



SELF-STUDY REPORT (SSR)

for

Quality Assurance Accreditation (QAA)

In Response to Comments and Recommendations from UGC Nepal

SUBMITTED TO:

Quality Assurance and Accreditation Division (QAAD)

University Grants Commission (UGC)

Sanothimi, Bhaktapur, Nepal

2024



SUBMITTED BY:

**Palhi Multiple Campus,
Ramgram-4, Nawalparasi West,
Lumbini, Nepal**

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Lumbini, Nepal
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Committee for SSR Development

A seven-member team was formed by the Campus Management Committee (CMC) after receiving the approval for the Letter of Intent for undertaking the Quality Assurance and Accreditation from UGC Nepal. The team was provided the responsibility for drafting and presentation of the Self-Study Report (SSR) in consultation with the all the internal and external stakeholders of the campus and concerned bodies and for collection and compilation of the evidence supporting the SSR Report. The team comprised of following team members:

S.N.	Name/Position	Role in committee
1	Mr. Dipak Aryal	Coordinator
2	Mr.Rajesh Kumar Gupta	Member
3	Mr.Shekar Gautam	Member
4	Mr.Phunn pandey	Member
5	Ms.Sangita Gupta	Member
6	Ms. Rinu Chaudhay	Member
7	Mr. Surya Nath Das Patel	Member Secretary

Date: 04/12/2024

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

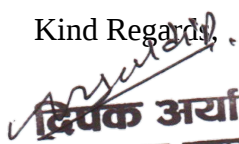
Subject: Response to UGC Nepal's Comments and Feedback on the SSR

Respected Sir/Madam,

I would like to thank UGC Nepal for providing Palhi Multiple Campus with constructive feedback and comments in the SSR. It is my utmost pleasure to inform you that the comments and feedback have helped us reflect upon our Campus' strengths and weaknesses and the areas that need further improvement. In this submission of SSR, the Campus has made its efforts to address the comments received from UGC and actions have been taken in accordance with the recommendations.

Thank you.

Kind Regards,


दिपक अर्याल
.....
क्याम्पस प्रमुख

Dipak Aryal

Campus Chief

Declaration of the Institution

Date:04/12/2014

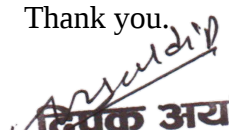
To,
The Chief
Quality Assurance and Accreditation Division (QAAD)
University Grants Commission
Sanothimi, Bhaktapur, Nepal

Subject- Declaration of the Institution

Respected Sir/Madam,

It is my conviction that the information, documents, and data employed in this self-study report are genuine and accurate. Additionally, I hereby declare that the data, responses, report and annexes in the Report are presented with integrity, honesty and care.

Thank you.


दिपक अर्याल
क्याम्पस प्रमुख

.....
Dipak Aryal
Campus Chief

Acknowledgement

The University Grants Commission community deserves immense gratitude from the campus community for their dedicated time, effort, and expertise, as it was their contributions that made the preparation of the Self-Study Report possible.

We extend our sincere appreciation to the Campus Management Committee, its chairperson, and their dedicated team. Their invaluable contributions have been instrumental in policy development, review, formulation, and amendment. Furthermore, the committee diligently oversees the implementation process of these policies.

The Self-study Report preparation team deserves our heartfelt congratulations for their unwavering dedication. Their tireless efforts, including working on holidays and putting in eighteen hours per day, exemplify their commitment to their work. Despite forgoing celebrations during festivals and weekends, their professional dedication, unwavering commitment, and valuable contributions deserve our utmost admiration.

The genuine efforts made by the faculty members, Department Heads, Coordinator of working committees, and section chief are deserving of recognition. Their valuable support to the SSR preparation team involved the creation of credible academic, educational, and research-related documents.

During the SSR preparation period, we extend our gratitude to the entire library, account, administration, examination, office assistant, and security personnel for their exceptional dedication and enthusiastic service.

The Student Quality Circle (SQC) has made a sincere effort to improve the quality of education. As a result, the campus community expresses its profound appreciation towards both the SQC members and the students involved.

The Alumni Association plays a vital role as stakeholders in the Palhi Multiple Campus. They have demonstrated themselves to be effective catalysts for the campus's organizational growth and enhancement of quality. We extend our heartfelt appreciation to the Alumni Associations for their invaluable contributions.

We express our sincere gratitude to the governmental bodies, non-governmental organizations, cooperatives, educational institutions, Chamber of Commerce, and various other important stakeholders. These entities have collaborated with us as partners to improve the effectiveness of educational programs, research projects, job placement services, and the development of physical infrastructure.

Additionally, we anticipate receiving feedback and suggestions from the University Grants Commission team.

Executive Summary

The SSR Drafting Committee performed a quality gap analysis using the standards and parameters set by the University Grants Commission. The team identified specific quality gaps that are impeding the process of enhancing the overall quality. The team formulated a precise course of action to address the obstructive factors, taking into account the results of the quality gap analysis.

The policy analysis of the campus is conducted by the governing body, management team, and key stakeholders. Following the policy analysis process, a thematic team develops a strategic plan along with other policies and procedures. The Campus Management Committee and Campus Chief have taken a proactive approach in implementing and executing these policies and procedures. During the execution of policy and procedure, the Campus Management Committee and Campus Chief encountered numerous obstacles.

During the process of implementing policies and procedures, the campus team came to the realization that mechanisms needed to be established for their execution. Consequently, the Campus Management Committee formed over twelve working committees. The primary function of these committees is to carry out the defined policies and procedures, as well as engage in educational, academic, administrative, and research-related activities.

In order to ensure the effectiveness and outcome-driven nature of internal quality assurance activities, it was imperative to arrange diverse programs across different levels of the campus. Consequently, each thematic committee devised their individual action plans and orchestrated a range of programs utilizing a participatory approach. These initiatives have significantly facilitated the attainment of the quality assurance objective. A formal memorandum of understanding was conducted to facilitate mutual benefits through an organized interactive meeting involving higher education institutions, industries, companies, and partner organizations. The institution has implemented a well-structured system and effective mechanisms to ensure the delivery of efficient support services to students. In order to cater to the requirements of the faculty, the campus has enhanced its students support services. These services encompass counseling, health, job placement, and scholarship assistance, which are made available to both students and faculty members.

With the implementation of EMIS, both students and faculty members have been granted access to this electronic resource. The campus administration recognizes the importance of a well-funded e-library and is committed to providing the necessary resources to ensure its success. Furthermore, the campus administration is actively working towards ac-

quiring e-learning materials that cater to the specific requirements of the students. This involves collaborating with publishers, educational technology companies, and content providers to curate a diverse collection of resources that align with the curriculum and learning objectives. Adequate funding has been allocated to support the library, and the campus administration is actively working towards acquiring e-learning materials that cater to the specific requirements of the students. This commitment to providing a comprehensive and accessible electronic resource reflects the institution's dedication to enhancing the learning experience and promoting academic excellence.

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Abbreviations

A.D.- Anno Domini

AIDS- Acquired Immuno-Deficiency Syndrome

B.Ed.- Bachelor of Education

BBS- Bachelor of Business Studies

BS- Bikram Sambat

CCTV- Closed-circuit Television

CD- Compact Disc

CDO- Chief District Officer

DVD- Digital Versatile Disc

EC- Employment Committee

ECCDC- Extra-curricular and Community Development Committee

ECCDC- Extra-curricular and Community Development Committee

EDJ- Educationally Disadvantage Dalit and Janajati

EMIS- Educational Management Information System

EMISU- Educational Management Information System Unit

FLMC- Fiscal and Logistic Management Committee

GO's- Governmental Organizations

GRC- Grievance Redressal Committee

HESSMC- Health, Environment, Sport and Student Mobilization Committee

HoD- Head of Department

ICT- Information and Communication Technology

IQAC - Internal Quality Assurance Committee

IT- Information Technology

LC- Library Committee

Login ID- Login User Identification

MoU- Memorandum of Understanding

NGOs- non-governmental organizations

PCAA- Palhi Multiple Campus Alumni Association

PG- Post Graduates

PIC- Public Information Committee
RMC- Research Management Committee
SAARC- South Asian Association for Regional Cooperation
SQC- Student Quality Circle
SSC- Student Support Service Committee
SSR- Self-study Report
ToR- Terms of Reference
TU- Tribhuvan University
UG- Undergraduates
UGC- University Grants Commission
VMGO- Vision, Mission, Goal and Objective

Recommendation by UGCs and Response by Palhi Multiple Campus

Thematic Areas	Feedback	What to do	Means of Verification	Supporting Documents
General impression and comments:	Land area of 07-08-15 [Bigah-kattha-dhur]. The land being used by the campus is not in their name.	Start necessary legal action to acquire land	Legal documents	Land Related Documents
	Full Time Teachers =12; Part Time Teachers = 6 ; TOTAL=18. (all Master's level) (At one place in Pg 109 written: 9 teaching staff and 4 non-teaching staff). FT/PT ratio is less than 60%	Check the SSR and review the data	SSR	Employee Details. Palhi Multiple Campus has 12 Full Time teachers and 6 Part Time Teachers at present.
	In the last fiscal year : 2079/080 Total Estimated Income: 90,01,575.65 Expenditure: NRs. 99,83,436. Campus in annual loss and hence not being able to pay salary/remuneration on time.	Prepare table of income and expenditure	Audit Report	Audit report 2080/81 New Audit Report has been attached.
	Pass % of number appeared Not mentioned any-	Prepare enrollment, exam appearing and pass student data table	enrollment, exam appearing and pass student data table	Student related data

	where			
	Submitted date 2023 given in the front page; Declaration of the Institution Date: 24th February, 2024. So, submitted date needs revision.	Review SSR	SSR	Date has been updated

SN	Criterion	Feedback From UGC	Actions	Supporting documents
1.1	Policy and Procedure	Prepare academic and financial sustainability plan.	Organize workshop and prepare financial sustainability plan.	Financial sustainability plan.
1.2		Policy and procedure must be adjusted to make the initiative more dynamic and goal-oriented.	Review the strategic plan	Five years strategic plan
1.3		Timely Review the Annual action plan to analyze its progress.	• Meeting with Committee coordinator • Review the action plan	Annual plan progress report of all committees
1.4		Emphasis on research should be given.	(1) Publication of journal (2) Provide research support for students and teachers (3) Organize SPSS training (4) Organize Kobo	1) Minutes for Journal Publication 2) Research Publication and Journal Expenses

			tool box training (5) Establish Consultancy Committee	
1.5		Timely implement the plans and policies with effective monitoring system	Policy implementation monitoring	Policy implementation monitoring report
2.1	Curricular Aspects	Monitor the consistency of programs of the institution with goal and objectives.	Monitoring outcomes of programs	Program outcomes monitoring reports
2.2		Non-credit courses should be developed for personality development of students and for Market Bridge required.	1) Design and implement Curriculum of Operation of Basic Computer	Curriculum of Basic Computer Operation
3.1	Teaching Learning and Evaluation	Increase the number of students. Develop plans for this.	Develop Department wise student enrollment plan to increase the number of students	Department wise Student enrollment plan
3.2		As Dropout is increasing and Pass percentage and enrollment are declining, prepare policy and plan to overcome it.	Develop strategic plan to reduce drop out and increase graduation rate	Department wise Strategic Educational quality improvement plan Reducing Dropout Rate Plan
3.3		If inadequate teaching and non-teaching staff (9 teaching staff and 4 non-teaching staff) then increase accordingly.	Develop income generation plan	Income generation plan
3.4		Provide trainings to the incompetent staffs	1. Conduct training assessment of staffs 2. Organize training as per needs of staff	Staff Training records
3.5		As per needs of the faculty, the capacity development programs should be conducted by	Implement faculty development plan	Reports of faculty development plan

		the campus.		
3.6		Only three projectors and a smart board are installed; Increase Multimedia access. (9) smart board -5 Smart projector-1	Installed all total 9 smart projector and smart board	- Photo of class room smart board is installed - Smart board and smart projector procurement document from account section
3.7		Advance the capability to practice the student-centered educational method	Organized training on Student-centric teaching methods	Training records – attendance, photo, ppt etc
3.8		Academic audit is only institutional. Should be internal and external.	Hire professional external consultant for external academic audit	Academic audit Report
3.9		Self-appraisal is practiced. Is it based on ToR?	Assess the consistency between teacher's TOR and performance appraisal form	Appointment letter for teaching staff including job description ToR being updated with reference to Self-Appraisal.
3.10		Is there provision of best teacher award?	Best on the performance appraisal award best teachers	Faculties Awarded
3.11		MoU with national higher education institutions.	Conduct MoU with Universities and Colleges	Progress in having MoUs with other institutions taking place through meetings.
4	Research, Consultancy and Extension	Research Budget breakdown should also be given.	Amend annual budget 2080/2081	Annual budget 2080/2081
4.1		What about previous year budget and programs executed?	Prepare expenditure on research activities wise	Expenditure on research in 2079/2080
4.2		Need of expediting and promoting research activities.	Implement action plan of research committee	Research committee action plan implementation report

4.3		No external funded research	- Organize meeting with municipality for research funding - Prepare research proposal	Informal meeting has been commenced with municipality for possible research funding. The Campus is also trying to apply for research consultancy projects.
4.4		No consultancy service offered.	- Establish Consultancy Service Unit	Consultancy Service Unit will be formulated in the next CMC meeting. At present, the Campus worked towards preparing the guidelines for the Unit.
4.5		Ongoing research projects: 1 projects of Rs. 25000. Internally funded research projects should be promoted	- Provide research funds for at three teachers - Provide research fund for two students - Provide research fund for student-teacher collaborative research	- Invitation notice for research funding informing teachers, students and collaborative research
4.6		Try for external funded projects.		The Campus is trying to apply for research consultancy projects.
4.7		Effort should be in revenue generation through consultancy. To advance the research consultancy service comprehensive, well-defined policies and procedures must be es-		The Campus is trying to apply for research consultancy projects.

		tablished.		
5.1	Infrastructures and Learning Resources	The land available can be used commercially as an alternative source of income.	Prepare commercial land use plan and implement it	Commercial land use plan (Under Financial Development plan)
5.2		Since electrical supply is unpredictable, install a solar-powered backup power system.	- Battery Installed	- Photo of Battery
5.3		Extend ICT access to bring together ICT into teaching and learning method.	Organize training on ICT for teachers. Optimum utilize Smart board, EMIS and ICT tools	- Teacher training evidence - Smart board uses evidence
5.4		Librarian 1, semi-professional. Librarians and IT persons should be regularly trained.	- library training provided	- Library Training
5.5		Conduct survey to know if a hostel is required for students.		- As most of the students are from local area, there is no need for the hostel at present.
6.1	Student Support and Guidance	The process of e-library is not completed yet, so rigorously the effort and resources should be put to optimize the e-library	- Procure and collect e-learning resources - Upgrade the e-library - Use e-library	Screenshot of e-library
		Tracer study should be regular and reach in wider population of graduates. Expand the reach of employers.	- Conduct Tracer study annually - Try to reach all graduate	Tracer Report
6.2		Placement Cell needs to be further active. Activities should be maintained in a register.	- Implement annual plan of Employment Committee - Maintain records of placement services	- Employment Committee implementation reports.

6.3		Personal counseling service needs strengthening. Improve faculty and staff capacity to provide psychosocial counseling. Data should be kept. Should also be a female counseling person?	- Established counselling desk - Organize one day academic counselling training for teachers. - Nominate female teachers as a Counsellor - Maintain counselling service by using EMIS	- Nomination letter of female counsellor - EMIS Counselling report
6.4		Alumni association should be made legal. Annual working plan should be developed and implemented accordingly.	- Proceed the Alumni Association registration process	- Alumni Association registration process documents, constitutions.
7	Information System	Improve weak financial management and record-keeping.	- Organize EMIS training for accountant - Use EMIS for account record-keeping	Training records
		Effort should be made for quality improvements initiated due to the use of information system.	- Use EMIS optimum - Organized workshop on use of information on quality improvement	- Workshop held with faculty members and staff on how to effectively use EMIS for informed decision making process.
		Impact analysis of information system should be used on decision making process.	- Conduct Impact analysis of information system should be used on decision making process	- Survey design completed regarding Impact analysis of information system should be used on decision making process
8	Public Information	Feedback system is yet to be outcome oriented.	Use EMIS for stakeholder feedback	- Stakeholder feedback EMIS report
		For Impact assessments	Develop impact	- Working with

		strengthen procedures and framework for evaluating the impact of information that has been revealed.	assessment framework or checklist	Research Unit on development of impact assessment framework
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Part One
Data Collection Format For Institutional Self-Study Report

Section A: Information for Institutional Profile

1. Institutional Information

Name of the Institution	Palhi Multiple Campus
Province	Lumbini
District	Nawalparasi West
Metropolitan City/Sub-Metropolitan City/ Municipality/Rural Municipality	Ramgram Municipality
Ward No.	4
Street (Tole)	Jeetpur- Jokware
Post Box No.	

2. Information for Communication

a. Office

Name of the Officials	Telephone with Extension No.	Fax No.	E-mail
Executive Head of the Institution Dipak Aryal (Campus Chief)	9857046147		palhicampus@gmail.com
Executive Assistant of the Institution (Assistant Campus Chief)			
Chairperson of the Management	9857045768		radheshyam-pathak768@gmail.com

Committee			
Radheshyam Pathak			

b. Residence

Name of the Officials	Telephone with Extension No.	Fax No.	E-mail
Executive Head of the Institution	9857046412		dipakaryal1981@gmail.com
Executive Assistant of the Institution	-	-	-
Chairperson of CMC Radheshyam Pathak	9857045768		radheshyam- pathak768@gmail.com

3. Type of Institution

- Constituent ☐
- Affiliated ☒
- Degree Awarding Autonomous Institution ☐

Palhi Multiple Campus is affiliated to Tribhuvan University. As an affiliated university, it abides by the regulations of the university and follows the curriculum and calendar provided by the University.

Reference	
Affiliation Certificate from Tribhuvan University	Volume 1, Annex 1

4. Institutional Management

- Public ☐
- Community ☒
- Private ☐
- Other (please specify) ☐

Palhi Multiple Campus is a community campus.

Reference	
Campus Constitution	Volume 1, Annex 2

5. Financial category of the institution

- Government Funded ☐
- Self-financing ☐
- Community ☒
- Other (please specify) ☐

Palhi Multiple Campus is a nonprofit oriented community campus. It financially depends on community support, donations, student fees, and support funds from the University and the Government.

Reference	
Audit report 2080/81	Volume 1, Annex 3

6. Dates Related to the Institution

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

2046-01-12 B.S

b) Date of commencement of the Bachelor or higher level Program(s) (dd/mm/yyyy):

2050-04-15 B.S

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

Reference	
Campus Registration Certificate	Volume 1, Annex 4
Affiliation Certificate from Tribhuvan University	Volume 1, Annex 1

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

Palhi Campus is affiliated with Tribhuvan University.

Reference	
Affiliation Certificate from Tribhuvan University	Volume 1, Annex 1

8. Is the institution autonomous in terms of

- Financing ☐
- Administrative Management ☒
- Academic Management ☒
- None ☐

References	
Campus Organogram	Volume 1, Annex 5
Campus Statute	Volume 1, Annex 2
Campus Assembly Meeting Minutes	Volume 1, Annex 7

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

07-08-15 [Bigah-kattha-dhur,] Campus owned + used by it)

References	
Land Document	Volume 1, Annex 8
Jagga Dhani Praman Purja	Volume 1, Annex 9

10. Location of the Institution

- Urban ☐
- Semi-urban ☒
- Rural ☐

Palhi Multiple Campus is located at district headquarters (semi-urban area). The location co-ordinates are 28°0'45" North latitude and 83°38'34" East longitude.

