

PRE/PRT VISIT RESPONSE ON REVIEW REPORT 2083

SUBMITTED BY

Indreshwor Campus

Panauti-7, Kavre

10/1/2083

1. Responses/Action Taken for Re-Review on 2082

Criteria	Recommendations	Actions Taken/ Activities Done	New Recommendations	Actions Taken/ Activities Done	Documents in the Annex
Policy and Procedure	Make the VMGO more clear and abstract.	Update in Indreshwor Campus Strategy Plan 2022-26	Require Orientation	BOD meeting and minute.	Volume 2, Annex 1 Vision, Mission and Goal (VMG) Statements from campus Niyamaoli 2077 on website https://indreshworcampus.edu.np/wp-content/uploads/2023/11/CamScanner-11-21-2023-13.18.pdf and campus strategy plan and BOD minute pp. (2-6)
	IQAC and all its subordinating committees are to made functional with defined guideline and job responsibilities. We	Annual Plan, Minute and progress report are update	Annex organogram but the recommendation asks to factionalize IQAC and all its subordinating	• IQAC has been restructured as per UGC IQAC Directives 2020. • Organogram revised	Volume 2, Annex 3 the documents of organizational

	recommend the progress reports of all the committees to be submitted to the IQAC.		committees with defined guidelines and responsibilities ➤ Annex working guidelines of the cells and committees with the action plan and progress reports *IQAC Guidelines of the campus needs to align with IQAC Directives 2020 as endorsed by UGC.	showing all subordinate committees (RMC, EDC, Examination Committee, etc.). • Roles, responsibilities, and reporting hierarchy clearly defined. • Separate IQAC Manual prepared.	chart, meeting of departments, progress reports and ToR on pp. 11-36. Volume 2, Annex 4 the minute of BOD, comprehensive guidelines of IQAC and Internal Quality Audit Guidelines pp. 37-55.
	Campus has the policy on Human Resource. Faculty's promotion and development programs are also framed. But these processes should be based on institution's HR Development plan. This needs to continue the frequency of training for non-teaching staff.	The campus has provided the 40 hour Basic Computer training to all students, teachers and staffs. The campus has sends the staff, teachers, and students to the Effective public speaking training and leadership development training organized by JCI Panauti in Indreshwor Campus conference hall on 2080/4/25 and	Pleased Annex Human Resource development Plan along with the action plan. Annex HR Policy of the campus	• Developed Human Resource Development Plan (HRDP) including training, workshops, and faculty development. • HR Policy formalized covering recruitment, appraisal, promotion, and welfare. • Conducted capacity-building programs (ICT training,).	Volume 2, Annex 13 The human resource development plan and policy on pp. 142-151

		28. development Plan HR Policy			
	Campus administration should continue the academic audit at least once every academic year and submit the report to IQAC.	Submitted academic audit to IQAC	State who is responsible to conduct internal quality academic Audit Also indicate the guidelines to conduct IQA referred annex	• BOD designated as the responsible body for conducting IQAA is Ass. Campus Chief JayaramKarmacharya • Developed Internal Academic Audit Guidelines.	Volume 2, Annex 4 the minute of BOD, comprehensive guidelines of IQAC and Internal Quality Audit Guidelines pp. 37-55). Volume 2, Annex 12 the academic audits policy, minute, academic audit report 2080 attached in Annex page no. 134-141)
	SAT is under IQAC so allocate some other staff as its coordinator.	Division on work	No annex found	Updated in Website with revision	
	Update the strategies and plans to increase pass rate and reduce dropout rate.	To increase the pass rate and reduce the dropout rate campus has manage the extra	Referred annex not found	Updated in Website with revision	

		class, remedial class, terminal exam also academic quality improvement plan 2024			
	Make the appraisal system (self-appraisal, peer appraisal, student appraisal and performance appraisal) functional.	Teachers Self-appraisal for teaching staffs is carried every year and necessary action are taken to motivate the teachers and staffs	<i>Referred annex is blur and hard to understand/Review Responded only self-appraisal method being executed/ what about other mechanism i.e. peer appraisal students appraisals, performance appraisals</i>	- Introduced multi-dimensional appraisal system: - Self-appraisal - Peer appraisal - Student feedback - Performance evaluation - Standard appraisal forms developed and implemented.	Volume 2, Annex 6 Job Responsibilities of Department Teaching staff appraisal form, pp. 62-86).
	Female inclusion in cells and committees is missing	The campus management Reformation of department with female member in subcommittee	<i>Annex not clear. Also, who is the authorized body to make decision regarding reformation of cells, committee, sections and their roles responsibilities and guidelines? Most of the attaches is made by IQAC</i>	The minute of BOD for formation of cell and rules and guidelines of subcommittee pp. 37-55.	Volume 2, Annex 4 the minute of BOD, comprehensive guidelines of IQAC and Internal Quality Audit Guidelines pp. 37-55.
2 Curricular Aspects	Improve the Self Study Report; make it more structured, explanatory and well annexed.	Necessary Revised and update in the self study report is carried periodically.	Please find the attached file for the feedback on SSR of the campus		
	s need to have record on	Participation on	Is there any	Discussion on relative subject	For Further

