

UPDATED SELF STUDY REPORT (SSR) FOR ACCREDITATION



Rapti Babai Campus

Tulsipur Sub-Metropolitan City-12 Dang,Nepal

Tel:977-082-520316;977-082-522726

Email: rbcdang@gmail.com

Website: www.rbc.edu.np

Submitted to:

UNIVERSITY GRANDS COMMISION

QAA DIVISION

Sanothimi, Bhaktapur, Nepal

2020 A.D. / 2077 B.S.



University Grants Commission

Ref. No. 490

Date:

2 April 2015

To
The Campus Chief,
Rapti Babai Campus
Dang.

Subject: Participation for QAA Process





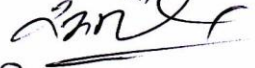
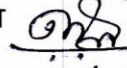
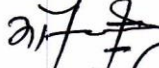



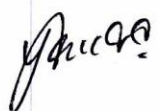
This is regarding your Letter of Intention (LoI) to participate in the process of Quality Assurance and Accreditation (QAA) System of your institution. Based on the analysis of the documents submitted, we are pleased to inform you that your institution has been found eligible for participation in the process. We would like you to work on preparation of the Self- Study Report.

If you have any queries or confusions while preparing it, please feel free to contact QAA Division, University Grants Commission, Nepal.

Bholanath Pokharel
Member Secretary






आज मिति २०७६ साल फागुन २० गते मंगलवारका दिन राप्ती बबई क्याम्पस संचालक समितिका अध्यक्ष श्री विष्णु कुमार देवकोटाको अध्यक्षतामा तपसिल वमोजिमको उपस्थितिमा बैठक वसी निम्न अनुसारका निर्णयहरु गरियो ।

उपस्थिति

१) श्री विष्णु कुमार देवकोटा	-अध्यक्ष	
२) श्री मीनराज वली	-उपाध्यक्ष	
३) श्री विनिल के.सी.	-कोषाध्यक्ष	
४) श्री निर्मल कुमार आचार्य	-सदस्य	
५) श्री रेशम बहादुर भण्डारी	-सदस्य	
६) श्री निर्मल कुमार आचार्य (वि.टी.)	-सदस्य	
७) श्री विर बहादुर भण्डारी	-सदस्य	
८) श्री नरेश कुमार राजभण्डारी	-सदस्य	
९) श्री सुमित्रा गौतम	-सदस्य	
१०) श्री सूर्य बहादुर डाँगी (तु.उ.म.न.पा. वडा नं.१२	-पदेन सदस्य	
११) श्री महेश प्रसाद आचार्य (प.क्या.प्रा.संघ इ.स.सभापति	- पदेन सदस्य	
१२) श्री मिनराज भण्डारी (तु.उ.वा.संघ) प्रतिनिधि	-पदेन सदस्य	
१३) श्री शेषमणी भण्डारी (महेन्द्र उ.मा.वि.व्य.स.अध्यक्ष	-पदेन सदस्य	
१४) श्री अनिल कुमार कार्की (स्व.वि.यू. सभापति)	-पदेन सदस्य	
१५) श्री युवराज रावत क्याम्पस प्रमुख	-सदस्य सचिव	

सल्लाहकार:

- १) माननिय हिराचन्द्र के.सी. -संघिय प्रतिनिधि सभा सदस्य
- २) माननिय डिल्ली बहादुर चौधरी -प्रदेश-५ सभा सदस्य
- ३) श्री घनश्याम पाण्डे -नगर प्रमुख तु.उ.म.न.पा. तुलसीपुर
- ४) श्री गोपीनाथ योगी -निवर्तमान अध्यक्ष

प्रस्तावहरु:-

१. साधारण सभा सम्बन्धमा ।
२. U.G.C मा S.S.R रिपोर्ट पेश गर्ने सम्बन्धमा ।
३. चमेना गृह निर्माण सम्बन्धमा ।
४. आ.व. २०१९ / ०२० A.D. DLI2 अन्तर्गत फर्निचर खरिदको विल भुक्तानी सम्बन्धमा ।
५. २०७६ माघ महिनाको खर्च आम्दानी सम्बन्धमा ।

निर्णयहरु:-

निर्णय नं. १

यस क्याम्पसको १६ औं वार्षिक साधारणसभा मिति २०७७ वैशाख ६ गते शनिवारका दिन दिनको ११:०० बजे क्याम्पस हाता भित्र गर्ने साथै आर्थिक प्रतिवेदन कोषाध्यक्ष मार्फत र प्रशासनिक प्रतिवेदन क्याम्पस प्रमुख मार्फत आगामी बैठकमा पेश गर्ने निर्णय गरियो ।

निर्णय नं. २

यस क्याम्पसले Q.A.A प्राप्त गर्नको लागि विश्वविद्यालय अनुदान आयोग Q.A.A डिभिजन सानोठिमी भक्तपुरमा S.S.R रिपोर्ट पेश गर्ने निर्णय गरियो ।

निर्णय नं. ३

क) प्रदेश नं. ५ सामाजिक विकास मंत्रालय, शिक्षा विकास निर्देशनालय वुटवलद्वारा शैक्षिक गुणस्तर सुधार योजना अन्तर्गत यस क्याम्पसमा सुविधासम्पन्न चमेना गृह निर्माणका लागि तपसिलमा उल्लेखित चमेना गृह निर्माण उपभोक्ता समिति र अनुगमन समिति गठन गरी छिटो छरितो निर्माणका लागि प्रकृयाद्वारा निर्माण गर्ने जिम्मा दिने निर्णय गरियो ।

क) उपभोक्ता समिति

१. विनिल के.सी.	कोषाध्यक्ष	संयोजक
२. मोहन भण्डारी	सं.स.	सदस्य
३. मिनराज भण्डारी	सं.स.	"
४. पुष्पा शर्मा	कर्मचारी प्र.	"
५. अनील कुमार कार्की	स्व.वि.यु. सभापती	"

ख) अनुगमन समिति:

१. मिनराज वली	उपाध्यक्ष	संयोजक
२. शान्ता पुन	१२ नं. वडा सदस्य	सदस्य
३. निर्मल कुमार आचार्य	सं.स.	"

४. महेश प्रसाद आचार्य

प्रा.सं.सभापती

”

५. भूपवहादुर बुढाथोकी

सहा. क्या.प्र.

”

ख) चमेना गृह निर्माणको प्रकृया छिटो भन्दा छिटो अगाडि वढाउनका लागि प्रदेश नं. ५, सामाजिक विकास मन्त्रालय, शिक्षा विकास निर्देशनालय वुटवलवाट प्राप्त हुने आर्थिक अनुदान रकमको ३० प्रतिशत रकम निकासका लागि अनुरोध गर्ने निर्णय गरियो ।

निर्णय नं. ४

विश्वविद्यालय अनुदान आयोग, उच्च शिक्षा परियोजना अन्तर्गत DLI-2 Resource Mobilization तर्फ आ.व. २०१९/०२० AD को स्वीकृत खरिद योजना अनुसार मिति २०७६।१०।२० गते पेश हुन आएको निवेदन बमोजिम सुरज निर्माण सेवा एण्ड सुरज सप्लायर्स तुलसीपुरवाट सम्झौता अनुसार फर्निचर उपलब्ध गराएको हुँदा सो विल रकम रु.१४,६९,०००/-अक्षेरुपी चौध लाख उन्सत्तर हजार मात्र भुक्तानी गरी अनुदान रकम निकासका लागि सम्पूर्ण खरिद प्रकृयाको फाइल विश्वविद्यालय अनुदान आयोगमा पेश गर्ने निर्णय गरियो ।

निर्णय नं.५.

यस क्याम्पसको आ.व.२०७६/०७७ को माघ मसान्तसम्मको शूलक आम्दानीतर्फ रु.७३,८९,३७२/- अक्षेरुपी त्रिहत्तर लाख उनानव्वे हजार तीन सय वहत्तर मात्र र प्रशासनिक खर्च तर्फ रु. १४,१७,०१७/- अक्षेरुपी चौध लाख सत्र हजार सत्र मात्र र पूजिगत खर्च तर्फ रु. ५६,७८८/-अक्षेरुपी छपन्न हजार सात सय अठासी मात्र अनुमोदन गर्ने निर्णय गरियो ।

३१/१०/२०१९
प्रमुख

३१/१०/२०१९

३१/१०/२०१९



Rapti Babai Campus

Tulsipur-12, Dang

Established: 1990 A.D.

(Affiliated to Tribhuvan University Nepal)

Ref. No. 525

Date: 2077.03.19



To
The Chairperson
Higher Education QAA Council
UGC, Sanathimi, Bhaktpur, Nepal

Subject: Submission of SSR

Dear Sir,

We are pleased to inform you that Rapti Babai Campus has prepared this SSR report based on incorporated and updated data and information about the institution to the best of our knowledge. Along with this, we have also prepared and submitted the progress report based on the eight criteria in accordance with the information we received.

Yubraj Rawat
077-03-19
Yubraj Rawat

Campus Chief
CampusChief



Rapti Babai Campus

Tulsipur-12, Dang


Established: 1990 A.D.


(Affiliated to Tribhuvan University Nepal)

DECLARATION

We declare that the data included in this report are very true in our knowledge. This SSR has been prepared by the SAT of the Institution based on the QAA Council Guidelines. We have been able to organize internal discussion with stakeholders, faculty members, and Campus Management Committee (CMC) and only with their rigorous help for the preparation; the report has taken this shape. We assure you that we will provide any information you may need.

We are aware that the peer team will validate the information provided in this SSR during the peer team visit.


Youbraj Rawat
Campus Chief
Date : 2077.03.19


Bishnu Kumar Devkota
Chairperson, CMC
Date: 2077.03.19



Campus Seal

Rapti Babai Campus, Tulsipur, Dang

ACKNOWLEDGEMENT

The Self Study Report (SSR) of Rapti Babai Campus (RBC) includes all the information from its establishment till now. Being the leading community campus of Dang district, RBC has always attempted to prove itself the best in the academic field. Since the institution obtained the Letter of Intent (LOI) (2nd April 2015) a Self Assessment Team (SAT) was formed which spent approximately five years time in the study and finalization of the SSR. The overall progress in each and every aspect of the institution initiated and led by the Internal Quality Assurance Committee (IQAC) in support with Campus Management Committee (CMC), Academic Council (AC), Departments, Committees, Sections, Units and Faculties, functioning at RBC has been significant in the academic journey of the institution.

The Self Assessment Team acknowledges and highly appreciates the help, cooperation, support and contribution provided by the Campus Chief Mr. Youbraj Rawat, faculty members, staffs, head of the Departments, Campus Management Committee, Coordinators of different committees and units, community people, parents and students. Their invaluable information, contribution, support and suggestions were included during different levels of the work. Significantly, Mr. Gopal Acharya QAA Officer of University Grants Commission, QAA Division is thankful for his incomparable inspiration and facilitation who witnessed the form at present.

Finally, we express our gratitude from the core of our heart to University Grants Commission for its continuous support and guidance, otherwise RBC could not have undertaken the Quality Assurance Accreditation (QAA) process and preparation of the SSR.

.....


Bhup Bahadur Budhathoki

Co-ordinator, SAT

EXECUTIVE SUMMARY

Rapti Babai Campus Tulsipur, Dang is a public campus established in 2047 B.S. with the collective effort for the purpose of generating qualified and skillful human resource. The institution has been running Bachelor to Masters' level programmes in Humanities, Management and Education affiliated by T.U. Currently 2292 students are enrolled for pursuing higher education in the campus.

Now the campus has entered into the QAA cycle of UGC to grant quality education to the students. To deliver quality education, the institution has developed RBC Statute, Financial Administration By-laws, Teacher and Official By-laws & RBC Performance Guidelines. For the policy and procedures, RBC has been running with its defined VMGOs. It has designed Master plan and accordingly prepared revised strategic development plan 2016-2020 A.D.

To provide quality education, the institution has made provision of skill transfer among students, elective subject as well as remedial classes are made available and the faculties are sent to participate in different trainings organized by TU. In addition to lecture method, other modern teaching strategies have also been used. The institution has also maintained linkage with different organizations and has accomplished social responsibilities. The institution has properly managed organizational structure. It has given TOR to the respective departments, committees, sections, units and some individuals, and their activities have been monitored by the IQAC, the CMC and the campus chief. Also the mentioned authorities evaluate the pre-defined job responsibilities. The defined Committees are working actively to meet the target. The SSR team have performed their best activities for collecting all the information.

The institution has its own mechanism to invent some more techniques for research. Regarding the research work, the institution has allocated about 2.30% of the total budget for conducting research based activities. The institution has got its rich physical facilities. There are enough required buildings such as administrative building, teaching building, library, lavatories, auditorium hall, campus clinic cum girl's common room and many others. It has got large playground to conduct physical activities, games and sports.

There has been made provision of scholarship to the students in accordance with RBC Awards and Scholarship Guidelines. Alumni Association has been actively working for the support of the campus. The institution has formulated a PIC to deal with information and

activities held in the campus for the students and general public through different web page, face book page, prospectus, academic and operational calendar, report, wall papers, etc. The institution has its own Academic Committee which is responsible for analysing and recording various academic data. The result of the academic progress is kept in the record file of the campus along with soft copy.

The campus has the record of striking educational achievements. The institution has been awarded **Best B-School of Province-5 Award** by New Business Age Pvt. Ltd. Also the campus has won Top Ten B-Schools of Nepal (B.B.S, M.B.S, PUBLIC) Award. The institution has also produced professionals who have been well placed in different government & private organizations such as up to Ambassador of Nepal to Spain.

SELF ASSESSMENT TEAM

The preparation and finalization of the SSR has been done by the following team of faculties and personnel for the purpose of assessment for Accreditation of the institution.

- | | |
|---------------------------------------|----------------------|
| 1. Mr. Bhup Bahadur Budhathoki | Co-cordinator |
| 2. Mr. Surya Prasad Sharma | Member |
| 3. Mr. Yam Nath Upadhaya | Member |
| 4. Mr. Tekan Prasad Kandel | Member |
| 5. Mr. Hemanta Kandel | Member |

ABBREVIATIONS USED IN THE REPORT

AC	:	Academic Committee
B. Ed.	:	Bachelors of Education
B.B.S.	:	Bachelor of Business Studies
B. Sc.	:	Bachelor of Science
CA	:	Campus Assembly
CFPC	:	Counselling, Feedback and Placement Committee
CMC	:	Campus Management committee
DDC	:	District Development Committee
ECA	:	Extra Curricular Activities
ECAC	:	Extra Curricular Activities Committee
FSU	:	Free Student Union
HOD	:	Head of Department
IQAC	:	Internal Quality Assurance Committee
JD	:	Job Description
M.A.	:	Master of Arts
M. Ed.	:	Masters of Education
M. Phil.	:	Master of Philosophy
NEB	:	National Education Board
NGO	:	Non- government Organization
Ph. D.	:	Doctor of Philosophy
QAA	:	Quality Assurance and Accreditation
RBC	:	Rapti Babai Campus
SEED	:	Society For Environment Education Development
SHEP	:	Second Higher Education Project
SQC	:	Student Quality Circle
SSR	:	Self- Study Report
TOR	:	Terms of Reference
TOT	:	Training of Trainers
TSRWC	:	Tracer Study Report Writing Committee
T.U.	:	Tribhuvan University
UGC	:	University Grants Commission

TABLE OF CONTENTS

<i>Covering Letter</i>	V
<i>Declaration</i>	VI
<i>Acknowledgements</i>	VII
<i>Executive Summery</i>	VIII
<i>Self Assessment Team</i>	X
<i>Abbreviations /Acronyms</i>	XI
<i>Table of Contents</i>	XII

Part I: Data Collection Format for the SSR..... 1-67

1.1 Section A: Information for Institutional Profile1-11

1.2 Section B: Benchmark –Wise Inputs12-67

Criterion 1: Policy & Procedures.....	12-20
Criterion 2: Curriculum Aspects.....	21-25
Criterion 3: Teaching Learning and Evaluation	26-36
Criterion 4: Research, Consultancy and Extension	37-41
Criterion 5: Infrastructure and Learning Resources	42-53
Criterion 6: Student Support and Guidance.....	54-60
Criterion 7: Information System	61-64
Criterion 8: Public Information	65-67

Part II: Data Analysis..... 68-81

2.1 Preamble.....68-81

2.1.1 Brief Introduction of the Institution.....	68-69
2.1.2 Geographical site	69
2.1.3 Highlight of Major Activities and Achievement	69-70
2.1.4 Academic Faculties Available at Present	70-71
2.1.5 Physical Infrastructure of the Campus.....	71-72
2.1.6 Achievement and Quality of Education Maintained by the Campus	72-73
2.1.7 Present Position of Human Resources	73
2.1.8 Strategic Planning.....	73-74
2.1.9 Quality Enhancement Planning	74
2.1.10 Evaluation and Review	74
2.1.11 SSR Preparation.....	74-81

2.1.11.1 Formation of SAT.....	75
2.1.11.2 SSR Approaches	76-81
2.2 Criteria Wise Analysis.....	82-99
Criterion 1: Policy & Procedures.....	82-84
Criterion 2: Curriculum Aspects.....	84-86
Criterion 3: Teaching Learning and Evaluation	87-89
Criterion 4: Research, Consultancy and Extension	89-90
Criterion 5: Infrastructure and Learning Resources	90-92
Criterion 6: Student Support and Guidance.....	92-94
Criterion 7: Information System.....	94-95
Criterion 8: Public Information	95-96
2.3 Summary	97-99

ANNEXES

PART ONE
DATA COLLECTION FORMAT FOR INSTITUTIONAL SSR
SECTION A
INFORMATION FOR INSTITUTIONAL PROFILE

1. Institutional Information

Name of the Institution: **Rapti Babai Campus**

Place: **Tulsipur Sub-Metropolitan city-12**

District: **Dang**

Email: **rbcdang@gmail.com**

2. Information for Communication

a. Office

Name		Telephone with Extension Number	E-mail
Executive Head of the Institution: Mr. Youbraj Rawat		082-522726 9857823726	rbcdang@gmail.com
Executive Assistants	Mr. Bhup Bahadur Budhathoki	9847834396	bhupbahadurbudhathoki@gmail.com
	Mr. Surya Prasad Sharma	9857821519	suryasharma000zxn@gmail.com
Management Committee Chairperson: Mr. Bishnu Kumar Devkota		9851122770 9869595662	devkotab@gmail.com

b. Residence

Name		Telephone with Extension Number	E-mail
Executive Head of the Institution: Mr. Youbraj Rawat		082-521606 9847824350	rawatyoubraj@gmail.com
Executive Assistants	Mr. Bhup Bahadur Budhathoki	9847834396	bhupbahadurbudhathoki@gmail.com
	Mr. Surya Prasad Sharma	9857821519	suryasharma000zxn@gmail.com
Management Committee Chairperson: Mr. Bishnu Kumar Devkota		082-520293	devkotab@gmail.com

3. Type of Institution:

Constituent ☐ Affiliated ☒ Degree Awarding Autonomous Institution ☐

Please refer to Annex 1a (P1) for TU Affiliation Letter

4. Institutional Management:

Public ☐ Community ☒ Private ☐ Other (Please specify) ☐

Please refer to Annex 1b (PP2-3) for Membership Letters of Public Campus Association

5. Financial Category of the Institution:

Government Funded ☒ Self-financing ☒ Community ☒ Other (Please specify)

The institution mainly generates its fund from the students' fee. It has been regularly receiving the grants from UGC, Government of Province no-5, and local bodies. It also accepts the donations and other supports offered by the community.

Please refer to Annex 1c (PP4-18) for Record of Financial Report 2075/076 B.S.

