

## **Abbreviations**

CAU -	Constituent Autonomous Campus
CMC -	Campus Management Committee
BOD-	Board of Directors
COC -	Campus Operation Committee
DDC -	District Development Committee
GO -	Governmental Organization
MoU -	Memorandum of Understanding
DJMC –	Dibya Jyoti Multiple Campus
NGO -	Non Governmental Organization
PCL -	Proficiency Certificate Level
PRT -	Peer Review Team
QAASC -	Quality Assurance and Accreditation Sub Committee
SHEP -	Second Higher Education Project
SSR -	Self Study Report
TU -	Tribhuvan University
UGC -	University Grants Commission
EMIS –	Education Management Information System
RMC –	Research Management Cell
VMGO-	Vision, Mission, Goal and Objectives
QMC –	Quality Monitoring Cell
RM –	Rural Municipality
VDC -	Village Development Committee
NEHEP -	Nurturing Excellence in Higher Education Project

**Institutional Motto**  
**"Apprise Education, Reprise Innovation"**

**Vision**

Dibya Jyoti Multiple Campus will be the nationally reputed best public campus for higher and technical education of the nation.

**Mission**

Dibya Jyoti Multiple Campus exists to foster quality education at affordable fee structure to fulfil the national requirement, to uplift the society and nation by producing quality graduates compatible to labour markets and academic research.

**Strategic objectives and goals**

The goals set by the institution for the next two years are:

- To ensure institutional development and sustainability
- To increase satisfaction level of all the stakeholders
- To increase access to education for disadvantaged and deprived groups of people.
- To provide quality education and produce qualified graduates as per the requirement of labour market.
- To increase the rate of placement of graduates in Nepalese job markets.
- To diversify the academic program as per the demand of changing educational preferences.
- To develop the institution as the centre of excellence improving its quality of education in terms of both pass percentage and graduate employment.
- To develop financial sustainability of the organization.

- To generate and disseminate knowledge of national and international quest.
- To improve gender parity in education and
- To improve quality of faculties.

### **Challenges**

In order to meet the above objectives the following challenges can be perceived by an academic institution like DJMC.

1. Poverty and economic status of the parents indicates that they are unable to invest sufficient money in education. Educational institutions like Dibya Jyoti has no easy option to change (increase) its fee structure in general education.
2. Due to high educated unemployment rates, students' trends have been decreasing for joining to theoretical /general education. This may create great challenge to a campus like DJMC which has now running the major programs in general education streams.
3. Entrance of foreign universities may attract the students of high economic status for quality education.
4. With liberalization and globalisation, there is increasing trend of brain drain and cross boarder labour movement. By this, students drop out ratio is getting its peak and faculties are leaving the campus for foreign jobs.
5. Political instability of nation is another important threat to education. Laws, policies and programmes are frequently changing.
6. Increasing political pressure and pressure groups like student unions, parents union and others sometimes create problems in day-to-day operation of community colleges.
7. Technologies or methods of teaching learning have been changing very fast. Operating process of the institution may not become absolute if new technologies are not adopted.

### **Opportunities**

1. Easy education loan and popular micro credit may be the extra opportunity to educational sector for capital formation as well as market creation.

2. Higher population growth and increasing education awareness to people is extra opportunity for educational sector.
3. Increasing attraction to technical and practical education is another opportunity to education sector. Institution that can satisfy social need and desire can easily achieve its objective.
4. Globalization trend is creating worldwide linkages, which will be extra benefits to college in borrowing teaching learning methods and to spread fame throughout the world. One institution with extra quality and competitiveness may attract international student in naturally beautiful and peace zone.
5. Our country has been following multi-university concept, if exploited, it may increase performance of colleges and one College may develop itself as a deemed university.
6. Technological development and its cross boarder transfer is another advantage to education sector of Nepal.
7. Implementation of people's democracy in Nepal may help the campus to receive financial support
8. Probability to receive 'Campus Development Grant' from University Grant Commission (UGC)
9. Open university and distant education
10. E-teaching
11. Probability to collaborate with international universities
12. Development of national and international network
13. Development of the college as a research centre
14. Probability to start engineering, BHM, IT MSCE, and forestry programs as there are none in the area
15. Shift its focus to technical education
16. Probability to develop as forthcoming Public University
17. Gallop to quality education as there is adequate quantitative growth
18. Be a leading educational institution
19. Probability to attract reputed financial organizations at national and international level to support the campus

20. Access to reach to many people

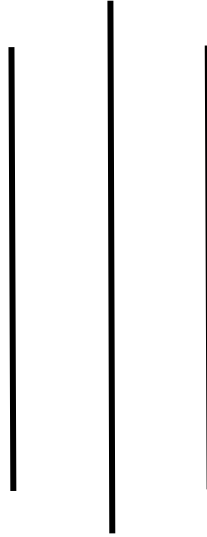
## **QUALITY POLICY**

The policy and procedures of the campus have been clearly defined in the campus legislation with its goals, objectives and standards. The academic council prepares the academic plans and programs and submits the documents to the executive body for verification. The executive body discusses on different issues related to the goals, objectives and standards of the campus, and recommends the plans and programs for effective implementation. It creates necessary infrastructures and mechanisms required for the effective implementation of the plans and programs to achieve the estimated goals, objectives and standards. Members of research committee guide students to carry out research on various issues of different subjects in Master's and bachelor's degrees. Such activities have contributed to policy reformation of various institutions.

## **INSTITUTIONAL HIGHLIGHTS**

- Dibya Jyoti Multiple Campus is one of the leading community campuses in Nepal established in 2047 B.S.
- It occupies 7-10-0 bigahas of land with sufficient physical infrastructures for academic activities.
- It has been running classes of Bachelor's Degree and Master's Degree levels quite successfully in the streams of Commerce, Education and Humanities.
- About 1350 students have been currently studying in the classes of the Bachelor's Level and the Master's Level.
- This campus has produced many skillful citizens, required for the manpower of the nation, who have been employed in different sectors as the leading figures of the nation.
- This campus has about 31 core teaching staffs and 9 non-teaching staffs.
- It has got full support from local community, private sector, and national and international organizations.

# **SECTION –A**



# **INFORMATION FOR INSTITUTIONAL PROFILE**

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

### INSTITUTIONAL

#### SECTION A

#### INFORMATION FOR INSTITUTIONAL PROFILE

##### 1. Institutional Information

Name of the Institution: Dibya Jyoti Multiple Campus

Place: Bardghat -2, Chisapani, Nawalparasi

P O Box: E-mail: dibyajyoticampus2047@gmail.com

District: Nawalparasi

##### 2. Information for Communication

###### a. Office

Name	Telephone with Extension Number	Fax	E-mail
<b>Executive Head of the Institution:</b> Sagarmani Pandey	078-580209		Sagarmanipandey1@gmail.com
<b>Executive Assistant:</b> Deepak Bdr. Khadka	078-580031		dkhadka79@yahoo.com
<b>Executive Assistant:</b>			
<b>Management Committee Chairperson: Punya Prasad Poudel</b>	078-580209		poudel010@gmail.com

###### b. Residence

Name	Telephone with Extension Number	Fax	E-mail
<b>Executive Head of the Institution:</b> Sagar Mani Pandey	078-560208		Sagarmanipandey1@gmail.com
<b>Executive Assistant:</b> Deepak Bdr. Khadka			dkhadka79@yahoo.com
<b>Executive Assistant:</b>			
<b>Management Committee</b>	9857026746		poudel010@gmail.com



Chairperson: <b>Punya Prasad Poudel</b>			
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**3. Type of Institution**

- Constituent
- Affiliated
- Degree Awarding Autonomous Institution

**4. Institutional Management:**

- Public
- Community
- Private
- Other (please specify)
- (Constituent Autonomous)*

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

- Government Funded
- Self-financing
- Community
- Other (please specify)
- UGC
- Students' Support

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

Type	Date	Month	Year
B.S	16	Mangsir	2047

A.D	02	December	1990
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**b) Date of commencement of the Bachelor or Higher Level Program(s)**

**Bachelor**

Type	Date	Month	Year
B.S	01	04	2055
A.D	17	07	1998

**Master**

Type	Date	Month	Year
B.S	19	05	2064
A.D	05	09	2007

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

**Affiliated from Tribhuwan University**

*The affiliation certificates are annexed on page 2 to 9.*

*Public campus constrained certificate is annexed on page 10.*

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

**(dd/ mm/yyyy)**

**N/A**

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

- Financing
- Administrative Management
- Academic Management
- None

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

7-10-0 bighas and 5 -12-5 bighas without certificate.

The campus has given that unregistered land in lease with rent Rs. 60,000 per year. Different farmer pays the rent in campus account at end of Poush of each year.

*Copy of Land ownership certificate is annexed on page 11 and 12.*

*Copy of letter for unregistered land is annexed on annex 2 page 5.*

*The agreement with farmer for unregistered land is given in annex 2 on page no. 6*

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

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

<b>Faculty of Humanities &amp; Social Sciences.</b>
<b>Faculty of Management</b>
<b>Faculty of Education</b>

*Photos of Departments are annexed on page 3*

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

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

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

For the transparent administration and academic excellence, campus has provision of service commission with its own norms and procedures for the recruitment of teaching and nonteaching manpower. For the management of promotion and development of professors/ teachers working in the campus following service shall be determined.

**1. Permanent Service**

Professors / staffs as per the campus legislation appointed by the service commission in permanent service shall be under this service. Professors/ staff appointed in permanent service before the enactment of this regulation shall be in this service.

**2. Temporary Service**

Under this service, service of teachers/ staffs shall be understood completing two years' contract service with determined conditions, process and examination as conducted by service commission. Professors/ staffs appointed in the post of contract service before the enactment of this regulation shall be in this service.

### 3. Contract Service

Under this service, service shall be of monthly basis remuneration as per the decision of the board of directors for the running academic year but the work load and responsibility shall be updated. In this service, professors working in the post of course contract before the enactment of this regulation shall be granted.

### 4. Partial Service

Under this service, teachers/ staffs shall have period basis /day basis remuneration appointed by the campus chief on the consultation of the chairperson.

### Explanation

Among the services as mentioned above no. 1 and 2 shall be of full time category service, no.3 and 4 shall be partial category service.

*Copy of campus legislation about norms and procedures of recruiting teaching and non-teaching staffs are attached on page 378- 383*

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

Particulars	Disadvantaged / Janajatis		Others		Grand Total
	F	T	F	T	
<b>Full Time Teachers (Total)</b>	<b>Nil</b>	<b>1</b>	<b>1</b>	<b>20</b>	<b>21</b>
No. of teachers with Ph D	Nil	Nil	Nil	-	-
No. of teachers with M Phi	Nil	Nil	Nil	Nil	Nil
No. of teachers with Masters	Nil	1	1	20	21
No. of teachers with Bachelors	Nil	Nil	Nil	Nil	Nil
<b>Part Time Teachers (Total)</b>	<b>Nil</b>	<b>Nil</b>	<b>2</b>	<b>16</b>	<b>16</b>
Part-time teachers with PhD	Nil	Nil	Nil	Nil	Nil
Part-time teachers with M.Phi	Nil	Nil	Nil	Nil	Nil
Part-time teachers with Masters	1	Nil	1	11	11
No. of teachers with Bachelors	Nil	Nil	Nil	Nil	Nil

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

Course	Full Time Teacher(Total)	Part Time Teacher(Total)	Total
<b>Science</b>			
<b>Management</b>			
Accountancy	02 (24 period/week)	01(24 period/week)	03
Finance	03(24 period/week)	03(24 period/week)	06
Economics	02(24 period/week)	01(24 period/week)	03
Marketing& Mgt	01(24 period/week)		01
Business Law	01(24 period/week)		01
<b>Humanities and Social Sciences</b>			
English	04(24 period/week)	02(18 period/week)	06
Sociology	01(24 period/week)		01
Mathematics	01(24 period/week)		01
<b>Education</b>			
Health	01 (24 period/week)	01 (24 period/week)	02
Population	01 (24 period/week)		01
English			
Nepali	03 (24 period/week)	02 (24 period/week)	05
Curriculum	01 (24 period/week)		01
Mathematics		01 (24 period/week)	01
<b>Law</b>			
<b>Please add other courses if applicable</b>			

The name list of teaching staff is annexed on page 95.