	the participation of faculties for regular workshops about changes in curriculum, instructional practices and evaluation system including the recent trends in higher education pedagogy	curriculum orientation organized by T.U.	mechanism that feedback on curriculum is collected form the faculties members, academic leaders, students,. Also has any efforts made by the campus in sending feedback. Is there any mechanism that feedback on curriculum is collected form the faculties members, academic leaders, students,. Also has any efforts made by the campus in sending feedback.	committee and feedback collection and send through emails.	Details, Please See Volume 3, Annex 5 the Certificates of Participation on TU Curriculum training and feedback for TU CDC on pp. 12-15).
	Increase extended course activities.	the campus has organized the various extension activities likes plantation, orientation on national development issues, climate change, government services job, banking job orientation, new students orientation, and many morephotos	Irrelevant response Recommendation asks to Provide additional soft skill orientation noncredit courses.	Introduced non-credit courses: • Communication Skills • Computer Training • Career Counseling	For Further Details, Please See Volume 3, Annex 9 the photos of training Support and personality development program on pp. 37-44)

		of training Support and personality development program			For Further Details, Please See Volume 1, Annex 19 notice and meeting minutes and photos of 40 credit hour basic computer training: on page no. 69-73
	Design and implement non-credit module courses to address the market oriented, digital trends.	40 hour basic computer training	Please annex noncredit course curriculum along attendance	noncredit course curriculum along attendance	For Further Details, Please See Volume 1, Annex 20 notice and meeting minutes and photos of 45 Non Credit Course IT Skill Tech Training, on page no. 74-84
3. Teaching Learning	The remedial classes need to be conducted in the campus.	the remedial classes, extra class, and guest lecturer class	Clearly explain the activities carried out as recommended.	the remedial classes, extra class, and guest lecturer class	<i>For Further Details, Please See</i>

and Evaluation System			State response doesn't clarify what actually HEI has take action to fulfill the recommendation. This applies to many responses made in the report		Volume 4, Annex 2 the photos of the remedial classes, extra class, and guest lecturer class on pp. 7-12).
	Implement the four dimensional appraisal system (self-appraisal, peer appraisal, performance appraisal, and student appraisal) and interlink the appraisal for promotion of the faculties and non-teaching staff.	Self appraisal for teaching staffs	<i>Only self appraisal? What about other appraisal mechanism as recommended. Also provide appraisal guideline.</i>	Introduced multi-dimensional appraisal system : • Self-appraisal • Peer appraisal • Student feedback • Performance evaluation •Standard appraisal forms developed and implemented	
	The plan to provide need-based professional trainings and seminars for teaching and non-teaching staffs should be on a regular basis.	The teachers are provided the participation on effective public speaking training, Leadership development training , refresher	Annex HRD Plan. Number of Such opportunities provided till date along with participants details and supporting documents	provided the participation on effective public speaking training, Leadership development training , refresher courses/seminars/conferences/symposia/workshop/ program	For further For Further Details, Please See Volume 2, Annex 13 The human resource development plan and policy on pp. 142-151

		courses/seminars/conferences/symposia/workshop/ programs			<i>Details, Please See Volume 4, Annex 13</i> the Copies of certificates and letters of participation in the seminar, workshop PP.64-69.
	There should be practice on regular basis to carry out student satisfaction survey and employee satisfaction survey and use their findings for creating healthy work environment.	the documents of the students satisfaction form	Annex not accessible. Has survey been conducted? Annex student's satisfaction survey report, employer satisfaction report. Step taken from the outcome analyzed activities not carried out as fulfilled.	the documents of the students' satisfaction, guardian satisfaction, employee satisfaction form	<i>For further Details, Please See Volume 4, Annex 7</i> the documents of the students' satisfaction, guardian satisfaction, employee satisfaction form on pp.27-44).
	Increase guest lecture for relevant topics and subjects.	the remedial classes, extra class, and guest lecturer class	Not cleared	remedial classes, extra class, and guest lecturer class	<i>For Further Details, Please See</i>

