



PRT VISIT RESPONSE REPORT

SUBMITTED BY

Rapti Babai Campus

Tulsipur, Dang

23rd Oct, 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 in Bachelor's as well as Master's level in Humanities, Education and Management Department.

Since the institution obtained the LOI (2nd 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 of the institution initiated and led by the IQAC in support with CMC, AC, Departments, Committees, cells, sections, units, faculties, stakeholders is in regular function. With the help and support of Ms. Ashma Adhikari, Mr. Narayan Bhandari, Mr. Gopal Acharya, Dr. Rishikesh Pandey (QAA Division Director), Prof Dr Indra Prasad Tiwari & 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, 3473 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 PRT recommended dated 6th-8th September 2022, the institution has accomplished all the criterion wise recommendations, and has prepared this report with evidence:

2. Purpose of the Report

- ◆ To address peer review 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 peer review 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 and Cell had meeting jointly to fulfill the gaps as recommended by the peer review team. Then plan of action was made and respective committees, cell and faculty members were given responsibilities with their specified works.
- ◆ Criterion wise works accomplished by the respective faculties were submitted to the SAT, While IQAC and administration monitored thoroughly.

Finally SAT complied all the reports given and prepared final report to submit to the UGC, Higher Education QAA Council, QAA Division, Sanathimi Bhaktapur, Kathmandu, Nepal.

RAPTI BABAI CAMPUS, TULSIPUR, DANG Recommendations of Final PRT and Plan of Action of RBC

S.N	Activities to be done	Start Date	End Date	Responsible Person	Responsibility
1.	Timeframe Action Matrix of RBC Five Year's Strategic Plan & Performance Indicator	2079/05/26	2079/06/25	SAT	Preparing Time frame matrix of RBC, five yr's strategic plan & Formation of Performance Indicators of the institution
2	Preparation of Academic Audit of RBC	2079/05/26	2079/06/27	Rajendra Kumar Pandey Hemanta Kandel Damodar Sapkota	Preparation of RBC Academic Audit- 2078/079
	Find out the performance indicator and Plan of action	2079/05/27	2079/06/10	SAT	Finding the indicators for performance on the basis of strategic Plan & making Plan of action



S.N	Activities to be done	Start Date	End Date	Responsible Person	Responsibility
3.	Implement the HR Strategic Plan of RBC	2079/05/26	2079/06/12	RMC, IQAC & CA	Planning for providing laptop to faculties and installing projectors in all the teaching rooms.
4.	Prepare strategic plan to decrease the students absenteeism, irregularities, and drop-out rate	2079/05/28	2079/06/10	SAT	Preparing Annual Strategic Plan for decreasing absenteeism, irregularities and dropout rate.
5.	Separate Plus two and TU Faculties (full time / Part time)	2079/05/26	2079/06/12	CA	Separation of TU & Plus two faculties full time & part time.
6.	Prepare a Strategic Plan to encourage the faculties to pursue the higher research degrees	2079/05/27	2079/06/11	RMC, SAT	Preparing/ collecting M.Phil enrollment receipt / evidence of collecting RMC Guideline, Statute, RMC Action Plan with budget.
7.	Conduct workshops to orient faculties about curriculum	2079/05/26	2079/06/10	RMC	Making Plan for workshops and decision & conducting workshop.
8.	Ensure regularize Non-credit course in academic calendar	2079/05/26	2079/06/12	HOD , IQAC and CA	Mention the non-credit course in academic calendar, and decision of running non credit course every year
9.	Prepare Teaching Plan	2079/05/26	2079/06/02	HODs and faculties	Collecting Teaching Plan of every faculty with all the subjects being taught.
10.	Develop check list Monitoring system of IQAC	2079/05/26	2079/06/02		Preparing Monitoring form with checklist



11.	Conduct ICT Workshop	2079/05/26	2079/06/27	IT Officer & RMC	Making annual plan and including ICT workshop and making decision and conducting it.
12.	Providing Laptops & Installing projectors	2079/05/26	2079/06/10	CMC, CA	Producing plan and distributing laptops and installing projectors in each class accordingly.
13.	Preparing Action Plan & Expenditure Plan of RMC	2079/05/26	2079/06/27	RMC	Investing budget in accordance with action plan
14.	Conducting Research workshop & seminar	2079/05/26	2079/06/26	IT Officer & RMC	Making schedule and research workshop and seminar accordingly
15.	Doing MOU with cooperatives, local bodies, Chamber of commerce & NGO and INGO	2079/05/26	2079/06/10	RMC ,CA & IQAC	Doing MOU with cooperative & local bodies for providing consultancy service related to researcher mini research.
16.	Keeping Records Visiting Daily Logbook of Library (students, Teachers & other Stockholders)	2079/05/26	2079/06/11	LMC	Providing the record of visited students, teachers and stakeholders in library and preparing the report of daily book received by class prefects
17.	Internet	2079/05/27	2079/06/07	CMC ,CA,IT	Making internet service accessible to



	Assess			Officer	all
18.	Use of Digital Library	2079/05/26	2079/06/11	LMC	Giving the record of e-library connected people
19.	Partition of Separate Committee room	2079/05/26	2079/06/02	CMC,CA	Setting/managing each needy Departments and Committees separately making cabins of aluminum
20.	Plan of Action to purchasing computer	2079/05/26	2079/06/02	CMC, CA	Purchasing computers as per RBC annual work plan
21.	Plan & design to Ensure the students satisfaction level	2079/05/26	2079/06/05	CFPC	Prepare Teachers' Evaluation Form to evaluate their overall performance and make report of the logbook.
22.	Progress Report of CFPC	2079/05/26	2079/06/06	CFPC	Showing the plan and submitting the report
	Strengthening & upgrading the EMIS	2079/05/26	2079/06/15	EMIS	Maintain the software to connect four sections LAEA to give full into of graduates.
23.	Digitize the record of graduates in the software	2079/05/27	2079/06/12	EMIS	Producing the record of Graduates
24.	Prepare & Update EMIS Report	2079/05/26	2079/06/28	EMIS	Producing the annual report of EMIS 2079/080
25.	Analyze the impact of public Information and Prepare Report	2079/05/26	2079/06/26	CFPC	Producing institution experience report 2078/079
26.	Conduct interaction program with Parents and guardians	2079/05/26	2079/06/12	IQAC,CA,PTA	Producing the decision of PTA meetings
27.	Plan of action of Alumni Association 2079	2079/05/26	2079/06/02	AA, Supported by SAT	Producing the decision of AA to provide 10 computers & photographs of oral hygiene programme



4. Responses/Action Taken

Criteria	Recommendations	Actions Taken/ Activities Done	Documents in the Annex	Annex No.	Page No.
1. Policy and Procedure	Prepare the timeframe action matrix and implement the activities accordingly as well as prepare the progress report of the plan achieved during the period.	The IQAC held meeting with AC, SAT & HODs and formed a committee to prepare the timeframe action matrix for implementation of the activities accordingly as well as prepare the progress report of the plan achieved during the period. The committee completed the project in accordance with TOR	Timeframe action matrix and progress report 2079 B.S. to 2083 B.S. As per RBC Strategic Plan 2021-2025AD	I	1-35
	Develop key performance indicator and conduct periodic Academic Audit.	The IQAC & SAT held meeting and discussion, and developed key performance indicator which formed an Academic Audit committee to prepare Academic audit	Report of Academic Audit 2077/078 2078/079	II	36-50
	Make all the institutional committees fully functional and prepare the progress report of each committee.	All the departments and committees are functional as they have made plan of action and prepared Progress Report annually	Plan of Action -2079/080 and Progress Report of 2078/079	III	51-128
	Implement the Human Resource Development Plan and the progress should be seen on faculty and staff development.	The institution has made HRD plan and implemented it accordingly. Faculties	HRD Plan of action- 2079/080, Photographs	IV	129-135



		and officials are given ICT training, mini research training, virtual training on academic writing, promotion of faculties and officials, one faculty has enrolled M.Phil. in open University.	and Attendance of ICT training, and M.Phil. enrollment receipt		
	Implement the appraisal system and prepare the report on regular basis.	The institution has developed appraisal system via Teachers' Appraisal, self appraisal, peer appraisal and performance appraisal and all the appraisals are analyzed among CA, IQAC and HODs and kept record along with giving feedback	Appraisal forms, report and feedback	V	136-158
	Develop the strategies to decrease the students' absenteeism, irregularities, and drop-out rate.	The institution has developed plan of action-2079/080 to decrease students' absenteeism, irregularities, and drop-out rate and has implemented it.	Plan of action (2079/080 B.S.) to decrease students' absenteeism, irregularities, and drop-out rate.	VI	159-161
	Make sure that there is no overlapping of the Full Time faculties in Plus two.	The full time faculties stay until 1:00 pm doing academic activities and some of them take the classes in plus two level after 1:00 pm	Routine of bachelors level and plus two	VII	162-165
	Encourage the faculties to pursue the higher research degrees.	There is provision of encouraging faculties to pursue higher research degree in RMC guideline 2078 & Statute 2059 (Revised 2078) . By	RMC Guideline 2078, Procedure-2079 B.S., Statute 2059 (Revised 2078	VIII	166-242



		the year 2025, 5 faculties will have done M.Phil. and three will have done Ph.D according to strategic Plan. This year one faculty has enrolled M.Phil programme	B.S.) RMC Action Plan with Budget M.Phil. Enrollment Receipt		
2. Curricular Aspects	Organize regular workshops to orient faculties about changes in curricula, instructional practices and evaluation system including the recent trends in higher education pedagogy.	The institution has sent faculties to attend workshops, course dissemination programme and the RMC has its annual plan to organize orientation on instructional practices and evaluation in higher education pedagogy	Minute of HODs & Ramanapatra, RMC plan of action 2079/080 B.S.	IX	243-250
	Regularize the non-credit course to the students of all programmes.	Accounting Practical Training Package for BBS students has been running since 2076 B.S. Similarly, IQ Training package for B.Ed. and B.A. students has been started from this year. The institution is planning to launch basic computer training as well as English language class as non credit course soon.	MOU with Birendra Mahara, Photographs, Curriculum and Decision	X	251-259
3. Teaching Learning	Encourage for the preparation and submission of teaching	The faculties under each department have	Department wise	XI	260-301



and Evaluation System	lesson plan by all the faculties under each department's subjects, and develop the monitoring system for effective assessment.	submitted teaching plan to respective HODs and IQAC along with HODs who have been monitoring in regular basis.	completed monitoring form		
	Provide the multimedia and ICT facilities for all classes of each program.	Seven Class rooms for Master's Degree have been installed with multimedia projectors and all the bachelors level class rooms are going to be installed with projectors along with providing laptops to faculties within this FY 2079/080. The institution has also planned to install research lab with at least 8 computers. Also computer lab with at least 20 computers is planned to be installed.	Annual Work Plan with 2079-080 B.S. Budget & Photographs	XII	302-309
	Provide ICT training to the faculties so that they can use ICT for the teaching learning process.	The institution has conducted ICT training according to plan, also ICT officer is newly appointed for creating ICT friendly environment.	Schedule of ICT training and annual Work Plan FY (2079/080 B.S.) & Photographs	XIII	310-311
4. Research, Consultancy and Extension	Prepare the RMC Action Plan and develop a transparent mechanism to assess its effective performance.	RMC has prepared its annual work plan with budget and performs accordingly which is monitored by IQAC	Plan of action of RMC and Allocated Budget for Annual Work Plan FY (2079/080 B.S.)	XIV	312-313
	Prepare the expenditure plan by segregating the budget of the	The institution has allocated 5.37 percent	Allocated Budget for	XIV	312-313



	research activities for the proper utilization of the research budget.	out of total operating budget for the expenditure of which RMC has made plan of action under different areas for research	RMC FY (2079/080 B.S.) and annual work plan of RMC		
	Encourage the participation of faculties and students in workshop, seminars and conferences'	The institution has been providing opportunities for faculties to participate in training, and is planning to conduct workshops and seminar for the faculties and students	Annual Work Plan of RMC FY (2079/080 B.S.)	XIV	312-313
	Make the faculty identify the consultancy services to be provided locally and encourage them to get involved in them.	The institution is planning to do MOU with NGOs/INGOs to conduct researches as a consultant researcher.	MOUs with local bodies and NGOs/INGOs	XV	314-315
	Explore possibility of research collaboration and consultancy with the government, NGOs/INGOs, local communities and sign MOUs with them	The institution is planning to do MOU with NGOs/INGOs to conduct researches as a consultant researcher.	MOUs with local bodies and NGOs/INGOs		314-315
5.Infrastructure and Learning Resources	Keep the records of the students visiting for library study along with the records of all visitors visiting there.	Keeping the records of the students visiting for library study along with the records of all visitors visiting and their exit has been updated and is now functional.	Manual records of students visiting for library study and their exit	XVI	316-320
	Increase the bandwidth of the internet to make it accessible to the faculties, staff and students.	The institution has provided internet and networking system to sections, departments and administrations separately and planning to increase	TOR of IT Officer	XVII	321-321



		the bandwidth of the internet making it accessible to all and for which an IT officer is given TOR			
	The faculties and the students should make proper use of the e-library service.	The institution has done MOU with central library to use digital library system. Faculties and some students are using e library service and the institution has notified students to provide their mail ID for operating e- library service .	MOU with TU central library, Notice to the students	XVIII	322-327
	Separate room should be allocated for the functional committees.	The institution has made annual work plan to manage separate office of each department and committee.	Annual Work Plan FY 2079/080	XII	302-309
	Plan to provide the transportation facilities.	The institution has plan of providing bus service to the needy students in its strategic plan 2021 - 2025 A.D.	RBC Strategic Plan (2021 - 2025 A.D.)	XIX	328-362
	Plan to increase the number of computers.	The institution has made annual work plan to add 40 computers and laptops in FY 2079/080	RBC Annual Work Plan 2079/080	XII	302-309
6. Student Support and Guidance	Form a teachers' evaluation form and make reflection of it in decision-making.	The institution has implemented logbook to be filled by class prefects for the evaluation of class room performance of teachers and has developed Teachers' evaluation form to evaluate teachers' overall performance	'Students Logbook' and Teachers' Evaluation Form'	XX	363-365
	Strengthen the Counseling,	CFPC has developed	CFPC plan of	XXI	366-367



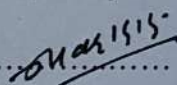
	Feedback and Placement Committee and prepare the progress report.	Plan of action, implemented it and has prepared report 2078/079 B.S.	action and Report 2078/079 B.S.		
7. Information System	EMIS network internal connectivity among different related sections like library, finance, academic and general administration, and examination is needed.	The institution has installed EMIS system of PEARLS Software having internal connectivity among different related sections like library, finance, academic and general administration, and examination for the smooth function of which an IT officer is recently appointed.	Agreement with PEARLS software, appointment letter of IT officer & TOR	XXII	368-369
	Digitize the records of graduates in the software.	The head of examination section and IT officer are given the responsibility to digitalize the records of graduates in the soft ware	TOR of head of examination section and IT officer	XXIII	370-372
	Prepare the EMIS report	The institution has updated the EMIS report 2078/079 B.S.	Annual Report of EMIS 2078/079 B.S.	XXIV	373-388
8. Public Information	Analyze the impact of public information and generate impact analysis report of the public information cell.	The institution has developed 'Institution Experience Evaluation Form' for students and parents to evaluate the institution's public information system and has analyzed the impact and prepared report.	Institution Experience Evaluation Report 2078/079	XXV	389-389
	Organize interaction with parents and guardians in frequent interval so that the relationship of the Campus with the stakeholders becomes	The institution has formed PTA and has been holding meetings with PTA in frequent interval with positive decision and	Report of PTA 2078/080 B.S	XXVI	390-390



	strong.	feedback.			
	Strengthen Alumni Association and prepare an action plan for the overall development of the campus.	The institution has formed alumni association (AA) which has made plan of action and has been working accordingly	AA has sponsored 10 computers in e-lab, coordinated with bankers to sponsor nine large size dustbins and organized oral hygiene and blood donation programme.	XVII	391-394

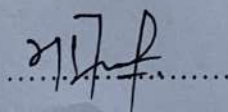
5. Conclusion

The Institution prepared SSR during the QAA journey for the evaluation of which PRT, 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 and strengthened library with advanced management. The institution managed successfully campus clinic along with management of Health Check up of Students and staff 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, the institution has promoted faculties and officials and recruited additional staff. In addition, the institution has updated EMIS system along with making teaching learning process ICT friendly.

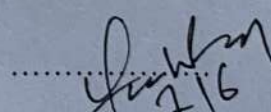
.....


Prepared by
SAT Coordinator

Date: 20.7.20.7.20.6

.....


Forwarded by
IQAC Coordinator

.....


Approved by
Campus Chief

Campus Chief

6. Annex