**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	2	4	3	6	10
Technical Staff	-	1	-	-	1

The name list of non-teaching staff is annexed on page 95 and 95

**18. Regional profile of the students enrolled in the institution for the current academic year: (078 /079)**

No of Students Enrolment From ...	UG		PG		M.Phill		PhD	
	F	T	F	T	F	T	F	T
Same district where the institution is located	552	692	47	44	-	-	-	-
Other districts	20	23	9	9	-	-	-	-
SAARC countries	-	-	-	-	-	-	-	-
Other countries	-	-	-	-	-	-	-	-
Disadvantaged Marginalized/Janajatis	2							

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:2074			Year:2075		
	Bachelors	Masters	Total	Bachelors	Masters	Total
<b>Admitted to the Program</b>	<b>344</b>	<b>45</b>	<b>399</b>	<b>408</b>	<b>59</b>	<b>467</b>
<b>Drop-outs</b>						
a. Within four months of enrollment	56	3	59	63	2	65
b. Afterwards	132	7	139	188	14	202
Appeared in the final year examinations	156	35	157	157	43	200
Passed in the final examinations	42	23	65	40	22	62
Pass % of number appeared (Total)	26.92	65.71	41.4	25.48	51.16	31
Pass %(First Class)						
Pass %(Second Class)						
Pass %(Third Class)						
Number of students expelled from examination hall if any	Nil	Nil	Nil	Nil	Nil	Nil

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

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

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

**द. वार्षिक कार्ययोजना र बजेट**

**आय विवरण**

विवरण	०७८/०७९ को खुद आय	०७९/०८० को अनुमानित आय
आवेदन फाराम शुल्क	123,900.00	124,740.00
विद्यार्थी भर्ना शुल्क	6,595,560.00	6,485,400.00
शिक्षण शुल्क	17,376,536.00	24,060,960.00
परिचयपत्र शुल्क	153,750.00	106,920.00
त्रि.वि. दर्ता शुल्क	546,900.00	306,720.00
आन्तरिक तथा प्रवेश परीक्षा शुल्क	683,050.00	700,000.00
वार्षिक परीक्षा शुल्क	2,141,950.00	2,250,000.00
पुस्तकालय तथा विलम्ब शुल्क	557,680.00	540,450.00
त्रि.वि. सेवा शुल्क	942,240.00	853,650.00
अभ्यास शिक्षण/प्रयोगात्मक/शोधपत्र शुल्क	1,276,175.00	1,300,000.00
खेलकुद शुल्क	29,900.00	32,400.00
विद्यार्थी परिवहन शुल्क	1,870,118.00	2,640,000.00
चारित्रिक प्रमाणपत्र शुल्क	214,800.00	250,000.00
अतिरिक्त क्रियाकलाप शुल्क	493,960.00	540,450.00
आन्तरिक परीक्षा अनुपस्थित शुल्क	92,230.00	75,000.00
निवेदन तथा सिफारिस शुल्क	44,490.00	50,000.00
टाई/टी-सर्ट बिक्री	126,150.00	200,000.00
स्थानान्तरण शुल्क	14,000.00	10,000.00
केन्द्र शुल्क	56,053.00	75,000.00
क्यान्टिन भाडा	59,000.00	60,000.00
धानवाली, घाँस, दाउरा तथा घडेरी	31,201.00	200,000.00



नामसारी		
आर्थिक सहायता चन्दा	86,011.00	1,500,000.00
व्याज प्राप्त	447,471.03	500,000.00
नियमित अनुदान (यु.जि.सि.)	2,035,000.00	2,200,000.00
उच्च शिक्षा आ.व्य.समिति अनुदान	75,000.00	100,000.00
बर्दघाट नगरपालिका अनुदान	843,054.00	2,000,000.00
शिक्षा विकास निर्देशनालय, प्रदेश ५, अनुदान	1,931,319.00	1,500,000.00
विविध शुल्क	37,050.00	30,000.00
<b>जम्मा आय</b>	<b>38,884,548.03</b>	<b>48,691,690.00</b>

### व्यय विवरण

विवरण	०७८/०७९ को खुद व्यय	०७९/०८० को अनुमानित व्यय
तलव खर्च (क.स.कोष, अवकाश कोष तथा भत्ता समेत)	24,156,760.60	28,400,000.00
त्रि.वि. सेवा शुल्क	405,900.00	420,000.00
छपाई, प्रकाशन तथा मसलन्द खर्च	140,345.00	200,000.00
छात्रावृत्ती, निशुल्क वृत्ति तथा छुट	589,920.00	600,000.00
संचार, विद्युत तथा खानेपानी महशुल	334,031.00	350,000.00
वार्षिक परीक्षा खर्च	1,705,015.00	1,800,000.00
आन्तरिक तथा प्रवेश परीक्षा खर्च	19,910.00	150,000.00
जलपान तथा अतिथि सत्कार	253,028.00	300,000.00
उपदान तथा संचित विदाखर्च	444,258.00	450,000.00
टाई/टी-सर्ट खरिद	206,500.00	150,000.00

पत्रपत्रिका खर्च		20,000.00
त्रि.वि. दर्ता शुल्क	531,500.00	750,000.00
मर्मत तथा सम्भार	564,887.00	600,000.00
लेखापरीक्षण खर्च	15,000.00	25,000.00
शिक्षण अभ्यास तथा प्रयोगात्मक	447,325.00	450,000.00
विज्ञापन खर्च	50,150.00	100,000.00
तालिम,यातायात तथा कार्यक्रम भ्रमण खर्च	261,005.00	300,000.00
ईन्धन खर्च	22,295.00	50,000.00
वार्षिकोत्सव तथा क्याम्पस सभा खर्च		250,000.00
नविकरण शुल्क/सफ्टवेयर अपग्रेड	206,940.00	100,000.00
तथ्याङ्क संकलन, बर्दघाट न.पा.	595,801.00	-
विद्यार्थी परीवहन खर्च	2,089,962.82	3,300,000.00
चन्दा तथा आर्थिक सहायता	43,789.00	50,000.00
रिसर्च प्रोग्राम खर्च	171,845.00	2,434,585.00
अक्षयकोष, सम्मान तथा पुरस्कार खर्च		130,000.00
अवलोकन भ्रमण खर्च	352,155.00	400,000.00
आन्तरिक परीक्षा पुरस्कार खर्च	46,000.00	60,000.00
एकिकृत सम्पत्ति कर		100,000.00
<b>मूल्य ह्रास</b>	3,694,520.00	2,500,000.00
फर्निचर/सजावट खर्च (पर्दा,कार्पेट, रङ्ग तथा अन्य सजावटका सामान)	35,304.00	100,000.00
अतिरिक्त कृयाकलाप खर्च	49,549.00	100,000.00
भैपरी आउने खर्च(विविध)	15,955.00	52,105.00
पुँजीगत खर्च(निर्माण)		4,000,000.00
खुद बचत	1,434,897.61	-
<b>जम्मा व्यय</b>	<b>38,884,548.03</b>	<b>48,691,690.00</b>

The copy of last annual estimated budget of the institution is annexed on

Annex 1 page No 74

The copy of final audit report of 2078/79 is annexed on Annex1 page no 75 to 92.

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

a. Total Annual Expenditure = 37449650.42

No of Students enrolled = 1335

$$\text{Unit cost} = \frac{\text{Total Annual Expenditure}}{\text{No.of Students Enrolled}} = \frac{37449650.42}{1335} = 28052.17$$

b. Total Annual Expenditure excluding salary = 13292889.82

No of Students enrolled = 1335

$$\text{Unit cost} = \frac{\text{Total Annual Expenditure Excluding Salary}}{\text{No.of Students Enrolled}} = \frac{13292889.82}{1335} = 9957.22$$

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

- |                     |                                     |
|---------------------|-------------------------------------|
| Semester System     | <input checked="" type="checkbox"/> |
| Annual System       | <input checked="" type="checkbox"/> |
| Any other (specify) | <input type="checkbox"/>            |

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

- |                   |                                     |
|-------------------|-------------------------------------|
| Central library   | <input checked="" type="checkbox"/> |
| Computer centre   | <input checked="" type="checkbox"/> |
| Health centre     | <input checked="" type="checkbox"/> |
| Sports facilities | <input checked="" type="checkbox"/> |
| Press             | <input type="checkbox"/>            |
| Workshop          | <input checked="" type="checkbox"/> |
| Hostels           | <input type="checkbox"/>            |

Guest room	<input checked="" type="checkbox"/>
Housing	<input type="checkbox"/>
Canteen	<input checked="" type="checkbox"/>
Grievance reversal cell	<input type="checkbox"/>
Common room for students	<input checked="" type="checkbox"/>
Any other (specify) -----	
Security Guard Room	<input checked="" type="checkbox"/>
Store Room	<input checked="" type="checkbox"/>
Conference Room	<input checked="" type="checkbox"/>
Teachers' Association Room	<input checked="" type="checkbox"/>
Exam and Administration Room	<input checked="" type="checkbox"/>
Account Room	<input checked="" type="checkbox"/>
RMC and Internal Exam Room	<input checked="" type="checkbox"/>

- Central Library: This Campus has a big hall for its central library.
- Health Centre: This Campus has first aid facilities with one bed and it has been providing a very limited service now.
- Sports facilities: This Campus has a standard Basket Ball Court, Volley Ball and Football ground. It arranges different games occasionally.
- Canteen: This Campus has a separate canteen with the capacity of 150-200 students and staff in a single sitting.
- Common room for Student: This Campus has provided a common room for the students.
- Conference Hall: This Campus has a conference hall on the top floor of the building. More than 300 students can sit and watch different program.
- Miscellaneous: The Campus has a motor cycle and cycle stand for the teachers and students.

***Photographs of supporting services are annexed on the following pages***

Meeting Hall is annexed on annex 4 Page no 29

Library is annexed on annex 4 Page no 56-58

Campus chief's is annexed on annex 4 Page no 60

Chairperson Room is annexed on annex 4 page no 67

**Assistant Campus Chief Room is annexed on annex 4 Page no 60**

Room of Head of Department is annexed on annex 4 Page no 61-66

**Canteen is annexed on annex 4 Page no**

**Security Guard Room is annexed on annex 4 Page no**

Computer lab photo is annexed on annex 4 Page no 35-36

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

Yes



No



if yes provide the composition of the committee in separate sheet

The T.U. rules and regulations demand for a management committee. So the campus has formed a management committee from the establishment.

