

INDRESHWOR CAMPUS
Affiliated to Tribhuvan University
Panauti-7, Kavrepalanchok



ANNEX FOR SSR
VOLUME 8
2026

Submitted to:
UNIVERSITY GRANTS COMMISSION
Quality Assurance and Accreditation Division
Sanothimi, Bhaktapur

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VOLUME 8, ANNEX -1

CRITERION 8: THE MINUTE OF INFORMATION AND COMMUNICATION SUB COMMITTEE FORMATION-1

प्रस्ताव नं. ३ मा माथि छलफल गर्दा यस क्याम्पसमा रहेका विभिन्न उपसमितिहरूमा निम्नानुसारका व्यक्तिको रहने गरी पुन:गठन गर्ने निर्णय गरियो ।

Subcommittee/Cell Formation of Indreshwor Campus
BOD Approved Date:2082/03/28

1. Internal Quality Assurance Committee Coordinator: Shreekumar Suwal Member: Jayaram Karmacharya Member: Sonaliza Shrestha Member: Reeya Gochhe Member: Rajendra Mahaju Member: Sandip Kuwar (FSU President)	9. Management Department Sub-Committee Coordinator: Sabita Humagain Member: Laxman Banjara Member: Sunita Shrestha
2. Self-Assessment Team (SAT) Coordinator: Jayaram Karmacharya Member: Shreekumar Suwal Member: Sabita Humagain	10. Education and Humanities Department Sub-Committee Coordinator: Prasuram Adhikari Member: Susma Tamang Member: Hari Bhakta Karmacharya Member: Gopal Dahal Member: Surya Bhakta Karmacharya
3. Self-Study Report Writing Sub-Committee Coordinator: Shreekumar Suwal Member: Jayaram Karmacharya Member: Laxman Banjara Member: Sabita Humagain Member: Rajendra Mahaju	11. Internal Exam Sub-Committee Coordinator: Sonaliza Shrestha Member: Ganga Devi Shrestha Member: Pratap Tamrakar Member: Sunita Shrestha Member: Kiran Karmacharya
4. Construction and Purchase Committee Coordinator: Bhimsen Basnet Member: Jayaram Karmacharya Member: Sunita Shrestha Member: Kiran Karmacharya	12. Grievance Redressal Cell Coordinator: Riya Gochhe Member: Laxman Banjara Member: Sunita Shrestha Member: Sabita Humagain Member: Chanas Raj Rana
5. Human Resource Committee Coordinator: Shreekumar Suwal Member: Laxman Banjara Member: Prasuram Adhikari Member: Sonaliza Shrestha	13. Scholarship Distribution Committee Coordinator: Shreekumar Suwal Member: Jayaram Karmacharya Member: Kiran Karmacharya
6. Research Management Committee Coordinator: Jayaram Karmacharya Member: Sundar Shrestha Member: Chanas raj Rana Member: Santa Kumar Shrestha Member: Sabita Humagain	14. EMIS Cell Coordinator: Sunita Shrestha Member: Rajendra Mahaju Member: Jayram Karmacharya Member: Sunita Shrestha Member: Aashish Banjara
7. Extra-Curricular/Class Activities Sub-Committee Coordinator: Gopal Dahal Member: Hari Bhakta Karmacharya Member: Riya Gochhe Member: Rajendra Mahaju Member: Susma Tamang	15. Public Information Cell Coordinator: Riya Gochhe Member: Kiran Karmacharya Member: Rajendra Mahaju Member: Sunita Shrestha
8. Information and Communication (Publication/Bulletin) Sub-Committee Coordinator: Ganga Devi Shrestha Member: Surya Bhakta Karmacharya Member: Sonaliza Shrestha	16. Waste Management Committee (WMC) Coordinator: Gopal Dahal Member: Hari Bhakta Karmacharya Member: Riya Gochhe Member: Rajendra Mahaju Member: Aashis Banjara

(Signatures)

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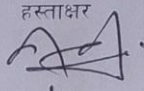
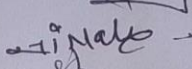
CRITERION 8: THE MINUTE OF INFORMATION AND COMMUNICATION SUB

COMMITTEE FORMATION-2

Information and Communication (Bulletin Publication) Sub Committee

आज मिति २०८२ साल असार ३० गतेका दिन यस इन्द्रेश्वर क्याम्पसका Information and Communication (Bulletin Publication) Sub Committee को बैठक यस समितिका सयोजक श्री गंगादेवी श्रेष्ठको अध्यक्षतामा बसियो । यस बैठकमा निम्नानुसारका व्यक्तिहरुको उपस्थिति रह्यो ।

उपस्थिति

क्र.स	नाम	पद	हस्ताक्षर
१	गंगादेवी श्रेष्ठ	सयोजक	
२	सोनाजिला श्रेष्ठ	सदस्य	
३	राजेन्द्र महाजु	सदस्य	
४	सूर्यभक्त कर्माचार्य	आ.सदस्य	

प्रस्तावहरु

१. सिर्जनशिल इन्द्रेश्वर भित्तिपत्रिका प्रकाशन गर्ने सम्बन्धमा

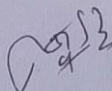
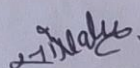
२. विविध

