

**PRE - VISIT RESPONSE REPORT**

**SUBMITTED BY**

**Rapti Babai Campus**

**Tulsipur, Dang**

**28<sup>th</sup> April 2022**

**SUBMITTED TO**

**UNIVERSITY GRANTS COMMISSION**

**HIGHER EDUCATION QAA COUNCIL**

**QAA DIVISION, SANOTHIMI, BHAKTAPUR**

## **1. Background**

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 fulfill 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 graduate as well as post graduate level in Humanities, Education and Management Department.

Since the institution obtained the LOI (2<sup>nd</sup> April 2015) a Self Assessment Team(SAT) had been formed that spent approximately six years in the study and finalization of the SSR. The overall progress in each and every aspect of the institution initiated and led by the IQAC in support with CMC,AC, Departments, Committees, sections, units, faculties, stakeholders functioning continuously. With the help and support of Mr. Narayan Bhandari, Mr. Gopal Acharya, Dr. Rishikesh Pandey (QAA Division Director) & Prof.Dr. Dev Raj Adhikari (PRT Coordinator), the institution has come a long way in the QAA process.

As the institution started its QAA journey, the student number has increased because of different kinds of facilities & quality of education. At present, 3089 students are enrolled in T.U. programme for pursuing the higher education in this campus. 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.

As pre visit team recommended dated 24-27 August 2021, the institution has accomplished all the criterion wise recommendations and has prepared this report with evidence:

## **2. Purpose of the Report:**

- ◆ To address pre-visit team's recommendations.
- ◆ To institutionalize quality via achieving QAA certificate.

- ◆ To proceed road-map of sustainable development of the institution.

### 3. Process of Report Preparation

According to the recommendation made by the pre-visit team, the report preparation team (SAT) went on via below mentioned process:

- ◆ Whole staff meeting was held and all the staff comprehended about the recommendation for the accomplishment of recommended tasks.
- ◆ IQAC, CA, Committees & Cell had meeting jointly to fulfill the gaps as recommended by the pre visit team. Then plan of action was made & respective committees, cell & faculty members were given responsibilities with their specified works.
- ◆ Criterion wise works accomplished by the respective faculties were submitted to the SAT, While IQAC & administration monitored thoroughly.
- ◆ Finally SAT complied all the reports given & prepared final report to submit to the UGC, Higher Education QAA Council, QAA Division, Sanathimi Bhaktapur, Kathmandu, Nepal.

#### **RAPTI BABAI CAMPUS , TULSIPUR DANG** **Schedule of Action as Per Pre visit Team Suggestions**

S.N	Action Items / Activity	Start Date	End Date	Major Responsibility	Working Time
1.	Integrated of EMIS connection	2078/09/11	2078/09/25	Naresh Basnet -Coordinator Aatiram Chalaune - Member Damodar Sapkota - Member	11am -1pm
2.	Formation of Research Policy Guideline	2077/08/11	2078/9/25	Bhup Bdr. Budhathoki - Coordinator Yamnath Upadhaya - Member	11am -1pm
3.	Revision of RBC Performance Guideline and	2078/09/11	2078/09/25	Yamnath Upadhaya -Coordinator Himal Kandel - Member Tekan Prasad Kandel- Member	11am -1pm

	Preparation of separate IQAC Guideline				
4.	Formation of Remedial Class Guideline	2078/09/11	2078/09/25	Naresh Basnet -Coordinator Kiran K.C. - Member Shushil Panthi - Member	11am -1pm
5.	Revision of Self Study Report(SSR)	2078/09/11	2078/09/30	Bhup Bdr.Budhathoki- Coordinator Yamnath Upadhaya - Member Tekan Prasad Kandel- Member Surya Sharma - Member Himal Kandel- Member	11:30am - 1:30pm
6.	Extension of SQC Guideline	2078/09/11	2078/09/25	Tekan Prasad Kandel- Coordinator Yasoda Pandey - Member SOC Coordinator - Member	11am -1pm
7.	Shifting of Library Building and digitalizing library system	2078/09/11	2078/09/30	Ganesh PARDhe -Coordinator Naresh Basnet - Member Bhimarjun Regmi - Member	11am -1pm
8.	Repairing and increasing sports facilities and equipments	2078/09/11	2078/09/30	Himalaya Sh. Devkota - Coordinator Rajendra Kumar Pandey - Member Sabitra Lahare- Member	11am -1pm
9.	Formation of Proposal on Faculties and Non teaching Staffs capacity building (Training, Workshop, and seminar)	2078/09/11	2078/09/25	Jeeban Sharma-Coordinator Deepak Poudel - Member Sadan Giri- Member	11am -1pm
10.	Designing for sustainable development	2078/09/11	2078/09/25	Shalikram Regmi-Coordinator Aananda Khatri- Member Shushil Panthi - Member	11am -1pm

11.	Rearrangement of VMGOS of RBC	2078/09/11	2078/09/25	Tekan Prasad Kandel - Coordinator Yamnath Upadhaya - Member Bhup Bdr. Budhathoki- Member	11am -1pm
12.	Addition and Designing Non Credit Course	2078/09/11	2078/09/30	Khumlal Giri -Coordinator Chhabi Neupane- Member Arjun Khadka - Member	11am -1pm
13.	Formation of Field Trip Guideline	2078/09/11	2078/09/30	Rajendra Kumar Pandey - Coordinator Bashudev Rijal- Member Kiran K.C.- Member	

#### 4. Responses/Action Taken

Criteria	Recommendations	Actions Taken/ Activities Done	Documents in the Annex	Annex No.	Page No.	
1. Policy and Procedure	a. Refine VMGO. The vision is too optimistic, which is not well supported by mission and objectives. There seems confusion in general and specific objectives as the list require swapping the sub- titles.	To refine VMGO, one committee was formed in coordination of Tekan Prasad Kandel dated 2078.09.25 The committee studied the vision and produced refined form supported by mission and objectives.	Final document with refined VMGO	Annex I	1-2	
	b. Ratio of the faculties should be compatible to 1:3:6 in each faculty ( Professor, Associate	Ratio of faculty has been made compatible to 1:3:6 in each faculty ( Professor, Associate Professor, Lecturer) added in the bylaws and has been implemented	Teacher Officials Bylaws 2064 (Revised 2078)	Annex II	3-24	

	Professor, Lecturer)					
	c.The Hierarchy from vision to activities( vision, goal, objectives, outcomes, outputs, activities ) and to be rearranged	The Hierarchy from vision to activities ( vision, goal, objectives, outcomes, outputs, activities ) has been rearranged by the committee formed in coordination of Tekan Prasad Kandel date 2078.09.25.	Final document of vision to activities	Annex I	1-2	
	d.Prepare IQAC and research policy guidelines in details	Revision of RBC performance guideline and preparation of separate IQAC guideline has been done by the committee coordinated by Mr. Yamnath Upadhaya dated 2078.09.25	RBC IQAC Guideline-2078	Annex III	25-31	
	e.Develop internal evaluation indicators to evaluate teachers' performance	On the basis of the provision made in the RBC Performance Guideline, teachers' performance is evaluated by the administration via Performance Appraisal Form and Self Appraisal Form.	A Model of Filled Performance Appraisal Form & Self Appraisal Form	Annex IV	32-37	
	f. Prepare detail job description of each teacher and staffs	Provision of JD for each Teaching and Non teaching staff has been set in the RBC Performance Guideline and Statute Revised 2078 and provided to them.	A model of JD provided to the staffs	Annex V	38-44	
	g. Recruit full-	Yes. Full time teachers	Vacancy	Annex	45-51	

	time teachers in the recently vacant positions	have been recruited in the recently vacant positions	Announcement	VI		
	h. Clearly define/interpret the appointment of full time and part time faculties. Following things need to be taken into consideration: i. Full-time faculties can be appointed as permanent, Temporary or contractual ii. Faculty involved in other institution/organization as full timer should not be considered iii. faculty appointed as full timer cannot work in other HEI or institution or any organization as full timer. iv. Faculty appointed as a full timer will not be eligible to work elsewhere during the specified/assigned shift period (morning, day,	Full-time faculties are appointed as permanent teachers  There is provision of Full time faculties not to be involved in other institution in the RBC statute -Revised 2078  There is provision of Full time faculties not to be involved in other institution in the RBC statute -Revised 2078	Vacancy Announcement  RBC statute - Revised 2078  RBC statute - Revised 2078	Annex VI  Annex VII  Annex VII	45-51  52-101  52-101	

	evening).					
	i. Criteria for promotion of teaching and non teaching staff needed to be defined comprehensively	Part time contractual teachers are going to be promoted to full time permanent teachers & Permanent Asst. Lecturers are going to be promoted to Lecturers .Non teaching staff are also going to be promoted to upper level.	The decision of Vacancy fulfillment committee dated 2078.12.24.	Annex VI	45-51	
	j. Strengthen the IQAC through:					
	i. IQAC should be made proactive to define guidelines in line /harmony with the IQAC Directives', 2020 developed and endorsed by UGC and activate IQAC to establish, maintain, control, sustain and departments and to prepare quality enhancement plan.	Preparation of separate IQAC guideline has been done by the committee coordinated by Mr. Yamnath Upadhaya dated 2078.09.25 to make it proactive to define guidelines in line /harmony with the IQAC Directives', 2020 developed and endorsed by UGC and activate IQAC to establish, maintain, control, sustain and departments and to prepare quality enhancement plan.	RBC IQAC Guideline-2078	Annex III	25-31	
	ii. Regularity conduct Internal Academic Audit Define guideline for students Quality Circle and make it a permanent structure of obtaining	The institution has prepared RBC Performance Guideline -2078, IQAC Guideline-2078, SQC Guideline-2078 which have role to conduct regular internal academic audit, to obtain students' feedback, to take part in IQAC	Committee members of IQAC, Annual Report of IQAC -2078	Annex VIII	102-108	



	students' feedback, include students representative from Quality Circle in Internal Quality Assurance Committee Team building among all level of available human resources should be enhanced	meeting and to team building among all level of available human resources.				
2. Curricular Aspects	a. Design and offer need-based, soft -skill and non- credit courses for students, and implement them with immediate effects to enhance their employ-ability.	The Institution has been running two non- credit courses to enhance employ-ability of the students: One Accounting Training Package and next IQ Package	The Curriculum of Accounting Training Package and IQ Package; Photographs of closing ceremony	Annex IX	109-113	

	<p>b. Prepare comprehensive annual operational calendar and ensure the implementation of the entire activities based</p> <p>c. Conduct an inventory analysis of the skill gap based on the curriculum review and design/offer professional non-credit module courses to enhance the quality education</p>	<p>The institution has been implementing academic cum operational calendar</p> <p>The institution is planning to conduct an inventory analysis of the skill gap based on the curriculum review and design/offer professional non-credit module courses to enhance the quality education</p>	Copy of academic cum operational calendar-2078	Annex X	114-125	
	<p>d. Give due attention to the VMGOs and stakeholders' concern (such as student demand or alumni's suggestions) of the institution while designing extra non-credit courses.</p>	<p>The extra non-credit courses have been designed paying due attention to the VMGOs and stakeholders' concern (such as student demand or alumni's suggestions) of the institution</p>				
	e. Suggest concerned authorities of the affiliating university for	The institution has not formally suggested concerned authorities of TU for upgrading the curriculum at regular	Minute of Department of Management	Annex XI	126-130	

	upgrading the curriculum at regular interval.	interval but suggested the concerned authorities in BBS course Refresher Training organized by Dean Office, Management Faculty dated 2078-09-12&13 in Nepalgunj	of RBC and ramana of participants of the programme			
	f. Offer additional course material/contents in different programs and syllabus, and include them in internal assessment of students, until the concerned authorities recognized the gaps in curriculum and address them	The institution does not have such practice till now but we are planning to implement this soon.	NA			
	g. Develop and implement professional development/career advancement policy(study leave/sabbatical)	The institution has the provision of professional development /career advancement policy(study leave/sabbatical) in Research Management Cell Guideline-2078 ; The institution is going to implement it soon.	RMC Guideline - 2078	Annex XII	131-146	
	h. Arrange extra classes in where students feel difficulty	Extra classes / Remedial classes for the needy students have been running	Remedial class Guideline - 2078 & Routine of Remedial classes-2078	Annex XIII	147-151	
	i. Make student friendly class	student friendly class room teaching through group	Photographs of on going	Annex XIV	152	

	room teaching through group discussion so that they can improve interpersonal and communication skills.	discussion has been in practice and the students are able to improve interpersonal and communication skills.	class rooms.			
	j. Quality benchmarks and best practices should be continually sought by the campus management to ensure quality and excellence of its course offerings.	Quality benchmarks and best practices of the teachers and officials are continually sought by the campus management to ensure quality and excellence of its course offerings.	Meetings of CA, IQAC, Committees, and Department and IQAC for seeking Quality and excellence.	Annex XV	153-154	
	k. Ensure that regular feedback from stakeholders is collected, documented, reported and included in IQAC plan for execution	IQAC firstly asks for annual plan with all the departments & committees on the basis of which they work according to calendar and submit reports in the final. This way	Annual Plan of Eco Club RBC	Annex XVI	155	
3. Teaching , Learning and Evaluation system	a. Regularly conduct skill gap survey and assess the need of faculties and timely address those needs	The institution has been conducting skill gap survey and assessing the need of faculties and addressing those needs via IQAC monitoring, CA monitoring, performance appraisal form, Daily logbook	Course completion report, self Appraisal form, Daily logbook, Performance appraisal	Annex XVII	156-158	

		maintained by class prefects.	form			
	b. Develop and strictly implement faculty and staff performance appraisal regularly and produce respective reports, at least annually.	The institution has developed and implemented faculty and staff performance appraisal regularly and has produced report annually	Faculty and staff performance appraisal and Report			
	c. Make career advancement plan for faculties and medical personnel as well as staff and develop and implement reward and punishment policy	The institution has made HR development plan-2079 which has the provision for reward and punishment .	HR Development Plan-2079	Annex XVIII	159	
	d. Increase the faculties with M Phil and PhD to advance impact producing research.	The institution has documented the provision of sending faculties for M Phil and PhD in RMC Guideline -2078 and in Strategic Plan -2021 to 2025. The institution is going to implement it soon.	RMC Guideline - 2078 and Strategic Development Plan -2021 to 2025.	Annex XIX	160-194	
	e. Initiate teachers' performance evaluation system by the students	The institution has implemented Daily logbook system to evaluate teachers' performance by the class prefects.	Sample of Daily logbook			
	f. Conduct			Annex	195-202	

	internal evaluation exam and provide feedback to students on their performance	The institution has provision of two internal examinations a year. The students are given feedback individually on the basis of their performance. The top three students of each faculty are awarded with cash prize.	The decision of IEC and Reward and Scholarship Guideline-2076, Photographs of Cash prize mentioned in hoarding board	XX		
	g. Develop professional development programs i.e. Trainings, career development programs, for the faculties and non-teaching staff, and incorporate these in the annual operational calendar	The institution has developed professional development program i.e. Trainings, career development programs, for the faculties and non-teaching staff in HR Development Plan- 2079 and for the implementation of which these are incorporated in the operational calendar-2079	HR Development Plan-2079 & Operational Calendar	Annex XVII	159	
	h. Strengthen ICT based teaching-learning practices and initiate project-based, practical knowledge-based learning.	The institution has managed the facility of wifi and CC camera in all the class rooms; Projectors are installed in six classrooms; Teachers have been given ICT training and all the classes are going to be installed with projectors soon.	Photographs of ICT Based class rooms & ICT training and workshop Schedule	Annex XXI	203	
	i. External experts should be used for students evaluation and feedback analysis	So far students evaluation and feedback analysis is concerned, External experts are not appointed till now.	NA			

4. Research Consultancy and Extension	a. Strengthen Research Management Cell guided by the comprehensive research guidelines along with annual plans of action.	The institution has developed separate RMC Guideline- (Revised 2078) on the basis of which research management committee is formed along with an expert from NSU. The Committee makes plan of action annually.	RMC Guideline- (Revised 2078) & RMC plan of action-2078	Annex XXII	204	
	b. Encourage faculties to publish their research work in renowned journals of specialized field /discipline so their impacts could be recognized	The institution has developed RMC Guideline- (Revised 2078) to encourage faculties to publish their research article in JRBC and to do research work in collaboration with students and also assured to provide incentive to the researchers.	RMC Guideline- (Revised 2078) & RMC plan of action-2078	Annex XXII	204	
	c. Research budget need to be increased generally up to 5% of total budget.	Currently the institution has allotted 2 % of total budget of RBC, but the institution is going to increase it up to 5% in the year 2079.	RBC Budget - 2078	Annex XXIII	205	
	d. Increase / encourage faculties for high quality research with teaching/learning activities	The Institution has encouraged faculties for research and mini research also in collaboration with students for which Rs. 25,000/- for mini research (after approval of proposal)	RMC Guideline- (Revised 2078)	Annex XII	131-146	
	e. Develop linkage and collaborative	Till now the institution has not developed any linkage	NA			

	research projects with other institution so expertise and equipment as well as data are shared for impact-making research	and collaborative research projects with other institution so expertise and equipment as well as data are shared for impact-making research but the institution is going to do this in near future.				
	f. Encourage teacher in research and publication work by funding in different research heads	The institution has developed RMC Guideline- (Revised 2078) to encourage faculties to publish their research article and publication in JRBC and to do research work in collaboration with students and also assured to provide incentive to the researchers.	RMC Guideline- (Revised 2078)	Annex XII	131-146	
	g. The campus management should make efforts to attract research funding and grants from the UGC and other agencies.	The campus management has made efforts to attract research funding and grants from UGC ( The campus management conducted Virtual Academic Writing Training dated 2078. 06. 25 - 27 ) Similarly, the RMC called for proposals from faculties for mini research in collaboration with students.	Schedule of virtual Academic writing Training	Annex XXIV	206-207	
	h. Teachers should be encouraged to write really-based cases and to publish papers in research	The RMC has encouraged faculties to write really-based cases and to publish papers in research journals of RBC	RMC Guideline- (Revised 2078)	Annex XII	131-146	



	journals.					
	i. Make a call for proposal for faculties	The RMC has called for proposals from faculties for mini research in collaboration with students.	Notice of RMC	Annex XXV	208	
	j. Regularize the publication of campus journal	The RMC has made provision of publishing journal along with peer reviewed journal at least once a year. Till date two journals have been published.	RMC Guideline- (Revised 2078) ;JRBC	Annex XXVI	209	
	k. Initiate discussion with local government to fund the campus research work and try to get funding	The institution till date has not initiated any formal discussion with local government to fund the campus research work but it will certainly initiate formal discussion with local government soon.	NA			
	l. Motivate teacher to write proposal and apply in the UGC and other funding organizations	The RMC has called for proposals from faculties for mini research in collaboration with students. The institution is planning to apply for funding proposal writing to the UGC	Notice of RMC	Annex XXV	208	
	m. Prepare annual plan of actions to conduct extension, outreach activities, and conduct the	The institution has prepared annual plan of actions to conduct extension, outreach activities, and has conducted the activities accordingly through formal mechanisms with budget	Annual Work Plan F.Y.2077/078	Annex XXVII	210	

	activities accordingly through formal mechanisms	which is mentioned in the annual report 2077/078				
5.Infrastructure and learning Resources	a. Establish e-library and encourage the students to use e-library and other resources at library, including space, /study desks.	The RBC library has been set up in the separate building on the ground floor along with e-library including study desks.	Decision of LMC & Photographs of RBC Library	Annex XXVIII	211-213	
	b.Shift library from the main campus building to Auditorium Hall	The RBC library has been shifted in the separate building (Auditorium Hall)	Decision of LMC & Photographs of RBC Library	Annex XXIX	214	
	c.Provide learning Space at least, for 50 students at one time inside library	Learning /study space for at least 50 students has been availed in the library.	Photographs of study desks in the library.	Annex XXVIII	211-213	
	d. Establish e-library, provide e-library services and link the e-library with reverent resources, encourage students and faculties use e-resources	The institution has established e-library in the library with ample services linking the e-library with reverent resources and encouraging students and faculties to use e-resources.	Decision and Notice of LMC & Photographs of RBC Library	Annex XXVIII	211-213	
	e. As per the commitment of the CMC, motivate	As per the commitment of the CMC, the campus administration has	Decision of CMC & RMC and vacancy	Annex VI	45-51	

	employees and teachers	motivated employees and teachers for further study in paid leave, providing incentive for research and mini research and also promoting them to upper class.	announcement of the institution			
	f. Prepare a plan to meet the need for augmenting the infrastructure to keep pace with academic/enrollment growth.	To keep pace with academic / enrollment growth the institution has prepared plan to meet the need for augmenting the infrastructure i.e. construction of 8 classrooms on the first floor of library building in financial support of Lumbini province, addition of 40 sets advanced furniture, Restricting basketball court, volleyball courts, futsal court, badminton court, kho-kho, Kabaddi court and TT boards.	Photographs of different mentioned facilities	Annex XXX	215-217	
	g. Implement ICT enabled teaching phase - wise in all courses.	The institution has managed the facility of wifi and CC camera in all the class rooms; Projectors are installed in six classrooms; Teachers have been given ICT training and all the classes are going to be installed with projectors soon.	Photograph of ICT friendly classroom	Annex XXI	203	
	h. Establish ICT friendly classroom	The institution has managed the facility of wifi and CC camera in all the	Photograph of ICT friendly classroom	Annex XXI	203	

	operationalize them	class rooms; Projectors are installed in six classrooms; Teachers have been given ICT training and all the classes are going to be installed with projectors soon.				
	i. Since number of students has been increasing, add textbook	To address the number of students, LMC has decided and the institution has published quotation for supplement of text and references books.	Decision of LMC & Quotation	Annex XXXI	218	
	j. Construct a public shaded-manch for different campus related public program	The instauration has recently constructed manch (stage) for different campus related public programmes.	Photographs of manch/stage	Annex		
	k. Develop action plan to implement the master plan	The institution has made master plan to achieve which strategic Development Plan (2021-2025 A.D.) has been made and to implement this action plan with budget and time schedule is made every year which is mentioned in Annual Report of RBC.	Photograph of Master plan; strategic Development Plan (2021-2025 A.D.) & Annual Report-2077/078	Annex XXXII	219	
	l. Prepare a separate teachers' reference room inside the library premises	The institution has managed a separate teachers' reference room inside the library premises	Photographs of Teachers' reference room inside the library			

			premises			
6. Student Support and Guidance	a. Arrange professional non-credit courses for students besides the regular course work activities including skill development program.	The Institution has been running two non- credit courses to enhance employ- ability of the students: One Accounting Training Package and next IQ Package	Curriculum of non credit course	Annex IX	109-113	
	b. Collaborative networks should be developed with other academic institution, industries, financial institutions, social entrepreneurs and NGO's. This network should be used for case development and experience sharing with students.	The institution has established Collaborative networks/MOUs with Lumbini Banijya Campus, Butwal; Brahmakumari Ishwariya Vishwavidyalaya, Tulsipur; Public Service Commission, Tulsipur; Everest Bank Limited, Tulsipur; Dirghayu Polyclinic, Tulsipur; SEED, Tulsipur; Rara Business House, Tulsipur	MOUs with different academic institution, industries, financial institutions, social entrepreneurs and NGO's .	Annex XXXIII	220-231	
	c. Practice a formal and effective mechanism of obtaining students' feedback on teaching/learning , service quality and overall experience annually and at the end of	The institution has developed formal and effective mechanism of obtaining students' feedback on teaching/learning, service quality and overall experience annually via developing separate form &Logbook	Form & Daily Logbook	Annex XVII	156-158	

	programs, compile them and produce reports					
	d. Invite local CEOs and organization heads as speakers to interact with master and bachelor levels students	The institution has invited Head masters of different feeder schools and Branch Managers of different banks as speakers to interact with master and bachelor level students	Photograph of meeting with Headmaster and Bank Manager	Annex XLIV	247	
	e. Engage students in event management	The institution has already given responsibility of Event manager to Mr. Hemanta Kandel, a faculty member of RBC but now one Event Management Committee has been formed including class prefects.	List of Event Management Committee of RBC	Annex XXXIV	232	
	f. Encourage students for self - learning, curiosity-based learning and discourage being a copycat	The institution has Encouraged students for self -learning, curiosity-based learning and discourage being a copycat. For this, the students presenting their originality in practical examination have been given more marks than those who are copycats	Marks slip of practical examination	Annex XXXV	233-236	
	g. Strengthen academic, psychological and career counseling,	The institution has CFPC in coordinator ship of Mr. Surya Prasad Sharma, a faculty member of RBC	Annual Report of CFPC -2078	Annex XXXVI	237	

	maintain log book and details of the service provided and produce compile report	which has developed logbook for Strengthening academic, psychological and career counseling. It has also procured Annual Report of CFPC				
	h. Strengthen counseling cell to offer both academic and psychological counseling to students	The institution has CFPC in coordinatorship of Mr. Surya Prasad Sharma, a faculty member of RBC for Strengthening counseling to offer both academic and psychological counseling to students	Annual Report of CFPC -2078	Annex XXXVI	237	
	i. Standardized girls/changing room, ensure the supply of sanitary napkins within college premise	Standardized girls/changing room is managed with the supply of sanitary napkins in the college.	Photographs of Campus clinic along with girls changing room	Annex XXXVII	238	
	j. Design/display students charter/students welfare policy	The institution has already designed and displayed students charter/students welfare policy inside and outside the campus premises	Photographs of display	Annex XXXVIII	239	
	k. Conduct extra /co-curricular activities with annual plans of action through extra -curricular activities committee	The institution has formed ECA Committee in coordinator ship of Mr. Himalaya Sharwan Devkota. The committee prepares annual work plan for ECAs and presents in the RBC calendar and implements accordingly.	RBC Academic/Operational Calendar-2078	Annex X	114-125	

7. Information System	<p>a. Course wise performance of the students should be evaluated on regular basis employing an effective mechanism and measurable standards</p> <p>b. Integrated EMIS with exam, finance and administration, library, and student-teacher performance appraisal and make it as information hub</p> <p>c. Develop EMIS capable and efficient in digital storing of relevant past records and being digitalization of information</p> <p>d. Regularly conduct students satisfaction survey, as well as of parents satisfaction survey and document/report them</p>	<p>The institution has formed internal examination committee headed by Mr. Naresh Basnet. The committee administers two internal examinations and assignments in Bachelor Level and Masters Level students are given assignments along with presentation.</p> <p>To make EMIS Systematic and well managed, the institution has announced IT officer's Vacancy dated 2078.12.24</p> <p>After the appointment of IT officer digital storing of relevant past records and digitalization of information is going to be maintained soon.</p> <p>Institution Experience Evaluation Form (For Parents and for students) is provided to students and parents separately to find the satisfaction level of them and final report is documented by the</p>	<p>Notice of IEC, Reports prepared by students of Bachelor and Masters Level</p> <p>Notice of Vacancy announcement</p> <p>Notice of Vacancy announcement</p> <p>Model forms and Report of Institution Experience Evaluation- 2078</p>	<p>Annex XXXIX</p> <p>Annex XL</p> <p>Annex XL</p> <p>Annex XLI</p>	<p>240-241</p> <p>242</p> <p>242</p> <p>243</p>	



		institution				
	e. Upgrade the EMIS system so individual students, faculties and staff have their own user ID, and ensure that all information is stored in server, with regular backups	The institution has upgraded the EMIS system, faculties and staff have their own user ID. All the information is stored with regular back up.	Model of Personal User ID(E.g, yamnath@rbc.edu.np)	Annex XLII	244-45	
	f. Quantifiable data collection and analysis should be done to self- evaluate the various quality parameters and to established quality sustenance.	The institution has developed Self Appraisal Form to quantify and analyze data to establish quality sustenance every year.	A Model of self Appraisal Form and report	Annex IV	32-37	
	g. Make impact analysis of EMIS in decision - making and campus management	EMIS has positive impact in decision -making and campus management. To make it more functional and integrated the institution has announced IT officer's Vacancy dated 2078.12.24	Notice of Vacancy announcement	Annex XLIII	246	
8.Public Information	a. Strengthen public information cell. Increase	The institution has provision of PIC Headed by Mr. Bhup Bahadur	List of PIC and Notice of Vacancy	Annex XLIII	246	

	publications/web resources for public information	Budhathoki. The institution has announced vacancy for special official to make public information more functional with the use of web resources.	announcement			
	b. Regularly get feedback from alumni, recognize the alumni's achievements, invite remarkable achievers to encourage students	The institution has been getting feedback regularly from alumni via meetings, social media, interaction with students; The institution has recognized alumni's achievements such as bank managers, police inspectors, officers and lecturers and teachers	Photographs of interaction programmes	Annex XLIV	247	
	c. Active the alumni association and develop working guidelines to make it more functional towards college development and quality enhancement.	The institution has formed alumni association coordinated by Mr. Ranjan Koirala (Bank Manager of Sunrise Bank Ltd. Tulsipur, Dang) which has prepared working guideline to make it more functional towards college development and quality enhancement.	Photographs of Blood Donation and Oral Hygiene Program	Annex XLV	248	
	d. Make impact analysis of public information in decision- making and campus management	Public information has positive impact in decision -making and campus management. The institution has announced vacancy for special official to make public information more functional.	Notice of Vacancy announcement of PIC official	Annex XLVI	249-253	

	e. Discuss with parents and stakeholders to phase out 11& 12 programme from the campus premise	The institution has been running Bachelors Programme in the morning shift, Master programme in the evening shift, in day shift 11 & 12 programme is running with separate management (accounting, Library, administration, management committee). The institution is extending and strengthening Bachelor & Masters Programme phasing out 11 & 12 Programme soon.	Decision of CMC to form separate Class 11 & 12 Management			
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#### 4. Conclusion:

The Institution prepared SSR during the QAA journey for the evaluation of which Pre Visit Team, in coordination of Prof. Dr. Devraj Adhikari studied, evaluated and identified gap and recommended to fulfill the criteria wise gap. In accordance with the recommendation, the institution formulated necessary policy, issued guidelines & directives, published peer reviewed journal, designed non-credit course, ran remedial classes, strengthened library with advanced management. The institution managed successfully campus clinic along with management of Health Check up of Students and staffs by MBBS/MD doctors every Friday free of cost. In addition, well facilitated changing rooms for students have been availed in campus. To motivate and upgrade teachers and staff, internal vacancy is announced to make EMIS integrated and more

functional IT officer and officials' vacancy has been announced. Campus Cafeteria has been made more facilitated. The campus has been developed as sports hub. According to master plan, in support with Tulsipur Sub- Metropolitan City, the institution has opened track with plantation on either side. One stage has been constructed to perform campus public programme. The institution conducted virtual and physical trainings to enhance the capacity of staff. CC cameras are installed in all the classrooms one each so that the campus administration can monitor all the teaching activities in the CC TV. The institution has provided administrative staff and HODs with laptops. Pure drinking water has been managed for all the staff and students. The aforementioned actions are done for enhancing overall quality of the institution. The attached annexes justify the aforementioned activities.

**Bhup Bahadur Budhathoki**

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**Prepared by  
SAT Coordinator**

**Bir Bahadur Bhandari**

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**Youbraj Rawat**

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**Approved by  
Campus Chief**

**Date: 28<sup>th</sup> April 2022**

## **6. Annex**