**क्याम्पस संचालक समिति नामावली  
निर्वाचन मिति २०७९/१२/१८  
(२०७९-२०८३)**

क्र.सं.	नाम	पद	फोन नं.	कैफियत
१	श्री पुण्यप्रसाद पौडेल	अध्यक्ष	९८५७०२६७४६	निर्वाचित
२	श्री दया दर्लामी	उपाध्यक्ष	९८४७२७३४०३	निर्वाचित
३	श्री बृहस्पती अधिकारी	सदस्य	९८५७०८००१०	निवर्तमान अध्यक्ष
४	श्री टीकाराम शर्मा	सदस्य	९८५७९२८६९५	संयोजक, सल्लाहकार समिति
५	श्री धनन्जय पौडेल	सदस्य	९८४७३४२१२७	निर्वाचित
६	श्री पृतम पौडेल	सदस्य	९८४७५४३८१५	निर्वाचित
७	श्री सुवास चन्द्र जि.सि.	सदस्य	९८५७०८०७०५	निर्वाचित
८	श्री कृष्णप्रसाद पाण्डे	सदस्य	९८५७०२९३५९	निर्वाचित
९	श्री प्रदिप सुवेदी	सदस्य	९८५७०८०३३३	निर्वाचित
१०	श्री विष्णुप्रसाद बराल	सदस्य	९८४१४३३९९३	निर्वाचित
११	श्री छत्रिलाल देवकोटा	सदस्य	९८५७०८०२०२	निर्वाचित
१२	श्री राधा ढकाल	महिला सदस्य	९८५७०८००८६	निर्वाचित
१३	श्री मधुमाया पौडेल	महिला सदस्य	९८४७०३३५६७	निर्वाचित
१४	श्री गणेश बहादुर क्षेत्री	सदस्य	९८५७०८१८७१	अध्यक्ष, बर्दघाट वडा नं. ०२
१५	श्री पुर्ण प्रसाद तिमिल्सीना	सदस्य	९८५७०८०५२७	प्राध्यापक प्रतिनिधि
१६	शिव बहादुर गुरुङ्ग	सदस्य	९८४७०५७४१०	अध्यक्ष, दिव्यज्योति मा.वि.
१७	लेखनाथ न्यौपाने	सदस्य	९८५७०२९७७८	प्रतिनिधि, बर्दघाट उद्योग वाणिज्य संघ
१८	मिनराज शर्मा	सदस्य	९८५७०८०१७७	पदेन सदस्य
१९	एकदेव पाण्डे	सदस्य	९८६७०३१३७०	पदेन सदस्य
२०	गजेन्द्र गिरी	सदस्य	९८६४५५९४४४	पदेन सदस्य

२१	टुकप्रसाद बस्याल	सदस्य	९८४७२१४७१४	पदेन सदस्य
२२	हुमबहादुर सुनार	सदस्य	९८६७०२५८२५	प्रतिनिधि, चिसापानी सामुदायिक वन
२३	सागरमणी पाण्डेय	सदस्य सचिव	९८५७०८०७५९	क्याम्पस प्रमुख

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

Particulars		2077/078	2078/079	2079/080
Working days of the institution			285	286
Working days of the library			285	286
Teaching days of the institution			253	225
Teaching days set by the university		180	180	180
Books in the library		5415	6505	7225
Journals/Periodicals subscribed by the library	National	3	3	4
	International			
Computers in the institution		16	30	58
Research projects completed and their total outlay				
Teachers who have received national recognition for teaching/ research/ consultancy				
Teachers who have received international recognition for teaching /research /consultancy				
Teachers who have attended international seminars Teachers who were resource persons at national seminars/workshops				
No. of hours of instruction against the plan (per year or per semester)				

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

*The copies of calendar annexed on Annex 2 page 54– 60*

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

Mini Research by Krishnabandhu Poudel - 1

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

Yes  , No  , If yes, list the MOU signed and furnish the details of active MOU along with important details of collaborations.

At present the campus does not have any collaboration with overseas institutions but in the coming days, the campus is planning to establish academic, cultural and economic relationship as soon as possible.

**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 + Municipality + DDC	<b>2035000+75000+843054+1931319 =4884373</b>
Donations	<b>86011</b>
Fund Raising drives	
Alumni Association	
Research and Consultancy	
Fee from Self-financed/initiated courses	
Fees from regular programs	<b>17376536</b>
Admission	<b>6595560</b>
Bank Interest	<b>447471.03</b>
Jagga namsari Dastur, Dhan bali	<b>31201</b>
Canteen + Hall rent	<b>24000+ 13600 = 37600</b>

Misc.	37050
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# **SECTION B**

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

### **CRITERION 1: POLICY & PROCEDURES**

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

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

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

**BENCHMARK-WISE INPUTS FOR INSTITUTIONAL SSR**

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

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

Yes  No  If yes, mention and attach the document.

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

*(See Annex 1, page 1-3 )*

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

Yes  No  If yes, mention and attach the document.

Yes, the campus revised its strategic plan on 2021 to achieve its VMGO.

*Annex 1, page 4-29*

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

Yes  No

**If yes, mention the organizational chart and member compositions.**

Yes, there are various duly formed organizational structures where the policies of the institutions are formulated, reflected and updated under the provision of campus legislation. They are Campus assembly, Campus Management Committee, Academic Planning Committee, Construction Committee etc. In strategic plan we had formed the structure by the given way, recently we have reformed the structure of campus by focusing the department of subjects in following way .

*(See Annex 1, page 30)*

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

Yes

No

**Justify with supporting documents.**

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

*IQAC Guideline, Annex1, page 31-36*

*Other Guidelines, Annex1, Page 37 - 44*

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

Yes   
No

**If yes, give details/reference.**

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

*Supported documents are annexed on Annex 1 page 93 to 99*

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

Yes   
No

**If yes, produce those schemes and examples of some practices**

The campus has formed the quality monitoring and checks committee to evaluate the pre-defined job responsibilities of departments, units, individual, staffs as well as students. Each departments and

program co-coordinators submit their report in evaluation meetings. After a massive discussion on such reports of respective fields, it is further submitted to CMC for the further advice suggestions and actions.

*The evaluation form of teacher is annexed on annex 1 page 44 -53*

*Teacher evaluation by students is annexed on annex 3 page 15 -25*

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

- Yes
- No

**If yes, gives details.**

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

*Strategic plan are annex on Annex 1 page 3-29*

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

- Yes
- No

Besides the regular program, the institution running the program basic computer training, and planning to run basic language training and leadership trains as well as extra classes for educationally disadvantaged students.

*College regular program annex on Annex 1 page 54*

*Noncredit course annex on Annex 1 page 55 – 65*

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

Yes

No

**If yes, gives details.**

The campus has a written policy of bringing community feedback in its activities. According to the policy the college develop the mechanism of complain box in each building and through social networking site (Facebook). And the college organized regular teacher guardian meeting, which facilitates the feedback from guardian.

*Photo of suggestion box on Annex 1 page 66, 67*

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

Yes

No

**If yes, what were the recommendations?**

Yes. The campus has formed different committees under the coordination of the members of the BOD to improve the organization and management. The Committee of Discipline observes and conducts disciplinary activities in the campus. The Internal Examination Committee conducts and carries out internal examination in different phases of the academic year and submits its report to the campus administration. Likewise, the Research Committee helps students as well as teaching and non-teaching staffs to carry out research oriented activities effectively. Though no external agency has yet been involved in the improvement of the organization and management of the campus, the campus has been endeavoring to involve external agencies to improve the organization and management of the campus, the campus has tried best to achieve its goal.

**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 BoD and development council. Besides the campus has formed student's quality circle of three members including one boy and a girl prefect in all

the classes. The quality circle informs the campus administration about their opinion on teacher's performance, course of the study, the need of extra classes.

Name list of Board of Directors is annexed on Annex A page no 27

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

a. by the university

b. by the Institution

Yes, the campus has started an academic audit intern

**Please attach the copies**

*Please see Annex 2 page 1 -53*

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

Yes

No

**If yes, give details**

Yes. There is a research committee which works to combine teaching and research activities. The research committee has been effectively carrying out research on various issues of different subjects in Master's degree and field reports in Bachelor's program. It also conducts research oriented activities according to the requirements as mentioned in T.U. curriculum in order to transform theoretical knowledge into practical knowledge.

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

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

Yes, the combination of teaching and research has given out students to expose their potentiality in the society. Besides, it has been given better job opportunities to them in different sections of life. Various organizations have benefited from the research carried out by our students. The students of education faculty of bachelor and masters' levels participate in community survey research in collaboration with VDC and local community leaders to find out the overall condition of various diseases. Such documents are submitted to District Development Committee.

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

Our institution has developed a good relationship with Bardghat Municipality. We have succeeded in doing so by sending our students in field research of Bardghat Municipality and also by sending our students to the local industries for internship. Besides, the campus assembly of Dibya Jyoti Multiple Campus consists of the well-known academicians, representatives of different political parties, member, legislature parliament who play vital role to enhance its growth and development. This has made our students familiar with real time work experience and research techniques. This has boosted the growth of teaching and research.

*Annex 2 page no. 54 and 55.*

## CRITERION 2: CURRICULAR ASPECTS (10 MARKS)

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

Yes  No  If yes, gives details.

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

*Annex 1, page no 4 -29*

*Annex 2, page no. 56 -60*

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

- a. Time frame matching student convenience
- b. Horizontal mobility
- c. Elective options

Yes, the horizontal mobility has been maintained in the campus by providing similar subject matters for the students in different levels. The students can move from one stream to another as per their interest if academic criteria meet. Elective options are opened for the students (i.e. Bachelor Education: Nepali, English, Population, Health, Mathematics; Humanities: English, Nepali, Political Science, Maths, sociology and Management: Accountancy, Finance and Marketing) similarly, the campus has performed various academic activities as per the need of society and nation.

*Annex 2, page no 62 - 67*

*Class Timetable Annex 2 page no 68 -69*

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

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



### **Please give evidence**

The Campus has made efforts towards transferring students' knowledge into such skills as capacity to learn, communication skills, numerical skills, use of information technology and work as a part of a team and independently. A brief explanation of each is presented below:

- As for the capacity to learn, students in many different subjects are involved in such tasks as project work, report writing, file keeping, micro teaching, real practice teaching, thesis writing, and essay contest and so on.
- As regards communication skills, opportunities are occasionally opened thorough such programs as oratory, debates and so on. Similarly, there are such subjects as English for Communication in which the methodology itself demands for practical communication activities as part of class room instruction. There are provisions for practical oral examinations carrying certain percentages provided in the curriculum itself.
- In addition to mathematical skills students are involved in numerical skills under such papers as Economics, Curriculum, Population, Sociology, Thesis writing and a number of subjects under the Faculty of Management.
- The Campus has opened up an E-library accessible to the students. Similarly, there are some classes in which the multi-media are used. The Campus has provided a lab class for this purpose.
- As for working as a part of a team and independently, students are provided opportunities to present papers of excursion tours, field study, project work in subjects with the practical test, micro- teaching and practice teaching. As part of practical activity in such subjects as English for Communication, students make their 'communities' to work in and out of the class room.

*Strategic Plan Annex 1, page 4-30*

*ECA Activity, Annex 2, page 83*

*Academic Calendar Annex 2, page 70-82*

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

Yes  No  If yes, gives details.

DJMC has provided different disciplines as Elective subjects. In Bachelor of Arts, English, Sociology, Economics, Political Science, Maths and Nepali are given to the students for choice. Similarly, Accountancy, Finance, Management and Marketing are provided as electives in Bachelor's levels of management and finance in Mater levels of Management, English, Health, Nepali, Maths, Psychology

and Population are given in Bachelor's level of Education. Students are engaged in different research based activities on their curriculum.

