excluding salary component Rs 16,601.94 for facial year 2073/2074.

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

Semester System Annual System Any other (specify)
(See annex 11)

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

Central library Computer centre Health centre
Sports facilities Press Workshop
Hostels Guest house Housing
Canteen Grievance redressal cell Common room for students

Any other (specify)

- Motor cycle stand
- Guard post

- Notice board
- Water tank
- Separate freshrooms for boys and girls.
- Separate freshrooms for ladies and gents staffs.
- Separate room for free students union.
- Separate room for PUCTA

24. Whether a duly formed Institution Management Committee in place?
 Yes No , If yes provide the composition of the committee in separate sheet
 (See annex 1 strategic plan page no. 12)

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

Particulars	Year I	Year II	Year III
Working days of the institution	250	250	250
Working days of the library	250	250	250
Teaching days of the institution	200	200	200
Teaching days set by the university			
Books in the library	3250		
<u>Journals/Periodicals subscribed by the library</u> National: International:			
Computers in the institution			
Research projects completed and their total outlay	x		
Teachers who have received national recognition for teaching/research/consultancy	x		
Teachers who have received international recognition for teaching/research/consultancy	x		
Teachers who have attended international seminars	x		
Teachers who were resource persons at national seminars/workshops	x		
No. of hours of instruction against the plan (per year or per semester)	200	200	200

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

26. Give the number of ongoing research projects and their total outlay.
 The college has no any research project yet but Campus is going to conduct research project in collaboration with local government.
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.
 MoU along with important details of collaborations.

No

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

Yes No If yes, give details.

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

Source of Funding	Amount(NRs.)
UGC/Government grants	Amount(NRs.) in year 2073/074 Rs. 10,28,625.00 In year 2074/2075 Rs 74,01,280/
Donations	
Fund Raising drives	
Alumni Association	
Research and Consultancy	
Fee from Self-financed/initiated courses	
Fees from regular programs	Rs. 89,98,640/
Any others, specify	Rs 2,19,33,640.99/

SECTION B

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

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

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

BENCHMARK-WISE INPUTS FOR INSTITUTIONAL SSR

CRITERION 1: POLICY & PROCEDURES (15 MARKS)	
1.	<p>Are there clearly defined vision, mission, goals and objectives of the institution in written? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, mention and attach the document.</p> <p>The college has the ultimate vision to be developed as a leading college. To fulfill the mentioned vision, the college has devised a mission which aspires to acquire and develop dedicated, laborious, qualified and socially renowned faculties for delivering quality education to the students within a period of five years.</p> <p>Vision, Mission and Goal (VMG) statements are as follows:</p> <p>The vision of Aishwarya Multiple Campus : The vision of AMC is to make it an educational destination with its comprehensive and integrated learning network and be a major contributor to provide a useful and quality education.</p> <p>The Mission of Aishwarya Multiple Campus: The mission of AMC is to serve the students, communities and the region through quality, affordable and accessible academic and career oriented education with superior talent that is sensitive to corporate governance, social responsibility, environmental concerns, scientific research and beliefs.</p> <p>Goals of Aishwarya Multiple Campus :</p> <ul style="list-style-type: none">• To strengthen its physical infrastructure so as to establish it as an academic institution.• To make the institution financially sustainable.• To promote diversity within the campus• To provide an excellent ,relevant and responsive education across a wide range of disciplines.• To be established as a college, known for the quality of teaching and learning.• To use information technology in management of the college.• To upgrade its teaching and research activities. <p>(See Strategic plan,organizational chart Annex A(1), section- 5, page 18 to 19)</p>
2.	<p>Are there clearly defined plans, programs and strategies to achieve its specific goals and objectives? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, mention and attach the document.</p> <p>As stated in its strategic plan, the college plans to reengineer the existing organizational</p>

structure, establish management information system, increase students' enrollment, set up better infrastructure and develop external relations with academic institutions with objective of quality transformation.

The plan, programs and strategies of Aishwarya Multiple Campus are :

Plan/Programmes	Strategies
Infrastructural development	<ul style="list-style-type: none"> • To do construction work(civil work) • To procure of goods and services • To develop landscape
Quality improvement	<ul style="list-style-type: none"> • To integrate the activities beyond the walls of campus • To enhance students' performance. • To incorporate of technology. • To study tracer • To establish research culture
Financial Sustainability	<ul style="list-style-type: none"> • To increase the campus fund • To utilize and generate of resources • To collaborate with public and private organizations
Diversity Management	<ul style="list-style-type: none"> • To promote diversity environment among students, faculty, management committee and staffs. • To support educationally disadvantaged students.
Program Growth	<ul style="list-style-type: none"> • To launch bachelor programs • To launch masters programs • To upgrade research wing
Community Involvement	<ul style="list-style-type: none"> • To provide financial and volunteer support to public and governmental school. • To provide volunteer service to the victim of natural disaster. • To collaborate with local organizations • To serve the community on need basis. • To participate community members for the development of campus. • To interact with students-teachers-guardians • To provide consultancy service to local government bodies.
Technology & Information Management	<ul style="list-style-type: none"> • To provide information systems, communications, and technology with open, transparent access focused on user needs. • To optimize the use of information and technology in teaching, planning, and administrative processes.

Life Long Affiliation	<ul style="list-style-type: none"> • To attract eager and talented applicants who are willing to commit to AMC. • To help students learn, understand, and appreciate the value of what it means to be Aiswaryain. • To reinforce alumni pride in the college and their willingness to give something back to AMC.
Human Resources Management	<ul style="list-style-type: none"> • To recruit and maintain a faculty with strong credentials that include national aspirations, high standards, vision, and engagement. • To recruit and maintain an administrative and support staff of the highest caliber. • To review and improve existing structures of institutional governance to ensure that access and open discussion are balanced with the ability to execute decisions for the good of the College.
Vesibility and prestige	<ul style="list-style-type: none"> • To secure the College's stature and distinctive character within the higher education community. • To enhance the College's stature and recognition of its special strengths and distinctive character among critical constituencies in the general public. • To solidify and reinforce awareness of the College's quality, distinctiveness and potential among the AMC community.

(See strategic plan Annex A(1) page 20 to 30 Karyabidhi niyamawali annex A(2) and Master plan annex A(3))

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. General assembly is the apex body of the campus and management committee is executive of governing body the campus which formulates reviews and updates the policies of the institution. The Management Committee consists of 13 members. The members in management committee include people from different walks of life.

Besides Campus chief acts as the academic director of the campus. There are assistance campus chief and department heads which helps supervisory and administrative works. IQAC is also working for overall activities of the campus. Eight other cell are also formed for quality improvement purpose.

(See strategic Plan Annex A(1) page 11 and 12 and annex A(2) Karyabidhi niyamawali page 1 to 12)

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

Yes No Justify with supporting documents.

This Institution has formed two departments and different subcommittees. These committees work for Institutional quality monitoring. Besides, the Internal Quality Assurance Cell (IQAC) of the campus also plays an important role in quality monitoring. The Cell sits every month to discuss the matter relating to quality improvement and up gradation. Quality audit facilitates the IQAC in the process of follow up and monitoring. Moreover, the provision of class teachers is also helpful in quality monitoring. In addition, the provision of student quality circle has also played a significant role in the internal quality monitoring and checks. The composition of IQAC is as follow.

- | | | |
|----|----------------------|-------------|
| a) | Mr. Raghubir Bhatta | Coordinator |
| b) | Mr. Dharm Dev Bhatta | Member |
| c) | Mr Naresh Pant | Member |
| d) | Mr. C.N. Thakur | Member |
| e) | Mr. Tek Adhikari | Member |
| f) | Mr.Liladhar Sapakota | Member |

The following table highlights the institutional mechanism for internal quality assurance

S.N.	Activities	Process	Monitoring authorities
1	Regularities of students	By taking regular attendance of attendance	Class teacher and HODs
2	Regularity of teachers	By observing attendance and classes taken by them	HODs, Assist. Campus chief, Campus chief
3	Academic performance of students	By taking internal assessment of students	Examination committee, HODs, HOF, assist campus chief and campus chief.
4	Over all performance of the college	By analyzing the relevant data and records	Examination committee, EMIS unit SAT, HODs, HOF, assistance campus chief and campus chief.
5	Support to educationally disadvantaged students	By conducting remedial classes, counseling	Head of the concerned departments
6	Communication to society	By conducting interaction between concern bodies	Head of the concerned departments
7	Practical classes performance of students	Field work, practical work, project work, internship	Head of the concerned departments

(See annexA(2), Karyabidhiniyamawali page 10 to 12, Annex A(4), Minutings page 1 to 15)

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

Yes No If yes, give details/reference.

The responsibilities and job description of departments, units and individuals are

mentioned in the statute. Financial and administrative activities of these units are also bylaws of the campus. Especially in the minute book of the Management committee, staff and related departments. They are also given in guide line of our "Kaaryabidiniyamaabali" (See Kaaryabidiniyamaabali annex A(2) page no. 2 to 6)

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

Yes No If yes, produce those schemes and examples of some practices
The institution evaluates the job responsibility of departments, units and individuals on the basis of academic excellence, regularity and punctuality of the individuals, their participation in extension activities, research activities and their behavior with other teachers' staffs and students.

Following table highlights examples of some practices

Units / Individuals	Evaluation criteria
Research Management Cell	Out line of annual programme, operational status of seminars, workshops, conference publications, research project completion, revenue and expenditure of RMC
EMIS committee	Manage and update all types of data of the campus ,maintain all types of records within the campus,
Public relation cell	Conduct interaction programme with parents, peer organizations, and stakeholders of the campus. Prepare annual report indicating the responses and suggestions.
Counselling cell/Placement cell	Conduct counseling programme (career as well as psychological). counsel for job oppurnities .
Head of the departments	In addition to fulfill the assigned job responsibilities, these departments prepare annual academic and teaching plans ,take students feedbacks and make internal evaluation more effective.
Individual teacher	In addition to teaching the assigned subject, IQAC has made compulsion (i) To prepare student profile (ii) To make follow up of absent students (iii) To access the problems of weak students (iv) To arrange for the remedial/counseling classes.
Exam committee	Conduct internal exams. Maintain and analysis the result.
Library and lab committee	Manage library and laboratories.

(See Kaaryabidiniyamaabali annex A(2) page 2 to 10)

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

Yes No If yes, give details.

The strategic plan of the college 2017 to 2021 was first drafted with the collective effort of

the teachers, staffs, students, administration, stakeholders and the like. Since then, the college has revised it again with the suggestion and consent of the stakeholders. The Campus organizes mass meeting of teaching and nonteaching staff, every member is open to put their consent for the further formulation of plan and policies of the campus. Whatever the decision is drawn in the meeting is forward to management through IQAC recommendation. We conduct staff meeting every month for information sharing. The college has free students union, student circle and different sub committees for emphasizing on team work and participatory decision making. Some examples of team work and participatory decision making are as follows

i) Public information and counseling cell is established in the campus.

ii) Alumni association is working for the development of campus.

iii) Launching campus out reach program and off campus program.

(See strategic plan annex A(1) Kaaryabidiniyamaabali annexA(2) and Master plan annex A(3))

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.

It does not have any regular program which is self sustaining.

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.

The college has a written policy of bringing community feedbacks in its activities. According to the policy the college has devised mechanism to obtain feedbacks by setting up complaint box, through social networking sites, and through meeting and discussion with stakeholders and documentation of feedbacks in its general assembly/annual function. Besides, IQAC conducts interaction programme with guardians, students and advisory committee.

(See annexA (5))

10. Were any committees/external agencies appointed during the last three years to improve the organization and management?

Yes No If yes, what were the recommendations?

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

(See annex A(6))

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

Yes No If yes, give details.

The president of the Free Student Union is a member of the Campus Management

committee. Besides, the Campus has formed student quality circles from both faculties. The quality circle informs the campus administration about their opinion on teachers' performance, the course of study, the need of extra classes and their evaluation of the campus experience. We also discuss with representative students of each class about their problems.

(See annex A(7), page no. 21 to 22)

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

a. by the university

b. by the Institution

Please attach the copies

There has not been formed academic audit by university. However, Office of the Monitoring Committee, Rector Office TU sent two members named Mr. Raj Kumar Chimariya and Mr. Devendra Rawal in the year 2015 and Dr. Suman Shrestha and Mr. Krishna Hari Acharya in the year 2016 for monitoring and academic audit of the college. The campus has monitoring committee including advisory committee and IQAC which collects information about the activities of members of management committee, faculty members and administrative staffs and supervise them.