निर्णयहरु

प्रस्ताव नं. १ माथि छलफल गर्दा यस इन्द्रेश्वर क्याम्पसको चौमासिक सिर्जनशिल इन्द्रेश्वर भित्तिपत्रिका अंक २, २०८२ साउन प्रकाशन गर्ने निर्णय गरियो । सो को लागि लेख रचना उपलब्ध गराउन सम्पूर्ण रचनाकारहरुलाई सूचना दिने निर्णय गरियो ।

प्रस्ताव नं. २ माथि छलफल गर्दा यस इन्द्रेश्वर क्याम्पसको लेखापरिक्षण प्रतिवेदन २०८०/०८१, वार्षिक २०८१ प्रतिवेदन, २ वार्षिक कार्ययोजना २०८२ क्याम्पसको Website www.indreshworcampus.edu.np मा प्रकाशन गर्ने । नया भर्ना को सूचनाहरु विभिन्न पत्रपत्रिका, सामाजिक सञ्जाल क्याम्पसको वेबसाइटमा राख्ने निर्णय गरियो ।

आजको बैठकमा छलफलको अरु विषयहरु नभएकोले सम्पूर्ण उपस्थित पदाधिकारीहरुलाई धन्यवाद ज्ञापन गर्दै आजको बैठक यही समाप्त भएको जानकारी गरियो ।


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CRITERION 8: THE MINUTE OF INFORMATION AND COMMUNICATION SUB COMMITTEE FORMATION-3

Information and Communication (Publication/Bulletin) Sub-Committee

आज मिति २०८० साल पौष ८ गतेका दिन यस इन्द्रेश्वर क्याम्पसको Information and Communication (Publication/Bulletin) Sub-Committee को बैठक यस समितिका संयोजक श्री सूर्यभक्त कर्माचार्यको अध्यक्षतामा बस्यो । यस बैठकमा निम्नानुसारका व्यक्तिहरूको उपस्थिति रह्यो ।

उपस्थिति

क्र:स	नाम	पद	हस्ताक्षर
१	सूर्यभक्त कर्माचार्य	संयोजक	
२	गंगादेवी श्रेष्ठ	सदस्य	
३	राजेन्द्र बन्जारा	सदस्य	
४	राजेन्द्र महाजु	सदस्य	

प्रस्तावहरू

१. सूचना प्रभाव गर्ने सम्बन्धमा
२. क्याम्पस सभा कार्यक्रम सम्बन्धमा
३. विविध ।

निर्णयहरू

प्रस्ताव नं. १ माथि छलफल गर्दा यस क्याम्पसको नियमावली २०७७, क्याम्पसको लेखापरिक्षकको प्रतिवेदन २०७९/८०, वार्षिक प्रतिवेदन २०८० र विभिन्न समयमा भएको कार्यक्रमहरूको विवरण इन्द्रेश्वर क्याम्पसको Website: www.indreshowrcampus.edu.np मा राख्ने निर्णय गरियो ।

प्रस्ताव नं. २ माथि छलफल गर्दा यस क्याम्पसको आर्थिक तथा भौतिक प्रगती प्रतिवेदन मिति २०८० पौष २८ गते हुने क्याम्पस सभामा पेश गर्ने निर्णय गरियो ।

आजको बैठकमा छलफलको अरु विषयहरू नभएकोले सम्पूर्ण उपस्थित पदाधिकारीहरूलाई धन्यवाद ज्ञापन गर्दै आजको बैठक यही समाप्त भएको जानकारी गरियो ।

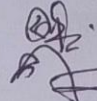
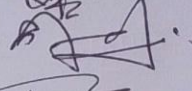
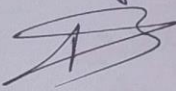
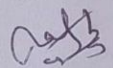
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CRITERION 8: THE MINUTE OF OF INFORMATION AND COMMUNICATION SUB COMMITTEE FORMATION-4

Information and Communication (Publication/Bulletin) Sub-Committee

आज मिति २०८१ साल कार्तिक २८ गतेका दिन यस इन्द्रेश्वर क्याम्पसको Information and Communication (Publication/Bulletin) Sub-Committee को बैठक यस समितिका संयोजक श्री सूर्यभक्त कर्माचार्यको अध्यक्षतामा बस्यो । यस बैठकमा निम्नानुसारका व्यक्तिहरुको उपस्थिति रह्यो ।

उपस्थिति

क्र.स	नाम	पद	हस्ताक्षर
१	सूर्यभक्त कर्माचार्य	संयोजक	
२	गंगादेवी श्रेष्ठ	सदस्य	
३	लक्ष्मण बन्जारा	सदस्य	
४	राजेन्द्र महाजु	सदस्य	

प्रस्तावहरु

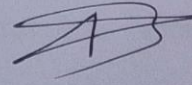
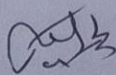
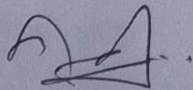
१. सूचना प्रभाव गर्ने सम्बन्धमा

२. विविध ।

निर्णयहरु

१. प्रस्ताव नं. १ माथि छलफल गर्दा यस क्याम्पसको नियमावली २०७७, क्याम्पसको लेखापरिक्षकको प्रतिवेदन २०८०/८१, वार्षिक प्रतिवेदन २०८० र विभिन्न समयमा भएको कार्यक्रमहरुको विवरण इन्द्रेश्वर क्याम्पसको Website: www.indreshowrcampus.edu.np मा राख्ने निर्णय गरियो ।