At present DJMC newly launches the BBA program to make diversified portfolio in its program which has excellent result. And offering other various non-credit courses such as computer class.

*List of programs Annex 2, page 54*

*Approval letter of BBA Annex A page 9*

**20. Has the institution taken any initiative to contribute/feedback to the curriculum of the university? Give evidence with the examples of last 4-5 years (1)**

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

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

Yes  No  If yes, gives details.

Yes, the campus conducts interaction programs with concerned people on teaching learning program. There is an Employment Cell recently formed in this campus which holds meetings with employers for adjustment of our students in various sectors and also for getting feedbacks about this campus from them. Moreover, the campus has collected different feedbacks from public information cell and tries to implement such feedbacks to make further academic policy of the campus. Through counter teaching, the teachers share and suggest each other in their respective discipline. To achieve the feedback of the students, the campus has suggestion box to receive essential suggestions from students and guardians.

*Visitor's books copy is annexed on annex 4 page no 11- 14*

*Suggestion box annex 1, page 66-67*

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

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

*List of MoUs with different institution Annex 1, page 82- 86*

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

Yes, DJMC believes that students are the forerunners as well as the agents of social change. So, it is our duty and responsibility to make them responsible towards society to achieve that motto, the campus has launched different programs like blood donation, sanitation campaign.

*List of Scholarship holder with notice and decision Annex 2, page 84 -90*

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

For the overall personality and the development of the learners, the campus has founded Extracurricular Activities (ECA) Department to run indoor activities like dancing, singing, debate, oratory, essay writing, poem, recitation, quiz contest and outdoor activities volleyball, football, cricket, athletes and so on.

*Name list of extracurricular activities committee is annexed on page 180.*

*Photographs of seminar workshops are annexed on Annex 2, page 92 -96*

*Photographs of extracurricular activities are annexed on Annex 2 page 97 – 101.*

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

Yes, the campus inculcates civic responsibilities among the students. To develop the moral and ethical values among the students, the campus has encouraged students to work as volunteers in health camp, to perform street dramas about Constituent Assembly and its failure etc. This campus always encourages students to involve in various social activities such as Blood Donation, AIDS Awareness and Environmental Awareness Programs.

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

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

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

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

The new graduates are assessed through their academic records and performances. According to the schedule of TU campus announcements for application for BBS, BEd, BA, BBA, MEd and MBS, take entrance test publish result in merit list. The campus is capable to manage about 500 students in bachelor first year each year. The campus has conducted orientation classes to provide overall programs, introduce different disciplines and their marking scheme to our new graduates.

*Result notice of MBS is annexed on annex 1 page no 100*

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

Yes

No

**If yes, cite examples.**

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

*Internal exam Paper is annexed on Annex 3 page 1, 2.*

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

Yes

No

After the completion of regular classes, the college provides extra classes to the educationally disadvantaged students (EDS) for a small fee. The EDS and their problem area (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, the campus runs bridge classes both in the bachelor and master level.

*Minute and Attendance are annexed in Annex 2 page 102 – 107*

*Academic calendar and routine is annexed on annex 2 page 60-64*

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

Yes

No

**If yes, gives details.**

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

*Teaching plan is annexed on annex 1 page 101 -105*

**30. Are syllabi in harmony with the academic/teaching calendar? (0.5)**

Yes

No

The syllabi followed by the institution are coherent with academic calendar of the College and Office of Deans of the University publish annual calendar for an academic semester especially for the Master's level and BBA course. The academic calendar of the College has been finalized with the provisions provided by the University for teaching and working hours. The academic calendar of the College strictly follows the guideline as evident in the academic planner. The College highly discourages any types of strikes and remains open even on the days of any strikes declared by the political institutions or any other concerned groups. So, the College abides by its annual calendar and follows to it as far as possible. The College ensures that the syllabi are completed timely allowing the students to revise and prepare for examinations.

After developing the annual lesson plan, the teachers are inspired to implement syllabi in harmony with academic teaching calendar. The concerned department holds interaction programs with subject teachers and provides necessary suggestions in order to meet the teaching schedule in harmony. In

some case, the campus manages classes even on Saturdays and holidays. There are some problems to implement the syllabi strictly because of the political disorder.

*Academic Calendar is annexed on Annex 2, page 54 -64*

*Courses and concern teachers are annexed on annex 2 page 65-70*

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

The College programs are based on the student-centered learning approach. The general teaching methodology of the programs includes interactive lectures, audio visual aids, students' presentations, case studies, and projects. The teaching faculty shall determine the appropriate teaching-learning methods suitable for each course. The regular lectures are augmented with the classroom presentation by the students and audio-visual sessions. The students are also given assignments that they have to submit to the concerned teachers. There is no any stipulation of time for other teaching methods to be applied but the teachers apply them as and when needed. The students have to submit the reports of their educational visits or tours to the concern faculty or department.

*Photographs of class room is annexed on annex 4 page 8-10*

*Teaching plan and method is annexed on annex 2 page 60 - 64*

*Daily lesson plan and annual plan is annexed on annex 1 page 101-105*

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

**Yes**

**No**

Each of the classrooms is equipped with a multimedia projector or interactive all in one projector, a dedicated sound system and a computer for aiding in the teaching-learning. At present there are 6 smart board with projector, 13 interactive all in one projector in class room , 1 projector in conference hall and one is in computer lab. Campus has provided six laptops for department and two laptops are used for teaching and learning. 33 desktop computers are in computer lab.

*Photos of Departments is annexed on annex 3 page no 6-10*

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

Particular	Year 2078/79	Year 2079/80
Teaching days per semester or per year against the requirement	253/150	225/150
Working days per week against the requirement	6/6	6/6
Work load per week (for full time teachers)	24 Periods for Bachelor	24 Periods for Bachelor
Work load per week (for part time teachers)		
Ratio of full-time teachers to part-time teachers	17:15	17:14
Ratio of teaching staff to nonteaching Staff	31:12	31:11
Number of visiting professors/practitioners		

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

The students have an orientation program before the commencement of their classes' right after their admission to the College. In the orientation program the students are clarified with the College's history and strategic plan by the Campus Chief. The Vice Campus Chief and HoDs inform the students about code of conduct for the students, evaluation system of the College and University and the other provisions set by the College for the students

*Academic Calendar is annexed on annex 1 page 54-64*

*Participations Attendance is annexed on annex 4 page no 27 -29*

*Participants in orientation program is annex in annex 3 page 3-5*

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

Yes

No

**If yes give evidence.**

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

*Participants in orientation program is annex in annex 3 page 3-5*

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

Yes

No

The Departments conduct periodic terminal examination and pre-board examinations in collaboration with the 'Examination and Internal Assessment Committee (EIAC)', check the submission of the assignments, presentation slides (if any) to monitor the academic involvement and improvement of the students. The rooms and invigilators are finalized by the EIAC. The departments keep a progress report of the students that contains the marks obtained by the students in their internal evaluations.

*Mark ledger of internal exam is annexed on annex 4 page 21-26*

**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 Under Campus Service commission	Selection Committee Formation	Examination by Selection Committee	Evaluation of Demo Classes	Interview by Selection Committee	Job Contract Through Formal Appointment Letter
Self-Funded	√	√	√	√	√	√	√
Government funded							
Any other Category							

*Karmachari Niyamawali is annexed on annex A page no 27-36*

*Appointments are annexed on annex A page 37 -53*

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

Teaching staff recruited from ...		
the same district it operates		from other districts
Same institution	Other institutions	
Year I: 0	Year I: 0	Year I: 0
Year II: 0	Year II: 0	Year II: 0



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

Yes  No  (0.5)

Yes, this campus has freedom and resources to appoint the temporary teaching staff. The Campus Chief can appoint such teaching staff on the contract basis on the recommendation of the BoD. Yes, such provisions are defined on the Campus Legislation. The salary structure and other benefits are provided according to the negotiation between the Campus and the concerned persons.

*Annual budget is annexed on annex 1 page no 73*

**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 faculty. On the basis of visiting, college provides facility according the rule.

*Visiting guest is annexed on annex 4 page no 12-15*

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

	Participants	Resource persons	Organizer
Institutional level			
National level	3 2		Dean office of Management Faculty By UGC
International level			

*Copy of some certificates letters are annexed on annex 4 page 49-50*

**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

Yes, the teachers are just started to follow the self appraisal method. DJMC encourages the teachers to compare their self evaluation with the students' feedback on teachers' performance. This will help the teachers have a better understanding of their weaknesses and strengths.

*Forms of Teacher's Evaluation by Students is annexed on annex A page no 53 -64*

*Teacher's Evaluation Rule by Institution is annexed on annex 1 page 45 -54*

**41. Does the institution follow any other teacher performance appraisal method? (0.5)**

Yes

No

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

*Certificate for best result and least absent of Annexed on annex 4 page no 82-83*

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

Yes

No

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

*Copy of sample questionnaire is annexed on annex 4 page 3-8*

*Annual analytical report of student evaluation on institutional experiences is annexed on annex 4 page no 84- 86*

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

Yes

No  If yes, give details.

The institution conduct various research oriented seminar and workshop to faculty development.

*Minute and Photographs of workshop seminar are annexed on annex 4 page 1-2*

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

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

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

Most of the faculty members have started adopting innovative approaches in the academic process to make learning a more enriching experience to the students. The initiatives of the faculty in this direction include the following:

- Use of multimedia Projector
- E-notes and online submission of assignments
- Preparation of Business Plan
- Seminar presentations based on research articles
- Topic- based Case studies

*Photos teaching with multimedia and projector is annexed on annex 4 page no 10,11*

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

At present, the campus has done MoU with Nabil Bank to enhance the business concept and business. Campus hasn't tried up the international linkage especially for teaching and research. But we are planning to establish national and international linkages in the days to come.

*MoU with Nabil bank is annexed on annex A page 64-71*

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

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

The campus allocates about 5% of total operating budget in research.

*Annual budget is annexed on annex 1 page no 74*

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

- Encourage PG students doing project work
- Teachers are given study leave
- Teachers provided with seed money
- Provision of Research Committee
- Adjustment in teaching load/schedule

The campus has been promoting research in different sectors in various ways. The post graduate students are encouraged to carryout project works as well as field work researches. Teachers are provided with study leave and certain amount of financial support according to the decision of BOD. Campus has given 2 years paid leave to Krishnabandhu Poudel for PhD. Teachers who are involved in research activities are given facilities by making proper adjustment in teaching schedule.

*Journal Guideline for Author is annexed on annex 1 page no 41-43*

*RMC Guideline is annexed on annex 1 page 71-81*

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

Yes

No  If yes, give details

N/A

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

At present, approximately 40 percent of full time faculties are engaged in guiding the students in their research for their academic fulfillment. The teachers of management as well as education faculty teachers of Health and Nepali are actively participating in guiding the students' for their research. Similarly, the campus regularly organizes researcher refresher training in the presence of university professors for those who are taking part guiding students as well as students.

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

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

N/A

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

N/A

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

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

The institution provides supports to research students of bachelor's and master's level. The campus financially supports for industrial tour for the students of management. The campus provided around Rs.1,00,000.00 for this purpose.

*Annual budget is annexed on annex 1 page no 74*

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

Krishnabandhu Poudel is starting a mini research on the topic “नवलपरासीको थारू सांस्कृतिक पहिचानका रूपमा रामलीला : एकअध्ययन”.

*Proposal of mini search is annexed on annex 4 page no 15-20*

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

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

N/A

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

Yes, the campus has published **Dibyajyoti Journal Vol. 5** recently and determined to publish journal annually.