Reference	
Screen Photos of Google Map	Volume 1, Annex 10

11. Current number of academic programs offered in the Institution under the following categories: (Enclose the list of academic programs offered)

Academic Programs	Number of Program
Bachelor's	2 (BBS, B. Ed)
Master's	-
MPhil	-
PhD	-
Any other (specify)	-
Total	2

Reference	
Campus Prospectus	Volume 1, Annex 11

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

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

References	
Course Admission announcement notices	Volume 1, Annex 12
Campus Prospectus	Volume 1, Annex 11

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

Programs	Level of Study	Eligibility requirement for student admission	Student Number (Enrollment/Capacity)
Basic Computer course	Basic	Enrolled Students of palhi Multiple campus who are interested.	30 per session

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

Palhi Multiple Campus follows specific rules for recruiting teaching and non-teaching staff, which include **temporary, permanent, and contract-based positions**. Currently, there are 3 permanent, 9 temporary, and 6 contract teaching staff. The campus has 2 permanent & 4 contract non-teaching staff.

Recruitment for teaching staff is done through open competition:

- **Issue vacancy notice**
- **Shortlist applications**
- **Call candidates for written test and interviews**
- **Demo class**
- **Induction Orientation**

References	
Vacancy announcement notice along with Employment Committee's meeting minutes	Volume 1, Annex 13
Evaluation Documents for writing and interview test	Volume 1, Annex 14
Photos related to recruitment	Volume 1, Annex 15
Appointment letter for teaching staff including job description	Volume 1, Annex 16

15. Number of faculty members at present

Particulars	Academic Qualification				Grand Total
	PhD	M. Phil	Master's	Bachelor's	
Professor					
Associate Professor/Reader					
Assistant Professor/Lecturer			12		12
Teaching Assistant/Instructors					
Full Time Teachers (Total)			12		12

Professor					
Associate Professor/Reader					
Assistant Professor/Lecturer					
Teaching Assistant/Instructors			6		6
Part Time Teachers (Total)			6		6
Total			18		18

Reference	
List of teaching staff	Volume 1, Annex 17

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

Name of the Programs/Courses	For Full Timers	For Part Timers	Total
Bachelor of Business Studies	6	-	6
Bachelor of Education	6	6	12
			18

References	
List of teaching staff	Volume 1, Annex 17
Appointment letter for teaching staff including job description	Volume 1, Annex 16
Class routines of Management and Education	Volume 1, Annex 18

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

Particulars	Gender wise distribution of the staff			Grand Total
	Male	Female	Other	
Administrative Staff	2	1		3
Technical and Support	2	1		3

Staff				
Total	4	2		6

References

[List of non-teaching staff](#)

Volume 1, Annex 19

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

No of Students Enrolled	UG		PG		MPhil		PhD		Total
	F	T	F	T	F	T	F	T	
From the same district where the institution is located	91	142							
From other districts	-	-							
From SAARC countries	-	-							
From other countries	-	-							

Note: F= Female and T= Total

19. Details of the last two batches of students

Particulars	Batch 1: Year 2079			Batch 2: Year 2078		
	UG	P G	Oth ers	UG	PG	Others
Admitted to the program	138			165		
Drop-outs (within 4 month of joining)	-			-		
Drop-outs (afterwards)						
Appeared for the final year/semester examinations						
Passed in the final examinations						

Pass % of number appeared (Total)	Result not published yet			Result not published yet		
Pass % with distinctions or Equiv.						
Pass % with (First class or Equiv.)						
Pass % with (Second class or Equiv.)						
Pass % with (Third class or Equiv.)						

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

References	
Students Enrollment Record last two years	Volume 1, Annex 20
Students Exam Appearing list last two years	Volume 1, Annex 21
Students Result Analysis Sheet last two years	Volume 1, Annex 22
Students Dropout Record last two years	Volume 1, Annex 23

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

Academic Year: 2080/081

Annual Budget: 15931214.5

Income: 15931214.5

Expenditure: 10260696

Saving : 5670518.5

Reference	
Audit report 2080/81	Volume 1, Annex 3
Annual Budget 2080/2081	Volume 5, Annex 1

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

Per student cost (including salary component): **NPR 20,278**

Per student cost (excluding salary component): **NPR 2989.5**

As according to Year 2080/081 , Number of total student are 506.

Reference	
Audit report 2080/81	Volume 1, Annex 3

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

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

Reference	
Campus Annual Academic calendar	Volume 1, Annex 24

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

- Central library/Library ☒

The Campus has a spacious library with around 4331books. The books are basic text and reference books.

Reference	
Photos of Campus Library	Volume 1, Annex 25

- Departmental library ☒

- E - Library ☒

- Computer centre ☒

The campus has a computer lab with 5 sets of computers.

Reference	
Photos of Computer Lab	Volume 1, Annex 26

- Health centre/unit ☒

- Play ground ☒

There is a big playground on the campus premise. There is a nice facility of space, therefore, students can actively participate in sports activities.

Reference	
Photos of Campus Play Ground	Volume 1, Annex 27

- Printing press ☐

- Seminar hall ☒

The campus has a multimedia hall with electronic projector, which is used for various programs including seminars and guest lectures. (Under Construction)

Reference	
Photos of Multimedia/Seminar Hall	Volume 1, Annex 28

- Hostel ☐

- Guest house ☐

- Canteen ☒
- Common room for students ☒
- Changing room for students ☒
- Any other (specify) ☐ -----

The campus has a underground drinking water treatment facility.

Reference	
Photos of Drinking Water Facility	Volume 1, Annex 29

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

- Yes ☒
- No ☐

If yes provide the composition of the committee in separate sheet

The Campus Management Committee consists of the President as the head of the campus management elected by the general assembly. There is other 23 members including the Vice-president and the secretary in the committee for the smooth operation of the Campus.

Campus Management Committee - Composition	
President	Mr. Radheshyam Pathak
Vice-President	Mr. Gajananda Patel
Member Secretary	Mr. Diapk Aryal (Campus Chief)
Member	Mr. Shreedhar Bashyal
Member	Mrs. Samjhana Chaudhary
Member	Mr. Shyam Agrawal
Member	Mr. Rajesh Yadav
Member	Mr. Radheraman Pandey
Member	Mr. Ringala Yadav

Member	Mr. Kamal Koirala
Member	Mr. Chandrika Agrahari
Member	Mr. Sanjay Kumar Sharma Badhai
Member	Mr. Bidhya Sagar Tripathi
Member	Mrs. Laxmi Poudel
Member	Mr. Mukesh Ranjitkar
Member	Mr. Sunil Kumar Sonarr
Member	District Co-ordination Committee .
Member	C.D.O. Nawalparasi West
Member	Mr. Badri Narayan Panthi (TU Representative)
Member	Chairperson, Chamber of Commerce Nawalparasi
Member	Mayor, Ramgram Municipality.
Member	Ward Chair Main, Ramgram Municipality -4
Member	Mr. Shekhar Gautam (Teacher's Union Representative)

Reference	
Meeting Minutes of Campus Management Committee	Volume 1, Annex 30a

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

Particulars	Year 2077	Year 2078	Year 2079
Working days of the institution	123	154	220
Teaching days set by the university	150	150	150
Teaching days per semester/year	150	150	150
Teaching days per year	123	154	220
Working days of the library	123	154	220
Books in the library	2806	4229	4331
<u>Journals/Periodicals subscribed by the library</u>		03	03
National:			
International:			

Computers in the institution	2	10	10
Research projects completed			
Teachers who have received national recognition for teaching/research/consultancy	0	0	0
Teachers who have received international recognition for teaching/research/consultancy	0	0	0
Teachers who have attended international seminars	0	0	0
Teachers who were resource persons at national seminars/workshops	0	0	0
No. of hours of instruction against the plan (per year per subject)	150	150	150

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

Reference	
Campus Annual Academic Calendar	Volume 1, Annex 24

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

SN	Name of the Project	Principle Researcher	Funding Agency	Funds (Rs.)
1.	Factors influencing students dropout of Bachelor level of palhi M. campus	Suryanath Das Patel	Campus	25,000

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

- Yes ☐
- No ☒

If yes, list the MoU signed and furnish the details of active MoU along with important details of collaborations.

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

- Yes ☐
- No ☒

If yes, give details.

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

Source of Funding	Amount (Rs.)
UGC/Government grants	15,40,000.00
Donations	7,68,619.00
Fund Raising Drives/Activities	1,88,273.00
Alumni Association	0.00
Research and Consultancy	0.00
Fee from Self-financed/initiated courses	0.00
Fees from regular programs	63,46,365
others	1,70,318.65

Reference	
Audit report 2080/81	Volume 1, Annex 3
Annual Budget 2080/2081	Volume 5, Annex 1

Section B: Benchmark-Wise Inputs for Institutional SSR

Criterion 1: Policy & Procedures
1. Are there clearly defined vision, mission, goals, and objectives of the Institution in written? Yes ☒ No ☐ If yes, mention and attach the document. The Palhi Multiple Campus serves as an important institution providing higher education to the local community in Ramgram municipality. The campus has created a suitable environment for organizing consultation meetings and interactive workshops for its stakeholders, which facilitate the exchange of ideas and insights. These insights are articulated, and a strategic plan is prepared by the strategic plan preparation team. The strategic plan guides the operation of the campus for the next five years, in accordance with the vision, mission, goals, and objectives of the campus. <u>Vision, mission, goals, and objectives as defined in the Strategic plan:</u> Vision: Through quality higher education, standard academic research, collaboration with stakeholders, and community involvement, Palhi Multiple Campus aspires to become a premier institution in Lumbini Province. Mission: The mission of Palhi Multiple Campus is to develop highly trained and competent human resources to satisfy the needs of the nation by enhancing and expanding academic and career-oriented programs. Goals: Academic excellence is the aim of Palhi Multiple Campus through research-focused academic programs. A further objective is to offer everyone who strives for greatness equal access to high-quality higher education. Objectives: - Utilize innovative teaching and learning methodologies, such as online, hybrid, and non-credit educational curricula, but not restricted to these.

- To underpin approachable student support services, counseling, career development coaching, and academic guidance to prospective students, newly-admitted students, and matriculants.
- Becoming a research-driven higher education institution that aspires to be a world-class research institute that contributes to the community's well-being.
- To ensure that educational management is transparent, accountable, attentive, competitive, and professional across all departments and sections to accomplish quality education and visibility of the Campus.
- To develop and maintain cutting-edge amenities for high-quality education
- Encourage the use of cloud-based learning resources and cutting-edge information technology to optimize educational leadership and teaching-learning efficiency.
- To motivate matriculate students to participate in a comprehensive skill development program as well as a community development project targeted at underserved neighborhoods.

References	
Meeting minutes of campus management committee; formulation of strategic plan preparation team	Volume 2, Annex 1
Attendance Sheet for consultation workshop on strategic plan	Volume 2, Annex 2
Meeting minutes of campus management committee; endorsement of strategic plan	Volume 2, Annex 3
Five years strategic plan – Page no. 15-17 (VMGO)	Volume 2, Annex 4

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

The five-year 'Strategic Plan' of the Palhi Multiple Campus encompasses finely-tuned strategic action plans and programmes, outlining a blueprint to optimize available resources for the achievement of specific goals and objectives at various levels. These plans are essential in guiding the campus towards accomplishing the campus's well-defined goals and objec-

tives.

In addition, the Campus Management Committee has established working committees, including the Internal Quality Assurance Cell (IQAC). Working committees prepare annual action plans to achieve the objectives outlined by the campus team.

References	
Five years strategic plan – Page no. 19-28 (Strategic Initiative)	Volume 2, Annex 4
Meeting minutes of campus management committee; formulation of IQAC	Volume 2, Annex 5
Meeting minutes of IQAC; Formulation of annual action plan	Volume 2, Annex 6
Meeting minutes of campus management committee; Endorsement of IQAC annual action plan	Volume 2, Annex 7
IQAC Annual Action Plan	Volume 2, Annex 8

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.

After conducting a thorough analysis, the Campus Management Committee, in collaboration with the Campus Chief, Department Heads, and senior faculty members, worked seamlessly to intricately crafted an impeccable organizational structure.

This precisely designed organogram stands as a tangible representation of their unwavering dedication to effectively and efficiently organize and streamline various administrative and academic facets of the campus. It ensures a harmonious and prolific working environment for all students, faculty, and staff members involved.

References	
Palhi Multiple Campus Organogram	Volume 1, Annex 5
Meeting minutes of campus management committee; endorsement of Organogram	Volume 2, Annex 9

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

Yes ☒ No ☐ Justify with supporting documents.

The Internal Quality Assurance Committee (IQAC) plays an important role in establishing quality culture on the campus. Its major role is to adhere to the Campus operational guideline and lead quality improvement activities, targeted to the continuous improvement in organizational practices. The campus is always dedicated to attaining the highest educational standards. The Internal Quality Assurance Committee was established by the Campus Management Committee in accordance with the Palhi Multiple Campus Operational Guideline 2022. In entirety, quality assurance initiatives fall under the purview of the IQAC.

Duties and Responsibilities of the Internal Quality Assurance Committee:

- Implement quality assurance standards and parameters according to University Grants Commission standards.
- Conduct academic audits and quality gap analysis.
- Enhance department and faculty capacity through programs.
- Coordinate with relevant institutions for effective quality improvement.
- Disseminate University Grants Commission standards to staff and students.
- Organize workshops and seminars on quality improvement.
- Implement plans for a cultural foundation of quality.
- Conduct internal quality assessments.
- Prepare annual quality improvement reports.
- Monitor education, research, and community development programs.

References

Campus Operational Guideline 2079 - Page no. 3-5 (IQAC)	Volume 2, Annex 10
Meeting minutes of campus management committee; formulation of IQAC	Volume 2, Annex 5
Meeting minutes of IQAC; Formulation of annual action plan	Volume 2, Annex 6
IQAC Annual Action Plan	Volume 2, Annex 8

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

Yes ☒ No ☐ If yes, give details/reference.

The campus has a comprehensive document “Campus Operational Guidelines” specifying the job responsibilities of departments, units, and individuals. This policy document outlined the specific roles and responsibilities for each department, including the Account Section, Exam Section, and Library Section.

In addition, all the teachers and employees have been assigned an updated job description annually. The job description clearly states the tasks to be performed by teachers and staff. It is the exclusive responsibility of the Campus Chief, Department Heads, and Section Chief to prepare the revised job description.

References	
Campus Operational Guideline 2079 - Page no. 34, 37-44 (Job Description, Terms of References)	Volume 2, Annex 10
Appointment letter for teaching staff including job description	Volume 1, Annex 16
Appointment letter and Job Description of a Non-Teaching Staff	Volume 2, Annex 11

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 consistently implements an annual performance appraisal system for all faculty and staff members, closely following their job descriptions. This evaluation process is essential for objectively assessing the abilities, skills, and contributions of every individual within the campus community. Regular assessments are conducted to uphold a high standard of professionalism and excellence among employees. The performance appraisal framework facilitates comprehensive feedback, pinpointing areas for improvement and recognizing outstanding achievements. This practice fosters a culture of continuous growth, supporting both personal development and institutional progress.

The appraisal involves contributions from peers, students, campus chief, and faculty themselves, highlighting exceptional performance and dedication. Furthermore, it is efficiently coordinated under the guidance of the esteemed campus chief, ensuring a seamless experience for everyone involved.

References	
Campus Operational Guideline 2079 - Page no. 34 (Performance Appraisal)	Volume 2, Annex 10
Meeting minutes of campus management committee; Endorsement of performance appraisal framework	Volume 2, Annex 12

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

Yes ☒ No ☐ If yes, give details.

The Campus Management Committee has established numerous working committees, cells, and units to actively engage in Campus operations. Each committee is tasked with developing annual action plans tailored to their respective roles in the strategic direction.

Each committee is characterized by its inclusivity, comprising representatives from Campus Management, Heads of Departments, Faculty/Administration Staff, and both male and female students from the Quality Circle.

Committees/Units and Cells leading as organs of the campus:

- Campus Management Committee
- **Internal Quality Assurance Cell (IQAC)**
- Education Management Information System Unit
- Research Management Committee
- Student Service Committee
- Public Information Committee

- Employment Committee
- Fiscal, Logistic and Maintenance Committee
- Health, Environment, Sport and Student Mobilization Committee
- Extra-curricular and Community Development Committee

References

Campus Operational Guideline 2079 - Page no. 3-30 (Guidelines for Committees)	Volume 2, Annex 10
Meeting minutes of campus management committee Formulation of Committees/Units and Cells	Volume 2, Annex 15
Annual Action Plans of Committees (IQAC, EMIS Unit & RMC)	Volume 2, Annex 16

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

☒ Yes No ☐ If yes, give details.

The Campus Management Committee has formed a Non-Credit Course Development Team with the responsibility of carrying out self-sustaining courses. The team designs self-sustaining non-credit courses and offering it to the students. The primary goal of the non-credit course is to improve students' skills as professionals and increase their opportunities for employment.

References

Meeting minutes of campus management committee; Formation of Non-Credit Course Development Team	Volume 2, Annex 17
Meeting minutes of Non-Credit Course Development Team	Volume 2, Annex 18
Meeting minutes of campus management committee; Approval of Non-Credit Course Curriculum	Volume 2, Annex 19
Curriculum of Non-Credit Courses	Volume 2, Annex 20

9. Are there any formal provisions under which the institution brings “stakeholders or com-

munity feed backs and orientation” in its activities?

Yes ☒ No ☐ If yes, give details.

The Campus Management Committee has set up an EMIS Unit, which is tasked with spearheading the digitization efforts and monitoring the progress of the Campus. Its primary objective is to initiate digitalization process of the entire campus. To accomplish this, the unit utilizes a specialized software system known as "EMIS" to gather feedback and input from stakeholders through a "Stakeholder Feedback Collection Survey." Subsequently, the unit conducts an annual analysis of the collected responses, in collaboration with the Research Management Committee, and formulates recommendations to help the campus achieve its goals.

References	
Campus Operational Guideline 2079 - Page no. 34 (Feedback from Stakeholder)	Volume 2, Annex 10
Stakeholder Feedback Collection by using EMIS Software	Volume 2, Annex 21
Summary of recommendation given by stakeholders	Volume 2, Annex 22

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 CMC has formulated various executive committees according to the Campus Operational Guidelines, with their respective ToR and action plans. The committees have prepared their action plans and are functioning accordingly.

References	
Campus Operational Guideline 2079 - Page no. 3-30 (Guidelines for Committees)	Volume 2, Annex 10
Meeting minutes of campus management committee Formulation of Committees/Units and Cells	Volume 2, Annex 15
Annual Action Plans of Committees (IQAC, EMIS Unit & RMC)	Volume 2, Annex 16

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

Yes ☒ No ☐ If yes, give details.

In pursuit of fostering a positive environment for quality education and personal development among students, the Palhi campus's management committee has instituted a 'Student's Quality Circle (SQC).' This circle comprises 11 exceptional students who excel in both academics and extracurricular activities. The International Quality Assurance Committee (IQAC) demands SQC representation for the purpose to ensure student participation. IQAC's composition is as follows:

Position	Representation
Chairperson	Senior Lecturer
Member	1 Representative from the Campus Management Committee
Member	1 Head of Department
Member	1 Staff Member
Member	2 Student Representative (1 female student, 1 male student)
Secretary	1 Lecturer

Additionally, one female student and one male student representative from the SQC are appointed as members of the Internal Quality Assurance Committee (IQAC). The IQAC plays a pivotal role in ensuring adherence to the Campus's operational guidelines and spearheading initiatives aimed at continuously improving organizational practices.