आजको बैठकमा छलफलको अरु विषयहरु नभएकोले सम्पूर्ण उपस्थित पदाधिकारीहरुलाई धन्यवाद ज्ञापन गर्दै आजको बैठक यही समाप्त भएको जानकारी गरियो ।



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CRITERION 8: THE MINUTE OF OF INFORMATION AND COMMUNICATION SUB COMMITTEE -5

Information Communication sub committee

आज मिति २०७९ साल वैशाख १३ गतेका दिन यस इन्द्रेस्वर क्याम्पसको Information Communication sub committee को बैठक यस समितिका संयोजक श्री भिमसेन बस्नेतको अध्यक्षतामा बसियो । यस बैठकमा निम्नानुसारका व्यक्तिहरुको उपस्थिति रहयो ।

उपस्थिति

क्र.स	नाम	पद
१	भिमसेन बस्नेत	संयोजक
२	दिलबहादुर खत्री	सदस्य
३	रिया गोच्छे	सदस्य
४	तुयुकाजी तामाकार	आ.सदस्य
५	श्रीकुमार सुवाल	आ.सदस्य

हस्ताक्षर



प्रस्तावहरु

१. धन्यवाद सम्बन्धमा

२. सूचना प्रकाशन सम्बन्धमा

निर्णयहरु

प्रस्ताव नं. १ उपर छलफल गर्दा यस इन्द्रेस्वर क्याम्पस व्यवस्थापन समितिबाट Information Communication sub committee गठन गरिदिनु भएकोले क्याम्पस व्यवस्थापन समितिलाई हार्दिक धन्यवाद दिने निर्णय गरियो ।

प्रस्ताव नं. २ उपर छलफल गर्दा निम्न लिखित विषयहरुमा निर्णय गरियो :

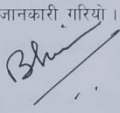
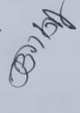
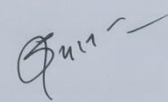
क) यस क्याम्पसबाट गरिएका विभिन्न क्रियाकलापहरु विवरण यस क्याम्पसको website:

www.indreshworcampus.edu.np मा र स्थानिय पत्रपत्रिकामा प्रकाशन गर्ने निर्णय गरियो ।

ख) यस क्याम्पसको शैक्षिक तथा आर्थिक विवरणहरु पत्रपत्रिका,क्याम्पसको फेसबुक, लगाएत यस क्याम्पसको

website: www.indreshworcampus.edu.np मा प्रकाशन गर्ने निर्णय गरियो ।

आजको बैठकमा छलफलको अरु विषयहरु नभएकोले सम्पूर्ण उपस्थित पदाधिकारीहरुलाई धन्यवाद ज्ञापन गर्दै आजको बैठक यही समाप्त भएको जानकारी गरियो ।

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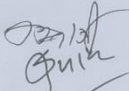
CRITERION 8: POLICY OF OF INFORMATION AND COMMUNICATION SUB

COMMITTEE -6

Information Communication sub committee

आज मिति २०७९ साल वैशाख १३ गतेका दिन यस इन्द्रेश्वर क्याम्पसको Information Communication sub committee को बैठक यस समितिका संयोजक श्री भिमसेन बस्नेतको अध्यक्षतामा बसियो । यस बैठकमा निम्नानुसारका व्यक्तिहरुको उपस्थिति रहयो ।

उपस्थिति

क्र.स	नाम	पद	हस्ताक्षर
१	भिमसेन बस्नेत	संयोजक	
२	दिलबहादुर खत्री	सदस्य	
३	रिया गोच्छे	सदस्य	
४	तयुकाजी तामाकार	आ. सदस्य	
५	श्रीकुमार सुवाल	आ. सदस्य	

प्रस्तावहरु

१. धन्यवाद सम्बन्धमा

२. सूचना प्रकाशन सम्बन्धमा

निर्णयहरु

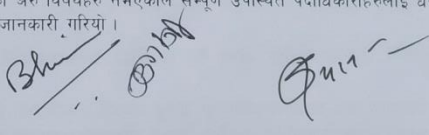
प्रस्ताव नं. १ उपर छलफल गर्दा यस इन्द्रेश्वर क्याम्पस व्यवस्थापन समितिबाट Information Communication sub committee गठन गरिदिनु भएकोले क्याम्पस व्यवस्थापन समितिलाई हार्दिक धन्यवाद दिने निर्णय गरियो ।

प्रस्ताव नं. २ उपर छलफल गर्दा निम्न लिखित विषयहरुमा निर्णय गरियो :

क) यस क्याम्पसबाट गरिएका विभिन्न क्रियाकलापहरु विवरण यस क्याम्पसको website: www.indreshworcampus.edu.np मा र स्थानिय पत्रपत्रिकामा प्रकाशन गर्ने निर्णय गरियो ।

ख) यस क्याम्पसको शैक्षिक तथा आर्थिक विवरणहरु पत्रपत्रिका, क्याम्पसको फेसबुक, लगाएत यस क्याम्पसको website: www.indreshworcampus.edu.np मा प्रकाशन गर्ने निर्णय गरियो ।

आजको बैठकमा छलफलको अरु विषयहरु नभएकोले सम्पूर्ण उपस्थित पदाधिकारीहरुलाई धन्यवाद ज्ञापन गर्दै आजको बैठक यही समाप्त भएको जानकारी गरियो ।



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CRITERION 8: POLICY OF OF INFORMATION AND COMMUNICATION SUB COMMITTEE POLICY -7

ICT SECURITY POLICY-2079

A. Policy objective:

1. The INDRESHWOR CAMPUS is committed to ensuring that information security is given the highest possible degree of importance. Information is central to our core function and it is our aim to ensure that the confidentiality, integrity and availability of this information is protected at all times.