*Copy of Journal is annexed on publication*

*Annual report 2079 is annexed on publication*

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

Yes  No  If yes, give details.

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

*Strategic plan is annexed on annex 1 page no 4-43*

**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

There is an ECA team in this campus which also supervises the extension activities in mobilizing the different organizations of students union in the Campus such as awareness activities, AID Awareness, and Blood Donation Programs etc. The ECA team is formed from the staff and the leader of this is also concerned with the extension activities.

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

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

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

*Academic Calendar is annexed on annex 2 page no 54 -64*

*Annual budget is annexed on annex 1 page no 74*

*Annual Plan is annexed on annex 4 page no 32-34*

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

Yes

No  If yes, justify.

The campus has signed with Nabil Bank to give business literacy to all the interested students, guardians and stakeholders.

*MoU with Nabil Bank is annexed on annex A page no 63-70*

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

The institution believes in value based education. 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 not described in syllabus, thus no incentive is provided to participants.

*Strategic plan is annexed on annex 1 page no 4- 43*

*Academic calendar is annexed on annex 2 page no 54 -64*

**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)**

N/A

## 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)**

DJMC has a master plan indicating the existing building and the projected expansion in the future. It has clearly mentioned VMGO.

*Master plan of Campus is annexed on annex 3 page no 77 -108*

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

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

*Minute and name list of construction committee are annexed on annex 4 page no. 51-54*

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

Laboratory

Library

Others

#### Give details

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

*Photograph of Generator is annexed on annex 3 page 74*

*Photograph of Account section, administrative section, exam section is annexed on annex 3 page 75,76*

*Photo of computer lab is annex on annex3 page 75, 76*



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

The management committee has formed 5 member infrastructure committee for the regular maintenance of the building. Being a public campus, the campus manages the budget for infrastructure from internal sources. Besides the district development committee, Municipality, UGC also financially support for the infrastructure development of the campus.

*The overall budget of the campus 2079/80 is annexed page annex 1 page no. 73 - 74.*

*Name list of infrastructure committee is annexed on annex 3 page 73*

*Minute of construction committee are annexed on annex 4 page no. 51-54*

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

The infrastructures provided by the College are meant for optimum and wise utilization. The existing class rooms, laboratories, library, auditorium and halls, are regularly used for/by the students. The laboratories are open during the College hours, however the time can be extended as per the request of students or if there is a need. The library remains open from 6am to 4pm. The auditoriums and halls can be used by the students but they have to inform about the program, take permission from College Event Management Committee and Principal and book the halls in advance.

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

Yes  No  If yes, give clearly defined regulations.

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

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

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

*Photos of cleanness is annexed on annex 3 page 6-7*

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

- Number of computer accessible to the students
- Computer and internet accessible to the faculty
- Internet accessible to the students
- Internet accessible to the faculty
- Computer accessible to the Non-teaching staff
- Internet accessible to the Non-teaching staff

Yes, the campus has been providing computer facilities with internet to the student, teaching and nonteaching staff. The campus has installed high speed internet (200 MBPS) with Wi-Fi for this purpose.

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

Campus has managed the time 6:30 to 3:45 pm for computer centre. In this time student can use computer with internet facility. Now campus has 33 computers for students and planning to add more.

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

At present there 6 computers for each department with internet facility.

S.N	Department	Computer/ Laptop	Printer
1	Humanities	Laptop -1	0
2	Education	Laptop-1	0
3	Management	Laptop -1	0
4.	Research	Laptop -1, Computer -1	1
5	SAT	Computer -1	1
6	MBS	Laptop -1	0

*Minute of the departments are annexed on annex 3 page no 64 -70*

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

The college has internet facility in each depart and administration. The internet facility is available for the teachers, students and the nonteaching staffs as well. CC TV are also installed in library, computer lab, ground, most of the class room of both block.

*Photo of CCTV is annexed on annex 3 page no 63*

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

The College has been encouraging computer aided learning and teaching to the students and the teachers. Students are encouraged to learn through computer aided packages. Computers and internet are used for disseminating class information, submission of class assignments and 76 project works, disseminating the learning materials such as presentation slides by the teachers. Software packages such as MATLAB and SPSS has been used for learning/doing statistical and mathematical operations.

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

Yes, there is the provision for maintaining/updating the computer facilities. The administrative staffs who use the computer find out if any problem appears in the computer. They report this to the Campus Chief and the Campus Chief sends for the expert to maintain the computers, to repair it. The staff also recommend to the Campus Chief add some computers if needed for their work. Then, the Campus Chief proceeds for it by taking suggestions from the Board of Directors. The following staff oversees the maintenance and update of computer facilities:

- a) Networking: Raju Paudel
- b) CCTV: Human Computer
- c) Hardware and software: Deepak Neupane

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

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

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

This campus has some health services available to the students and teachers both. The medicines which are generally needed are kept in a drawer and when the students and teachers fall in a casualty, they are instantly served in the campus. If the campus can't solve the problem, the victim is soon taken to nearest hospital in a bike or ambulance.

*Photo of Health Camp is annexed on annex 3 page no 8-9*

*Photos of First Aid Box and bed is annexed on annex 3 page no 62*

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

For the overall development of games and sports, this campus has volleyball court, basketball court, cricket ground and football ground. The campus also celebrates sports week the occasion of anniversary to develop sportsmanship and physical education of students as well as teachers. Similarly, the campus conference hall is sometimes used as a covered hall for indoor games.

*Basketball and Volleyball court is annexed on annex 4 page no 54-55*

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

The outstanding sport persons are rewarded with scholarship as well as cash prize according to their performance. The campus also conducts different sports programs on different occasions and outstanding sports persons are felicitated with different awards in the campus anniversary day.

*Photos of Certificate of Spots with price distribution is annexed on annex 3 page no 60-61*

**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	1( Krishna Chapagain)	Participating
International		

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

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

*Mater plan is annexed on annex 3 page 70-105*

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

The campus has managed Euro Guard to provide pure drinking water to the students as well as teaching and non-teaching staff. Similarly, there are separate toilets for boys and girls as well as for teaching and non-teaching staff.

*Photos of drinking water and euro guard is annexed on annex 4 page no 37*

## B. Library as a Learning Resource

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

On working days 8 hours

On holidays \_\_\_X\_\_\_

Prior to examinations \_√\_

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

Yes

No

The campus library has its own rules and regulation. There open-access facilities for 30 students till now. New proposed library building will be the part of library with open-access for more students.

*Photo of Library is annexed on annex 4 page no 56-58*

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

Books	13989	(0.2)
Current Journals		
Nepalese	18	(0.2)
Foreign	From E –access	(0.2)
Magazines	160	(0.2)
Reference Books	630	(1.0)
Text Books	13199	(0.2)
Refereed journals		(0.4)
Back Volumes of Journals	10	(0.2)
CD's/DVD's		
Databases		
Online Journals	campus has e – access	
AV Resources		
<b>Special collection</b>		<b>(0.5)</b>
Old book Collection	20	

*Software generated library detail is annexed on annex 3 page 58- 59*

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

	2078/79		2079/80	
	Number	Total cost	Number	Total cost
i. Text books	572	283140	85	43775
ii. Other books	67	26992.5	42	14015
iii. Journals/periodicals				
Any others				
iv. Reference			44	122660

**84. Mention (1)**

- (i) Total carpet area of the institution library (in sq.mts.)** [ ] (0.25)  
**(ii) Total number of departmental libraries** [1 ] (0.25)  
**(iii) Seating capacity of the Library** [ 50 ] (0.25)  
**(iv) Open student access to library** [ Yes ] (0.25)

*Photo of Library is annexed on annex 4 page no 56-58*

Minute of Library Advisory committee is annexed on annex 4 page no 68-70

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

**(i) Total number of staff 01 (0.3)**

**a. Professionals (List with qualifications)**

**b. Semi-professionals 01**

**c. Others 00**

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

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

*Copies of minute of library advisory committee are annexed on annex 4 page no 68-70*

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

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

*Certificate of participation is annexed on annex 4 page no 59*

**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 **Midas**

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

*The agreement of software is annexed on annex A page no 82- 84*

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

This campus has allocated around 1.58 % of total annual budget for the library.

*Copy of annual budget of 2078/79 is annexed on annex 1 page no 74*

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

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

The campus has formed Library Advisory Committee. It gives advices for overall development of the library. The librarian makes the list of maintenance services and the committee brings it in discussion and further submits to the campus administration for implementation. The concerned department heads make list of reference books and submit to the campus administration to purchase.

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

- |   |          |
|---|----------|
| (i) Average number of books issued/returned per day.  | [ 15]    |
| (ii) Average no. of users visited / Documents consulted per month   | [840 ]   |
| (iii) Please furnish the information on no. of Log- ins in to the<br>E-Library Services/E- Documents delivered per month. | [ ]      |
| Ratio of Library books to number of students enrolled   | [ 10:1 ] |



**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. App 83%
- Dropout rate (drop out from the course) App 48.74%

Program	Year of Enrolment	Enrolment Number	Completion year	Completion Number	Drop-out % = 100 - (number of students appeared in the Final semester or Year exam / Enrolment number of Cohort Year *100).
BBS	2073	180	2076	67	62.78
	2074	210	2077	90	57.14
BBS	2075	248	2078	91	63.31
	2073	110	2076	41	62.73
BEd	2074	90	2077	40	55.56
	2075	120	2078	45	62.50
	2073	45	2076	18	60.00
BA	2074	44	2077	26	40.91
	2075	40	2078	21	47.50
	2075	45	2076	35	22.22
MBS	2076	59	2077	43	27.12
	2077	65	2078	50	23.08

- Progression to further study Bachelors to Master, App 30%

Faculty	Total graduates	Pursuing further study
Management	18	7
Education	7	1
Humanities	5	1

- Prominent positions held by alumni

Name of the students	Batch	Contact	Position
Kedar Chaudhary	15-17	9847205680	Lecturer, Daunne Devi Multiple Campus

*Tracer Study is annexed on tracer folder*

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

- Nepal Civil Services Examinations
- Other employment related examinations
- International level entrance examination
- Others (please specify)

Career / Job	Year I (2077)		Year II (2078)		Year III (2079)	
	Male	Female	Male	Female	Male	Female
Civil Service	2	4	3	4	3	4
Security Service	2		2		4	
Private Sector	15	17	18	22	18	28
Self-employed / Entrepreneurship	7	2	5	3	8	4
Internship (after graduation)	5	8	5	7	7	9
Domestic (with in the country)	9	8	7	4	10	8

*Tracer Study is annexed on tracer folder*

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

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

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

*Copies of latest prospectus are annexed on annex 3 page no 25- 29.*

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

The campus provides around 3% of total students' tuition fees as scholarship that is for financially backward, Dalits, janajatis, disabled and marginalized students. Similar amount of budget is allocated to provide merit basis scholarship to the students. Likewise, Ram Chandra Khanal Akshakosh, Jayanti Surya Dipak Akshakosh, Himlal Gyawali Akshakosh also provided annually for those who are the best performers in the final examination.

*Scholarship and decision minute is annexed on annex 3 page no 56-63*

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

Financial Aid	2078/79	2079/80
i. Merit scholarship	68	57
ii. Janajati & Dalit	56	48
Total	124	105

*Supported documents are annexed on annex 3 page no. 20 - 25*

**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:

ii. Placement officer:  Role:

Yes, this campus has already formed an Employment Cell on the coordination of Mr. Bishnu Thapa having 3 members. And the coordinator of the Employment Cell is appointed as the Placement Officer in this campus.