References	
Meeting minutes of campus management committee; formulation of SQC	Volume 2, Annex 23
Campus Operational Guideline 2079 - Page no. 9 (SQC)	Volume 2, Annex 10
Meeting minutes of SQC	Volume 2, Annex 24
Meeting minutes of campus management committee; formulation of IQAC	Volume 2, Annex 5
Campus Operational Guideline 2079 - Page no. 3-5 (IQAC)	Volume 2, Annex 10

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

by the university ☐

by the Institution ☒

Please attach the copies

The Internal Quality Assurance Committee (IQAC) has developed a specific framework for conducting academic audits. The campus has been conducting annual academic audits following the IQAC's framework. To facilitate the annual academic audit, the campus management committee has established an Academic Audit Preparation Task Team, which operates in accordance with the IQAC framework. Assessing the academic, educational administrative, and research initiatives carried out by the various departments, units, and committees is the main goal of the academic audit.

References	
Academic Audit Framework	Volume 2, Annex 25a
IQAC Meeting minutes for formation of Academic Audit Preparation Task Team	Volume 2, Annex 26
Meeting minutes of campus management committee; Endorsement of Academic Framework	Volume 2, Annex 27
Academic audit Report	Volume 2, Annex 25b

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

Yes ☒ No ☐ If yes, give details

Yes, there is a specific mechanism in place to combine teaching and research at the campus. A technical team has been assembled to integrate teaching and learning with research, headed by the department head. Integrating research with the teaching-learning process is the main objective of the technical team. The idea behind the campus is to successfully improve the educational process and boost the standard of education by fusing research and instructional techniques.

Primary responsibilities of a Technical Team:

- Ensuring up-to-date, research-based teaching materials and methods.
- Encouraging faculty cooperation in research to enhance teaching and academics.
- Plan subject-related research projects.
- Improving education quality by integrating research findings into teaching.

References	
Meeting minutes of campus management committee; Formulation of Subject Committees	Volume 2, Annex 28
Terms of Reference of Subject Committee	Volume 2, Annex 29
Meeting minutes of a Subject Committee; Combination of teaching and research	Volume 2, Annex 30

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

Yes ☒ No ☐ If yes, give details.

Under the guidance of the departments the Research Management Committee (RMC), conducts regular surveys and analyzes feedback from stakeholders, including students. Recent survey results reveal the positive impact of integrating theoretical teaching with practical research.

The “Teaching and Research Combination Outcomes Study Report” prepared by the RMC have indicated that the mechanism has encouraged collaboration between faculty and students, fostering critical thinking and problem-solving skills. These skills are proven to be the most important aspects of a superior quality education.

Reference	
Campus Operational Guideline 2079 - Page no. 10-13 (Guidelines for Research Management Committee)	Volume 2, Annex 10
Teaching and Research Outcomes Study Report	Volume 2, Annex 31

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

The campus has been focusing on using ICT tools and materials to facilitate proper and student centred learning environment in the institution. As such, the campus has focused on classroom presentations and inter-faculty peer-teaching is conducted in institution.

Reference	
Attendance and photos of inter-faculty peer teaching	Volume 2, Annex 32

Criterion 2: Curricular Aspects

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

Yes ☒ No ☐ If yes, give details.

Palhi Multiple Campus operates based on a five-year 'Strategic Plan.' The plan includes a clearly defined vision, mission, goals, and objectives for the campus, as well as finely-tuned strategic action plans, and programs that outline a blueprint for optimizing available resources to achieve specific goals and objectives at various levels. The Palhi Multiple Campus's academic aims and objectives must be met by all teaching and learning activities, and this is the overarching responsibility of the Subject Committee.

References	
Five years strategic plan	Volume 2, Annex 4
Campus Annual Academic Calendar	Volume 1, Annex 24
Campus Operational Guideline 2079 - Page no. 49	Volume 2, Annex 10
Subject Committee establishment decision	Volume 3, Annex 15
Review meeting minutes of Subject Committee to assess consistency between teaching and learning and the goals and objectives of the Palhi Multiple Campus.	Volume 3, Annex 16

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 ☒

Time frame matching student convenience ☒

The Campus has taken proactive steps to ensure that its programs align with the convenience of its students. By offering morning classes, the Campus recognizes the specific needs of working students. This scheduling choice considers the climate of Parasi, which experiences tropical weather conditions. Morning classes are often more productive during the summer season because they avoid the heat and discomfort associated with midday classes.

References	
Class routines of education and management	Volume 1, Annex 18
Course Admission announcement notices	Volume 1, Annex 12

Horizontal mobility ☒

The Campus supports horizontal mobility through its adherence to Tribhuvan University's "Credit Transfer Rules 2014 A.D." These rules facilitate the transfer of academic credits between institutions. The students at the Campus have the flexibility to transfer to other universities or Campus without losing their academic credits.

Reference	
Credit Transfer Rules 2074 BS	Volume 3, Annex 2

Elective options ☒

The campus provides elective options based on Tribhuvan University's guidelines and the available teaching resources. The campus management committee also intends to add more options in the near future, with consultation and approval from the affiliated Tribhuvan University.

References	
List of Elective Subjects for BBS and B.Ed.	Volume 3, Annex 3
Course Admission announcement notices	Volume 1, Annex 12

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

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

Please give evidence

Palhi Multiple Campus has formed an “Extra-curricular and Community Development Committee” for fostering students' essential soft and life skills, that go beyond the theoretical classroom learning. The committee plans and organizes trainings and workshops to empower students with specific skills, and hence, preparing them for professional success.

- The campus organizes programs aimed at enhancing students' capacity to learn, equipping them with effective learning strategies, and promoting lifelong learning.

Example: Reading skill

- Specialized training sessions are conducted to sharpen students' communication skills, both verbal and written.

Example: verbal and non-verbal communication training

- Numerical skills development programs are offered to improve numerical skills and data analysis techniques.

Example: Numerical skill training

- Information technology training is provided to familiarize students with essential computer applications and promote ethical technology use.

Example: Use of ICT training

- The campus also hosts sessions dedicated to teamwork and independent work skills.

Example: Group Work Activities; Team-Work training

References	
Campus Operational Guideline 2079 - Page no. 28-30 (Extra-curricular and Community Development Committee)	Volume 2, Annex 10
Campus Annual Academic Calendar	Volume 1, Annex 24
Photos, schedule of Students Skill Trainings	Volume 3, Annex 4
Training participants attendance sheet (Capacity to learn, Communication skills, Numerical skills, Use of information technology and Work as a part of a team and independently)	Volume 3, Annex 17

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

Yes ☒ No ☐ If yes, give details.

Palhi Multiple Campus does not currently offer any additional focus programs. However, as part of its strategic plan, the campus has outlined Strategic Initiative to introduce additional elective courses in the future. The campus is planning to design curriculum of additional focused programs in future.

Reference	
Five years strategic plan – Page no. 19 (Strategic Initiatives for Objective One)	Volume 2, Annex 4

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)

Yes,

The subject's committee is in the business of assessing the curriculum for each subject. The Tribhuvan University-determined subject-wise curriculum was assessed by the Subject Committee. The Tribhuvan University has received the findings from the curriculum review with the aim to improving its curriculum.

Reference	
Five years strategic plan – Page no. 19 (Strategic Initiatives)	Volume 2, Annex 4

for Objective One)	
Campus Operational Guideline 2079 - Page no. 32	Volume 2, Annex 10
Curriculum feedback for amendments sent to TU	Volume 3, Annex 18

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

Yes ☒ No ☐ If yes, give details.

The EMIS Unit and Research Management Committee is responsible for collecting responses from academic peers, employers, and stakeholders by using EMIS. The departments routinely organize staff meetings within departments to discuss ongoing issues and problems. A EMIS is made accessible and open to file complaints and suggestions from students, visitors, parents, and staff. The identity of the complaint placer is protected and kept confidential. The campus utilizes EMIS software, where stakeholders can easily register their opinions.

References	
Campus Operational Guideline 2079 - Page no. 34 (Feedback from Stakeholder)	Volume 2, Annex 10
Stakeholder Feedback Collection by using EMIS Software	Volume 2, Annex 21
Summary of recommendation given by stakeholders	Volume 2, Annex 22

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

Palhi Multiple Campus has taken significant steps to enhance students' essential skills beyond traditional classroom learning. To facilitate this, the campus management committee established an "Employment Committee" dedicated to fostering these skills through community outreach and collaboration with local industries. The partnerships are focused on providing practical experiences to students by engaging them in internship and research activities. The employment committee is in responsible for coordinating the campus-industry interaction and encouraging industrial partnerships and collaboration. In addition, the Employment Committee shall responsible for promotion of Job Placement Services.

Partner Industry	Collaborative efforts	Students Benefitted
1.Clock Media Pvt.Ltd.	Internship, Field Visits,	30

	Job...		
2.Kshitij Vidyala Pvt.Ltd.	Internship, Field Visits, Job.	25	
3.Ma Palhi Bhagawati agro farm	Internship, Field Visits, Job.	40	
4.Mariti Food Park Pvt.Ltd.	Internship, Field Visits, Job.	40	

References	
Campus Operational Guideline 2079 - Page no. 19 (Employment Committee)	Volume 2, Annex 10
Five years strategic plan – Page no. 21, 28 (Collaborative strategies with local industries)	Volume 2, Annex 4
Signed MOU with local industry and institutions for Job Placement, visits, Internship	Volume 3, Annex 5
Photos of Student field visits to local Industry	Volume 3, Annex 6

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

The Extra-curricular and Community Development Committee has devised an action plan for extension and outreach programs. These initiatives aim to promote two-way development: first, to instill civic responsibilities among the students, and second, to provide essential support to underprivileged populations.

Here are some initiatives organized by the Committee:

- Guest Seminars: The committee frequently plans and organizes seminars in which inspiring personalities are invited to sensitise the students on their civic responsibilities.

Guest Speaker	Topics Discussed
Mr Krishna Bhattarai	Yoga ,Meditation and Lifestyle

Underprivileged Support Programs: The campus organizes programs that offer support to underprivileged populations through the hands of the students. These initiatives include offering educational resources to those in need.

Event Title	Description; Beneficiaries
Providing teaching materials in Hari Sushil Basic school Ramgram-3.[Copy & pencil distribution]	114 students

- **Community Clean-up:** The committee coordinates/collaborates with **Health, Environment, Sport and Student Mobilization Committee** and fixes community “morning clean-up campaigns” where students and staff are invited to contribute their manpower in cleaning environment, and streets in the campus neighbourhood.

Event	Details; Participants
1.Community sanitation program	Community Clean-up program is conducted in Ramgram-8 Bikunthapur Village with the involvement of students ,teachers and community people.

- **Youth Mentorship:** The campus establishes a mentorship program where students can provide free mentorship/guidance to underprivileged children.
- **Awareness Campaigns:** The committee collaborates with external social organizations in carrying out workshops and awareness campaigns on current social issues such as mental health and gender equality.

External Social Organization	Collaborative Initiatives
Ramgram Jayces	Youth Training [on schedule]
Rotary Club of Nawalparasi	Mental health Screening Camp[on schedule]

References	
Campus Operational Guideline 2079 - Page no. 28-30 (Extra-curricular and Community Development Committee)	Volume 2, Annex 10
Campus Operational Guideline 2079 - Page no. 25-27 (Health, Environment, Sport and Student Mobilization Committee)	Volume 2, Annex 10
Annual Action Plan of Extra-curricular and Community Development Committee	Volume 3, Annex 7
Events Report of Extra-curricular and Community Development Committee	Volume 3, Annex 8
Photo collection of Outreach/Community Development Programs	Volume 3, Annex 9
MOU with External Social Organizations and Local institutions	Volume 3, Annex 10

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)

The Extra-curricular and Community Development Committee organized training sessions for the all-round holistic development of students' personality. Programmes for personality development training are conducted in a secure and welcoming setting where participants are encouraged to be open and honest about their areas of growth. The training session's goal is to provide students a better knowledge of how personality development occurs.

References	
Personality Development Events Report of Extra-curricular and Community Development Committee	Volume 3, Annex 11
Participants list and Photo collection of Personality Development Programs	Volume 3, Annex 12

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

Palhi Multiple Campus puts a strong emphasis on imparting moral and ethical value-based

education as an integral component of its service. The campus is committed to nurturing well-rounded students who possess ethical foundation.

The campus imparts moral and ethical value-based education through the following practices:

- Code of conduct guidelines are established for students, faculty members, administrative staff of the campus. These guidelines are prominently displayed on campus for everyone to follow.
- The institution organizes various religious and motivational programs for both students and staff, fostering a sense of moral and ethical values.

References	
Professional Code of Ethic for teacher and Code of Conduct displayed	Volume 3, Annex 13
Event Report for Motivational Programs	Volume 3, Annex 14
Campus Annual Academic Calendar	Volume 1, Annex 24

Criterion 3: Teaching, Learning and Evaluation

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

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

The campus strictly adheres to the Admission Policy, which aligns closely with the criteria established by Tribhuvan University. The admission process is divided into two crucial stages. First, there is observation of academic Excellency. Those who excel in this phase progress to the interview stage, where they have the opportunity to further demonstrate their qualifications and suitability for the program.

To ensure prospective students are well-informed about the admission process, the campus employs various means such as brochures, flyers, and banners. Interested students can obtain application forms following official announcements and are required to submit them along with their academic certificates.

References	
Campus Annual Academic Calendar	Volume 1, Annex 24
Admission Announcement (Brochure, flyers, banners, advertisement)	Volume 4, Annex 2
Results of Entrance Examination	Volume 4, Annex 3

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

Yes ☒ No ☐ If yes, cite examples.

This assessment begins with a review of students' previous academic records, including their performance in earlier grades. Considering its affiliation with Tribhuvan University, the Palhi Multiple Campus abides by the rules and regulations of the associated university. The campus performs the students' needs and aptitude tests in accordance with TU regulations.

References	
Campus Operational Guideline 2079 - Page no. 32 (Aptitude Test)	Volume 2, Annex 10
Results of Entrance Examination	Volume 4, Annex 3

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

Yes ☒ No ☐

If yes, cite examples (UGC or other supports received in this regard may be indicated).

Campus Chief, and HoD are entrusted with the responsibility of overseeing and coordinating the implementation of bridge and remedial courses. The special team play a crucial role in

organizing and managing these programs, ensuring that academically weak and disadvantaged students receive the necessary support and resources for their academic improvement. The remedial class has been organized for slow learners to improve their educational performance.

References	
Review of external Exam Results	Volume 4, Annex 4
Remedial classes announcement notices with time schedule	Volume 4, Annex 5
Campus Operational Guideline 2079 - Page no. 31 (Remedial Class)	Volume 2, Annex 10
Five years strategic plan – Page no. 19-20, 25-26 (Strategies for remedial courses)	Volume 2, Annex 4

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

Yes ☒ No ☐ If yes, gives details.

The campus strongly encourages teachers to design and use teaching plans, which is an integral part of the academic approach. The department engages all faculty members to develop a comprehensive annual academic plan, covering the entire academic year. Using EMIS, the faculty members are developing lesson and unit plans. The lesson/unit has the following components: the course outline, the teaching-learning objectives, the teaching-learning materials, the methodology, and the immediate outcomes.

References	
Teaching plans prepared by the teachers	Volume 4, Annex 6
Meeting minutes of campus management committee; employ teaching plan	Volume 4, Annex 8
Five years strategic plan – Page no. 19-20 (Strategies related to teaching plan)	Volume 2, Annex 4

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

Yes ☒ No ☐

If yes, give details of implementation in terms of monitoring, coverage, correction, etc.

The campus ensures that its syllabi are well-coordinated with both the academic and teaching calendar. This alignment is achieved through a collaborative approach involving various stakeholders. The campus maintains its own academic calendar, which is carefully synchronized with the academic timeline established by Tribhuvan University (TU). Since TU defines crucial dates, including examination schedules, the campus closely adheres to these university timelines.

To facilitate this synchronization, the Subject Committee and relevant departments convene periodic meetings. During these meetings, they deliberate on strategies to effectively align the syllabi with the academic calendar issued by the university. This process also involves fitting the syllabi into the local academic calendar developed by the campus itself.

Furthermore, the campus places emphasis on timely syllabus completion. This approach not only allows sufficient room for course revisions but also adequately prepares students for their final examinations. Through meticulous monitoring and adjustment, the campus maintains a harmonious relationship between syllabi and the academic calendar, thereby ensuring a structured and fruitful educational experience for its students.

References	
Campus Annual Academic Calendar	Volume 1, Annex 24
Syllabus of the academic programs	Volume 4, Annex 10a
Review meeting of the subject committee whether there is alignment between the syllabus and the academic calendar	Volume 4, Annex 10b

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

The campus employs a variety of teaching methods to supplement the traditional lecture approach, each with specific weightage in terms of hours, as prescribed in the lesson plan:

Multimedia and Virtual Classes

Alongside traditional lectures, the campus utilizes multimedia and virtual classes through EMIS. These methods provide visual and interactive learning opportunities.

Field Visits and Excursions

Students are encouraged to participate in field visits and excursions to gain practical insights into their subjects.

Internships

Internships offer real-world experience in various fields such as business, research, and healthcare.

Internal Assignments and Presentations

Students complete internal assignments and presentations, enhancing critical thinking and communication skills.

Diverse Pedagogies

The campus offers flexibility in selecting teaching methods, accommodating various learning styles. This flexibility ensures that instructors can tailor their approaches to specific subjects and student needs. Teachers are using student-centric teaching methods to supplement lecture methods as far as possible.

References	
Photo collection of multimedia classes (Video Documentary Screening, Projection based Presentation Seminar)	Volume 4, Annex 11
Selected samples of student's personal project work document	Volume 4, Annex 12
Photo collection of field visits and excursions	Volume 4, Annex 13
Five years strategic plan – Page no. 19-20 (Strategies related to teaching plan)	Volume 2, Annex 4
Teaching plans prepared by the teachers	Volume 4, Annex 6

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

Yes ☒ No ☐ If yes, give details about the facilities.

The campus provides facilities for the preparation of teaching aids, including audio visuals and multimedia presentations, to support effective teaching. Faculty members are encouraged to create and utilize these aids to enhance the learning experience for students.

Additionally, the campus is responsive to faculty demands and purchases necessary audio-visuals and instructional aids to ensure that the teachers have adequate resources to enhance their teaching methods. The campus is committed to well-equipped campus with modern teaching aids, including Multimedia Projectors, interactive smart boards, and computers, all aimed at enhancing the teaching-learning process. Students and faculty have daily access to all resources including the multimedia room as needed.

References	
Photos of Multimedia room including projector and computer/laptop	Volume 4, Annex 14
Selected samples of multimedia presentations prepared by students and teachers	Volume 4, Annex 15
Five years strategic plan – Page no. 19-20 (Strategies related to teaching plan)	Volume 2, Annex 4

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

Work load per week (for full time teachers): 24 periods

Work load per week (for part time teachers): 18 periods

Ratio of full-time teachers to part-time teachers: 60 :40

Ratio of teaching staff to non-teaching staff: 75:25

Percentage of classes taught by full-time faculty: 70.5%

Number of visiting professors/practitioners: 0

The SSR write-up team requests the IQAC team to provide information so that the write-up team can formulate a suitable response.

Reference	
Class routine of management and education	Volume 1, Annex 18

Campus management committee decision regarding teacher workload	Volume 1, Annex 32
Campus Annual Academic Calendar	Volume 1, Annex 24

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

Yes ☒ No ☐ If yes give evidence.