					Volume 4, Annex 2 the photos of the remedial classes, extra class, and guest lecturer class on pp. 7-12).
	Increase exchange activities for faculty in other campuses through collaborations.	The campus visiting different campuses like kavre multiple campus, Hetauda Multiple campus.	Please elaborate how campus has worked to increase exchange activities and achievement on it.	The campus has visited different campuses regularly and established good communication linkage for promoting quality education	For further Details, Please See Volume 4, Annex 17 the documents and photos of visiting different campuses PP.108-114).
4 Research, Consultancy and Extension	Ensure the expenditure of the budget allocated for research and consultancy.	The document of annual research budget	Please annex the approved annual Budgets of 2081/82 and 2082/083. Annex latex audit reports. Also annex progress report of RMC	Budgets of 2081/82 and 2082/083. Annex latex audit reports. Also annex progress report of RMC	For further Details, Please See Volume 5, Annex 1 The document of annual research budget pp. 2-3)

					For Further Details, Please See Volume 2, Annex 3 the documents of organizational chart, meeting of departments, progress reports and ToR on pp. 11-36. <i>For Further Details, Please See Volume 1, Annex 23</i> The detailed resource (Audit Report) of Indreshwor Campus 2080/81 on page no. 107-119
	Execute the action plan of RMC.	Annual Plan of RMC	Progress Report of RMC 2081/82	Progress Report of RMC 2081/82	For Further Details, Please

					See Volume 2, Annex 3 the documents of organizational chart, meeting of departments, progress reports and ToR on pp. 11-36.
	Identify the concerns to be researched for institutional reform and development of campus itself.	<i>Research collaboration with Kavre multiple campus and research documents</i>	What are the concerns that are identified as research areas for institutional reform and development of the campus? How is it identified and progress on it so far?	Factor influencing dropout rate in bachelor's degree at Indreshwor Campus	For further Details, Please See Volume 5, Annex 3 the list of research documents pp.18-30).
	Identify the areas of research and consultancy that are related to the local concerns – collaborating with stakeholders.	Survey research on outflow of students to others location and employment creation in cooperative sector in panauti and banepa municipality with collaboration with	Annex Consultancy policy of the Campus	Consultancy Service to new students for their career and education consultancy	Further Details; Please See Volume 5, Annex 5 Consultancy Service to new students for

		Kavre Multiple campus, Banepa.			their career and education consultancy pp. 35-38).
	Conduct at least a workshop on research methodology every year in the campus.	the Copies of certificates and letters of participation in the research methodology workshop			
	Plan for mini-research funded by campus to be conducted by the faculty members.	Survey research on outflow of students to others location and employment creation in cooperative sector in panauti and banepa municipality with collaboration with Kavre Multiple campus, Banepa	Annex notice call mini research. Annex RMC annual plan of 2081/82 and 2082/83		<i>Further Details, Please See Volume 5, Annex 4</i> the copy of Minute, article call notice and annul journal, annual report Volume 2, ANNEX 2 SECTION B: CRITERION 1: PLAN PROGROMS OF THE CAMPUS (4)

	Follow UGC RMC guidelines.				
5 Infrastructure and Learning Resources	Increase reference books, and resource in the library.	The campus has purchase the books every year for new update in course book	Indicate the number text and reference books and resources added to previous available. Annex the bill of purchase of books	The document of added books bills	Volume 6, Annex16 The book list Volume 6, Annex 17 The document of added books bills pp. 60-63).
	Manage the computers in the computer lab	The document of services and facilities AVAILABLE IN LIBRARY	Here recommendation asks to manages the computers in computer lab not in library	further Details, Please See Volume 6, Annex 8 The photo of computer facilities pp. 22-23).	
	Ensure a computer in RMC and all cells	The photos and documents of minutes of departments having their laptops	Response and supporting document doesn't speak about computer made available to RMC	computer made available to RMC	For further Details, Please See Volume 6, Annex 9 The

					photos and document of minutes of departments having their laptop, CCTV, internet pp.24-32)
	Establish e-learning facilities in the e-library.	The campus has setup all required process to get e library faciality provided by TU Central library	State the progress status in today's date	The library schedule and e-library facility in campus	Further Details, Please See Volume 6, Annex 15 The library schedule and e-library facility in campus from TU Central Library for the students and faculties pp. 43-48).
	Manage adequate	Visiting various library	Visiting only	Liberian staff training in	For further

	training for the staff to handle e-library.	for skill development		GyanBikas community library for a refresher and to learn new concepts.	Details, Please See Volume 6, Annex 20 the supportive documents Liberian staff training and visiting different libraries pp. 71-72)
	Increase sports facilities activities in coherence to nearby community sports hall and ground.	<i>The campus organized the sport week annually in ground and covered hall.</i>	Response doesn't highlight the sports facilities made available.	sports facilities made available.	Volume 6, Annex 12 The photos of sports activities and physical and infrastructural facilities available in the campus pp. 35-36).
6 Student Support and Guidance	Continue the interaction of final year students with potential employment market.	The campus organized the academic industrial dialogue with help of UGC Nepal	Annex scholarship policy and notice call for scholarship	The Campus scholarship policy, report and list of students	Volume 7, Annex 4 The Campus scholarship policy, report and list of students, who got scholarshipspp.29-40).
	Provide student scholarship to address	Campus provided Scholarship for	Annex scholarship/reward/p	Campus scholarship	Volume 7, Annex 4