**1) Employment Cell:**

Role: The Employment Cell encourages students for being self-employed. The cell gives suggestions takes actions and facilitates students for getting job. The cell also recommends the concerned offices for employing the students if it is necessary.

**2) Placement Officer:**

Role: The Placement Officer is a counselor and advisor for the students to give placement service for self-employment. The students are helped and supported heartily by the officer for

their placement. If needed, the placement officer refers the students to other offices or organizations. So, he is a helper and facilitator for the students to be self-employed.

*For further details, please see annex 3, Guideline of employment cell, pp 11-14*

*Photos of Employment Cell Office is annexed on annex 3 page no 64*

*Minute and activity record of Employment cell is annexed on annex 4 page no 42- 45*

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

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

The teachers always participate in academic and personal counseling. Students of different levels and their parents frequently consult their teachers to obtain academic and other required counseling. The teachers suggest students as well as parents about the students' interest and their performance in the related fields.

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

	UG students	PG students	Research scholars
i. Local firms/companies	10	3	
ii. International firms/ companies			
iii. Government	6		
iv. Public (semi-government) sector	4	1	
v. Private sector	10	3	

*List of employed students through placement service is annexed on annex 4 page no 41*

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

Yes  No

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

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

*The name list of the self-employed students is annexed on annex 4 page no 38-40*

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

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

Yes , the campus has an Alumni Association of 5 member. It performs different activities in campus.

*Activity of Alumni Association is annexed on annex 3 page no 8-10*

*Minute of Alumni Association is annexed on annex 3 page no 39-43*

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

The campus has web site :[www.djmc.edu.np](http://www.djmc.edu.np) and the campus provides important information through Bulletin, Facebook and notice board.

*Copies of latest prospectus are annexed on annex 3 page no 25- 29.*

*Screen Shot of Campus Website is annexed on annex 3 page no 30*

*Notice in Facebook is annexed on annex 3 page no 31*

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

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

*Admission Policy of Campus is annexed in annex 3 page no 44-47*

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

International student service office  Special accommodation  Induction courses   
Socio-cultural activities  Welfare program  Policy clearance  Visa Support

N/A

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

Indoor games

Outdoor games

Nature Clubs

Debate Clubs

Student Magazines

Cultural Programs

Audio Video facilities

Any others -----

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

*ECA minute is annexed on annex 3 page no 48- 53*

*Certificate is annexed on annex 3 page no 54-55*

## 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?**

A committee named 'Education Management Information System (EMIS) Committee' is formulated by the College with the aim to analyze and record various academic data, monitor the performance of education programs offered by the institute and to manage the distribution and allocation of educational resources.

The main objective of the Committee is to provide quality information about the College in a timely, cost-effective, and sustainable manner, to the concerned stakeholders, and to support operational functions. The working procedure of the committee is listed in its terms of reference.

*Guideline of EMIS is annexed on annex 1 page 43 - 47*

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

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

*Strategic plan of campus is annexed on annex page 4-43*

*Guidelines of EMIS is annexed on annex 1 page 43 - 47*

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

The analyzed data was previously kept only in manual form. However, recently we have started to maintain a computer database to analyze and maintain academic data too.

*Guidelines of EMIS is annexed on annex 1 page 43 – 47*

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

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

Yes, these information are open to the stakeholders. The result of the internal exam taken by the campus is given / shown to students and guardians together with their papers and mark sheet. The result of final exam is open to them through the mark sheet of the students. The report of the internal exam encourages students to do well for final exam by correcting their mistakes and weaknesses. The record of the internal exam and final exam are kept in the campus administration, proper departments and computer. If any stakeholder is interested to get any information about campus, its academic

progress, its link with other organizations etc., the campus is any time ready to disseminate the so far existing information to individual, concerned bodies and the stakeholders. The campus itself informs its achievements, academic progress and latest information through its Smarika, Prospectus, Facebook, and website etc. Not only this, the information and reports of this campus are open to the stakeholders even on some occasions such as public meeting, Campus Assembly, Annual Day of the campus and so on.

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

Yes  (1) No  (0)

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

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

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

Yes, the campus has formed 5 members Public Information Cell which collects the comments and feedbacks from stakeholders, the comments and feedbacks are analyzed in staff meeting, Campus Assembly and respective departments meeting and are put forward for further implementation. The committee also prepares questionnaires and distributes them. In this way, the cell receives feedbacks coming from interaction with the stakeholders and collects the comments and feedbacks from the questionnaires given to stakeholders. Besides this the campus also has two complain box to receive the feedbacks, drawbacks as well as suggestions from the stakeholders and others.

*Name list of public information cell and minute of cell is annexed on annex 4 page no 45- 46*

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

**Produce in brief the impact analysis.**

The system, we adopted has made positive impacts on decision making process in the campus. The system has helped the campus to study the result of the past and present comparatively, to trace the problematic area for the students to find out the easy way out of the problems through feedbacks and comments from stakeholders and so on. Such information system has opened the locked door for the campus to go ahead. By this system, it is hoped that the students' inherent weaknesses, the weaknesses of Campus Administration and teaching-learning ways have been corrected, students' performance and skills have been improved and the teaching-learning have been standardized in an effective way.



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

The stakeholders give certain necessary information for the quality improvement of the campus and the campus takes the necessary steps for improvement. It makes us easy find out the weakness and guidelines for further steps.

<b>S.N.</b>	<b>Complaints Received</b>	<b>Taken Initiatives</b>
1	About Managing Library	The Campus has systematized the library, installed software and distributed books of all subjects to every student. The space in library also expanded.
2.	Problem of Vehicles facility	The campus has increase the bus service facility for students; from one bus to 3 buses.
3	Lack of Sports Materials	The campus has managed Some sports materials for indoor and outdoor game.
4	Fans and AC	All the classes are equipped with fans, three rooms and one meeting hall with AC
5	Problem of load shedding	Two generator are managed
6.	Light on ground in morning time	Managed
7	Computer Facility	33 branded computer with internet
9	Frequency of internal exams	The campus has started to take the test after each chapter and increased the frequency of unit test in the campus to emphasize the quality of students.
10	Insufficient pure drinking water	After receiving complains of students regarding pure drinking water, the campus has managed hot and cold pure drinking water for students

## CRITERION 8: PUBLIC INFORMATION (10 MARKS)

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

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

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

*Public Information Cell and academic cell are annexed on annex 3 page 14-19*

### 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 published by the Cell are academic, administration and financial. The Smarika, the prospectus, the advertisement given on the media etc. to move with the advanced development of information and communication technology. The campus will update its website ([www.djmc.edu.np](http://www.djmc.edu.np)) regularly and the Self Study Report will be uploaded in the website. Annual report, tracer study report, Academic calendar, of the campus have also included in the website. And the campus is going to publish its other reports related to administration and academic activities through bulletin in near future.

### 115. Where are this information published? (1.5)

Newspapers  (0.5)

Magazines  (0.5)

Institutional special magazine dedicated for this  (0.5)

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

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

Yearly  (1) in 4 years  (0)

These information are published yearly. The campus administration also publishes prospectus, advertisement of the campus in the local newspapers as the need of the campus.

*Annex Annual Report is annexed on annex 3 page no 15- 63*

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

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

*Annual Report is annexed on annex 3 page no 15- 63*

*Dibya Jyoti Smarica is annexed on smarica 2080*

*Dibya Jyoti Journal is annexed on Journal*

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

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

Yes, by means of the interaction, questionnaires, discussions with the stakeholders, the Public Information Cell collects a lot of feedbacks or comments from them. Since the representatives of students, guardians, the public and other concerned persons constitute the Campus Assembly, the feedbacks or comments regarding academic, administrative, financial and other aspects should be obtained. These achieved feedbacks are stored and taken to the Management Committee by the Campus Administration. The Management Committee then precedes its actions forward accordingly with coordination of the Campus Chief as well as administration.

**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?

Yes, to evaluate the impact of Public Information Cell on quality improvements, there is a proper system in the campus. After the collection of feedbacks or comments from the stakeholders, guardians and the public through interaction, questionnaire and discussion, the Public Information Cell takes these feedbacks or comments to the Campus Administration. The Campus Administration then takes the comments and feedbacks to the Management Committee. The Management Committee after

evaluating these comments and feedbacks starts taking necessary steps correlating with the campus administration.

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

By the public information practice, there are many positive impacts in the campus for the development of this campus in all aspects.

**The impacts are:**

**a) Improvement in students' learning and discipline in campus.**

From the feedbacks and comments collected by the public information from the stakeholders, the campus has started to improve students' learning by managing innovative teaching ways, interaction, discussion etc. The campus has improved the discipline of students by implementing uniform for students, fixing time for arrival/departure of staff and so on.

**b) Facilities of spacious playground for students.**

The campus, after collecting comments from stakeholders through the Cell, has provided a spacious playground for students to play various games such as volleyball, football cricket, badminton and so on.

**c) Systematic management of Library.**

The Public Information Cell of this campus has achieved various complaints regarding campus library and its weak management. Now, the campus has already managed the library systematically, the software has been installed in the library. There is a big space for students to read the books and reference materials. There is good facility for students and teachers.

**d) Good facilities of toilets and drinking water.**

As per the comments received by the Public Information Cell of this campus, the campus installed 7 water filters with one vessel and two cemented water tank to manage pure drinking water for students and the staff in the campus. Now BoD decided to install one commercial water filter for drinking water. The toilets are separate for the staff, gent students and ladies students. Recently Four toiled are constructed in first floor. Now there is good provision of toilet in the campus now.

**e) Participation in social community based activities**

For this regard the campus administration organizes different social works like cleanliness campaign, blood donation, free eye camp, dental camp, and voluntary donations in socio-cultural activities and so on.

**f) Build up Public Confidence**

Confidence may be built by informing the public with factual information phrased so that it can be easily understood. So the Campus has built up public Confidence by providing regular information from different social media.

**g) To build up good will**

Open communications are essential to develop good will. So the Campus has made the public relations program to maintain the communication process between the educational system and public relationship. The result is not only good will but also a gain in moral understanding and support.

## PREAMBLE

### Introduction:

Dibya Jyoti Multiple Campus is one of the fastest growing non-profitable public campuses, situated at Bardaghat, 36 Km east from Butwal. It was established in 2047 B.S. to flourish the then needs and interests of the community. It has campus assembly as a legislative body which consists of members from different sectors of society such as social worker, politician, and members of legislature parliament, businessman, and so on. The campus assembly selects the campus management committee which is solely authorized to implement campus legislation, regulation and programs formulated by campus assembly. The supreme body of Dibya Jyoti Multiple Campus is campus assembly which formulates the campus management committee. Campus Board of Directors appoints the campus chief, assistant campus chief. The guiding principle structure of DJMC is based on decentralization and active local participation. All the administrative staff, teaching and non-teaching staff are made more responsible towards their tasks. The responsibilities of these staff are clearly defined and they have accountability. DJMC has formed difference task committees; like Academic Audit Cell, Publication Committee, Internal Quality and Assurance Committee , Library Advisory Committee , Research Management Cell , Internal Audit Committee and so on with the participation of all teaching, non – teaching and administrative staff with ample authority and responsibilities. For the betterment of this campus, Teachers’ Association and Students’ Union are formed. They play supportive role for the upliftment of the campus.