The aim of the ICT security policy is to preserve:

1. Confidentiality: data access is confined to those with specified authority to view the data
2. Integrity: all system assets are operating correctly according to specification and in the manner that the current user believes them to be operating
3. Availability: information is delivered to the right person as and when needed

Overall objective is to continually improve the information security controls within the organization. The INDRESHWOR CAMPUS will ensure that we continually identify and assess the threats to information security with which we are faced and will develop controls and systems that are aimed at controlling such threats and minimizing the risk of information security breaches. All users have specific responsibility for ensuring that the requirements of these policies are adhered to and all staff will receive training in relation to these policies and procedures. The most important issue that arises when talking about computer security is the security of data. In compliance with organizational mandates and generally accepted industry best practices, INDRESHWOR CAMPUS provides for the security and privacy of the data stored on, redirected through, or processed by its technology resources. Throughout this policy, the term "user" identifies full and part-time Lecturers/staff, management committee, temporaries, interns, retirees, vendors and other users affiliated with third parties who access organizational company technology resources due to their job responsibilities. All users are to be made aware of the policies and procedures set out in this document. Each user is responsible for maintaining system security to the extent laid down in this document. Management expects users to comply with this and other applicable policies, procedures, and laws. This policy provides a high level framework for security of all Information and Communication Technologies (ICT) in use throughout the College.

B. Intended audience:

2. Effective information security requires user involvement as it relates to their jobs. Users are accountable for their actions and therefore they own any events occurring under their user names. It is the user's responsibility to abide by policies and procedures of all networks and systems with which they communicate. Information and Communications Technology (ICT) focal person has a critical role as they are responsible for security infrastructure, policy enforcement, and prevention of security breaches.

C. Scope

The purpose of this policy is to protect Indreshwor Campus, including partner and other 3rd party information assets from all threats, whether internal, external, deliberate or accidental.

D. Policy statement:

a. Ownership:

3. INDRESHWOR CAMPUS encourages the use of its technical resources; however, they remain organizational property and are offered on a privilege basis only.

ICTSecurityPolicy-2079

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VOLUME 8, ANNEX -1

CRITERION 8: POLICY OF OF INFORMATION AND COMMUNICATION SUB COMMITTEE POLICY -8

b. Monitoring:

4. INDRESHWOR CAMPUS reserves the right to monitor, review and log user use of its technology resources without notice. This includes but is not limited to email, Internet access, social network, file access, log-ins and changes to access levels. Furthermore, and consistent with generally accepted business practices, INDRESHWOR CAMPUS collects statistical data about its technology resources and ICT focal person monitors its use to ensure the ongoing availability and reliability of systems. Should a security or other relevant incident arise, INDRESHWOR CAMPUS may review system logs to determine the cause and take appropriate action.

c. Staff Responsibilities and Accountability:

5. Access of personal or private Internet Service Providers while using INDRESHWOR CAMPUS provided information technology resources or using non-company provided information technology resources to conduct company business do not indemnify any entity from the responsibilities and compliance with this policy. It is important to remember that electronically transmitted information travels though many networks, and many different computer connections, thus compromising security. User responsibilities include but are not limited to:

- Access and release only data for which you have authorized privileges and a need to know.
- Only the designated person will use the campus email/Facebook and digital platforms. And The information related to the campus should also be informed to the concerned person immediately.
- Sensitive information should not be stored on external storage systems (e.g. Dropbox, unencrypted USB memory sticks and external hard drives) or similar devices. Even with protective measures in place, data saved on such systems is vulnerable. If the use of external storage is an operational necessity, the proper sensitivity classification must be specified, approval obtained from the head of the unit, and the storage should be utilized for data transfer only – with immediate deletion following completion of the transfer.
- Cloud storage should only be used for INDRESHWOR CAMPUS data if there exists an official agreement or contract between INDRESHWOR CAMPUS and the third-party service (e.g. Google Drive). The problem with individual users engaging these third parties to house their data is that there are no contractual controls as to who has access to the data or any knowledge of the due diligence used by the third-party service in protecting the data. Thus, users could be inadvertently revealing sensitive data to unauthorized persons.
- The Internet may not be used for illegal purposes, including, but not limited to, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, gambling, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading computer viruses).
- Individuals must limit their personal use of the Internet. INDRESHWOR CAMPUS allows limited personal use for communication with family and friends, independent learning, and public service, but prohibits, inter alia, use for mass unsolicited mailings, access for non-users to INDRESHWOR CAMPUS resources or network facilities, uploading and downloading of files for personal use, access to pornographic sites, peer to peer sites, illegal drugs, weapons, gaming, competitive commercial activity, and the dissemination of chain letters.
- Abide by and be aware of all policies and laws applicable to computer system use.