	the inclusive needs as well.	students every year	olicy/guidelines for outstanding sports persons	policyfor outstanding sports persons	The Campus scholarship policy,
	Availability of student for sports scholarship and rewards facilities	Campus provided Scholarship for students every year		Campus scholarship policy for outstanding sports persons	Volume 7, Annex 4 The Campus scholarship policy, report and list of students, who got scholarshipspp.29-40).
	Strengthen the Alumni mechanism to Support the campus activities.	The minutes and pictures of alumni	Annex the policy/ statue for well functioning of alumni association. Annex action plan of alumni association for FY 2081/82 and FY 2082/83	The minutes and pictures of the program, plan and policy of Alumni association	Volume 7, Annex 8 The minutes and pictures of the program, plan and policy of Alumni association on pp. 61-65).
	Develop short-term courses for soft skill development and implement them to the students.	40 hour basic computer training	This is claimed as non credit and short term course??	Documents of various skill program documents, banking training,	For Further Details, Please See Volume 1, Annex 22 notice and meeting minutes and photos of awareness program, seminar, cooperative awareness

					program, banking and insurance awareness program and outreach program on page no. 94-106 For Further Details, Please See Volume 3, Annex 3 the Documents of various skill program documents on pp.5-8)
	Promote “KamaudaiSikshya-Earning while Learning” Program of the government.	<i>The campus has agreement with Jyoti mirmire samudayik saccoos for tha internship facility</i>	State the strategies low the earnings while learning program will be promoted by the campus and effort made for the same	Earning while learning agreement with <i>Jyoti mirmire samudayik saccoos</i> and list of students working in different	Further Details, Please See Volume 7, Annex 7 The documents of Students supports for employments pp.56-60).
	Orientation program needs to be conducted at the beginning of	Campus organized orientation class	Supporting document of 2080 Bhadra 26 annex the orientation	Student Counseling, Career Development Counseling	For further Details, Please See

	each academic session on program objectives and evaluation methods.	for new students every year	program organized after preparatory assessment of the campus	and academic industries Orientation, cooperative dialogue	Volume 7, Annex 6 The Documents of Student Counseling, Career Development Counseling and academic industries Orientation, cooperative dialogue pp. 56-60).
7. Information System	The EMIS unit should be strengthened in data entry and maintenance of academic records and profile of students and graduates.	<i>The campus has EMIS system for data entry, records and students profile</i>	State the software used for the Emis. State the data being recorded in the EMIS and sections being intergreted.	Campus had a agreement with Erasoft Solution Pvt. Ltd for EMIS for academic records and students Profiles.	For further Details, Please See Volume 8, Annex 4 Photo screenshot of the campus EMIS agreement, data and website: www.indreshwrocampus.edu.np pp. 31-36)
	The internal connectivity of EMIS among different related sections like	<i>The campus has EMIS system with interlink with library, website, and accounts section</i>	How the supporting annex validate the response. Annex the agreement made with vendor for the		For further Details, Please See Volume 8, Annex 4 Photo screenshot

	library, account, academic administration, and examination needs to be functional. Link the necessary sections of EMIS with campus website and update it regularly.		information management system. Ensure that the EMIS is integrated as recommended.		of the campus EMIS agreement, data and website: www.indreshwrocampus.edu.np pp. 31-36)
	EMIS should be used in analyzing the data and generate reports based on EMIS	<i>The campus has EMIS system for data entry, records and students profile</i>			
8. Public Information	Analyze the impact of public information and generate impact analysis report of the public information cell.	The copy of minute to publish the annual report which includes the financial report in campus website	Impact Analysis report	Public information cell report	For Further Details, Please See Volume 2, Annex 3 the documents of organizational chart, meeting of departments, progress reports and ToR on pp. 11-36.
	Formalize the feedback system and organize	The Community	Is there any formal mechanism to conduct interaction and collect	comprehensive guidelines of IQAC and Internal	For Further

	interaction with parents and stakeholders in frequent intervals.	Feedback Reports	feedback form the parents and stakeholders? Any decision JD/ToR/ guidelines that ensures such activities are conducted on regular intervals.	Quality Audit Guidelines	Details, Please See Volume 2, Annex 4 the minute of BOD, comprehensive guidelines of IQAC and Internal Quality Audit Guidelines pp. 37-55).
	Update the website regularly; disseminate all campus activities in the web page timely.	Photo screenshot of the campus website: www.indreshwrocampus.edu.np			