The particular department conducts an “Orientation Program” for newly enrolled students, ensuring they are informed about the institution's policies, rules, programs, evaluation system, code of conduct and teaching-learning process. This program is supervised by Campus Chief, who are responsible for monitoring education process. Some of the information is also disseminated through campus prospectus and admission announcement advertisements.

References	
Campus Operational Guideline 2079 - Page no. 31 (Induction Program)	Volume 2, Annex 10
Campus Prospectus	Volume 1, Annex 11
Course Admission announcement notices	Volume 1, Annex 12
Photos, Schedule, Attendance and Presentation slides of Induction Program	Volume 4, Annex 16

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

Yes ☒ No ☐

If yes give evidence.

Yes, the campus ensures that evaluation methods are communicated to students right at the beginning of the academic session. This is achieved through a structured orientation program designed to sensitize students to the overall academic and student evaluation process and procedures. Additionally, faculty members’ play a role by providing introductory classes to students at the very start of the academic session, ensuring ensures that students are well-informed about the evaluation methods and academic expectations.

References	
Campus Annual Academic Calendar	Volume 1, Annex 24
Campus Prospectus	Volume 1, Annex 11
Course Admission announcement notices	Volume 1, Annex 12
Photos, Schedule, Attendance and Presentation slides of In-duction Program	Volume 4, Annex 16

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

Yes ☒ No ☐ If yes, give details

The subject committee is assigned the responsibility of analyzing the educational progress of the individual students based on the scores obtained by the students in the examination. After the publication of the results of the internal and external examinations, the subject committee analyzes the educational progress of all the students. It is advised that students who receive unsatisfactory scores take remedial classes. In addition, the results of the examination have been documented in a systematic manner through the educational management information system.

References	
Meeting minutes of Exam Section; Announcement of exam schedule	Volume 4, Annex 17
Campus Operational Guideline 2079 - Page no. 48	Volume 2, Annex 10
Student Result analysis sheet	Volume 4, Annex 18

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 Advertise-ment	Selection Committee For-	Examina-tion by Selection Committee	Evalua-tion of Demo Classes	Interview by Selec-tion Commit-	Job Con-tract Through Formal

		mation			tee	Appoint- ment Letter
Self-Funded	2	2	2	1	2	2
Government Funded						
Any other category						

Recruitment for teaching staff is done through open competition:

- **Issue vacancy notice**
- **Shortlist applications**
- **Call candidates for written test and interviews**
- **Demo class**
- **Induction Orientation**

References	
Educational Administrative Rules 2080	Volume 4, Annex 19
Campus Operational Guideline 2079 - Page no. 19-21 (Employment Committee)	Volume 2, Annex 10
Vacancy announcement notice along with Employment Committee's meeting minutes	Volume 1, Annex 13
Evaluation Documents for writing and interview test	Volume 1, Annex 14
Photos related to recruitment	Volume 1, Annex 15
Appointment letter for teaching staff including job description	Volume 1, Annex 16

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 oper-	From other districts

ates			
Year I: 2078/079	Year II: 2079/080	Year I: 2078/079	Year II: 2079/080
0	3	0	0

Reference	
Appointment Letter of teacher recruited during the last two years	Volume 4, Annex 27

38. (a). Does the institution have the freedom and the resources to appoint and pay temporary/ad hoc teaching staff? Are such provisions define in the institution act/board decision/minute? (0.5)

Yes ☒ No ☐

If yes, give details of their salary structure and other benefits.

Yes, the campus has the autonomy to appoint and compensate temporary or ad-hoc teaching staff. The procedures and provisions for such appointments are well-defined within the campus's policies and guidelines.

The campus operates under the oversight of a staff recruitment and management committee, which oversees all aspects of staff recruitment, from initial vacancy announcements to appointments. As part of its policy, the campus permits the Campus Chief to hire temporary teaching staff for duration of up to one year. The salary structure and other benefits for temporary staff are defined in accordance with the campus's policies and guidelines.

References	
List of teaching staff	Volume 1, Annex 17
Appointment letter for teaching staff including job description	Volume 1, Annex 16

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

Yes ☒ No ☐

If yes give details

Yes, the campus has provisions and practices for inviting visiting/guest faculty on a regular basis. These guest lecturers and resource persons are invited as needed to enhance the learning experience for students, including during orientation classes for new students. This approach ensures that guest lecture contribute to the educational enrichment of students at the campus. The campus chief invites a notable individual or expert in the field to present a guest lecture based on the recommendation of the head of department and the coordinators of the committee.

References	
Five years strategic plan – Page no. 21 (Strategies related to inviting guest lecture)	Volume 2, Annex 4
Invitation letter to guest lecturer	Volume 4, Annex 20

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

Particulars	Participants	Resource persons	Organizer
Institutional level	19	0	1
National level	11	0	0
International level	0	0	0

References	
Participation or nomination letter for seminar, workshop and training	Volume 4, Annex 30
Invitation letter for seminar, workshop and training	Volume 4, Annex 26
Certificate or participation certificates	Volume 4, Annex 31
Faculty Development Plan	Volume 4, Annex 32

40. Does the institution follow the self-appraisal method to evaluate the performance of the faculty in teaching, research and extension program? (0.5)

Yes ☒ No ☐

If yes, how are teachers encouraged to use the feedback? Provide justifications.

Yes, the campus employed the self-appraisal method to evaluate the performance of faculty members. Each faculty is encouraging to utilize the feedback obtained through the appraisal process as a valuable tool for continuous improvement and professional growth. The main pillars of performance evaluation include research, teaching, and extension initiatives.

By actively reflecting on their performance, identifying strengths, and recognizing areas for improvement, faculty members can enhance their teaching effectiveness, research outcomes, and extension activities. This process enables them to make targeted changes and enhancements to their work, ultimately benefiting both the faculty members themselves and the campus as a whole. The self-appraisal method fosters a culture of self-awareness, accountability, and commitment to excellence among faculty members, ensuring that the campus's teaching, research, and extension programs consistently strive for higher standards and quality outcomes.

References	
Campus Operational Guideline 2079 - Page no. 34 (Performance Appraisal)	Volume 2, Annex 10
Meeting minutes of campus management committee; Endorsement of performance appraisal framework	Volume 4, Annex 33a
Filled Self-Performance Appraisal Form for faculty	Volume 4, Annex 33b
Performance Appraisal Forms for faculty and Staff filled by Students	Volume 4, Annex 33c
Performance Appraisal Forms for faculty and Staff filled by Peers	Volume 4, Annex 33d
Performance Appraisal Forms for faculty and Staff filled by Campus Chief	Volume 4, Annex 33e

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

Yes ☒ No ☐

If yes, give details of the same and state how the results of the appraisal are used.

The internal quality assurance committee established a structure for evaluations of performance. The format has been put into use after being authorized by the Campus management committee. There are four steps involved in performance evaluation. Self-evaluation occurs in the first step, followed by assessments from colleagues in the second, students in the third, and the Chief review the performance appraisal form at the final stage. Providing appropriate feedback on each person's performance is one of the performance appraisal's foremost objectives.

Reference	
Campus Operational Guideline 2079 - Page no. 34 (Performance Appraisal)	Volume 2, Annex 10
Meeting minutes of campus management committee; Endorsement of performance appraisal framework	Volume 4, Annex 33a
Filled Self-Performance Appraisal Form for faculty	Volume 4, Annex 33b
Performance Appraisal Forms for faculty and Staff filled by Students	Volume 4, Annex 33c
Performance Appraisal Forms for faculty and Staff filled by Peers	Volume 4, Annex 33d
Performance Appraisal Forms for faculty and Staff filled by Campus Chief	Volume 4, Annex 33e

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

Yes ☒ No ☐

If yes, what is the significant feedback from students and how has it been used?

The campus placed a strong emphasis on collecting and analyzing student feedback to enhance the overall learning experience. Through the Student Satisfaction Survey conducted by the Research Management Committee, students have a platform to express their views on various aspects of their educational journey. This feedback is carefully reviewed and analyzed by the management team, driving actionable plans to elevate the campus's performance and facilities, ensuring responsiveness to evolving student needs.

The establishment of the Student Quality Circle exemplifies the campus's dedication to giv-

ing students a voice in shaping their education. Comprising students from various grades, this committee actively participates in meetings with campus leadership and the IQAC, contributing to ongoing efforts to refine and enrich the teaching-learning process.

References	
Campus Operational Guideline 2079 - Page no. 11 (Guidelines for Research Management Committee)	Volume 2, Annex 10
Research Management Committee Annual Plan	Volume 4, Annex 22
Stakeholder Feedback Survey forms and reports	Volume 4, Annex 23

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

Yes ☒ No ☐ If yes, give details.

External Workshops and Refresher Courses

Faculty members actively participate in workshops and refresher courses conducted by Tribhuvan University. These external programs play a crucial role in keeping educators updated with the latest developments in their respective fields.

Collaboration with Public Campus Association

The institution collaborates with the Public Campus Association to encourage faculty members to engage in faculty development programs. These programs provide valuable opportunities for professional growth and skill enhancement.

Internal Faculty Development Initiatives

The Faculty Development yearly plan was devised and implemented into effect by the campus itself to improve the professional capabilities of the faculty. The campus takes a proactive approach to faculty development by organizing its own “Faculty and Staff Capacity Development Program”. The program often involves inviting resource persons to conduct workshops, seminars, and training sessions for faculty members. Additionally, to facilitate faculty participation in these development programs, the campus provides support such as paid leave, travel costs, and other necessary resources.

References	
Campus Operational Guideline 2079 - Page no. 34 (Faculty and Staff Capacity Development Program)	Volume 2, Annex 10
Photo of Faculty Development Programs and attendance sheet	Volume 4, Annex 24
Training Certificates	Volume 4, Annex 25
Invitation letters from TU and other organization	Volume 4, Annex 26

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
Academic writing	20
Digital Transformation Issues and challenges , Training	2
Data collection and analysis training	2
Refresher training on BBS course Dissemination pedagogy and evaluation	5

Reference	
List of participants on faculty development programs	Volume 4, Annex 28

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

The campus has been focusing on inter-faculty peer teaching whereby faculty members support one another in various aspects of interdisciplinary subject matters as well as provide relevant feedback and support to the peers. Students are also making classroom presentation as an assessment modality.

Reference	
Attendance and photos of inter-faculty peer teaching	Volume 2, Annex 32

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

The Palhi Multiple Campus has been done Memorandums of Understanding (MoU) with national higher education institutions. These collaborations are designed to promote teaching and research initiatives. In addition to national partnerships, the campus has been trying to expand network and linkages with international higher education institutions. These international MoU open doors to global opportunities for faculty and students.

Criterion 4: Research, Consultancy and Extension

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

Enhancing academic multidisciplinary research and innovation is a priority for the Palhi Multiple Campus. So, in order to promote research and innovation, campus administration has set aside funds and other resources. The campus allocated 3percent for research initiative.

References	
Annual Budget 2080/2081	Volume 5, Annex 1
Higher Education Research Policy, Page No-5	Volume 5, Annex 3

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

Palhi Multiple Campus employs a multifaceted approach to promote research effectively:

Study Leave for Teachers

Faculty members are provided study leave, enabling them to dedicate time to research endeavors.

Reference

Higher Education Research Policy, Page No-5 (Volume 5, Annex 3)

Seed Funding for Research

Teachers are offered seed money to initiate and complete their research projects.

Reference

Higher Education Research Policy, Page No-6 (Volume 5, Annex 3)

Dedicated Research Committee

The campus has established a Research Committee (RMC) responsible for conducting and managing all research-related activities. This committee plays a central role in coordinating research efforts within the campus.

Teaching Load Adjustment

The workload assigned to instructors has been approved by the Campus Management Committee. The workload of faculty members is parted into four categories: research, counseling, extracurricular activities, and instruction.

References	
Meeting minutes of campus management committee; Formation of Research Management Committee	Volume 5, Annex 2
Campus Operational Guideline 2079 - Page no. 10-13 (Guidelines for Research Management Committee)	Volume 2, Annex 10
Research Management Committee Annual Plan	Volume 4, Annex 22
Higher Education Research Policy 2079	Volume 5, Annex 3
Campus management committee decision regarding teacher workload	Volume 1, Annex 32

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

Yes ☐ No ☒ If yes, give details

Palhi Multiple Campus does not currently offer PhD-level programs.

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

Teachers are performing dissertation supervisions as well as regularly engaged in publishing research articles.

Reference	
List of ongoing research activities within the campus	Volume 5, Annex 5a

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

Level	Enrollment Status		Total
	Full Time	Part Time	
MPhil			
PhD			

Palhi Multiple Campus does not currently offer MPhil/PhD-level programs.

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

Palhi Multiple Campus does not currently offer MPhil/PhD-level programs.

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

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

Yes, Palhi Multiple Campus provides financial support to its research students. The institution allocates budget to support students in conducting various surveys and research activities. The Research Management Committee (RMC) is responsible for overseeing this pro-

cess. It solicits research proposals from students and disburses research grants to support their projects.

References	
List of ongoing research activities within the campus	Volume 5, Annex 5a

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

Total number of projects	Project Revenues (in NRs.)
1	25,000

Reference	
List of ongoing research activities including budget	Volume 5, Annex 5b

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

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

The Palhi Multiple Campus initiated the collaborative research initiative partnership with other agencies.

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

The campus has organized Academic writing training for faculty members. The main objectives of the training were to promote academic writing and publications.

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

Yes ☒ No ☐ If yes, give details.

The higher education research policy explicitly stated that campus should provide research consulting services to other organizations. Strengthening the research consulting service is a top priority for the Research Management Committee.

Reference	
Higher Education Research Policy, Page No-7	Volume 5, Annex 3

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

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

Full-time ☒ Part-time ☐ Additional charge ☐

Yes, Palhi Multiple Campus has a designated committee called the "Extra-curricular and Community Development Committee" for planning and executing all kinds of extension and outreach activities. The committee for extracurricular and community development's main responsibility is to plan outreach and extension initiatives that target underprivileged populations. The Extra-curricular and Community Development Committee Coordinator is works as a designated authorized person for extension and outreach programs. The committee consists of five members:

Position	Composition
Coordinator	Faculty Member
Member from Management	Representative from Campus Management Committee
Member from Local Area	Representative from the Local Residents' Association
Student Representative	Student Representative from the Student Quality Circle
Secretary	Department Head or Faculty Member

The coordinator serves as the focal point and is responsible for coordinating and leading various extension activities and community development programs involving all campus de-

partments, branches, and units. The committee's primary objective is to provide dynamic leadership for promoting and overseeing extracurricular and community development activities within the campus.

References	
Campus Operational Guideline 2079 - Page no. 28-30 (Extra-curricular and Community Development Committee)	Volume 2, Annex 10
Meeting minutes of Campus Management Committee; Formation of Extra-curricular and Community Development Committee	Volume 5, Annex 9
Annual Action Plan of Extra-curricular and Community Development Committee	Volume 3, Annex 7
Outreach Program Report of Extra-curricular and Community Development Committee	Volume 3, Annex 8

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

- Community development ☒
- Training in Disaster Management ☐
- Health and hygiene awareness ☒
- Medical camps ☐
- Adult education and literacy ☐
- Blood donation camps ☐
- AIDS awareness ☒
- Environment awareness ☒
- Any other ☐

The "Extra-curricular and Community Development Committee" responsible for planning and executing a wide array of extension and outreach activities. These activities encompass various aspects such as community development, health and hygiene awareness, blood donation camps, and environment awareness programs. One of the committee's significant responsibilities is to act as a catalyst for positive change by coordinating and leading these activities, thereby fostering personal development among students and contributing to the bet-

terment of the local community. Hand washing program was organized at the school. Organize environment awareness program for school students.

References	
List of participants and photos of community development programs	Volume 5, Annex 13a
List of participants and photos of Hand Washing and Environment awareness program	Volume 5, Annex 13b

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

Yes ☒ No ☐ If yes, justify.

The Extra-curricular and Community Development Committee has devised an action plan for extension and outreach programs. These initiatives aim to promote two-way development: first, to instill civic responsibilities among the students, and second, to provide essential support to underprivileged populations.

Here are some initiatives organized by the Committee:

Community Clean-up

Collaborating with the Health, Environment, Sport, and Student Mobilization Committee, the committee organizes community clean-up campaigns, encouraging students and staff to contribute their time and effort to enhance the cleanliness of the campus and its surroundings.

Youth Mentorship

The committee has established a mentorship program. The life skill training programs was organized to schools' students.

Awareness Campaigns

The committee partners with external social organizations to conduct workshops and awareness campaigns on pressing societal issues like early marriage.

References	
Campus Operational Guideline 2079 - Page no. 28-30 (Extra-curricular and Community Development Committee)	Volume 2, Annex 10
Meeting minutes of Extra-curricular and Community Development Committee; Planning and Announcement of extension and outreach activities	Volume 5, Annex 10
Annual Action Plan of Extra-curricular and Community Development Committee	Volume 3, Annex 7
Outreach Program Report of Extra-curricular and Community Development Committee	Volume 3, Annex 8
Campus Operational Guideline 2079 - Page no. 25-27 (Health, Environment, Sport and Student Mobilization Committee)	Volume 2, Annex 10
Participants list and photos of outreach programs - community clean up, life skill training and training on early marriage.	Volume 5, Annex 14

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

At Palhi Multiple Campus, students and faculty are encouraged to engage in extension activities, providing a well-rounded educational experience. These activities enhance their understanding of the curriculum and teaching methods while facilitating the evaluation of their overall performance.

Participation in extension activities also serves as a criterion for faculty promotions and incentives. Although specific approaches aren't outlined, the institution recognizes the importance of these activities. To further encourage involvement, defined approaches like recognition, rewards, mentorship, and curriculum integration could be considered. Furthermore, involvement in the extension programme is a crucial metric for evaluating the performance of the teachers.

References	
Teacher Attendance sheets on extension programs	Volume 5, Annex 11

Minutes of the Campus Management Committee meeting mentioning the teacher's involvement to extension and out-reach programmes.	Volume 5, Annex 12
Performance Appraisal Forms for faculty and Staff filled by Peers	Volume 4, Annex 33d

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

The campus has established Memorandums of Understanding (MoU) with several government and non-governmental organizations. These collaborations are designed to carry out extension and outreach activities as collaborative efforts.

Here is the list of linkages established by the campus:

Collaborative Partner	Efforts
1.Ramgram Jayces	Awarenes & Youth Training
2.Rotary Club of Nawal-parasi.	Mental Health Screening Program

References	
MoU with government agencies and NGOs	Volume 5, Annex 15
Meeting minutes of Extra-curricular and Community Development Committee; organize collaborative extension and out-reach programs	Volume 5, Annex 16

Criterion 5: Infrastructure and Learning Resources

A. General Physical Infrastructure

63. Does the institution have a comprehensive master plan indicating the existing buildings and the projected expansion in the future? (0.5)

Yes, Palhi Multiple Campus has undergone significant development and expansion in its physical infrastructure since its establishment. When the campus was initially established, it did not have its own building and was run within the premises of Adarsha Secondary School Parasi. Later, it shifted to its own building in Ramgram 4 Jeetpur, which was constructed with contributions from the local community.

Over time, recognizing the need for additional facilities, the campus expanded its physical infrastructure. In 2060 BS, the present administrative building was constructed, and in 2068 BS, the BBS block was built with financial support from UGC, Nepal. The campus also constructed a park within its premises during the same year. Other facilities include a canteen, rest areas (Chaupari), a basketball court, and a volleyball court located at the center of the campus.

The campus currently owns five buildings, with one administrative building under construction. Among these buildings, 24 rooms serve as classrooms, one room is designated as a library, one for storage, and four are used for administrative purposes. While the campus's physical infrastructure fulfills its present requirements, there is a plan to prioritize the renovation and beautification of the campus premises.

A **“Fiscal, Logistic and Maintenance Committee”** has been formed to address this sector, in the planning and execution of various activities related to the campus's physical infrastructure. The committee is tasked with gathering inputs and recommendations from various sub-committees to formulate the campus's annual budget, and create an annual maintenance and repair plan. The committee is also actively engaged in developing a comprehensive master plan for future physical development of the campus.

The Fiscal, Logistic and Maintenance Committee has appointed a technician as a consultant and prepared a master plan for the campus. The consultant prepared wide-ranging Master Plan of the campus. Within the master plan, the buildings, vacant land, roads and gardens are clearly delineated.

References	
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Five years strategic plan – Page no. 3-4 (Physical Infrastructure)	Volume 2, Annex 4
Campus Operational Guideline 2079 - Page no. 22-24 (Fiscal, Logistic and Maintenance Committee)	Volume 2, Annex 10
Meeting minutes of Campus Management Committee; Formation of Fiscal, Logistic and Maintenance Committee	Volume 6, Annex 1
Action Plan of Fiscal, Logistic and Maintenance Committee	Volume 6, Annex 2
Meeting minutes of Campus Management Committee; Approval of Action Plan of Fiscal, Logistic and Maintenance Committee	Volume 6, Annex 3
Master Plan of campus	Volume 6, Annex 4
Meeting minutes of Campus Management Committee; Endorsement of Master Plan	Volume 6, Annex 5

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 established the Fiscal, Logistic, and Maintenance Committee to ensure transparent and modern financial and accounting practices, as per the general principles and laws of the Government of Nepal.

The committee consists of five members:

Position	Composition
Chairperson	Campus Chief
Member	Representative from the Campus Administration Committee
Member	Coordinator of the Internal Quality Assurance Committee
Member	Heads of Departments or Faculty
Secretary	Head of the Finance Department

The primary objective of this committee is to ensure the efficient utilization of available resources while conducting financial operations for the campus. It plays a crucial role in planning and executing financial activities, procurement, and maintenance efforts to support the

academic growth and infrastructure development of the campus.

Technically, based on the Master Plan and availability of financial resources, the campus has formulated a Five-year strategic plan to implement activity of physical & infrastructure development . To implement the plan, the campus management committee is coordinating and collaborating with various donor agencies to gather financial resources. The management of financial resources will play a key role in the implementation of the physical development plan.

References	
Campus Operational Guideline 2079 - Page no. 22-24 (Fiscal, Logistic and Maintenance Committee)	Volume 2, Annex 10
Physical Infrastructure Development Plan	Volume 6, Annex 6a
CMC decision for endorsement of Five Years Physical Infrastructure Development Plan	Volume 6, Annex 6b
Five years strategic plan – Page no. 3-4 (Physical Infrastructure)	Volume 2, Annex 4

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

- Laboratory
- Library
- Others

Give details.

Laboratory

A computer lab has been established for easy access to students and teachers. Computer lab users are given access to internet services.

Library

The campus has allocated resources and facilities and established a library. The campus laboratory has been developed as a e-library through the educational management information system.

Available Support Facilities	Details
Laboratory Facilities	Available for practical learning in various subjects
Library	Spacious library with approximately 4331books
Computer Lab	Equipped with 5 sets of computers for digital access
Drinking Water Facility	Provides clean and safe drinking water
Toilets	4 sets of toilet on campus premises (separate facilities)
Playground	Spacious area for sports and outdoor activities
Motorable Roads	Good access to motorable roads for transportation

In addition to these existing facilities, there are several planned initiatives to further improve the support infrastructure:

Support Facilities Under Construction	Details
Internet Access	Planned for internet facility to students and teachers
Dress Change Room	Constructed Dress Change Room for girls and female employees.
Sanitary Napkin Facility	Campus providing free Sanitary Pad for girls and female employees.
Health Services and Sick Room	Establish health unit and constructed sick room.
Sports and Recreation	Expansion planned to promote physical well-being and leisure

References	
List of Physical Infrastructures and Support Facilities	Volume 6, Annex 7
Photo collection of Infrastructures and Support Facilities	Volume 6, Annex 8
Five years strategic plan – Page no. 3-4 (Physical Infrastructure)	Volume 2, Annex 4

65. Does the institution have provision for regular maintenance of its infrastructure? Provide

scheme. (0.5)

The Fiscal, Logistic and Maintenance Committee has formulated and implemented the annual maintenance plan. Also, the necessary budget has been allocated for maintenance in the annual budget. As it is a routine operation, practical aspects have been taken into consideration while formulating the maintenance plan as much as possible.

In the previous year, 6,50,197 was spent on maintenance, and a budget of 3,85,000 has been allocated for the current year. The committee's proactive approach ensures that the campus facilities remain well-maintained, providing an optimal environment for teaching, learning, and other activities while adhering to government regulations and accounting principles.

References	
Annual Maintenance Plan	Volume 6, Annex 9a
Latest Annual Maintenance Report	Volume 6, Annex 9b
Annual Budget 2080/081	Volume 5, Annex 1

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

The campus ensures optimum utilization of its infrastructure facilities through a comprehensive five-year "Infrastructure and Facilities Optimum Utilization Plan." This plan is prepared by the Fiscal, Logistic, and Maintenance Committee, which conducts regular assessments of the campus's needs, including academic requirements, maintenance schedules, and service provisions. The plan includes budget allocation for necessary infrastructure improvements and enhancements.

References	
Campus Operational Guideline 2079 - Page no. 24 (Fiscal, Logistic and Maintenance Committee)	Volume 2, Annex 10
Infrastructure and Facilities Optimum Utilization Plan	Volume 6, Annex 10
Meeting minutes of Campus Management Committee; Approval of Infrastructure and Facilities Optimum Utilization	Volume 6, Annex 11

Plan	
Action Plan of Fiscal, Logistic and Maintenance Committee	Volume 6, Annex 2

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

Yes ☒ No ☐ If yes, give clearly defined regulations.

The Campus Management Committee has adopted a strategy of allowing other organizations to use the physical facilities and resources of the campus. But other organizations have to pay the specified amount for using the physical and service facilities of the campus. It is a resource management strategy adopted by the Campus Management Committee to raise

References	
Letters of providing facilities to external agencies	Volume 6, Annex 12
Infrastructure and Facilities Optimum Utilization Plan	Volume 6, Annex 10

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

The campus places great emphasis on upholding a clean, green, and pollution-free environment, with the Health, Environment, Sport, and Student Mobilization Committee at the forefront of these efforts.

Student-Led Initiatives

The committee engages students through clubs and programs, empowering them to actively participate in campus cleanliness and green initiatives. Students organize sanitation programs that instill a sense of responsibility and community engagement. For instance, regular "morning clean-up campaigns" encourage students and staff to contribute to cleaning the campus vicinity.

Collaboration

The committee collaborates with the local community, fostering a shared commitment to environmental sustainability. It actively organizes tree-planting drives, maintains the campus playground, and allows locals to gather grass for livestock feed.

Contribution of Staff

To maintain high standards of hygiene, the campus employs part-time staff dedicated to cleanliness. These individuals work diligently to ensure a pristine environment conducive to learning and living.

References	
Campus Operational Guideline 2079 - Page no. 25-27 (Health, Environment, Sport and Student Mobilization Committee)	Volume 2, Annex 10
Yearly Plan of Health, Environment, Sport and Student Mobilization Committee	Volume 6, Annex 13
Photo collection of clean up drives	Volume 6, Annex 14

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 accessible to the faculty ☒
- Internet accessible to the faculty ☒
- Internet accessible to the faculty ☒

The campus currently maintains a computer laboratory equipped with 5 computer sets, ensuring convenient access to digital resources and the capacity to engage in computer-based tasks for both students and faculty members. Computers or laptops have been arranged for performance in departments and branches. All the teaching staff are provided with internet facilities.

Furthermore, the institution has future plans to expand its computer facilities by establishing dedicated internet and computer halls. These halls will serve as accessible spaces for faculty, staff, and students, facilitating convenient internet access and utilization of associated resources.

References	
Photos of Computer Lab	Volume 6, Annex 15a

Agreement with Internet Service Provider	Volume 6, Annex 15b
Five years strategic plan – Page no. 3-4 (Physical Infrastructure)	Volume 2, Annex 4
Action Plan of Fiscal, Logistic and Maintenance Committee	Volume 6, Annex 2

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

The computer lab is accessible during campus working hours.

References	
Computer Lab Operational Manuals	Volume 6, Annex 16a
Notice on Computer Lab Operating Hours	Volume 6, Annex 16b

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

Desktop computers or laptops have been provided to all departments and branches as required. In the future, the campus aims to provide computers to all staff and teachers.

References	
Photos of Office/ Department showcasing placement of Computers	Volume 6, Annex 17a

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

The campus has installed CCTV (Closed-Circuit Television) facilities at the strategic location for security purposes. These provisions will be made to facilitate academic and administrative activities. In addition, campus provided internet services to all staff and teachers. The internet will be accessible to all faculty, staff, and students, providing them with digital resources and connectivity for various tasks. The implementation and management of these facilities will be overseen by the Fiscal, Logistic, and Maintenance Committee, which is responsible for the administration and maintenance of such services.

References	
Five years strategic plan – Page no. 3-4 (Physical Infrastructure)	Volume 2, Annex 4
Action Plan of Fiscal, Logistic and Maintenance Committee	Volume 6, Annex 2
Agreement with Internet Service Provider	Volume 6, Annex 15b
Photos of CCTV	Volume 6, Annex 17b

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

The Educational Management Information Systems Unit conducted a brief qualitative study on the positive outcomes of computer aided learning packages. During the study, the opinions of teachers, staff and students have been collected and analyzed.

References	
Brief outcomes study of computer aided learning packages.	Volume 6, Annex 17c

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

The campus prioritizes the maintenance and updating of its computer facilities to ensure their optimal performance. This responsibility falls under the purview of the Fiscal, Logistic, and Maintenance Committee, which has developed a comprehensive annual maintenance plan.

In the fiscal year 2080/81 BS, a substantial budget of has been allocated to cover the maintenance of various critical components of the computer infrastructure. This maintenance plan encompasses a wide range of computer-related equipment, including computers, printers, inverters, CCTV systems, internet infrastructure, smart boards, projectors, Photocopiers, and other essential devices.

References	
Annual Maintenance Report	Volume 6, Annex 9

MOU for computer maintenance	Volume 6, Annex 18a
Action Plan of Fiscal, Logistic and Maintenance Committee	Volume 6, Annex 2

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

Formal negotiations on the sharing of resources and services for mutual advantage are now taking place with other educational institutions. The campus has decided to employ formal Memorandums of Understanding (MoUs) with other higher education institutions to use the service facilities.

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

The management of health services falls under the responsibility of the Health, Environment, Sport, and Student Mobilization Committee. The committee coordinates with other committees and units to ensure that the campus community has access to necessary health support and care.

Sick Room Facility

The campus has established a dedicated sick room facility for teachers, students, staffs. This initiative aims to cater to the primary and emergency healthcare needs of students, teachers, staff, and visitors. It will provide first-aid services and support for any health-related concerns that may arise on campus.

Sanitary Napkin Facility

The campus has been providing a sanitary napkin facility for female teachers and students.

Drinking Water Facility

The campus provides clean and safe drinking water.

First Aid Services

The First Aid Services are provided to teachers, students, staff and visitors.

References	
List of Health Support Facilities	Volume 6, Annex 19
Photo collection of Sick Room, Drinking water, First Aid and Sanitary Pad	Volume 6, Annex 20
Five years strategic plan – Page no. 3-4 (Physical Infrastructure)	Volume 2, Annex 4
Campus Operational Guideline 2079 - Page no. 25-27 (Health, Environment, Sport and Student Mobilization Committee)	Volume 2, Annex 10
Yearly Plan of Health, Environment, Sport and Student Mobilization Committee	Volume 6, Annex 13

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

The campus has a spacious playground, offering ample room for sports and outdoor activities. The campus is planning to expand its sports and recreation facilities to promote physical well-being and leisure activities among the campus community. This expansion will also encourage students and staff to engage in sports and outdoor activities.

Here is the list of sports equipment:

Sports Equipment	Quantity (in number/sets)
1. Foot ball	3ps
2. Volley Ball + Net	3 set
3. Tennis	1set
4. Table Tennis	2set
5. Badminton racket	2set
6. Basket Ball	1 ps
7. Shot Put	2 ps
8. Javlin	1 ps

References	
List of Sports Support Facilities	Volume 6, Annex 21
Photos of Sports Equipment	Volume 6, Annex 22
Photos of Campus Play Ground	Volume 1, Annex 27

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

The campus offers scholarships to both academically outstanding students and those who excel in sports. These scholarships are designed to facilitate continuous education and promote diversity among students. The aim is to maintain high educational standards and expand access to higher education for all segments of society in Nepal.

Types of scholarships offered by the Palhi Multiple Campus:

- Merit-based Scholarship
- Classified Scholarship
- Sports Scholarships
- Scholarship for differently-abled students
- Need-based Scholarship
- Scholarships for offspring of faculty members and staff
- Reserved Scholarships by Government of Nepal

The scholarships are awarded through an application process overseen by the Scholarship Committee, which determines the number of recipients and the scholarship amount. The Committee is responsible for administering scholarships in accordance with the scholarship operational guidelines.

The committee provides sports scholarships to students who demonstrate exceptional talent and achievements in sports. These scholarships aim to encourage students to continue their education while pursuing their sports careers.

Here is the list of students who received sports scholarships:

Name of Student	Age	Sex	Class
1. Prabhakar Gupta	24 Years	Male	BBS 2nd
2. Diwakar Gupta	20 Years	Male	B.Ed 1st
3. Kuldip Gupta	21 Years	Male	BBS 1st

References	
Scholarship Operational Guideline 2079	Volume 6, Annex 23
Campus Operational Guideline 2079 - Page no. 14-16 (Guidelines for Student Service Committee)	Volume 2, Annex 10
List of athletes receiving scholarships	Volume 6, Annex 24

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

Particulars	Participation of Students	Outcomes
District		
National	Province level sport competitions	Development of sportsmanship and exposure
International		

References	
Collection of Student Certificates and participation letters in external events during the last year	Volume 6, Annex 25

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

There aren't any hostel accommodations on campus these days. The campus aims to build separate hostels for men and women by managing the resources in the near future.

References	
Five Years Physical Infrastructure Development Plan	Volume 6, Annex 6,

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

The campus offers clean and safe drinking water to its community members. Additionally, there are four toilets on the campus premises, catering to the needs of students, staff, and visitors. As part of the annual maintenance plan, the campus has allocated 10 thousand rupees for the maintenance of the water facility.

References	
Photo collection of drinking water and toilet facilities	Volume 6, Annex 26

B. Library as a Learning Resource

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

- On working days- 6 days
- On holidays - Off
- Prior to examinations- Prior the examination the library is open for service.

The campus has a spacious library with approximately 4331books, including both basic textbooks and reference materials. The campus library is accessible during working hours. Additionally, multimedia projectors, two interactive boards, smart boards, and computers are used to enhance teaching and learning activities. As a necessity, students from different classes are guided to multimedia rooms daily, and teachers are encouraged to utilize electronic media to improve performance. Educational excursions were organized for students in various classes. However, there are currently no facilities for e-libraries.

References	
Library rules	Volume 6, Annex 35
Photos of Campus Library	Volume 6, Annex 28

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

Yes ☒ No ☐

Yes,

The library has been transformed into an electronic library, and each teacher, staff member, and student has been given an e-library login ID. The library user can access the library at any time and from any location by using the provided Login ID.

References	
E-Library screenshot	Volume 6, Annex 36

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

- Books (0.2) - 4331
- Current Journals
 - Nepalese (0.2) - 06
 - Foreign (0.2)

References	
Library Report	Volume 6, Annex 29
List of Library Resources	Volume 6, Annex 30

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

	The year 2079 B.S.		The year 2080 B.S.	
	Number	Total cost	Number	Total cost
i. Text books	111	Rs.49,993	53	Rs.26,028
ii. Other books/References	0	0	0	0
iii. Journals/periodicals	3	Free	3	Free
iv. Any others	0	0	0	0

References	
Library Report	Volume 6, Annex 29
List of Library Resources	Volume 6, Annex 30

84. Mention (1)

- (i) Total carpet area of the institution library (in sq.mts.) [28sq mts] (0.25)
- (ii) Total number of departmental libraries [1] (0.25)
- (iii) Seating capacity of the Library [20] (0.25)
- (iv) Open student access to library [yes] (0.25)

References	
Library Report	Volume 6, Annex 29
List of Library Resources	Volume 6, Annex 30
E-Library screenshot	Volume 6, Annex 36

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

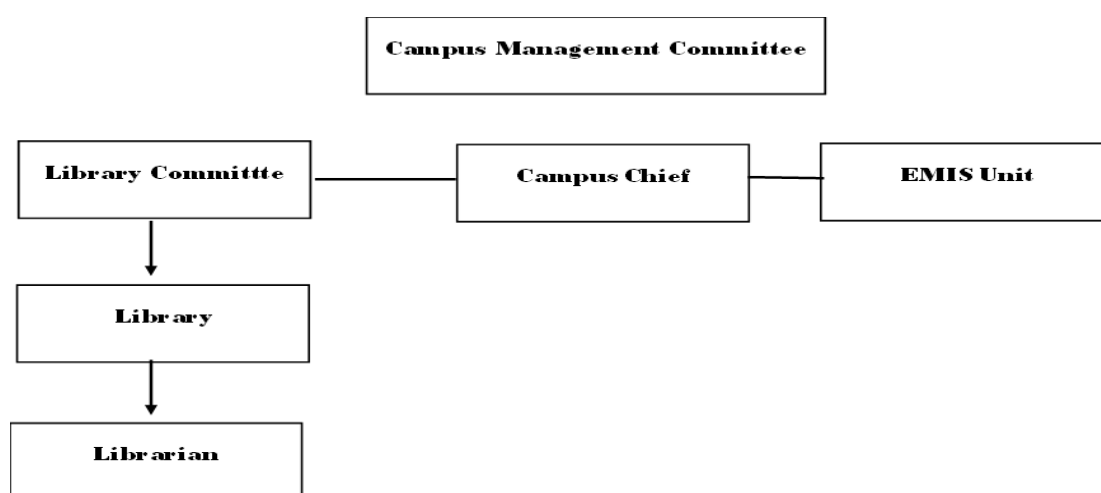
- (i) Total number of staff (0.3) 01
 - a. Professionals (1person +2 pass)
 - b.Semi-professionals 01
 - c.Others

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

Library Committee

By following the Palhi Multiple Campus's operational guideline, the Campus Management Committee constituted a Library Committee. The library committee's primary duty is to plan the library's development in accordance with the needs of today. The library's organizational framework has also been designed to optimize the efficiency of its operations.

Structure of Library Committee



References	
Library Report	Volume 6, Annex 29
List of Library Resources	Volume 6, Annex 30
Meeting minutes of Library Committee	Volume 6, Annex 31
Library Staff Profile	Volume 6, Annex 32
Campus Operational Guideline 2079 - Page no. 51 (Organizational Structure of Library Committee)	Volume 2, Annex 10

86. Staff development programs for library (0.5)

- (i) Refresher/orientation courses attended
- (ii) Workshops/Seminars/Conferences attended

(iii) Other special training programs attended

Due to budgetary and technological constraints, the Palhi Multiple Campus is unable to deliver library management training. To arrange Library Management Training for librarians, the campus has asked Tribhuvan University. Additionally, the institution is looking into ways to provide librarians with training in library management.