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CRITERION 8: POLICY OF OF INFORMATION AND COMMUNICATION SUB COMMITTEE POLICY – 9

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6. It is the responsibility of all users to report IT security violations to the Assistant Campus Chief or designee and cooperate fully with all investigations regarding the abuse or misuse of INDRESHWOR CAMPUS IT resources. If it is determined that a security incident arose, in whole or in part, due to user noncompliance with applicable regulations, rules, policies or procedures, this may result in forfeiture of the privilege to use technology resources as well as administrative, disciplinary or other legal action as applicable.
 7. Protect user IDs and maintain password confidentiality.
 8. Passwords are the primary means of providing user access to system resources. Once a particular resource is compromised, other systems can be compromised as well, resulting in the possibility of disclosure of organizational and personal information. To prevent information theft, users must ensure the confidentiality of all passwords used to connect to INDRESHWOR CAMPUS systems. Users must follow the password guidelines listed below:
 - Do not write your password down or disclose it via e-mail.
 - Do not give your password to anyone.
 - If your password has been disclosed, change it immediately.
 9. User passwords should be changed periodically. The current policy is to require password changes every 120 days.
 10. When creating a new password, the guidelines are:
 - Length Minimum: 8 characters
 - There will be a password history of three, meaning that the same password cannot be used when asked to change.
 - Default passwords must be changed immediately.
 - Use mixtures of numbers, special characters, capital letters, and small letters (should simpler passwords be used, then 12 characters is recommended).
 - Should be easy to remember.
 - Should not be so obvious that someone can guess it.
 11. Log off systems or initiate a password protected screensaver before leaving a computer unattended.

E. Non-Compliance

1. All breaches of the ICT Security Policy will be addressed. Failure to comply with this policy by users is a serious matter and may result in the initiation of disciplinary action. Initial Investigations into actual or suspected breaches of this policy will be conducted by the Campus Chief.

Repeated or serious breaches will be passed on to appropriate management committee for further investigation and action. It is the responsibility of all users and students to report actual or suspected non-compliance.

F. Policy date/Change authority:

12. This Security Policy will be implemented from the date of approval by the management committee, will remain in force without time limit, and will be reviewed annually to ensure relevance. The campus management committee have the authority to change the security policy.

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CRITERION 8: REPORT AND ANALYSIS OF INFORMATION CELL -1

INDRESHWOR CAMPUS
PANAUTI, KAVREPALANCHOK

↓ ↓ ↓

A TRACER REPORT OF THE GRADUATED
STUDENTS OF THE YEAR
2021

↓ ↓ ↓

SUBMITTED TO: DATE OF SUBMISSION: 2079/2/27
UNIVERSITY GRANTS COMMISSION DATE OF APPROVAL:
SANOTHIMI, BHAKTAPUR

INDRESHWOR CAMPUS
PANAUTI-7KAVREPALANCHOK
ESTD:2058



ANNUAL REPORT
FISCAL YEAR - 2078/2079
Date:2078/10/17

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CRITERION 8: REPORT AND ANALYSIS OF INFORMATION CELL-3

INDRESHWOR CAMPUS
PANAUTI-7KAVREPALANCHOK
ESTD:2058



ANNUAL REPORT
FISCAL YEAR - 2077/2078
Date:2077/9/17

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CRITERION 8: REPORT AND ANALYSIS OF INFORMATION CELL-4

Indreshwor Campus, Panauti

2079-080 Students Name list

Management			BBS 1st Year-2079/2022					
S.No.	T.S.No.	Name of Students	Male	Female	Dalit	EDJ	Janajati	Others
1	1	Rojina Pariyar		Female	Dalit			
2	2	Sandesh Shrestha	Male				Janajati	
3	3	Bishal Neupane	Male					Others
4	4	Reshma Gautam		Female				Others
5	5	Krishna KC		Female				Others
6	6	Aarshan Sainju	Male				Janajati	
7	7	Bimala Bhujel		Female				Others
8	8	Anita Humagain		Female				Others
9	9	Sapana sapkota		Female				Others
10	10	Dechhen Ghising	Male			EDJ		
11	11	Soni Rai		Female		EDJ		
12	12	Sagar Nepali	Male		Dalit			
13	13	Apeksha Khatri		Female				Others
14	14	Shreya Thapa		Female				Others
15	15	Subodh Tiwari	Male					Others
16	16	Anisha Dhital		Female				Others
17	17	Nikita Karmacharya		Female			Janajati	
18	18	Sangita Bhulun		Female		EDJ		
19	19	Prakash Timalina	Male					Others
20	20	Nirajan Sapkota	Male					Others
21	21	Ranjit Shrestha	Male					Others
22	22	Rojina Shrestha		Female			Janajati	
23	23	Sarita Magarati		Female	Dalit			
24	24	Sabita Sainju		Female			Janajati	
25	25	Sabina Tamang		Female		EDJ		
26	26	Sajan Thapa	Male					Others
27	27	Sadikshya Basnet		Female				Others
28	28	Pushpa sapkota		Female				Others
29	29	Aashish Sanju	Male				Janajati	
Education			Bed.1st Year-2079/2022					
30	1	Suresh Shrestha	Male				Janajati	
31	2	Bina Dhungana		Female				Others
32	3	Shyam bahadur Lama	Male			EDJ		
33	4	Sony Rai		Female		EDJ		
34	5	Sangita Lopchan		Female		EDJ		
35	6	Anjali sapkota		Female				Others
36	7	Radhika Banjara		Female				Others
37	8	Supriya Thing		Female				Others
38	9	Punam shah Kalwar		Female				Others
39	10	Janita Sapkota		Female				Others
40	11	Gita Kumari Shrestha		Female			Janajati	
41	12	Rama Bhattarai		Female				Others