The campus has its own legislation approved by the Campus Assembly. According to the provision made by the Campus Assembly, all the internal bodies of the campus are formed. For teaching and non-teaching staff, the legislation has clearly defined job responsibilities and rights along with facilities. Under the provision of Campus Legislation, academic, financial and administrations laws are formulated by Board of Directors. All the academic, financial, administrative activities are governed and regulated by Campus Legislation. The policies of institution are formulated, reflected, reviewed and updated under the provision of campus legislation.

In this way, the campus is run by its own legislation to achieve mentioned vision, mission, goals and objectives. After the establishment of this campus, it has been providing quality education to the students of this locality. For this purpose Dibya Jyoti Multiple Campus has decided to take part in Quality Assurance and Accreditation (QAA) program launched by University Grants Commission and the Campus was accredited in 2018. For second cycle DJMC has decided to take part to maintain quality

education, to recognize this institution in national and international area as well as find out the drawbacks and area of improvement in the process of quality achievement.

### **HIGHLIGHTS OF THE INSTITUTION**

- Dibya Jyoti Multiple Campus is one of the leading and inspiring community based campuses, situated in the middle part of east west highway, established in 2047.
- It occupies 7-10-0 'Bigahas' with certificate and 5-12-0 without certificate of its own land with adequate physical infrastructures for educational activities.
- It has been launching Bachelor's Degree in Education, Humanities and Management faculties as well as Master's Degree in Education and Management.
- 1395 students have been currently studying in bachelor's and masters' levels.
- The campus has formed 486 patron members (i.e. Campus Assembly).
- The campus has produced many qualified and energetic citizens; manpower required for the nation and they have been employed in various sectors.
- The campus has thirty one teaching and eleven non-teaching staff.
- The campus has received full support from local community, private sectors and national organizations.
- The campus has provision of English and Nepali medium classes with equal fee structure in some streams.

### **Strength**

- Reliable infrastructures.
- Wide coverage of services.
- Good recognition in regional and national level.
- Developed basic infrastructures.
- Self-sustained financial resources.
- Well defined organizational structure.
- Established in own land.
- Widened networking system in administrative tasks.
- Coverage of huge number of deprived and minority groups.
- Accessible and favorable educational environment.

- Provision of various scholarships.
- Qualified and dedicated teachers, visionary scholars combined with professionals.
- Co-operative administrative staff.
- Comparatively reliable access to poor and low income students.
- Good-relation with community.
- Proper management of students in each class (not more than 50).
- Provision of both English and Nepali medium classes in all faculties with equal fees.

#### **Challenges:**

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

#### **Educational facilities available at present:**

- Four-year Bachelor's Degrees in Management, Humanities and Social Sciences and Education.
- Eight Semester Bachelor in Business Administration
- Four Semester Master's Degrees in Management and Education.

#### **PHYSICAL INFRASTRUCTURE AND FINANCIAL POSITION OF THE CAMPUS**

It has its own one three storey building with 44 rooms and another two and half storey building with 14 rooms. There is also a separate canteen for the students, teaching and nonteaching staff which provides hygienic food. We believe in financial planning and budgeting which determines the objectives, goals and action plan of the campus. It consists of source of income as well as the expenditure of the campus. By considering the limited resources available in the campus, Campus Chief prepares budget with the



collaboration of accountant annually. The budget is focused on the two years action plan of the campus from the following sources.

- Internal source
- Community source
- Grant received from UGC and Government

## **DEVELOPMENT INITIATIVES**

DJMC believes that implementation of planning activities is possible and successful uptake of guide lines and changes in educational practices. So, DJMC incorporates interrelated cycle of planning activities; Strategic planning, Financial planning, Annual planning, Quality enhancement planning, and Implementation and Evaluation and Review.

### **Strategic Planning:**

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

### **Linkage between Strategic Priorities and Campus Budget.**

Campus chief prepares annual budget in the collaboration of the accountant. The campus assembly formulates internal audit committee on the participation of stakeholders.

In Campus Board of Directors meeting, a discussion is carried out on the draft of budget prepared by the Campus Chief. After discussion CBoD gives some suggestions and advices for the modification of the budget if necessary. Then, the final draft is approved by CBoD.

### **Financial Planning**

Financial planning and budgeting is an essential part of strategic planning process. It consists source of revenue as well as the expenditure of the campus. Campus Chief prepares budget with the collaboration of accountant annually. The budget must focus on the 2-year action plan of the campus from the following sources.

Internal source

Community source

Grants received from UGC & Government

## **Implementation, Evaluation and Review**

DJMC believes that implementation of strategies encourages the successful uptake of guidelines and changes in educational practices. Implementation, evaluation and review of strategic plan will be the responsibility of Campus Assembly, Campus Board of Directors, Administrators, faculty heads, subcommittees, teaching and non-teaching staff and other stakeholders.

### **Annual Planning**

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

### **Quality Enhancement Planning**

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

## **SELF STUDY REPORT PREPARATION**

### **How it is understood**

After attending the training of the Quality Assurance Accreditation, organized by University Grants Commission (UGC), the campus realized the need of QAA certification to enhance quality education. After that the campus has been engaged in documentation and self-study report preparation. This SSR contains the overall information of Dibya Jyoti Multiple Campus, Bardaghat Nawalparasi from the beginning of the institution to the present day. It includes all the academic performances infrastructures, and overall activities of the campus. Since it was established with a view to develop the country by providing qualified, talented and skilled manpower with high moral and ethics, it has tremendously contributed to the care enhancement of students in different sectors through qualitative education. The campus has realized that it has significant documents for overall academic performances of the institution. Such documentation helps for the better academic performance as well as overall activities in future also. In fact, this self-study report (SSR) is a guideline not only to formulate academic plans, policies and procedures but also to focus on the implementation and documentation of these policies to fulfill the emerging needs of qualitative education. It also facilitated the campus to perform

academic programs coherently, scientifically and systematically. We realized that reliable documents of the institution tremendously help us evaluate the shortcomings or weakness of previous year and ways to solve these shortcomings in coming days. We are sure that the report helps us to ensure the national image of this campus.

### **Formation of SSR Team**

As required in Quality Assurance Accreditation (QAA) process, the campus has formed a three membered self-study report team (SSR) under the co-ordination of Mr. Raju Paudel. Bishnu Bahadur Thapa well as Ganesh Prasad Sharma have involved to prepare the SSR. Similarly, all the teaching, non-teaching staff and students have directly and indirectly involved in this process. As directed by the parameters set by Nurturing Excellence in Higher Education Project (NEHEP) the SST task team is dedicated to carry out the overall activities performed by the campus. This team frequently has been collecting data from administration as well as from related departments and faculty members. The SSR team visited Quality Assurance Accredited campuses and acquired necessary guidelines and formal advices. Likewise, this team has solicited with QAA officials directly or indirectly (through internet) for required documentation and essential advices or suggestions. The SSR task team has also involved all teaching and non-teaching staff in different committees to carry out essential documents for the quality enhancement of this campus. The campus has formed 14 different committees to carry out the overall academic activities for quality enhancement in education. These committees are mentioned as follows:

#### **1. Financial Management Committee**

Coordinator : Dhananjaya Poudel

Member : Raddha Dhakal

Member : Bishu Baral

Member : Purna Prasad Timilsina

#### **2. Academic Audit Committee**

Coordinator :Badrinath Khanal

Member :Ganesh Sharma

Member : Poonam Pandey

### **3. Land Rent management Committee**

Coordinator : Punya Pd. Poudel

Member : Daya Darlami

Member : Pradeep Subedi

Member : Krishna Pd. Pandey

Member : Bishnu Baral

### **4. Internal and Practical Exam Committee**

Coordinator :Dipak Bahadur Khadka

Member : Purna Pd. Timilsina

Member : Taranath Kharel

Member : Bishnu Bdr. Thapa

### **5. Research Management Committee / Cell**

Coordinator : Tank Prasad Subedi

Member : Krishnabandhu Poudel

Member : Bomlal Pandey

### **6. Library Suggestion and Management Committee**

Coordinator: Gopal Singh Ale

Member : Ramesh Lamsal

Member : Bomlal Pandey

Member : Ramchandra Poudel

Member :Rupa Thapa

### **7. Extra-Curricular management Committee**

Coordinator : Anil Chandra Adhikari

Member : Raju Paudel

Member : Bishnu Bahadur Thapa

Member : Kamal Pandey

Member : Mani Pandey

Member : Roshan Thapa

## **8. Publication Committee**

Coordinator : Krishnabandhu Poudel

Member : Kamal Pandey

Member : Bishnu Bdr. Thapa

## **9. QAA Self Assesment Team (SAT)**

Coordinator :Raju Paudel

Member : Bishnu Bahadur Thapa

Member : Ganesh Prasad Sharma

## **10. Internal Quality Assurance and Accreditation Committee( IQAAC)**

Coordinator :Sagarmani Pandey

Member :Badrinath Khanal

Member :Krishnabandhu Poudel

Member : Taranath Kharel

Member : Purna Pd. Timilsina

Member : Bishnu Bdr. Thapa

Member :Tank Prasad Subedi

Member : Raju Paudel

Member : Gopal Singh Ale

Member : Dipak Bdr. Khadka

Member : Anil Chandra Adhikari

Member : Mani Pandey

Member : Saraswoti Sapkota

Member : Kiran Basyal (FSU)

## **11. Land Management Committee**

Coordinator : Krishna Prasad Pandey

Member : Pradeep Subedi

Member : Madhumaya Poudel

Member : Bishnu Baral

Member : Kiran Basyal

**12. Construction Committee**

Coordinator : Krishna Prasad Pandey

Member : Sagarmani Pandey

Member : Purna Pd. Timilsina

Member : Kiran Basyal

**13. Employment Cell**

Coordinator : Mani Pandey

Member : PurnaKala Pandey

Member : Krishna Pd. Adhikari

**14. Public Information and Communication Committee**

Coordinator : Sagarmani Pandey

Member : Badrinath Khanal

Member: Purna Pd. Timilsina

Member : Bomlal Pandey

Member : Saraswoti Sapkota

## **APPROACHES**

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

### **Orientation:**

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

### **Conferences:**

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

### **Discussion and Participation:**

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

### **Visiting of different accredited campuses:**

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

### **Validation**

After attending the Quality Assurance and Accreditation (QAA) orientation program organized by UGC, the institution established an Internal Quality Assurance Accreditation (IQAA) office and formed 3-member Self-Study Report (SSR) task team (as mentioned above). In a staff meeting, different working sub-committees were formed and carried out their respective works area and provided details to the SSR task team. After preparing the SSR, it presented to the administration, the campus administration studied and analyzed the reports of different committees minutely. The reports were carried out in massive discussion with department heads, faculty members as well as teaching and non-teaching staff. Necessary suggestions and advices were given for further improvement of SSR. Before sending it to the Campus Board of Directors for approval, the reports were verified by campus chief as a final report. The Board of Directors thoroughly studied and analyzed all the documents. It carried out a massive discussion on the verified SSR preparation and documentation. It also analyze the compatibility of reports with campus situation.

### **Criterion wise Analysis**

#### **Criterion 1**

##### **Policy and procedures**

DJMC has its own written legislation that includes well defined vision, mission, goals and objectives. The campus has farsighted vision, programs and strategies to achieve the specific goals and objectives. The faculty heads, program coordinators, teaching staff, non-teaching staff all equally participate and are responsible towards their respective duties and responsibilities. There are various duly formed organizational structures where the policies of the institution are formulated, reflected and updated under the provision of campus's legislation. The assembly body of the campus forms Campus Board of Directors. The campus has adopted different mechanisms for internal quality, monitoring and checks.