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 -----

An integrated educational management information system is used to make library automated. All students, teachers and students had provided EMIS Login ID by the EMIS Unit. All teachers and learners have round-the-clock access to the e-library. Furthermore, funds are being allocated by the campus to purchase e-learning resources.

References	
E-Library screenshot	Volume 6, Annex 36

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

The campus allocates funds for the development of its libraries and e-libraries since it considers library development to be one of its top priorities. The campus has set aside 1.6% of its overall budget for the development of libraries in the fiscal year 2080/2081.

References	
Annual Budget 2080/081	Volume 5, Annex 1

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 ☒

References	
Library rules	Volume 6, Annex 35
Library Report	Volume 6, Annex 29
Photos of Campus Library	Volume 6, Annex 28

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

- (i) Average number of books issued/returned per day. [20]
- (ii) Average no. of users visited / Documents consulted per month [38]
- (iii) Please furnish the information on no. of Log- ins [Yes]
- (iv) E-Library Services/E- Documents delivered per month [6]
- (v) Ratio of Library books to number of students enrolled [8]

References	
Library Report	Volume 6, Annex 29
E-Library screenshot	Volume 6, Annex 36

Criterion 6: Student Support and Guidance

91. Furnish the following details: (0.25 x 4 = 1)

- Percentage of regular students appearing for the exam.
- Drop out rate (drop out from the course)
- Progression to further study (Bachelors to Master, Master to M. phil /PhD)
- Prominent positions held by alumni

Faculty wise exam appearing students (for the last three batches)

Faculty	Number of Exam Appearing Students - Batch Year 2077	Number of Exam Appearing Students - Batch Year 2078	Number of Exam Appearing Students - Batch Year 2079
Management	27Enrolled -21 Exam Appeared	44Enrolled - 36Exam Appeared	37Enrolled -22 Exam Appeared
Education	121Enrolled – 107 Exam Appeared	119Enrolled – 77 Exam Appeared	102Enrolled – 84 Exam Appeared

Faculty wise dropout rate (for the last three batches)

Faculty	Drop-out Rate (%) - Batch Year 2077	Drop-out Rate (%) - Batch Year 2078	Drop-out Rate (%) - Batch Year 2079
Management	22.2%	18.18%	40.54%
Education	11.5%	35.2%	17.64%

References	
Students Enrollment Record	Volume 1, Annex 20
Students Exam Appearing list	Volume 1, Annex 21
Students Result Analysis Sheet	Volume 1, Annex 22
Students Dropout Record	Volume 1, Annex 23
Tracer Report	Volume 7, Annex 1

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

- Nepal Civil Services Examinations 11
- Other employment related examinations 94
- International level entrance examination NA
- Others (However 137 student had pass out during last five Year according to the record of this campus, Many students are working in different field like private sectors , self Business, public sectors and some are in further study after completion of study in this institution)

References	
Tracer Report	Volume 7, Annex 1

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

Yes ☒ No ☐

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

Yes, the institution publishes an updated prospectus annually, mostly releasing it at the start of the academic year. The campus prospectus serves as a valuable source of information about campus facilities and services, academic programs, admission procedures, research and publications, faculty and staff information.

References	
Campus Prospectus	Volume 1, Annex 11

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

The campus offers various financial aids to its students. These financial aids are intended to support students in pursuing their education and ensuring that they have equal opportunities for learning.

The types of scholarships provided include:

- Merit-based Scholarship
- Classified Scholarship
- **Sports Scholarships**
- Scholarship for differently-abled students
- Need-based Scholarship
- Scholarships for offspring of faculty members and staff

- Reserved Scholarships by Government of Nepal

The process of awarding scholarships is overseen by the Scholarship Committee, which assesses applications, determines the number of recipients, and decides the scholarship amount based on the guidelines.

The composition of Scholarship Committee:

Position	Composition
Chairperson	Campus Chief
Advisor/ Member	Head of the Campus Management Committee
Member	Representative of the staff
Secretary	Senior Faculty

References	
Scholarship Operational Guideline 2079	Volume 6, Annex 23
Campus Operational Guideline 2079 - Page no. 14-16 (Guidelines for Student Service Committee)	Volume 2, Annex 10
List of students receiving scholarships	Volume 7, Annex 2

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

Financial aid	Year 2078	Year 2079
i. Merit scholarship	2	12
ii. Merit-cum-Means	0	33
iii. Any others	0	0

References	
List of students receiving scholarships	Volume 7, Annex 2

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

i. Employment cell: ☒

ii. Placement officer: ☒

Employment Committee

The Campus Management Committee has established an Employment Committee, which plays a vital role in enhancing students' professional skills, managing career counseling services, job placement services and improving their access to employment opportunities. Its objectives include developing students' professional abilities, conducting career counseling, facilitating students' access to employment, and collaborating with employers.

The composition of Employment Committee:

Position	Composition
Coordinator	Academic expert or Department Head
Member	Representative from IQAC
Member	Representative businessman from local business union
Member	Student representative from the Students Quality circle
Secretary	Head of the Examination Department

Placement Officer

Placement Officer duties will be performed by the Employment Committee Coordinator. The coordinator of the placement committee will oversee all placement-related activities. Additionally, the Placement Officer's appointment letter has been given to the Coordinator of the Placement Committee.

References	
Campus Operational Guideline 2079 - Page no. 19-21 (Employment Committee)	Volume 2, Annex 10
Meeting minutes of Campus Management Committee; Formation of Employment Committee	Volume 7, Annex 3
Appointment letter of Placement Officer	Volume 7, Annex 4

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

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

Yes, teachers at Palhi Multiple Campus actively participate in academic, psychosocial and career counselling. Faculty members and staff are providing academic counseling to students. Student empowerment and motivation are the main objectives of counselling. The Counselling Desk was established by the Student Support Service Committee. The counselling services are facilitated by the counselling desk. The campus believes that a faculty member's fundamental duty is to provide counselling services. Counselling is therefore one of the key indicators used to evaluate teacher performance.

References	
Counselling report (EMIS)	Volume 7, Annex 5
Campus Operational Guideline 2079 - Page no. 15	Volume 2, Annex 10
Performance Appraisal Forms for faculty and Staff filled by Students	Volume 4, Annex 33b

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

Particulars	UG students	PG students	Research scholars
i. Local firms/companies	7		
ii. International firms/companies			
iii. Government	1		
iv. Public (semi-government) sector			
v. Private sector	7		

References	
Students Placement service Report/List	Volume 7, Annex 6
Tracer Report	Volume 7, Annex 1

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)?

Yes, the Palhi Multiple Campus actively motivates students to expand job opportunities and entrepreneurship opportunities instead of solely pursuing traditional jobs. To achieve this, the campus regularly invites guest speakers from diverse entrepreneurship, social, and business backgrounds. These experienced professionals provide valuable insights and guidance to students, inspiring them to pursue self-employment and become successful entrepreneurs.

References	
Five years strategic plan – Page no. 21 (Strategies related to inviting guest lecture)	Volume 2, Annex 4
Invitation letter to guest lecturer; Issued by the campus	Volume 4, Annex 20

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

Yes ☒ No ☐

If yes, indicate the activities of the Alumni Association.

Yes, Palhi Multiple Campus has an Alumni Association known as the Palhi Multiple Campus Alumni Association (PCAA). This association plays a vital role in fostering connections among former students and contributing to the development of the institution.

Structure

The Alumni Association operates under the "Constitution of Palhi Multiple Campus Alumni Association (PCAA)." The association is led by 11-member working committee, including:

- Chairman
- Senior Vice President
- Vice President
- General Secretary
- Secretary
- Treasurer
- Co-Treasurer
- Four additional members

Membership

All students who have successfully completed their studies at Palhi Multiple Campus are eligible to become lifetime members of the Alumni Association. Additionally, students who have studied at the campus for up to two years, even if they did not complete their studies, can also become lifetime members. The association also invites prominent individuals committed to the development of Palhi Multiple Campus as honorary members.

The lifetime membership fee for regular members is NPR 1000, while honorary members are required to pay NPR 5000 as their membership fee. The working committee reserves the right to revise the membership fees as necessary.

References	
Constitution of Palhi Multiple Campus Alumni Association	Volume 7, Annex 7
Meeting minutes of campus management committee; Establishment and Approval of Alumni Association	Volume 7, Annex 8
Composition of Alumni Association	Volume 7, Annex 9
Meeting minute of Alumni Association	Volume 7, Annex 10

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

The campus effectively communicates its admission policies and criteria to prospective students through various communication and media channels:

Campus Prospectus

The campus prospectus serves as a valuable source of information about campus facilities, academic programs, admission procedures, and faculty details. Specifically for prospective students, it provides information about admission requirements, eligibility criteria, and the application process.

Media Outreach

The campus disseminates information through public service announcements via local media, YouTube channels, and advertisement articles in local newspapers.

Alumni and Community Involvement

The Alumni Association and the local community actively promote the campus, facilitating the flow of information through word of mouth.

Enrollment Counselling

Prospective students and their parents are always welcome to visit the campus and inquire about the admission procedure. The faculty members and staff provides enrollment counselling services to prospective students.

References	
Campus Prospectus	Volume 1, Annex 11
Course Admission announcement notices	Volume 1, Annex 12
Admission Announcement (Brochure, flyers, banners, advertisement)	Volume 4, Annex 2
Counselling report (EMIS)	Volume 7, Annex 5

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

For the convenience of foreign students, the Campus administration has appointed a foreign Student Counsellor. In a similar vein, the International Student Counselor's Terms of Reference were clearly outlined in the Campus Operational Guidelines. The campus welcomes foreign students who meet the requirements for admission under its policies on international student admission.

References	
Campus Operational Guideline 2079 - Page no. 49	Volume 2, Annex 10
Appointment Letter of International Student Counsellor	Volume 7, Annex 13a

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 ☒

TOR of International Student Counsellor are as follows-

Support for accommodation.

- Educate foreign students to the campus's policies, student support services, teaching-learning methodology, programmes of study, and assessment procedures, among other things.
- Counsellors for international students should assist them in assimilating into Nepali society and culture.
- A counsellor for international students should assist with visa applications and other administrative processes.

References	
Campus Operational Guideline 2079 - Page no. 49 (TOR of International Student Counsellor)	Volume 2, Annex 10
ToR of International Student Counsellor	Volume 7, Annex 13b

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 -----

Palhi Multiple Campus provides a variety of recreational and leisure time facilities to enhance students' overall experience:

Indoor Games

The campus offers indoor sports facilities, including carom board and table tennis games in a designated indoor sports room.

Spacious Playground

A spacious playground is available for outdoor activities such as badminton, athletics, football, and volleyball.

Nature Clubs

The campus has Nature Clubs that engage students in outdoor and environmental activities.

Debate Clubs

There are Debate Clubs that encourage students to participate in intellectual discussions and debates.

Culture Programs

The campus hosts cultural programs as part of annual functions like Parents' Day and other occasions.

Multimedia Hall

A multimedia hall is accessible to both students and teachers for video-based learning and other audio-visual screening through projector.

References	
Campus Operational Guideline 2079 - Page no. 28-30 (Extra-curricular and Community Development Committee)	Volume 2, Annex 10
Campus Operational Guideline 2079 - Page no. 25-27 (Health, Environment, Sport and Student Mobilization Committee)	Volume 2, Annex 10
Annual Action Plan of Extra-curricular and Community De-	Volume 3, Annex 7

velopment Committee	
Photos of Campus Play Ground	Volume 1, Annex 27
Photos of Multimedia/Seminar Hall	Volume 1, Annex 28
Photos of Sports Equipment	Volume 6, Annex 22
Photo collection of clean up drives	Volume 6, Annex 14
Events Report of Cultural Shows/Dances	Volume 7, Annex 11
Event Report of Debate Competition	Volume 7, Annex 12
Event Report of Nature Club	Volume 7, Annex 13

Criterion 7: Information System

105. Is there any cell in the institution to analyze and record various academic data? (2)

Yes ☒

No ☐

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

The Campus Management Committee has set up an EMIS Unit, which is tasked with spearheading the digitization efforts and monitoring the progress of the Campus. Its primary objective is to enhance the effectiveness of educational, administrative, research, and other educational programs. To accomplish this, the unit utilizes a specialized software system known as "EMIS" to collect and analysis data. By using EMIS, the EMIS Unit collect, store and analysis the diversified data of the campus.

Subsequently, the unit conducts an annual analysis of the collected responses, in collaboration with the Research Management Committee, and formulates recommendations to help the campus achieve its goals. The Unit is also dedicated to digitizing and managing academic data across all departments and faculties.

The composition of EMISU includes:

Position	Composition
Chairperson	Department Head or Senior Faculty (Experienced in Information and Communication Technology)
Member	A Representative from Department Heads
Member	One female student and one male student from Students Quality

	Circle
Member	One representative - management staff
Secretary	A faculty member

The EMISU has devised a set of strategies to achieve its goals effectively:

- Operationalizes of a Campus MIS system to collect, store and analyze data of the campus.
- Capacity-building programs for effective EMIS utilization.
- Expanding the accessibility of the EMIS.
- Regular updates and development of the EMIS.
- Utilizing the EMIS for public information processes.

References	
Campus Operational Guideline 2079 - Page no. 6-8 (EMIS Unit)	Volume 2, Annex 10
Campus Organogram	Volume 1, Annex 5
Meeting minutes of campus management committee; Establishment and EMIS Unit	Volume 8, Annex 1
Yearly Plan of EMIS Unit	Volume 8, Annex 2a

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

At Palhi Multiple Campus, the Educational Management Information System (EMIS) Unit collaborates with various committees to effectively manage records and conduct comprehensive data analysis using the EMIS framework. The primary goal of this unit is to streamline the implementation of EMIS, digitize faculty and section information, and establish a robust database system that caters to the Campus's unique needs.

Within the EMIS framework, several critical areas undergo analysis:

Academic Performance and Educational Activities

One of the primary areas of focus is evaluating academic performance. This encompasses an

in-depth examination of student performance, including aspects such as examination results, grading systems, and overall academic progress.

The institution assesses the effectiveness of its educational programs, teaching methodologies, and the design of its curriculum. This analysis helps in continually enhancing the quality of education provided to students.

Human Resource Management

The EMIS Unit also dives into the data related to faculty and staff members. This includes scrutinizing their qualifications, participation in professional development, and the equitable distribution of workload among staff members.

Research, Extension and Student Support Services

An essential aspect of the analysis pertains to evaluating the impact and effectiveness of various student support services, such as counseling and career guidance, aimed at enhancing the overall student experience.

The unit actively monitors ongoing research projects, publications, collaborations, and community engagement initiatives. This ensures that the institution remains dedicated to its research objectives and community outreach efforts.

Library and Laboratory Management

In addition to academic and administrative aspects, the analysis extends to the management and utilization of Campus facilities, including libraries, laboratories, and other key infrastructure components.

By conducting thorough analysis in these areas, Palhi Multiple Campus gains valuable insights into its operations.

References	
Stakeholder Feedback Collection by using EMIS Software	Volume 2, Annex 21
Generated reports	Volume 8, Annex 2b
Academic audit Report	Volume 1, Annex 31

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

The institution is currently transitioning from manual record-keeping to a more efficient and secures digital system for managing and storing analyzed data.

The new system incorporates several key elements:

Data Management System

The institution has established a data management system to efficiently manage and store collected and analyzed data.

Data security

A robust database system is put in place to facilitate the organized storage of data. To ensure data security the data were backed up in Cloud system.

Legal Compliance

The institution ensures compliance with data protection and security regulations to safeguard sensitive information effectively.

Technology Integration

The utilization of advanced technology, such as data analytics tools and software, enhances data management and analysis.

Regular Updates

The data-based system is regularly updated to adapt to changing needs and technological advancements.

References

Campus Operational Guideline 2079 - Page no. 6-8 (EMIS Unit)

Volume 2, Annex 10

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

Yes ☒

No ☐

If yes, explain how they are disclosed?

Palhi Multiple Campus ensures transparency and open access to this information through:

Printed Media

Information is disseminated through printed materials, including brochures and campus publications.

Interaction Programs and Meetings

The campus conducts interaction programs and meetings with stakeholders, during which information is shared, discussed, and clarified.

Website and social media

The Campus's website and social media has been using to disseminate strategic information targeting to stakeholders.

References	
Campus Operational Guideline 2079 - Page no. 6-8 (EMIS Unit)	Volume 2, Annex 10
https://pmcparasi.edu.np/	Volume 8, Annex 4
Facebook Page	Volume 8, Annex 5
Annual Report of Palhi Multiple Campus	Volume 9, Annex 3

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

Yes ☒

No ☐

Yes, Palhi Multiple Campus prioritizes transparency and accountability by making its methods of study and analysis accessible to stakeholders. To achieve this, the institution has established a dedicated 'Public Information Committee' tasked with enhancing the campus's reputation at local, national, and international levels and facilitating communication with

stakeholders.

The main objectives of the Public Information Committee are multi-faceted. First, it focuses on creating and disseminating various communication and information materials, ensuring that relevant data and analysis are readily available for stakeholders. Second, the committee strives to provide stakeholders with comprehensive information about campus activities and initiatives.

The Public Information Committee serves as a vital link between the campus and its stakeholders. One of the key practices of the Public Information Committee is actively sharing comprehensive reports with stakeholders, helping them gain a deeper insight into the campus's operations. These reports include Student Satisfaction Survey Reports and Academic Audit Reports etc.

References	
Campus Operational Guideline 2079 - Page no. 17-18 (Guidelines to Public Information Committee)	Volume 2, Annex 10
Meeting Minutes of Campus Management Committee; Establishment of Public Information Committee	Volume 8, Annex 6
https://pmcparasi.edu.np/	Volume 8, Annex 4

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

Yes ☒ No ☐

If yes, explain how does it happen?

Yes, Palhi Multiple Campus has established a mechanism to receive comments and feedback on the published data. The Public Information Committee solely responsible for obtaining feedbacks on published data. The committee is obtaining comments or feedback from the teacher, student and staff from departmental meetings, classroom interactions, by using EMIS.

Feedback is collected through various channels:

Departmental Meetings

Feedback is collected during departmental meetings, where faculty and staff engage with students and other stakeholders to discuss and address concerns.

Classroom Interactions

Students have the opportunity to provide feedback directly in the classroom setting, fostering open communication between educators and learners.

Complaint Boxes

The campus has strategically placed complaint boxes in accessible locations to enable all stakeholders to submit feedback and comments.

Events and Meetings

Feedback is actively sought during events such as Parents-Teachers Meetings and Stakeholders Meetings.

EMIS Software

The campus is currently setting up EMIS software mechanism. One of the functions of the software is to collect feedbacks from stakeholders.

References

[Decision of Public Information Committee to collect comments or feedbacks on the published data](#)

Volume 8, Annex 7

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

Produce in brief the impact analysis.

The information system at Palhi Multiple Campus holds a crucial role in the decision-making process. By gathering and analyzing data from various sources, including academics, students, and faculty, this system serves as a foundation for formulating short-term and long-term plans within the campus. For instance, the campus administration has taken a decision to organize based on the analysis of student's examination results.

References	
Decision of Campus Management Committee to conduct remedial class	Volume 8, Annex 9
112. Give examples of quality improvements initiated due to the use of information system. (1) Information systems contribute in the process of improving quality; some instances are provided below; Quality Gap Analysis The quality gap analysis involved evaluating various aspects of campus operations, including facilities, academic programs, student services, research and administrative processes. Recommendations for bridging the quality gaps were developed to enhance the overall campus experience for students, faculty, and staff. This analysis serves as a valuable tool for guiding strategic decision-making and resource allocation to address identified areas for enhancement. Educate Stakeholders The implementation of an effective information system serves to inform stakeholders about the ongoing quality improvement process and motivates them to actively engage in the campus' quality assurance efforts. This enables a collaborative approach towards enhancing the overall standards and sustainability of the campus, ultimately benefiting all involved participants.	
References	
Public Information Impact Report: Analysis of Stakeholders Feedback	Volume 8, Annex 8
Criterion 8: Public Information	
113. Is there public information cell within the institution? (2)	

Yes ☒ No ☐

If yes, give details.

Yes, Palhi Multiple Campus prioritizes transparency and accountability by making its methods of study and analysis accessible to stakeholders. To achieve this, the institution has established a dedicated 'Public Information Committee' tasked with enhancing the campus's reputation at local, national, and international levels and facilitating communication with stakeholders.

The main objectives of the Public Information Committee are multi-faceted. First, it focuses on creating and disseminating various communication and information materials, ensuring that relevant data and analysis are readily available for stakeholders. Second, the committee strives to provide stakeholders with comprehensive information about campus activities and initiatives.

The Public Information Committee serves as a vital link between the campus and its stakeholders.

The composition of Public Information Committee:

Position	Composition
Coordinator	Faculty member or department head with expertise in communication and information.
Member	Coordinator of Internal Quality Assurance Committee.
Member	Coordinator of Educational Management Information System Unit.
Member	One student representative from the Student's Quality Circle.
Secretary	Administrative Chief of the Campus

References	
Campus Operational Guideline 2079 - Page no. 17-18 (Guidelines to Public Information Committee)	Volume 2, Annex 10
Meeting Minutes of Campus Management Committee; Estab-	Volume 8, Annex 6

lishment of Public Information Committee	
Public Information Committee Annual Plan	Volume 9, Annex 1

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

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

The information published by the Public Information Committee covers various areas, including:

Academic

Timetables, student achievements, program details, exam notices, scholarship notifications, and more.

Administrative & HR Management

Vacancies, founding member details, board members, faculty/staff information, and annual progress reports.

Resources

Information about prospectuses, posters, brochures, and flyers.

Financial

Annual budgets, audit reports, scholarship records, tender notices, and details about charitable/non-charitable funds.

References	
Campus Prospectus	Volume 1, Annex 11
Admission Announcement (Brochure, flyers, banners, advertisement)	Volume 4, Annex 2
Scholarship Announcement notices	Volume 9, Annex 2
Annual Budget 2080/2081	Volume 5, Annex 1
Vacancy announcement notice	Volume 1, Annex 13
Annual Report of Palhi Multiple Campus	Volume 9, Annex 3

115. Where are these information published? (1.5)

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

Campus Special Publications

- The **campus prospectus** serves as a valuable source of information about campus facilities, academic programs, admission procedures, and faculty details.
- The **annual report** is a comprehensive document that provides detailed information about an institution's activities, achievements, and performance over the course of a year.

Media Outreach

- The campus disseminates information through public service announcements via local media, YouTube channels, and advertisement articles in local newspapers.

References	
Finance Audit Report	Volume 1, Annex 3
Annual Report of Palhi Multiple Campus	Volume 9, Annex 3
Campus Prospectus	Volume 1, Annex 11
Admission Announcement (Brochure, flyers, banners, advertisement)	Volume 4, Annex 2

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

- Yearly ☒ (1)
- In 4 years ☐ (0)

Campus publishes annual reports, prospectuses, and admission-related information annually and periodically. Additionally, audit reports are published every fiscal year after the completion of external financial audits. Similarly, the campus team uploads strategic information to websites to inform stakeholders regularly. The campus was initiated to publish in journals and magazines.

References	
Finance Audit Report	Volume 1, Annex 3
Annual Report of Palhi Multiple Campus	Volume 9, Annex 3
Campus Prospectus	Volume 1, Annex 11
Admission Announcement (Brochure, flyers, banners, advertisement)	Volume 4, Annex 2

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

Areas	Year 2079	Year 2080
Academic	Annual Report, Prospectus, Reports	Annual Report, Prospectus, Reports
Financial	Audit Report, Budget	Audit Report, Budget

References	
Annual Report of Palhi Multiple Campus	Volume 9, Annex 3
Campus Prospectus	Volume 1, Annex 11

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

Yes ☒ No ☐

If yes, give details

The Public Information Committee collects and analyzes the responses of stakeholders to published information. The Public Information Committee has developed procedures and tools to obtain feedback from stakeholders. The committee complied with the feedback collected and prepared the report.

References	
Public Information Impact Report: Analysis of Stakeholders Feedback	Volume 8, Annex 8

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

Yes ☒

No ☐

If yes, how these impacts are measured?

Yes, there is a system to evaluate the impact of public information on quality improvements. This evaluation is conducted by the Research Management Committee and Internal Quality Assurance Committee, analyzing information quality, mediums, and their effects on stakeholders to strengthen relationships and enhance accountability.

References	
Public Information Impact Report: Analysis of Stakeholders Feedback	Volume 8, Annex 8

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

The practice of public information at Palhi Multiple Campus has significantly increased awareness about the campus and the wide range of courses it offers among the general public.

Through brochures, prospectuses, and annual reports, the campus has maintained transparency in showcasing its ongoing progress and achievements to stakeholders and interested individuals.

This availability of comprehensive information has led to a higher enrollment rate, as local residents prefer Palhi Multiple Campus over other educational institutions. Prospective students and their families can make informed decisions about course selection and educational opportunities thanks to the readily available information.

The campus's commitment to public information has contributed to a positive reputation within the community and among potential students.

Furthermore, the practice of sharing information has strengthened accountability and governance mechanisms within the campus. By regularly communicating with stakeholders, the campus has fostered stronger relationships and engaged the community in its activities.

This transparency in information dissemination has enhanced trust among stakeholders, including students, parents, and the local community. Informed decisions and increased enrollment have allowed for more efficient resource allocation within the campus.

References	
Public Information Impact Report: Analysis of Stakeholders Feedback	Volume 8, Annex 8

Part 2: Criterion-Wise Analysis

Preamble

Introduction to the HEI

Palhi Multiple Campus (PMC) is a community-owned higher education institution committed to offering quality higher education to all socio-economic groups in its catchment areas. This commitment demonstrates a dedication to providing educational opportunities to individuals from diverse backgrounds, regardless of their economic status. This focus on inclusivity and accessibility helps to ensure that a wide range of individuals can benefit from the educational opportunities provided by the institution.

Palhi Multiple Campus is located in Ward No. 4, Jeetpur, Nawalparasi West within the Ramgram Municipality. It was founded on Asoj 2, 2046. This campus is situated 1 kilometre away from the District Headquarters of Lumbini Province, Nawalparasi (Bardghat Sus-ta West). Additionally, it is positioned 10 kilometres south of the East-West Highway. The campus is located in the heart of Nawalparasi, which likely provides students with easy access to a central and bustling area. This central location may offer students convenient access to various amenities, transportation options, and opportunities within the community.

Historical development

The inception of the Faculty of Humanities occurred in 2046 when it established an affiliation with Tribhuvan University for the Proficiency Certificate level.

Since 2049, the Faculty of Humanities has been conducting bachelor programs tailored to meet the specific requirements of the local community.

Starting from the academic session of 2060/061, there will be a one-year B.Ed program, followed by a three-year B.Ed program starting from 2063/064, and finally a three-year BBS program commencing from 2066/067.

At present, four-year B.Ed and BBS programs are being conducted.

Milestone of the Palhi Multiple Campus:

SN	Affiliation Year	Program	Affiliated University
1	2050	BA	Tribhuvan University
2	2060/061	B.Ed.	Tribhuvan University

3	2063/064	One-year B.Ed.	Tribhuvan University
4	2066/067	BBS	Tribhuvan University

Physical infrastructures and property

The campus encompasses a vast expanse of land measuring 7-8-15 Bighas. Within this land, five campus buildings have been erected, alongside two fish ponds, a sports ground, and a garden.

Details of physical infrastructure and facilities:

SN	Particular	Number	Remarks
1	Land	7-8-15 Bighas	
2	Buildings	5	
3	Class Room	24	
4	Library	1	
5	Departments Room	2	
6	Campus Chief Room	1	
7	Computer Labas	1	
8	Store	1	
9	Cycle Stand	1	
10	Toilets	3	
11	Administrative section	1	

Academic programs

The campus provides bachelor-level programs in Education and Management to cater to all sections of society. Currently, the campus offers B.Ed. and BBS programs.

The Education programs offered at the campus include a Bachelor of Education (B.Ed.) with specializations in various subjects such as English, Mathematics, Science, Social Studies, and more. These programs are designed to prepare future educators with the necessary pedagogical skills, teaching methodologies, and subject knowledge to become effective

teachers in schools and educational institutions. On the other hand, the Management programs offered at the campus include a Bachelor of Business Studies (BBS) with specializations in areas such as Marketing, Finance, Human Resource Management, Entrepreneurship, and more. These programs are designed to provide students with a strong foundation in business principles, management theories, and practical skills required to succeed in the dynamic and competitive business world.

Academic facilities and resource

SN	Particular	Number	Remark
1	Computer	10	
2	Printer	3	
3	Fax machine	1	
4	Projector and Smart Board	3	
5	Internet	1	
6	Books and reading materials	4277	
7	Bus	1	
8	Desk	264	
9	Bench	261	
10	Chair	63	
11	Computer Table	10	
12	Table	12	
13	Cupboard	10	
14	Rostrum	12	
15	Library Table	3	

Details of available human resources

Details of Faculty

SN	NAME	DESIGNATION	TYPE OF SEVICES	SUBJECT	CELL PHONE NO
1	Dipak Aryal	Campus Chief	Full time	Health &	9857046412

				Physical Education	
2	Manoj Kumar Srivastav	Assistant Lecturer	Full time	Economic	9847079224
3	Mullchandra Gupta		Full time	Statistics	9857026648
4	Krishna Chandra Gupta	Assistant Lecturer	Full time	Marketing	9847291413
5	Shekhar Gautam	Assistant Lecturer	Full time	Education	9841631644
6	Keshab Bhattarai	Assistant Lecturer	Full time	Physical Education	9849677792
7	Sunita Dhakal	Assistant Lecturer	Full time	Population	9849253059
8	Prabin Yadav	Assistant Lecturer	Full time	English	9807563866
9	Suryanath Das Yadav	Assistant Lecturer	Full time	Account	9847080145
10	Sanjeeb Koirala	Assistant Lecturer	Full time	Accounting for Banking	9849046780
11	Kamlesha Yadav	Assistant Lecturer	Full time	Nepali	9857045919
12	Arbinda Kumar Sharma	Assistant Lecturer	Full time	Account	9847092864
13	Krishna Prasad Gyawali	Teaching Assistant	Part time	Nepali	9847079268
14	Damodar Tiwari	Teaching Assistant	Part time	English	9847163170
15	Dinanatha Bhusal	Teaching Assistant	Part time	English	9867384284
16	Raghabendra Kumar Sharma	Teaching Assistant	Part time	English	9847298033

	Bishnu Prasad Ghimire	Teaching Assistant	Part time	Nepali	9847041560
17	Rita Neupane	Teaching Assistant	Part time	Health	9860067832
18	Vacant	Teaching Assistant	Part time	Health	The recruitment process is currently underway.
19	Vacant	Teaching Assistant	Part time	Nepali	

Details of Staff

SN	Name	Designation	Types of Service	Section	Cellphone No
1	Phunnu Pandey	Administrative Assistant	Permanent	Account /Administration /Exam	9806951318
2	Anil Kohar	Office Assistant	Contract	EMIS Unit	9847065708
3	Priyanka Agrahari	Office Assistant	Contract	Library	9815483766
4	Rampriti Kohar	Driver	Contract		9847030944
5	Sharan Singh Chettri	Office Assistant	Permanent		9847288860
6	Manisha Thapa	Office Assistant	Contract		9842939120

Administrative system and organization

The highest authority within the campus is the campus assembly. It has created the Campus Management Committee, which serves as the decision-making body for campus pol-

icies. This committee has established several committees and units to effectively manage the campus.

Furthermore, the Department of Education and Management has been established to enhance the efficiency of educational administration and activities on campus. To streamline administrative tasks, dedicated branches for account, administration, exam, and store sections have been put in place. Additionally, a library and laboratory unit have been established to ensure optimal functionality of these essential facilities.

Additionally, individuals such as the Campus Chief, Assistant Campus Chief, Department Head, and Section Chief have been appointed, and their job descriptions have been clearly defined.

Financial status of the HEI

SN	Year	Income	Expenditure	Variation (-+)
1	2076/077	6917077.68	7099949.42	-182871.74
2	2077/078	10567230.27	7095227	3472003.27
3	2078/079	11153357.5	7102053	4051304.5

Critical appraisal of the HEI (SWOT/SWOC/SLOC analysis)

Strengths

- Committed campus assembly members, faculty and staff
- Adequate Land 7.6 Bigha
- Only community campus in the district headquarters
- Only community campus in three rural municipalities
- Eleven feeder high schools nearby
- Pioneer higher education institution in the Nawalparasi
- Adequate buildings and classrooms
- Impressive exam results
- One among two exam centres in the district
- Quiet and academic environment

- Experienced and qualified Faculty members
- Catering to underprivileged students of the community.
- It is only the campus running a One-year B.Ed. programme in the district.

Weakness

- The land being used by the campus is not in their name.
- Inadequate teaching and non-teaching staff (9 teaching staff and 4 non-teaching staff)
- Vague job description
- Incompetent staffs
- Lack of ownership of the community
- Campus not being able to increase the number of students
- Campus in annual loss and hence not being able to pay salary/remuneration on time
- Inadequate human resources for administrative tasks
- Weak financial management and record-keeping
- Lack of institutional transformation (the notion of the modern student, aesthetic value creation, ECA, use of ICT, market-oriented extension programs)
- 21 members of the campus management committee (difficult to meet the quorum requirement)

Opportunities

- Being only one community campus among 3 rural municipalities and having 11 feeder schools nearby, the campus can increase the number of students significantly.
- As only a community campus in the district headquarters and the oldest campus, the campus has a reputation among the alumni and society that can help the campus flourish.
- With adequate land and infrastructure, the campus can expand physically and extend academically.
- Extension of faculty and subjects in technical and skill-oriented subjects and market-driven subjects.

- The land available can be used commercially as an alternative source of income which ultimately will contribute financial sustainability of the campus.

Challenges

- The private sector is emerging; the quality of private campuses is perceived as better; facilities are comparatively good and the fee structure of private campuses is not significantly high which could lead to a shifting of preference from community campuses to private campuses (Monthly Fee: CC-1000, PC-1200).
- Dropout is increasing.
- Pass percentage and enrollment are declining
- According to the financial statement from the past three years, the campus has experienced an annual loss. The development of infrastructure and facilities to meet the current needs of the stakeholders is hindered by the limited financial resources, which remains a significant challenge.
- Institutionalization of knowledge, learning, and best practices is absent.

Summary

To address the demands of the Quality Assurance Agency (QAA), the campus has amended its organizational structure and management system. This proactive approach demonstrates the institution's commitment to meeting and exceeding the standards set forth by the QAA, which is crucial for ensuring the delivery of quality higher education to its students. By adapting its organizational structure and management system, the campus is likely striving to enhance its overall effectiveness and efficiency in providing a high standard of education.

To strengthen its quality improvement systems, the campus has taken the proactive step of developing and endorsing more than a dozen policies and procedures. This comprehensive approach signifies the institution's dedication to ensuring that its educational processes and standards are robust and aligned with best practices. By implementing these policies and procedures, the campus is likely to enhance its ability to monitor, assess, and continually improve the quality of education it provides to its diverse student body.

The establishment of an Internal Quality Assurance Committee underscores the campus's commitment to fostering and maintaining a culture of quality within its academic environment. This committee likely plays a pivotal role in overseeing and implementing various

quality assurance measures, ensuring that the institution's educational offerings consistently meet high standards. By proactively establishing such a committee, the campus demonstrates its dedication to upholding quality in all facets of its operations, thereby benefiting its students and the broader community.

The formation of a dedicated SSR (Self-Study Report) task team signifies the campus's proactive approach to preparing the SSR according to the outlined standards by the University Grants Commission. This task team prepared the SSR, ensuring that it aligns with the specified requirements for QAA. By adhering to these standards and engaging in comprehensive self-assessment, the campus can enhance its accountability, transparency, and continuous improvement initiatives.

Palhi Multiple Campus is committed to accomplishing the outlined parameters, indicators and standards set out for the QAA. The campus team do hope, the campus will be accredited in 2023.

Criteria- Wise Analysis

Criterion 1: Policy and Procedures

This part highlights the initiative on policy and procedure and the probable areas for advancement;

The campus's existing status

Vision, mission and goals

Our ambition is to become a well-known and reputable campus that attracts young people from remote areas who want to pursue higher education. Regarding the overarching vision, mission, goals, and objectives, the campus has advanced at a planned and gradual pace. The campus' policies and initiatives provide young people from rural areas easy access to opportunities for higher education and employment.

Internal quality assurance mechanism

On campus, a working internal quality monitoring system has been established up. The beginning, administration, and monitoring of internal quality assurance systems come within

the purview of the internal quality assurance committee. For satisfaction that students participate in the quality assurance process, their participation on the internal committee is mandatory. Similarly, the committee is formed of representatives from the department head, personnel, a campus management committee official, and students.

Campus structure

On campus, decentralization and participatory management practices have been implemented. To conduct diverse activities on campus, the campus formed several departments, subdivisions, committees, units, and organizational organizations. Additionally, the organizational structure of the campus encompasses representations of departments, branches, committees, units, and organizational bodies.

Academic Audit

A mechanism for yearly academic audits has been established. Completing the academic audit is the responsibility and authority of the Internal Quality Assurance Committee. A methodological framework for performing the academic audit has been devised and refined by the Internal Quality Assurance Committee. Every year, the academic audit is performed using the framework that has been approved.

Financial Auditing system

An individual with accounting experience from the institution performs the internal audit, while a government-certified chartered accountant undertakes the external audit once a year.

Operational Guidelines

The operational guidelines for the Palhi Multiple Campus, 2079, have been developed and placed into operation. This guideline addresses mandated initiatives such as committee protocols, instructional activities, work scope of department /sections and code of conducts.

Provision for scholarship

The Palhi Multiple Campus Scholarship Operating Procedure 2079 has been allowed and is currently in execution. Scholarship distribution operations are now fair and result-oriented, according to the guidance.

Research Policy

A research policy for higher education has been established and brought into implementation; it provides guidance on how to foster a research culture on campus and elevate the standard of educational research.

TOR and Performance Appraisals

Every year, all staff members and teachers receive an update in Terms of References (TOR). The yearly performance evaluation procedure for academics and staff has been designed based on the job description. Faculty and staff are evaluated on four different levels. In which the first evaluation should be done by self-evaluation, the second by students, the third by colleagues, and the fourth by the campus or department head.

Grievance Redressal

The campus established a grievance redressal committee to foster harmony in the learning environment. The committee will address the stakeholder's severe complaints as quickly as it can. This committee has been specifically investigating and resolving significant immoral events and complaints, including assaults, sexual misconduct, and discrimination.

Improvement opportunities

Policy and Procedure formulation and amendment

Palhi Multiple Campus formulated multiple sets of organizational development policy guidelines and rules; nevertheless, updated and specialized policies and guidelines must be established for the advancement college. Furthermore, in light of rapidly expanding requirements for higher education, policy and procedure must be adjusted to make the initiative more dynamic and goal-oriented.

Team Work

The operational guideline emphasizes the significance of working together is, however it might be challenging to reach the optimal level of teamwork because of an array of impediments. Therefore, in the future, the college will need to build a sturdy structure to establish a conducive setting for teamwork.