6. a) Date of establishment of the Institution:

The Institution was established in 28th Nov.1990/ 2047-08-12

Please refer to Annex 1a (P1) for T.U. Affiliation Letter

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

B.A.	4 th Aug. 1995	(2052-4-19 B.S.)
B.Ed.	5 th Aug. 2005	(2062-5-20 B.S.)
B.B.S.	4 th Sep. 2006	(2063-05-19 B.S.)
M.Ed. (Nepali Education)	13 th Jul. 2010	(2067-3-29 B.S.)
M.Ed. (EPM)	13 th Jul. 2010	(2067-3-29 B.S.)
M.B.S.	3 rd Dec. 2013	(2070-08-18 B.S.)
M.A. (Sociology)	28 th Jan. 2014	(2070-10-14 B.S.)
M.Ed. (Health Education)	13 th Mar. 2014	(2070-11-29 B.S.)

6. c) University to which the institution is affiliated: (attach the certificate of affiliation)

It is affiliated to Tribhuvan University dated 12th Marg 2047

Please refer to Annex 1d PP19-27) for T.U. Affiliation Letters

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

Yes ☐ No ☒

Since the institution is not affiliated to any foreign universities, there is no any Government /UGC approval applicable.

8. Is the institution autonomous in terms of

Financing ☒ Administrative Management ☒ Academic Management ☒ None ☐

Yes, the institution is autonomous in terms of financial management, administrative management and academic management. It holds the legal status of a community campus.

Please refer to Annex 1e (PP28-44) for Financial Administrative Bylaws-2064 B.S (Revised 2075 B.S.); Annex 1e (PP45-62) for Teacher Official Service Bylaws-2064B.S.(Revised 2074 B.S.)

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

The institution is run in the prime location of Tulsipur sub-Metropolitan city Ward No.12 at Kapadadevi covering 5 Bigha 12 kattha 5 Dhur land in total. Out of the total land 2 Bigha 12 Kattha was provided by Mahendra Secondary School with the right to use in 2049 B.S. Further, The institution has purchased another 2 Kattha land which is to the south from the institution.

Please refer to Annex 1f (PP63-64) for the Land Ownership Certificate; Annex 1f (PP65-66) for Letter of Right to Use

10. Location of the Institution:

Urban ☐ Semi-urban ☒ Rural ☐

The institution is located at Tulsipur Sub- metropolitan city ward No.12 Kapadadevi Dang.

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	3 (Management, Humanities and Social science & Education)
Masters	3 (Management, Humanities and Social science & Education)
Total	6

Please refer to Annex 1d (PP19-27) for T.U. Affiliation Letters

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

Department of Humanities and Social Sciences	(Faculty of Humanities and Social Sciences)
Department of Management	(Faculty of Management)
Department of Education	(Faculty of Education)

The Institution has 3 different Departments.

Please refer to Annex 1g (P67) for Administration Decision to form the Department

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)
Accounting Training Package	Non-Credit Course	BBS Third year students	All the BBS Third year students

The institution has made the RBC Work Performance Guideline – 2076 and it is mentioned there that the institution runs non - credit course every year to develop professional skill in the students and make them highly saleable in the market.

Please refer to Annex 1h (PP68-105) for RBC Performance Guidelines – 2076 B.S.; Annex 1h (PP106-108) for Certificate of Participants, and photograph of Closing Ceremony

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

The institution has its RBC Satute-2059 (Revised 2074 B.S.) and Teacher Official Service Bylaws-2064 (Revised-2074) in which the norms and procedures for recruitment of teaching and non-teaching staff has been mentioned.

a. Identification of the Need:

- i) The campus administration receives suggestions from departments.
- ii) After the internal discussion between the departments and the administration, the campus chief forwards the need to the CMC meeting in which the fulfilment of the need is finalized in the decision level.

b. Vacancy Fulfilment committee:

The institution has its own independent committee for the selection of teaching and non-teaching staff. The vacancy fulfilment committee, after the meeting, announces the vacancy for the selection of teaching and non-teaching staff. The campus chief including a member of the CMC fixes the time schedule for the written and oral examination. Experts from the various institutions or from the required areas are invited for the completion of the job by administering the written examination among the candidates and the shortlisted candidates are informed to present a model class teaching in the real classroom and finally face the interview. The candidates who have applied for the post of non-teaching staff should not need to perform the demo class but the written examination is required before the oral exam. The best candidates are selected and recommended for the appointment.

c. Approval and appointment:

The vacancy fulfilment committee forwards the list of the selected and recommended candidate(s) for the appointment to the CMC which approves the list and makes the final decision for the appointment. Finally, the campus chief appoints the recommended candidate(s) with the clear TOR and facilities to be provided him/her as per the campus rule.

Please refer to Annex 1i (PP109-128) for RBC Statute-2059 B.S.(Revised 2075 B.S.) for the Norms and Procedure of the Recruitment of New Teaching and Non –Teaching Staff; Annex 1e (PP45-62) for Teacher Official Service Bylaws-2064 B.s.(Revised-2074B.S.)

15. Number of full time and Part time teaching staff at present:

Particulars	Disadvantaged		Others		Grand Total
	F	T	F	T	
Full Time Teachers (Total)	0	0	1	25	25
No. of teachers with PhD	0	0	0	1	1
No. of teachers with M Phil	0	0	0	0	0
No. of teachers with Masers	0	0	1	24	24
No. of teachers with Bachelors	0	0	0	0	0
Part Time Teachers (Total)	0	0	4	16	16
No. of teachers with PhD	0	0	0	0	0
No. of teachers with M Phil	0	0	0	0	0
No. of teachers with Masers	0	0	4	16	16
No. of teachers with Bachelors	0	0	0	0	0

Please refer to Annex 1j (PP129-131) for List of Full Time and Part Time Teachers

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

Courses	Full Time Teachers (Total)	Part Time Teachers (Total)	Total
Management	3periods a day (18 periods/week)	At least one period a day (6 periods a week)	
Number of Teachers	5	3	8
Work load/week	90	72	162
Humanities and Social Science	3periods a day (18periods/week)	At least one periods a day (6 period a week)	
Number of Teachers	13	5	18
Work load/week	252	72	324
Education	3 periods a day (18 periods/week)	At least one period a day (6 periods a week)	
Number of Teachers	7	5	12
Work load/week	126	90	216
Number of Teachers	25	16	41
Total workload per week	468	234	702
Please add other courses if applicable			

*Please refer to the Annex 1j (PP129-131) for List of Full Time and Part- Time Teachers;
Annex 1k (PP132-136) for Class Routine*

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

Particulars	Disadvantaged/ Janajaties		Others		Grand Total
	F	T	F	T	
Administrative Staff	2	5	2	8	13
Technical Staff	0	1	0	0	1

Please refer to the Annex 1l (PP137) for List of Officials

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

No. of Student Enrolment From.....	UG		PG		M Phil		PhD	
	F	T	F	T	F	T	F	T
Same district where the institution is located	391	733	12	25	-	-	-	-
Other districts	99	164	2	8	-	-	-	-
SAARC countries	-	-	-	-	-	-	-	-
Other countries	-	1	-	-	-	-	-	-
Disadvantaged /Januaries	137	215	3	8	-	-	-	-

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

Please refer to Annex 1m (P138) for List of Students Enrolment of Current Academic Year

19. Details of the last two batches of students:

Particulars	Batch 1:			Batch 2:		
	Year:2073/074			Year:2074/075		
	Bachelor 1 st Year	Masters 1 st Year	Total	Bachelor 1 st Year	Masters 1 st Sem (MBS)	Total
Admitted to the programme	512	111	623	512	12	524
Drop-outs						
a. Within four months of joining	57	-	57	41	-	41
b. Afterwards	44	2	46	83	1	84
Appeared for the final year examinations	411	109	519	421	11	432
Passed in the final examinations	39	11	50	64	10	74
Pass% of number appeared (Total)	9.48	10.09	19.57	15.20%	90.90	-
Pass % with distinctions	-	-	-	-	-	-
Pass%, (first class)	-	-	-	10.93%	100%	-
Pass% (Second class)	35.89%	6.42%	-	-	-	-
Pass% (Third class)	64.10%	3.66%	-	-	-	-

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.

Please refer to Annex 1n (PP139-165) for Students' Enrolment and Dropout Record; Annex1n (PP166-226) for Exam Appeared and Mark Ledger of Students

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

The institution planned the budget for the fiscal year 2075/076. The budget consists of two types of income & two types of expenditure. Towards capital income, the budget is Rs.4164644. The amount of capital expenditure is Rs.3531024. Towards students fee income is Rs.31955841.46 and towards administration expenditure, the budget is Rs.24569671.86 So the Total income is Rs.36120485.46 & total expenditure budget is Rs. 28100695.86

Please refer to the Annex 1o (P227) for the RBC Income & Expenditure Sheet 2075/076 B.S.

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.

a. Total annual expenditure budget = Rs. 26485130.52 (2075/076)

No. of students enrolled = 1749

Unit cost = Rs. 15143.01

b. Total annual expenditure budget excluding salary component = Rs. 1,84,81,345.00

Unit cost = Rs.10,566.80

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

Semester system ☒

Annual system ☒

any other (specify)

The institution follows the semester system for Master level programme and for Bachelor's level programmes the temporal plan is the annual system.

Please refer to Annex 1d (PP19-27) for T.U. Affiliation Letters

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

Central library ☐

Computer centre ☐

Health centre ☒

Sports facilities ☒

Press ☐

Workshop ☐

Hostels ☐

Guest house ☐

Housing ☐

Canteen ☒

Common room for Girls ☒

Grievance redressed cell ☒

Any other (specify): Cycle-Stand, Motorcycle Parking and Light Vehicle Parking, Generator Room and Auditorium Hall

Please refer to Annex 1p (PP228-232) for the Photograph of Available Services

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

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

The current campus management committee is functional from 2075-11-29 B.S.

Please refer to Annex 1q (PP233-244) for Minute of CA

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

Particulars	2074	2075	2076
Working days of the institution	283	285	286
Working days of the library	283	285	286
Teaching days of the institution	227	233	238
Teaching days set by the university	150	150	150
Books in the library	11961	13038	13942
Journals/Periodicals subscribed by the library	10	16	18
<u>National:</u>			
<u>International:</u>	3	3	5
Computers in the institution	15	15	20
Laptops in the institution	1	1	6
Research projects completed and their total outlay	0	0	1
Particulars	2074	2075	2076

Teachers who have received international recognition for teaching/research/ consultancy	0	0	0
Teachers who have attended international seminars	0	2	3
Teachers who were resource persons at national seminars/workshops	0	0	0
No. of hours of instruction against the plan (per year or per semester)	195 (per year) 72 (per sem)	196 (per year) 72 (per sem)	197 (per year) 72 (per sem)

Please attach the annual/operational calendar of the institution/T.U.

Please refer to Annex 1r (PP245-247) for Report of LMC; Annex 1r (PP248-265) Academic Calendar 2074/2075/2076 B.S.; Annex 1k (PP132-136) Class Routine 2076 B.S.

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

The institution has the RMC that manages the research/ project activities by organizing required research facilitating classes by the experts in the related areas, and also encourages the teachers and students to carry out researches with the financial support. The RMC also recommends the administration to support the research works financially on the basis of the committee decision. Currently some faculties are involved in the research works and they are promoted to carry out their works with the partial financial support. Regarding this, the committee has invited the researchers and are suggested to carry out any research project who will be assisted after the completion.

Please refer to Annex 1s (P266) for RMC Decision of RMC to Publish Research Journal

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

Yes ☐ No ☒ If yes, list the MOUs signed and furnish the details of active

MOUs along with important detail of collaborations.

There is not collaboration with international institutions so far till now.

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

Yes ☐ No ☒ If yes, give details.

The Institution till now has not run any other educational institutions.

29. Give details of the resource generated by the institution last year (2075/076) through the following means:

Source of Funding	Amount (NRs.)
UGC	34,14,344.00
Donation	7,50,000.00
Fund Raising Driver	0
Alumni Association	0
Research and consultancy	0
Fee from Self-financed/Initiated courses	0
Fee From regular Programmes	31,4,21,249.00
Any others ; Interest of Fixed Deposit <i>Akshyakosh</i> & others	5,34,592.46

Please refer to Annex 1t (PP267-270) for the Details of the Resources Generated by the Institution in the Year of 2075/076

SECTION B

BENCHMARK-WISE INPUTS FOR INSTITUTIONAL SSR

Section- B deals with benchmark wise inputs for institutional SSR. It has eight criteria. Criterion one focuses about policy and procedure where the institution has defined its goals, objectives and standards for the betterment of quality. Criterion two describes institutional action plan on how the curricula are designed and its possibilities about the diversity and flexibility on the practices of the institution in initiating and redesigning courses relating with the regional and national needs. Criterion three advocates about the teaching learning and evaluation system carried out in the educational institution in Nepal. Information about the adequacy and competency of the faculty handling various research activities is highlighted in criterion four. Criterion five deals with the development of infrastructure, its use to provide quality education and maintenance of facilities for academic growth. It is focussed on the analysis of the efforts of the institution to provide the necessary support to those needy students for their further progress in criterion six. Criterion seven presents information system prepared and used by the institution. It provides all sorts of information to the concerned persons through ICT. Finally, criterion eight reflects on how the institutional information is published and the impact of such information towards the quality assurance.

CRITERION 1

POLICY & PROCEDURES

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

☒ Yes

☐ No

If yes, mention the document and attach the document.

Yes. RBC, considered as TU affiliated campus, has its own vision, mission, goals and objectives (VMGOs) based on TU for fostering the quality in educational sector. To achieve the aforementioned VMGOs the institution has developed its own five year **Revised Strategic Development plan 2016-2020 A.D.** This was endorsed by the CMC on 21st Falgun 2072.

Vision: To impart quality education to generate responsible, disciplined and competitive human resources for the society, nations and the world as well.

Mission:

- To initiate effort for quality education.
- To produce dynamic human resources in various fields.
- To provide affordable and standard education for the sake of society.
- To maintain academic environment along with fair, clean and sound atmosphere.
- To develop the physical facilities in the campus in accordance with the installation of modern information technology.
- To make the effective access to the poor, Dalit and marginalized students in the campus.
- To create the opportunity of research oriented studies.
- To maintain sustainable development of the institution.

Goals:

- To develop the campus as a model community campus with the opportunity of convenient quality education.

Objectives:**Specific objectives:**

- To fulfil the demand of quality education in accordance with social need.
- To develop effective intimacy between the campus and the community.
- To create the more convenient physical infrastructure of the campus
- To maintain financial sustainability.
- To make a good social outreach to serve the society.

General Objectives:

- To increase pass rate.
- To increase students enrolment rate
- To manage adequate well facilitated reference materials.
- To introduce the campus environment policy for maintaining academic atmosphere.
- To provide quality education by introducing modern technology in teaching learning activities.
- To launch employment oriented educational programme.
- To provide exposure and skill development trainings for teachers, officials and CMC.

- To uplift inclusion of poor participation in the different extracurricular activities of the campus.
- To seek new regular financial resources.
- To construct library building, seminar hall, well facilitated teaching building, modern cafeteria, guest house, science lab, and other infrastructures as per campus Master Plan.

Please refer to Annex 2a (P1) for the Affiliation Letter of T.U; Annex 2a (PP2-45) for Revised Strategic Development Plan -2016-2020 A.D.; Annex 2a (P46) for Minute of CMC

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

☒ Yes ☐ No

If yes, mention and attach the document.

Yes, the institution has five year **Revised Strategic Development plan 2016-2020 A.D.** in which plans, programs and strategies are clearly defined in line with the vision, mission, goals and objectives (VMGOs) of the plan. The institution has been implementing its strategic plan via Annual Work Plan and Academic Calendar. Faculties have been conducting teaching learning activities by using their own work plan and teaching plan. These are developed with an objective of quality enhancement to prepare competent, qualified and creative human resources.

Please refer to Annex 2a (PP 2-45) for Revised Strategic Developed Plan -2016-2020 A.D.; Annex 2b (PP47-80) for Annual Report-2075/076 B.S; Annex 2b (PP81-86) for Academic Calendar-2076 B.S.; Annex 2b (PP87-123) for Sample of Teaching Plan

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

☒ Yes ☐ No **if yes, mention organizational chart and member compositions.**

Yes, the institution has the Campus Assembly (CA) and Campus Management Committee (CMC) as Organizational Structure where the policies of the institution are formulated, reflected, reviewed and updated. The campus assembly consists of 107 members. CMC is formulated out of the members of the CA via election. The CMC consists of 17 members out of which 11 members including chair person, vice chair person, and treasurer are elected. Six members are nominated including Campus Chief, Teacher Representative, chair person of Mahendra Secondary School, the Chair person of Tulsipur ward No. 12, Tulsipur Chamber of Commerce and Industry and FSU. Total six advisors are nominated

out of them two are nominated from member of Federal legislature and Province legislature, one each. Mayor of Tulsipur Sub-metropolitan City one Ex. chair person of RBC one and other two are nominated from educationists, social service providers, donors, and intellectuals. The institution conducts Campus Assembly annually to approve annual report, audit report, annual budget and major policy level decisions.

ORGANIZATIONAL CHART

Campus Assembly (107 members)



CMC (17 members)

- Chair Person-1 Elected
- Vice Chair Person-1 Elected
- Treasurer-1 Elected
- Members-8 Elected
- Members-6 Nominated
- Advisors-6 Nominated

Please refer to Annex 2c (PP124-143) for the RBC statute -2059B.S. (Revised 2075 B.S.); Annex 2c (PP144-148) for Name List of CA Members; Annex 2c (PP149-150) for Minute of CMC

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

☒ Yes

☐ No

Justify it with supportive documents.

Yes, the CMC has formed Internal Quality Assurance Committee (IQAC) including the member of CMC, Head of Departments (HODs), Faculties, officials, Free Student Union (FSU), Students Quality Circle (SQC). With the aim of monitoring and checking its internal quality RBC has also prepared the **RBC Performance Guidelines -2076 B.S.** by CMC addressing the objectives, TORs, tenure, working process and other related provisions for all the functional mechanisms. It acts as the body to develop and implement quality parameters, disseminate quality information, organize developmental activities, document the activities and quality audit qualitatively. Further, the IQAC plans, monitors and directs departments, committees, sections and units to conduct orientation, interaction, presentation, workshop, seminar, trainings, and remedial classes for quality enhancement of the institution.

Please refer to Annex 2d (PP151-152) for Decision of the CMC Regarding the Formation of IQAC; Annex 2d (PP153-190) for RBC Performance Guidelines -2076 B.S.; Annex 2d (PP191-192) Decision of IQAC for Conducting Training, Seminar & Workshop

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.**

Yes, the **RBC Statute – 2059 B.S. (Revised 2075 B.S.)** has defined the job responsibilities of the Campus Chief and Asst. Campus Chief. The Institution has the provision of **Teacher Official Service Bylaws -2064 B.S. (Revised 2074 B.S.)** and **Financial Administrative Bylaws-2064 B.S. (Revised 2075 B.S.)** The institution has also developed the **RBC Performance Guidelines -2076 B.S.** where the written specified Terms of Reference (ToR) and Job Description (JD) have been given to each Department, Committee, Section, Unit, faculty and official in accordance with its statute. Regular monitoring of every sector's performance by the IQAC is carried out on the basis of defined job responsibility.

Please refer to Annex 2c (PP124-143) for RBC Statute– 2059 B.S. (Revised 2075 B.S.) Annex 2e (PP193-210) for RBC Teacher and Official Service Bylaws -2064 B.S.(Revised 2074 B.S.); Annex 2d (PP153-190) RBC Performance Guidelines -2076 B.S.

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

☒ Yes ☐ No **If yes, produce those schemes and examples of some practices.**

Yes, the institution has developed **RBC Performance Guidelines -2076 B.S.** in which TOR of departments, committees, faculties, officials, sections and units is defined. The institution has also developed written schemes (separate formats for Performance Appraisal and Self Appraisal form) through which the pre-defined job responsibilities are assessed. The assessment report is analysed and discussed in the IQAC and the CMC to adopt corrective measures.

Please refer to Annex 2f (PP211-228) for the Performance Appraisal Forms and Self Appraisal Form; Annex 2f (PP229-230) for Decision of the IQAC Regarding the Self Appraisal form; Annex 2d (PP153-190) for RBC Performance Guidelines -2076 B.S.

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.

Yes, the institution has Campus Assembly (CA) consisting of social service providers, educationists, parliamentarians, local government representatives, faculties, alumni, donors and well-wishers. CA makes policy level major decisions. **Revised Strategic Development plan 2016-2020 A.D. and Annual Work Plan** emphasizing on team work & participatory decision making and information sharing. The CMC has prepared the **RBC Performance Guidelines 2076 B.S.** IQAC has developed annual academic calendar in which it fixes different meetings like department meeting, staff meeting, administration meeting. The campus has prepared action plan to strengthen team work with active participation of faculties.

Please refer to Annex 2a (PP 2-45) for The Revised Strategic Development Plan 2016-2020A.D. Annex 2b (PP47-80) for The Annual Report -2075/076A.D.; Annex 2g (PP231-234) for Decision of Administration for Formation of Internal Committees; Annex 2d (PP153-190) for RBC Performance Guideline -2076 B.S.

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

☒ Yes ☐ No If yes, give details.

Yes. RBC has Bachelor's and Master's Programmes of T.U. and Plus Two Programme of N.E.B. with separate management committee, separate coordinator, separate account system and separate library to strengthen the regular academic programmes. For this purpose, it runs self- sustaining programmes like: **Accounting Practical Package** and Research Proposal writing Training on non-credit course with its own specific attempt.

Please refer to Annex 2h (PP235-236) for Decision of CMC; Annex 2h (PP237-238) for the Curriculum of Accounting Practical Package; Annex 2h (PP239-240) for Sample Certificate of Participators in Accounting Practical Package

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

☒ Yes ☐ No If yes, give details.

Yes. The institution has the provision of conducting annual meeting of Campus Assembly and regular meetings of CMC to have the discussion on quality enhancement of the

institution. In addition, it receives feedbacks from Stakeholders, Educational Institutions, Bankers, Alumni, & teaching and non-teaching staff. The CMC has formed Counselling, Feedback and Placement Committee (CFPC) and Public Information Committee (PIC). The administration has installed Suggestion Box working as a formal feedback mechanism.

Please refer to Annex 2i (PP241-242) for Attendance of Interaction Programme with Stakeholders, Heads of Educational Institutions, Bankers, Alumni and Staffs; Annex 2i (P243) for the Photograph of the Suggestion Boxes.

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

☒ Yes ☐ No **If yes, what were the recommendations.**

Yes. This institution has formed an IQAC under which the different committees, sections, units and cells have been formed, and the IQAC conducts the organizational and management survey in the institution for improving the organization and management. Mr. Mahendra Bhandari, lecturer of Nepal Sanskrit University, Beljhundi, Dang was invited as an external agency for imparting his valuable and fruitful expertise for the purpose of surveying the RMC and other management system as well.

Please refer to Annex 2j (P244) for the Decision of RMC; Annex 2j (P245) for the Attendance of Research Orientation Programme

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

☒ Yes ☐ No **If yes, give details.**

Yes, there is involvement of student representative that is FSU president in CMC to play vital role for uplifting the management system and quality assurance. CMC has formed IQAC where there is involvement of Students through SQC and FSU. Each class has two class prefects – one boy and one girl who have been assigned the role to keep the attendance record of the respective classes. It is addressed in the **RBC Performance Guidelines – 2076 B.S.** with defined TOR and working process.

Please refer to Annex 2d (PP153-190) for the RBC Performance Guidelines- 2076 B.S.; Annex 2k (PP246-249) for the Formation of SQC and Record of Class Prefect; Annex 2d (PP151-152) for Minute of CMC Forming IQAC

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

a. by the university ☐

b. by the institution ☒

Please attach the copies

There has been the provision of Academic Audit in the RBC Performance Guidelines-2076B.S. according to which the AC conducts the audit under the IQAC.

Please refer to Annex 2d (PP153-190) for the RRBC Performance Guidelines-2076 B.S.; Annex 2l (PP250-252) for the Academic Audit Report

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

☒Yes

☐No

If yes, give details.

Yes. RMC has been working to encourage teachers to carry out mini-researches on various issues by organizing different workshops, seminars and programs for the teachers, and the students of master's level with the main aim to combine teaching and research activities. Besides, RMC has been monitoring and supervising the thesis of master's level and Report writing of Bachelor degree. In the same way, Administration and RMC are going to accomplish workshop on regional level academic writing with the help of expert from TU.

Please refer to Annex 2d (PP153-190) for the RBC Performance Guidelines-2076 B.S.; Annex 2m (PP253-254) for the Minute of IQAC to Conduct Workshop on Academic Writing

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

☒Yes

☐No

If yes, give details.

Yes, there are some positive outcomes observed and calculated through the research activities for teaching and learning. Because of bachelors and masters degree students' research on different sectors like banks, cooperatives and industrial sectors, they are benefitted to get information about the real condition of those institutions. In addition, the students of journalism have published news reports in local and national news papers. Some teachers have been encouraged to pursuit their further study, many teachers have started using internet and overhead projector in the classroom instruction, the attitude of the teachers and the students have been changed towards research and self learning activities. Combination of theoretical and practical knowledge has brought positive changes in the academic performance of the students. Students' survey / research and their field visit have also increased additional knowledge in the students. Our tracer study report also reveals that

most of our students have been employed in the job market after the completion of graduation.

Please refer to Annex 2n (PP255-314) for Tracer Study Report -2017 A.D.; Annex 2n (PP315-319) for the Sample of Newspapers, Field Work and Internship Records

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

The institution has made its RBC Financial and Administrative Bylaws-2064 (Revised 2075B.S.) in which it is mentioned that any of the interested businessmen, industrialists, donors and well-wishers can establish different funds for different types of scholarships as provision on the one hand and on the other hand it has allocated budget for Awards and Scholarships as mentioned in detail in RBC Awards and Scholarship Guideline- 2076. The Institution has allocated budget in the fiscal year 2076/077 to utilize for the research activities of teachers, staff and students for the specific innovations. Furthermore, the institution has been conducting Accounting Practical Package as non credit course to increase the saleability of the students in business market. Additionally, the institution has made smart classes with the facility of internet, projector, multi-media which have been assisting the teacher for the research activities. E-library and study room etc are some of the institutions' specific innovation contributing to research, growth and development.

Please refer to Annex 2o (PP320-336) for RBC Financial and Administrative Bylaws-2064 B.S. (Revised 2075 B.S.); Annex 2o (PP337-343) for RBC Awards and Scholarship Management Guidelines- 2076 B.S.; Annex 2o (PP344-345) for Decision for Accounting Practical Package and Photographs of Closing Ceremony

CRITERION 2

CURRICULAR ASPECTS

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

☒ Yes ☐ No If yes, give details.

Yes, the institution has defined its own Vision, Mission Goals and Objectives (VMGOs) in its Revised Strategic Development Plan 2016-2020 A.D. The institution has been implementing the curriculum prepared by T.U. It has also been using the academic calendar prepared by IQAC on the basis of T.U. calendar. This helps to ensure consistency in teaching and learning with academic goals and objectives.

Please refer to Annex 3a (PP1-45) for Revised Strategic Development Plan-2016-2020 A.D.; Annex 3a (PP46-51) for RBC Academic Calendar Annex 3a (PP52-87) for Sample of Teaching Plan

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

a. Time frame matching student convenience ☒

b. Horizontal mobility ☐

c. Elective options ☒

Yes, for the students' convenience, the institution has managed two different shifts i.e. Bachelor level program (B.Ed., B.A., B.B.S.) in the morning shift and Master's level programs (M.A., M.Ed. M.B.S.) in the evening shift. Morning shift runs for 5 hours and evening shift runs for 3 hours. Most of the students of Bachelor and Master's level are engaged in different places so they feel comfortable to study in the morning and in the evening. Students do have the option to change the departments and also they can change subjects within the same department for instance, from political science to economics or from accountancy to marketing or finance. As per the norms of the affiliating university, the students of Bachelor level can choose from any of the elective subjects.

List of Offered Electives: Accountancy, Finance, Marketing, English, Nepali, Health and Physical Education, Maths, Culture, Political Science and Economics

Please refer to Annex 3b (PP88-92) for Time schedule for Bachelor and Master Level; Annex 3b (PP93-108) for RBC Prospectus

18. Indicate the efforts to promote quality of education with provision of skills transfer among the students such as. (0.5×5=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 independently** ☑

Please give evidence

To promote the quality of education with provision of skills transfer among the students following efforts have been made:

- **Capacity to Learn:** Regular classes, use of technology in teaching- learning activities, interaction with the students among themselves, workshops, seminars, paper writing, field visit, quiz contest, remedial classes for the needy ones and counselling are conducted to enhance the students' learning capacity. Similarly, different reference/text books related with different disciplines are made available in the library to broaden students' knowledge.
- **Communication skills:** Frequent field trips, oratory & debate competition, quiz contest, poem recitation, report writing and presentation as well as proposal and thesis writing are conducted to develop communication skills.
- **Numerical skills:** To enhance numerical knowledge in the students, the campus has introduced major mathematics in B. Ed. and statistics in B.B.S. Likewise Accounting Practical Package programme, mathematical quiz contest are run to strengthen numerical skills. Internet multimedia, computers are also used to facilitate teaching and learning activities. Students can use limited Wi-Fi service in the campus compound.
- **Use of information technology:** The institution has been using ICT in smart classes to enhance the knowledge of technology. From the fiscal year 2076 /077 the institution has focused on ICT based teaching classes.
- **Work as a part of a team independency:** The institution conducts career counselling along with orientation programme which enables team independency.

Please refer to Annex 3c (P109) for ECA Report; Annex 3c (PP110-134) for Attendance of Orientation Programme with Photographs; Annex 3c (PP135-136) for Decision of IQAC.

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

☒ Yes ☐ No **If yes, give details**

In addition to prescribed courses, the institution has been running Accounting Practical Package with its specific syllabus for B.B.S. students. It has been implementing electives as per T.U. Curriculum.

Please refer to Annex 3d (PP137-138) for Curriculum of Accounting Practical Package; Annex 3d (PP139-142) for T.U. Elective Subject

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

The faculties have attended in some of the semester based Master's degree and practice teaching program launched by T.U. and provided valuable suggestions and feedback about curriculum and evaluation system with great enthusiasm.

Please refer to Annex 3e (PP143-148) for Training Participation Certificate or Ramanapatra

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

☒ Yes ☐ No **If yes, give details.**

The institution has maintained visitors' book. Also it gets feedbacks and suggestions from guardians, peers, stakeholders as well as from suggestion box, face book page and email. Further, the institution publishes different documents through the campus website (www.rbcdang.edu.np) and academic peers as well as employers read and provide feedback on them. The institution also holds formal meeting with academic peers of different campuses as well as Plus Twos of the catchment area & also visits employers (Banks, factories and schools) every year for the purpose of obtaining feedback for the further improvement in different areas. The institution makes academic policies and then avails necessary facilities in accordance with such feedbacks and suggestions.

Please refer to Annex 3f (P149) for Minute of Formal Meeting with Academic Peers; Annex 3f (P150) for Photograph of Meeting with Bankers and Others Employers in Campus; Annex 3f (PP151) for Photograph of Suggestion Box

22. Give details of institution-industry-neighbourhood networking, if any? (1)

☒ Yes ☐ No If yes, give details.

Our campus has maintained linkage with various organizations. It has established good relationship with Tulsipur Chamber of Commerce and Industry and some of the other organizations like: Everest Bank Ltd, Sun Rise Bank Ltd, Nepal Investment Bank Ltd, Nepal Bank limited, Global IME Bank Ltd, Tulsipur Sub-metropolitan city and Rara Copy Udhyog. The institution has sent its students to those banks for the internship to help them for their exposure to business world and to different business firms and industries for employment.

Please refer to Annex 3g (PP152-153) for Internship Records of Different Banks; Annex 3g (PP154-161) for Photographs and MOUs with Birendra Mahara, Everest Banks, Tulsipur Chamber of Commerce and Industry

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

Yes. The institution always makes students accountable towards civic responsibilities encouraging them to be responsible citizens. The institution has accomplished blood donation programmes, actively participated in Clean Tulsipur Green Tulsipur campaign. It has distributed clothes and utensils to support for flood victims of Duruwa and Phulbari villages. The institution has allocated certain budget in freeship and scholarship in different titles, such as physically disabled, Marginalized & decent students.

Please refer to Annex 3h (P162) for Minute of Blood Donation Programme; Annex 3h (PP163-164) for Photographs of Participation in Clean Tulsipur, Green Tulsipur Campaign and flood victim; Annex 3h (PP165) for Annual Budget of 2075/076 in Freeship & Scholarship

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

The institution organized different personality development programmes for the students in different times. Inland Revenue Office, Tulsipur, Dang gives one day tax related orientation

programmes to the students of this campus every year. Similarly, Brahmakumari Vishwavidhyanaya, Tulsipur, Dang conducts value education programme for the students of this campus and Accounting Training Package is conducted every year in the campus. One day Oral Hygiene Orientation Programme was conducted by Dr. B.P. Bhusal for the students of this campus on 12th Marg 2076. Similarly, the students were oriented about IT by Nilkhil Raj Shrestha – the CEO of ing Skill Academy Kathmandu in Falgun 2076. Likewise, the institution has conducted interaction programme on basic level legal information to its students in technical support of High Court Tulsipur, Dang. The institution forms and organizes various ECA programmes and competitions like volleyball, football, TT, cricket, chess and other activities like dancing, singing, quiz, poem recitation etc.

Please refer to Annex 3i (PP166-172) for Records of Conducting Tax Related Orientation Programme & Legal Interaction Programme; Annex 3i (PP173-174) for MOUs with Brahmakumari Vishwavidhyalaya, Tulsipur, Dang; Annex 3i (P175) for Photograph of Closing Ceremony of Accounting Training Practical Package; Annex 3i (PP176-177) for Minute & Photographs of Oral Hygiene Orientation Programme

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

The institution has organized a programme to impart value based education to the students of RBC inviting Brahma Kumari Vishwavidhyalaya in campus to develop the personality of the students keeping in the mind which has been the demand of the modern society. Similarly, the institution has formed student's code of conduct to maintain discipline, personal hygiene, punctuality, accountability and so on. Furthermore, the institution has written moral quotes on the wall to make them morally and ethically strong.

Please refer to Annex 3i (PP173-174) for MOUs with Brahma Kumari Vishwavidhyalaya; Annex 3j (P178) for Students' Code of Conduct

CRITERION 3
TEACHING LEARNING AND EVALUATION

26. Which of the following methods do you apply in admitting the new graduates?

Select as many as apply. (1)

☒ **through academic records**

☒ **through written entrance tests**

☒ **through group discussion**

☐ **through interview**

☐ **through combination of above all**

The students who pass CMAT exam conducted by TU Dean Office can enrol in Master's Level; Similarly, The students who pass RBC entrance exam conducted by RMC can enrol in Bachelor Level. The institution has its own systematic guidelines to enrol students on the basis of TU policy and criterion for the new students. Basically, it considers academic records, written entrance tests and group discussion. As per the decision of the institution, it has developed RBC Charter to inform the students regarding enrolment and many others in the campus.

Please refer to Annex 4a (PP1-17) for Record of CMAT Exam & RBC Written Entrance; Annex 4a (PP18-21) for Decision of IQAC for Developing RBC Charter and RBC Charter

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

☒ **Yes**

☐ **No**

If yes, cities examples.

Yes, there is provision for assessing students' needs and aptitudes for a course that is CMAT examination especially for the master's level students. It deals with every new student to assess their needs and interest. The PIC informs them the importance of the subject and its significance in the present context. The committee also introduces elective courses for choices. They are given more chances to get admission in different departments or subject they prefer. Similarly, orientation, interaction with students, classroom performance, individual records, internal tests etc are also used to assess their aptitude.

Please refer to Annex 4b (PP22-24) for Minute and TOR of Public Information Committee; Annex 4b (PP25-30) for Minute & Photographs of Orientation Programme; Annex 4b (31-40) for Record of Internal Examination

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

☒ Yes ☐ No **If yes, cited example (UGC or other supports received in this regard may be indicated).**

Firstly, Internal Examination Committee (IEC) identifies academically weak and disadvantaged students and provides the obtained marks of the weak students to the HODs and recommends for the remedial classes to them. Then the departments decide officially to conduct remedial classes.

Please refer to Annex 4c (PP41-42) for Decision of Department; Annex 4c (P43) for Routine of Remedial Classes; Annex 4b (PP31-40) for Record of Internal Examination

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

☒ Yes ☐ No **If yes, give details.**

Yes. The institution encourages the faculties to make teaching plans and make teaching learning activities more effective and purposeful. Department of education has supported and instructed all the teachers to prepare teaching plan. The campus has also developed log book for the teachers and suggested them to fill the log book in regular basis.

Please refer to Annex 4d (PP44-80) for Sample of Teaching Plan; Annex 4d (PP81-82) for Sample of Log Book

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

☒ Yes ☐ No **If yes, gives details of implementation in terms of monitoring coverage, correction, etc**

Yes. The syllabi of the institution are in harmony with the academic calendar. The lesson plan prepared and followed by the teachers are monitored by the department head and IQAC head. Besides, faculties teach in harmony with the academic calendar of the institution. They complete 50% course in five months and remaining 50% just one month before the final exam. The institution runs every day teaching activities according to the academic calendar and if hindered by any external factors to complete the course in time, it manages the extra classes during winter and summer vacation by giving extra payment to the faculties.

Please refer to Annex 4e (PP83-88) for Academic calendar; Annex 4d (PP44-80) for Sample of Teaching Plan; Annex 4e (PP89-90) for Record of Internal Examination Committee; Annex 4e (P91) for Record of Extra Classes

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

Produce some examples.

The institution focuses on managing the duration of teaching periods in all the levels. Besides traditional method, the institution has been promoting student centred teaching methodology. For higher exposure of the students, we have been conducting more interactive classes based on ICT methods. The institution also encourages the faculties and students to apply some additional techniques and methods as pair work, group work, project work, field work, practicum, thesis writing, assignment, individual and group presentation, power point presentation, providing handouts, citing references, direct studies, providing hand outs, educational excursions etc. The institution is providing free Wi-Fi to the faculties and research level students, power point presentation, assessment and assignment submits are the basic norms for the fulfilment of post graduate level running under semester system. Students of Humanities and Social Science go for field work and prepare report. The Students of Management department go for industrial tour, field work and internship. The students of Education department are involved in project meet, field visit, micro teaching, peer teaching and practice teaching.

Please refer to Annex 4f (PP92-94) for Photographs of the ICT based classrooms; Annex 4f (PP95-100) for Sample of Micro and Peer Lesson Plan of Students; Annex 4f (PP101-115) for Sample of Students' Field Visit Report

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. The institution has growing use of multimedia in classroom teaching. The institution has provided laptops to administrative faculties in the first phase and for other faculties it is going to provide in the second phase. For the preparation of the audio-visual and other aids, the institution has provided teachers these facilities as projector, generator, sound service, internet, library, newspapers and so on.

Please refer to Annex 4f (PP92-94) for Photos of the ICT based classrooms; Annex 4g (PP116-117) for Photographs of library; Annex 4g (PP118-120) for Photographs of Departments.

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

Teaching days per semester or per year against the requirement:

Teaching days per week against the requirement:

Teaching per week (for full time teachers):

Teaching per week (for part time teachers):

Ratio of full- time teachers to part time teachers:

Ratio of teaching staff to non-teaching staff:

Percentage of classes taught by full-time faculty:

Number of visiting professors/practitioners:

Particular	Year 2074/075	Year 2075/076
1. Teaching days per semester or per year against the requirement	233days per year/96 days per sem.	238 days per year/96 days per sem.
2. Working days per week against the requirement.	6 days	6 days
3. Work load per week (for full time teachers)	18 periods	18 periods
4. Workload per week (for part time teachers)	min12 periods	min12 periods
5. Ratio of full time teachers to part time teachers	26:8	26:12
6. Ratio of teaching staffs to non-teaching staffs	34:13	38:14
7. Percentage of classes taught by full-time faculty.	74%	69%
8. Number of visiting professor	0	0

The campus prepares Annual Calendar. In terms of Academic Calendar 2076/077, the campus allocated 286 working days. It remains open 6 days in a week. About 68% teachers are fulltime. The institution defines fulltime teachers to those who teach 18 periods a week.

Please refer to Annex 4e (PP83-88) for Academic calendar; Annex 4h (PP121-124) for List of Full time and Part time Teacher and Staff; Annex 4h (PP125-140) for RBC Prospectus; Annex 4h (PP141-145) for Class Routine

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

Yes ☒

No ☐

If yes give evidence.

Yes. The institution has been conducting formal orientation programme at the very beginning of the academic session. It has formulated evaluation system, codes of conduct and other relevant provision and requirements for the students and teachers. The institution also provides prospectus and calendar along with suggestions to the students. In addition, the institution conducts terminal and annual exams. The subject teachers conduct unit test and other formative test to evaluate and support students. The faculties especially provide ideas about the courses, mark allotment, nature of the question items to the students. They are oriented about the code of conduct, the courses, the thesis writing and project works. Also, the code of conduct is printed in flex and displayed in the campus premises. Scholarship scheme and fee structure of the institution are clearly mentioned in its prospectus. It has also developed its own e-page which relays important as well as significant information to the stakeholders.

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

Yes ☒

No ☐

If yes give evidence.

Yes. Evaluation methods of the institution are communicated to the students at the beginning of the academic session. They are informed about the internal examinations and practical examinations.

Please refer to Annex 4e (PP83-88) for Academic calendar; Annex 4i (PP146-149) for Record of Orientation Programme; Annex 4i (PP150) for Students' Code of Conduct; Annex 4i (PP151-187) for RBC Performance Guidelines -2076 B.S.; Annex 4b (PP31-40) for Record of Internal Examination

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

☒ Yes

☐ No

If yes, give details. Add Role of department and subject teacher

Yes. The institution monitors and evaluates the overall performance of the students periodically with the help of teachers. The departments call meeting at least once a month and after discussion collects information with the subject teachers about the course and forwards the records to the administration. The subject teachers, in accordance with their

TOR, maintain students attendance, give different tests. To do so, it has formed an Internal Examination Committee (IEC) with defined roles and responsibilities. It conducts assessments and examinations in planned way and properly maintains the individual portfolio of every student.

Please refer to Annex 4e (PP83-88) for Academic calendar; Annex 4b (PP125-130) for Minute of Orientation Programme; Annex 4i (PP150) for Students' Code of Conduct; Annex 4b (PP31-40) for Record of Internal Examination

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	Vacancy Fulfilment Committee	Examination by Vacancy Fulfilment Committee	Evaluation of Demo Classes	Interview by Vacancy Fulfilment Committee	Job contract through formal Appointment letter
Self-funded	✓	✓	✓	✓	✓	✓

Please refer to Annex 4j (PP188-205) for Teacher and Official Service Bylaws-2064 B.S. (Revised-2074 B.S.); Annex 4j (PP206) for Job Advertisement

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

Teaching staff recruited from 2074/75-2075/76		
The same district it operates		
Same Institution	Other Institutions	
Year I: 0	Year I : 5	From other districts
Year II : 2	Year II: 3	Year I : 0 Year II : 0

Please refer to Annex 4k (PP207-212) for Appointment Letters of the Recruited Teaching Staff of last Two Years; Annex 4k (PP213-223) for Decision of Appointment by the CMC

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 institute act/board decision/minute?

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

Yes. The institution has the freedom to appoint the pay temporary/ ad-hoc teaching staffs. There is a provision for the Vacancy Fulfilment Committee authorized to appoint such staffs as per RBC Statute- 2059 (Revised 2075.B.S.) The salary is provided as per the rule of institution.

Please refer to Annex 4l (PP224-243) for RBC Statute -2059 B.S. (Revised 2075 B.S.); Annex 4j (PP188-205) for Teacher Official Service Bylaws-2064 B.S. (Revised 2074 B.S.)

38. 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 institution has provisioned for inviting visiting/ guest faculties in RBC Performance Guidelines-2076 B.S. Similarly, Prof .Dr. Prem Narayan Aryal, Prof .Dr. Lokendra Scherchan, Prof. Dr. Radha Shaha, Dr. Suresh Gautam, Mr. Ramesh K.C. and Mr. Mahendra Bhandari contributed as visiting faculties.

Please refer to Annex 4g (PP125-140) for Prospectus; Annex 4m (PP244) for Photograph of Visiting Faculty Taking Online Class

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

	Participants 2075 B.S.	Resource Persons 2075 B.S.	Participants 2076 B.S.	Resource Persons 2076 B.S.	Organizer
Institutional level	1.Youbraj Rawat 2.Mahesh Prasad Acharya 3.ShalikRam Regmi 4.Laxman Regmi 5.Ganesh Pardhe 6.Bhup Bahadur Budhathoki	Facilitator	1.Youbraj Rawat 2.Mahesh Prasad Acharya 3.ShalikRam Regmi 4.Laxman Regmi 5.Ganesh Pardhe 6.Bhup Bahadur Budhathoki	Facilitator	RBC,RMC Dang Peer Review Research Article Orientation; QAA Orientation Programme

	7.Surya Prasad Sharma 8.YamNath Upadhaya 9.Tekan Prasad Kandel 10.Hemanta Kandel 11.Sushil Panthi 12.Sadan Giri 13.Himalaya Sharwan Devkota		7.Surya Prasad Sharma 8.YamNath Upadhaya 9.Tekan Prasad Kandel 10. Yasoda Pandey 11.Hemanta Kandel 12.Sushil Panthi 13.Sadan Giri 14.Himalaya Sharwan Devkota		
National Level	1.Youbraj Rawat 2.Laxman Kumar Regmi 3.Bhup Bdr. Budhathoki 4.Shurya Prasad Sharma 5.Sadan Giri 6.Manoj K.C. 7. Yam Nath Upadhaya 8. Ananda Khatri		1.Youbraj Rawat 2.Shurya Prasad Sharma 3.Himalaya Sarwan Devkota 3.Sadan Giri 4.Manoj K.C. 5.Naresh Basnet 6.Khum lal Giri 7.Yasoda Pandey		MOSD,Butwal FOM,Deans Office,TU FOM,Dean Office,TU
International Level	1.Ganesh Pardhe 2. Tekan Prasad kandel		1.Ganesh Pardhe 2. Tekan Prasad kandel 3. Surya Prasad Sharma		NELTA; Lions Club; Central Department of English Education

Please refer to Annex 4n (PP245-249) for Training Participation Certificate; Annex 4n (PP250-251) for Faculties' Participation in an International Conference

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

☒ Yes

☐ No

If yes, how are teacher encouraged to use feedback?

Provide justifications.

Yes. The institution implements a form as the self -appraisal method to evaluate the performance of the faculties in teaching, research and extension programmes. The form is distributed to all the faculties at the end of academic session and they are asked to fill it up.

Then, the filled up forms are collected and discussed in the administrative bodies. After that, the required feedbacks are provided to them. The institution then follows the ways to evaluate their performance on these aspects by discussing the completion of their assigned tasks, style of teaching, regular activities, pass out rate of the students and involvement in research work.

Please refer to Annex 4o (PP252-257) for sample of 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 result of the appraisal are used.

Yes. The institution has made the provision of promoting and awarding staffs on the basis of performance of the individuals mentioned in **Teacher Official Service Bylaws -2064 (Revised 2074 B.S.)**. The institution has developed Performance Appraisal Form to evaluate performance of the teaching staff annually in a systematic way.

Please refer to Annex 4j (PP188-205) for Teacher Official Service Bylaws -2064 B.S. (Revised 2074 B.S.); Annex 4p (PP258) for Awarded & Certificate; Annex 4p (PP259-270) for Sample of Performance Appraisal Form

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

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

Yes, the institution has developed questionnaire to administer the students for the collection of their feedbacks regarding the qualities/facilities provided by the institution. The questionnaire comprises questions of different aspects such as physical facilities, academic facilities, teacher official services, sports facilities, clinical facilities and many others. For the collection of students' feedback, the institution conducted survey through Likert scale. Furthermore, for the institution's experience, the institution conducts tracer study from which the institution receives feedbacks & areas of strengths and weaknesses. The institution has also formed SQC for collecting suggestions.

Please refer to Annex 4q (PP271-330) for the Tracer Study Report 2017/2018 A.D.; Annex 4q (PP331-333) for Report of Students Satisfaction

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

☒ Yes ☐ No If yes, give details.

Yes. To develop the teachers' and officials' skill, the institution conducts refresher courses, workshops, seminar and research orientation training programme. The institution has formed RMC which conducts research training for the development of the faculties and officials. The institution is going to organize a three day workshop on academic writing.

Please refer to Annex 4r (PP334-335) for Minute of Research Orientation Programme; Annex 4r (PP336-343) for Approval Letter for conducting Work-Shop on Academic Writing from UGC

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

Faculty Development programmes	No. of Beneficiaries 2075 BS	No. of Beneficiaries 2076 BS
Research Article Writing Orientation Programme	-	25
Training on practice teaching	-	-
Regional Level Research workshop on Academic writing	-	
ICT training programme	-	
Capacity Development Training	-	20

The institution organizes faculty development programme, workshops and training time and again. This year RMC organized research article writing orientation programme. It has conducted training to the teachers and officials about QAA process facilitated by QAA Division Officer Mr. Gopal Acharya on 22nd and 23rd Kartik 2076.

Please refer to Annex 4s (PP344-331) for Photograph & Minute of Research Orientation Programme

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

For innovation in teaching, students of Master's Level right now are taught in smart classes where the faculties use power point presentation and also encourage students to make their own slide presentation and the institution is planning to implement this in bachelor level too. The facility of e-library and internet is made available to the faculty members and students to collect and download necessary materials for daily teaching and research.

Please refer to Annex 4t (PP346-351) for Decision of LMC and Photographs of E-Library and Smart Classes

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

The institution has policy to develop national level linkages among different organizations. It has close relationship with central department of T.U. and UGC. Similarly, it has done MOUs with Tulsipur Chamber of Commerce and Industry and SEED for conducting research activities in collaboration.

Please refer to Annex 4u (PP352-355) for MOUs with Tulsipur Chamber of Commerce and Industry & SEED

CRITERION 4

RESEARCH, CONSULTANCY AND EXTENSION

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

The budget allocated by the institution for Research is 2.30% of the total operating budget.

Total operating budget = NRS –4,33,54,000.00

Research allocated budget NRS –10,00,000.00

Percentage of total operating budget =2.30%

The RMC has decided to publish research journal annually for which the institution has allocated 2.30% of total operating budget. There is the provision of providing seed money and paid study leave to the faculties and seed money to the students doing mini research and research work in **RBC Performance Guidelines -2076 B.S.**

Please refer to Annex 5a (PP1-2) for Approved Budget of Fiscal Year 2076/077 B.S.; Annex 5a (PP3-41) for RBC Performance Guidelines -2076 B.S.

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

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

- **Encourage PG students doing project work:** The institution does have a policy to encourage Graduates and post graduate (PG) students with their project works and carry out research in campus as well as outside. Bachelor's level students are encouraged to conduct research or project work to fulfil partial requirements of their syllabus.

- **Teachers are given study leave:** **RMC Performance Guideline-2076 B.S.** has a provision of providing study leave on the basis of the nature of research and the length of project. Teachers are also provided with seed money as an incentive for further research.

- **Teachers are provided with seed money:** Teachers are provided with seed money as an incentive for further research. They are awarded with seed money to carry out mini-researches too.

- **Provision of Research Management Committee:** The institution has the provision of Research Management Committee which regularizes supports, and monitors research and project works. RMC calls for the thesis/project proposals and supports the research person to co-operate with experts. It frequently conducts orientation, seminar, and training programme as the institution has already accomplished one day research article writing orientation programme.

- **Adjustment in teaching load/ schedule:** The institution also provides support to the faculty members to conduct different research activities by adjusting the teaching load.

Please refer to Annex 5a (PP1-2) for Approved budget of Fiscal Year 2076/077 B.S.; Annex 5a (PP3-41) for RBC Performance Guidelines -2076 B.S.; Annex 5b (PP42-45) for Formation of Research Management Committee (RMC)

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

☐ Yes

☒ No

If yes, give details

No, the institution does not offer Ph.D. level programme

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

About 8% Of the teachers are involved in active research, 2.5% are engaged in operating project work and about 7% are engaged in publishing.

Please refer to Annex 5c (PP46) for RMC Report

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

☐ Yes

☒ No

Till date, the institution does not have any M.Phil. / Ph.D. graduates admitted.

52. How many Ph. D. Have been awarded the last five years? (1)

There is nobody Ph.D. awarded but one faculty member has received Ph.D.

Please refer to Annex 5d (PP 47) for Ph. D. Certificate

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 institution has the provision for providing financial support to the students doing research.

Please refer to Annex 5a (PP3- 41) for RBC Performance Guidelines -2076 B.S.

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

→ Total number of projects	Project Revenues (in NRs)
→ Projects completed so for (research papers published in campus journal)	
→ Altogetherprojects are ongoing by faculties.	

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

There is no any research project funded by external agencies till now.

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

No. Though the institution has not published any research journal, we are going to publish soon.

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

☐ Yes ☒ No If yes, give details.

The institution has not offered any consultancy services till date.

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

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

Full time ☒ part –time ☐ Additional charge ☐

The institution has appointed Mr. Tekan Prasad Kandel, a faculty member, as extension activities in-charge.

Please refer to Annex 5e (PP48) for Appointment Letter of Extension Activities In-charge

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

Blood Donation programme ☒

Cleaning different temple area ☒

Community development ☒

Health, hygiene and sanitation programme ☒

Environment awareness ☒

Interaction and oratory activities ☒

- **Blood Donation programme:** The institution time and again conducts blood donation. This year blood donation was accomplished in collaboration with Alumni.

- **Cleaning Different Temple Area:** The campus has accomplished cleaning campaign in Kalika Temple premises recently with the help of SQC and Echo-Club RBC.

- **Community Development:** The institution extends its service to the community working in collaboration with the local NGOs regarding basic legal information, scholarship for the disadvantaged and marginalized group, value based education.

- **Health, Hygiene Sanitation Programme:** The institution has managed free sanitary pad to the girls in need, regular check up for all the students and staff. The institution has conducted blood group identifying programme for all the students with the help of Dari Gang.

- **Environment Awareness:** The institution has initiated plantation to keep the campus environment fresh healthy and green with the active involvement of students. Besides, students have participated in clean Tulsipur, Green Tulsipur campaign organized by Tulsipur Sub-metropolis to make the people aware about environment.

- **Interaction and Oratory Activities:** The institution has accomplished the interaction with the principals of boarding schools and campuses to improve the quality and to increase students' enrolment. The institution time and again conducts ECAs as the result of which one speech competition among the students has been accomplished.

Please refer to Annex 5f (PP49-55) for Academic calendar; Annex 5f (PP56-57) for Minute and Photograph of AARBC of Blood Donation Programme, Annex 5f (PP58-62) for Minute and Photographs of Echo Club & SQC

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

☒ Yes No If yes, justify

Yes. The CMC has decided to provide financial & humanitarian support to different social, cultural and traditional societies, Clubs, Toles, and Handicapped ones etc.

Please refer to Annex 5g (PP63-64) for Decision of CMC to Support Handicapped Ones and Others

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

The institution encourages teachers and students to involve in extension and outreach activities via extension activities in-charge. There is formed Youth Red Cross Circle (YRCC) to encourage the students for their voluntary involvement in the needy areas. In addition SQC, Echo-Club RBC, YRCC and ECA Committee and units are encouraged to participate in extension activities. The participants, on the basis of their performance, are awarded and honoured by the institution. They are encouraged by requesting, giving them responsibility, inviting experts and conducting interaction between students, teachers and experts.

Please refer to Annex 5h (PP65) for Decision of SQC to conduct Extension Activities; Annex 5h (PP66) for Photograph of Cleaning the Campus and Kalika Temple Premises; Annex 5f (PP 48) for Appointment Letter of Extension Activities In-charge

62. Does the institution work and plan the extension activities along with NGOs and GOs? Give details of last 3 years. (0.5)

The institution has conducted basic legal information programme like tax awareness programme, value based education, financial literacy program in campus in collaboration with High court Tulpsipur, Dang, Tax office Tulsipur, Dang, Brahma KumariVishwo Vidyalaya Tulsipur, Dang and Bankers of Tulsipur, Dang respectively.

Please refer to Annex 5g (PP65) for Decision of SQC for Conducting Extension Activities; Annex 5e (PP49-55) for Academic Calendar; Annex 5i (PP67-77) for Records of Conducted Programs; Annex 5i (PP78-79) for MOUs with Different NGOs

CRITERION 5
INFRASTRUCTURE AND LEARNING RESOURCES

A. General Physical Infrastructure

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

☒ Yes ☐ No

Yes. The institution has developed a comprehensive master plan covering the status of existing infrastructure and future expansion. It also has made a five year **Revised Strategic Development Plan (2016-2020 A.D.)** The institution has projected expansion plan of the infrastructure for future. The plan represents the master plan in which there is going to be constructed a well facilitated cafeteria in the campus premises. The institution does have planning to construct different constructions in campus premises in the future on the basis of **Revised Strategic Development Plan 2016-2020 A.D.** which is mentioned as below:

- Construction of library Building
- Construction of modern stage
- Construction of guest house
- Construction of hostels
- Construction of overhead tank
- Construction of park

Please refer to Annex 6a (P1) for Master Plant of Campus; Annex 6a (PP2-46) for Revised Strategic Development Plan 2016-20200 A.D.; Annex 6a (PP47-83) for Annual Report- 2076 B.S. and Campus Surrounding Photographs

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 institution has developed its Master Plan and a five year **Revised Strategic development Plan 2016-2020 A.D.** which displays common frame work to meet the need for augmenting the infrastructure to keep pace with academic growth. On the basis of that, the institution develops Annual work Plan and is implemented accordingly. The campus has managed six smart classes for master's level and other seven Smart classes are in process. Also four physically impaired friendly toilets and Auditorium Hall have been constructed.

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

Laboratory ☐

Library ☒

Others ☒

Give details

- **Laboratory:** The institution does not have laboratory.
- **Library:** The campus has fully automated Open Access E- Library with the facility of sufficient textbooks, reference books, journals, magazines, newspapers and online access to the academic materials and comfortable study compartments.
- **Others:** The institution has upgraded itself from manual system to the automated system. Software has been installed in Finance, Administration, Examination and Library section to conduct administrative tasks more effectively.

Games & sports (Indoor & Outdoor)

Notice Board

Suggestions Box

Use of Multimedia

Net, Wi-Fi Access

Please refer to Annex 6a (P1) for Master Plan of Campus; Annex 6a (PP2-46) for Revised Strategic Development Plan 2016-2020A.D.; Annex 6b (PP84-90) for Photographs of Library, Notice Board, Suggestion Box & smart Classrooms

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

Yes, the institution has the provision for regular maintenance of its infrastructures which is shown as follows:

S.N.	Description of the infrastructures	Maintenance provision
1.	Building painting	every five years
2.	Cleaning classes & buildings	twice a day
3.	Toilet cleaning	twice a day
4.	Furniture repairing & addition	as per need
5.	Solar maintenance	every year

Please refer to Annex 6c (PP91-110) for RBC Statute-2059B.S. (Revised 2075B.S.); Annex 6c (PP111-112) for Minute of Procurement Committee; Annex 6c (PP113) for Budget for Maintenance 2076/077 B.S.

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

The institution ensures the optimum utilization of its infrastructure facilities making a plan of conducting the programmes in two shifts. The library provides service in the morning and evening shift and provides internet facilities to do thesis and assignment. Besides, the institution makes the buildings available to Public Service Commission Tulsipur, NGOs, Educational Institutions, Banks, Nepal Telecom and Local Bodies some time paid and some time non paid.

Please refer to Annex 6d (PP114-116) for RBC MOUs With PSC; Annex 6d (P117-120) for RBC MOUs With Everest Bank and SEED

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

☒ Yes

☐ No If yes, Yes, give clearly defined regulations

Yes. The institution encourages the use of academic facilities by external agencies. It has done MOUs with Public Service Communication in terms of using physical facility and human resources for the examinations. Similarly, NEB also uses the physical facilities to conduct board examinations of grade 11 & 12.

Please refer to Annex 6e (PP121) for Letters Sent by PSC to the Campus; Annex 6d (PP114-116) for RBC MOUs with PSC; Annex 6e (P122) for Letters Sent by NEB to the Campus

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

The institution has formed a cell with the name "Echo- Club" RBC which leads the campus towards its cleanliness, greenery and makes it pollution free zone. The details are presented as follows:

- Regular water supply in the toilets.
- Plantation in the campus premises to make the environment green and Pollution free, different varieties of plants such as Kapur, Ashok, Bakaino, Tik, Sisam, Amala are planted in the campus premises.

- Pure drinking water with RO, UV technology.
- Installation of placards in the campus premises writing different slogans to maintain cleanliness, greenery and develop good manners
- Management of dustbins.
- Instalment of two sign boards at the beginning and end point of the campus one each with the information **NO HORN, CAMPUS AREA, and DRIVE SLOW**
- Appointment of Gardener & sweepers to clean the toilets & rooms.
- Clean Tulsipur, Green Tulsipur campaign is run to keep the campus clean & green.

Please refer to Annex 6f (PP123-126) for 'Echo-Club' RBC Formation and Decision of it Annex 6f (PP127-131) Photographs of Clean and Green Environment Campaign, Sign Boards, Dustbin and Placards

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

Computer accessible to the faculty: 6

Number of Computer accessible to the students: 7

Internet accessible to all the faculties: ☒

Internet accessible to all the students: ☒

The institution has provided six laptops to Campus Chief, Asst. Campus Chief, Coordinator of RMC, Coordinator of HERP of RBC, IEC Coordinator and EMIS one each. Computer and internet facility in the institution is accessible to the faculties and students and it has installed 7 computers for the use of students in the e- library. The institution has planned to add more 10 computers soon.

Please refer to Annex 6g (PP132-133) for The CMC Decision to Buy 10 computers; Annex 6g (PP134-135) for Photographs of Library

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

Mostly, the library computers remain open 6 days a week 12 hours each day. The operation of computer and internet facilities by the teaching and non-teaching staff depends upon their need during class hours. E-mail & internet facilities for the teachers and students are made available in certain locations and time inside campus premises. Wireless connection has been done to operate such facilities. Such facilities are also made available on holidays and off hours as per the need of the institution.

Please refer to Annex 6h (PP136) for Decision of LMC; Annex 6h (PP137-139) for Report of LMC

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

The departments which have their own computers are shown as follow:

S.N.	Department	Desktop computer	Laptop computer
1.	Department of Humanities	1	0
2.	Department of Education	1	0
3.	Department of Management	1	0
4.	Research Management Committee	1	1
5.	Internal Examination Committee	0	1
6.	Practice Teaching	0	0
7.	Examination Section	3	0
8.	Account Section	2	0
9.	Administration Section	2	2
10.	Library section	6	0
11.	EMIS	1	1
12.	Store	0	0
13.	Other	0	0
Total		18	5

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

☒ Yes

☐ No give details.

The campus administration has made the decision for providing the below mentioned facilities:

- Internet facility (Available for all)
- Landline phone
- Reading rooms
- Prospectus
- Web browsing for the campus information
- Notice on the notice board
- CCTV in and around the administrative block and library

Please refer to Annex 6i (PP140-148) for Photographs of Department Showing Facilities, Library, Landline Phone, Reading Rooms, Web Browsing, Notice Board and CCTV; Annex 6i (PP149-164) for RBC Prospectus

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

Students use computer in e –library and the teachers use computer in the department as well as individually which helps them to strengthen the professional skills like language skill, communication skill, report writing skill and public speaking skill. The campus is going to establish computer centre in the campus to give basic computer knowledge, knowledge of searching materials through net to the needy students.

Please refer to Annex 6i (PP140-148) for Photographs of E- library & Department Offices

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

☒ Yes

☐ No

The institution has made the provision for maintaining and updating the computer related all facilities in RBC Performance Guidelines -2076 B.S. For this there is agreement between RBC and Mr. Prabhu Kapad as computer technician.

Please refer to Annex 6j (PP165-168) for TOR and Agreement Letter of Computer technician; Annex 6j (PP169-207) for RBC Performance Guidelines-2076 B.S.

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

☐ Yes

☒ No

The institution has not used any services of inter-university facilities till date.

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

The institution has made provision of campus clinic and girls' common room in RBC Performance Guidelines – 2076 B.S. which provides first aid medical facility to the staff & students and also informs them to have their health checked once a month in the campus which is facilitated by Youth Red Cross Circle. If the case is serious, the campus provides ambulance service up to hospital. The institution has inked MOUs with Palpali Policlinic

Tulsipur, Dang to provide the health services for the students, teachers and staff. The institution also has been providing sanitary pads to the needy girls in the campus free of cost.

Please refer to Annex 6j (PP169-207) for RBC Performance Guidelines-2076 B.S.; Annex 6j (PP208-209) for MOUs with Palpali Policlinic Tulsipur, Dang; Annex 6j (P210) for Photograph of Girls Receiving Sanitary Pad

76. What are the physical & infrastructure facilities available in the sports & physical education centre? (0.5)

The institution provides outdoor and indoor game facilities under the guideline of the ECAC, such as volleyball, football, cricket, badminton, TT, Chess, carom board, ludo and athletics such as long jump, high jump etc and for which there are volleyball court, football ground, cricket ground, badminton court, TT board, & others in the campus.

Please refer to Annex 6k (PP211-213) for Photographs of Sports Facilities; Annex 6j (PP169-207) for RBC Performance Guidelines -2076 B.S.

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

The institution provides incentives such as cash prizes, scholarship, certificates, medals & freeship to outstanding sports persons who stand first, second and third position in the competitions which is also mentioned in **RBC Awards and Scholarship Guideline -2076** and the campus prospectus. The campus also provides track suits & sports shoes to the players who participate in the competitions outside the campus.

Please refer to Annex 6l (PP214-220) for RBC Award and Scholarship Guidelines -2076 B.S.; Annex 6i (PP149-164) for RBC Prospectus

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

Following players have participated in different meets as mentioned below:

Level	Participation	Number of students	Outcome
District	Football, Half Marathon, High jump	4	First, 12 th , First, Second
Regional	T.T., Kabaddi, Running Relay and Cricket	6	First, First, First, Second, Second, winner
National	Kabaddi, Relay and Kho-Kho	6	New record Break First, Second
International	Cricket	1	Participation

Please refer to Annex 6m (PP 221-236) for Certificates of Winners and Participants in District, Regional, National and International Sports Competitions

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

☐ Yes ☒ No

There is no student hostel facility right now but the campus is planning to start girls hostel immediately and then boys as well as teacher hostel.

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

The institution provides facilities of RO UV technology drinking water to students & staff well facilitated boy's & girl's toilet along with physically impaired friendly toilet for both boys & girls. The toilets are also available for teaching staff & non-teaching staff separately.

Details of water facility:

- RO UV facility.

Details of toilet facilities:

- total no. of toilets: 39
- gents – 19 (2 for differently abled ones)
- ladies – 14 (3 for differently abled ones)
- common – 2
- staff – 4

Please refer to Annex 6n (PP237-240) for Photographs of Aforementioned Facilities

B. Library as a learning Resource

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

On working days – 12 hrs.

On holidays – as per need

Prior to examination – extra 3-4 hrs

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

☒ Yes ☐ No

The library has open access to all the students. The library functions are automated. The institution has installed PEARLS Software. All the information related to library is safely recorded in the computer. Books are being kept in the library in Dewey Decimal Classification (DDC) system. Under this system barcode and spine labels are generated.

Free internet service for searching necessary materials is available in the library. Daily newspapers are also updated in the entry record.

Please refer to Annex 6h (PP136) for Decision of LMC; Annex 6o (PP241) for Photograph of Students Self Using Library

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

The total collection of documents is mentioned below:

- Books : 13942 (0.2)
- Current journals (0.2)
 - Nepalese : 18 (0.2)
 - Foreign :5 (0.2)
- Magazines: 15 (0.2)
- Reference books: 2977 (1)
- Text books : 10215 (0.2)
- Refereed journals: 0 (0.4)
- E-information Resources: 24 Computer (Computer and Laptop) and 11 Projector
 - CD's/DVD's
 - Databases: PEARLS
 - Online journals: More than 10
- Special collection: (0.5)
 - UGC's reports and journals

Please refer to Annex 6h (PP137-139) for Report of LMC

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 number of books/journals/periodicals that have been added to the institution library during the last two years and their cost is shown below:

	2074/075		2075/076		Total Number
	Number	Total cost (NRS)	Number	Total cost (NRS)	
i. Books	475	208854.00	718	315291.00	524145.00
ii. Journals/periodicals	-	-		-	-
iii. Daily newspapers	-	21100.00	-	15765.00	36865.00
iv. Magazines	-	-	-	-	-

Please refer to Annex 6p (PP 242-268) for Audit Report of 2074/075 B.S. and 2075/076 B.S.

84. Mention. (1)

- Total carpet area of the institution library (in sq.ft): 734.4 sq.ft (0.25)
- Total number of departmental libraries: 3 (0.25)
- Seating capacity of the library: 40 (0.25)
- Open student access to library: 15 (0.25)

Please refer to Annex 6h (PP137-139) for Report of LMC; Annex 6q (PP269-271) for Photograph of Department Mini Library

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

- Total number of staff: 3 (0.3)
- Professionals (list with qualification): NA
 - Semi-professionals- 3
 - Others: No
- Library advisory committee (0.2) give details.

There is the provision of LMC in RBC Performance Guidelines -2076B.S. Three senior most teachers are nominated as advisors.

Please refer to Annex 6j (PP169-207) for RBC Performance Guidelines -2076 B.S.; Annex 6r (P272) for Organizational Structure of the RBC Library

86. Staff development programmes for library. (0.5)

- Refresher/orientation courses attended
- Workshops/seminars/conferences attended
- Other special training programmes attended
 - Refresher/orientation courses attended (Training): 3 days library training dated (7th Jan 2020- 9th Jan 2020) was given by Madhya Bindu Campus, Nawal Parashi. As well as 5weeks training dated (23rd March 2012 to 28th April 2012) on library and information science management –Level -3 was given by Nepal Library Association, Ktm. to two library staff.
 - Workshop/seminars/conferences: No
 - Other special training programmes attended: No

Please refer to Annex 6s (PP 273-276) for Certificate of Participation of Library Staff

87. Are the library functions automated? (0.5)

☒ Yes ☐ No

If yes, fully automated ☒ (0.5) partially automated ☐ (0.25)

The library functions are automated. The institution has installed PEARLS Software. This software has been installed in the Library Section. All the information related to library is safely recorded in the computer. Books are being kept in the library in Dewey Decimal Classification (DDC) system. Under this system barcode and spine labels are generated. All transaction of books issued and returned are done by barcode reading. Daily newspapers are also updated in the entry record.

Please refer to Annex 6t (PP277-280) for the Agreement Paper with National Software and IT Solution Pvt. Ltd. Chitwan

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

The percentage of the library budget in relation to the total budget of the institution in the fiscal year 2076/077 is 0.992% (of Rs.7,15,64,000)

Please refer to Annex 6u (PP281-282) for Annual Budget for the Library of the Campus 2076/077 B.S.

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

- Circulation services: ☒
- Maintenance services: ☒
- Reference/referral service: ☒
- Information display and notification services: ☒
- Photocopying and printing services: ☐
- User orientation/information literacy: ☒
- Internet/computer access: ☒
- Inter-library loan services: ☐
- Networking services: ☒
- Power backup facility: ☒

LMC assesses the necessities of the library and suggests for the development of it. LMC frequently follows the suggestions of the librarian, teachers, students and other visitors.

Please refer to Annex 6t (PP283-285) for TOR of LMC; Annex 6h (PP137-139) for Report of LMC

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

- Average number of books issued/returned per day. (90-100)
- Average no. of users visited/documents consulted per month. (1300)
- Please furnish the information on no. of log-ins into the E-library services/E-documents delivered per month. (On Process)
- Ratio of library books to number of students enrolled. (1:6)

Please refer to Annex 6h (PP137-139) for Report of LMC

CRITERION 6
STUDENT SUPPORT AND GUIDANCE

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

- Percentage of regular students appearing for the exam: 82.44% (2074/075 B.S.)
- Dropout rate (Drop out from the course): 17.55 % (2074/075)
- Progression to further study:
 - Bachelor's to Master's: 37%
 - Master's to M.Phil./Ph.D.) Not Applicable
- Prominent positions held by alumni: His Excellency, the Ambassador of Nepal to Spain Mr. Hariharkanta Paudel

The graduates graduated from this campus are holding different positions in different government and private institutions. Different positions held by alumni are ward chair person to Section Officers, Principal of Schools, Business Manager, Police Inspectors, Armies, Teachers, Bank Managers and Programme Coordinator.

Please refer to Annex 7a (PP 1-68) for) RBC Tracer Study Report 2017 & 2018 A.D.; Annex 7a (PP69-108) for Admission Records and The Record of Students Appearing Examination

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

- Nepal civil services examinations: 26 (Based on Tracer Study Report 2017& 2018)
 - Other employment related examinations: 5 (Based on Tracer Study Report 2017& 2018)
 - International level entrance examination: Nil
- Others (Self Employed): 1

Please refer to Annex 7a (PP1-68) for) RBC Tracer study Report 2017 & 2018 A.D.

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

☒ Yes ☐ No **If yes, what are the contents o the prospectus (attach a copy)**

The institution publishes its updated prospectus annually covering the following contents:

Background
Organizational structure
Salient features
Name list of CMC

Programmes running in the campus

Fee structure and scholarship provision

Details of scholarship fund to distribute every year established in this campus.

Educational quality development efforts commenced by the campus.

List of teaching and non-teaching staff

Views of Alumni

Please refer to Annex 7b (PP109-124) for RBC Prospectus-2076 B.S.

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

- **From the government: Scholarship for students through UGC**

UGC has been proved to be the backbone for the public campuses like ours to provide ample financial support for delivering quality education. In this respect, in addition to many grants, Rapti Babai campus received Rs. 8500000.00 performance grants from UGC in 2069 B.S. and 20 percent of the amount is separated for RBC scholarship fund and the interest of which is distributed to the students from Poor and Intelligent, Dalit, Janajati, Natural calamity victims, war victims, physically impaired and disadvantaged group annually. From this year, **RBC Awards and Scholarship Guidelines -2076 B.S.** has been developed and awards and scholarships are distributed accordingly.

- **From the Campus:** The campus has made provision for providing scholarship in **RBC Financial Administrative Bylaws- 2064 (Revised 2075 B.S.)** for monthly tuition fee (fee waiver). The students who have secured 2.8 to 4 GPA or 60% & above in +2 or equivalent receive 25% to 100% fee waiver

- The campus provides 50% fee waiver to those students who are recommended by local bodies such as Tulsipur Sub-metropolitan city, rural municipalities for scholarship monthly.

- The campus has made provision for fee waiver of 25%, 50%, 75% and 100% to the consolation prize winner, third position holder, second position holder and first position holder respectively in any of the national or regional sports competition organized by national sports council.

- Public Campus Teachers Association Rapti Babai Campus unit has made provision for disable cum intelligent student's scholarship annually.

- Seven founders, in memory of their parents or family members, have established seven different scholarships in this campus allocating different amount of money for the scholarship to the students annually from the interest of the allocated amount of money.

Please refer to Annex 7c (PP125-141) for Financial Administrative Bylaws – 2064(Revised 2075 B.S.); Annex 7c (PP142-1148) for RBC Awards and Scholarship Guidelines -2076 B.S.; Annex 7b (PP109-124) for RBC Prospectus 2076B.S.

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

The number of students receiving financial aid from the campus is penned into two topics:

Scholarship & Cash incentive / Fee waiver

Scholarship:

Name of Scholarship	Name of Founder	Established Fund Rs.	Year: 2074B.S.	Year: 2075B.S.
RBC Scholarship	Rapti Babai Campus (Provided by UGC as performance Grants)	1700000.00	50	50
Basu-Doma Lamichhane Scholarship	Ram Prasad Lamichhane	250000.00	8	8
Disable and Intelligent	Public Campus Teachers Association of RBC		1	1
Late. Bishnudevi Shrestha Memory Scholarship	Uttam Kumar Shrestha	51000.00	3	3
Late. Bhupendra Memory Scholarship	Uttam Kumar Shrestha	100000.00	3	3
Late. Tulasiram Upadhaya Memory Scholarship	Bal Dev Sharma	50000.00	1	1
Tara Prasad- Rama Devi Scholarship	Rama Devi Regmi	300000.00	2	2
Late. Bishnu K.C.	Binil K.C.	51000.00	1	1

Memorable Scholarship				
Nima- Asmita Memory Scholarship	Birendra Mahara	231200.00	1	1

Cash incentive/ Fee waiver

Scholarship is provided as mentioned in the prospectus to the students in different respects. In the case of cash incentive, the top three of each level in the two internal examinations (first term and second term) are provided with Rs. 3000.00, 2500.00 and 2000.00 cash as the prize respectively. The students who have secured 2.8 to 4 GPA or 60% & above in +2 or equivalent receive 25% to 100% fee waiver. The campus provides 50% fee waiver to those students who are recommended by local bodies such as Tulsipur Sub-metropolitan city, rural municipalities for monthly fee waiver.

The campus has made provision for fee waiver of 25%, 50%, 75% and 100% to the consolation prize winner, third position holder, second position holder and first position holder respectively in any of the national or regional sports competition organized by national sports council.

Please refer to Annex for 7c (PP142-148) for RBC Awards and Scholarship Guidelines - 2076 B.S.; Annex 7d (PP149-163) for List of Scholarship & Cash Incentive Receiver

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

- **Employment cell:** ☒
- **Placement office:** ☒

Yes, Employment cell is formed which is headed by Mr. Surya Prasad Sharma as placement officer. The placement officer maintains a good relationship with different schools and other organizations which are potential job providers.

Please refer to Annex 7e (PP164-167) for Minute of Formation of Counselling, Feedback and Placement Committee (CFPC) & TOR

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

☒ Yes

☐ No.

If yes, give details of how they are involved.

Yes. For the following activities, some related teachers are involved in academic and personal counselling as mentioned below:

- Through the interaction with the students in group and individually as well.
- During teaching learning in the classes and outside as well.
- Through the Counselling, Feedback and Placement committee especially diagnosing the interest and competency of the students making them choose appropriate subjects.
- During thesis writing and preparation of their project work.
- The Departments analyze the result of terminal examinations to identify the area of strengths and weaknesses of students and counsel them accordingly.

Please refer to Annex 7e (PP164-167) for TOR of Counselling, Feedback and Placement Committee

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

The institution has formed Counselling, Feedback and Placement Committee which establishes good rapport with heads of different schools and organizations who need human resource from the campus and it recommends respective students. The description is shown below:

	UG students	PG students	Research scholars
• Local firms/companies		-	-
ii) International firms/companies	-	-	-
iii) Government	18	-	-
iv) Public (Semi-government)	3	-	-
v) Private sector	1	-	-

Please refer to Annex 7a (PPI-68) for) RBC Tracer study Report 2017 & 2018 A.D.

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 institution has formed a counselling, feedback and placement committee that motivates the graduates for their self employment too. Total self employed during last 5 years is: 6

- 1.MeharmanOli – Gas store –Tulsipur
- 2.Rabin Basnet – Liquor dealer-Palpa
- 3.Tank BahadurBhusal – Cosmetic dealer – Tulsipur
- 4.Jhaggu Prasad Sapkota – Electronic – Tulsipur
- 5.GaurabSubedi – Khadya Store – Tulsipur
- 6.LokendraKhadka – Liquor dealer - Tulsipur

Please refer to Annex 7f (PP168-176) for Letter of Business Registration

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

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

Yes. The institution has formed an Alumni Association RBC (AARBC) which aims at supporting the academic activities on the one hand and on the other hand guiding the students for cleanliness, sanitation and other necessary activities. The activities the Alumni Association has done so far are:

- Cleanliness and Sanitation
- Blood Donation Programme
- Oral Hygiene Orientation Programme in the campus

Please refer to Annex 7g (PP177-179) for List of AARBC; Annex 7g (PP180-185) for Decision and TOR of AARBC; Annex7g (PP186) Photograph of Blood Donors

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

The policies & criteria are made clear to the prospective students in the follows ways:

Using prospectus, hording board, flex banner etc.

- Through media (local newspapers, F.M. & social media)
- Through counselling.
- Through notice board
- Through orientation.
- Through admission guidelines.
- Through formal interaction with different school head teachers.
- Through website www.rbc.edu.np
- Through documentary and broadcast on local TV channels

Please refer to Annex 7b (PP109-124) for RBC Prospectus; Annex 7h (PP187-194) Photographs of Flex Banner, Hoarding Board and Advertisement; Annex 7i (PP195-196) for RBC Charter

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

It is simply based on T.U. rules & regulations. With regard to such students although the institution has not made any special policy for admitting international students, one Korean student has got enrolment in Bachelor Level in Humanities Department.

Please refer to Annex 7i (P197) for Identity Card of Korean Students

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

International students service office.

Special accommodation ☐ Induction courses ☐ Socio-cultural activities ☐

Welfare programme ☐ Welfare programme ☐ Policy clearance ☐ Visa support ☐

Since the campus does not have any policy for the international students, no any support services are implemented till now.

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

Indoor games: T.T., Ludo, Chess, Carromboard, Badminton

Outdoor games: Football, Volleyball, Cricket, KhoKho, Kabaddi

Cultural programme: Singing, Dancing, Caricature

Audio-video facilities: Handling computers with net facilities

Canteen: Refreshment with different food items

Please refer to Annex 7j (PP198-201) for Photograph Such Activities

CRITERION 7
INFORMATION SYSTEM

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

☒ Yes ☐ No **If yes, mentions how does the cell work along with its composition?**

Yes. The institution has formed EMIS & PIC headed by Mr. Bhup Bahadur Budhathoki and the Mr. Damodar Sapkota is given the role of EMIS personnel. IEC is formed headed by Mr. Naresh Bahadur Basnet with support of Mr. Ram Prasad Chaudhary as the official. IEC which collaboratively analyzes and keeps record of academic data. After that it goes to the Department for further analysis. The Departments then analyze and develop action plan. In addition, the IQAC analyzes various academic records during the academic audit. After overall analysis, the IQAC recommends the administration for awards to the faculties. Finally, it is responsible to give necessary suggestion to improve academic status.

Please refer to Annex 8a (PP1-4) for Formation of EMIS and Public Information Committee and Internal Examination Committee; Annex 8a (PP5-43) for RBC Performance Guidelines -2076 B.S.; Annex 8a (PP44-46) for Annual Report of IQAC

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

☒ Yes ☐ No

The analysis covers the strength and areas of improvement of the students in each subject. It also covers the teachers' effectiveness in the pedagogical skills via the achievement of students. It also diagnoses the areas of future improvements.

Please refer to Annex 8b (PP47-54) for Department Report; Annex 8b (PP55-57) for Academic Audit Report

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

The analyzed data are recorded in computerized system in EMIS, administration and library. They are also recorded in manual report, placed in the campus website and pasted in the related departments.

Please refer to Annex 8c (PP 58-59) for EMIS Report

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

☒ Yes ☐ No

If yes, explain how they are disclosed.

Yes. These information are open to stakeholders through notices displaying on notice board, website, face-book page, local FMs and Newspapers, annual reports and handouts. The major information is announced in IQAC and CMC meetings. Some information like published result, admission opening, examination schedules are also kept in campus website and face-book page.

Please refer to Annex 8d (PP60-66) for Request Letter to the Local FMs and News papers and Advertisement in the Newspapers; Annex 8d (PP67-68) for Photograph of Notice Board, RBC Face-Book Page; Annex 8d (PP69-96) for Annual Report- 2076 B.S.

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

☒ Yes ☐ No

Yes. When any stakeholder is interested to know about how the analysis is carried out, he/she can obtain it from CFPC and PIC. The institution always welcomes any interested guardians and parents to provide students' overall result. Most of the academic activities of the institution are open to all interested via notice board, social media, prospectus and calendar. Annual Audit Report is open along with Annual Report.

Please refer to Annex 8d (PP69-96) for Annual Report 2076 B.S.; Annex 8e (PP97-110) for Annual Audit Report; Annex 8e (PP11-113) for List of CFPC& PIC

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

☒ Yes ☐ No

If yes, explain how it happens?

Yes. The institution has the mechanism of receiving stakeholders' comments and feedbacks. Their comments and feedbacks are welcomed by the campus administration through direct visit, social media, suggestion box and website. The institution does have EMIS and PIC which regularly work on publishing academic records and other information. After feedbacks are received by the institution, EMIS and PIC discuss and analyze it and forward to the IQAC and IQAC forwards this to CMC for implementation.

Please Visit Campus Web site: www.rbc.edu.np; Annex 8f (PP114) for Record of Feedback received from Social Media; Annex 8f (PP115-138) for Photograph of Notice Board, RBC Face-Book Page, Suggestion Box, Calendar & Prospectus

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

- The campus has realized the need of Counselling, Feedback and Placement Committee that helps students to find a proper place in the job market.
- According to physically impaired students' suggestion, physically impaired friendly toilets have been constructed.
- According to the suggestion of student union, campus teaching & non-teaching staff, daily e-attendance is in use.
- According to the suggestion and decision of IQAC, students' attendance and Morning Prayer is commenced.
- According to oral suggestion of the school head teachers in the interaction programme, the students of B.Ed. are sent to different schools for practice teaching in different times so that they can be given chance instead of other campuses.
- Various departments, IQAC and SQC are established and suggestion box is installed in each department.
- Computer and internet service has been made available.

Please refer to Annex 8g (PP139-142) for Record of E-Attendance of Staff ; Annex 8g (PP143-151) for Photograph of Library, Notice Board, Suggestions Box, Physically Impaired Friendly Toilets, Photocopy of Student Attendance, smart classrooms, Three Departments computers; Annex 8g (PP152-154) for Name List of IQAC and SQC

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

Regarding the quality improvements of the institution initiated due to the use of information system, the different areas have been positively affected and some immediate initiative actions have been forwarded as mentioned below:

S.N.	Complaint received	Initiatives taken by campus
1	Problem of electricity and multimedia classes	Generator and Solar installed
2	Lack of primary health care services	Campus Clinic and Girls' Common Room managed
3	Lack of suggestion box & dustbins	Four suggestion boxes are installed and dustbins are provided by Sun Rise Bank Tulsipur Branch & Nepal Student Union RBC unit.
4	Information updating problem	Information system is updated via website, facebook page and local FMs.
5	Necessity of Classes for Weak Students	Starting Remedial Classes for weak Students

Please refer to Annex 8h (PP155-156) for Decision of RBCAA; Annex 8h (PP157-158) for Photograph of Dustbins, Suggestions Box, Solar Panel, Campus Clinic & Girls' Common Room; Annex 8h (PP159-161) for Decision of Departments for starting remedial Classes for Weak Students and Routine

CRITERION 8
PUBLIC INFORMATION

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

☒ Yes ☐ No **If yes, give details.**

Yes. The institution has formed Public Information cell led by Bhup Bahadur Budhathoki. The cell collects information from the students, alumni, guardians, social workers and stakeholders regarding the campus. Publication cell is mainly responsible for publishing 'Souvenir' (Smarica) prospectus, calendar, annual report and other information of the institution.

Please refer to Annex 9a (PP1-4) for Formation of EMIS and PIC; Annex 9a (PP5-12) for Request Letter to the local FMs Newspapers and Facebook Page; Annex 9a (PP13-34) for Souvenir and Prospectus

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

Academic ☒ (0.25) Administration ☒ (0.25) Financial ☒ (0.25) All ☒ (0.25)

The institution publishes in all of these areas. Academic, Administrative and Financial information are published through Souvenir and Annual Report. Along with these, calendar and prospectus also give information about the institution.

Please refer to Annex 9b (PP35-62) for Annual Report 2075/076 B.S.; Annex 9b (PP63-76) for Financial Report 2075/076 B.S.; Annex 9a (PP13-34) for Souvenir, and Prospectus

115. Where are these information published? (1.5)

Newspaper ☒ (0.5) Institution's special magazine dedicated for this ☒ (0.5)
Magazine ☒ (0.5)

Different information are published in newspaper, prospectus and calendar. Also the institution disseminates all kinds of reports, notices and photographs of different programmes in the website. Some administrative announcement like vacancy announcement, tender invitations, and quotations are published in the local and national newspapers. The financial information is usually published in campus annual report. Research oriented and academic articles are published in journal article of the campus.

Please refer to Annex 9c (PP77-85) for Newspaper Cut Out(Quotation); Annex 9b (PP35-62) for Annual Report 2075/076 B.S.; Annex 9c (PP86-91) for Calendar and Prospectus

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

Half yearly ☒ **yearly** ☒ **in 4 years** ☐

The Annual Report, campus calendar and journal articles are published annually. In the same way, notices and other information are frequently published.

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

Areas	Year 1 st : Place of publication	Year 2 nd : Place of publication
Administration	Prospectus -074/075 Academic Calendar -074/075 Annual Report -2074/075	Prospectus -075/076 Academic calendar -075/076 Annual Report -2075/076
Financial	Annual Report -074/075 Audit Report -074/075	Annual Report 075/076 Audit Report- 075/076

Please refer to Annex 9c (PP86-91) for Academic Calendar 2075-2076 B.S.; Annex 9a (PP19-34) for RBC Prospectus 2076 B.S.; Annex 9b (PP63-76) for Audit Report 2075-2076 B.S.; Annex 9b (PP35-62) for Annual Report 2075-2076 B.S.

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

Areas	2074 B.S	2075 B.S.
Administration	Prospectus Academic Calendar Annual Report	Prospectus Academic calendar Annual Report
Financial	Annual Report Audit Report	Annual Report Audit Report-

Please refer to Annex 9c (PP86-91) for Academic Calendar 2075-2076 B.S.; Annex 9a (PP19-34) for RBC Prospectus 2075-2076 B.S.; Annex 9b (PP63-76) for Audit Report 2075-2076 B.S.; Annex 9b (PP35-62) for Annual Report 2075-2076 B.S. Annex 9d (PP92-113) for Annual Report and Audit Report 2074-2075 B.S.

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

☒ Yes ☐ No **If yes, give details.**

Yes. The EMIS and PIC collects responses through press meet called by CMC, meetings, parents, well-wishers, discussion and interaction with head masters of different catchment area and stakeholders organized by campus administration. Similarly, feedbacks are also collected through suggestion box, email & social media.

Please refer to Annex 9e (PP114-115) for Minute and Photographs of Discussion and Interaction with Head Masters of Different Schools; Annex 9e (PP116) for Sample of Feedback from Social Media

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

☒ Yes ☐ No **If yes, how are these impacts measured?**

Yes. This institution has developed a mechanism to evaluate the impact of public information on quality improvement. The EMIS and PIC collects feedbacks from stakeholders via interaction, suggestion box, electronic media and questionnaire and forwards this to IQAC that evaluates them and forwards to CMC & takes necessary steps towards the implementation in suggested area.

Please refer to Annex 9f (PP117-118) for TOR of EMIS and PIC; Annex 9f (PP119-122) for Sample of Feedback Collected from Students

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

The public information practice has made the below mentioned positive impacts on overall development of the campus.

- Improvement in teaching and learning activities.
- Increment in the student enrolment.
- Setting up help desk and suggestion box in campus.
- Parents have increased their awareness towards the study of their children.
- Installation of pure drinking water.
- Presence of guardians during various functions & occasions in campus.

Please refer to Annex 9g (PP123) for Enrolment of Students of 2075/076 B.S. and 2076/077 B.S.; Annex 9g (PP124-126) for Photograph of Suggestion Box and RO, UV Plant for Drinking Water.

PART TWO

ANALYSIS OF THE DATA

2.1 Preamble

In this section the information related to the institutional profile of Rapti Babai Campus has been presented in different sub-headings:

2.1.1 Brief Introduction of the Institution:

Rapti Babai Campus, Tulsipur, Dang is a public campus established in 2047 B.S. in collaboration with different political parties, educationists, industrialists, business men, local donors and social service providers to fulfil the demand of the people in the field of education. The campus started providing its services to the students via faculty of Humanities (PCL) in affiliation with Tribhuvan University. Currently it has been providing education through different programmes +2 level and graduate as well as post graduate level with separate management in Humanities, Education and Management Department.

The campus is situated at Tulsipur sub-metropolitan city, ward no. 12, Kapadadevi, Dang to the north east part of Tulsipur Airport, approximately one and half kilometer in distance. Tarigaon Village Development Committee has provided a land plot of 72634 square meters (which was the land of Mahendra Secondary School Tarigaon, Dang) as its main property. The campus has its own additional land of 677.36 square meters to the south of its compound. The campus has its own five buildings, three for study purpose, one for administrative purpose and one for auditorium purpose constructed with the financial support of UGC. The administrative building was constructed with the financial support of office of the district development committee (DDC) Dang.

Campus management committee is solely authorized to formulate and implement policies and programmes in the interest of campus and society. The campus has its own statute approved by campus assembly (CA). All the internal wings of the campus are formed in accordance with the provision made by the CMC and IQAC of the campus. The campus has formed the RBC Performance Guidelines -2076 B.S. that specifies the defined job authorities and responsibilities of different internal wings under the provision of campus Statute. Teacher Official Service By-laws-2064 B.S. (Revised-2074 B.S.), and Financial Administration By-laws 2064 B. S. (Revised-2074 B.S.) have been formulated. So, all the

academic, administrative and financial activities of the campus are governed and regulated by the campus statute and its by-laws. Hence, the campus Statute and the RBC Performance Guidelines 2076 are the main charter that state, define and regulate different provisions, rules and regulations in systematic and practical way to achieve prime goals and objectives of the campus in terms of disseminating updated and quality education for all stakeholders.

The university grants commission (UGC) has launched the Quality Assurance and Accreditation (QAA) programme with the aim of improving the quality of higher education in Nepal. The campus has successfully completed SHEP programme of UGC and has been selected for its HERP programme. Now the campus has entered to QAA cycle of UGC. The campus has decided to participate into QAA process to serve the following purposes:

- to assure students and public with high quality education.
- to make the campus recognized as model institution providing high quality education.
- to identify weaknesses and areas of improvement in the process of disseminating quality education.
- to produce saleable and globally competitive human resource.

2.1.2 Geographical Site:

Rapti Babai Campus is situated at Tulsipur sub-metropolitan city ward No. 12 Kapadadevi, Dang, province 5 approximately 1.5 kilometer downwardly eastern side from Birendra Chok to Gumraha Chok and from there to the left upto Rapti Babai campus along the pitch road. The campus, in fact, is geographically in the centre for the students from Dang, Salyan, Rukum & Rolpa districts. The campus premise is fully safe from flood and landslide. The access to the campus for the local students has been very easy as bridges have been constructed across both the streams one to the east & next to the west.

2.1.3 Highlights of Major Activities and Achievements:

Different activities have been conducted in the campus such as orientations, interactions and trainings (Accounting Package, Research report writing Training) to carry out academic activities effectively. It has also been conducting two internal examinations in Bachelor level along with +2 levels to evaluate and monitor the students' academic performance, & assessments are conducted in master's level. Based on the result of the internal examinations, the campus provides necessary feedback and remedial classes especially for

the weak students in difficult subjects like English, Maths, Account and Finance. The students have been greatly benefited to improve their academic performance.

In addition to teaching learning activities, the campus has been conducting extra-curricular activities (ECA) to orient the students towards practical value of their theoretical knowledge. The ECA includes public speaking contest, poem recitation contest, sports competition like football, cricket, volleyball, kho-kho, table tennis and cultural programmes like singing and dancing. Besides the academic and extra-curricular activities, the campus has been conducting different social activities and participating as well such as blood donation, clean Tulsipur Green Tulsipur campaign, cleanliness and sanitation programme in campus premises and its surrounding locality. The institution has been providing free-ship and financial support to the students in order to show the civic responsibility and social service.

The campus has been running bachelor level programme in Humanities, Management and Education affiliated to Tribhuvan University. Similarly, Master's degree programme in education (EPM, Nepali and Health Education), Humanities (Sociology) and Management in affiliation with T.U. are run smoothly. The campus has been providing quality education to the students in minimum fee structure.

Though almost basic requirements are fulfilled in the campus, it is still in need of modernised computer and audio-visual rooms along with other facilities maintaining quality education to achieve the goals and objectives of the campus. It is also aspiring for the innovative learning and teaching introducing the flipped classes.

2.1.4 Academic Programmes Running at Present:

Currently different programmes under different Departments in Bachelor's and Master's level are running effectively in the institution. The programmes running in the campus are mentioned as below:

- +2 programme (entirely separate from TU programmes in terms of management, finance, library and administration) in Education and Management (NEB)- Day shift
- +2 programme (entirely separate from TU programmes in terms of management, finance, library and administration) in Humanities (NEB)- Morning Shift
- Four years B.A. (T.U.) – Morning Shift.
- Four years B.Ed. (T.U.) – Morning Shift.

- Four years B.B.S. (T.U.) – Morning Shift.
- M.Ed. (EPM, Nepali, Health) (T.U.)- Evening Shift.
- M.B.S. (T.U.) – Evening Shift.
- M.A. (Sociology) (T.U.)- Evening Shift

Despite the different educational programmes running now, to address the demand of new era, B.Sc., B.B.A. , B.C.A., B.H.M., I.C.T. ,L.L.B. and M.Ed. English and Maths are yet to be introduced.

At present, 2292 students are enrolled in T.U. programme for pursuing the higher education in this campus. Out of total students 77 in M.Ed., 89 in M.A., 113 in M.B.S., 841 in B.Ed., 250 in B.A., 922 in B.B.S. have been enrolled in the year 2076 B.S. The campus has facilitated the students of Dang, Salyan, Rukum and Rolpa though some students from Pyuthan and Banke too are enrolled here. The campus has also granted educational opportunities to the students from economically, socially and educationally disadvantage group.

2.1.5 Physical Infrastructure of the Campus:

Presently Rapti Babai campus Tulsipur, Dang possesses a land of 72634 square meter provided by Tarigaon Village Development Committee which was the land of Mahendra Secondary Tarigaon, Dang. The institution also possesses another land plot of 677.36 square meter purchased by the campus. The campus has one two storied Education Department building with sixteen teaching rooms & one Department Head room. Similarly, it has two storied Department of Management teaching building with nine teaching rooms and a CMC meeting hall. Like-wise there is a three-storied building attached with the two storied one with five smart teaching classes, one Campus Clinic and Girls' Common Room and an open access library along with reading room. In the same way it has one storied four roomed tinned building for the Department of Humanities. Like-wise, the campus has got two storied administrative building with nine rooms. Out of nine rooms of this building, the rooms are occupied as account section, examination section, store, inquiry, Campus chief room, RMC, IQAC and Internal Examination Committee (IEC)) and Asst-campus chief room one each . Similarly, the campus has got one storied advanced auditorium hall to conduct different programmes holding big number of people.

There is one Counselling, Feedback and placement Committee Office inside the main gate of the campus. The campus has one more building for free student union. It has got one Saraswoti temple, a waiting-shed and vehicle parking. Similarly, it has an entrance main gate with two rooms on its either side for the office assistant and security guard each. The premises through the entrance and up to reading buildings is paved with JIBSON tiles. The campus has got differently-abled friendly lavatories for both boys and girls. There is the facility of open access e-library and reading room for the teacher-staff and students. The details of the physical infrastructure is presented below:

- a) Two storied teaching building -2
- b) Three storied library building including teaching rooms – 1
- c) Tinned building – 1
- d) Auditorium hall - 1
- e) Canteen – 1
- f) Vehicle parking (sheds) – 2
- g) Saraswoti Temple -1
- h) Waiting shed – 1
- i) Lavatory jents –17
- j) Lavatory ladies – 11
- k) Lavatory differently-abled friendly-jents-2 and ladies-3
- l) Staff lavatory – 4
- m) Lavatory common-2
- n) Power back-up generator -2
- o) Inverters 90 VA-2
- p) Solar –1
- q) Land plots – 2 (72634 square meter and 677.37 square meter)
- r) Playground – 1 (For out-door Games).

2.1.6 Achievement and Quality of Education Maintained by the Campus

The campus has been providing quality & practical education with updated information to the students. There are many striking educational achievements of the campus. The campus has been awarded **Best B-School Of Province-5 Award** by **New Business Age Pvt. Ltd.** **Also the campus has won Top Ten B-Schools of Nepal (BBS, MBS, PUBLIC) Award.** The institution has also produced professionals who have been well placed in different government and private organizations. It has in general achieved good results ever since it

was established. However, the graduation rate and the quality of education have not been enhanced to the level of our expectation. We experience that there is still a lot to be done in order to enhance the graduation rate and quality of education to uplift the social status of the required human resources in related areas.

2.1.7 Present Position of Human Resources:

The details of the position of the human resource is presented as follows:

Teaching staff: Permanent

• Reader	:	3
• Lecturer	:	3
• Asst. Lecturer	:	9
Total	:	15

Temporary: Asst. Lecturer - 5

Full Time Contract: Asst. Lecturer - 5

Part time Contract: Asst. Lecturer -16

Grand Total: 41

Non-teaching staff: Permanent

Gadgeted: Third class: 1

Non-Gadgeted: First Class: 3

Second class: 3

Third class: 1

Classless: 5

Total: 13

Total Teaching and Non- Teaching staff: 54

The vacant posts of teaching and non-teaching staff are announced for free competition and fulfilled in accordance with the process maintained in **Teacher Official Service Bylaws - 2064 B.S. (Revised 2074 B.S.)**

2.1.8 Strategic Planning:

RBC has designed an overall plan **Revised Strategic Development Plan 2016-2020 A.D.** attached as an annex and has been conducting its different activities under this plan with the aim of achieving its defined vision, mission, goals and objectives (VMGOs) within time frame. Considering the plan, annual work plan and academic calendar have been prepared. As the plan covers a period of five years, it is an extensive plan that includes all the

strategies to have been carried out academically and non-academically. Under this plan the campus has been preparing and implementing other plans during these five years. We are going to bring a slight modification with the strategic plan including the updated experiences from different aspects & areas.

2.1.9 Quality Enhancement Planning:

For the purpose of maintaining and uplifting quality education and meeting the set goals and objectives of the institution, RBC has a team of Internal Quality Assurance Committee (IQAC) under the strategic plan. The team is involved in monitoring the academic, administrative and research activities focusing on vision, mission and goals of the campus.

2.1.10 Evaluation and Review:

Evaluation and review is an internal part of the strategic plan which is needed to bring effectiveness for the whole process, as it is helpful to identify and solve the problem faced by the campus in implementing strategic plan and specialized sub-plans. The campus undertakes annual plan, evaluation and assessment and prepares an annual progress report for the submission to SHEP office and CMC every year. On the basis of annual report prepared by the campus annual report preparation team, proper reforms and modifications in the strategic plan is also recommended and implemented.

2.1.11 SSR Preparation:

Since the institution is in the pursuit of enhancing its overall quality for the purpose of being established as an academic pioneer in this belt, it has taken strong initiatives as set by the parameters designed by Higher Education Reform Project (HERP) for the Quality Assurance & Accreditation(QAA) process. As required in the QAA process, the campus has been engaged in documentation and SSR preparation immediately after attending the QAA training programme organized in this campus dated 2075.12.30. Although it is much late to complete the assigned task within the time frame, we are continuously doing effort for the preparation of SSR.

The SSR contains overall information of RBC, Dang from the date of its establishment to the present day situation. No doubt it is the mirror of this campus which reflects entire academic performance of the institution from its commencement that has not only contributed to developing the educational status of the people of this territory, but also has

profoundly contributed to the career enhancement of Nepalese citizen in different sectors through quality education. Though it is also one of the reliable documents of the institution sought by HERP for the quality assurance & accreditation in one sense, the campus has understood it as the most important institutional document which contains the information of overall academic performance of the institution in the past and on the basis of which the campus has been able to make both retrospective as well as introspective analysis through documentation for better academic performance in future in another sense. The SSR has also paved the way for this institution to formulate new academic plans, policies & procedure and guided a lot to implement them effectively in order to meet the qualitative & practical educational needs of new generation emerging today. It has also immensely facilitated the institution in conducting various academic programmes in systematic and scientific way through documentation.

2.1.11.1 Formation of self assessment team (SAT):

The CMC has formed the SAT under the co-ordination of Mr. Bhup Bahadur Budhathoki to collect required information relating to overall academic as well as administrative activities in order to prepare SSR and complete documentation. Mr. Budhathoki, the head of the SAT, is leading the SSR task force that involves the following members:

- 1) Mr. Bhup Bahadur Budhathoki – Co-ordinator
- 2) Mr. Surya Prasad Sharma – Member
- 3) Mr. Yam Nath Upadhaya – Member
- 4) Mr. Tekan Prasad Kandel – Member
- 5) Mr. Hemant Kandel – Member

Since its formation, the SSR task force, in spite of taking a long time is always dedicated to conduct and carry out overall academic activities as guided and instructed by the parameters set up by HERP to help enhance quality education through our institution. This SSR task force has frequently solicited with the QAA officials at QAA Division to acquire necessary advice for accomplishing task of SSR preparation and documentation on time. According to the guidelines and formal advice provided by the QAA division officer, the SSR task force has made some highly commendable achievement in quality improvement. It has also involved teaching and non-teaching staff in ten different committees formed by the campus to help conduct and carry out overall academic activities for quality enhancement in education proved by the campus.

2.1.11.2 SSR Approach:

The SSR team of this institution has followed different approaches to complete the task of documentation and SSR preparation. The below mentioned approaches are the major ones through which this task force has come to accomplish.

The SSR team had been given an orientation from the UGC resource person Mr. Narayan Bhandari on 30th Chaitra 2075 in Rapti Babai Campus. Some other orientation classes were given by the team itself to the teaching and non-teaching staff of the campus in order to develop the concept of SSR, help to work in the proper direction, prepare the required documents and thereby contribute to bring the report in the present form. Similarly, the SSR task force has also provided several orientation classes to the students in order to make them familiar with the major task of SSR team and to maintain co-ordination. The SAT team, faculty members, class prefects and CMC also participated in the orientation on QAA process given by QAA Division officer Mr. Gopal Acharya dated 22nd & 23rd Kartik 2076 in this campus. Like-wise, the team member, the faculties and CMC participated in the programme "Regional Orientation Workshop for HERP participation" organized in the campus on 25th & 26th Chaitra 2072 B.S.

Most importantly, the SSR team has followed the approach of wider participation of all the teaching & non-teaching staff of the institution & carried out massive discussion on various issues related to the institution in order to accomplish the task of SSR preparation & documentation for quality assurance and accreditation time and again in the campus. It has conducted several meetings with the teaching and the non-teaching staff for the discussion on several issues related to quality assurance and accreditation parameters and the campus situation. This approach has enabled the SSR team to collect different views of the staff which have greatly facilitated the SSR task force to accomplish the task of SSR preparation and documentation on time.

The SSR team has also visited the companion colleges chosen in SHEP. Such visits of the team to Madhyabindu campus Nawalparasi, Balkumari College Chitwan and Lumbini Banijya Campus Butwal have immensely facilitated the process of preparing SSR. The SSR team has also visited the QAA division office time to time and has followed genuine suggestions and instructions given by the QAA division officials.

The CMC assigned the responsibility to the co-ordinator of Self Assessment Team (SAT) to Mr. Bhup Bdr. Budhathoki. The team was extended later with four other members : Surya Prasad Sharma, Yam Nath Upadhaya, Tekan Prasad Kandel and Hemanta Kandel. The SAT is to prepare and accomplish SSR. For this, the IQAC formed different study teams to work on the following criteria led by:

Research, Consultancy and Extension: Mr. Bhup Bahadur Budhathoki

Policy and Procedure: Mr. Ganesh Pardhe

Information System and Public Information : Mr.Surya Prasad Sharma

Curriculum Aspects: Mr. Chhabi Lal Neupane

Student Support and Evaluation; Mr. Hemanta Kandel

Infrastructure and Learning Resources: Mr. Sadan Giri

The CMC has formed ten different committees to carry out overall activities in the campus. The committee as follow:

Internal Quality Assurance committee (IQAC)

S.N.	Name	Designation	Remarks
1	Bir Bahadur Bhandari	Coordinator	
2	Mahesh Prasad Acharya	Member	
3	Bhup Bdr.Budhathoki	"	
4	Department Heads (Edu., Hum., Mgt.)	"	
5	Tekan Prasad Kandel	"	
6	Atiram Chalaune	"	
7	Presedent of Alumni Association	"	
8	Member of F.S.U.	"	
9	Coordinator of SQC	"	

Academic Committee (AC)

S.N.	Name	Designation	Remarks
1	Rejendar Kumar Pandey	Coordinator	
2	Surya Prasad Sharma	Member	
3	HOD (Edu, Mgt,Hum)	"	
4	Yam Nath Upadhaya	"	

Research Management Committee (RMC)

S.N.	Name	Designation	Remarks
1	Bhup Bahadur Budhatthoki	Coordinator	
2	Tekan Prasad Kandel	Member	
3	Dr. Baburam Acharya	"	

Extra Curricular Activities (ECA) Committee

S.N.	Name	Designation	Remarks
1	Himalaya Sharwan Devkota	Coordinator	
2	Rama Kahadka	Member	
3	Hemanta Kandel	"	
4	Parlad Devkota	"	
5	Susil Kumar Panthi	"	
6	Sadan Giri	"	
7	Yasoda Pandey	"	

Internal Examination Committee(IEC)

S.N.	Name	Designation	Remarks
1	Naresh Basnet	Coordinator	
2	Sushil Kumar Panthi	Member	
3	Sadan Giri	"	
4	Yasoda Pandeya	"	
5	Damodar Sapkota	"	
6	Ram Prasad Chaudhary	"	

Library Management Committee(LMC)

S.N.	Name	Designation	Remarks
1.	Ganesh Pardhe	Coordinator	
2.	Rama Kahadka	Member	
3.	Sushil Kumar Panthi	"	
4.	Sadan Giri	"	
5 .	Yasoda Pandey	"	
6.	Naresh Basnet	"	
7.	Bhimarjun Regmi	"	
8.	Mahesh Prasad Acharya	Advisor	
9.	Shlikram Regmi	"	
10.	Rajendra KumarPandey	"	

Procurement and Construction Committee(PCC)

S.N.	Name	Designation	Remarks
1	Binil K.C.	Coordinator	
2	Nirmal Acharya	Member	
3	Youbraj Rawat	"	
4	Yasoda Pandeya	"	
5	Anil Karki	"	
6	Atiram Chalaune	"	

EMIS and Public Information Committee

S.N.	Name	Designation	Remarks
1	Bhup Bahadur Budhathoki	Coordinator	
2	Damodar Sapkota	Member	
3	Puaspa Sharma	"	

Student Quality Circle (SQC)

S.N.	Name	Designation	Remarks
1	Yamuna Gharti	Coordinator	
2	Mohan Khadka	Member	
3	Yasoda Bhattarai	"	
4	Sagar Pokharel	"	

5	Tekan Kandel	Patron	
---	--------------	--------	--

Counselling ,Feedback and Placement Committee

S.N.	Name	Designation	Remarks
1.	Surya Prasad Sharma	Coordinator	
2.	Tekan Prasad Kandel	Member	
3.	Aananda Khatri	"	
4.	Sadan Giri	"	
5 .	Yasoda Pandeya	"	
6.	Sushil Kumar Panthi	"	
7.	Anil Karki	"	

Alumni Association

S.N.	Name	Designation	Remarks
1.	Ranjan Koirala	President	
2.	Keshab Giri	Vice-President	
3.	Hemanta Kandel	Secretary	
4.	Ghanshyam Bhandari	Tressurer	
5 .	Yadab chaudhari	Member	
6.	Narayan Bhandari	"	
7.	Muskan Khanal	"	
8.	Basanta Paudel		
9.	Kiran K.C.	"	
10.	Dipa Bhattarai	"	
11.	Bhup Bahadur Budhathoki	IPP	

Echo- Club RBC

S.N.	Name	Designation	Remarks
1.	Aashish Karki	Coordinator	B.B.S. Third
2.	Monika Pun	Member	B.B.S. First
3.	Parwati Oli	"	B.Ed. First
4.	Samikshya Rijal	"	B.Ed. First
5 .	Binita Budhathoki	"	B.B.S. First
6.	Samikshya Lamichhane	"	B.B.S. Third
7.	Dhana Bahadur Gharti	"	B.B.S. First
8.	Santosh Chaudhari	"	B.Ed. First
9.	Mohan Oli	"	B.B.S. First
10.	Pradip Nepali	"	B.A. First
11.	Sushil Oli	"	B.Ed. First

2.2 Criteria Wise Analysis

There are eight criteria in this section. Criterion one deals with policy and procedure where the institution has defined its goals, objectives and standards for the betterment of quality. Criterion two talks about institutional action plan relating with the regional and national needs. Criterion three advocates about the teaching learning and evaluation system carried out in the educational institution in Nepal. Information about the adequacy and competency of the faculty handling various research activities is highlighted in criterion four. Criterion five focuses on the development of infrastructure, its use to provide quality education and maintenance of facilities for academic growth. It is focussed on the analysis of the efforts of the institution to provide the necessary support to those needy students for their further progress in criterion six. Criterion seven presents information system prepared and used by the institution. Finally, criterion eight highlights on how the institutional information is published and impact of such information towards the quality assurance.

Criterion 1

Policy and Procedures

Policy and procedure describes how the institution has defined its goals, objectives and standards for the betterment of quality into it. RBC has been regulating with the fixed vision, mission, goals and objectives (VMGOs) developed on the basis of the workshop of the stakeholders conducted on 2072-09-21 and finalized by the CMC meeting on 2072-11-28. It has prepared its plans, programmes and strategies to achieve the goals and objectives developing five year **Revised Strategic Development Plan 2016-2020** with different framework of the Annual Action Plan and estimated budget for these activities. The institution has prepared organizational structure. CMC has been formed under the provision of its statute which is working as the top level structure with the responsibilities to formulate, review and update its policies and procedures. The policies made by the CMC are implemented and reflected here. There is an IQAC for monitoring and checking internal quality. RBC has formed departments, committees, sections, units and cells with clearly defined job responsibilities and these are monitored by the IQAC, Asst. Campus Chief and Department Heads. All the respective faculties are given the defined responsibilities and whose performance is evaluated on the basis of **RBC Performance Guidelines-2076** by the CMC as well as Campus Chief. It is conducted annually on the basis of performance-

evaluation form related to academic excellence, punctuality, regularity, involvement or participation in different activities.

To promote the teaching, learning and evaluation activities, it has formed and applied various programmes to promote regular academic programmes on the self finance of the institution. The institution has brought up such policy to assure quality and involve the students in the process of decision making.

RBC is working for combined teaching and research activities by enhancing and encouraging students and teachers to carry mini-research on different issues through orientation and training by the respective experts. During the period of research, the faculties use multi-media, projector and other forms of technologies as well.

SWOT Analysis of Policies and Procedures

Strengths:

- Well defined policies and procedures with clear visions, missions, goals and objectives.
- Defined plans and strategies
- Organizational structure is formed where policies of the institution are formulated, reflected, reviewed and updated.
- CMC and IQAC as well as other committees are formed based on democratic norms under the statute of the institution.
- RBC Performance Guidelines -2076 is in implementation.
- TOR is provided to the teaching and non teaching staff and monitored annually.
- Proper use of multi-media and doing research activities.
- The intuition motivates the teachers for research activities.
- Separate management of plus two programme
- Different committees, sections, units and cells are formed to carry out the defined tasks/ activities properly.
- The Statute, Bylaws and Guideline are amended as per need.

Weaknesses:

- Lack of academic audit.
- There is no clear provision of non-credit programmes.
- External agencies are not involved as it is desired.

Opportunities:

- Working under the guidelines of the UGC.
- To be a model institution in Western Dang.
- To contribute quality education to the society.
- To be the centre for research in Rapti zone.
- To hand over advanced culture, system and education to the new generation.

Threats:

- Lengthy and slow process in decision making.
- Difficulty to convince parents in favour of public institution.
- The parents seem to give more priority to private institutions.
- Creation of unfavourable political condition.
- Difficulty in addressing all the demands of the students.

Criterion 2**Curricular Aspects**

This section taken as the institutional action plan on how the curricula are designed, has possibilities about the diversity and flexibility on the practices of the institutions in initiating and redesigning courses relating with the regional and national needs. The institution first calls the meetings of the department at the start of the session and prepares annual work plan, academic plan and action plan for teaching and instructing effectively to assure consistency of teaching-learning with academic goals and objectives. The institution has made the provision in the **RBC Performance Guidelines -2076** to call the experts in order to collect the knowledge about presently growing needs in academic markets. Similarly, the institution restricts full time teachers to work in any other institutions. The everyday programmes run based on the convenient time of the students and they are allowed to change the stream if their academic criteria permit. The institution has conducted various skill transformation programmes to strengthen the quality of education.

The institution offers the elective courses based on the need of the students. To conduct fruitful teaching of those elective courses, it has organized one day interaction programme in different times. The institution sends some faculties to participate in various discussions on curriculum dissemination organized by T.U. and other different organizations. For the improvement in academic areas, the institution holds meeting of departments, sections, units as well as committees for obtaining feedback from peer groups and employees. The institution receives feedback and applies in day to day programmes to secure future. Similarly, our institution develops the relationship with various organizations for the development of theoretical knowledge in different sectors. Students are taught the civic responsibilities conducting different orientations, workshops and seminars as well as trainings. Students organized different programmes like, blood donation, cleaning and sanitation, public awareness and tree plantation campaign to keep surrounding healthy and harmonious. The institution has developed the code of conduct to the students and teachers as well as staff to create peaceful environment. The authority calls for interaction programme of the stakeholders while developing code of conduct. The institution prioritizes for the personality development of the students and teachers and also teaches' moral and ethical value based education. The institution organized different field visits, educational tours, and refreshment picnics, health survey action programme, internship, peer teaching and accounting practical package class for educational improvement.

SWOT Analysis of Curriculum Aspects:

Strengths:

- T.U. programmes, curriculum and syllabus are systematically run.
- Teaching and learning activities are on the basis of VMGOs.
- Providing quality education with provision of skill transfer among students.
- Faculties are sent to participate in national and international training programmes organized by T.U. and other organization.
- It has teaching plan, work plan, academic plan and action plan for effective teaching learning activities.
- Programmes are running in different shifts.
- Conducting feedback programmes in the presence of different head of the institutions.
- Various elective subjects are offered to the students to meet the interest of the students.

- Some of the faculties are sent to participate in various discussion programmes for their academic growth.
- Extra-curricular activities are conducted for the all round development of the students.
- Develops friendly relationship with other institutions and organization.
- Great involvement of students of the campus in social responsibility.
- Non-credit course has been running to enhance accounting knowledge of the students.
- Soft skills programmes are run towards all round personality development of the students.
- Code of conduct for students and staffs is implemented.

Weakness:

- Faculties are not equally competent to the specialized subject.
- Fixed curricula are in practice and no role in curriculum development and timely revision.
- The institution has not developed local and non-credit curriculum yet.
- Elective subjects are in very few numbers in master's level.

Opportunities:

- Opportunities for maintaining the consistency in teaching and learning activities to achieve academic goals and objectives.
- Opportunity of new technical and vocational programmes.
- Provision of skill transformation activities to promote skills in students.
- Good chances in curriculum development and feedback from peers and employees.
- Good chances in learning civic and ethical knowledge among students.

Threats:

- Problems for introducing new programs.
- Challenge to promote the quality education.
- Problem for maintaining teaching-learning consistency.
- Strike and unexpected holidays.

Criterion 3

Teaching, Learning and Evaluation

This section advocates about the teaching learning and evaluation system carried out in the educational institution in Nepal. Here, in our institution this criterion provides information about the adequacy and competency of the faculty handling various activities here. The institution has clear provision to conduct entrance examinations for Bachelor and master's degree in proper time boundary and only the eligible candidates are informed to get admitted.

The CMAT examination of the masters' degree is directly conducted by T.U. Dean's office. To evaluate the content ability, the institution conducts internal examinations, unit tests, class performance, and report writing through observation. The institution provides remedial classes to those who are educationally disadvantaged. Each of faculties is encouraged to prepare work or teaching plan to have the effective teaching, learning process. If needed, the faculties use some technological tools too. To meet the teaching credit hour provisioned by T.U., the institution has developed the academic/operational calendar.

The basic form of teaching is lecture method and somehow institution is facilitating the teachers to apply some additional techniques to replace the traditional lecture method. In addition to lecturer method group work, pair learning project work, field visit, practicum, report writing and individual assignments are given to them. Even the power point presentation is compulsion in master's degree as their assignment. The institution has followed the work-load system being based on T.U. provision. At the very beginning of the session the institution holds orientation programmes, awareness programmes and develops code of conducts to maintain the peace and prosperity among the bodies of the RBC. For the internal monitoring system, the institution follows different mediums as internal tests, interview, class observation and the overall performance in their co-curricular activities.

To appoint the new faculties, the institution has a clear provision by developing the mechanism according to the by-laws. Sometimes, the institution hires expertise from T.U. and elsewhere as per the need to orient interact and provide feedback to the bachelor and master's degree. For the internal quality improvement as the respective faculties are sent to participate in different orientation, interaction training workshops for their self as well as institutional improvement. Similarly, RBC develops questionnaire to the students to evaluate the quality and to provide feedback for organizational betterment. The institution

develops proper relationship with its counter organizations to have notable achievement in exploration and innovation. Finally, the institution has made the explicit methodology to bring positive outcome in the quality research students.

SWOT Analysis of Teaching, Learning and Evaluation

Strengths:

- Admission process is flexible and visible for all the concerned authorities.
- Provision for assessing students' need and aptitude for a course.
- It has made clear provision of remedial classes to those academically weak and disadvantaged ones.
- Neo-technologies are in practice to fulfil the gap of post-modern students.
- Conducting orientation for the new comers.
- Self appraisal method is in use to evaluate the performance of faculties.
- Classrooms are well managed.
- To recruit the new faculties, it has maintained the clear provision according to the by-laws.
- Different evaluation systems including internal examinations are in practice to evaluate the quality of the students.
- Traditional method is being slowly replaced by new-technologies.

Weaknesses:

- Traditional methods of examination and evaluation process.
- The classes are densely populated.
- Still lecture method is dominating position.
- Neo technology is not sufficiently accessible to each and every class.

Opportunities:

- To introduce new form of teaching medium.
- To evaluate the students, the methods of evaluation are being changed as unit tests, assessment and assignment as well.
- To have better relation with international organizations for academic purpose.

Threats:

- Due to traditional methods used in teaching learning activities and lack of updated manpower there is probability of decreasing the enrolment of students.
- To address the need of semester system and difficulties appearing regulating semester in fully systematic ways.
- Imbalance in the proper ratio of teacher and students.

Criterion 4**Research, Consultancy and Extension**

This section focuses on the institutional growth and promotion of research, consultancy and extension and its outcomes. The institution aims to promote the faculties by engaging in research activities and it has distributed budget for different programmes in which research works have been given due emphasis. Out of total budget, it has allocated Rs. 1000000 which is about 2.30% of total operating budget of the fiscal year 2076/077. The institution has made a clear provision to encourage project based activities as well as research activities in different levels, as, to develop school report and research report for Bachelor level students and to write thesis for master's level students based on the syllabus provided by T.U. At present, the faculties are involved in publishing articles in different journals as campus souvenir and campus journals. Students are sent for internship in different banks and other institutions through the CFPC.

There are some extension activities of the institution working for social services related to different sectors and it also plans to work soon. Faculties and students are encouraged in extension activities by requesting them, giving them their responsibility, honouring them, inviting experts, and creating interaction between teacher and students. The institution has been planning and working for the extension activities along with T.U. and the UGC.

SWOT Analysis of Research, Consultancy and Extension**Strengths:**

- Proper budget allocation for the research activities.
- There is the provision of RMC.
- The institution focuses the faculties to involve in research works.
- Different research based journals are being published.

- Students are given more chances to participate in research activities with financial support.
- The institution hires different scholars and expertise for research orientation.
- The institution has practice of different extension activities.

Weaknesses:

- Less interaction among the teachers, students and experts for research activities.
- Lack of sufficient budgeting for research and not sufficiently used practically.
- Teachers are engaged in traditional type of teaching rather to focus on research activities.
- Journals are not published in proper time.
- No explicit provision for awarding further more degree holders.

Opportunities:

- There is a good chance to work under the guideline of the UGC for promoting research activities.
- There is a good opportunity of providing quality education by qualified human resources and guest lecturers.
- To be a model institution in the field of research based activities.
- To have better relationship with NGOs and GOs for research activities.

Threats:

- Lack of lab.
- Lack of sufficient fund for research
- Inability to manage fund for doing M.Phil/ Ph.D. for the faculties.

Criterion 5

Infrastructure and Learning Resources

This portion highlights the development of infrastructure, its use to provide quality education and maintenance of facilities for academic growth. To foster the institution, it has made the provision of assembly for master plan and has the comprehensive development in its physical aspects. CMC has made the master plan and implemented it by developing best policy to have infrastructure growth. It has well facilitated buildings. There are well

furnished sufficient teaching learning rooms. It has managed separate library for each of the levels. The legislative has made the provision of regular maintenance of those infrastructures by formulating a committee. The institution uses those infrastructures for teaching-learning activities in proper time schedule. There is no provision of commuters for the faculties but internet is accessible to the faculties and the students.

The faculties use the internet as per their need while teaching in the classroom and spare time for research based activities.

To keep healthy environment, it has formed "Campus Clinic" to provide students primary health care. The students are provided facilities of indoor and outdoor games such as chess, Ludo, football, cricket, basketball, table-tennis, badminton football, cricket, basketball and athletics such as long jump, high jump and so on. The institution provides incentives such as cash, prizes, certificates and medals for the sport persons and makes sport things be available. The institution provides track suits and sport shoes to the players. Some students belonging to different games have participated in national and international games, too.

SWOT Analysis of infrastructure and learning resources

Strengths:

- Good physical infrastructure for teaching learning.
- Well facilitated auditorium hall.
- Modern cafeteria being constructed.
- The institution utilizes the infrastructure optimally.
- It has good provision of maintenance.
- Systematic library.
- Good provision of internet.

Weakness:

- Lack of student hostel.
- Lack of covered hall.
- Lack of guest house.

Opportunities:

- There is sufficient land of the institution for constructing guest house, students' hostel, covered hall and other required infrastructure.

- Condition of constructing smart physical infrastructure with the support of UGC and others.
- There is the opportunity for developing advanced level automated library.
- Chances of opening different sports and academic clubs.

Threats:

- Problem of constructing new building.
- It has been facing problem of launching new programmes from T.U.
- The stakeholders are not much aware of UGC guidelines for further improvements.
- The institution is searching funds for hostels, covered hall and guest house.

Criterion 6

Student Support and Guidance

This section focuses on the analysis of the efforts of the institution to provide the necessary support to those needy students for their further progress. The institution distributes academic calendar and prospectus to the students to provide information regarding our campus. The prospectus contains all the information related to it. It provides cash incentive to those students who lead in internal examination regarding the score. Even it has a provision to exclude for getting any kind of benefit if they do not participate in internal examinations. After the internal exam result publishes, the institution provides feedback to the students. The economically poor and backward students are supported by scholarship system. The institution supports them to grab the opportunity of getting financial help provided by GOs and NGOs too. On the basis of such support, the students are getting scholarship from governmental and non-governmental organizations. The institution has its own placement Committee to collect the information of opportunities of market to place the students. The institution has an alumni association to build up the network among the students who have already passed out. The institution has been providing services of clean drinking water, hygienic canteen facility and clinical services to the students. The institution tries to maintain uniformity by implementing dress code for all the students for each level. The institution has maintained IQAC committee for monitoring discipline in the campus. To support the students it has proper system in each section of the institution.

SWOT: Analysis of students support and guidance

Strengths:

- Provision of budget allotment in scholarship.
- Provides support for newly recruited students in various posts.
- Academic information is widely transparent.
- Intelligent and poor students are encouraged by financial support.
- Differently able students are also supported in many ways.
- RBC charter is available for the support of students.
- The proper implementation of code of conduct.
- Students are sent for job in different organizations.
- Indoor and outdoor games are available.
- Provides clean and safe drinking water with RO UV technology.

Weaknesses:

- Insufficient budget allotment for research, project based work and scholarship.
- Even allotted budget is not spent fully.
- Less effectiveness for the service consultancy.
- Proper orientation, guidance and counselling is not yet in practice for the betterment of the students who are job holders.
- No full attention for publication.

Opportunities:

- Good chances in getting financial support from those renowned organizations like UGC, GOs and NGOs.
- It has the opportunity to have quality publication.
- The counselling provided by the institution is the milestone for the students to grab opportunities for further progress in their service period.
- Providing consultancy services to the students.

Threats:

- Due to insufficient fund/budget, the scholarship and other forms of student supports are not so effective.
- Difficulty of collecting the information about the graduates who are spread all over the world.

- Difficulty in preparing skilful and qualified human resources.
- Lack of empowerment to the girls for their placement.

Criterion 7

Information System

This section presents information system prepared and used by the institution. Our institution depends on ICT formats. It provides all sorts of information to the concerned persons through ICT. This section keeps proper records of students, teaching and non-teaching staff through the means of ICT tools. Through the means of information technology, the institution prepares, analyses and submits data to the CMC meeting. The analyzed data are recorded in IQAC file, register, EMIS cell, computer and library. The major information is announced in the IQAC meeting. The areas of analysing data are one of student pass rate, enrolment status, position secured by the students in university board examinations and so on. The information carried out based on the guideline of the UGC is:

SWOT Analysis of Information System

Strengths:

- Use of EMIS software.
- Different committees, Section and unit/cell provide information.
- Systematic ways of information dissemination to the stakeholders.
- Feedbacks and comments are received via social media suggestion box, direct visit and web site.
- The collected feedbacks are discussed in related departments.
- Suggestion box campus clinic, solar panel are installed as the impact of feedbacks.
- ICT is the attraction of the institution.

Weakness:

- Lack of full-time administrative manpower in every shift.
- Though the feedbacks are provided by the different agencies, the concerned authority does not keep such seriously.
- All the facilities are not aware about the use of ICT.

Opportunities:

- Due to the EMIS software, the records of the department faculties and students are well organized in datasheet.
- Good chance to publish the campus information systematically.
- Systematic information system.
- Good chance to improve quality of the information system.

Threats:

- Problem of collecting more information through the use of ICT.
- The problem of restoring data because of technical problem.
- The institution feels difficulty to catch up attraction of the stakeholders.
- ICT is not taken as basic tool to serve information by CMC too.

Criterion 8**Public Information:**

This section reflects on how the institutional information is published and the impact of such information towards the quality assurance. There is PIC and EMIS to provide information to the students and general public through different media: web page, facebook, prospectus, calendar, report, flex boards, and journals as well as through local FMs about students academic achievement, exam information, free-ship and scholarship, financial condition, annual budget, physical infrastructure, recent activities and future plans. The institution publishes vacancy announcement, tender invitations and quotations through local and national newspaper. The institution publishes financial report and research articles in annual report and journal of the campus.

Reports like annual report, academic and operational calendar and research journals are published annually but regular pieces of information is frequently published.

There is the provision of PIC. It collects responses from the stakeholders participating in public meeting, dialogue conducted by local media and structured as well as semi and unstructured questionnaires. Similarly, feedbacks are collected through suggestion box, e-mails and social networking sites and disseminates to IQAC which is also forwarded to campus management committee (CMC) to take necessary steps for their proper

implementation in concerned areas. It has put on immense impact on general public as well as other stakeholders.

SWOT Analysis of Public Information:

Strengths:

- Provision of IQAC and PIC.
- It has its own web page to share information.
- Good provision of publishing different journals.
- Provision of collecting feedbacks through e-mails and other forms of social media.
- PIC is seen to be working more effectively.
- Increment in the student enrolment.
- Collection of feedbacks through press meet and parents meeting.

Weaknesses:

- Lack of publishing quality publication.
- Some of the stakeholders are not aware of PIC.
- Lack of human resource to update ICT and to use it.

Opportunities:

- Opportunity to develop systematic PIC.
- Enhancing quality publication.
- Transparency in each sector of the institution.
- Developing the students and guardians' awareness about the internal systems.

Threats:

- Problem to manage every type of information.
- The need of training to the stakeholders for its systematic use.
- Budget to be allocated for the support of timely publication.

2.3 Summary

Rapti Babai Campus Dang, is a public campus established in 2047 B.S. with the collective effort for the purpose of generating qualified and skilful human resource required for the social upliftment and national development. Now the campus has entered into the QAA cycle of UGC to grant quality education to the students. The institution has been running different academic programmes like +2 level with separate management, Bachelor's level and Master's level. It has been running Humanities, Management and Education programmes affiliated by TU in Bachelor's and Master's level. Currently about 2292 students are enrolled for pursuing higher education in the campus. Students are not only from the same district but also from Salyan, Pyuthan, Rolpa, Banke, Rukum and Jagarkot. It aims to provide immense support to those students who are from economically, socially and educationally backward classes and ethnic groups.

CMC is solely authorized to formulate and implement policies and programmes being based on the demand of the campus and society. The institution has its own statute developed by the CMC and approved by the CA. All the internal bodies of the institution have been formed in accordance with the same statute approved by the Campus Assembly. The defined statute clearly shows the different aspects provisioned by the institution as job responsibility, right of different internal bodies, portfolio members, sections and working units. Based on the defined statute, the institution has developed **Financial Administration Bylaws and Teacher Official Service Bylaws 2064 B.S. (Revised 2074 B.S.)**. RBC has designed an overall plan. **Revised Strategic Development Plan 2016-2020 A.D.** attached. IT has been conducting different targeted activities under this plan with the aim of achieving its vision, mission, goals and objectives within the scheduled duration.

To accomplish the targeted goals in time, the institution regulates the bodies to actively participate in completing those in fix schedule. The institution performs its best participation for the social and environmental services and it shows active participation on different social activities like Clean Tulsipur Green Tulsipur, Blood donation campaign, support on religious celebrations, natural disaster like flood victims and so on. The institution has developed its physical infrastructures for the purpose of teaching-learning activities and presently it is well facilitated. There are enough required buildings as administrative building, teaching building FSU building and Auditorium Hall. It has got

large playground to conduct some practical activities and games. It has been developing a concept of modern cafeteria and flower plantation as to maintain a beautiful garden.

The campus has achieved many noteworthy educational achievements. It has generated a number of professionals who have been placed in different governmental and non-governmental organizations. It has created its best history for its academic achievements ever since it was established. Although it has been creating its best history in different results but till the date graduation rate and the quality of education have not been promoted to the level of our organizational expectation.

The institution has formulated the self-study Report (SSR) team to conduct and carry out the academic as well as administrative activities. In order to prepare SSR and to complete all the documentation, SAT is always dedicated to conduct and carry out entire academic activities as guided and instructed by the parameters set up by HERP. To complete the SSR in time, we have followed different approaches as Disseminations, orientation, workshop etc.

For the policy and procedures, RBC has been running with its defined VMGOs. It has prepared revised strategic development plan to achieve those goals and objectives within five years (2016-2020). To accomplish the targeted goals, the institution has estimated budget and carried out activities accordingly. The institution has properly managed organizational structure. It has given TOR to the respective departments, committees, sections, units and some individuals, and their activities have been monitored by the IQAC, the CMC and the campus chief. The everyday teaching and learning is improving the quality of education which is under the process of updating knowledge, along with information about the adequacy and competency of the faculty handling various activities here.

The institution has its own mechanism to invent some more techniques for research. Regarding the research work, the institution has allocated about 2.30% of the total budget for conducting research based activities. The institution has developed Master Plan and has well facilitated physical foundation, too. It is rich in physical infrastructure. The institution has enough buildings with good furnishing. There is the provision of internet facility. Similarly, the institution has formulated a PIC to deal with information and activities held in the campus for the students and general public through different web page, face book page,

prospectus, academic and operational calendar, report, wall papers, etc. The institution has its own Academic Committee which is responsible for analysing and recording various academic data. The result of the academic progress is kept in the record file of the campus along with soft copy.

ANNEXES