The public information cell gathers all the feedbacks from the stakeholders that help to improve the quality of the campus. Beside the campus has also developed its own website and facebook page to provide necessary information and get necessary feedback from the stakeholders. There is the provision of annual meeting of campus assembly in which the campus gives information about the annual progress and receives necessary feedback from the participants. To develop the internal quality of the campus, it has formed different sub-committees. The real strength of students lies in their potentiality to merge teaching and research activities. For this DJMC has formulated 5-membered research committee which carries out different research works and manages the research activities. The teachers and students are encouraged to carry out research activities. Teachers are provided with study leave and some financial support. The campus has felt the need of more workshops, seminar as well as more budgets for such activities. The campus provides different merit base scholarship for outstanding students. The campus has special policy to provide scholarship for educationally disadvantaged groups. It provides both English and Nepali medium classes in Bachelor with equal fee. The campus has healthy relationship with nearby banks and industries so that all the students could be benefited by internship as well as industrial observation visits. The teachers also encourage facilitate and inspire students to participate industrial competency in different fields. The campus regularly organizes seminars, workshops and interaction programs to promote the quality education. Teachers are frequently sent to participate in such seminar and workshop so that they could refresh their potentiality as well as participate in research activities. For the information of the campus programs, the campus organizes orientation programs in the beginning of each session .Being a community based public campus, it has many challenges. The political instability, lack of responsibility of public people towards campus, frequently changing policy of TU, lack of sufficient fund are the challenging factors of the campus. Besides these, due to the lack of sufficient budget the campus is unable to provide facility of higher degree to its teaching and non-teaching staffs. The workshops, seminars and other professional development trainings are also not frequently conducted due to the lack of budget. Yet, the campus has opportunity to develop it as deemed university. Launching public awareness programs as well as various technical subjects may lead the campus to reach in its goal. Still, the campus has opportunities to lunch various academic programs as per the demand of general public by providing academic excellence.

## **Criterion 2**

### **Curricular Aspects:**

To enhance the abovementioned vision, mission and goals of the campus, the campus has been running its curricular activities according to the courses prescribed by Tribhuvan University. The programs, held in this campus, are flexible enough to offer students the horizontal mobility and elective options. To inform the elective options of this campus, the campus organizes the orientation programs in the beginning of each session. The students of one stream can change their stream according to their interest if their criteria meet.

At present, the campus has been running 4 programs (B.A., BBS, BBA and B.Ed.) in bachelor's level and 2 programs (M.Ed. & MBS) in master's level. EPM and Nepali are the specialization area of Education faculty in master's level.

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

The campus also conducts interaction programs with concerned people on teaching learning program. The campus has collected different feedbacks from public information cell and tries to implement such feedbacks to make further academic policy of the campus. The campus believes the students as forerunner as well as agent of social change. So, to make responsible towards society the campus has launched different socio-cultural programs. The Student Quality Circle voluntarily helps in different social- cultural and humanitarian programs. Campus has its own football ground, Volleyball Court, Badminton court, Basketball court. So students can do their indoor and outdoor activities.

The campus has been facing various challenges in curricular activities. Being a public campus, it has challenges to admit students with entrance exam. Because of the policy of TU, we are unable to launch technical subjects like BSC CSIT, BSW, BCA, BIM as per the demand of students. Despite the fact that the campus has got the feasibility to orient the students towards the vocational courses, M. Phil., Ph. D. degrees, it has not been fully able to introduce such programs according to the demand of the community of this region. For this purpose, it needs heavy financial support from international and national donor agencies in order to launch such programs.

### **Criterion 3**

#### **Teaching, Learning and Evaluation**

The campus assesses new graduates through academic records, advertisement and performances. Similarly, the admission ensures the students through prospectus, banners, FM radios and hording boards. Though, at present, the campus hasn't followed the written entrance examination test for the students of bachelor level, we are intending to conduct entrance test. The campus informs the students about the programs running in the campus and the concerned departments highlight about the running programs. In orientation program they can consult about their respective fields and elective subjects that they prefer to study. From prospectus they can easily ensure the subject selection area as well as the provision of scholarship provided by the campus. The campus also provides scholarship to those who are from minority, remote area as well as martyr's children. DJMC runs classes to provide academic knowledge through teaching, learning process, creative research studies demanded by society and nation. It has competent and dedicated teachers, visionary scholars combined with professionals. The campus believes that teaching learning activities remains impossible without using different new methods and procedures. So, teachers are encouraged to prepare annual plan and provided necessary suggestions in order to meet the academic goals of the campus. The traditional type of lecture method is supplemented with class discussion, audio visual method, field visit, surfing in internet, fieldwork educational tour, and industrial tour. The internal examination committee provides the mark slip of students in their respective department and evaluates it. The overall performance of the students is evaluated periodically on the basic of their performances. The campus conducts different internal tests in different phases. Extra classes are provided to all the students without any fee. Teachers' performance in teaching is evaluated on the basis of their class performances, students' response, and result of annual examination and so on. The best performer teachers are rewarded with the letter of appreciation as well as cash prize. For the better academic performance, the campus freely sends the teachers to participate in different seminars workshops and orientation programs. To make teaching learning activities easier, the campus collects student's evaluation on institutional experience. The campus has installed Wi-Fi and facility of internet to ensure essential materials from internet and online sources. Still, the campus faces different challenges in teaching, learning and evaluation, though new technology is adopted in teaching learning activities. Undoubtedly, the teaching and learning activities are performed in traditional method somehow but some supplemented techniques are applied for this

purpose. Though the campus has been using multimedia and audio-visual equipment in teaching learning activities, it is insufficient for the large number of students.

#### **Criteria 4**

##### **Research Consultancy and Extension**

The campus encourages the students to conduct research activities in different sectors. The graduate and postgraduate students are encouraged to conduct project as well as field work research. The teachers are encouraged to participate and conduct different workshops, seminars and conferences inside and outside the campus premises. Teachers are provided with study leave as well as some financial support for research work and higher degree. The campus has just started to publish annual research journal. Some of the teachers of master level are also engaged in guiding the students' research work. The campus has nominated the coordinator of extracurricular activities for the extension of additional activities. The campus publishes prospectus, academic calendar annually to inform the overall activities provided by the campus. The publication cell members also induce students to publish wall magazines and conduct various literary programs.

#### **Criteria 5**

##### **Infrastructures and Learning Recourses**

DJMC has prepared five year Strategic Plan indicating the existing building and projected expansion in the future. At present the campus has its own fascinating RCC buildings in which the classes are being run. The classes are well managed. The campus has facilities of advanced library, administrative, account and exam sections. New software has been installed in account, administration and exam section to run daily works effectively and smoothly. There is alternative source of power supply during load shedding. Some of the physical infrastructure for sports and physical education are also available in the campus. The campus ensures optimum utilization of its infrastructure facilities from dawn to dusk. The library has sufficient text books, reference books, national and international magazines. Every data record of book is maintained in computer. The campus has a Library Management Committee according to the provision of campus legislation. It maintains the necessary rules and regulation as well as the facilities provided to the students. The campus owns well facilitated separate office and rooms for campus chief and various departments. Within the same building there is a meeting hall with multimedia projector. There is a separate campus cafeteria within the campus premises. The campus hasn't been able to manage the hostel facility yet for the students who are from out of this district. The

campus has the plan to construct a hostel for the students from distance. Similarly, the campus has also taken some initiative to fulfill the strong demand of vehicle facility for the students coming from different areas.

## **Criterion 6**

### **Student Support and Guidance**

The campus has been supporting the students to carry out their academic performances. Some of the students of this campus have passed the entrance of public service commission ,teachers' service examination and some of the students are employed in banking institutions as well. Some of the students have better performances in TOFEL, IELTS, and GRE examinations for aboard study. The teachers actively participate in academic and personal counseling. The campus has not been able to publish campus magazine regularly though it has been continuously publishing the annual calendar, prospectus. The campus annually publishes updated prospectus with detail information like programs running in the campus, its facilities, scholarship facilities and objectives. The campus allocates 3% of student's total fees for scholarship for those who are financially backwards, dalits, disabled, and martyr's family and marginalized. With regard to the students of overseas the campus has no specific policy. The campus has been providing clean drinking water to the students and teachers. The canteen provides hygienic snacks and food and the campus has neat and clean toilet for the teachers and students separately.

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

## **Criterion 07**

### **Information system**

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

analyzed in the meeting of quality monitoring and checks committee. Further information about the campus is given to the public through prospectus, souvenir, journal, general meeting and notice board service.

## **Criterion 08**

### **Public Information**

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

### **Critical Appraisal**

Since its inception in 2047, DJMC has achieved its reputation and educational milestone in both Bachelor's and Master's programs. During the short period of time, it has been successful in extending physical infrastructure, networking system in administrative tasks with its clear VMGO. In course of achieving this success, the campus has gained perpetual supports from the people of this locality. DJMC is sustained and noted in this locality for higher education on account of the quality education at reasonable as well as affordable fees. The campus has provision of both English and Nepali medium classes in bachelor's level with equal fee. The campus has the provision of campus assembly which selects the Campus Board of Directors. The Campus Board of Directors, Campus Administration, Academic Council, Teaching, Non-teaching Staff, Students all are co-operative in the matter of quality enhancement as well as for the overall academic development of the campus. Various donor agencies, UGC, DDC, and Municipality have provided financial aids for the development of physical infrastructures

of the campus. The skilled and dedicated faculty members have been contributing much for quality enhancement.

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

### **SSR Summary**

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

The vision, mission, goals and objectives, mentioned in this report are clearly described in campus legislation and strategic plan of the campus. The evidences and supportive testimonials of this report are mentioned in the appendix. All the documents are systematically filed. During SSR preparation period, the campus has gone through several meetings, interactions with stakeholders, discussion with students; such interactions and discussions are recorded in the minutes through documentation, SSR task team also visited QAA accredited campuses like Madyabindu Multiple Campus Kawaswoti, SahidSmriti Campus Tandi, Makawanpur Multiple Campus and Banijya Campus Butwal collected a lot of information and suggestions.

It has been running Bachelor's (Management, Humanities and Education) and Master's (Management, Education)levels classes in the morning shifts. Along with the courses prescribed by university, the

campus has been carrying out several extracurricular activities to boost up the overall career enhancement of the students. The academic activities like internal exam, literacy programs, sports week celebration and the social activities: sanitation, blood donation, health camp and environmental awareness bolster the community relation of the campus. The campus has formed Research Management Cell which encourages the teachers and students in research activities. The students are supported for research oriented activities collaborating with Municipality, District Development Committee, banks and financial institution. The physical infrastructure of the campus is adequate for teaching learning activities. It owns two (one 2 and half storey and another 3 storey) buildings. The campus has installed software in library and administrative tasks. The campus is still facing various challenges in terms of growing needs of the community. Being a non-profitable community campus, we have limited sources of income. The main source of income is student's fees. Due to lack of sufficient fund, we are providing vehicle facilities in rent to the student coming from distance. Likewise, the need of auditorium hall to conduct workshops, seminars, conferences is also rapidly increasing.

With its clear vision, mission, goals and objects, the campus is optimistic towards the solutions of these challenges. It is moving ahead in its own pace with University Grants Commission's project to prove its excellence. The campus is thoroughly oriented in the process of achieving Quality Assurance and Accreditation Certificate as set by UGC parameters.

#### **Declaration by the Head of the Institution**

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

Signature of the Head of the institution with seal

Place:

Date: