

SELF STUDY REPORT (SSR)
OF
GUPTESHWOR MAHADEV MULTIPLE CAMPUS

(Revised and submitted as per expert comment : September 25, 2019)

(Revised by considering suggestion of PRT : June 08, 2020)

Submitted by:

Gupteshwor Mahadev Multiple Campus

Pokhara-17 Kaski Nepal

Submitted to:

Quality Assurance and Accreditation (QAA) Division

University Grants Commission (UGC) Nepal

August 26, 2019

Pokhara

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गुप्तेश्वर महादेव बहुमुखी क्याम्पस GUPTESHWOR MAHADEV MULTIPLE CAMPUS (GMMC)

पोखरा-१७, छोरेपाटन, कास्की
POKHARA-17, CHHOREPATAN, KASKI

प.सं./Letter No.:

च.नं./Ref. No.:

मिति/Date:

Declaration by the Head of the Institution

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

Signature of the Head of the institution with seal

Campus Chief _____

Place: _____

Date: _____

PREFACE

It is our privilege to present the Self Study Report (SSR) of Gupteshwor Mahadev Multiple Campus (GMMC) to the University Grant's Commission (UGC), Nepal. Gupteshwor Mahadev Multiple Campus, (GMMC) located at Chhorepatan-17, Pokhara is a non-profit oriented public academic institution operated through the support and dedication of the locals of the place. The Campus, since its establishment in the year 2065 B.S. has committed itself in the social welfare of disseminating the poor and needy students from around the neighboring city locations and the nation with quality and latest education at low and affordable fees structures. It is only successful to offering BBS and B.Ed. course of Tribhuvan University outside the Kathmandu valley since 2065 BS and able to achieve better result. Now it is successfully offering MBS, BBS, BHM, BIM & B.Ed. programs.

Since its inception in the year 2065 B.S. the Campus is affiliated to Tribhuvan University and has been offering classes of Masters Degree and Bachelor's Degree in two faculties, namely, Management and Education. In the genesis period of the institution, the enrolments of students in both faculties were satisfactory: but at present as the nation-wide trend manifests, the number of enrolment in education faculty has dropped.

GMMC dedicated to bring out well trained and educated manpower capable to gear up the productive and overall of the region and nation. Especially GMMC has to prepare higher, middle and junior level human resources to meet the needs of nation in deferent functional areas of management. GMMC's Programs aim to facilitate the student to work as proficient teacher, manager and entrepreneur in most competitive business environment. It is a great opportunity for the institution to apply for the first cycle of UGC's QAA program. It is an immense pleasure to submit SSR of our campus to UGC, Nepal for first cycle of accreditation. The report is an outcome of collective efforts of all faculties and staff. It contains true and genuine information on the various parameters. This report is prepared with honesty, sincerity and dedication as per the guidelines laid down by UGC, Nepal.

We now look forward of evaluation by Peer Review Team (PRT) of UGC, Nepal to provide us a gauge to measure our strengths and weaknesses and guide us on the path to progress in the near future.

Dharma Raj Baral
Campus Chief
Gupteshwor Mahadev Multiple Campus
Pokhara-17 kaski

Acknowledgement

We would like to express our deepest appreciation to all those who provided us the possibility to complete this report. A special gratitude we give to our Campus Management Committee, QAA Monitoring Committee, Internal Audit Committee, Procurement Committee, Research and Development Committee, Examination Committee, Research and Publication Cell, Scholarship Selection Committee, Extra-curricular activities committee whose contribution in stimulating suggestions and encouragement, helped us to co-ordinate in writing this report.

Furthermore we would also like to acknowledge with much appreciation the crucial role of the teaching and not teaching staff of Gupteshwor Mahadev Multiple Campus who supports to complete this report.

SSR Committee Gupteshwor Mahadev Multiple Campus

Date :

SECTION I

PREAMBLE

Gupteshwor Mahadev Multiple Campus (GMMC) is a community-based, non-profit-making campus located at Chhorepatan-17, Pokhara. The campus initiated its operation with B.Ed. program alone that enrolled just 12 students in its inception year 2065 B.S. In course of time, programs have been augmented according to the needs of the students and the demand of the market. Hence, today the campus operates in morning and day shifts with altogether five programs. The programs constitute B.Ed., BBS, BHM, BIM, and MBS. If the two annual-based programs- B.Ed., and BBS, and semester-based MBS programs are run in the morning shift, the semester-based BHM and BIM programs are operated in the day shift. Currently, 570 students are studying in the range of programs offered by the campus.

Now, the campus is pacing ahead with its clearly defined vision, mission, goals, and objectives. To achieve its goals and objectives, there are clearly defined plans, programs, and objectives cited in the campus Strategic Plan and Action Plan, and Annual Report. To support the achievement of the goals and objectives is duly formed organizational structure. IQAC (previously called IQMC) has been initiated for internal quality monitoring and check. The institutional documents specifying the job responsibilities of departments, cells, and individuals are Campus Directives, Campus Articles of Association, Research Management Cell Guidelines, Employment and Placement Cell Guidelines, Student Counselling Cell Guidelines, Extension and Outreach Cell Guidelines, Public Information Cell Guidelines, Teachers Staff Service Rule Guidelines, and as such. The policies and procedures of these Organizational Structure and its master documents are aptly governing the campus.

Regarding curricular aspects there are provisions of ensuring consistency of teaching and learning with the academic goals and objectives of the campus. Teachers prepare workplan to match teaching-learning activities to match with the university schedule. Academic programs are made flexible to ensure accession of education to all students. Academically vulnerable students are offered remedial classes, and every student is entitled to no-cost extra classes of tough subjects when examinations are at the doorsteps. Further, to expose students to information technology, a well-equipped computer lab with non-stop internet link has been set up. Curricular feedbacks are routinely obtained from feeder school principals, internship information, students' feedbacks, workplaces' feedbacks, and examinations results.

In the area of research, the campus allocates budget annually to promote research activities among students and faculty members. Research-based workshops and seminars are held frequently to support research at the campus. The initiation of Research Management Cell (RMC) at the campus is to gear up the research projects which still is lagging behind.

Regarding infrastructure and learning resources, the campus is striving hard to procure most required entities. The campus owns about an acre of plot of land wherein are erected three-storied three blocks of buildings comprising of altogether 29 rooms. Still, the construction of an extension building is underway. Classrooms are well-equipped and adequate, and so are the administrative rooms. The computer lab is well-equipped with furniture, and computers with ceaseless internet linkage.

To support and offer guidance to students are formed diverse cells, such as Student Counselling Cell, Employment and Placement Cell, Research Management Cell, and as such. Supportive incentives are Scholarship Awards, Certificates and Awards, Medals, Appreciative Documents and so on.

The generation and dissemination of campus information makes use of channels like EMIS Cell, Annual Report, different Cells, Campus website. Information outlets for students are campus prospectus, leaflets, notice boards, campus website and others.

In summation, the campus is functioning in the most effective and efficient manner through adoption of all the standards as emphasized by Internet Quality Assurance Cell (IQAC). This has resulted in the unconstrained execution of all the functioning. Having accomplished all the goals and objectives of IQAC now, the campus holds a strong conviction that it is apt to accept Quality Assurance and Accreditation Certification from the University Grants Commission.

Vision Statement

GMMC aims to establish as the leading higher education institute in the state and the nation committed to provide qualitative education through its multidisciplinary courses crafted to cater the students' employability and community needs.

Mission

To strive for establishing itself as a premier higher education institute committed in its actions to deliver qualitative education in an affordable manner by emphasizing academic quality enhancements through implanting a culture of research, fostering capacity development among its students and developing community outreach or extension by

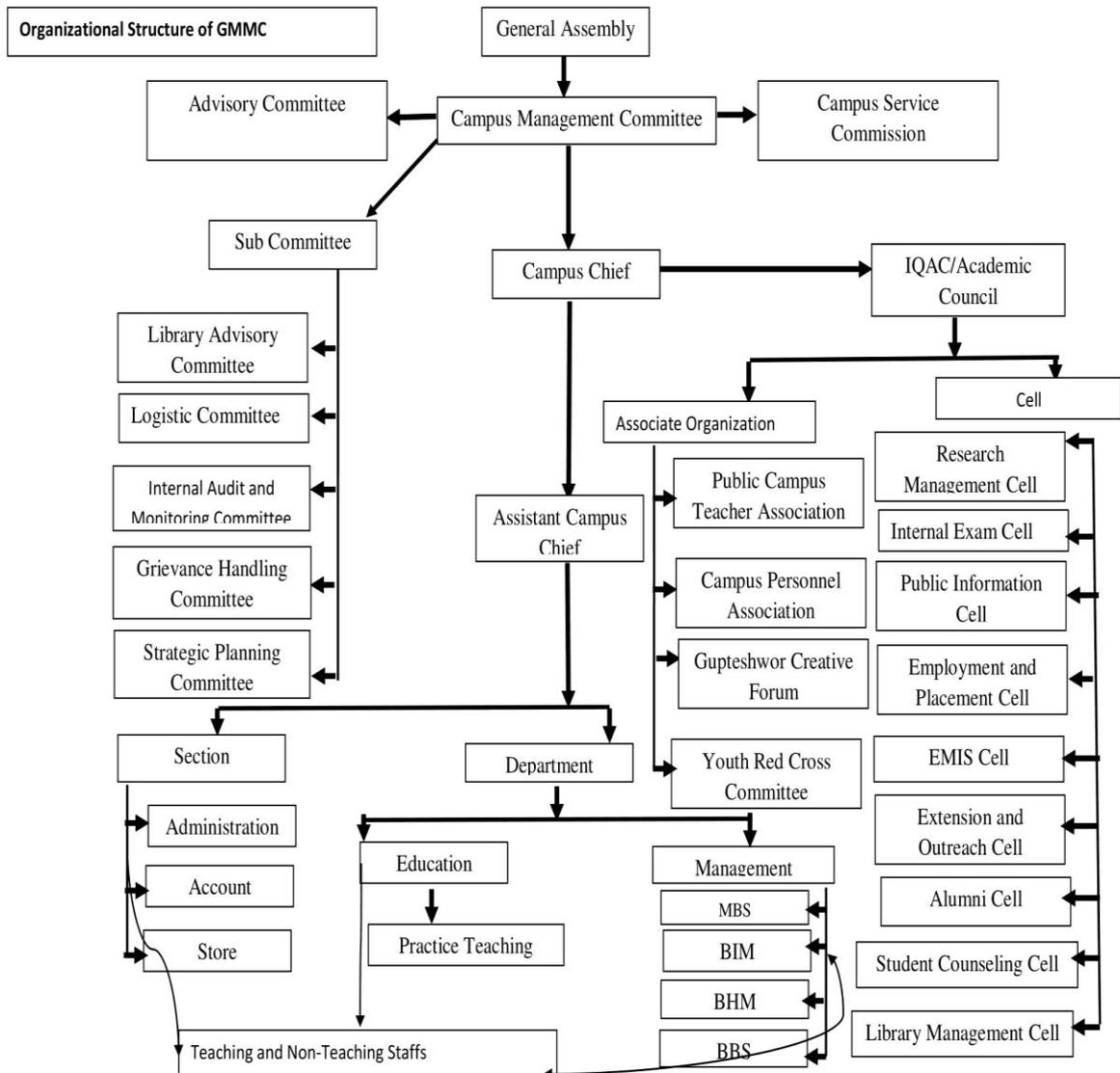
integrating the knowledge and expertise of academicians and professional experts present in this region. The primary focus of its activities will be to achieve academic excellence prioritizing research eminence, students' employability and community outreach and benefits.

Key Focus (Goals)

Our vision of being a leading higher education institute with prominent focus on quality education/educational excellence, research and students' employability delineates following key areas as our key focus or major dimension of goals. The areas are :

- **Enhancing Academic Quality** through the design and delivery of managerial, technical and professional courses aimed towards increasing students' employability and skills.
- **Inculcate Research Orientation in and among the constituencies of our institution** and focus in the development and delivery of research-oriented knowledge at our graduate and undergraduate level of studies that paves the larger societal benefits.
- **Focus on the capacity development of faculties, students and staffs** through the development and integration of result-oriented curriculum, contributory state-of-the-art infrastructure and well trained and dedicated faculties and staffs.
- **Work for better community outreach** by identifying probable long term community alliances and revenue sources complementary to its financial needs and prioritizing its academic pursuance towards improving educational quality with difference in research and pedagogies addressing the community needs.

Organizational Structure



HIGHLIGHTS OF THE INSTITUTION

- ❖ Gupteshwor Mahadev Multiple Campus is one of the leading and inspiring community-based campus.
- ❖ Situated in the Gandaki Provenance , established in 2065.
- ❖ It occupies about six ropani of its own land with adequate physical infrastructures for educational activities.
- ❖ Job-focused programs like BIM, BHM offered to the students as professional courses along with other academic programmes such as BBS, Bed, and MBS.
- ❖ Harmonious relation among CMC, Campus Administration, Faculties, Non-teaching staff and Students.
- ❖ About 600 students have been currently studying in bachelor and masters' levels.
- ❖ The campus has formed 74 patron members (i.e. Campus Senate) and independent management committee as per its own article of association.
- ❖ Dedicated twenty-nine faculty, and nine non-teaching staff.
- ❖ Regular support in revenue from the patron organization Gupteshwor Mahadev Cave.
- ❖ The campus has provision of English and Nepali medium classes.

Strength	Learnings
<ul style="list-style-type: none"> • Located at the core area of Pokhara Valley •Scholarship schemes aimed at rural and underprivileged students. • Dedicated faculty, and non-teaching staff, and motivated students. • Harmonious relation among CMC, Campus Administration, Faculties, Non-teaching staff and Students. • Job-focused programs like BIM, BHM offered to the students as professional courses. • Committed to invest on faculties' research and assist them in global network expansion. • Independent and Autonomous functioning as its major strength. • Community based campus focused at imparting qualitative education in relatively 	<ul style="list-style-type: none"> • May get insufficient influx of applications from national and international students because of its focus in state/region. • Inadequate orientation towards new teaching learning pedagogies. • Conventional teaching-learning activities and insufficient focus towards faculties and students research. • Less functional IQAC • Low pass percentage and notable drop-outs • Student psycho-socio counseling is inadequate • Insufficient attention to students' holistic development. • Small alumni networks resulting into weaker social networks • May be having minimal trust and goodwill

<p>affordable prices.</p> <ul style="list-style-type: none"> • Constant support in revenue from theGupteshwor Mahadev Cave 	<p>being a young institution with an insufficient profile nationally.</p> <ul style="list-style-type: none"> • Linking its curriculum and practices into the larger social context might be burdensome because of the unavailability of human capital needed to address such need.
<p>Opportunities</p>	<p>Challenges</p>
<ul style="list-style-type: none"> • Capacity of conducting different income generating academic programs and activities. • Scope for developing employability in related area through proper networking with public and private organizations • Potential to grow as an institute of national importance aimed at imparting qualitative education at affordable prices. • Attraction and retention of qualified human resources as a driving element in our HR • State and the nations’ progressive policy to uplift and develop entrepreneurial courses in public colleges. • Concentration of the institution towards extended local and national networks of research and academia which could result in developing itself as an institution focused towards research. 	<ul style="list-style-type: none"> • The scanty faculty with required research skills and knowledge hampering the delivery and design of qualitative education and research • Digitalization and technology enabled smart classrooms are less and scanty • High expectation of the students, faculties and stakeholders • Reducing irregularities and increasing retention of the students • Managing faculty development programs relating to ICT • Increasing competition and exploration from national and regional campuses/colleges inside the nation and state particularly in management education. • Increasing tendency of students in the nation to go abroad.

DEVELOPMENT INITIATIVES

GMMC believes that implementation of planning activities is possible and successful uptake of guidelines and changes in education practices. Therefore, GMMC incorporates Second five year Strategic planning (2021-25), focusing on quality education, research and community outreach.

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

SECTION A

INFORMATION FOR INSTITUTIONAL PROFILE

1. Institutional Information

Name of the Institution: **Gupteshwor Mahadev Multiple Campus**

Place: Pokhara -17, Chhorepatan, Gandaki Province

District: Kaski

2. Information for Communication

a. Office

Name	Telephone with Extension Number	Fax	E-mail
Executive Head of the Institution: Dharma Raj Baral	061-465677 98560-31970		gmmc.chief@gmail.com
Management Committee Chairperson: Prof. Tanka Raj Adhikari PhD	9856031107		adhikaritanka123@gmail.com

b. Residence

Name	Telephone with Extension Number	Fax	E-mail
Executive Head: Dharma Raj Baral	98560-31970		gmmc.chief@gmail.com
Management Committee Chairperson: Prof. Tanka Raj Adhikari PhD	061-461752		adhikaritanka123@gmail.com

3. Type of Institution

Constituent Affiliated Degree Awarding Autonomous Institution

4. Institutional Management:

Public Community Private Other (please specify)

5. Financial category of the institution:

Government Funded Self-financing Community Other (please specify)

6. a) Date of establishment of the Institution: 05/10/2064 B.S. (**dd/mm/yyyy**)

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

- Bachelor in Education (Previously 3 Years; and now 4 years): 04/09/2065
- Bachelor in Business Studies (Previously 3 years; and now 4 years): 13/04/2066
- Bachelor in Hotel Management (Semester System) : 10/05/2075
- Bachelor in Information Management (Semester System) : 10/05/2075
- Masters in Business Studies (Semester System) : (12/10/2074)

c) University to which the Institution is affiliated: Tribhuvan University

(See Annex A 1.1 for *Affiliation letter* and A 1.3 for *Campus Establishment minute*)

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

N/A (**dd/ mm/yyyy**)

8. Is the institution autonomous in terms of :

Financing

Administrative Management

Academic Management None

9. Institution's Land area in Ropanees/Bighas (Katthas)/Square Meters: **5-5-1-0 Ropanees**

(See Annex A 1.6 for *land ownership certificate*)

10. Location of the Institution

Urban Semi-urban Rural

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

Academic Programs	Number of Program
Bachelors	<ul style="list-style-type: none"> • BBS • BHM • BIM • B.Ed
Master's	<ul style="list-style-type: none"> • MBS
Total	5

(See Annex A 1.1 for affiliation letter of campus)

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

Faculty of Management	
Departments:	Management Department
Faculty of Education	
Departments:	Education Department

(See Annex B 1.3 for provision of department in **Campus Directive PP 9**)

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

Programs	Level of Study	Eligibility requirement for student admission	Student Number (Enrolment/Capacity)
Basic Computer Package	Basic Training	Regular Student	20
Accounting Package	Basic Training	Regular Student	15
Basic Computer Skill	Non-credit course	Regular Student	20
Leadership	Non-credit course	Regular Student	10
Event Management	Non-credit course	Regular Student	10

(See **Annex B 2.1 Department Minute** for Computer Class and Extra Class **Annex B**

1.16 Syllabus of Basic Computer B 1.22 for Accounting package Syllabus, Annex RR 46, Annex RR 47, Annex RR 48)

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

All the permanent and full time faculties and staffs are recruited through the Selection Committee of Gupteshwor Mahadev Multiple Campus. The Selection Committee is formed by the Campus Management Committee. The committee will recommend for appointment and promotion of faculties and other staffs considering the capacity, experience and work performance of them.

At present the selection committee consists of The Chairperson and two members including expert. Selection procedure for recruitment and promotion of faculties and other staffs is undertaken as per the provision of Teachers and Staffs Service Act of the Campus. The selection procedure will develop by the committed itself for written examination and interview and so on with consideration of Teachers and Staffs Service Act.

(See Annex A 1.4 for teacher and staff service act Part 3 Rule 7-28, Annex RR 5 for HR Plan)

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

Particulars	Disadvantaged / Janajatis		Others		Grand Total
	F	T	F	T	
Full Time Teachers (Total)	-	-	2	15	15
No. of teachers with Masters	-	-	2	14	14
Part Time Teachers (Total)	-	-	1	10	10
Part-time teachers with Masters	-	-	1	9	9
Course contract teachers	-	-	-	4	4
Course contract teachers with masters	-	-	-	4	4

(See Annex B 1.17 Teachers Record 2076 , B 1.18 Appointment Letter, B 1.11 service rule of the campus for criteria of fulltime teacher section 2)

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

Courses	Full Time Teachers (Total)	Part Time Teachers (Total)	Total
Management			
No. of Teachers	10	5	15
Work load/week	240	66	306
Education			
No. of Teachers	5	6	10
Work load/week	120	78	174

Four faculties are involved under course contract teacher.

(See Annex B 1.19 for Class Routine)

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

Particulars	Disadvantaged / Janajatis		Others		Grand Total
	F	T	F	T	
Administrative Staff			3	9	9
Technical Staff					

(See Annex B 1.20 for List and B 1.18 Appointment Letter of Non-teaching Staff last two years)

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

No of Students Enrolment From	UG		PG		MPhil		PhD	
	F	T	F	T	F	T	F	T
Same district where the institution is located	237	316	18	31				
Other districts	146	209	6	12				
SAARC & Other countries								
Disadvantaged/Janajatis	92	148	4	9				

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

(See Annex B 1.23 student enrollment record)

19. Details of the last two batches of students:

Particulars	Batch 1:			Batch 2:		
	Year: 2073/74			Year: 2074/75		
	Bachelors	Masters	Total	Bachelors	Masters	Total
Admitted to the program	349	24	373	445	58	503
Drop-outs						
a. Within four months of joining	11	-	11	12	1	13
b. Afterwards	20		20	38	-	38
Appeared for the final year examinations	318	24	342	395	57	452
Passed in the final examinations	80	21	101	83	22	105
Pass % of number appeared (Total)	25.15	87.5	29.53	21.01	38.60	23.23
Pass % with distinctions	1.25	4.76		1.25	4.55	
Pass %, (First class)	21.25	57.14		12	50	
Pass %, (Second class)	57.5	38.10		46	45.45	
Pass %, (Third class)	20	-		22	-	
Number of students expelled from examination hall if any	-	-	-	-	-	-

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

(See [Annex RR 64 Annual Report 2075-76](#), page 21-26,)

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

<u>Income</u>			
Particulars	2074/75	2074/75 Actual	2075/76
	Projected		Projected
Admission Fee	2,831,800.00	2,631,100.00	6,198,600.00
Monthly Fee	4,928,000.00	3,452,150.00	10,803,600.00
Grants	77,084,613.47	69,177,869.47	51,513,800.00
Other Incomes	2,401,700.00	2,024,821.60	3,836,000.00
Total	87,246,113.47	77,285,941.07	72,352,000.00

Expenditure			
Particulars	2074/75 Projected	2074/75 Actual	2076/76 Projected
Increase in Educational Quality	1,318,000.00	1,323,986.00	4,120,000.00
Human Resource Development and Management	1,270,000.00	133,210.00	1,220,000.00
Other Administrative Expenses	5,237,700.00	4,521,505.00	5,022,000.00
Other Capital Expenditure	53,050,929.47	114,189,365.22	41,690,000.00
Salary and Allowance	9,484,284.00	9,622,355.00	15,000,000.00
QAA & EMIS Related Expenses	300,000.00	25,000.00	300,000.00
Total	70,660,913.47	129,815,421.22	72,352,000.00

(See *Annex RR 64 Annual Report 2075/76 Page 51-59*)

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.

Total Annual Expenditure: **129,815,421.22**

Total Annual Expenditure excluding Salary: 120,193,066.22

Total No. of Students: 568

$$\text{Unit Cost: } \frac{\text{Total Annual Expenditure}}{\text{Total No. of Student}}$$

$$\text{Unit Cost: } \frac{129,815,421.22}{568}$$

$$= 228,548.28$$

$$\text{Unit Cost(Excluding Salary): } \frac{120,193,066.22}{568}$$

$$=211,607.51$$

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

Semester System Annual System Any other (specify)

Bachelor level programs BBS and B.Ed. are based on Annual system, whereas BHM and BIM (Bachelor level program) and MBS (Masters' level program) is based on Semester system.

(See *Annex B 3.13 for Academic Calendar*)

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

Central library	<input checked="" type="checkbox"/>	Computer centre	<input checked="" type="checkbox"/>	Health centre	<input checked="" type="checkbox"/>
Sports facilities	<input checked="" type="checkbox"/>	Press	<input checked="" type="checkbox"/>	Workshop	<input checked="" type="checkbox"/>
Hostels	<input checked="" type="checkbox"/>	Guest house	<input checked="" type="checkbox"/>	Housing	<input type="checkbox"/>
Canteen	<input checked="" type="checkbox"/>	Grievance redressal cell	<input checked="" type="checkbox"/>	Common room for students	<input checked="" type="checkbox"/>

Any other (specify)

(See Annex B 5.11 photo of library, B 5.3 computer lab, health centre, B 5.14 & B 5.15 sports facilities, B 1.25 Workshop hall, B 1.33 MOU with hostel, MOU with press, Annex RR 58 MOU)

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

Yes No , If yes provide the composition of the committee in separate sheet

S.N.	Name	Position
1	Prof. Tanka Raj Adhikari PhD	Chairman
2	Shree Ram Subedi	Vice-Chairman
3	Gaj Sharma Wagle	Treasurer
4	Bishnu Prasad Paudel	Member
5	Gopal Baral	Member
6	Ishwori Prasad Lamsal	Member
7	Krishna Prasad Lamsal	Member
8	Yubaraj Lamichhane	Member
9	Vijay Raj Acharya	Member
10	Hari Lamsal	Member
11	Mahadutta Bhattarai	Member
12	Jhapindra Raj Regmi	Member
13	Laxman Bastola	Member
14	Bhuwani Prasad Bhattarai	Member
15	Rishav Timila	Member
16	Devi Lal Sharma	TU Representative
17	Dharma Raj Baral	Member Secretary

(See Annex B 1.2 AGM Minute of Convention and B 1.24 representative member letter, Annex RR 68 AGM Minute)

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

Particulars	Year I	Year II	Year III
Working days of the institution	220	220	220
Working days of the library	220	220	220
Teaching days of the institution	220	220	220
Teaching days set by the university	150	150	150
Books in the library	2456	2710	3691
<u>Journals/Periodicals subscribed by the library</u>	5	6	7
National:			
International:			
Computers in the institution	20	25	28
Research projects completed and their total outlay			4 (Ongoing)
Teachers who have received national recognition for teaching/research/consultancy			
Teachers who have received international recognition for teaching/research/consultancy			
Teachers who have attended international seminars	1		
Teachers who were resource persons at national seminars/workshops			
No. of hours of instruction against the plan (per semester)	48	48	48

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

(See Annex B 3.13 Academic Calendar & B 3.15 Teacher Participation on Seminar)

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

GMMC is participating its faculty members on mini research project. The campus has accepted four mini research proposals including one proposal from MBS student under the guidance of faculty.

(See Annex B 3.11 for Mini research proposal sample, B 1.26 for mini research Minute, B 4.5 Mini Research Acceptance Letter)

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.

NA

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

Yes No If yes, give details.

NA

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

Source of Funding	Amount(NRs.)
UGC/Government grants	2,266,940
Donations	66,910,929.47
Fund Raising drives	NA
Alumni Association	NA
Research and Consultancy	NA
Fee from Self-financed/initiated courses	NA
Fees from regular programs	6,083,250
Any others (Bank Interest and Miscellaneous)	2,024,821.60

(See Annex A 1.2 for Resource generated by the institution in [annual report](#), Annex RR 64 Annual Report 2075/76)

SECTION B

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

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

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

BENCHMARK-WISE INPUTS FOR INSTITUTIONAL SSR

CRITERION 1: POLICY & PROCEDURES (15 MARKS)

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

Yes No If yes, mention and attach the document.

Gupteshwor Mahadev Multiple Campus has finalized its vision, mission, goals and objectives holding a two days workshop of the stakeholders for preparing five years strategic plan (2016-2020). As determined and finalized by the workshops, the vision, mission, goals and objectives of GMMC are presented below in brief. Strategic plan 2016-20 has clearly defined the campus vision, mission, goal and objectives.

*(See Annex 1.5 for **strategic plan PP 10. Vol. Annex A. 1.7 CMC decision approval of strategic plan in pp., Annex RR 1 for Revised Strategic Plan and Annex RR 2 CMC decision approval of revised strategic plan**)*

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.

GMMC has its strategic plan in which five years' systematic work-plans are presented along with the logical framework of action plans and estimated budget for the activities. In addition to it, the Campus makes annual action plans and budget annually.

*(See Annex A 1.5, for **strategic plan, Annex A 1.2 annual report of campus, Annex RR 1 for Revised Strategic Plan and Annex RR 64 Annual Report 2075/76**)*

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.

There are different organizational structures formed under the provision of the Campus statute. The Campus Council formulates reviews and updates the policies of the institution. GMMC management committee implements the policies made by the council and administration implements them. This Campus has duly formed its organizational structures and the list of members of different committees. The new organizational structure has prioritized on academic and administrative activities. All the academic activities is governed by IQAC. It mean to say that IQAC has been made more powerful with different cell under it and headed by the campus chief himself.

(See Annex RR 2 CMC decision approval of revised strategic plan), Annex RR 1 for organizational structure in Revised Strategic Plan)

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

Yes No Justify with supporting documents.

Campus Management committee of GMMC is one the main quality control body of the Campus. GMMC has provision of 'Internal Quality Monitoring Committee' (IQMC) coordinated by the head of the department of IQMC in which two members are appointed by CMC as per the recommendation of campus chief among the full time faculties. IQMC committee is responsible for checking the qualities of each section, departments. Committee should prepare and submit its report to the Academic Council every three months. After the pre-visit, the IQMC has been changed to IQAC and necessary guidelines, policy and procedures has also been formulated for quality monitoring activities.

(See Annex RR 6 for IQAC Guidelines and Procedure, Annex RR 29 IQAC Policy, Annex B 1.3 Campus Directive part 4 directive 4.3 B 1.27 Appointment letter of IQMC,)

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 job responsibilities of the departments, units, and individuals are specified at different levels in the rank order. The responsibilities of the Campus chief and assistant Campus Chief are specified in the Campus Statute 2065. Responsibilities of the department heads, teachers, faculty members and non-teaching staff, etc. are specified in campus directive, which has finalized by a committee consisting of advisory board and stakeholder of the Campus. Similarly, cell

coordinators duties and responsibilities are also clearly defined in different cell guidelines.

(See Annex B 1.3 Campus Directive part 4, Annex B 1.4 Article of Campus , Annex RR 6 IQAC Guidelines, Annex 7 Research Management Cell Guidelines, Annex RR 8 Employment and Placement Cell Guidelines, Annex 9 EMIS Guidelines, Annex RR 10 Student Counseling Cell Guidelines, Annex RR 11 Extension and Outreach Cell Guidelines, Annex 12 Public Information Cell Guidelines)

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 accomplishments of Pre-defined job responsibilities are evaluated annually on the basis of the Performance evaluation form. The authorities will evaluate academic excellence, regularity and punctuality of the individuals, participation in activities and interpersonal behavior. Similarly, cell coordinators duties and responsibilities are also clearly define in different cell guidelines.

(See Annex B 1.3 Campus Directive PP 7, B 1.4 Article of Campus, B 1.11 Teacher Staff Service Rule 2074, Annex RR 6 IQAC Guidelines, Annex RR 7 Research Management Cell Guidelines, Annex RR 8 Employment and Placement Cell Guidelines, Annex RR 9 EMIS Guidelines, Annex RR 10 Student Counseling Cell Guidelines, Annex RR 11 Extension and Outreach Cell Guidelines, Annex RR 12 Public Information Cell Guidelines)

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

Yes No If yes, give details.

The Campus has formulated the first five years strategic plan with the collective effort of the teachers, administrative staffs, students, administrators, stakeholders since, the formulation of five years strategic plan, the Campus has adopted the policies guided by strategic plan.

The Campus administrative authority has also formed action plans emphasizing on teamwork and participatory decision-making and a scheme for information sharing. New strategic plan has also been formulated for the year 2021-2025. Besides, information cell guidelines has clearly stated on this aspect.

(See Annex A 1.5 for strategic plan and action plan , B 1.28 Sub-committee formation minutes, Annex RR 1 for organizational structure in Revised Strategic Plan, Annex RR 12 Public Information Cell Guidelines, Annex RR 3 CMC Minute)

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, gives details.

Yes, GMMC has the programs like coaching classes to the weaker students and computer,

Accounting and Banking training, micro-teaching students to strengthen the regular academic programs. Such programs are conducted on the self-finance of the Campus. The Campus Directive has the provision to conduct such programs. Similarly, non credit course also fulfills the self sustaining goals. In the strategic plan, autonomous program for future sustainability has also been highlighted.

(See Annex B 1.3 Campus Directive, B 1.4 Article of Campus, B 1.12 Extra Class Minute and Attendance, Annex RR 1 for organizational structure in Revised Strategic Plan, Annex RR 46 Basic computer skill course, Annex RR 47 Event management course, Annex RR 48 Leadership course)

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

Yes No If yes, gives details.

This Campus has the provision of Campus Council in its statute. The Founder Campus Management Committee (CMC) members, patron organization such as management committee of Gupteshwor Mahadev Cave intellectuals, Chairman of local word, Chairman of local development office, chairperson of Chamber of Commerce and Head Teachers of the neighboring schools are the members of the Campus council. The Campus Council is the superior body of this Campus, which promotes harmonious relationship between Campus and community.

The representative of the Student Union and the chairperson of Public Campus Teachers' Association (PCTA) is also the member of Campus council. In this Campus, feedbacks are drawn from the stakeholders, community members and many others through Head Teachers' meetings from the schools of the catchment areas ; interactions with the professional unions; interactions with the school supervisors and District Education Officers; Campus websites, written suggestions from the students in the 'Complain Box' and applications ; discussion with stakeholders; interactions with alumni; interactions with the members of chamber of commerce; cooperative authorities.

Campus council has sole right to make necessary committee for any improvement of campus activities. Stakeholder's feedback form has been prepared and implemented.

(See Annex B 1.3 Campus Directive, B 1.4 Article of Campus for the provision of academic council and public campus teacher association, B 1.13 Feeder Schools Meeting Minute, B 6.4 Photo of Complain Box, B 1.30 Minute of Grievance handling committee, Annex RR 35 Stakeholders Feedback Form)

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?

At the time of establishment local assembly of Chhorepatan with inception of Gupteshwor Mahadev Cave Management committee was formed a feasibility study committee. As per the recommendation of such committee this campus was established. Various committees such as Advisory Committee, Publicity Committee, Foreign Relation Committee, Purchase Committee, Construction Committee, Social organization co-ordination committee, Account Committees, are formed under the provision of campus directive and Article of association of campus.

(See Annex B 1.28 Committee formation minute)

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

Yes No If yes, give details.

Yes, the students are the integral part of the institutional management system. As the evidence, there is a provision in the Campus Statute a representative to be member of the Campus Council on behalf of Gupteshwor Creative Forum (Union of Students). As an involvement in the internal system there is a provision of representative from Gupteshwor Creative Forum in Scholarship Committee as a member. In addition, the students are the members of different clubs and committees of the Campus such as Youth Red Cross, Nature club, Extracurricular committee ICT club, First Aid Unit and so on. They can present their demands and suggestions to the Campus through Gupteshwor Creative Forum and they can express decisive opinions from their position of the respective committees. Student representative has been made mandatory in the IQAC for the quality assurance purpose.

(See Annex B 1.5 Article of alumnae forum, B 1.8 Article of Gupteshwor creative forum, B 2.1. Formation of Students Quality Monitoring Cell, Annex RR 6 IQAC Guidelines, Annex RR 3 CMC Minute)

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

a. by the university

b. by the Institution

Please attach the copies.

Academic audit of GMMC is primarily done by the institution itself through Campus Council. It makes new policies and evaluates the degree of implementation. Academic council and IQMC is formulated to evaluate and monitor the internal quality of the Campus. Likewise, external experts and observers frequently visit from TU, other universities and Campus from within and across the country on the request of the campus and evaluate this institution providing feedbacks and suggestions. Academic audit form has been developed and academic audit report has been prepared by IQAC and this form is first of all audited by the IQAC chair and then independently audited by the resource person.

(See Annex B 1.7 for visitors book A 1.2 Annual Report for IQMC Report PP 30, Annex RR 28 Academic audit form)

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

Yes No If yes, give details

As per the statute of campus, principally, there is a Research Management Cell working to combine teaching and research activities. The cell has been working to encourage teachers to carry out Mini-researches on various issues. It organizes orientation programs for conducting research for the teachers and the students.

In the same way, it organizes higher level research trainings, participating faculties, non-teaching staffs and students; and invites the experts from other Campus and universities available in the country. For doing the academic researches based on the university courses campus has project work research cell under each department for effective supervision, and finalize the research activities conducted by the students.

Campus has budgetary provision regarding the research work for conducting mini research by students and teachers. Besides, the RMC has made it mandatory for the teachers to write research article on the field of teaching. From students prospective, research methodology studied in the third semester (teaching) is helpful for writing dissertation at the end of the course (research).

(See Annex B 1.3, Campus Directive part 13, B 1.14 Research Cell Minute, B 1.36 for Management Research Cell Minute, Annex RR 69 MBS Proposal Sample, Annex B 8.5 Journal of Interdisciplinary Study)

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

Yes No If yes, give details.

Campus operates undergraduate programs since the commencement that is why specific research activities have not completed till the period. But since the implementation of five years strategic plan, campus management committee has allocated the budget for research work 2017 onwards.

Although the findings and recommendation of tracing research conducted by campus on 2017 CMC decide to use multimedia projectors in the classroom instruction. As a result the awareness of the teachers and the students has been increased towards research activities.

A skill over the technological use has also increased. Student's exposure to the job market has been improved. Participation of the students in research has been enhanced. The teachers has published their articles in journal of interdisciplinary studies. Similarly, students have prepared marketing plan which has also made it possible to combine teaching and research.

(See Annex B 1.35 Research and Publication Cell minute, B 1.1 Strategic plan , A 1.2 Annual report, B 1.10 Tracer Study Report, B 1.31 Masters Marketing Plan Prepared by students, Annex B 8.5 Journal of Interdisciplinary Study)

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

The following are the Campus specific innovations contributed for its growth and development:

- a. Running professional programs such as BHM & BIM.
- b. Involvement of student in teaching and learning activities.
- c. Use of technology in the classroom instruction.
- e. Establishment of Research Management Cell and encouraging for carrying out mini researches.
- f. Provision of educational tours for the teachers, CMC members and students.
- g. Involvement in outreach activities.
- h. Representation of members from patron organization ie. Gupteshowr Mahadev Cave in CMC and financial support from patron organization to run academic programme smoothly.

(See Annex B 1.9 Work Plan, A 1.2 Annual Report, B 1.15 Mini Research Minute, B 1.32 CMC minute of representation from patron organization and Collaboration with Patron organization)

CRITERION 2: CURRICULAR ASPECTS (10 MARKS)

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

Yes ✓ If yes, give details.

Yes, there is provision of ensuring consistency of teaching and learning with the academic goals and objectives of the institution in the sense that first of all the campus calls the meeting with concerned faculty member. After calling the meeting with the course leaders, the administration asks them to prepare the work plan so that their working plan can harmonize with the University's schedule.

On the other hand, there is the provision of extra classes on those subjects which students find difficult. As for example, in the first year of BBS and B. Ed, the campus compulsorily manages extra classes for Compulsory English to B. Ed students and Accounting to the students of BBS as well. Moreover, if the course leaders become unable to finish their courses in time according to their work plan, they have to take extra classes to finish the course assigned to them.

In order to find out the drawbacks of the students the campus conducts internal examination in different phases (unit test, monthly test, quarterly test) and provides extra coaching classes for the weak students. Regarding the students of the Education faculty, practical teaching programs are conducted in their respective classes. Similarly, educational tours, industrial tour (B.B.S),

[See Annex B 1.12 Specialization Subject Selection and Extra Class Minute, B 1.9 Work plan, B 2.2 Exam related notice, B 2.3 Photo of educational tour, B 2.4 Fund support minute for tour, B 2.14 internship Information letter)

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

a. Time frame matching student convenience ✓

The institution has been managing classes according to the convenience and demand made by the students in the sense that senior students who have been teaching in different institutions from education stream and working in different offices from management stream demand classes at off hours of the campus as well and the campus has been catering their needs according to the time convenient to respective students. Most of such classes are conducted either in later afternoon or in the evening. Since most of the students are engaged in different activities namely job and business in the day time, the regular classes are conducted during the morning and day shift.

However, the class of BHM and BIM are offered at day time.

[See Annex B 1.12 Extra Class Minute and attendance, Annex RR 72 Class Routine of BHM and BIM]

b. Horizontal mobility

According to the guidelines set by the university, the campus has also been managing different mobility. As for example, a student who has passed his/her higher secondary level from science stream and s/he wants to pursue further education in Bachelor in Business Studies. On the other hand, if a student has passed his SEE level exam from Humanities stream and wants to join B Ed. Majoring the same type of major subject, s/he can do so. Moreover, if someone has studied Mathematics and Economics in SEE level, s/he can join BBS as well. There is a provision of transfer from one faculty to another faculty.

[See Annex B 2.5 for sample of admission from other faculty]

c. Elective options ✓

According to the guidelines, formulated by Tribhuvan University the Campus also has been providing elective subjects to the respective students in the sense that diversity brings up something new and innovation.

The Campus has been providing elective subjects according to the demand of the students. As for example, BBS fourth and MBS fourth semester students can pursue either Finance or Marketing, or Accountancy at their ease.

On the other hand, the students of B. Ed can choose different subjects in their third year like: Business English, English for Mass Communication, English for Academic Purpose, etc. in one hand, and other the other, they TRANSLATION. Likewise, there is the provision of elective paper in the general as they can pursue Primary Education, Population Studies and so on

[See Annex B 2.6 Prospectus, B 1.12 for specialization subject selection]

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

- a. Capacity to learn ✓
- b. Communication skills ✓

- c. Numerical skills ✓
- d. Use of information technology ✓
- e. Work as a part of a team and independently ✓

Please give evidence

Gupteshwor Mahadev Multiple Campus has been doing its best to enhance the quality education to those students who, one way or another, strive to quench the thirst of education. To enhance communicative skill, the campus has run different programs like debate, Quiz contest, literary activity, poem recitation, essay writing and so on.

Besides, the campus encourages and inspires all the teachers as well as students to use multimedia, computer and participate in fieldwork, academic cum industrial tour to familiarize with modern technology and develop their potentiality. Students are further benefited to learn more than one discipline at the same time. For the same, the campus has been trying its best for ensuring quality in the following ways:

a. Capacity to Learn

To make students be able to learn effectively, the campus has been trying its best for the same. This fact can be illustrated as the Campus has managed Multi-media projector so that students' habit of not dictating notes can be better improved. Moreover, the campus has well stock of books, journals, periodicals, newspapers, magazines and extra classes so that effective learning can be ensured.

b. Communication Skills

The Campus has formed a students' union called Gupteshwor Creative Forum and the forum has been conducting different quiz competitions, essay writing competitions, debate competition etc. so that the students can exhibit their hidden potential and their communication skills as well.

c. Numerical Skills

To develop the numerical skills on the part of the students the Campus organizes different numerical related programs like- Quiz contest based on Mathematics and Statistics, accountancy, etc. Moreover, the campus organizes different seminar and experience sharing programs on Accounting Package Seminar by inviting the experts from different leading institutions.

d. Use of information technology

From the beginning of pedagogy in the campus, the campus has been managing computer classes on the part of students' viewing the importance of the Information and Technology in this 21st Century. Therefore, the campus has been running different computer classes to the students of B. Ed and BBS respectively. For this a well-equipped computer laboratory has been established from the very beginning of campus establishment. Moreover, in the latter period, the Campus realized the importance of using Multimedia Projector and started using it in most of the pedagogical activities.

e. Work as a part of a team and independently

Students of B.Ed third year Population major students prepare reports on different environmental and personal issues collaboratively. On the other hand, students of BBS fourth year prepare fieldwork report and project work report independently. Likewise, the students of B. Ed major English have to prepare at least one report independently. The students of BHM, BIM and MBS are assigned to do personal project work along with group work project.

Moreover, those students who go for teaching practice program also have to prepare two types of reports independently. They are Child case study and School report.

[See Annex B 2.7 Library Act, B 2.1 Departmental Minute, B 2.6 Prospectus, B 2.8 Quiz contest photo, B 2.9 Photo of examination, B 2.10 ECA Committee minute, B 2.11 School report by student, B 2.10 Sports notice, B 2.13 Project work, B 2.17 Wall Magazine, B 1.12 Extra Tutorial Class minute, B 2.26 Annual Work Plan, B 2.27 Students Report, Annex RR 69 MBS Dissertation Proposal Sample]

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

Yes If yes, give details.

The campus provides the elective subjects according to the guideline set by the university. The students of B. Ed have been benefitting by the elective subjects like- Academic Writing, Community Health Survey and Studies, Business English, Translation Theory and Practices, etc.

On the other hand, the students of BBS can benefit different elective subjects in their fourth year. They can choose Finance, Accountancy or Marketing. The students of MBS can select Account, Finance and Marketing. Now, at present, the campus has no additional programs rather than regular courses students are engaged in different research based on their curriculum. We equally

encourage and facilitate our students to participate in internship programs in various banks nearby.

(See Annex B 2.14 for Internship information, B 2.1 Department Minute for selecting subjects)

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)

In deed the Campus has the tradition of evaluating the syllabuses designed by the university by different means and last time the Campus invited the Assistant Dean of Management Faculty Mr. Bishnu Hari Koirala and the faculty members of the campus and the students raised questions on the syllabus of management faculty on different issues.

Likewise, Prof. Dr. Tara Dutta Bhatta, the subject committee member and head of research Division also visited the campus and interacted with faculty members and students of Education Department at the campus. Faculty members and students raised several questions on different issues of the courses. The IQAC of the campus has recently introduced curriculum feedback form from teachers as well as students to contribute to the curriculum of the university.

[See Annex B 1.7 Visitors Book, Annex RR 35 Curriculum Feedback Form]

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

Yes No If yes, give details.

The campus conducts different interaction program to different school principals so that practicum or teaching practice program of B. Ed. third can go to those schools smoothly. Not only that but also the campus takes feedback from those principals and other stakeholders of concerned school about the quality of delivery of students so that on later programs such weaknesses of the students may not be repeated.

On the other hand, the students of BBS go to different internship programs to different financial intuitions and other business houses. In the meantime, the Campus has made the tradition of taking feedback from those institutions and business houses about the performances of students. If students' performances are not found satisfactory, the campus

assigns a faculty member to orient such students. The IQAC has designed a prescribe form form in order to obtain feedback from academic peers as well as employers.

[See Annex B 2.14 for Internship Information, B 1.13 Interaction with Feeder schools principal, B 2.25 Feedback form from the employer institution, Annex RR 41 Peer evaluation form, Annex RR 42 students feedback form]

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

From the establishment of the campus, the campus has been collaborating with different educational and financial institutions. OM Academy and Ex-Army Public schools are the educational institutions whom the campus has signed the MOU regarding the students recruitment during students teaching practice program in one hand and on the other hand, those schools exclusively hire the teachers from the campus and even if the students studying in the campus are not available, only then they announce the vacancy announcement Likewise the Campus had tied up with some financial institutions in Pokhara valley who have been recruiting the students form the Campus as interns for the internships.

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

[See Annex B 2.18 for MOU with different institution for internship and job placement of the students, Annex RR 58 MOU]

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

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

Indeed, the Campus is the joint venture of religious minded people and social workers of the southern part of Pokhara valley in the sense that the patron of the campus, Gupteshwor Mahadev Cave is solely responsible for smooth running of the Campus. Likewise, the Campus organizes different social events so that the people of the community where the Campus is located can know not only the pedagogy but also other social activities performed by the Campus.

This fact can be illuminated as every year during the annual day of the campus, Gupteshwor

Creative Forum organizes blood donation program, old-age home support program and maintaining cleanliness program of the Cave and the Davis Fall, to name a few. Moreover, Campus construct a trust bridge with financial support of district Development committee Kaski under the chairmanship of campus construction committee.

Other some examples of civic responsibilities are, during the cycle rally which was organized for the world peace, the students of the campus helped in water and other medical help to those cyclists.

[See Annex B 2.15 Photos of sanitation and ECA, B 2.20 Support by student for student, B 2.23 Blood Donation, Annex RR 33 Extension and Outreach Report]

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

For the overall personality development of the learners the Campus has done all of its efforts. As for example, the Campus organizes debate competition, quiz competition, on the spot essay writing competition, poem recitation competition Gazal singing competition from academic point view. For the smooth conduction of such events the Campus has formed a committee consisting four teachers.

On the other hand, the Campus has formed another committee having five faculty members which is responsible for conducting sports within the Campus as well as during intercollegiate competitions as well. This committee conducts tug of war competition, football competition, volleyball, badminton, athletics, and table tennis, etc. competitions.

(See Annex 2.22 Staff minute, B 2.10 ECA Committee formation, B 2.12 Sports Notice, B 2.6 Prospectus, B 2.8 Quiz contest, B 2.15 Photo of ECA, Blood donation, Sanitation)

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

GMMC believes that serving the humanity is true worship of God. So, to develop the moral and ethical values among the students, the campus encourages the students to participate in social programs and equally make them loyal and faithful towards poor, sick, disabled and needy people. The students of Youth Red Cross Circle voluntarily participate in various socio cultural programs. The teachers also encourage in such tasks. The teachers also

encourage in such tasks. Similarly, code of ethics has been formulated by RMC to oversee the unethical practice in research.

(See Annex B 2.15 and B 2.23 for blood donation photo, B 2.20 for support by student for student, Annex RR 17 RMC Code of ethics)

CRITERION 3:TEACHING LEARNING AND EVALUATION (15 MARKS)

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

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

through academic records

through written entrance tests

through interviews

Through combination of above all

The new graduates are assessed through their academic records and performances. At present the campus hasn't followed written entrance test but we are planning to conduct written test for bachelors (BBS and B.Ed.Program) however BHM, BIM and MBS students are enrolled through written test examination held by dean office. The campus is capable to manage about 150 students in bachelor first year each year. The campus has conducted orientation classes to provide overall programs, introduce different disciplines and their marking scheme to our new graduates.

(See Annex B 3.1 Admission notice , B 2.6 Prospectus, for Student Selection Criteria)

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

Yes No If yes, cite examples.

Yes, the student counseling cell provides counseling service to the students intended to enroll in the programme offered by the campus. The students are encouraged to enroll in BBS, BIM and BHM by conducting free CMAT preparation classes and CMAT MOCK Test.

(See Annex B 2.1 Departmental Minute, B 2.1 formation of students counseling committee with duty, B 3.21 CMAT MOCK Test preparation class , Questions sample, Class Photo)

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).

Weak students are provided opportunity to take extra time with course faculties and take necessary tutorial and guidance. Students can enrolled the extra classes of the courses in which they feel difficult in order to upgrade their overall percentage. The campus being the affiliated program of the Tribhuvan University offers scholarship to the poor and underprivileged students

each year, which is governed and undertaken by the scholarship committee.

Besides, that the academic system and culture the school have practiced since its establishment focuses on rigorous academic support to the students. Faculties take remedial classes in their convenient hours and students are free to discuss queries related to their subjects during office hours with the faculties.

(See Annex B 2.1 Minute for extra class, B 3.2 Scholarship Notice, B 2.6 Prospectus, B 3.3 Photo of extra class, B 3.21 CMAT MOCK Test preparation class , Questions sample, Class Photo, B 2.28 Scholarship Minute)

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

Yes No If yes, gives details.

The campus believes that teaching learning activities remains impossible without teaching plans. So, to enhance the potentiality of the students, the concerned department inspires the concerned teachers to prepare annual as well as regular basis of teaching plan. Faculties are required to submit their work plan with detailed outline of the activities and course contents they are going to follow during a academic year. The work plan should clearly include the course objectives, methodology faculty applies, contents, details of works and activities, basic and reference books to be followed and the evaluation criterion.

(See Annex B 1.9 Sample Work Plan, B 2.1 Minute for Work plan, B 1.34 log book, B 2.26 Annual Work Plan, B 2.27 Students Report]

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 formulates academic calendar and work plan then monitors on the implementation of the calendar. After developing the annual lesson plan, the teachers are inspired to implement syllabi in harmony with academic teaching calendar. The concerned department holds interaction programs with subject teacher and provides necessary suggestions in order to meet the teaching schedule in harmony. In some case, the campus manages classes even on Saturdays and holidays. There are some problems to implement the syllabi strictly because of the lengthy course in specific subjects such as accountancy, principles of management, but it may be favorable in coming days.

(See Annex B 3.13 Academic Calendar, B 2.1 Departmental Minute for Work plan)

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

Yes Produce some examples.

The campus has been supplementing the lecture method of teaching with other teaching methods like assignments, self-study, group discussion, presentation and interaction among the students. For BBS, and B Ed level students' assignments, fieldwork, industrial tour, research tour is the part of our curriculum. BHM and BIM are assigned practical class on individual and group basis. Similarly, MBS students regularly present their ideas on different topics as a part of presentation and group discussion

The concerned teachers highly inspire and encourage the students to use multimedia in their respective disciplines. Based on the campus, project works are given to the students.

(See Annex B 3.4 Photo of Class Discussion and Presentation, B 3.20 Photo of tour, B 1.31 PPT of students, B 3.24 Report by Students MBS)

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

Yes No If yes, give details about the facilities.

Yes, there are facilities of tape records and computers and internet facilities, which are frequently used to meet the goals of the curriculum. Teachers are highly encouraged to utilize free Wi-Fi service to foster their academic potentiality. They also concern internet to get essential information to the students.

There are multimedia for visual presentation. The teachers prepare audiovisual teaching aid available in the campus. Teacher also teaches through slide share in MBS, BHM, BIM classes.

(See Annex B 3.3 and 3.4 Photo of multimedia class)

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

Particulars	2074-75	2075-76
Teaching days per semester or per year against the requirement:	210/150	210/150
Working days per week against the requirement:	6/6	6/6
Work load per week (for full time teachers):	18 Periods	18 Periods
Work load per week (for part time teachers):	Not specified	Not specified

Ratio of full-time teachers to part-time teachers:	10:9	
Ratio of teaching staff to non-teaching staff:	20:6	
Percentage of classes taught by full-time faculty:	60%	
Number of visiting professors/practitioners:	6	13

(See Annex A 1.2 Annual Report, B 2.6 Prospectus, B 3.12 Routine, B 3.23 Academic Calendar)

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

Yes

At the beginning of the academic session, the evaluation methods are conveyed to the pupils through prospectus, brochure and orientation programs. Through orientation class, students are introduced diverse disciplines as well as overall academic programs and model questions prior to the examination as well.

(See Annex B 2.6 for Prospectus, brochure and orientation program minute, B 3.28 Teacher Student Code of Conduct)

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

Yes No If yes give evidence.

At the beginning of the academic session, the students are oriented about the overall academic program, evaluation methods and environment. Students are informed with the code of conducts and other relevant institutional provisions and requirements that have to be followed by them after admission. There is a provision of internal evaluation in MBS,BHM, BIM.

(See Annex B 1.3 Campus Directive, B 2.6 Prospectus, B 3.25 Internal Evaluation Sheet of MBS,BHM,BIM)

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

Yes No If yes, give details

Yes, the overall performance of the students is evaluated periodically based on their performance. The campus has conducts class test, internal examination, and interaction among

the students based on their textbook are the part of evaluation.

(See Annex B 3.5, 3.6, 3.7 Examination Notice, Routine, Result and Examination Committee Report, B 3.22 Periodic Feedback Form, B 3.29 Examination Committee Minute)

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

Vacancy Category	Operational Mechanism					
	Job Advertisement	Selection Committee Formation	Examination by Selection Committee	Evaluation of Demo Classes	Interview by Selection Committee	Job Contract Through Formal Appointment Letter
Self-Funded	√	√	√	√	√	√
	Vacancies are advertised in national newspaper and notice board	According to the provision made by campus legislation the selection committee is formed	Written, class observation and interview mechanism are applied as per the decision of selection committee	Provision of demo classes observation	The selection committee conducts interview according to pre-determined criteria	The selection committee appoints temporary, permanent teaching and non-teaching personnel through formal appointment letter

(See Annex B 3.8 Wanted selection committee minute and appointment Letter)

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

The campus has been recruited eight teaching and non teaching staff during last two year. The appointment letter is included as annex.

Teaching staff recruited from ...		
the same district it operates		from other districts
same institution	other institutions	
Year I:	Year I: 3	Year I: 1
Year II:	Year II: 1	Year II: 1

(See Annex 3.8 Appointment Letter sample), B 3.26 Appointment of teaching and non teaching staff of last two years.

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

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

The Campus Management Committee has given full authority to appoint ad hoc teaching staff to the head of the institution. However, such minute should approved by the campus management committee.

(See Annex A 1.4 Teacher Staff Service Rule Part 4&5, B 3.8 Decision minute about appointment)

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

Yes No if yes give details (0.5)

Yes, the campus has appointed and paid temporary ad hoc teaching staff based on the provision of campus legislation. The campus management committee manages resources. The institution has manages visiting faculty to visit the campus regularly and to take orientation classes from the visiting faculties.

(See Annex B 2.6 Prospectus and B 1.4 Article of the campus, B. 4.5 letter for visiting faculty)

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

	Participants	Resource persons	Organizer
Institutional level	22		
National level	11		
International level	2		Universal Peace Federation/Pokhara University

(See Annex B 5.4 Conference participation certificate, B 3.9 participation certificate on seminar)

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 always encourages, inspires and facilitates all the faculty members to perform better. For that, our institution provides rewards based on their academic performance, results of examination and students response in the concerned subjects. The campus has recently developed the self-appraisal rules for teaching and non-teaching staff to evaluate the performance in

teaching, research and extension program. IQAC has also developed a form to implement the process of self appraisal.

(See Annex A 1.2 Annual Report, B 3.22 Evaluation forms, Annex RR 37 Self Appraisal Form)

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

Yes No If yes, give details of the same and state how the results of the appraisal are used.

Yes, after the annual result of the students, the respective department head calls a meeting and evaluates all the subjects and subject teacher. The teachers are rewarded with letter of appreciation as well as cash prize who contribute to give best results and become the least absent throughout the academic year in the annual ceremony. To evoke the position and status of teachers, such result of teacher performance appraisal method is applied. The campus has designed and implemented the performance appraisal form for teachers and staffs only for permanent teachers and staffs.

(See Annex B 3.15 Excellence Certificate, B 3.22 Evaluation forms)

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

Yes No If yes, what is the significant feedback from students and how has it been used?

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

(See Annex B 6.3 Suggestion box, B 3.22 Evaluation forms, B 3.30 Internship Evaluation form)

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

Yes No If yes, gives details.

The campus frequently conducts workshops, seminars and a refresher courses as well as the

campus regularly sends its faculty members to attend different seminars, conferences and workshops to foster their efficiencies.

(See Annex B 3.16 for proposal of research cell, B 3.17, B 3.18 for Research workshop lumle, B 5.5, B 5.6 for research and publication cell minute)

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

The campus conducts various faculty development programmes. All the faculties are actively participating in the programme. The number of faculties involve in the research programme, and training is indicated as below.

Faculty Development Programs	No. of Beneficiaries
Research work shop on Lumle Kaski	22
Participation on training	22
Enrollment in M.Phil. Programme	1

(See Annex B 3.9, 3.19 Participant sample certificate on workshop, B 3.27 Admit Card of Dharma Sir MPhil)

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

The campus has incorporated innovative teaching and learning methods to deliver qualitative education to the students. From its inception the school has adopted modern pedagogical approaches such as:

- Case Studies
- Group Discussions
- Project Assignments
- Field Visits
- Class Presentations
- Educational Excursions and Industrial Visits

(See Annex B 5.7 Tour Report 2075, B 3.4 Class Discussion Presentation, B 3.10 MBS Project Work Report)

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

At present, the campus has not tied up the national international linkage especially for teaching and research. But we are planning to establish national and international linkages in the days to

come. This obligation is given to the international relation committee as per the provision of article of association by campus. There is national linkage for research activities with UGC, Nepal. Similarly for teaching, the campus has tied up the linkage with different institution to implement theory into practice in teaching. However, there is no international linkage till date.

(See Annex B 8.1 Inspection Committee Decision)

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

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

Following is the amount of research budget of the campus in % of total operating budget of 2075/76

Total operating budget Nrs:	30,662,000
Research budget Nrs:	1,000,000
% of research budget on total budget	3.26%

(See Annex A 1.2 Annual Report Final, Annex RR 64 Annual Report 2075/76, Annex RR 32 RMC Report)

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
- Mini Research

The campus has been promoting research in different sectors in various ways. The postgraduate students are encouraged to carryout project works as well as fieldwork researches. Teachers are provided with study leave and certain amount of financial support according to the decision of CMC such provision is in our campus article of association. There is a provision of RMC with the inclusion of expert (chair). Teachers who are involved in research activities are given facilities by making proper adjustment in teaching schedule. The campus also has provided mini research grants to the faculties.

(See Annex B 1.3 Campus directive , B 1.4 Article of the campus, A 1.4 Service Act, B 3.11 Mini Research Proposal Sample, B 1.15, B 1.26 for mini research information and guidelines, Annex RR 7 RMC Guidelines, Annex RR 3 Guidelines Approved Minute)

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

Yes No If yes, give details

No the campus has not engaged in PhD level programs yet.

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

Presently campus call mini research proposal from full time teachers. Only 23% teachers have engaged in active research. They are also publishing article regularly in Journal of Interdisciplinary Studies of GMMC. The campus have recently allocated faculty members as a supervisors for the dissertation of MBS.

(See Annex B 3.11 Mini Research Proposal Sample, B 8.2, 8.3, 8.4, 8.5 Journal of Interdisciplinary Studies Volume 4,5,6 and 7, B 1.26 Mini Research granting and guidelines minute, Annex RR 73 Supervisor allocation minute and notice.)

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

Level	Enrollment Status		Total
	Full Time	Part Time	
MPhil			
PhD			

NA

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

NA

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

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

Yes the campus has provided financial support to research students. One student from MBS is currently engaged in research. He has submitted proposal for research and is ongoing now. The cost is allocated in overall research budget of campus.

(See Annex B 4.4 Ongoing Research proposal From Students, B 1.26 Minute for supporting guidelines student)

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

Total number of projects	Project Revenues (in NRs.)
3	120000

Campus call mini research proposal from full time teachers. Three research project are ongoing now as mini research.

(See Annex B 1.15 for mini research information)

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

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

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

Yes, the campus has published Journal for interdisciplinary studies since last six years. Campus has the plan of publishing next issue and continues forever. The last issue published was on April 2018, Vol 7 with ISSN 2392-4519.

(See Annex B 8.2, 8.3, 8.4, 8.5 Journal of Interdisciplinary Studies Volume 4,5,6 and 7)

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

Yes No If yes, give details.

NA

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

Campus is operating its extension activities on the part time basis. Gupteshwor Creative Forum organized such programs in different occasion. The IQAC has formed a cell to look after extension and outreach activities for this purpose.

(See Annex B 1.3 Campus Directive Page 6, Annex RR 11 Extension and Outreach Cell Guidelines, Annex RR 33 Extension and Outreach Cell Report)

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

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

(See Annex B 4.1 photo cycle rally, B 2.23 Blood donation, B 4.2 Sanitation photo, B 2.10 formation of extracurricular minute, Annex RR 33 Extension and Outreach Cell Report)

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

Yes No If yes, justify.

Yes, campus conducts a programme about using sanitary pad for the students.

(See Annex B 2.17 News about Sanitary Pad in Wall Magazines, B 4.1 photo cycle rally, B 2.23 Blood donation, B 4.2 Sanitation photo, B 1.5 Article of Alumnae Association, Annex RR 33 Extension and Outreach Cell Report)

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

The campus has been constantly encouraging the teachers and students from the humanitarian's points of view to be participated in different activities. The students of youth Red Cross circle voluntarily participate in the different socio-cultural programs and other social awareness programs. The campus also organizes different awareness programs and students as well as teachers actively participate in such programs

(See Annex B 2.17 News about Sanitary Pad in Wall Magazines, B 4.1 photo cycle rally, B 2.23 Blood donation, B 4.2 Sanitation photo, B 1.5 Article of Alumnae Association, B 4.3 Appreciation Letter, B 2.20 Support by student for student, Annex RR 33 Extension and Outreach Cell Report)

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

Yes, the campus has conducted a programme about Court in Community Programme with the co-ordination of District court Kaski. Students and faculties were participated in the programme. Similarly, the campus has maintain an agreement with Public Service Commission.

(See Annex B 2.17 News and Photo of Court in Community, Annex RR 33 Letter from Public Service Community in Extension and Outreach Cell Report)

CRITERION 5: INFRASTRUCTURE AND LEARNING RESOURCES (20 MARKS)

A. General Physical Infrastructure

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

The Campus is operating in its own building of 3 blocks having 29 rooms in total. blocks

The master plan of the land contains campus building, garden, tracks, volleyball court, Table Tennis Court, Basket Ball court, plantations, and so on. GMMC has prepared a master plan and it has 5-year strategic plan indicating the existing building and the projected expansion in the future. It has clearly mentioned as SWOT analysis of the intuition. The campus has recently developed a infrastructural master plan for this purpose in aligned with the strategic plan.

(See Annex B 1.1 Strategic Plan, Website of Campus: www.gmmc.edu.np, Annex B 5.8 Building Plan, B 5.9 Building Cost, Annex RR 1 Strategic Plan, Annex RR 4 Infrastructural Master Plan, Annex RR 2 Approval Minute of Plans)

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

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

(See Annex B 5.10 Build up Sub-committee, B 5.8 Building Plan, B 5.24 Cost estimation of canteen and library)

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

Laboratory

Library

Others

Give details

The Campus possesses all required support facilities to aid in the students' overall progress. The campus owns a spacious hotel management kitchen, restaurant, guest house. The campus owns a spacious computer laboratory comprising of 30 computers connected with regular internet service. This serves as an e-library facility to the entire students. In the like manner is an expanse and well-equipped library racked with textbooks, reference materials, journals, magazines,

newspapers, and so on. Students enjoy easy access to their desired volumes. A new building is under construction for library and cafeteria. Similarly, UGC has recently granted grants to build lab for computers and BHM lab too.

(See Annex B 5.11, for library photo, B 5.21 Photo of Resturant, Kitchen and Guest Room, Annex RR 63 Library new report, Annex RR 65 Agreement with UGC and notice, Annex RR 66 Agreement with UGC)

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

As per the provision for regular maintenance of its infrastructures as stated in the Campus's constitution, the Campus conducts repair and maintenance works as per the requirements. There isn't any fixed period for its conduction, but it is conducted according to the need. The Campus's annual budget clearly specifies the amount allocated for repair and maintenance of the infrastructures.

(See Annex A 1.2 Annual Report Final pp 49 and B 5.25 for Repair & maintenance budget)

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

The Campus is utilizing its newly constructed 3 blocks building at optimum level. Campus is still working on its master plan to ensure the optimum utilization of its land and building. The campus is in implementation phase of its master plan which includes following:

- ☞ Construction of well-facilitated administrative and academic buildings
- ☞ Students' cafeteria
- ☞ Playground
- ☞ Garden and plantations
- ☞ Library
- ☞ Computer laboratory
- ☞ Meeting and seminar halls
- ☞ Toilet / drinking water facilities / etc.
- ☞ Complete hotel management laboratory

(See Annex B 5.8 Building Plan, B 5.9 Building cost)

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 body is ever keen, and keeps its arms ever stretched to welcome and accept academic facilities offered by external agencies. The regulations are vividly stated in the

Computers in the lab are accessible to both the students and the faculty. The Campus however facilitates academic departments separately with internet-linked computers. Recently UGC allocates budget of Rs. 25,00,000 for installation and development of computer lab of the campus.

Number of computer accessible to the students	21
Computer accessible to the faculty	5
Internet accessible to the faculty	YES / 5
Internet accessible to the faculty	5

(See Annex B 5.3 Computer Lab, Annex RR 66 Agreement with UGC for Computer Lab)

70. Give the working hours of the computer centre and its access on holidays and off hours. (0.5)
The existing computer centre remains open from 6:00 am till 11:00 am. Students are accessed to computer facilities according to the needs of the subjects and of their own. Recesses, teacher absent periods and especially the time between 10:00 to 11:00 am are off hours when students are encouraged to optimally utilize the internet linked computer facilities.

Apart from this, the Campus also facilitates computer-cum-internet facilities to students during holidays from 10:00 am to 4:00 pm if students deem it necessary.

(See Annex B 5.13 Over time minute, B 1.3 Campus Directive, B 2.7 Library Act)

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

So far, the Campus has been able to facilitate quite a few number of departments with internet linked computer facilities which are as specified below:

- ☞ Faculty of Education
- ☞ Faculty of Management
- ☞ Examination Committee
- ☞ IQAC Department
- ☞ EMIS
- ☞ Administration Section
- ☞ RMC
- ☞ Computer Lab
- ☞ Library

(See Annex B 5.3 for computer lab photo)

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

The Campus leaves no stone unturned for the full-fledged academic progress of every student. In order to make them aware about global trends in education, the Campus has long been rendering internet provisions at off-hours as well as during holidays when they feel its necessity. The Campus has installed intercom, CCTV, Smart Projector and other modern innovations.

(See Annex: B 5.22 for photo of Computer Lab, CCTV, Smart Projector)

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

The campus provides different computer learning packages for Bachelor's level students of management stream. The students are provided computer tally and accounting package to enrich their potentiality so that it would enable them to get job in financial and banking sectors. The teaching and non-teaching personnel are benefitted from computers center by searching essential teaching materials.

For the beginners are especially provided with basic computer knowledges like:

- ☞ how to start and shut computer down
- ☞ how to type in both English and Nepali languages
- ☞ what are the uses of Ms Word/Ms Excel/Ms PowerPoint/etc
- ☞ how to read and write e-mails
- ☞ how to browse matters from the internet
- ☞ The students are then gradually provided special classes like:
- ☞ prepare research reports in Ms Word
- ☞ acquire computation knowledge through Account Packages
- ☞ acquire Study Presentation Skill through Ms Word /Ms PowerPoint

(See Annex B 1.16, Syllabus Basic computer, B 1.22 Accounting Package Syllabus)

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

The Campus computer center is well-equipped with latest computers having continuous internet link. It has a contact with internet provider that dispatches its technical teams of the regular maintenance and check-up of the amenities. The organization is also entrusted tasks of updating / installing the computers with recent soft-wares as well as hardware accessories.

(See Annex B 5.25 for Repair & maintenance budget)

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

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

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

The Campus is well aware about the health precept that says "Healthy mind develops in a healthy body". So the Campus is keen on launching some basic health facilities to the students, teachers and other staff. The existing students' Red Cross Society contributes to greater part about health awareness campaigns and services. The existing students' organization called "Gupteshwor Mahadev Creative Forum" caters first aid services to everyone at the Campus. This organization at times conducts various health related programs to the students to aware them on the importance of healthy life.

Besides such activities campus article of association have the provision of health insurance to the faculties and staff.

(See Annex B 1.3 Campus Directive, Annex RR 67 appointment letter of Nurse)

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

Since games and sports are sources of motivation, stamina and sound mentality, the Campus owns sports and physical education centre to cater needful games and sports activities to the students. The existing location has sports infrastructures like: volley ball court, badminton court, table tennis, and physical facilities like TT bats and balls, badminton rackets and shuttle cocks, Volley ball's etc.

(See Annex B 5.14 Game Photo, B 5.15 game photo, B 2.10 ECA committee formation, B 2.12 Sports notice)

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

The outstanding sports personalities are honored with awards of different medals, certificates, and cash on the grand anniversary function of the Campus.

(See Annex B 5.20 name list of outstanding sports person in programme schedule)

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

	Participation of Students	Outcomes
District		
National	1	
International		

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

The campus manages hostel facility for the students. The campus has an agreement with Next Open Hostel for students.

(See Annex RR 58 MOU)

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

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

(See Annex B 5.16 Drinking water photo, B 5.17 Rest room photo)

B. Library as a Learning Resource

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

On working days 6:00 AM to 11:00 AM and 12:00 PM to 5:00 PM

b. Does the library provide open-access to students? (0.25) Yes No

(See Annex B 5.18 Library Report, B 5.26 Library Report, Annex RR 63 Library Report New)

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

➤ Books	3538
➤ Journals and others	266
➤ Magazines	10
➤ Basic and Reference Books	521
➤ Text Books	2396
➤ E- Information Resources	
▪ CD's/DVD's	25

- Databases
- Online Journals
- AV Resources

➤ Special collection 192

(See Annex B 5.11 Library Photo, B 5.18 Library Report, B 5.26 Library Report, Annex RR 63 Library Report New)

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 before last		The year before	
	Number	Total cost	Number	Total cost
i. Text books	142	83973	155	433750
ii. Other books	35		441	
iii. Journals/periodicals				
Any others				
iv.				
v.				

(See Annex B 5.11 Library Photo, B 5.18 Library Report, B 5.26 Library Report, Annex RR 63 Library Report New)

84. Mention (1)

- i) Total carpet area of the institution library (in sq.mts.) [500] (0.25)
- (ii) Total number of departmental libraries [3] (0.25)
- (iii) Seating capacity of the Library [32] (0.25)
- (iv) Open student access to library [Yes] (0.25)

(See Annex B 5.11 Library Photo, B 5.18 Library Report, B 5.26 Library Report, Annex RR 63 Library Report New)

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

- (i) Total number of staff 1 (0.3)
- a. Professionals (List with qualifications)
- b. Semi-professionals

Sanju Sharma, Qualification: 10+2, Training :

c. Others

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

(See Annex B 5.11 Library Photo, B 5.18 Library Report, B 5.26 Library Report, Annex RR 63 Library Report New)

86. Staff development programs for library (0.5)

(i) Refresher/orientation courses attended

(ii) Workshops/Seminars/Conferences attended

(iii) Other special training programs attended

According to the provision made by the campus Article Library Advisory Committee is formed along with the representative of the Campus Management Committee and Student Creative Forum. Library staff has taken part in various orientation courses and Workshops organized by different institutions.

(See Annex B 5.11 Library Photo, B 5.18 Library Report, B 5.26 Library Report, B 5.19 Librarian certificate)

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: Insoft Library Management

(See Annex RR 76 Library software screenshot)

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

Campus has allocated the necessary budget for the development of library. There is not fixed the amount.

(See Annex B 1.3 Campus Directive, B 2.7 Library Act Page 11 section 6)

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 NA
- Power Backup facility ✓

The Campus has provision of library advisory committee. Librarian makes the list of maintenance services and the committee brings it on discussion and further submits to the campus administration for the implementation. The concern department heads makes list of reference book and submit to the administration to purchase. Procurement procedure will completed through procurement committee.

(See Annex A 1.4 Service Act of Campus, B 5.11 Library Photo, B 5.18 Library Report)

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

- (i) Average number of books issued/returned per day. [150]
- (ii) Average no. of users visited / Documents consulted per month [250]
- (iii) Please furnish the information on no. of Log- ins in to the []
E-Library Services/E- Documents delivered per month.
- (iv) Ratio of Library books to number of students enrolled [8:1]

(See Annex B 2.27 Books Record, B 5.28 Library functioning, Annex RR 63 Library Report New)

CRITERION 6: STUDENT SUPPORT AND GUIDANCE (10 MARKS)

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

- Percentage of regular students appearing for the exam 452/503=89.9%
- Dropout rate (drop out from the course) 51/503=10.1%
- Progression to further study (Bachelors to Master, Master to Mphil/PhD) 66.7%
- Prominent positions held by alumni

(See Annex B 6.1 Drop out list, B 1.21 Students record, B 1.10 Tracer study, Annex RR 45 Tracer Study 2018)

92. How many students have passed the following examinations in the last five years? (0.25x4 =1)

- Nepal Civil Services Examinations 16.7%
- Other employment related examinations 41.7%
- International level entrance examination NA
- Others (Teaching and other NGO) 8.3%

(See Annex B 1.10 Tracer study)

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

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

The campus publishes prospectus every year. The prospectus published this year includes a brief introduction about the campus, faculty of management and education. Besides, the prospectus also includes major subjects offered, information about faculties, scholarship and major activities performed by the campus along with academic activities and related photographs.

(See Annex B 2.6 Prospectus, Leaflet)

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

The campus offers scholarships as prescribed by Scholarship Guidelines. The campus offers merit based scholarships to toppers of each programs every year.

In addition to this, the campus also offers merit-cum-mean scholarship, differently able and educationally disadvantaged student scholarship. The scholarship is inclusive based on gender,

ethnicity, remote districts, marginalized etc. There are currently four scholarship fund availed by the different institution and individuals.

(See Annex B 2.6 Prospectus, B 6.2 Scholarship Name list, Annex RR 64 Annual Report 2075/76)

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

Financial aid	Year before last	Year before
i. Merit scholarship	6	7
ii. Merit-cum-Means	20	30
iii. Dalit	3	1
iv. Janajati	6	10
v. EDJ	9	9

- Merit based scholarship is granted to toppers of final annual and semester toppers of both graduate and undergraduate programs
- Merit-cum-Means scholarship is offered to marginalized, disadvantaged and needy students as per the campus scholarship guidelines

(See Annex B 6.2 Scholarship Name, Annex RR 64 Annual Report 2075/76 for scholarship details PP 33-34)

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. (0.25x2 = 0.5)

Corporate Affairs used to undertake all activities related to employment cell. Recently, there is a provision of employment and placement cell comprising of five members. The IQAC has formed the students employment and placement cell for this purpose.

(See Annex RR 8 Employment and Placement Cell guidelines, Annex RR 3 Minute of approval of guidelines, Annex B 1.33, B 2.18, and Annex RR 45 Tracer Study 2018)

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

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

- Motivating the students to be involved in academic activities like field work, workshop, conference and project work along with the regular classroom activities
- Enhancing disciplinary environment
- Encouraging the students to develop academic, behavioral and social skills
- Provide counseling for pursuing future career

(See Annex RR 30 Counseling Cell Report, Annex B 6.5 Research Committee Minute)

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

	UG students	PG students	Research scholars
i. Local firms/companies	8		
ii. International firms/companies			
iii. Government			
iv. Public (semi-government) sector			
v. Private sector			

(See Annex RR 3 MOU, Annex RR 45 Tracer Study 2018)

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

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

The employment cell frequently motivates to seek self-employment during and after their academic courses through their self-help activities in business firms, agri-business, small business, social entrepreneurship. According to the tracer study, the number of students from undergraduate and graduate programs who operates for self-employment are eighteen.

(See Annex RR 8 Employment and Placement Cell guidelines, Annex RR 3 Minute of approval of guidelines, Annex RR 3 MOU, Annex RR 45 Tracer Study 2018)

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

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

The campus has an Alumni Association lead by the chairpersons elected form graduated of the campus. The Alumni cell comprises of all graduates for this purposes. The main activities carried out by the Alumni Association are as follows:

- Social activities (blood donation program, community environmental awareness program)
- Helps in placement of the students as well as internship opportunity for the students
- Provide feedback to the students

(See Annex B 1.5 Article of alumnae forum, Annex RR 14 Report of Alumnae Association)

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

The campus provides information regarding the admission in different programs through mass media such as campus website, F.M., radio, local and regional newspapers along with the social media like face-book, twitter. The campus notices, informal counseling from the administration and campus prospectus are the other policies undertaken by the school to the prospective students

(See Annex B 6.4 Notice Board Photo, Campus Website: www.gmmc.edu.np)

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

The campus adopts an admission policy to international students by providing relevant information and verifying their institution, mark sheets and certificates as per Campus rules prior to admission. Fees and other charges depends upon the campus directives.

(See Annex A 1.4 Service act of campus)

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

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

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 -----

(See Annex B 5.15, 5.14 Games Photos, 5.22 Photo Computer Lab, Annex B 2.17 Wall magazine)

CRITERION 7: INFORMATION SYSTEM (10 MARKS)

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

Yes (2) No (0) If yes, mention how does the cell work along with its compositions?

The campus has established Education Management Information System (EMIS) Unit, which is working to collect all data, derived from Tribhuban University and Academic Administration of the campus and analyze them for academic and institutional development. Besides it, there are other cells like Employment and Placement Cell, Alumni Association Cell which individually collect, record and analyze various academic updates of students.

Besides this the campus has provision of an academic cell to analyze and record various academic data. After the internal and final examination, the academic cell submits the academic data to the respective department heads. The department heads call the meeting of their faculty members to analyze these data. Beside this, the campus has formed 3 members internal examination committee, which collects and submits the academic performance of the students after examination. The campus has also formed Internal Quality Assurance Cell (IQAC) which analyzes the annual academic performances and provides suggestions creatively to the respective departments.

(See Annex RR 29 Internal Quality Policy, Annex RR 28 Academic Audit form, Annex RR 6 IQAC Guidelines and Procedure, Annex RR 60 EMIS sample, Annex RR 9 EMIS Guidelines, Annex B 7.1 EMIS Appointment, B 7.2 EMIS Decision, Annex RR 45 Tracer Study 2018))

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

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

(See Annex B 2.1 Departmental Minute)

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

EMIS unit of the campus keeps the analyzed data. Besides, the employment and placement cell, educational administration section also keeps the computerized data of the above-mentioned areas. Department has the provision of preparing annual performance report to the campus chief and IQAC such reports are analyzed and records by the campus administration.

(See Annex RR 60 EMIS sample, Annex RR 9 EMIS Guidelines)

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

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

This cell has made all data and information open to the stakeholders. The cell organizes discussion and dissemination programs, interaction programs with faculties, students and parents to give the above-mentioned information to the stakeholders. Besides these, the information is made open to the stakeholders in the school notice board and annual report of Campus. Similarly, the tracer study, which is also a part of information, is disseminated to its stakeholders.

(See Annex A 1.2 Annual Report Final, Annex RR 64 Annual Report 2075/76, B 2.1 Departmental Minute)

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

Yes (1) No (0)

Yes, such information is open to stakeholders. The students are provided their obtained marks slip after each internal examination. They are provided with feedback and recommended for the further improvements. After publishing the annual results, the records and information of students are put in administrative departments. The best performer's name is announced through annual ceremony and rewarded them according to the rule of the campus. If any stakeholder is curious to know such records and information, the campus is open to provide such information. The name list of GMMC top students is announced on campus notice board and prospectus.

(See Annex RR 64 Annual Report 2075/76), B 2.6 Prospectus, B 6.4 Notice Board Photo)

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

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

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

Besides this campus manage a suggestion box inside the premises of campus, campus chief and management committee addressed the problem and suggestions dropped by the students confidently.

(See Annex B 6.3 Suggestion Box, B 7.3 for Grievance Cell Minute, www.gmmc.edu.np, Annex RR 71 Facebook message reply)

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

The educational management information system provides input for effective decision-making. The campus management Committee, Campus chief is provided with results of the analysis of the academic data periodically. The information assists for planning and decision making in the area of academic quality improvement, curriculum enrichment and design, support activities for the students, identify the area where faculty training is required, and formulate strategic plan of the campus.

Additionally, the information helps us to improve the teaching, learning and evaluation system currently employed. The information system has proved to be crucial for providing inputs required to make timely and prudent decisions, which in turn, has significantly contributed for achieving the goal of maintaining academic excellence in the institution. The positive impact of the information system has encouraged the campus to improve the ICT infrastructure and information analytical capabilities of the campus in future.

(See *Annex B 7.3 for Grievance Cell Minute, Annex RR 6 IQAC Guidelines*)

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

Both teachers and students get information about the research work and other academic activities through research unit and public information cell. The information cell of the school has made stakeholders aware of necessary improvement in the campus. The student's organization, guardians, political party and social activist have suggested improving the quality of education and physical infrastructure of the campus.

(See *B 7.3 for Grievance Cell Minute*)

CRITERION 8: PUBLIC INFORMATION (10 MARKS)

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

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

The campus has the provision of public information cell. The information cell comprises of three members including one coordinator and two members. The cell is responsible for publishing academic, administrative and financial information of the campus. The information officer coordinates the information cell.

(See Annex 8.6 Information Cell Report, Annex RR 12 Public information cell guidelines, Annex RR 3 CMC minute for approval of guidelines, Annex RR 15 Public information cell report, Annex B 1.35 Research and Publication Cell Minute, B 1.26 Mini Research minute)

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

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

Public information cell has sole right to publish all required publications of the campus. Such provision is passed by the campus management committee through campus directive. The informations are published by the cell through annual report, magazine and prospectus.

(See Annex RR 12 Public information cell guidelines, Annex RR 3 CMC minute for approval of guidelines, Annex RR 15 Public information cell report, Annex A 1.2 Annual Report, B 2.6 for Leaflet and Prospectus, B 2.17 Wall magazine, B 1.35 Research and Publication Cell Minute, B 1.26 Mini Research minute)

115. Where are these information published? (1.5)

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

Publication cell published wall paper magazine, annual report of the campus, Journal and other notice related to the admission.

(See Annex RR 12 Public information cell guidelines, Annex RR 3 CMC minute for approval of guidelines, Annex RR 15 Public information cell report, Annex A 1.2 Annual Report, B 2.6 for Leaflet and Prospectus, B 2.17 Wall magazine, B 1.35 Research and Publication Cell Minute, B 1.26 Mini Research minute)

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

Quarterly Yearly (1) in 4 years (0)

(See Annex RR 64 Annual Report 2075/76, Annex A 1.2 Annual Report, B 2.6 for Leaflet and Prospectus, B 2.17 Wall magazine)

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

Areas	Year 1, place of publication	Year 2, place of publication	Year 3, place of publication
Wall Paper Magazine		2018, Campus	2019, Campus
Annual Report	2016, Campus	2017, Campus	2017, Campus
Journal	2016, Campus	2017, Campus	2018, Campus

See Annex B 8.2, 8.3, 8.4, 8.5 Journal of Interdisciplinary Studies Volume 4,5,6,7 A 1.2 Annual Report and Wall magazines)

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

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

Responses are collected through suggestion box, campus website, electronic mail and social networking sites like face-book.

(See Annex B 1.29 for suggestion box photo, and Website : www.gmmc.edu.np, Annex RR 70 Screenshot of website, Annex RR 75 Information feedback on website)

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

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

There is a team under institutional head of the institution to evaluate the impact of public information on quality improvement. The impacts are measured by past and present situation of the institution. It is measured in terms of increase in flow of students to get admission. The monitoring and inspection cell also facilities incorporation of public feedback for quality enhancement.

(See Annex B 8.1 Inspection Committee Minute)

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

- ❖ Provides feedback from concerned stakeholders
- ❖ To make future policy
- ❖ To make proper allocation of budget
- ❖ Increase in administrative transparency
- ❖ To improve academic environment through the feedback.

(See Annex A 1.2 Annual Report , B 5.25 for Budget in treasurer report)

BENCHMARK- WISE ANALYSIS

Benchmark I: Policy and Procedure

Prior to the Pre-Peer Review Team's visit starting 6th till 9th Sept, 2020, GMMC's administrative documents were the Campus Articles of Association, Strategic Plan, Financial Act, and Campus Directives. *Articles of Association* form a document that specifies the regulations for the campus's operation and defines its purpose. *The Strategic Plan* assesses where the campus is and where it is heading towards. It details campus's well-defined vision, mission, goals and objectives. *The Financial Act* is a fiscal legislation containing the total scenario of fiscal operation of the campus. And *the Campus Directives* are guidelines for campus administration in general.

Following the Peer Review Team's visit and its suggestion, the campus has revised the existing Strategic Plan with new insights and schemes. Besides, two newer and crucial documents have been appended – Human Resource Plan and Infrastructural Master Plan. *Human Resource Plan* defines strategies about job openings and employment provisions; and *Infrastructural Master Plan* identifies existing and long-term infrastructural requirements of the campus.

Apart from these holistic organizational documents that direct/manipulate the overall planning and functioning of the campus as a whole, there are certain organizational cells that formulate and update their plans and policies in pursuant to the campus's legislation. Long existing cells are Students Union named "Gupteshwor Creative Forum," Teaching Staff, and Non-Teaching Staff. At the suggestions of the Pre-Peer Review Team, recently founded cells are: Research Management Cell, Public Information Cell, Extension and outreach Cell, IQAC, EMIS, Employment and Placement Cell, and Student counseling Cell. These Cells have developed their plans and guidelines and have received approval from the Campus Management Committee (CMC). *Research Management Cell* works as a center to serve the faculty members and students to enhance their academic and research capabilities and provide resources for conducting research activities. *Public Information Cell* regularly publishes and disseminates campus's academic information and data to the public, and also welcomes the same from its stakeholders and other agencies. The inputs from stakeholders and other external agencies are duly received and analyzed to see if they can aid to campus's enhancement. *External and Outreach Cell* venture to establish links with institutions and communities outside and attempts to reach larger section of population for the overall

betterment of the campus and the concerned institutions and communities. The placement of the campus's website ventures to aid in the process. *Internal Quality Assurance Cell (IQAC)* works perennially to standardize the quality of education imparted in the campus. *Education Management Information System (EMIS)* is designed to collect, analyze and disseminate academic information and data to support decision making and policy formulation. *Employment and Placement Cell* works to connect organizations with intelligent students for the purpose of employment. And *Student Counselling Cell* encourages students to understand themselves and the issues that trouble them and guide them to resolve their problems. The supreme organ of the campus is the *Campus Management Committee (CMC)* that remains vigilant on the overall functioning of the campus.

The Senate Body that forms the Campus Management Committee (CMC) holds Annual General Meeting (AGM) at the end of every fiscal year. In the AGM, Campus Chief and CMC members report on the annual progresses and regresses of the campus and receive productive feedbacks to work upon.

For the academic enhancement, the campus grants sabbatical entitlements (inclusive of study leave and financial support) to deserving faculty members who have stayed in job for more than seven years. In addition, they are encouraged to attend and take part in research-based seminars and workshops and also spur/urge them to conduct such scholarly symposiums at the campus.

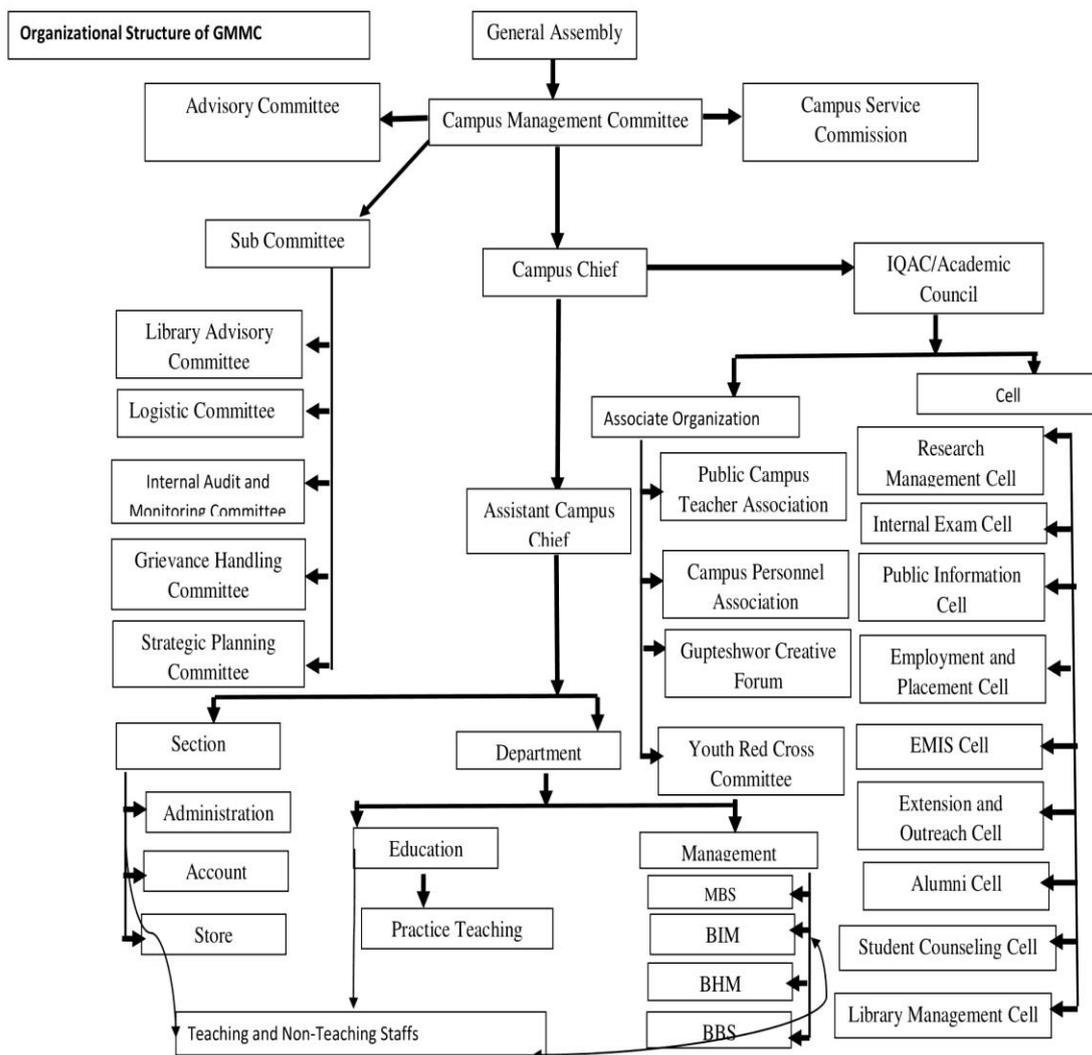
As per the campus's policy to encourage academic activities for students from all walks of life, students are entitled to ranges of scholarships such as Dalit Quota, Handicapped Quota, Intelligent Quota, Marginalized Quota, Impoverishment Quota and as such. In addition, students are exposed to internship programs, research-based workshop programs, research assignments, industrial sites visit, and tours to further enhance their capabilities. To introduce the fresher the roadmap of their curricula and the norms of the campus, they are offered orientation classes in the genesis of the session. The campus conducts both English and Nepali Medium Classes so that students can opt for their preferred medium classes.

The campus is a non-profit-making, public institution and has hurdles of its own kind. Undue political influence, irresponsible sense of public towards campus, frequent policy changes of TU, are the imminent challenging factors disrupting the smooth flow of the campus. However, the recent amendment of the campus's Articles of Association promises to undo with even the severest of challenges it faces today. Besides, amendments constitute further

increment to staff's remunerations together with effective implementation of the policies and procedures through all the well-defined organizational structures.

The policies and procedures are further effectively implemented through following organizational structures.

Organizational Structure



SWOC Analysis of Policy and Procedures:

Strength	Weakness
<ul style="list-style-type: none"> • Participative management by community • Participative decision-making structure by articles of association • Active involvement of alumni, teachers and staff association • Budgetary provision; internal and external check, and control system of financial administration • Provision of annual progress and evaluation • Well defined articles of association, service act, library act and scholarship act • Clear provision of recruitment, selection and promotion of teaching and non-teaching staff 	<ul style="list-style-type: none"> • Development and implementation of faculty development mechanisms
Opportunities	Challenges
<ul style="list-style-type: none"> • Free advisory participation of the stakeholders • Strong support by Patron organization • Ideal location with huge catchment areas of students • Ideal opportunities for collaboration with national and international educational institutions • Autonomous educational policy structured by the campus for post graduates courses 	<ul style="list-style-type: none"> • Political influences by communities • Permanent relationship with patron organization and community • Teaching staff time management • Breaking the barrier between urban and rural students – spreading education to everyone • Many policies implemented through the University Senate

Benchmark II: Curricular Aspects

GMMC is affiliated to Tribhuvan University and adapts to its prescribed syllabi. Strictly keeping in mind the campus's vision and mission, the campus plans and implements latest innovative, creative and practical approach to dissemination of the syllabi. Faculty members are endorsed to partake in Curriculum Implementation workshops and seminars organized by the Dean Office of the Faculty of Management, Tribhuvan University, and the campus itself. The programs offered in the campus are flexible enough, in the sense students can opt for horizontal mobility and elective options. Horizontal mobility provisions students of one stream to shift to another stream if the criteria are met. And elective options suggest that students are offered range of optional subjects from which they can choose their preferred subjects. They are informed about the offered range of elective subjects in the Orientation Program held at the outset of each session.

The campus currently runs five programs, namely – BBS, BHM, BIM, B.Ed., and MBS. Among these programs, BHM, BIM and MBS are semester-based while BBS and B.Ed. are annual based. BHM and BIM are operated in the day shift while BBS, B.Ed. and MBS are run in the morning shift. Apart from their academic involvements, students are also encouraged to take part in extra-curricular activities to boost their communication skills and strengthen their physical and mental competence. The campus motivates and favors staff and students make extensive use of electronic devices such as computers, laptops, and multimedia gadgets, and also inspires them to get involved in field works, academic and industrial trips to familiarize them with modern technologies and to enhance their capabilities. To make students responsible towards society, the campus has launched different socio-cultural programs such as organizing afforestation programs, food catering to the elderly, blood donation programs, sanitation programs, financial literacy programs, legal awareness programs, and so on. The existing Youth Red Cross Circle voluntarily helps in different social- cultural and humanitarian programs. The campus strongly believes the students as forerunners as well as agents of social change. The campus collects feedbacks from public information cell, and based on these feedbacks are formulated further academic policies.

Despite all these, the campus still faces minimal complications. The existing venue accommodates campus's academic and administration buildings and a tiny patch of floral garden. To conduct extra-curricular activities, the campus has to use public playgrounds situated at distant locations. The next barrier is that though students in semester-based programs are entitled to enrollment on the basis of their taking up CMAT conducted by the Central Department of Management, students in annual programs tend to avoid such aptitude tests for they are conducted by the campus itself.

With the Pre-Peer Review Team's visit and suggestions, the following documents have been developed and appended: MBS Dissertation Proposal Sample, Curriculum Feedback Form, Student Feedback Form, Peer Feedback Form, Memorandum of Understanding (MOU) with Banks, Hostels, schools, Saving and Cooperative Societies, Clubs, and Hotels. In the meantime, Extension and Outreach Cell Report, Research Cell Code of Ethics have been developed and obtained approval from the Campus Management Committee.

SWOC Analysis of Curricular aspects:

Strength	Weakness
<ul style="list-style-type: none"> • Student enrichment program with the help of special lectures, and external experts • Teaching learning activities with structured annual plan • Use of modern technology for teaching learning activities • Structured work plan and lesson plan • Regular internal evaluation system • Regular practical based learning activities by the students 	<ul style="list-style-type: none"> • Unable to conduct entrance program for BBS and B.Ed. program run by campus • Students teacher ratio needs to be improved • Weak academic audit by the university • Lack of internship facility to the BBS students
Opportunities	Challenges
<ul style="list-style-type: none"> • Emphasis on professional and market-oriented programs such as Bachelor of Hotel Management and Bachelor of Information Management • Autonomous program in bachelor and master's level • Upgrading of well-equipped library and computer lab 	<ul style="list-style-type: none"> • Delivery of quality service and maintain standard on new programs • Ensuring optimum utilization of resources • University curriculum designed by the center

Benchmark Three: Teaching-Learning and Evaluation System

The campus enrolls freshers on the basis of their past academic performances and records. Intake announcements are made through variety of channels such as Campus Prospectus, Admission Open Announcement Banners, FMs, radios and hoarding boards and television channels. The process of enrollment involves students sit for entrance test, often called CMAT. Such entrance tests have been applicable only to students seeking admission in the semester-based programs. The campus however, isn't able to appropriately conduct entrance tests for annual-based programs. The reason is that CMAT is conducted by the Dean Office, Faculty of Management, Tribhuvan University and students find it obligatory to sit for it, while entrance tests for annual-based are conducted by the campus itself and students find it easier to avoid them.

Students get to learn about the programs offered and scholarship awards through perusal of the campus prospectus. Students are further acquainted with the programs offered, the range of elective subjects, and knowledge about stream-wise mobility through Department Heads in

the Orientation Program at the outset of every session. And the annually published Campus Calendar highlights on academic schedules and other non-academic activities.

GMMC conducts classes in an ideal manner highlighting on the student-centered approaches. Students are actively involved in learning activities through lesser pedagogic role performed by teachers. The campus upholds the view that teaching-learning activities become effective only through the application of different methods and procedures. Today teaching-learning activities facilitate class discussions, application of audiovisual gadgets, provision of field visits, surfing in internet, fieldwork educational tour, and industrial tour and other innovative pedagogy. Teachers prepare annual work plan that highlights how they shall continue through their teaching activities during the course of the year. Log books have also been implemented and students are entrusted the job of filling out these books. Log books basically portray what teachers have taught and for how long duration. Provisions of no cost-remedial classes have been made for academically vulnerable students, and other free extra classes for all the students when the Board Examinations are the doorsteps. For their extensive online resource search, the campus has installed Wi-Fi and perennial internet facility. And the formation of the *Student Counselling Cell* is to encourage students to understand themselves and the issues that trouble them and guide them to resolve their problems.

In-Campus academic appraisal of students are executed through conduction of internal tests and assignments. The presence of freshers in internal tests is larger than other students. The final academic judgment is made through Board Examinations conducted by Tribhuvan University.

In pursuant to Campus Articles of Association, Campus Service Commission has been formed that executes function of appointment of teaching and non-teaching staff as per the requirement of the campus. The commission keeps strict surveillance of the staff's performances that aid in matters when they ask for promotions. Besides, teachers' performance is appraised on the basis of their classroom performances, students' responses about them, and the result of both internal and annual examinations in their respective subjects. In addition, Service Act of GMMC has the provision of performance evaluation of the employees. The Campus Articles of Association has well defined provision of award to Best Performer Teacher with a Letter of Appreciation on the Annual Function of the Campus.

At the suggestions of the Pre-Peer Review Team, the following documents have been developed and appended: Student Counseling Cell Report, Self-Appraisal Form, CMAT Mock Test Class and Questions, and Internal Evaluation Sheet Samples.

SWOC Analysis on teaching learning and evaluation

Strength	Weakness
<ul style="list-style-type: none"> • Regular internal evaluation • Committed teaching staff • Internal quality control system through directives • Teaching with annual plan and completion of syllabus in time • Students counseling and remedial class • Extra-curricular activities • Students participation of social beneficial activities • Better result in annual examination 	<ul style="list-style-type: none"> • Conventional teaching pedagogy • Lack of active involvement in internal examination by students.
Opportunities	Challenges
<ul style="list-style-type: none"> • Participation on extra-curricular activities of students • Active participation of students' creative forum and alumni in teaching and extra-curricular activities • Innovative teaching pedagogy 	<ul style="list-style-type: none"> • Technological changes of teaching learning activities • Continuous change in the evaluation system by the university

Benchmark Four: Research Consultancy and Extension

GMMC inspires and supports faculty members and students to research activities. Faculty members are encouraged to attend and take part in research-based workshops, seminars and conferences conducted outside and gain skills to promote themselves. In turn they are inspired to conduct such research-based programs in the campus again. The campus grants them paid leave together with financial support for the purpose. Most deserving faculties are granted the sabbatical entitlements (inclusive of paid leave as well as financial support) so that achieve their higher studies.

The campus publishes its annual "Journal for Interdisciplinary Studies" on a regular and peer-review basis, and this year's constitute 7th Volume. Annual budget of the campus constantly allocates fund for executing research works for the enhancement of the faculty members. Of the total operating budget, 3.26 percent has been allocated for research activities for the fiscal year 2075/076. The Strategic Plan of the campus also vividly emphasizes research-based activities. In the current Mini Research Program, grants have been awarded to four faculty members together with an MBS student as a co-researcher. The campus also frequently

organizes different research refresher trainings in coordination with university professors and other research experts.

Research Management Cell (RMC) has been initiated, and it has developed its guidelines and got approval from the Campus Management Committee. RMC works as a hub to enhance faculty members and students academic and research capabilities. It facilitates provision of resources for conducting research activities. It also works to publish campus calendars, brochures, prospectus, research articles, annual report and its annual journal on a regular basis.

MBS supervisors have been appointed and recorded in the minute book. The supervisors are responsible to offer guidelines and also to evaluate research-based performances (such as MBS students' proposal and thesis) of the students.

Extension and Outreach Cell has been initiated and its guidelines been developed. *Extension and Outreach Cell* venture to establish links with institutions and communities outside and attempts to reach larger section of population for the overall betterment of the campus and the concerned institutions and communities. The cell has well documented its functions, deliveries and analysis in its report in the annex.

To support the extension program, at the behest of Public Service Commission, Pokhara, the campus has been delivering its campus buildings for the conduction of Public Service Examinations on a regular basis. Evidence to this is the appended letter from the PSC Office asking for the campus buildings for conduction of its examinations.

To ensure extension and function of extra-curricular activities in regular intervals, a coordinator has been nominated. The coordinator and other designators' formation have been approved by CMC and recorded in the minute. Different games and sports are organized frequently, and the best players are awarded on the Campus's Annual Function.

GMMC realizes that its social activities are just a few to enhance the public relation. It periodically conducts social awareness and other extension activities in coordination with concerned stakeholders.

SWOC Analysis on Research Consultancy and Extension

Strength	Weakness
<ul style="list-style-type: none"> • Clear provision for faculty research and development activities by campus directive • Regular publication of journal, annual report and prospectus of the campus • Regular publication of wall magazines • Extra-curricular activities for students • Allocation of research grant to faculty members and students through regular budget • Well defined provision of consultancy and extension activities 	<ul style="list-style-type: none"> • Problem on implementation for faculty development program • Lack of faculty having PhD and M.Phil. • Inactive involvement in consultancy and extension activities
Opportunities	Challenges
<ul style="list-style-type: none"> • Participation of faculty members in research activities in coordination with UGC, Nepal • Collaboration with other academic institution to conduct research activities. • Federal structure of the government 	<ul style="list-style-type: none"> • Budgetary sources on faculty development and research • Enhance capabilities to conduct research to the faculty members.

Benchmark Five: Infrastructure and Learning Resources

Infrastructure refers to the basic systems and services an organization needs in order to function properly. Infrastructure of the campus includes all the physical systems such as the land and buildings, utilities, bridges, water, telephone lines and internet facility, plus services including education, healthcare, and as such. These infrastructure systems, which require large initial investments, are essential for enabling productivity.