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CRITERION 8: REPORT AND ANALYSIS OF INFORMATION CELL-5

		Humanities	BASW 1st Year				
42	1	Sujata Thapa		Female			Others
43	2	Apsara Timalisina		Female			Others
44	3	Prakash Karki	Male				Others
45	4	Swostika Tiwari		Female			Others
46	5	Nirajan Timalisina	Male				Others
47	6	Nirajan Timalisina	Male				Others
48	7	Nirmal Timalisina	Male				Others
49	8	Roshan Thapa	Male				Others
50	9	Pratik Mahat	Male				Others
51	10	Nisha Tamang		Female		EDJ	
52	11	Reegsang Tamang		Female		EDJ	
53	12	Nirjara Shrestha		Female			Janajati
54	13	Binayaraj Mahat	Male				Others
55	14	Sarita Shrestha		Female			Janajati
56	15	Sanjeev Tamang	Male			EDJ	
57	16	Paras Shrestha	Male				Janajati
58	17	Shivani Thakur		Female			Others
59	18	Rajan Shrestha	Male				Janajati
60	19	Sangita Bhandari		Female			Others
61	20	Ganesh Shrestha	Male				Janajati
62	21	Shrestti Timalisina		Female			Others
63	22	Aruna Tamang		Female		EDJ	
64	23	Rima Thapa		Female			
		Management	MBS 1st Semester				
65	1	Rajesh Banjara	Male				Others
66	2	Sujata Gautam		Female			Others
67	3	Samjhana Shrestha		Female			Janajati
68	4	Bikram Moktan	Male			EDJ	
69	5	Ramesh Shrestha	Male				Janajati
70	6	Sajan Shrestha		Female			Janajati
71	7	Pramod Dahal	Male				
		Management	MBS 3rd Year				
72	1	Keshav Katuwal	Male				others
73	2	Santosh tamang	Male			EDJ	
74	3	Kapil Sainju	Male				Janajati
75	4	Anjana Lama		Female		EDJ	
76	5	Monika Shrestha		Female			Janajati
77	6	Shova Dahal		Female			others
78	7	Sabina Mahaju		Female			Janajati
79	8	Kanchana Khatri		Female			others
80	9	Janak Mahat	Male				others

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CRITERION 8: REPORT AND ANALYSIS OF INFORMATION CELL-6

Management			BBS 2nd Year-2079					
S.No.	T.S.No.	Name of Students	Male	Female	Dalit	EDJ	Janajati	Others
81	1	Aayusha Puri		Female				Others
82	2	Anita Shrestha		Female			Janajati	
83	3	Ashok Kafle	Male					Others
84	4	Bibek Rayamajhi	Male					Others
85	5	Bimala Acharya		Female				Others
86	6	Binita Lamichhane		Female				Others
87	7	Bipana Dhamala		Female				Others
88	8	Densang Ghising	Male			EDJ		
89	9	Dipesh Prajuli	Male					Others
90	10	Diya KC		Female				Others
91	11	Hem Kumari Gole		Female		EDJ		
92	12	Kalpana Dhakal		Female				Others
93	13	Manish Shrestha	Male				Janajati	
94	14	Muna thapa		Female				Others
95	15	Nilisha Thapa		Female				Others
96	16	Pallawi अधिकारी		Female				Others
97	17	Parbati Dahal		Female				Others
98	18	Prenika Dotel		Female				Others
99	19	Pritam Shrestha	Male				Janajati	
100	20	Purushottam Timalsina	Male					Others
101	21	Rabina Lubhumi		Female			Janajati	
102	22	Rabina Neupane		Female				Others
103	23	Ramila Raut		Female				Others
104	24	Sabin Guragain	Male					Others
105	25	Sagar Tamrakar	Male				Janajati	
106	26	Sagar Thapa	Male					Others
107	27	Sailesh KC	Male					Others
108	28	Sameer Shrestha	Male				Janajati	
109	29	Samir Mahat	Male					Others
110	30	Samir Shrestha	Male				Janajati	
111	31	sanisha Sainju		Female			Janajati	
112	32	Sanjina Prajapati		Female			Janajati	
113	33	Sanjina Prajapati		Female			Janajati	
114	34	sankosh Khatri	Male					Others
115	35	Sayana Shrestha		Female			Janajati	
116	36	Sital Bhurtel		Female				Others
117	37	siddhanta Tamrakar	Male				Janajati	
118	38	Sundar Bikram Karki	Male					Others
119	39	Supriya Shrestha		Female			Janajati	
120	40	Surendra Bhaju	Male				Janajati	
121	41	Sushanta dahal	Male					Others
122	42	Sushma Timalsina		Female				Others
123	43	Susmita Bajgain		Female				Others

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CRITERION 8: REPORT AND ANALYSIS OF INFORMATION CELL-7

		Humanities	BA 2nd Year -2079					
S.No.	T.S.No.	Name of Students	Male	Female	Dalit	EDJ	Janajati	Others
124	1	Ajita Badal		Female				Others
125	2	Anjana Khadka		Female				Others
126	3	Bijen Basnet	Male					Others
127	4	Bishnu Maya Bhulun		Female		EDJ		
128	5	Dipa Timalisina		Female				Others
129	6	Nabin Shrestha	Male				Janajati	
130	7	Nishan Budhhacharya	Male				Janajati	
131	8	Pema Bal	Male			EDJ		
132	9	Prashyan Basnet	Male					Others
133	10	Ram Kumar Tamang	Male			EDJ		
134	11	Ranjita Dahal		Female				Others
135	12	Sabita Shrestha Mulmi		Female			Janajati	
136	13	Sandip Ghimire	Male					Others
137	14	Sangita sapkota		Female				Others
138	15	Sapana sanjel		Female				Others
139	16	Sarita Thapa		Female				Others
140	17	Saroj Dahal	Male					Others
141	18	Sujan Ranjitkar	Male				Janajati	
142	19	sukuman Tamang	Male			EDJ		
143	20	Sunil Bhandari	Male					Others
144	21	Suraj Kumar Tamang	Male			EDJ		
145	22	Sushmita Humagain		Female				Others
146	23	Sumitra Thapa		Female				Others
147	24	Aayusha Basnet		Female				Others
148	25	Sumitra Khulal		Female				Others

		Education	Bed 3rd Year-2079					
S.No.	T.S.No.	Name of Students	Male	Female	Dalit	EDJ	Janajati	Others
149	1	Asmita Rai		Female		EDJ		
150	2	Bibash Shrestha	Male				Janajati	
151	3	Bipana Thing		Female		EDJ		
152	4	Chandika Dhungana		Female				Others
153	5	Mandira Ghalan		Female			Janajati	
154	6	Nisha Timalisina		Female				Others
155	7	Sabina Timalisina		Female				Others
156	8	Sarbada Rai		Female		EDJ		
157	9	Srijana Karki		Female				Others
158	10	Sandip Khatri	Male					Others
159	11	Sujan Sing Thokar	Male			EDJ		
160	12	Sujita Dulal		Female				Others
161	13	Suna Maya Gole		Female		EDJ		
162	14	Sushma Khatri		Female				Others
163	15	Sushmita Suwal		Female			Janajati	

M. J. Shrestha

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CRITERION 8: REPORT AND ANALYSIS OF INFORMATION CELL-8

Management				BBS 3rd Year -2079				Others
164	1	Anita Phuyal		Female				Others
165	2	Asmita Koirala		Female				Others
166	3	Bibek Neupane	Male					Others
167	4	Deepa Pandey		Female				Others
168	5	deepika Karmacharya		Female			Janajati	
169	6	Dikesh Mahaju Shrestha	Male				Janajati	
170	7	Dinesh Phuyal	Male					Others
171	8	Dipika Raut		Female				Others
172	9	Goma sanjel		Female				Others
173	10	Jamuna Lama		Female		EDJ		
174	11	Mahesh Raghu	Male				Janajati	
175	12	Pratiksha Thapa		Female				Others
176	13	Pratima timalsina		Female				Others
177	14	Pushpa Thapa magar		Female			Janajati	
178	15	Ranjita Humagain		Female				Others
179	16	Rojina Shrestha		Female			Janajati	
180	17	Roshan Khuppa Shrestha	Male				Janajati	
181	18	Sonisha Humagain		Female				Others
182	19	soniya Koirala		Female				Others
183	20	Sushil Thapa	Male					Others
184	21	Sushmita Timalsina		Female				Others
185	22	Yashoda Ghimire		Female				Others
186	23	Urmila Timalsina		Female				Others
Humanities				BA 3rd Year-2079				
187	1	Amrit Lama Thing	Male			EDJ		Others
188	2	Bipin Sapkota	Male					Others
189	3	Indira Rijal		Female				
190	4	Januka Lama		Female		EDJ		
191	5	Manjita Tamang		Female		EDJ		Others
192	6	Puja Dhungana		Female				
193	7	Rojina Waiba		Female		EDJ		Others
194	8	Sajan sapkota	Male					Others
195	9	sandip Kunwar	Male					Others
196	10	Susmita Gautam		Female				Others
197	11	Umesh Humagain	Male					Others

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CRITERION 8: REPORT AND ANALYSIS OF INFORMATION CELL-9

Management			BBS 4th Year -2079				
198	1	Bimala Bishowkarma		Female	Dalit		
199	2	Bina Ghimire		Female			Others
200	3	Kritika Ghimire		Female			Others
201	4	Pratima BK		Female	Dalit		
202	5	Radhika Khadka		Female			Others
203	6	Rajani KC		Female			Others
204	7	Ramila Dahal		Female			Others
205	8	Ranju KC		Female			Others
206	9	Roshan Ghimire	Male			EDJ	
207	10	Roshan Dangi	Male				Others
208	11	sabina Adhikari		Female			Janajati
209	12	Sabina Nagarkoti		Female			Others
210	13	Sagar Basnet	Male				Others
211	14	samridhi Sapkota		Female			Others
212	15	Sanjeeb Guragain	Male				Others
213	16	Saraswoti Magarati		Female	Dalit		
214	17	Sarita Shrestha		Female			Janajati
215	18	Shraban kumari Waiba		Female		EDJ	
216	19	Subash Sapkota	Male				Others
217	20	Sujita Shrestha		Female			Janajati
218	21	Sumana Thapa		Female			Others
219	22	Sunil Shrestha	Male				Others