(See annex 4 Minutes and Annex 6 advisory committee page 2 to 3)

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

Yes No If yes, give details

The college is effortful in combining the teaching and research together. The college has established a research management cell to support in combining the teaching and research. The students have to write a report in the bachelor level and a thesis or project work in the fourth year. Besides, the students also participate in field research like Survey of sanitation in Dhangadhi municipality. This survey, the Campus believes, will help in the decision making of the Municipality Office. Students of B.Sc. conduct field work in related subjects. Some examples of combining teaching and research are as follows:

- The college has a provision for study leave.
- The proposal of project work of BBS and B.Sc. are approved only after the presentation at the combine meeting of faculties.
- There is provision of placing students in field works, internship. Students during their internship and field work are encouraged to explore many ways. They can be involved in learning by doing.
- Teaching materials and equipments such as power point/multimedia can be used in the classroom for making teaching more effective. Accordingly, teachers have been using these materials and equipments
- Practical work of Physics, chemistry botany and zoology are conducted with full attention and their practical work are daily evaluated.
- Research works of faculties are published in AMC journal.

(see annex A(8) photos and activities)

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

Yes No If yes, give details.

The combination of teaching and research has given our students exposure to the real job market. Besides, it has also given the local industry a chance to learn about the potential of our students. Our tracer study report reveals that more than 60 % of our students were employed within six months of their graduation. Some of the positive outcomes observed in this regards are as follows:

- Increase in financial support for research activities: College allocates certain budget on annual basis for conducting different research activities such as conducting mini research report, conducting seminars and workshops, inviting guest lecturer, publishing papers and making observation tours and visits.
- Encouragement to faculties for M.Phil and Ph.D.:
- Modernization in learning resources and equipment: Teachers are enthusiasm in using modern method of teaching such as use of power point and multimedia instead of the traditional methods.
- Formation of research cell: Observing the need of research, the college has established formal research department (research management cell) for increasing the research activities in the college. The cell conducts different seminar and publishes research journal.

(See annex 2 Karyabidhi Niyamawali page 3 to12, Karmchari Prashasan Miyamawali page 24, annex 8 job placement,)

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

Our institution has developed a good relationship with Dhangadhi Municipality and Kailali chamber of commerce. We have succeeded in doing so by sending our students in field research of Dhangadhi Municipality and also by sending our students to the local industries for internship. This has made our students familiar when real time work experience and research techniques. This has boosted the growth of teaching and research. Institution specific innovations which have contributed to its growth and development are

- The college has committed faculties and staffs
- Superior career opportunities for faculties: The College has been first choice not for only students but also for the academicians in this region.
- Salary and allowance as per university rule: The College provides salary and allowance as per university rule. There is provision of gratuity Fund and staffs provident fund after retirement benefit.
- Affordable fee: AMC is non-profitable organization. The college charges minimum and affordable fee from the students. Due to affordable fee AMC has been placed for higher education in the region.
- Flexible academic time: The timetable of the college is adjusted as per the need of students
- Dedication for serving community: This campus is the first community campus running B.Sc. in the farwest province. This campus is providing quality education with affordable fee. It provides scholarship to needy students, Dalit, Janjati, freed Kamaiyas, differently-abled students and students from marginalized families.

- Financial transparency: The accounts of the college are audited and the audited financial statements are published in annual report on annual basis, such system of the college is helping to increase the image of the college as a transparent institution.
 - Adoption of banking system: All financial transaction of AMC are done through bank account. No cash transaction is in use. All the receipts of the campus including the tuition fees are deposited in the bank by students and bank receipt is submitted in the account section.
 - Lesser political influence: Personal ideologies of the faculties and stakeholders may be political or otherwise. However, the activities of the campus are not influenced these personal ideological grounds inside the campus. Major decisions are taken on the basis of rules and regulations, participatory process and consultation with the stakeholders regardless of personal beliefs and political ideologies.
 - Learning environment: There is learning friendly environment in the campus. All students and teacher are engaged in teaching and learning process. Students ask questions at any time and teachers are taking classes at off hours also.
- (Annex 2 Karyabidhiniyamawali page 6 to 12, See annex 8, 17, 18, and 19).

CRITERION 2: CURRICULAR ASPECTS (10 MARKS)

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

Yes No If yes, give details.

The academic goals and objectives of the college are in harmony with the VMG statements of the college. The Internal Quality Assurance Cell (IQAC) and the departments monitor to make the teaching learning process harmonious with the goals and objectives.

Following are some of the provisions made by the college for ensuring consistency of teaching and learning with its academic goals:

- The college prepares annual calendar to ensure the timely completion of all courses before the final examination conducted as per the schedule published by the university.
- Different departments and units have been established in the college and Heads of the Departments supervise the regularity of classes and monitor other academic activities.
- The teachers of the college are encouraged to prepare and implement annual academic and teaching plan.
- An examination committee has been established for conducting internal assessment examination of students and analyzing the performance of the students.
- A student support and counseling cell has been established which has been working effectively in solving the complaints of the students regarding the curricular and extracurricular activities of the college, enhancing the academic knowledge and interpersonal skills required for their career requirements and arranging other career guidance seminars, workshops, guest lectures etc.

(See Minutings: Annex B1, and schedules: Annex B2....)

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

- Time frame matching student convenience

b. Horizontal mobility

c. Elective options

AMC runs classes in two shifts which help the students in taking classes according to time convenience. Besides, the college gives the students option of changing shifts and transferring from one subject to another, for example from Accountancy to Finance.

B.Sc. classes are conducted in evening shift. They can choose any subject either Physics or chemistry or mathematics in physical group and either chemistry or botany or zoology in biology group. Likewise, in management faculty the students can choose any subject out of the three subjects, i.e. accountancy or finance or marketing as specialization.

(See Annex schedule B2)

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

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 college encourages the teachers to provide the students the assignments which help them to enhance their learning ability. Similarly, class presentations and computer training help the students to develop their communication skills and their understanding of information technology. Likewise, the formation of student quality circle has also contributed a lot in developing the leadership ability in the students.

The college is effortful in promoting the general and transferable skills among the students such as capacity to learn, communication skills, numerical skills, use of information technology and work as a part of a team.

(a) Capacity to learn: The college promotes the learning capacity of the students through different activities such as:

- Lectures by teacher and guest lecturers.
- Provision of textbooks and references books.
- Provision of biographies, fictional stories/novels.
- Provision of hand-outs, magazines, newspapers, articles, and electronic media such as videos, internet websites and other sources such government documents, encyclopedia etc.
- The college arranges bridge courses to the students from educationally disadvantaged and marginalized families to enhance their learning capacity.
- The college arranges two periods of teaching for each practical class of science department. Students are sent to community/field for practical work.
- The students of management department are encouraged to do internship in different government offices, commercial banks and other financial institutions.
- The students of BBS and B.Sc. prepare reports of field work and project work.

(b) Communication skills: The college promotes the communication skills of the students through different curricular and extra-curricular activities. Some examples of the

efforts done in this regard are as follows:

- The teachers of English department use CDs/VCDs and other audio-visual methods to enhance the ability of English language.
 - The students of the college have access to computer and internet facilities which enable them to use the latest technologies of communication.
 - The students take part in different activities organised by the college.
- (c) Numerical skills: The college offers a wide range of such optional and elective subjects such as Advance Mathematics, Calculus, Investment Analysis, and Statistical Methods to the students which help to promote their numerical skills.
- (d) Use of information technology: The college encourages students to be familiar with information technology. For the purpose of enhancing the knowledge of information technology, the college has established a computer lab with internet access. The students have access to computer and internet facilities in the library also.
- (e) Work as a part of a team and independently: The students of the college are encouraged to form different non-political association of the students and these associations are registered in the college. These associations conduct and organize different programmes which are useful in promoting the capacity of working as a part of team as well as independently e.g. Helping Hands, Alumni Association.

In addition to above efforts, AMC runs Leadership and Human Value Courses as non-credit course for students. The object of this short term course is to make students familiar with the fundamentals of the intrinsic ethical challenges of leadership and the concept of a moral compass as a foundation for responding effectively to the ethical challenges of corporate citizenship and value creation in a competitive economy.

- Fundamentals of leadership.
- Fundamentals of human values and harmonious living.
- Ethics and social responsibilities.

(See annex B 3 Different Activities page no. 22 to 41)

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

Yes No If yes, give details.

The college runs computer account tally, accountancy training and basic report writing training. These training courses are given so that the students can directly get employment opportunity without any professional training courses after they have completed B.Sc. and BBS. These courses also make students aware about the current market practices in respective field.

The college is going to run following additional / non-credit courses for the benefit of students:

Programmes/electives	Objectives	Duration	Participants
Communication skill development course	To enhance the fundamental verbal communication skills through the refreshment of the knowledge of grammar and standard rules of proper writing for building greater confidence and ability in communication	15 Hours	30 /Class

Elementary Data Analysis Course /Account tally course	To improve the ability and fluency of basic mathematics, statistical tools and graphical presentations of data through the Microsoft Excel. And to enable students to operate basic account tally system.	30 Hours	20/Class
Leadership and Human Value Course	to make students familiar with the fundamentals of the intrinsic ethical challenges of leadership and the concept of a moral compass as a foundation for responding effectively to the ethical challenges of corporate citizenship and value creation in a competitive economy.	7hours	30 /class
Floriculture /vegetable farming/preparation of vermicompost bin	To enable students familiar with different techniques of floriculture and farming vegetables.	15 hours	30/class
House hold electrical circuit wiring (electronic equipments assembling programme)	To enable students to make/repair their house hold electronic and electrical equipments independently.	15 hours	30/class
Beekeeping	To enable students to practice about keeping and caring bees.	15hours	30/class

(See Non- Credit Courses Annex B4)

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)

Two teachers from each subject committee participated in curriculum orientation organized by T.U.

(See certificates annex B 5)

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

Yes No If yes, give details.

The campus holds interaction programs with related people on teaching programs. Recently, the campus held an interaction program with the corporate body of the financial sector to understand the HR need in their institution. The college received many valuable suggestions from the participants in that program. However, since the college is bound to follow the curriculum of Tribhuvan University, the college has decided to introduce some non-credit courses to strengthen the gap in the University curriculum.

Similarly, the IQAC of the Campus has been taking the responsibility of conducting

interaction programme with parents, peer organization and other stakeholders of the Campus on regular basis and prepare annual report indicating the responses and suggestions.

(See Feedbacks AnnexB 6)

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

The college sends students to different local industries/banks for internship programs. The college works closely with Dhangadhi Submetropolitan office, local industries and district coordination committee; Kailali. These stakeholders played a vital role in the establishment of this college. Thus, still today they consider it their responsibility to help this college in all ways possible.

The campus maintains college-industry-neighborhood networking through the activities of the following nature:

- The representative of Kailali Chamber of Commerce and Industry is nominated as one of the members of the Management Committee of the college. This provision has facilitated the internship and field work of students.
- To learn by doing, students of this campus open stall in the Sudur Paschimanchal Mahostav organized annually by Kailali Chamber of Commerce and Industry in Dhangadhi.
- Some faculties of the college are in a leading and executory position of social and professional development organizations such as Lions Club, Transparency International, and Management Committees of different institutions.
- The college organizes health camp and distributes educational and sports material to community schools to enhance the linkage with community.

(See Institution industry /community linkage annex B7)

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

Yes. The college organizes the Blood Donation Camp every year. Besides, there is a club "Helping Hand" in the campus. It conducts community works and helps helpless such as orphans, old, victims. Campus conducts Yoga classes.

The campus regularly organizes various activities to develop civic responsibilities among the students. Some of these activities are mentioned as follows:

- Participation of the campus students in local fairs and festivals as volunteers.
- Fund collection by the students for the treatment of poor and needy patients
- Involvement of students in Red Cross activities
- Arranging blood donation programme when there is deficiency of blood in Seti Zonal Hospital.
- Participation of students in health awareness and anticorruption campaign.
- Participation of students in welcoming of national and international personalities.

In addition to above activities, the college has developed strategic development plan which emphasizes in inculcating civic responsibilities among the students through the following activities:

- Engaging students in voluntary service and relief work at the time of disaster

- Forming Student Volunteer Program for the students willing to work in various social sectors.
- To promote and support Student Clubs and Organizations related with Culture, Sport, Music, Human Right ,Youth Red Cross, Drama etc. and encourage students to participate in the area of their interest.
- Increase students participation in local and national level sports competitions
- Organize programs for promotion of Human values and professional ethics
- Organize programs like yoga camp for physical and mental well-being.
- Organize Personality development Programs for students.
- Explore the possibility of on-campus short time jobs/internship opportunities for some students in areas like sports coaching, laboratory, canteen, library, computer training and repairing, gardening, electricity, plumbing, repairing & maintenance works etc.
(See Institution industry /community linkage annex B7 and stragegics Plan annex A1 page 33 to 43)

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

The college organizes programs and competitions like dancing, sports, debate etc. Besides, different clubs officially recognized by the campus take initiatives in organizing programs that helps in the all round personality development of the students. These clubs work in coordination with the department heads of the campus.

The campus believes that these activities are helpful for the all round development of the students. Besides their regular studies, several other activities inside and outside the classroom is essential. Following is the list of the activities initiated by the campus toward this end:

- Different types of sports, quiz contest, folklore competition, debate, essay writing, poetry competition, election participation, field trip activities, industrial tour, wall paper publication, publication of other journal, conducting seminar etc. are held on different occasion to develop the all round personality of the learners.

(See Institution industry /community linkage annex (B7))

25. What are the practices of the college to impart value based education? Give examples of some practices (0.5)

The college is always conscious to impart value based education. The college understands the difference between education and training. While training is just for earning money, education is for living our life in a worthy way. For instance, the college tries to impart the value of humanity by encouraging the students to participate in programs like blood donation, spiritual activities such as yoga, meditations. Besides, the teachers also encourage the students to help the poor and orphans.

Some programmes to impart value based education held in the Campus are as follows:

- AMC offers human value course for harmonious living.
- Every year Saraswati Pooja is celebrated with great devotion and active participation of the students. The Pooja is performed in the Saraswati Temple in the Campus premises.
- Participation of students in welcoming of national and international personalities.
- Campus organizes health camp and other awareness rising programmes such as prevention

of drug abuse, anticorruption campaign etc. for the students in collaboration of NGOs.

- Welcome and farewell ceremonies are held by Free Students Union and other students groups.
- Organize programs for promotion of human values and professional ethics.
- Organize programs like yoga camp for physical and mental well-being.
- Organize personality development programs for students

(See See Institution industry /community linkage annex B7 and stragegics Plan annex A1 page 33 to 43 and Value base education annex B8)

CRITERION 3: TEACHING LEARNING AND EVALUATION (15 MARKS)

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

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

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

The applicants are evaluated on the basis of their academic records, entrance tests and interviews. Presently, the campus is unable to take an official entrance test for B.Sc. itself because Dean office itself takes entrance test.

(See Addimisson system annex C1)

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

Yes No If yes, cite examples.

The college provides orientation classes to all the freshmen after admission. However, the college does not run electives in the first year of either B.Sc. or BBS. We run electives either in the third year or in the fourth year. As a result the teachers can get ample chances of assessing the students' knowledge and skills for electives through their internal exam report, their class activities and their assignments.

(See Addimisson system annex C1)

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

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

After the completion of regular classes, the college provides extra classes to the educationally disadvantaged students (EDS) charging nominal fee. The EDS and their problem areas (difficult subjects) are identified by the class teachers and forwarded to the concerned department head. The department head then takes the initiative to run such classes in coordination with the campus administration. Currently remedial classes are conducted for needy students. Campus provides extra facilities to the faculties for remedial classes.

(See Remedial classes annex C2)

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

Yes No If yes, gives details.

The college has a mechanism of performance evaluation of the teachers. Academic activities, which even includes the teaching plan, is also a criterion for such evaluation. Besides, the subject committees discuss the teaching plan as their regular agendum. This makes it impossible for anyone to go on with the teaching and learning activities without a lesson plan. Moreover, lesson plan is not developed by individual teachers. The subject committees assign the task of developing an integrated annual lesson plan the team of related subject teachers and all the teachers have to actively participate in this teamwork. Individual subject teachers themselves prepare daily lesson plan.

(See Teaching Plans Annex C3)

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. Syllabi are in harmony with the academic/teaching calendar. Being public campus managed by academicians, we plan ourselves, teach and evaluate. The college has a system of developing lesson plan. As a result, implementation in terms of monitoring and coverage is not difficult. Besides, because of the teaching plan system, adjustment (correction) is done whenever and wherever required following the decision of the lesson plan developing team. Moreover, our teachers who are in the IQAC committee suggests about the shortcomings of the syllabi. However, even after all these things we have to confess the syllabi are not completely in harmony with the teaching schedule through the year. For example, the teachers find it really difficult to complete the courses of BBS/B.Sc. second and fourth year. As a result, college even runs extra classes on Saturdays and other holidays.

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

Produce some examples.

Lecture method of teaching is replaced by meaningful verbal learning (method). In addition, we apply experimentation, discussion, power point presentation, field visit, project work. We do have 25% weight of project work for B.Sc. Students. Although we encourage the students for presentations.

The college is effortful in supplementing the lecture method of teaching with other teaching methods. Some examples of such methods are as follows:

- Encouraging the faculties to use supplementary method of teaching.
- Multimedia projectors are going to be installed in some classrooms and there are computers in both of the departments.
- We encourage faculties to teach at least two lessons per subjects per months by using power point presentation. In future, we enhance the quality of teacher so that all faculties can use PowerPoint presentation indepentantly.

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

Yes No If yes, give details about the facilities.

In campus we use power point presentation for each practical class and some of the theory classes. Summary of each unit is discussed through power point presentation and visual aids like fungi, dicot and monocot plant, plant physiology. We integrate our classroom activities to real world (field work). There is a facility to prepare audio visuals and other teaching aids in the college. There is a computer lab as well as computer facility in each department which can be used to prepare power presentation. The college has a digital camera and video camera which help to prepare the audio visual CDs and DVDs.

(See Teaching Methods annex C4)

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

Teaching days per semester or per year against the requirement: 180 hours per years
Working days per week against the requirement: 9 hours per week per subject for science and 6 hours per subeject per week for management.

Work load per week (for full time teachers): 15 hours to 24 hours per week per teacher.

Work load per week (for part time teachers): 6 hour to 18 hours per week per teacher

Ratio of full-time teachers to part-time teachers: 17:16

Ratio of teaching staff to non-teaching staff: 3:1

Percentage of classes taught by full-time faculty: 75%

Number of visiting professors/practitioners: one or two professors yearly.

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

We organize orientation programme for new comer during that programme evaluation system, codes of conduct, other relevant institutional rules and regulations are delivered.

Students are oriented to the programme, evaluation system, codes of conduct, other relevant institutional provisions and requirements of the college through methods such as:

- all teachers take orientation classes in the first day of the new classes. Sometimes external experts are also invited for taking orientation and motivational classes
- the annual calendar of the college is distributed to all the students at the time of entrance examination which discloses the information about the teaching days, date of examination and other extracurricular activities.
- the prospectus of the college is distributed to the student which provides the information about the different programme and academic facilities of the college and other relevant institutional provisions and requirements.

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

Yes No If yes give evidence.

Evaluation methods are communicated to students in orientation programme.

We conduct orientation classes for all the students. The evaluation methods are communicated through the orientation itself.

Entrance test is conducted at the beginning of each academic year. Prospectus and annual calendar of the college is distributed to the students at the time of filling up the form for entrance test. Students are informed at the time of entrance test about the fee structure, provision of scholarship, sent of test, internal assessment, class time, uniform, compulsion of bringing identity card every day and other code of conduct and rules of the college.

(See See Addimisson system annex C1 and teaching Methods annex C4)

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

Yes No If yes, give details.

Yes, institution conducts monitoring programme for students three times per year. Examination committee conducts internal exams and analyses the result.

The students are closely monitored even at the beginning of the academic session by the class teachers. It is the responsibility and duty of the class teacher to monitor the overall performance of the students and recommend them for reward or punishment. Besides HODs, assistance campus chief monitor the performance of students periodically.

(See Result Analysis Annex C 5)

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

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

Vacancy of teachers is fulfilled through advertisement in national and local newspapers. The campus opens vacancy for new post of the teaching faculty and forms a selection committee. Interview/oral examination and class observation are conducted by the selection committee. Teachers are selected on merit basis which is based on the integrated marks of interview, class observation, educational qualification, experiences and other academic work. The campus appoints teachers through a formal appointment letter.

The college follows the selection procedure rigorously for part time recruitment of the teaching faculty. However, for the recruitment of visiting teaching staff all the above mentioned procedures are not strongly adhered.

(See Karmachari Prashasan Niyamawali 2073 annex 2 page 20,21and 22)

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

Teaching staff recruited from 2073 to 2075		
the same district it operates		from other districts
same institution	other institutions	
0	4 (part tme)	

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

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

Yes, The institution is free to generate resources and utilize the generated funds. These provisions are defined in the charter (Bhidhan) of the college. Accordingly, institution has freedom and resources to appoint temporary/ad hoc teaching staffs. A Campus administration has freedom to do so according to rules of institutions. The employment cell plays vital role to recommend the best candidate. According to its recommendation, campus chief appoints part time and contract basis teacher depending on the requirement. The salary for a part time teacher is Rs. 5000 a period per month. Full time teachers get salary according to government rule.

(See See Karmachari Prashasan Niyamawali 2073 annex 2 page 20,21and 22)

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

Yes No if yes give details (0.5)

The college has the provision and practice for inviting visiting faculties. The college has allocated budget for this purpose.

(See Karmachari Prashasan Niyamawali 2073 annex 2 page 20,21and 22)

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

	Participants	Resource persons	Organizer
Institutional level	17	13 professors from T.U.	AMC in collaboration with NMS/UGC/
National level	12		Dean office
International level			

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.

Institution evaluates the performance of the faculties in teaching. Campus administration develops questionnaire for students relating to teaching learning and management. We discuss on feedback given by the students and apply it in teaching. The teachers are supposed to keep the self appraisal form in their portfolio. AMC encourages the teachers to

compare their self evaluation with the students' feedback on teachers' performance. This will help the teachers to have a better understanding of their weaknesses and strengths.
(See Self Evaluation form annex C6)

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.

We develop performance appraisal form for teachers and get them to fill it and then we discuss on it in meetings. The teachers are also apprised in a yearly basis by their head of department and their academic peers. Besides, the students also evaluate the teachers every year.

(See Self Evaluation form annex C6)

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?

We have started the feedback mechanism. We have not done any data analysis yet. However, a cursory look at the available data reveals that the students are generally satisfied with the teaching learning environment of the college. However, it seems that the students expect some improvements in the administrative procedure.

The significant feedbacks from students are:

- i) Teachers should discuss on fundamental concepts, notations, terminologies, terms
- ii) S/he should use computers, projectors.
- iii) S/he tries to explain the practical value of the subject (lesson).
- iv) Campus administration should manage the library/laboratory properly.

(See Self Evaluation form annex C6)

43. Does the institution conduct refresher courses/seminars/conferences/symposia/ workshops/ programs for faculty development?(0.5)
Yes No If yes, give details.

The college conducts a workshop program on relevant topics. We have conducted workshop on the topic "Technical writing in science and technology" at campus on 25th to 27th of poush (8 to 11 january 2019)

(See workshops annex C7)

44. Give details of 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
All science faculties are sent to participate in orientation programme conducted by dean office	12
participate in research methodology training	2
Organize workshop district level data production, use and its challenges.	10
Workshop on campus	25

(See workshops annex C7)

45. Furnish information about notable innovations in teaching. (0.5)
 We integrate the classroom activities to field work / project work, use nature as laboratory which help to transform rout learning in real learning(learning by doing)
 Moreover Lecturers also visit colleges to adopt teaching innovations.
 (See See workshops annex C7, and Innovations in teaching C8)
46. What are the national and international linkages established for teaching and/or research? (0.5).
 We are soon going to conduct a collaborative research project with local government.AMC is going to do MoU with the dean office of Management, TU for self sustainable programme of AMC.

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

47. Research budget of the institution in % of total operating budget. (1)
 About 2,00,000.00 (Two Lakhs).In coming year, CMC has planned to allocate reasonable amount of budget for research.
48. How does the institution promote research? (1)
- Encourage UG students doing project work yes
 - Teachers are given study leave no
 - Teachers provided with seed money yes
 - Provision of Research Committee yes
 - Adjustment in teaching load/schedule yes

The college has a clear written policy to provide financial grants to students whose research work can be beneficial for the college and the community. The students are recommended by the research committee after the completion of their project work. Besides, the college also provides following facilities :

- Seed money: The college provides seed money for research work. The seed money is provided as advance and settled on the basis of expenditure bill submitted by the concerned teachers.
- Research Committee for submitting project proposals: The College has established a research department for conducting different research activities. The department calls for research proposal for doing miniresearch projects, conducts research oriented workshop and seminars and invites guest lecturers. The college has a policy of encouraging teachers to conduct mini-research projects.

The existing composition of the research committee is as below:

Mr. Raghubir Bhatta	Coordinator
Mr. Badri Poudel	Member
Mr. Khem Raj Pant	Member
Mr Narayan Datta Awasthi.....	Member
Mrs Chanda Pathak.....	Member
Mr.Naresh Pant	Member
Mr. Om Prakash Pandey	Member
Mr. Kabita Agrawal	Member

Adjustment in teaching schedule: The classes of the teachers involving short term research work are on leave for short duration are adjusted as per the consent of concerned department and subject teachers. We have tested water of local community and studied about fish, bee keeping practice in Dhangadhi.

(See activities of RMC annex D1a)

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

Yes No

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

10% in publishing articles

(See activities of RMC annex D1 b)

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

Level	Enrollment Status		Total
	Full Time	Part Time	
MPhil			
PhD			

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

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

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

Institution has planned to provide financial support to students for thesis or project work of 4th year students. The college has recently developed a mechanism of awarding two research students at the bachelor level. In addition to this budgetary provision, students are engaged in different research work for which some remuneration is paid to the students.

(See activities of RMC annex D1c)

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

Total number of projects	Project Revenues (in NRs.)

Now, we have no any on going research project yet.

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

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

Now, we have no any on going research project funded by external agencies.

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

The college has established a Research Management Cell (Research Department). The department publishes "AMC Journal" as an institutional publication of the college on regular basis. Currently, the committee has published the journal. The second issue is in pipeline. Campus has published annual "Mukhpatra" and annual report.

(See activities of RMC annex D1(d).

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

Yes No If yes, give details.

Teachers of the college are involved in providing the consultancy services to different GOs, NGOs and INGOs individually.

From the institutional level, faculties are invited as resource person/ external experts by different organizations.

(See activities of RMC annex D1(e)

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

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

Full-time Part-time Additional charge

The college appoints its senior faculty member Mr. Rghubir Bhatta as the incharge of extension activities with members of counseling placement cell. Following members are in this cell:

(See activities of RMC annex D1(f))

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

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

(See activities of RMC annex D1(f))

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 college involves in the following outreach programmes:

- Campus organizes awareness rising programmes against HIV/ AIDS and drug abuse for the students in collaboration of NGOs.
- Students of this campus open stall in the Sudur Paschimanchal Mahostav organized annually by Kailali Chamber of Commerce and Industry in Dhangadhi

- The campus regularly organizes various activities to develop civic responsibilities among the students. Some of these activities can be mentioned as follows:
 - i) Blood donation programme organized by student groups for patients in Seti Zonal Hospital
 - i) Fund collection by the students for the treatment of poor and needy patients
 - ii) Involvement of students in Kailali Red Cross activities
 - iii) Fund collection for flood victims.
 (See activities of RMC annex D1(g) and H1, H2)

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

The institution believes in value based education. We have always tried to show that there is a difference between education and training. Participation in extension activities qualifies our definition of education. Involvement in extension activities is an important criterion in our annual performance report. This activity is considered as a part of syllabus although it is not included in syllabus.

The students and teachers of the college are encouraged to participate in extension activities. The college has set up different cells such Health and Sport Center, Student Support and Counseling Cell, Research Management Cell etc. and teachers are appointed as the in-charge and members of the cells. Students are provided the technical and some financial support for extending their activities. From the initiation both teachers and students of the college are engaged in the following activities:

- From the initiation of the Free Student Union, environment awareness programme is conducted.
- The students of this campus have formed “Helping Hand Club” since 2072 BS. The club promotes social activities among the students by providing a common platform to the students. The club also awards students who play vital role in different social activities.

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

Yes,

In 2018 Aishwarya Multiple Campus had done MoU with “Social Initiative For Good Conduct” (Affiliated To Transparency International Nepal) an INGO. It has been providing training and social awareness in anticorruption.

AMC has its strategic development plan to work with different organizations for the extension activities of the college. Following are the planned activities of the college in this regard:

- Conducting college-industry dialogue and annual meeting with employer and stakeholders.
- Conduct a study to explore areas of community involvement and identify possible partner organizations for networking for community involvement.
- Launching campus outreach program/ off campus program to share and utilize the expertise available at the campus.
- Raising funds from institutional and individual donors to establish scholarships and medals.
- Increasing linkage with different organizations for generating external financial resources. (see “strategic Plan annex 1 page 25 to 41 and H1, H2)

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 college has a master plan. The construction of new academic building, the library, laboratories (for Physics, Chemistry, Zoology, Botany and computer), seminar hall etc has been clearly presented in the master plan of the institution. The ground floor and first floor of new campus building has been completed. It has planned to complete four storeys. A well-facilitated canteen, administration block, guest rooms are under construction. Also, we have planned for clean, green ground with paving of blocks on the way and for parking area.

(See Master plan Annex E1(a))

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

Yes, the institution need for augmenting the infrastructure to keep pace with academic growth. It requires new building for academic growth.

The institution has clearly laid down its plan in the strategic plan. Besides, the construction and procurement committee of the college also plans for the construction and maintenance of the infrastructure.

The college plans to meet for augmenting the infrastructure to keep pace with academic growth observing the admission pressure and resources of the campus. As per the master plan of the campus, some basic infrastructures required for the future development of the college are as follows:

- Construction of Examination Hall/ Megha Hall:
- Construction of Post Graduate(PG) Block:
- Construction of Administration/ Library Hall
- Construction of parking space.
- Construction of Science Faculty laboratory building.
- Construction of Teachers Union Hall.
- Construction of Students Union Hall.
- Construction of waiting place inside the campus premises.

(See Master plan Annex E1(b))

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

Laboratory	Yes
Library	Yes
Class rooms (Academic building)	Yes
Others	Yes

The construction of support facilities like academic building, laboratory, library, Training Hall. Its cost implication has been clearly defined in Master Plan.

(a) Laboratory: The college has laboratory with necessary equipments and chemicals required for the practical work in the department of Science. Different types of equipment, materials and chemicals are available in the chemistry laboratory (such as analytical balance, glass apparatus, gas system, iron tube, test tube holders etc.), physics laboratory (such as sonometer, potentiometer, pendulum, tuning fork, magnetometer, magnetic compass, lens, mirror etc.) and biology laboratory (such as Microscopes, Gaong's photometer, stethoscopes, slides, museum species of various vertebrates and invertebrates etc.)

(b) Library: From the very beginning of the establishment of AMC, emphasis has been laid on to equip the campus library with books and journals on various subjects. At present there are nearly 3,100 text books and reference books in the library. Every year a budget is allocated for the purchase of books, journals and newspapers. At present the library is housed in a hall ' of the Campus.

(c) Academic Building: At present the college has four storeys building. New academic building of two storeys is also in use. We have planned to construct this building upto 4 storeys.

(d) Others: In addition to laboratory and library services, the following other support services are available in the college:

- Computer lab with internet access
- Student support and counseling cell
- Health and sport center
- Playground for football, volleyball, basketball, cricket, table tennis
- Canteen
- Motor cycle stand
- Teachers' union room
- Power house with 65 KVA generator
- Guard post
- Notice board and wall magazine board
- Separate room for Free Student Union
- Separate restrooms for boys and girls

(See annex Master plan E1(c))

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

Yes, we have provision for regular maintenance of its infrastructure. We plan to do so every year at the beginning of the session and annual fee charged to each student is utilized for the development of infrastructure. There is a clear provision for maintenance in the annual budget. Besides, The work of minor repair and maintenance is done by the campus administration and major repair and maintenance is done through the formation of a sub-committee by the Management Committee “A Construction and Procurement Committee” which takes the major responsibility of regular maintenance.

(See construction committee E2)

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

The college runs classes in two shifts. B.Sc. classes in the day shift(11 am to 5 pm) and BBS in morning shift(from 6 am to 11 am)

Public Service Commission, T.U. Exam controller's office, also use the classrooms for conducting examination. Development Banks also uses classroom for examination purpose. This generates some income which is used to maintain the infrastructure. Like wise, the campus facilities are used by different organizations to conduct examinations and seminars.

(See AnnexE(3))

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

Yes No If yes, give clearly defined regulations.

The campus facilities such as classrooms and play grounds are used by different organizations. The examinations held by TU, HSEB and other competitive examinations of different Government and Non-governmental Organizations are held in the college. The sports facilities are used by different educational institutions of the region. Different seminars and conferences are organized in the campus. Such facilities are provided on the basis of application of the organizer and the rule of the college. The college charges fees in consideration for the facilities as below:

- An examination center fee for the exam conducted by the Tribhuvan University is charged as per the rule of the university.
- An examination center fee for the exam conducted by the HSEB is charged as per the rule of the board.
- Centre fee for the examination conducted by the Civil Service Commission is charged according to the rules of the campus.
- The annual rent of the canteen constructed in the premise of the college is determined on the basis of quotation price.
- The annual rent of the land is charged on the basis of tender price.

The college generates some income by allowing external agencies to use the campus building for examination purpose and conferences.

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

Since its inception, the college has been effortful to keep the institution clean, green and pollution free. Some efforts of college made to keep the institution clean, green and pollution free are as below:

- For the long term sustainable development of the campus, different plants have been planted.within the campus premises.
- In addition to the tree plantation, the college has been doing efforts for the beautification of the campus premises. Some efforts of college made to keep the institution clean, green and pollution free are as below:
 - Different types of trees and flowers have been planted in the grounds of the blocks.
 - Different kinds of posters, banners, pamphlets, wall paintings etc. which creates pollution or deteriorates the beauty of the college are not allowed under the premises of the college.

- The helpers (peons) of the college clean all the classrooms and office rooms of the college.
- Sweepers are appointed on contract basis for cleaning the restrooms and sweeping the grounds. Peons and helpers are appointed with their job descriptions.
- The Campus has a budgetary provision for the preservation and cleanliness of garden.
- Supervision, monitoring and daily instructions are conducted by Campus administration.

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

Number of computer accessible to the students 16

Computer accessible to the faculty 6

Internet accessible to the students 16

Internet accessible to the faculty 6 and free Wi-Fi

Yes, there is a computer facility in the college which is accessible to the faculty and the students. The existing accessibility of the faculty and the students are as follows:

- There is a computer lab in the college with 15 computers which are accessible for both faculty and students.
- There are 10 computers in the library which are used by the students.
- There are computers in each department which are accessible to the head of the departments and the faculty members.
- There is a computer facility in the research department.
- The Internet is accessible to the faculties in the computer lab, library and research department.
- The Internet is accessible to the students in the computer lab

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

The computer centre remains open from 8 am to 4 pm on working days. However, it remains closed on holidays. Besides, the computer center also remains closed for 2.00 hours as lunch hour on every working day.

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

Following departments of the college have their own computers

- i) Department of science.
- ii) Department of Management.
- iii) IQAC Department
- iv) Research cell
- v) Examination departments
- vi) Account section
- vii) Library
- viii) EMIS unit.
- ix) Administration cell
- x) Counseling cell

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

The internet facility is available in the computer lab, research department and in the library. The facility is provided by the Nepal Telecom. From this year, the college is subscribing for the ADSL service of the telecom and the subscription charge is paid monthly for unlimited scheme.

It has CC TV in every department. The college has both internet facility and the intercom connection system. The internet facility is available for the teachers, students and the non teaching staffs as well.

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

At present, the computer center is providing facilities to the faculties of all departments in making power point presentation, using multimedia, projectors, preparing CDs and DVDs which are essentials for the innovative teaching methodology.

The computer lab is helpful in running Elementary Data Analysis Course: a computer based learning package. The object of this short term course is to improve the ability and fluency of basic mathematics, statistical tools and graphical presentations of data through the Microsoft Excel. After the completion of this course, the students are expected to be able to:

- Open, save and print Excel files.
- Move around a spreadsheet and select ranges.
- Insert and delete worksheets, rows and columns.
- Enter, edit and delete text, numerical data and formulas
- Format text, numbers and formulas
- Perform basic arithmetic calculations
- Apply simple statistical tools
- Use relative and absolute references to cells in formulas
- Create tables and plotting pie, bar, column and line charts Supporting

Besides this, outputs of computer aided learning packages are

- i) Helping in memorizing the fundamental concepts
- ii) Useful in giving summary of lesson and summarizing whole unit.
- iii) Improve learning and generalization of the concepts, formula, theorems

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

Yes. There is a provision of maintaining and updating the computer facilities of the college. The college has an agreement with “The Rising Computer & IT Institute and repairing center”. Campus has appointed Mr Chet Raj Ojha (Computer Engineer) for the maintenance and updating of the computer facilities. It provides the following technical services:

- Operating management
- Antivirus updating
- Virus scanning
- Defragmentation
- CD/ CDRW servicing

- Cooler fan servicing
- CPU/Monitor/Key board/Mouse dust cleaning from electric power
- Unnecessary file removing
- Network updating
- Internet setting

(See Aggrement with RCC Annex E(4))

74. Does the institution make use of the services of inter-university facilities? (0.5)
Not such provision yet.

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

The college has set up a Health and Sport Center for providing the necessary facilities to the students. First aid facilities and other services such as BP set, stretcher, rest table, weighting machine etc. are available in the health center for minor injuries. Major injuries are sent to hospitals. If a student is injured during sport activities of the campus, the campus provides some financial support for the medical expenses.

Campus management is going to provide medical allowance to the teachers and staffs of the college which is approximately to the facilities provided by Tribhuvan University. The teachers and administrative staff receive medical and health treatment allowance from the college which ranges from 12 to 21 month's salary depending upon their service period.

We plan as follows:

- Teachers and officers: 12 month's salary
- Staff of assistant level: 16 month's salary
- Office assistant and watchman: 21 month's salary

The allowance is provided both on advanced basis and after retirement. The college encourages the teachers taking the benefit after the retirement or termination of service from the college.

(See health and sport services annex E(5)).

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

Campus has its own limited play ground for different types of outdoor games but it provides facilities for outdoor and indoor games using play ground of Aishwarya Vidya Niketan Secondary School and Stadium of Dhangadhi submetroplitan city.

The various physical and infrastructure facilities available in the sports and physical education center are as below:

- Health and sports center has been established in the college to provide sports facilities to the students.
- Annual budget is allocated for necessary sports materials which are purchased and maintained by the concerned departments.
- The college has done aggrement with Aishwarya Vidya Niketan School and Stadium of Dhangadhi submetroplitan city for outdoor games like football , cricket , volleyball court, badminton court, and basketball court.

(See health and sport services annex E(5))

77. What are the incentives given to outstanding sports persons? (0.5)
 Campus provides some amount of money to sport person and scholarship to national level player. The college encourages the sport students by providing various financial and nonfinancial supports. Some incentives given by the college to the outstanding sports students are as below:

- The students of the campus who show outstanding performance at local and national level are given tuition fees exemption.
- The college provides the logistic supports (such as transportation allowance, dress allowance etc.) to the students participating in the sports held at local, regional, national and international level.
- The college pays the entrance fee to participate in the games.

(See health and sport services annex E(5))

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

	Participation of Students	Outcomes
District		
National	Cricket/Football/essay competition/poem competition	
International		

79. Give details of the hostel facilities available in the institution? (0.5)
 Campus has no Hostel facility.

80. Give details of the facilities for drinking water and toilets. (0.5)
 Campus has drinking water facilities and separate toilets for girls and boys.
 There is a facility of clean drinking water in the college. Within the premise of the college, water has been supplied through pipeline. There are 8 restrooms which includes 24 toilets and 24 urinals for boys and girls.

B. Library as a Learning Resource

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

On working days: 7 am to 5PM in winter season
 7 am to 6 PM in summer season
 Prior to examinations: 7 am to 4 pm

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

Yes No

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

- Books 3193 (0.2)
- Current Journals
 - Nepalese (0.2) 21
 - Foreign (0.2) 3

- Magazines (0.2) 9
- Reference Books (1.0) 719
- Text Books (0.2) 2510
- Referred journals (0.4) 9
- Back Volumes of Journals (0.2)
- E- Information Resources (0.4)
 - CD's/DVD's 100
 - Databases
 - Online Journals
 - AV Resources
- Special collection (0.5)

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

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

	2072 /2073		2073/ 2074	
	Number	Total cost	Number	Total cost
i. Text books	125	62500	250	1,30,000
ii. Other books	150	7500	150	7500
iii. Journals/ periodicals	10		10	
Any others				
iv.				
v.				

84. Mention (1)

- i) Total carpeted area of the institution library (in sq.mts.) [860 sq ft] (0.25)
- (ii) Total number of departmental libraries [2] (0.25)
- (iii) Seating capacity of the Library [40] (0.25)
- (iv) Open student access to library [yes] (0.25)

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

- (i) Total number of staff (0.3) 3

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

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

The library management committee is formed under the chairmanship of a senior faculty member. The library in charge, the chairman of the subject committees and the deputy administrator remain the members of the committee.

(See Annex E(5) Minutings of Library)

86. Staff development programs for library (0.5)
- (i) Refresher/orientation courses attended.
 - (ii) Workshops/Seminars/Conferences attended.
 - (iii) Other special training programs attended.
- (See Annex E(5) Minutings of Library)
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
- At present, the library function is partially automated. Books are digitalized and cataloged and classified. Barcode work is in process. Library management Software 'PAATHSHALA AIMS' is in use.
88. What is the percentage of library budget in relation to the total budget of the Institution? (0.5)
- About 2%
- Allocated budget for book purchase in this fiscal year is Rs.3,7500 which is 1.5% Percent of the total budget.
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
90. Furnish details on the following (1; to be equally distributed)
- (i) Average number of books issued/returned per day. [50]
 - (ii) Average no. of users visited / Documents consulted per month [1500]
 - (iii) Please furnish the information on no. of Log- ins into the E-Library Services/E- Documents delivered per month. []
 - (iv) Ratio of Library books to number of students enrolled [5:1]

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 about 90%
- Drop out rate (drop out from the course) about 5%
- Progression to further study (Bachelors to Master, Master to Mphil/PhD about 80% students)
- Prominent positions held by alumni satisfactory

The average percentage of regular students appearing for the exam is 90 percent and dropout rate is 05 percent. About 80 percent of the passed students take admission at further level.

Many ex-students of the college have held prominent position in the country. Some examples of such positions held by the alumni are as follows:

.Mrs Krishana Chataut

Mr. Manoj Ojha Lecturer

Mr. Rajendra Prashad Bhatta Leacturer

Mr. Prakash Cheda..... secondary school teacher.

Mr. Sher Bahadur aChand Leacturer

Mr. Dev Raj Ojha..... Leacturer

Mr. Dharma Joshi Civil Service office

Mr. Prativa Bhandari..... Commmercial Bank,RBB)

Mr. Keshab Giri ”

And like wise

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

- Nepal Civil Services Examinations about 20 %
- Other employment related examinations about 50%
- International level entrance examination. Exact data is not available. Some students study in foreign country. tracer study is being conducting
- Others (please specify)

But we do not have exact official record; we are doing tracer study from this year.

(See Job placement in annex- F(1))

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

Yes (1) No (0) If yes, what are the contents of the prospectus? (attach a copy)

Yes. The college publishes updated prospectus annually highlighting the following contents:

- Introduction of the college.
- Mission, vision, objectives and programmes of the college.
- Existing management and faculties.
- Library facilities and extra-curricular activities.
- Educational achievement of the college.
- Course combinations and electives given by the college.
- Fee structures of the college.
- Views of key personalities of the college.

(See Advertisement Policy annex F(2))

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

Aishwarya Multiple Campus, since its establishment, has been supporting education of students belonging to financially weaker sections of the society and to the students who are meritorious and show good academic performance. Following financial aids are available to the students :

- (a) Student Financial Support Fund: More than 50 students of Bachelors Level are receiving scholarship from the Student Financial Support Fund. The annual amount of scholarship is Rs. 2,40,000.
- (b) Campus regular Scholarship: For making the scholarship support more sustainable, 12% percent of the total students are receiving scholarship which is provided according to following basis
- Students who have secured highest marks in the entrance test.
 - Class topper students.
 - Girl student securing highest marks among girls in their respective faculties
 - All the students belonging to freed Kamaiya families, ethnic group,
 - Differently able students.
 - If three or more than three students studying at this campus belong to the same parents, one is given priority in scholarship.
 - Talented students who show their ability in the field of sport, literature, music, dance etc.
 - Students from hilly regions of the country.
 - For merit scholarship, students must pass the previous year final examination.
- (See Laws annex - 2, Page no. 8 and scholarship list annex F(3))

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

Financial aid	Year 2072/073	Year 2073/074
i. Merit scholarship	23	12
ii. Merit-cum-Means	10	41
Any others	×	

Details about the scholarship is presented in referred annex .We provide 12% scholarship every year and divide the amount among students accordingly in proposition. (scholarship list annex F(3))

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

- i. Employment cell :

Role: i) The faculty, department heads and assistant campus chief work as the employment cell.

- ii) Placement officer: Role: The assistant campus chief Mr Naresh Pant works as employment officer. HODs help and also take responsibility in the work.

(See minutings of counseling, placement, and public information cell AnnexF(4))

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

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

The placement cell, counseling cell conduct counseling programme. Assistant campus chief works as counseling coordinator including students representatives, HODs and academic chief. They organize training and regular correspondence is maintained with prospective employers. They build and maintain relations with the corporate world. Moreover, we conduct special counseling classes.

((See minuting of counseling, placement, and public information cell AnnexF(4))

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

	UG students	PG students	Research scholars
i. Local firms/companies	50		
ii. International firms/companies			
iii. Government			
iv. Public (semi-government) sector	60		
v. Private sector	100		

The placement cell has started its work in facilitating the students for employment. Until now it has conducted an HR need identification interaction program with the people in the corporate sector. The cell hopes to help its graduates in getting employed in the days to come.

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

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

After the HR need identification program, the cell has realized the importance of encouraging the students into seeking self employment.

Students Support and Counseling Cell motivate students to seek selfemployment. In this regard, AMC has formed counseling cell for the following purpose

- To foster their aspirations and facilitate new venture ideas through a practical learning experience.
- Entrepreneurs who want to develop conceptual knowledge, critical skills and creative thinking essentially required in the changing competitive business world.
- Family business owners who have inherited family businesses and who want to build and further grow their family business.
- Social work professionals who wish to update their knowledge, social sector volunteers who need professional insight into the management of the social sector, as well as managers from the corporate world who deal with sustainability and corporate social responsibility.

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

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

Yes, AMC alumni association has been formed. This association is planning to raise fund and other resources for the development of the college. It provides scholarship to the students. Besides, since our Alumni are local industry leaders, it has benefited us in the placement of our students in the local job market.

Activities of alumni association are:

- i) Organization of social work like blood donation, sanitation.
- ii) Helping students learn, understand, and appreciate the value of what it means to be an Aiswaryain.
- iii) Networking with students and faculty to communicate their stories
(See minutings of Alumni association I AnnexF(5))

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

The college selects prospective students by:

- (a) distributing annual calendar to make clear about the timing of admission, and internal and external examinations
- (b) distributing prospectus to make clear about the policies and the criteria of admission.
- (c) announcing admission through different media: newspapers, local FMs, TV channels, and its own notice board.
- (e) visiting schools to attract and enroll talented and diverse students of high academic quality.
- (f) involving and engaging in community activities
- (g) developing a distinctive market position for AMC and communicate this consistently to prospective students, parents, current students.
- (h) through webpage of the college.

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

The policy is similar to the policy applicable for Nepalese students. Written entrance test is compulsory for all students. The students who pass in the entrance test can take admission in the college. However we have not formed any special policies to attract international students.

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 type="checkbox"/>	Socio-cultural activities	<input type="checkbox"/>
Welfare program	<input checked="" type="checkbox"/>	Policy clearance	<input type="checkbox"/>
Visa Support	<input type="checkbox"/>		

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

Indoor games	<input checked="" type="checkbox"/>	Outdoor games	<input checked="" type="checkbox"/>	Nature Clubs	<input type="checkbox"/>
Debate Clubs	<input type="checkbox"/>	Student Magazines	<input checked="" type="checkbox"/>	Cultural Programs	<input checked="" type="checkbox"/>
Audio Video facilities	<input type="checkbox"/>	Any others			

Following recreational / leisure time facilities are available to students in the college:

- The students can play different outdoor and indoor games in the college.
- Students can pass their leisure time in the library where reading materials such as books, magazines, comics, or newspapers, etc. are available.
- Students can utilize their leisure time by using the computer and internet facilities available in the library and computer lab.
- Students can utilize their leisure time moving in the clean, pollution free and greenery areas of the college where different types of flowers have been planted in the lawns of the campus.

CRITERION 7: INFORMATION SYSTEM (10 MARKS)

105. Is there any cell in the institution to analyze and record various academic data? (2)
Yes (2) No (0) If yes, mention how does the cell work along with its compositions?

Yes, the Exam Department of the campus analyzes the various academic records. It is specified in the job responsibility provided to the staffs of the exam department.

Besides, the college has a functioning Educational Management Information System (EMIS) Cell for the purpose of recording and analyzing various academic data. The composition of the existing EMIS Cell is as below:

Mr. Bir Narayan Chaudhary.....	Co-coordinator
Mr. Chet Raj Ojha	Member
Mr. Bharathari Chaudhary.....	Member
Mr. Tek Bahadur Adhikari.....	Member
Mr. Khem Raj Pant	Member
Mr. Ravi Rokaya	Member
Mr. Liladhar Sapakota.....	Member

See annex G(1)

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

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

- i) Placement study
- ii) Tracer study
- iii) Finding enrolment ,dropout, pass rate
- iv) Communicating with alumni
- v) Students as well as teaching and non-teaching staffs' profile

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

The data relating to different areas are kept as digital database as well as manually in the administration section of the campus. These data are published in the annual report of the college. These analyzed data are kept on website of the campus.

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

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

Yes, this information are open to stakeholders like teachers, students, guardians, government agencies, media etc. These information are published in the bulletin of the college (Annual Report) which is published by the Public Information Cell annually. Basic information about the college and its various activities are accessible from the web site of the campus (www.amcdhangadhi.edu.np).

Also, this information are open to stakeholders by publishing on prospectus and campus report is presented on its annual function every year.

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

Yes (1) No (0)

Yes, the data and information are analyzed by using simple arithmetical tools and presented in graphical and tabular form. These methods are simple to understand and open to stakeholders. The selected information is published through newsletter also.

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

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

The campus welcomes feedbacks on published data. Feedbacks are received in meetings with stakeholders, through electronic means like emails and social networking sites Facebook etc. There is a mechanism to receive comments or feedback on the published data relating to academic and financial activities. The data are published in the AMC Bulletin every year and the feedback and comments are collected from the stakeholders. Feedback on published data is collected by the Public Information Cell. The Public Information Cell designs questionnaires for collecting the responses from the readers and it is enclosed at the final page of the bulletin. The Public Information Cell collects the responses, prepares a report on the basis of collected responses and submits to the Campus Chief for the implementation

Also, we collect information through following mechanism:

- i) Suggestion box
- ii) Correspondence
- iii) Alumni association
- iv) PUCTA
- v) through students union

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

Produce in brief the impact analysis.

The feedback received on the published data is helpful in making decisions such as adding new programme, extending physical facilities etc. The information system of the college has enabled the head of concerned departments and authorities in internal decision-making process and monitoring the performance of students, teachers and other units. Any weakness which adversely impacts the quality such as high failure rate in any subject, absenteeism attitude of any teacher etc. is monitored on regular basis and corrective action is taken by the concerned departments. This information system really provides positive impact on decision making process. For example, after the HR need identification program, the campus realized the need of a placement cell which helps the students to find a proper place in the job market. Besides, the campus also realized the need to monitor the interns as well as to encourage the students for self employment.

The main impacts of such information system are as follows :

- i) It helps us to develop plan and policies in future
- ii) It helps in budgeting
- iii) It provides useful information in making operational plan
- iv) It helps in making policies during admission period
- v) It helps campus administration to become update

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

The college has recently established a placement cell. Moreover, the college has recently started to conduct remedial classes for the educationally disadvantaged students. Besides it helps us

- i) To communicate the College's message on campus and to the extended AMC

- community of trustees, alumni, parents and friends.
- ii) To make institutional prestige and name recognition, an implicit part of all campus planning efforts.
 - iii) To heighten visibility of faculty achievements and prestige in research and teaching including publications, presentations, research awards and prestigious recognition from academic organizations
 - iv) Promote awareness of student accomplishments.
 - v) Celebrate the success of our graduates in their professions and as citizen-leaders contributing to society
 - v) Continue to build awareness and interaction with region.
 - vi) Recognize the involvement more broadly.

CRITERION 8: PUBLIC INFORMATION (10 MARKS)

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

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

The campus has started public information cell consisting of campus administration, faculties and department heads. It takes help of subject committee heads, chair person of PUCTA and chair person of free student union. Its composition is

Mr. Naresh Pant	Coordinator
Mr. Khem Raj Pant	Member
Mr. Liladhar Sapkota	Member
Mr. Pusp Raj Pandey	Member
Mr. Narayan Datt Awasthi	Member
Mr. Manoj Ojha	Member
Mr. Anand Joshi	Member

(See minuting of counseling, placement, and public information cell AnnexF(4) and see annexH(1))

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

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

The areas of information are subject of public concern, academic activities of campus, administrative activities, social activities, recent information, financial information with the following contents:

- Academic progress (enrolment trend analysis, pass rate trend analysis, graduate trend analysis, academic programmes, educational pedagogy).
- Physical progress (infrastructural development, educational aids and equipment, books/journals/reference materials, furniture etc.).
- Financial progress (analysis of financial resources / income: self-generated income/ resources, grants from government sources, analysis of expenditures: recurrent expenses and capital expenditures).
- Audit observations / issues and steps taken to mitigate the issues raised by audit

observations.

- Social progress (campus's involvements in social activities, society's contributions for campus, plan for campus's contribution to society and increased involvement of society in the campus).
- Issues, challenges, mitigation measures taken to address the issues and meet the challenges with annual work plan.

(See annex H(2))

115. Where are these information published? (1.5)

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

The information relating to the academic, administrative and financial information are published in AMC Annual Report/AMC Darparn, which is an institutional special magazine dedicated for information disclosure. Also we publish some data on newspaper, radio and prospectus and campus website.

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

Yearly (1) in 4 years (0)

The information relating to the academic, administrative and financial information are published in AMC Annual Report /AMC Darparn, which is published annually. Some information are published on prospectus, newspapers, website regularly.

(See annex H(2))

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

Areas	Year 1 (2073), Dhangadhi Kailali	Year 2 (2074) Dhangadhi Kailali
Academic activities, result, faculties, students numbers	Prospectus of campus, Newspapers, social media.	Prospectus of campus Newspapers, website of the campus, social media
Financial report, academic activities, about students and teachers numbers, result placement, drop out rate	Prospectus of campus, report of the campus	Institutional special magazine dedicated for this (Mukhapatra), website of the campus.

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

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

Yes, the cell collects responses on public information. Responses are collected through electronic means like emails and social networking sites like Facebook.

The Public Information Cell designs questionnaires for collecting the responses from the readers and it is enclosed on the final page of the annual report. The Public Information Cell collects the responses, prepares a report on the basis of collected responses and submits to the Campus chief for the implementation.

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

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

These impacts are measured on the basis of responses from various groups. Say, for example if there are negative responses on the allocation of budget on various headings, the campus takes it seriously. Following this pattern, in the upcoming days the campus is planning to allocate more budget for the library and for research activities.

Besides, We will use these impacts in improving:

- student teacher ratio
- quality and permanency of faculties
- environmental sanitation and area need per student
- necessary equipments, materials, books, journals, sports and physical facilities like classrooms ,toilets, library, laboratory etc
- Interaction between and among teachers, students and community.

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

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

- a) commence market oriented professional programme.
- b) collect fund for the construction of multipurpose mega hall/exam hall.
- c) receive commitment from the ex-students to support for the all-round development of the college and Alumni association has been formed for that purpose.
- d) minimize the conflict between students and campus administration regarding the financial affairs of the college.
- e) get supportive role from students associations in periodic revision of student fees as per the increase in pay scale of the staffs and the other overhead expenditures .
- f) allocate reasonable budget to the library and for research.

Moreover we plan to:

- i) create and maintain an aggressive, innovative, and forward-looking environment appropriately.
- ii) promote the principles of openness, pluralism, inclusiveness, and democracy.

We believe that no college can achieve true national stature without reflecting the richness of voices.

Part II

Institutional Profile:

Development History of AMC:

Before 12 years, there was no science campus in seti zone and this region is one of the backward regions of the nation with little infrastructural base and a poor state of educational facilities. Most of the students of this region had to go to Kathmandu or Mahendranagar or India for further study in science faculty after 12th class. The absence of educational opportunities in science after 10+2 created an urgent social demand for establishment of a campus in the district. The people of Kailali thus took the initiative for the establishment of a campus. Consequently, Aishwarya Multiple Campus (AMC) was established in 2063 B.S. as a T.U.affiliated Campus with B.Sc.It was established by the People of the region, management of Aishwarya Viddhya Niketan Sharwajanik Shaishik Guthi (AVN) where the Campus premises are located at present. Financial and other resources, required for the establishment of the Campus, were raised locally.The Management of Aishwarya Viddhya Niketan Sharwajanik Shaishik Guthi's Contribution to the Campus fund was main source at that time.Later on, business community, social workers, the Kailali District Development Committee, Dhangadhi Municipality and other segments of the society also liberally donated for this purpose.

AMC is an autonomous and community based educational institution run solely for the benefit of the society.The campus is managed by a Management Committee. Chairman and members of the Management Committee are appointed from among the general assembly members,donors, social workers and guardians. Likewise, campus chief, teachers' representative and students' representatives are also members of the committee.

In the last 12 years, AMC has set several landmarks in educational history of the region. The students of this campus have achieved excellent result several times in B.Sc. and BBS. Since its establishment, AMC has prepared thousands of students who are serving in different aspects of society.

At present, AMC offers B.Sc. and BBS programmes. The college is prestigious for its qualified, experienced and professional teaching and non-teaching staffs.

There is no any constituent campus of TU, in Kailali district. AMC has been the center of higher education for thousands of students of Sudurpashchim province. Out of the total student population of the campus, there are nearly 40 percent girls and more than 30 percent students are from socially and economically disadvantaged sections of the society like Tharus, freed Kamaiyas, Dalits and others. About 30 percent of the students of the campus come from remote districts of Sudurpashchim province. AMC has become a regional center for higher education.

2. SWOT ANALYSIS

2.1 Strengths:

AMC has following strengths:

- The campus is situated at the prime location of the city.
- Excellent T.U. results.
- Openness towards society.
- Information and academic activities are communicated to the stakeholders.
- Social accountability.
- First Science campus in Seti Zone at the time of establishment.
- Having its own land.
- Well managed and well furnished new campus building.
- Transportation facility.
- 12 year's experience in general science (B.Sc.) and 11 year's in BBS.
- Well experienced faculties.
- Excellent Laboratory Infrastructure.
- Sufficient laboratory equipment in well furnished laboratories.
- Strong EMIS system and ICT facilities for teaching-learning.
- Government remuneration for teaching and non-teaching staffs.
- Sports facilities.
- New well facilitated canteen is under construction and planned to complete within two months (Jeshth, 2075).

2.2 Weaknesses or gaps:

AMC has following weaknesses:

- Need for faculty development (M.Phil, Ph.D.)
- Difficulty in generation and mobilization of local resources.
- Lack of additional land and other infrastructures to introduce new academic programs for sustainability of the campus.
- Campus needs to add new academic programmes in both of the faculties.

2.3 Opportunities:

AMC has following opportunities:

- Possibility for running science based technical programmes and other professional courses.
- Scope for additional lab experiments in the dissertation/Project work.
- Scope for income generation for the campus by providing laboratory facilities to others.
- Use of ICT in teaching, learning and planning.
- The location of the campus has advantage of using natural laboratories (forest, agricultural field etc.) for field work.
- Scope for conducting academic research by the faculties and students.
- Possibility of placements of the campus students.

- Further enhancement of competency development programmes through co-curricular activities’.
- Opportunities for collaborations with other Universities and Academic Institutions at the national and international level.

2.4 Threats /challenges:

AMC has following threats:

- Handle students from diverse backgrounds.
- To procure financial support and resource mobilization.
- Further improvement for the quality of education as per the expectation of the community.
- Increasing need for providing educational support to the students belonging to marginalized sections of the society.
- Difficulty in periodic revision of fees due to opposition of students’ groups.
- Increasing number of students particularly from higher income families and having good academic background prefers to go to other places like Kathmandu and India for higher education.
- AMC has to compete with increasing number of new campuses in this area which is likely to affect campus enrollment in future.

3. Self-Study Report Preparation

The self-study report presents a concise picture of the institution as a dynamic entity with a sense of its history, an understanding of its present and a vision of its future. The Self Study Report of AMC is designed to address some questions such as:

- What are the institution’s vision, mission, goals and objectives?
- To what extent the activities of the campus are consistent with the mission, goals, and objectives?
- Are the human, physical and financial resources needed to achieve the objectives available?

Developing the self-study is a complex and time-intensive process that requires the cooperation of departments, individuals and stakeholders of the institution. The Self- Study Report (SSR) of AMC has been prepared for the purpose of accreditation by University Grants Commission through QAA process. This report is the product of the work of faculty, staff and stakeholders of the college.

The preparation of this report was overseen by a core committee. The structure of the core committee is as follows:

Mr. Raghubir Bhatta	Coordinator
Mr. Dharm Dev Bhatta	Member
Mr. Naresh Pant	Member
Mr. C.N. Thakur	Member
Mr. Liladhar Sapkota	Member

Before the preparation of this report, several staff meetings were held to inform the teachers and administrative staff of the Campus about the SSR report. The purpose of these meetings was to discuss in detail about the data collection procedures and preparation of the SSR. Likewise, the representatives of the student organizations were informed about QAA and SSR. Through the staff meeting, a committee was formed to collect and compile data and prepare the SSR. Campus teachers and administrative staff were involved in the data collection process.

Section B

Summary

Introduction

Aishwarya Multiple Campus (AMC): A General Background

Aishwarya Multiple Campus (AMC) is located in Dhangadhi submetropolitan-5 Hasanpur, Kailali. It is a community based campus. It was established with collaborative efforts of local people, Aishwarya Shaikshik Guthi, Teachers and staff of Aishwarya higher secondary school, local government authorities (DDC, municipality) and intellectuals. Now it has been running for 12 years performing excellent quality of education. Currently this campus is managed by "Management committee of AMC". The management committee of AMC consists of members having vast experiences in the field of education and organizational management. They are from different walks of life, different marginal ethnic groups and different political ideology. Similarly, human resource of campus is qualified, trained and well experienced. The campus was established with the help of Aishwarya Sarabjanic Shaikshik Guthi (trust) in 2063 B.S. The Guthi (Trust) has been running Aishwarya Vidhyaniketan higher secondary School. Aishwarya Vidhya Niketan Higher Secondary School is one of the best community schools of the nation getting Birendra Viddhya Chherriya Shield 12 times for excellent S.L.C. results. HSEB result is also excellent among the Higher Secondary Schools of the nation. Campus is also becoming centre of Excellency and financially sounds. We hope that it will also become independent in all respect and raise its name for excellent T.U. result. It has become obvious to AMC that it achieves glorious success every year in the T.U. exam. This is because of the well organized management of the institution, devotion and dedication of the teaching staffs.