Self-sustaining Courses / Programs

Campus began developing courses or programs featuring a self-sustaining curriculum. Increasing faculty aptitude, managing financial and other resources are pre-requisite to nurturing it.

External supports

We are acutely aware that in order to enhance organizational management, we require outside assistance and technological help.

Institutional development

We have high hopes that the University Grants Commission and Tribhuvan University would assist the development of managerial skills and competences for betterment of the campus.

Combine teaching with research

Although the Campus is embarking on the process of combining teaching and research, the system of combination has to be strengthened because the initiative is nonetheless in its early stages.

Best practices for growth and development

Approximately several initiatives have been implemented into effect on campus to promote campus development and growth. These initiatives, however, are deficient, therefore the department and working committee ought to inquire and implement worldwide successful best practices.

Criterion 2: Curricular Aspects

The endeavors of the campus regarding curriculum management, academic programs, and student professional skill development have been intended to be presented in this chapter;

The campus's existing status

Educational Programs

Higher education is accessible at Palhi Multipurpose Campus, which is affiliated to Tribhuvan University. The Faculty of Education (B.Ed.) is offering classes starting with the 2063–064 academic year. The Faculty of Bachelor of Business Studies began classes in the academic year 2066–2067. In this campus's Faculty of Education and Management, there are presently about 398 students admitted.

Class hour, credit transfer and selective options

Naturally, there would be warmer temperatures in the Nawalparasi area because it is situated in the Terai region. Class has been held in the morning in consideration of the students' convenience. Applying Tribhuvan University's regulations regarding credit transfer and selective option, because campus is associated with TU.

Mechanism for Extra-curricular activities

By complying to the campus operational guidelines, the campus management committee founded the Extracurricular and Community Development Committee (ECCDC). The committee's main task is to plan and carry out extracurricular and co curricular activities that contribute to helping students expand their greatest potential.

Subject Committee

Subject committees have been formed in all faculties. The subject committee has started to evaluate the prescribed curriculum. Arrangements have been made to send the suggestions and recommendations of course evaluation to the Tribhuvan University for course revision.

Academic calendar and feedback system

All the faculties have prepared an academic calendar. All the extracurricular activities are included in the academic calendar so that it is easy to implement. Institutionalized a system for collecting and categorizing constructive feedback from staff, teachers, and students.

Improvement opportunities

Develop the skills and structure necessary for imparting moral and ethical values-based education. Integrate value-based education with the current curriculum as well. Develop and execute a program that teaches students about their responsibilities as citizens. Increases the number of selective options, particularly for those wishing to become teachers. Introduce the M. Ed MBS, BBA, BSc., and CSIT degrees. Develop and offer non-credit courses that address the needs of today's competitive industry and market.

Criterion 3: Teaching, Learning and Evaluation

The campus's existing status

Palhi Multiple Campus has pledged to use learner-centered and innovative instructional approaches with the goal of fostering the holistic growth of its students. The departments have begun to implement the Outcome Based Education (OBE) strategy in an effort to completely restructure their methods for teaching and learning. The students contribute to a dynamic learning environment as they build an atmosphere of harmony by representing a wide range of ethnic and socioeconomic backgrounds. The scholarship program increases the diversity of students and allows underprivileged social and economic groups access to higher education.

The prospectus of the campus is published every year. In the prospectus, the academic program, admission provisions and required qualifications are clearly stated. In addition, notices and information have been published through electronic and other publications to inform potential students about admission. The student admission method is conducted according to the admission policy and rules set by the university.

Since Palhi Multiple Campus is community owned, its revenue streams are limited. As a result, the management of human resources has been based on earnings. To make the appointment of teachers and staff effective, the rules and regulations related to teacher and staff services have been formulated. Based on that regulation, a recruitment committee has been formed to appoint teachers and staff in a fair manner. Currently, there are full-time and part-time teachers working in the campus.

After the publication of the results of the internal and external examinations, the results of all the students will be reviewed individually. Based on the review, a remedial course has been arranged for students whose exam results are not satisfactory.

The scope of work of departments and sections has been visibly defined. Annually, job descriptions are assigned to all teachers and staff. The Internal Quality Assurance Committee has designed a form to evaluate the performance of teachers and staff. Based on that form, the performance of all teachers and staff is evaluated annually.

The Faculty of Education and Management prepares the academic calendar according to the academic year. Based on the academic calendar and the prescribed curriculum, all the teachers have formed lesson plans and employed them.

Conventionally, most teachers use the lecture method. When using this method, the effectiveness is reduced because the students become inactive. Therefore, it is necessary for all teachers to advance the capability to practice the student-centered educational method. It has started to transform the educational methods by accompanying various skill development programs related to the educational method.

Areas of Improvements

A code of ethics for teachers and a code of conduct for students have been arranged. At present-day, this is limited to paper only. Although policy decisions have been made to implement a code of ethics and a code of conduct, however they have not been executed. In the future, the code of ethics and code of conduct will be implemented as far as possible.

According to the policy rules of the university, students' needs and aptitude test have been done, but due to lack of policy procedures related to aptitude test, this process has not been effective. Therefore, the campus is committed to conduct the aptitude test process in a scientific way in the future.

There are few opportunities for teachers to participate in part in faculty development training programs, workshops, symposia, conferences, and seminars. As per needs of the faculty, the capacity development programs have been initiated by the campus.

Since there are now few national and international linkages developed for teaching and research, campuses must work diligently to broaden their networks with universities and other higher education institutions.

Criterion 4: Research, Consultancy and Extension

In this section, an attempt has been made to analyze research-related policies, procedures, mechanisms and research-related activities;

The campus's existing status

Purpose of research initiatives

The goal of the Palhi Multiple Campus is to foster a culture of research on campus. Therefore, the institution has been scheduling an array of initiatives to accomplish this aim through extension, consultancy services, and research.

Structure for research management

A structure is established for delivering extension and academic research initiatives. The committee's duties and responsibilities were spelled out in detail in the campus operational guidelines. The extension program's primary goal was to improve impoverished people's standard of living. The Research Management Committee's primary obligation is to implement and carry out the Higher Education Research Policy that has been approved. In a similar vein, the Extracurricular and Community Development Committee's duties include planning and carrying out outreach and extension programs that entail student participation.

Research policy

The Higher Education Research Policy, 2079, which outlines the goals, strategies, implementation initiatives, and mechanisms for carrying out research and innovation activities, was approved by the campus governance bodies.

Research budget

The funding for the provision of research and extension activities has been set aside by the institution, this provision would ensure the minimal financing availability for research and extension initiatives.

Publications

The editorial committee has been formed, funds have been allocated for the publications, and the journal publication way is presently under way.

Areas of Improvements

Research proposal

Although there have been few research proposals, more will be developed in the future to promote collaborative research.

Research consultancy

The Research Management Committee is solely committed to advancing research consultancy; yet, in order to advance the research consultancy service comprehensive, well-defined policies and procedures must be established.

Promotion of research activities and publications

Of faculty, around one-third are enthusiastic regarding undertaking research and publication of research findings. A faculty incentive program must be implemented to encourage publications and research initiatives.

Software for research

The few academic members practice research utilizing state-of-the-art software. A program for skill development in the adoption and utilization of cutting-edge research technology will be organized by the Research Management Committee.

Networks

For the purpose of promoting collaborative undertakings, a formal national and international partnership will be established in the future.

Criterion 5: Infrastructure and Learning Resources

In this section an attempt has been made to shed light on the physical infrastructure, student support services, facilities, teaching-learning resources, library, laboratory etc;

The campus's existing status

Land and Building

The campus is located at the Ramgram Municipality, Nawalparasi and 7. 8.15 Bigaha of land was used by the campus. A campus building, sports ground, and two fish ponds have been constructed on that land. The campus has ample land available to expand the academic program. In addition, the campus has a master plan, for infrastructure and facilities development.

Five buildings with 24 classrooms, computer labs, libraries and administrative rooms have been constructed.

Financial support and grants

The University Grants Commission, local municipalities and individual donors have provided financial support and grants for the development of physical facilities. The campus has utilized the grants and support received to the maximum extent for the development of physical facilities.

Services for students

Proper provision of safe drinking water and toilets has been made. Students have been provided with sports related materials. Sports competitions are organized from time to time. Likewise, arrangements have been made to distribute sanitary pads to female teachers, staff and students.

Library Management

The library has adequate number of textbooks, reference materials, journals etc. as required. Recently, it has been started to develop an e-library through the educational management in-

formation system. Through the educational management information system, library management, books lending and preparation of library reports have been done.

Resources for the Library

Annually, an adequate volume of budget has been allocated for library management and development. By using that budget, books, library equipment and computers have been purchased.

System and Mechanism for infrastructure development and maintenance

Fiscal, Logistic and Maintenance Committee has been formed for the expansion and development of physical facilities and for carrying out regular maintenance work. The committee has formulated and implemented the annual maintenance plan.

Areas of Improvements

Development of infrastructure

In order to expand the service facilities of the campus and introduce new educational programs, it is necessary to expand the physical facilities and infrastructure. Therefore, the campus should formulate and implement an argument plan. It is necessary to mobilize financial resources to implement the argument plan.

Projector and Smart board

Only three projectors and a smart board were installed; still, the campus will add projectors and smart boards in every classroom, including the computer lab.

Fund generation infrastructure development

The administration and management committee of the campus should take an aggressive approach to the fund-generation undertaking. In a comparable manner, the campus team has to write a proposal and submit it to the donor organization in order to institutionalize fund-raising initiatives.

Digitation

The digitization of all sections, departments, and units should be commenced by the EMIS Unit in order to promote e-governance and management.

E-learning resources.

Budgetary resources are allocated for the development library, the allocated budget should be utilized to purchase e-learning resources.

Utilization of facilities

Develop and execute the best utilization strategy for the facilities and infrastructure.

Student Clubs and Greenery

Encourage the establishment of student clubs that encourage campus greenery.

Electrical Power Back up system

Considering the electrical supply is unpredictable, install a solar-powered backup power system.

Criterion 6: Student Support and Guidance

In this section, the systems, structures, policies, procedures, guidelines and services established and provided by the campus are briefly highlighted.

The campus's existing status

Scholarship Guideline

The Palhi Multiple Campus: Scholarship Operational Guideline 2079 was developed and implemented to ensure impartial scholarship distribution.

Committee Student Service

The Student Service Committee was formed to oversee remedial classes, peer tutoring, and academic and psychosocial counseling including academic coaching.

Employment Committee

The Employment Committee was established to provide career counseling, arrange for job placement services, and provide students with an opportunity to participate in capacity-building programs.

Feedback Mechanisms

Set up feedback mechanisms to gather input from students regarding their experiences with the student support system. Used EMIS to collect feedback from students. Analyze the feedback received and make improvements based on the insights gathered.

Regular Training and Professional Development

Offering ongoing training and professional development opportunities for staff members involved in student support services. This ensures that they are equipped with the necessary knowledge, skills, and tools to deliver effective support to students.

Health, Environment and Sport

The Health, Environment, Sport, and Student Mobilization Committee was established to provide sports and health facilities as to organize student clubs to carry out environmental conservation initiatives.

Tracer Study

The Research Management Committee is conducting a Tracer study to assess the status of graduates of campus.

Alumni Association

Founded the Palhi Multiple Campus Alumni Association to foster interdependence between the campus and its graduates.

Areas of Improvements

Student Support Portal

Should develop a student support portal or website that provides comprehensive information about available support services, resources, and contact details. This portal serves as a go-to resource for students to access information and initiate support requests.

Centralized Student Support Center

Must create a centralized student support center that serves as a one-stop hub for all student support services. This allows students to access various services, resources, and assistance in a convenient and efficient manner.

E-library

The process of e-library is not completed yet, so rigorously the effort and resources should be put to optimize the e-library.

Criterion 7: Information System

Establishing e-governance on the campus is a significant step towards modernizing administrative processes and enhancing efficiency. The installation of an integrated and central data management system is a key component in achieving this.

Utilizing an Education Management Information System (EMIS) generating specific reports as per needs of the campus can significantly enhance administrative decision-making, policy formulation, and resource allocation. The EMIS serves as a centralized platform for storing diverse educational data, including student information, academic records, faculty details, course catalog, financial data, and institutional statistics.

The campus's existing status

Formulation of EMIS Unit

Formed a specialized and dedicated unit for the Education Management Information System with the purpose of operationalizing a database system.

Data centralized EMIS

Installed centralized data platform, which acts as a single repository for a variety of educational data, such as financial information, institutional statistics, faculty profiles, course catalogs, student information, and academic records.

EMIS Log in ID

Granting access to the Education Management Information System (EMIS) to every student, faculty member, and staff member through individual login IDs can enhance transparency, collaboration, and data-driven decision-making across the campus.

Publication Committee

A distinct publication committee was formed to make available and publish data and information targeted at stakeholders.

Areas of Improvement

Skill development

For the best use of EMIS and information technology for administrative tasks and teaching-learning, professors and staff members should increase their information literacy.

Backup system

To solve the issue of electric cut, an electric power backup system should be established utilizing renewable energy sources.

ICT and Teaching

Extending ICT access to bring together ICT into teaching and learning methods.

Criterion 8: Public Information

The processes, procedures, initiatives carried out by the campus, and public information system feedback mechanism were all featured in this section of the document.

The campus's existing status

Information system

Establishing a robust public information system within the campus can significantly contribute to enhancing the institution's brand, reputation, and public visibility. Developed clear branding system and visual identity standards that encompass the campus's logo, color palette, typography, and other visual elements. Consistent branding across all communication channels fosters recognition and reinforces the institution's identity.

Publication

Publishing annual reports, prospectuses, financial audits, magazines, and other electronic publications to stakeholders to keep them informed about the activities taking place on campus.

Feedback and Suggestion

collecting feedback and ideas on information published by the campus from significant stakeholders, including teachers, staff, students, and other staff members.

Areas of Improvement

Expertise

Improve the design and publishing material preparation skills.

Impact assessment

Strengthened procedures and framework for evaluating the impact of information that has been revealed.

Form an alliance

Form alliances with media organizations and personnel to expand campus visibility.

Summary

At first, we visited the University Grants Commission campus and had the opportunity to interact with professionals. Our campus team then organized additional visits to other campuses to gather ideas from them. Furthermore, our team members actively participated in training sessions organized by the University Grants Commission. We have acquired a great deal of knowledge from the University Grants Commission and nearby institutions of higher education.

The SSR Drafting Committee performed a quality gap analysis using the standards and parameters set by the University Grants Commission. The team identified specific quality gaps that are impeding the process of enhancing the overall quality. The team formulated a precise course of action to address the obstructive factors, taking into account the results of the quality gap analysis.

The policy analysis of the campus is conducted by the governing body, management team, and key stakeholders. Following the policy analysis process, a thematic team develops a strategic plan along with other policies and procedures. The Campus Management Committee and Campus Chief have taken a proactive approach in implementing and executing these policies and procedures. During the execution of policy and procedure, the Campus Management Committee and Campus Chief encountered numerous obstacles.

During the process of implementing policies and procedures, the campus team came to the realization that mechanisms needed to be established for their execution. Consequently, the Campus Management Committee formed over twelve working committees. The primary function of these committees is to carry out the defined policies and procedures, as well as engage in educational, academic, administrative, and research-related activities.

It was imperative to raise awareness and provide education to teachers, staff, students, and key stakeholders with regards to ensuring quality. Hence, various initiatives such as training sessions, seminars, interactive meetings, and orientation programs were implemented to enlighten all the stakeholders. Enhancing the capabilities of all individuals involved in the quality assurance process was crucial. The capacity development programs that were arranged have significantly improved stakeholders' comprehension of quality assurance.

In order to ensure the effectiveness and outcome-driven nature of internal quality assurance activities, it was imperative to arrange diverse programs across different levels of the campus. Consequently, each thematic committee devised their individual action plans and orchestrated a range of programs utilizing a participatory approach. These initiatives have significantly facilitated the attainment of the quality assurance objective.

To commence the digitalization process of the campus, it is imperative to operationalize the Educational Management Information System (EMIS). The Login ID has been disseminated to all students, faculty, and staff, enabling them to gain access to the EMIS and utilize its functionalities.

A formal memorandum of understanding was conducted to facilitate mutual benefits through an organized interactive meeting involving higher education institutions, industries, companies, and partner organizations.

The institution has implemented a well-structured system and effective mechanisms to ensure the delivery of efficient support services to students. In order to cater to the requirements of the faculty, the campus has enhanced its students support services. These services encompass counseling, health, job placement, and scholarship assistance, which are made available to both students and faculty members.

The Student Quality Circle (SQC), Alumni Association, and students club have been established by the designated committee in order to guarantee the active involvement of both students and alumni in enhancing the quality of education.

The Academic Audit, Tracer Study, and other research conducted by the Internal Quality Assurance Committee (IQAC) and Research Management Committee (RMC) aimed to evaluate the educational and administrative initiative.

The Terms of Reference, which outline the scope and objectives of the Self-study report (SSR) preparation, have been handed over to the dedicated team responsible for its creation. This team has demonstrated exceptional commitment and diligence in their efforts to meticulously prepare the SSR and produce all necessary supporting documents. Throughout the process, the SSR has undergone several rounds of thorough reviews by the team members. Each review aimed to ensure the accuracy, completeness, and coherence of the report, as well as to address any potential areas of improvement. The team members have methodically examined every aspect of the SSR, including its content, structure, and formatting, to ensure that it meets the highest standards. The team's collaborative efforts, expertise, and attention to detail have been instrumental in refining the SSR and enhancing its quality. They have worked tirelessly to incorporate relevant data, evidence, and analysis into the report, ensuring that it provides a comprehensive and accurate representation of the subject matter. After multiple rounds of review and revision, the SSR has reached its final form. The team has exactly addressed all the feedback and suggestions received during the review process, resulting in a finalized version that meets all the requirements set forth in the Terms of Reference. The completion of the SSR marks a significant milestone in the self-study process. The team's dedication, professionalism, and commitment to excellence have been evident throughout the entire journey. Their hard work and attention to detail have culminated in a comprehensive and well-crafted report that will serve as a valuable resource for the intended

viewers. The finalized SSR and its accompanying documents are now ready for submission, providing a comprehensive and accurate assessment of the subject matter. The team's efforts have ensured that the report meets the highest standards of quality and integrity, reflecting their commitment to producing a thorough and reliable document. Overall, the team's diligent work in preparing the SSR and their commitment to excellence have been crucial in achieving a finalized report that meets all the requirements and expectations. Their dedication and expertise have contributed significantly to the success of the self-study process, providing a solid foundation for future endeavors.

The e-library was established through the implementation of the Education Management Information System (EMIS), a comprehensive software solution designed to manage and organize educational resources. This system has revolutionized the way students and faculty members access information, providing them with a convenient and efficient platform to explore a vast array of electronic resources. With the implementation of EMIS, both students and faculty members have been granted access to this electronic resource. The campus administration recognizes the importance of a well-funded e-library and is committed to providing the necessary resources to ensure its success. Furthermore, the campus administration is actively working towards acquiring e-learning materials that cater to the specific requirements of the students. This involves collaborating with publishers, educational technology companies, and content providers to curate a diverse collection of resources that align with the curriculum and learning objectives. By doing so, the e-library can cater to the unique needs and interests of the students, fostering a more personalized and engaging learning experience. In conclusion, the establishment of the e-library through the implementation of EMIS has greatly benefited both students and faculty members. Adequate funding has been allocated to support the library, and the campus administration is actively working towards acquiring e-learning materials that cater to the specific requirements of the students. This commitment to providing a comprehensive and accessible electronic resource reflects the institution's dedication to enhancing the learning experience and promoting academic excellence.