To support the academic programs at the campus, its full-fledged infrastructure is quintessential. In this context, the campus has its self-owned nearly an acre of land, on which are three blocks of two storied buildings, and two-storied extension under-construction. Classrooms, administrative rooms, libraries and computers are all spacious and well-equipped with required gadgets and furnishings. Patron Organization, that is “Gupteshwor Mahadev Cave Management Committee,” together with University Grants Commission, Nepal and the Government of India have strongly and perennially supported the campus in the procurement of these infrastructures.

As per the Five-Year Strategic Plan, the campus has prepared its master plan for the development and extension of its basic infrastructures. Block A constitutes Class rooms, Restaurant, Kitchen and Administrative room of BHM program. Block B comprises of class rooms for B.Ed. BBS and MBS programs. And Block C accommodates administrative rooms, Campus Chief's room, library, Computer lab, Reading room, Examination Cell and Meeting Hall equipped with multimedia projector. An extension is further under-construction to shift the existing library to more spacious and tranquil location on the top floor while the basement of the extension shall be used for the establishment of spacious kitchen for BHM.

GMMC has formed a Library Advisory Committee in pursuant to the Campus Library Act. The committee is fully responsible to formulate library rules and regulations, monitor the working of the library administration, upgrade library resources and infrastructures and ensure decent management of the library.

The library is fully equipped with texts, references and volumes of a variety of disciplines. It is also a repository of different journals, national and international magazines, and newspapers. These resources are well-recorded in the computer using InSoft Software. Provision of software is made to the account section, administration section, library and exam section to ensure smooth and effective functioning of the activities therein. Alternative source of power supply has been installed to work out during load shedding.

Once the students get enrolled at the campus, they are issued a Library ID Card that helps them procure books of their choice from the library. The existing library is a bit congested and it shall be shifted to the top and relatively spacious floor of the recently constructed extension block.

The existing computer lab comprises of 30 computers. They have constant internet link to assist students browse for required resources whenever they need them. The number of computers is comparatively too minimal to the current 570 students taking up different programs at the campus. The BHM students are, however, offered a laptop each during their enrollment period. And University Grants Commission has approved financial support for the upgradation and addition of further computers and internet links.

BHM Program occupies the entire rooms and spaces of the Block A building. The program has its own well-equipped restaurant, kitchen, administrative room, and class rooms. Despite having used the entirety of block A, the existing kitchen room now appears to be congested.

And accordingly, University Grants Commission has accepted our proposal and approved financial support for the construction of a more spacious and well-furnished kitchen for the BHM program in the ongoing extension construction.

Then there are individual and well-furnished office rooms for Campus Chief, Administration, Department Heads, Cell Coordinators, Students' Creative Forum, Youth Red Cross Circle and Primary Health Clinic. A separate Cafeteria building is under construction. Despite all these, the campus still lacks a hostel to lodge students commuting from distant locations. However, to ease their travel and cost, the campus has submitted a proposal for procurement of a school bus to the Embassy of India. Apart from this, the campus has established links along with MOU with hostels outside to lodge distant students if they prefer.

Along with these, recent additions documents related to: Revised Strategic Plan, Human Resources Plan, Infrastructural Master Plan, Approved minute of Plans, New library Report, Agreement with UGC for BHM Lab and Computer Lab, Greenery Initiative Document, Appointment of a nurse, MOU with Hostel.

SWOC Analysis on infrastructure and resources

Strength	Weakness
<ul style="list-style-type: none"> • Own building having spacious class rooms, toilet, drinking water and indoor games • Provision of regular maintenance and master plan for infrastructure development • Plan development of library, computer lab • Separate building for BHM program with laboratory and restaurant. • Separate room for different cells including students creative forum • Spacious room for first aid and changing room for students • Regular financial support for infrastructure development from patron organization 	<ul style="list-style-type: none"> • Constraints of land space availability • Well-equipped library including-resources
Opportunities	Challenges
<ul style="list-style-type: none"> • Purchase of land through the financial support of patron organization Nepal and other governmental organization • Support the new kind of academic programs and extensions • Use of patron organization land and building for teaching and learning activities 	<ul style="list-style-type: none"> • Infrastructural requirements are continuously growing and require continuous updating. • As a community campus, it has less possibility to generate resources for expansion of its physical infrastructure

Benchmark Six: Student support and Guidance

GMMC prepares Tracer-Study annually. A tracer study or graduate survey is a survey of graduates from education institutions, which takes place sometime after graduation or the end of the graduation. The subjects of a tracer study can be manifold, but common topics include questions on study progress, the transition to work, work entrance, job career, use of learned competencies, current occupation and bonds to the education institution. The campus has so far prepared and submitted its second Tracer Study – 2018 to the University Grants Commission.

The campus publishes its updated Prospectus and booklets that detail a brief introduction of the campus, together with information on programs offered, dress codes, range of scholarships offered, enrollment procedures, and as such. They are brought to the freshers when new sessions begin. The latest Annual Report 2075/076 along with lately published campus prospectus and leaflet are appended herein in the annex highlights on the range of scholarships allocations. It has been observed that the campus scholarships grants exceed the limitation set of the Tribhuvan University. About 20 percent of the students are granted the scholarship provisions when TU's stated limit is 10 percent.

With the initiation of the Employment and Placement Cell, its guidelines have been developed and approved from CMC. The Employment and Placement Cell works to assist students coordinate with local employers, complete the hiring process, and get them placed in jobs. For the purpose the campus has established links along with Memorandum of Understanding (MOU) with some business companies such as schools, financial institutions, hotels and restaurants, and other dealers. And these Memorandum of Understandings with business corporations, together with the Cell's periodical Report are appended in the annex.

The formation of Student Counselling Cells occasioned the preparation of its guidelines and its prompt approval from the Campus Management Committee. The *Student Counselling Cell* encourages students to understand themselves and the issues that trouble them and guide them to resolve their problems. Details of the Cell's plans and policies, programs accomplished and its future plans are sincerely noted in its report and appended in the annex.

Alumni Association is an association of particularly former students. It organizes social events, publishes newsletters and periodical reports, and raise funds for social charity and its

own functioning. The campus's Alumni Association has published its periodic report – 2018 that illustrates its plans and policies, events accomplished, and its future course of events.

The campus's Website is a publicly accessible, interlinked Webpages that share a single domain name. It is the entirety of the campus in the digital portal. The existing Website of the institution has been updated and upgraded with recent performances, achievements and accomplishments. Campus's Website is a boon to the students in general. They can access detailed academic information of the campus, study resources and notes for their steady academic accomplishments.

Above all, for the support and guidance of the students in general, extra classes free of cost is conducted to enable students of every economic background to enhance their academic performances. There is also provision of no-cost remedial classes during off hours for the academically vulnerable students.

Apart from curricular activities, students are exposed to extra-curricular events so that they get physically and mentally prepared again for the academic assignments. Extra-curricular activities include a wide range of games and sports which most students take part in enthusiastically.

Then there is a canteen nearby to the campus which caters snacks of students' choice during recesses or other break hours. However, the canteen isn't able to meet the demand of the students' food choices or accommodate their larger volume. Hence the campus has taken initiatives to construct a spacious cafeteria that is well-furnished and that can offer a wide variety of cuisines, refreshment items and amiable service to completely satisfy the demands of the students in the near future. The cafeteria building construction is near to the completion stage, and is believed to come into operation from start of the next academic session.

SWOC Analysis on students support and guidance:

Strength	Weakness
<ul style="list-style-type: none"> • Regular student counseling • Employment and placement cell • Regular support for students’ excursion and industrial visit • Prompt action on students’ grievances • Active involvement of youth Red Cross circle and Students Creative Forum • Regular publication of wall-paper magazine 	<ul style="list-style-type: none"> • To encourage research activity for the students
Opportunities	Challenges
<ul style="list-style-type: none"> • Further enhancement of competency development programs through co-curricular activities. • Market driven programs like BHM and BIM • Higher ratio of students from management stream 	<ul style="list-style-type: none"> • To handle students from diverse backgrounds with greater sensitivity. • Retention of students enjoying scholarship support

Benchmark Seven: Information system

GMMC’s Information System makes use of ample channels to collect, analyze and disseminate information. Some of the channels are: the campus website, existing departments, standing cells’ reports, bulletins, notice boards, and as such.

Education Management Information System (EMIS) is the system for collection, analysis and dissemination of data and information to support decision making, planning, policy analysis, and evaluation of all levels of education system.

The campus website informs through its webpages the entire functioning of the campus. It informs on the introduction, history, location, names of stakeholders and their designation, the codes of conduct that students should abide by, the programs offered, the range of scholarships offered to the students, students’ dress codes, and as such.

IQAC Guidelines inform about quality systems to develop academic and administrative performances of the campus. It promotes measures for quality enhancement through internationalization of quality culture and institutionalization of best practices.

Annual Report is an excellent way to report the public about the organization. Annual report provides information on the institution's mission and history and summarizes the

company's achievements in the past year. The report is supplied to the stakeholders during the Annual General Meeting of the campus, and the report gets externalized.

Tracer Study includes topics such as questions on study progress, the transition to work, work entrance, job career, use of learned competencies, current occupation and bonds to the education institution.

The formation of Student Counselling Cells occasioned the preparation of its guidelines and its prompt approval from the Campus Management Committee. The *Student Counselling Cell* encourages students to understand themselves and the issues that trouble them and guide them to resolve their problems. Details of the Cell's plans and policies, programs accomplished and its future plans are sincerely noted in its report and appended in the annex.

Besides these, internal information for students are announced using channels such as Grievance Collection Box, Bulletin Boards, Notice Boards, Campus Prospectus, Intake Announcement Leaflets, and as such. Students are informed about routine schedules, examination schedules, co-curricular and extra-curricular activities, Internal Examinations Results, etc. through bulletins and notice boards. And Campus Prospectus and Intake Announcement Leaflets are offered at the start of new sessions that inform students on the History, Location, Vision, Mission, Programs Offered, Dress Codes, Scholarship Awards and many more about the campus.

SWOC Analysis on information system:

Strength	Weakness
<ul style="list-style-type: none"> • Establishment of EMIS unit as the data bank of the campus • Separate EMIS software • Regular publication of prospectus, annual report, wall magazines etc. • Information disseminated through website and social media 	<ul style="list-style-type: none"> • Unavailability of sufficient IT resources • Budgetary constraint for IT development
Opportunities	Challenges
<ul style="list-style-type: none"> • Creating enhanced learning experience and academic quality through IT resources 	<ul style="list-style-type: none"> • Increasing trends of using information technology in teaching pedagogy

Benchmark Eight: Public Information

GMMC's Public Information Cell has been initiated with the view to assemble, evaluate and disseminate information to the stakeholders as well as outside entities. Soon after the formation of the Cell, its guidelines were developed, and now these guidelines have been revised and approved from the CMC. The campus has ample channels to circulate its information.

Annual Report is an excellent way to report the public about the organization. Annual report provides information on the institution's mission and history and summarizes the company's achievements in the past year.

Financial report provides information about the results of operations, financial position, and cash flows of the campus. This information is used by the Campus Management Committee to make decisions regarding the allocation of resources.

Journal of Interdisciplinary Studies that is published on an annual basis provides information about quality of research activities carried out by faculty members at the campus. So far, the campus has published its 8th Volume in the series.

Education Management Information System (EMIS) collects, analyzes and disseminates academic information and data to support decision making and policy formulation.

The campus's Website is a publicly accessible, interlinked Webpages that share a single domain name. It is the entirety of the campus in the digital portal. The existing Website of the institution has been updated and upgraded with recent performances, achievements and accomplishments.

Other public information outlets adopted by the campus are: magazines, newspapers, radios, local FMs, television channels, and so on. These channels are mostly used for the purpose of intake announcements, reporting of annual progresses, recruitment of human resources, and as such.

The campus has the provision of Public Information Officer whose roles and responsibilities are well defined in the Public Information Guidelines. The external feedbacks are collected and analyzed in depth, and they are instantly well-responded.

SWOC Analysis on public information:

Strength	Weakness
<ul style="list-style-type: none"> • Regular publication of academic documents • Frequently updated information • User-friendly website • Regular advertisement of campus • Complete information to the public through regular annual report • Relationship with students and stakeholders through social network site 	<ul style="list-style-type: none"> • Low level of awareness about need and significance of public information disclosure to the community
Opportunities	Challenges
<ul style="list-style-type: none"> • Build sound community relationship via timely disclosure of public information • Regular feedback through suggestion box, website and social media 	<ul style="list-style-type: none"> • Active awareness of the stakeholders • Publication of secret information to the stakeholders

SELF STUDY REPORT SUMMARY

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

The vision, mission, goals and objectives mentioned in this report are clearly described in campus article of association and 5-year strategic plan of the campus. The evidences and supportive testimonials of this report are mentioned in the appendix. All the documents are systematically filed.

During SSR preparation period, the campus has gone through several meetings, interactions with stakeholders, discussion with students; such interactions and discussions are recorded in the minutes through documentation, SSR task team also visited QAA accredited campuses like Prithvi Narayan Campus, Janapriya Multiple Campus Kaski, Lumbini BaniJya Campus Butwal, BalKumari Campus Bharatpur, AdikaviBhanubhakta Campus Tanahun, Tikapur Campus Kailali, Kailali Multiple Campus Kailali and collected a lot of information and suggestions. The appended SWOT analysis, mentions about its strengths, weaknesses, opportunities and threats. The campus runs Bachelor's (BBS and B.Ed.) and Master's (MBS) programs in the morning shift and BHM and BIM programs in the day shift. Along with the courses prescribed by university, the campus carries out several extra-curricular activities to boost up the overall career enhancement of the students.

The academic conducts activities such as internal examinations, literacy programs, sports week celebrations and the social activities such as sanitation program, blood donation campaign, health camp, and environmental awareness bolster the community relation of the campus.

The formation of Research Management Cell (RMC) has encouraged the teachers and students in research activities. The research grants are allocated on an annual basis to foster research projects among the faculty members and students. The physical infrastructure of the campus is adequate for teaching learning activities. It owns a building having three blocks with 29 well-equipped rooms. The existing computer lab has been facilitated as e-library as well. The library building construction is underway and it shall be established as a well-equipped and well-furnished one.

The campus has installed software in library, administrative departments and EMIS Cell. The campus is still facing various challenges in terms of growing needs of the community. Being

a non-profitable community campus, we have limited sources of income. The main source of income is student's fees. The patron (Gupteshwor Mahadev Cave Management Committee) of campus supports deficiencies of the budget. Due to lack of sufficient fund, we are unable to provide vehicle facilities to the student coming from distant locations. There is a Meeting Hall to conduct workshops, seminars, conferences in the campus.

The following table depicts the summary of the outputs of our campus self-assessment with regards to the criterion as prescribed by SSR guidelines:

The Pre-Peer Review Team made a three-day visit starting 28th till 30th of Mangsir 2076 BS. The team was coordinated by Professor Dr. Prem Raj Panta. At their suggestion, necessary documentation prepared are appended in the annex After the preparation of the response report, our evaluation of the standards are qualified as mentioned below.

S.N	Criteria	Highly dissatisfied	Dis-satisfied	Neither satisfied nor dissatisfied	Satisfied	Highly satisfied
1	Policy and Procedure					√
2	Curricular aspects					√
3	Teaching learning and evaluation					√
4	Research consultancy and extension				√	
5	Infrastructure and learning resources					√
6	Students support and guidance					√
7	Information System				√	
8	Public information				√	