This campus was established in 2063 B.S. to meet the changing needs of technical education in the field of science and technology due to contribution of guardians, community workers, educationists, local government, local agencies and leaders. It aims to produce competent and socially responsible human resource to serve marginalized and backward Community of the country, especially in the region. Currently it has been producing the graduates of science and management to deal with the basic problems of society. The AMC has its own building in its own land. Construction of new campus building has been completed with 20 well facilitated rooms.

Recognition of AMC's Excellence

AMC is one of the community colleges in the nation. It provides the quality education in science and management. It has excellent result every year. We are especially proud of our team dedicated to provide quality education in general science at affordable fee. Local government has been continuously helping us for financial support and UGC has been providing support. Since UGC has supported and encouraged the campus to apply for QAA proves that AMC is an excellent institution. We present this self study report as a part of a continuing process of building for the future on our past achievements.

The Self-Study Process

This report has been prepared for use of an evaluation team from the University Grant commission (UGC). In May 2016, the member-secretary of the college management committee Mr.Dharm Dev Bhatta who had studied the accreditation process, recommended the college management committee to appoint a project manager to take the responsibility of the accreditation process which, needless to say, included the self-study process too.Mr. Raghubir Bhatta was appointed as coordinator of QAA process. In addition, all faculty members were involved in the self-study through their academic programs. It soon became apparent that the self study should be discussed in a campus wise forum. With this realization the campus held a meeting with the teaching and non teaching staff.Soon after the the orientation programme was held at KMC ,Dhangadhi Kailali in presence of Prof.Dr.Shyam Prasad Lohani with a high level team from The University grants Commission. They had provided MOU to AMC management committee.AMC then conducted interaction programme with administration, teachers, students and stakeholders on the Self Study Report.On the 20th chaitra of 2017, AMC prepared its first draft of the Self Study Report. On the very same day the draft was presented before the stakeholders for discussion and comments. The report drafting team received a number of suggestions from the discussion. Four days after, the discussion with stakeholders was conducted.The team was excited to find the first draft of the self study report. During its two day stay the team provided various valuable suggestions that have eventually been incorporated in the making of the final report.AMC was determined to submit its self study report by 2017 May. With this firm resolution AMC restructured its internal quality assurance cell (here after called IQAC).Then after IQAC held an important meeting with the sole agendum of finalizing the self study report on time. In this meeting the IQAC members divided the work responsibility among them.sub cells were formed under the leadership of the IQAC members. Quite surprisingly a lot of information was accumulated by May 15; 2017. The information update was presented before the teaching and non teaching staffs on next day of the month. The staffs congratulated the IQAC members for their untiring effort in the preparation of the SSR report. In the IQAC meeting held on the 19th may 2017, the IQAC members presented a criteria wise report as assigned. This report was forwarded to the department of language and computer sciences at AMC for editing. After the editing process the report was finalized on the 20th of May 2017 by the IQAC and forwarded to the campus management committee for the final approval on the same day.

This report was prepared on the basis of the SSR data form prepared earlier. Therefore, all figures in this report, such as numbers of students and faculty, are based on it.AMC is grateful to the people who were members of self-study committees. They represent virtually every endeavor on

campus. In addition, all faculty, staff members, students and stakeholders took part in the self-study through their individual programs.

As guided by UGC, SSR report was revised and decided to send it to UGC on last week of Falgun 2074. We did it. This report was, then studied by concern expert of QAA department and sent to us again. An orientation programme organized by UGC, QAA department was held at KMC Dhangadhi in presence of UGC expert team Prof. Hidraya Ratan Bajrachaya, Prof Dr. Chandralal Shresth, Miss Mamata Prajapati, and Miss Punita Upadhya. We got more opportunities to share ideas about it. Then we revised it again, discussed with CMC, and different sub committees of campus and decided to submit it to QAA department with in 15th of Ashad 2075.

Criterion 1: Policy and Procedures

The mission of AMC is to provide high quality learning opportunities for students and service to our community. The mission motivates our work and permeates the conversations heard in our boardroom, meeting rooms, offices, and hallways. Reflected in our classrooms, libraries, learning centers, and Conference Hall; the Vision, Mission and Goals statements guide our hiring policy, and programming decisions, as well as strategic planning and even budgeting. Our mission is carried out with commitment, consistency and dedication. In Criterion one we consider how this deeply embedded commitment permeates our Institution's culture, how the campus recognizes and understands our mission documents, and how our strategic, operational, and administrative processes support the mission. In short, how our policy and procedures are guided by our vision, mission and goal.

AMC's mission documents are clear and articulate publicly the organization's commitments. AMC formal mission documents include our Vision, Mission and Goals (VMG) and our strategic plans. This section first examines how well our VMG statements articulate our educational philosophy and then illustrates its impact on our policy and procedures.

The vision of Aishwarya Multiple Campus :-

The vision of AMC is to make it an educational destination with its comprehensive and integrated learning network and be a major contributor to provide a useful and quality education.

The Mission of Aishwarya Multiple Campus:-

The mission of AMC is to serve the students, communities and the region through quality, affordable and accessible academic and career oriented education with superior talent that is sensitive to corporate governance, social responsibility, environmental concerns, scientific research and beliefs.

Goals of Aishwarya Multiple Campus :

Our goals are :

- To develop existing infrastructures of the institution.
- To improve quality.
- To make the institution financially sustainable.
- To promote diversity within the campus.
- To provide an excellent, relevant and responsive education across a wide range of disciplines.
- To be established as a college, known for the quality of teaching and learning.
- To use information technology within the campus.

Core values and norms

- Excellence
- Life-long learning
- Diversity and respect
- Sustainability
- Collaboration, service and community involvement

AMC's original mission statement, developed in 2063 when the College was founded, affirmed a commitment to serve the post-secondary educational needs in the field science and management of our residents. In 2016, we began revising our mission document by drafting a new strategic plan. The faculty and staff members were given the responsibility to identify key trends of major significance for the college and develop a list of possible core values to inform the creation of a new mission and goal statement.

Subsequently, a committee was formed and drafted the 2017-2021 Strategic Plan and the new VMG statements. The Strategic Plan 2017-2021 was developed as a concrete plan to meet the aspiration of our VMG statements. After consulting with the stakeholders, the committee presented the draft of the Strategic Plan and the VMG statements to the campus community. The Board of Trustees formally ratified AMC's Vision, Mission and Goals and its strategic plan on November, 2016. The plan was further revised the following year. The revised plan devises the following goals:

- | | |
|---------|---|
| Goal 1: | Development of Infrastructures and maintenance |
| Goal 2: | Improvement in Student Enrollment and Preparation for Quality outcomes. |
| Goal 3 | Financial sustainability |
| Goal.4 | Diversity Management |
| Goal 5 | Program growth |
| Goal 6 | Community involvement |
| Goal 7 | Technology & Information Management |
| Goal 8 | Collaboration and Networking with Others(Lifelong Affiliation) |
| Goal 9 | Human resources Management |
| Goal 10 | Visibility and Prestige |

AMC Governance and Administrative Structure

AMC is a community college and thus the community governs it. The local Community, the students, parents, businesspersons and the like are all directly or indirectly involved in its governance. AMC is bound to follow the letter and spirits of its charter, VMG statements and other rules and regulations developed in direct and indirect involvement of the stakeholders.

At present, it is managed by a 15 members college management committee. The members in management committee include personality from different walks of life. Representatives of Chamber of Commerce of Kailali, Dhangadhi Submetropolitan Elected Chairman of ward and District education officer are also members of the committee. The campus Chief acts as the member secretary of the management committee. He reports the developments and challenges within the college to the management committee in the monthly board meeting.

The campus chief takes the main responsibility of the college management. There is a assistant campus chiefs and a deputy administrator to help in the administration. Besides, there are two faculty heads and five subject committees which help in the curricular aspects. These subject committees help in the development of lesson plans, conducting research, and in running other self financing courses.

Furthermore, these committees also evaluate the job responsibility of the faculty. The responsibility of these committees and other departments is evaluated by the campus administration and the management committee following the rules and regulations of the college. In addition, the campus has the provision of class in charge. The campus regards the class in charge completely responsible for the overall activities of the students. It encourages the class in charge to maintain a detail profile of the students and get involved with them in academic as well as personal counseling. Moreover, the campus has an Internal Quality Assurance Cell. This cell devises plans for quality improvement and forwards them to the campus Management committee for approval. The campus has a exam department and library management committee.

Our Dedication for Quality Education at Affordable Cost

AMC's core mission is expressed in the recognition of our role as the community's college, and we commit ourselves to providing programs and services that help members of our community pursue their educational endeavors and goals. Our prospectus 2073/2074 and 2074/2075 depicts our educational offerings at affordable rate. With respect to students we are dedicated, first, to excellence in teaching and learning. This dedication is built on a student-centered concept of education, where we encourage students to learn through critical examination of material and co-ordination with professors and other students. The campus even runs extra classes for the educationally disadvantaged students according to the recommendation of the student quality circle and the class in-charge. Besides, AMC is of the firm belief that quality education is impossible without research.

Consequently, we conduct project work/field work/case study programs both in BBS and B.Sc. classes. Besides, students are sent on field research and in internship in the local community, banks and industries. This has improved us in building us a close link with them; as well as our students are sought after in the local job market.

Education not Training

AMC believes in the all round development of the students. Although the institution is bound to follow the curriculum of the affiliated university i.e. Tribhuvan University, it has always tried to enhance students knowledge through other self financing courses like computer training and accountancy training. We are soon going to run other courses like preparation of vermicomposite bin, Floriculture and vegetable farming programme”.It has been planned that in future we will run some advanced types of courses for both faculties.Besides, the college also provides other trainings to the students, which though do not look directly related to the course, but helps the students to live their life better. The communications training, yoga, helping hand programmes are examples of such a kind. Campus is going to conduct non credit courses like Floriculture, Bee Keeping, Vegetable Farming, Preparation of Vermicomposite Bin etc.

Criterion 2: Curricular Aspects

Curricular Design and Development

As explained before AMC is guided by the letter and spirits of its VMG statements in every aspect, curricular aspect being no exception. In the spirit of the VMG statements, AMC is running T.U. programmes and has always taken a keen interest in the development of curriculum of the affiliated university. B.Sc. in general science and BBS are main streams and we teach these two faculties by modern approach. We are going to provide many more non credit add on courses for the students to bridge the vast gap between the university curriculum and the market need. As a result, AMC is going to run other non credit courses like communication training, accountancy training and computer training,preparation of vermicomposite bin , Floriculture and vegetable farming programme”.It has been planned that in future we will run some advanced types of courses for both faculties.to the students. AMC believes such trainings equip its students to compete in the global market.

Academic Flexibility

AMC runs program only in the science and management faculty at the bachelor level. However, even within this limited academic structure AMC has provided sufficient academic flexibility to the students. We run classes both in the day or evening shift (B.Sc.) and in the morning shift (BBS). This gives students an option of time flexibility. For example, students who are engaged in part time job in the day shift prefer classes in the morning shift. Besides, AMC also provides a wide range of electives; say, the students can choose between finance, accounting, and marketing in management stream and Mathematics, physics, chemistry, zoology, Botany in science stream their bachelor level. Moreover, students have the choice to go for self financing courses like computer, accountancy training and communication training.

Beyond Fixed Curriculum

AMC has always fostered value based education. We at AMC believe that Education is not only for the job market but also to make our life worthwhile. With this principle in mind, AMC has always tried to focus on value based education by making the students aware of their civic responsibilities. The college holds the free student union election to make the students aware of the

positive aspects and abuses of democracy. Besides, programs like blood donation, tree plantation, helping the flood victims, helping others children, cultural dance and singing programs and other games and sports activities have made a permanent place in the institutional calendar.

Moreover, AMC has realizes the fact that the institution needs to foster the all round development of its students. AMC encourages its students to participate in co curricular and extracurricular activities. AMC has formed students clubs “Helping Hand of AMC”. The students are encouraged to join those clubs so that it may help in their overall development.It conduct yoga classes for students at holiday time.

CRITERION 3: TEACHING LEARNING AND EVALUATION

Admission Process

Students are at the core of any educational institution. AMC is also a student based academic institution. Because of this, AMC gives due attention to the admission procedure and always tries to find out healthy ways to attract good students to its academic programs. Although AMC provides quality education and has good exam results, it realizes that advertisement is a must in today’s cut-throat competition.AMC publicizes the courses it provides, its academic achievements, and the admission procedure itself through its website and the college prospectus revised and published yearly. Besides, advertisements in the local newspapers, FMs and local television channels have become our tradition. However, AMC realizes that prospectus is the best way of publicity because our prospectus provides brief information about a lot of things; say, the admission procedure, the achievements, fee structure and scholarships, and the faculty.

However, because of its commitment to quality education AMC doesn’t enroll all applicants because entrance of B.Sc. stream is conducted by T.U. and publish result on the merit basis .More over the campus itself conducts BBS stream’s entrance test and screens students on the basis of academic records,entrance tests and interviews. Still, it has devised ways to encourage students from disadvantaged groups and women to apply for its courses. AMC is lenient towards these students in the admission process.

Catering to Diverse Needs

As aforementioned, AMC has a tradition of encouraging the disadvantaged groups: socially disadvantaged, economically disadvantaged and women. As a result, AMC encourages people from these groups in pursuing higher education and deals flexibly with them in the admission process. However, most often students from these groups are educationally poor and cannot perform well in their studies. Considering all these, AMC has started a system of providing extra classes to these students in some major subjects such as accounting and English (English is especially for Nepali medium students) in BBS and Physics and mathematics in B.Sc. stream.. Every year the subject committees decide on the extra classes and forward their idea to the full faculty meeting which in turn approves it. AMC conducts remedial classes for these students on need basis.

Teaching Learning Process

AMC believes in planning, teaching and evaluation (ie it has three dimensions). This idea of planning is most clearly reflected in the teaching and learning process. The teaching and learning is systematized through the academic calendar and the lesson plan developed at the beginning of each session. Every academic year starts with an orientation program for the freshmen. In addition, class teachers (also called class in charge) are assigned to all the new classes with the major responsibility of counseling the students in shaping their academic goals. Besides, the college has always tried to improve its teaching and learning experience through new methods that complement the traditional lecture methods like interactive method, presentation, audio visual aids etc. Moreover, our teacher take classes in off hours like at holidays time, before and after campus time. They are even available for post-classroom discussion and spend 2 hours daily in practical work. This has helped the students understand things that they may not understand in the classroom. AMC is the first science campus in Seti zone at that time. We integrate the class room activities to field work / project work, use nature as laboratory which help to transform rout learning in real learning(learning by doing) Moreover Lecturers also visit colleges to adopt teaching innovations. Besides, we are going to set up a separate e-library which helps the students make the notes and Free internet facility is provided by the college. We take three terminal test (internal exams). In addition, we have recently started the system of evaluating teachers by students. We have realized that this system was worth introducing because it not only gave us insight about our strengths and weaknesses, but also let us analyze as why students prefer some subjects to other. Such evaluations, we believe, will even help us better design the curriculum.

Our Faculty

AMC is the choice of all eager and talent students because of its excellent helpful faculty. AMC has a small but dynamic faculty of full time and part time young scholars who are the best in their field. This is because AMC takes great care in appointing its faculty and provides facilities. We are equally aware about the quality of the existing teachers. This college has got programs for faculty development. The college encourages its teachers to attend seminars, workshops, and refresher courses. Faculty gets paid leave when they go to attend such programs. Besides, the college is going to provide study leave and seed money for research scholars who want to pursue their study further.

Evaluation Process and Reforms

The campus believes that teaching and learning goes hand in hand. It adheres to the philosophy that every teacher is a student, and the day one stops learning, he is not a teacher anymore. Being in accord with this philosophy, the campus has adopted the system of teachers' evaluation. This evaluation is made on the basis of teacher's regularity, his commitment to teaching, learning and research, his participation in extension activities, success of his lesson plan and students' feedback. Students' feedback is received throughout the year on various issues but only informally. However, at the end of the session the campus officially collects feedback of students on teachers. Besides, the campus also conducts performance evaluation of the teachers on a annual basis. Peer evaluation is yet another system to help the faculties understand themselves better. Such mechanisms help the teachers understand their weaknesses and strengths. Besides, as our teachers are all full time teachers; they can give ample time to help the students with the studies. This not only helps the students learn more but also develops a good rapport between the teachers and the students which eventually helps the teachers monitor the progress of the students on a personal level.

CRITERION 4: RESEARCH, CONSULTANCY AND EXTENSION

Promotion of Research

AMC understands the need to teach the students not to mug up facts but to research and analyze so that they could become real scholars. Because of such a deep understanding of this idea, AMC has always tried to promote research studies. AMC has a research committee to meet the aforementioned objective. AMC's research committee is formed by the unanimous decision of the faculty and is ratified by the management committee. The research committee, which comprises of 8 members, is chaired by a chairman. The current head of the research committee is Mr. Raghu Bir Bhatta. The research committee was formed with the aim to promote research studies among students and teachers. The research committee is taking steps in this direction. This year, the research committee is going to design a joint research project called the Baseline Survey of Dhangadhi Submetropolitician in coordination with the Dhangadhi Submetropolition Office. The project aims to collect accurate data for the Submetropolition Office. Moreover, the research committee has also found ways to encourage teachers to get involved in the research works. Say for instance, the teachers who assist the students with their research works like BBS/B.Sc. project report or field work or thesis are given financial incentive by the college. The college has published the AMC journal. The team is going to publish next volume. AMC always allocates budget for research work. These research activities have not only brought fruitful results but also have helped the students become familiar with real-time research and learning by doing.

Consultancy

Faculties of AMC are providing consultancy services to ETC Kailali, Mathematics council, Shivpuriuttarrameswaramjyitirling Dham uttar Behadhi Kailali, Gausewa Kendra dhangadhi, Social initiative for good conduct.

Extension Activities

Our aim is to provide value based education .We provide education not merely training. In the spirit of this noble objective, AMC has always tried to show its students the real world outside the textbooks. In the past senior faculty member Raghubir Bhatta is taking part in it.

However, understanding the growing importance of these activities AMC has assigned a senior teachers Mr. Raghubir Bhatta, Mr. Tek Adhikari and Naresh Pant to take the responsibility of developing extension activities. AMC's extension activities are of many kinds. The students, along with their teachers, take part in programs like blood donation, community development, AIDS awareness, environment awareness, traffic awareness, durgs awareness helping offerns and the like. The campus organizes blood donation camp every year during the sports week. Besides, the students also get involved in awareness programs like Durgs awareness, helping childerns and AIDS awareness. During such awareness activities the teachers actively participate and sometimes even act as facilitators. AMC believes that participation of teachers and students in such activities makes them able to integrate across the courses and gives the students a wider perspective. Such an activity, AMC believes, helps us develop college – community network and fosters its ideal of value based education too.

Criterion 5: Infrastructure and Learning Resources

Physical Facilities

AMC is located in the urban area at a suitable distance of the town. The campus is spread over an area of 14 katta at present including a playground, academic, administrative, laboratories and Library buildings. It has its own land having area 10 katta (3400 sq.metres) nearby. It has academic and administrative blocks with 20 rooms for classes and other administrative purpose, a well equipped computers lab with the provision of 15 computers, four laboratories hall and a well spacious library with the provision of reading rooms. In addition, four departments of the college have their own computers and the library has a photocopy machine too. Since, the college is located in an urban area its infrastructure including the building is optimally utilized. Construction of first ground floor and first floor of new college academic building has been completed with numerous facilities according to its master plan.

Maintenance

The college has a duly formed procurement and construction committee under the chairmanship of Mr. Tek Adhikari. This committee works for the maintenance, renovation, construction and procurement of physical facilities. Besides, AMC has a contract with Dhangadhi Engineering Consultancy Dhangadhi, which advises the committee on the maintenance, renovation, construction and procurement work within the campus. Normally, the committee consults with Dhangadhi Engineering Consultancy and recommends to the management committee about maintenance and construction. On the basis of such recommendations the management committee takes decision and authorizes the procurement and construction committee to materialize the maintenance and construction work. In the case of maintenance of computers and other electronic appliances the college has a yearly contract with The Rising computer and IT institute and Suppliers. Mr. Cheta Raj Ojha works as software engineer. They take the responsibility of servicing all computer and electronic problems at AMC. Campus has software named Pathashala which helps the campus with its database management.

Library as a Learning Resource

AMC has a separate library building of 840 square feet which accommodates the library and reading rooms. The library has 3250 books and regularly subscribes national journal, magazines and daily newspapers. Although AMC runs classes only in the science and management stream, its library is rich enough to address diverse needs of the students. The library is run by a small but efficient team of three staffs - the chief librarian, the librarian, and an assistant librain. The library is managed by the Library Management Committee. The library management committee has the objective to modernize the library facility. Consequently, AMC recently sent the librarian on a refresher course. The library is currently allocated about 2% of the total annual budget. However, even within this limited financial resource the library has adequately satisfied the need of the anxious students. The library issues around 50 books each day and has more than 1500 visitors every month. Besides, the library provides a wide range of services to the students, chief among which are the user orientation, the circulation service, photocopying and printing service, internet service and the like. The library has a power backup facility because of which the internet access can be provided throughout the working hours which is from 7AM to 5 PM.

Criterion 6: Student Support and Guidance Student Support

AMC is not a profit oriented organization. This is the reason why it is easy for AMC to put students' genuine interest ahead of all other things. Every year AMC publishes its prospectus to let the students know about the academic programs, the fee structure, the admission process, the faculty, the scholarships and other financial aids and the like. AMC provides scholarships to students from disadvantaged backgrounds and to the differently-abled. Scholarships are also provided to students on a purely merit basis. Besides, the campus has a canteen which the campus has leased on condition that the students will get healthy food at subsidized price. Apart from these, the teachers are also involved in the student support.

The teachers get involved in counseling the students in their free time. All the teachers at AMC are dedicated towards campus and they are supposed to remain within the college full time, whether they have classes or not. Normally, a teacher takes only 3 classes a day on a teaching day, which means s/he teaches for 3 hours 15 minutes but stays in the college for 5 hours. As a result, the teachers have ample free time to counsel the students. Moreover, the college has recently started its tracer study to find out more about our students after they graduated. We normally suggest our students to go for self employment. However, we suggest them to work for other business houses for some time to gain some experience. Because of this, AMC has assigned the IQAC the additional responsibility to work as a placement cell. Besides, AMC has the best academic performance in Kailali and in the neighboring area in the science and management stream. However, these are only speculations and we hope to get a more concrete picture in days to come.

Student Activities

What makes us happy is the fact that our students really love us i.e. AMC. The students get involved in a number of activities to promote to good name of the institution far and wide. AMC has an active alumni association formed in the Initiative of renowned people of the area who were previously students at AMC. This alumni association is going to provide scholarships and has also helped us in starting the tracer study. In addition, the students at AMC are involved in a number of other activities like games and sports, cultural programs and leadership programs. Besides, they also actively participate in national and regional level competitions every year. AMC encourages its students to publish articles on papers. All the remarkable performance in the extra curricular activities are recognized and rewarded on the annual function day.

Criterion 7: Information System

AMC recognizes the fact that this age is the age of information. It would be redundant to say that proper information management is direly important for academic institutions like AMC to know its current status, take decisions and formulate plans. AMC has recently established a public relation cell where it centralizes all its information. Besides, the various departments at AMC maintain their respective record and analyze them so that it could be insightful for everyone. For example, the exam department analyzes and records various academic data like the exam results (internal and external). Until recently they were analyzing the data manually and paper filing them. However, currently the exam department is updating all academic records and analyses on a computer database. We hope the department will be completely digital soon. Exam department is just one example. The library has its

information management system too. For example, the library keeps track of the number of books issued and returned each day, the number of daily visitors, number of internet users and the like. Such records can give insightful information about the way students take their education or think about the usefulness of the library. Being a public college, AMC is accountable to the community because of which AMC discloses all its records and analyses to the public through its annual report. AMC believes that such information helps us know our weaknesses and strengths which could be helpful in the institutional decision making process. Say for example, when the exam department pointed out that a lot of students from the Nepali medium fail in English, we conducted free extra classes for the same. We hope to see of this effort in the results.

Criterion 8: Public Information

AMC was established by the public, it is run by the public and it serves the public. Currently, AMC has only two higher education programs to offer – the BBS program and the B.Sc. program which are both programmees from TU. AMC keeps the public informed about all its activities through its annual report its prospectus and its newsletter. The annual report includes various information about the institution like academic, administrative, and financial and an analyses of all these. AMC has recently established a public relation cell to keep the public informed about our current status, plans and goals. Besides, AMC invites anyone to attend the management committee meetings which are held every month. AMC expects comments and feedbacks on the information made public and we are seldom disappointed in this regard. Considering the new technological trend AMC has even started website and an official page on Facebook and our well-wishers suggest us ways to improve the institution. Moreover, many of them personally visit us to for their personal feedback. For example, many of our guardians personally thanked the campus chief when they learned that we have started the teacher's evaluation by students. Many of our stakeholders suggested us that we should increase the amount allocated in the budget for library and research.