Education			Bed 4th Year-2079				
220	1	Anupa Banjara		Female			Others
221	2	Bishnu Maya Gole		Female		EDJ	
222	3	Chautari Maya Gole		Female		EDJ	
223	4	Gita Dahal		Female			Others
224	5	Mandira Madhikarmi		Female			Janajati
225	6	Mangali Maya Moktan		Female		EDJ	
226	7	Manika lama		Female		EDJ	
227	8	Manju Shrestha		Female			Janajati
228	9	Mina Acharya		Female			Others
229	10	Rabina tamang		Female		EDJ	
230	11	Rachana Phayal		Female			Others
231	12	Sabina Shrestha		Female			Janajati
232	13	Saraswati Sapkota		Female			Others
233	14	Shirjana BK		Female	Dalit		
234	15	Sirjana Waiba		Female		EDJ	
235	16	Somiya Thapa		Female			Others
236	17	Sumitra Khatri		Female			Others
237	18	Sunita Thing		Female		EDJ	

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CRITERION 8: REPORT AND ANALYSIS OF INFORMATION CELL-10

List of graduates in the year 2021 AD

Campus Name: Indreshwor Campus, Panauti -7 Kavrepalanchok

Name of Graduates	Program	Registration No:	Types					
			E	UE	M	F	EDJ	D
Anu Matanchhe	MBS	7-2-382-49-2012		UE		F		
Prashant Khakurel	MBS	7-2-114-2009		UE	M			
Rina Karmacharya	MBS	7-2-407-96-2017		UE		F		
Rasia Banjara	MBS	7-2-407-95-2012		UE		F		
Sabina Lama	MBS	7-2-382-84-2012		UE		F	EDJ	
Shweta Shrestha	MBS	7-2-382-95-2012		UE		F		
Sumitra Humagain	MBS	7-2-407-119-2012		UE		F		
Swarna Shrestha	MBS	7-2-407-72-2010		UE		F		
Tamang	BBS	7-2-407-57-2017		UE	M		EDJ	
Timalsina	BA	9-2-382-4-2015		UE	M			
Acharya	BA	7-2-382-58-2012		UE	M			
Bhandari	BA	6-2-407-4-2016	E		M			
						5	7	2

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CRITERION 8: REPORT AND ANALYSIS OF INFORMATION CELL-11

List of graduates in the year 2020 AD

Campus Name: Indreshwor Campus, Panauti -7 Kavrepalanchok

Name of Graduates	Program	Registration No:	Types					
			E	UE	M	F	EDJ	D
Ambir Tamang	BA	7-2-382-39-2014	√		√			
Anita Lama	BBS	7-2-407-96-2006	√			√	√	
Anisha Banjara	BBS	7-2-407-20-2016	√			√		
Anjan Pasachhe	BBS	7-2-407-2-2003	√		√			
Anu Thapa	MBS	7-3-407-87-2014	√			√		
Anuka Lama	BBS	7-2-407-28-2016		√		√	√	
Anwaraj Thapa	BBS	7-2-407-31-2014		√	√			
Anash Pradhan	BA	7-2-407-72-2017		√	√			
Anusmita KC	BBS	7-2-168-38-2016		√		√		
Anjana KC	BBS	7-2-407-65-2014		√		√		
Anjana Thapa	BBS	7-2-407-45-2015						
Anita Bishowkarma	BBS	7-2-407-11-2011						
Anamhara Pahari	MBS	7-2-407-57-2010						
Anita Shrestha	MBS	7-2-615-61-2010						
Anila Banjara	MBS	7-2-407-98-2012						
Anamhara Shrestha	BBS	7-2-407-47-2015						
			5	10	4	6	2	

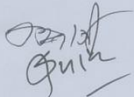
VOLUME 8, ANNEX -3

CRITERION 8: THE MINUTE OF INFORMATION AND COMMUNICATION SUB COMMITTEE -1

Information Communication sub committee

आज मिति २०७९ साल वैशाख १३ गतेका दिन यस इन्द्रेश्वर क्याम्पसको Information Communication sub committee को बैठक यस समितिका संयोजक श्री भिमसेन बस्नेतको अध्यक्षतामा बसियो । यस बैठकमा निम्नानुसारका व्यक्तिहरुको उपस्थिति रहयो ।

उपस्थिति

क्र.स	नाम	पद	हस्ताक्षर
१	भिमसेन बस्नेत	संयोजक	
२	दिलबहादुर खत्री	सदस्य	
३	रिया गोच्छे	सदस्य	
४	तुयुकाजी तामाकार	आ सदस्य	
५	श्रीकुमार सुवाल	आ सदस्य	

प्रस्तावहरु

१. धन्यवाद सम्बन्धमा

२. सूचना प्रकाशन सम्बन्धमा

निर्णयहरु

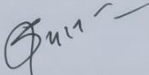
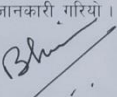
प्रस्ताव नं. १ उपर छलफल गर्दा यस इन्द्रेश्वर क्याम्पस व्यवस्थापन समितिबाट Information Communication sub committee गठन गरिदिनु भएकोले क्याम्पस व्यवस्थापन समितिलाई हार्दिक धन्यवाद दिने निर्णय गरियो ।

प्रस्ताव नं. २ उपर छलफल गर्दा निम्न लिखित विषयहरुमा निर्णय गरियो :

क) यस क्याम्पसबाट गरिएका विभिन्न क्रियाकलापहरु विवरण यस क्याम्पसको website: www.indreshworcampus.edu.np मा र स्थानिय पत्रपत्रिकामा प्रकाशन गर्ने निर्णय गरियो ।

ख) यस क्याम्पसको शैक्षिक तथा आर्थिक विवरणहरु पत्रपत्रिका, क्याम्पसको फेसबुक, लगाएत यस क्याम्पसको website: www.indreshworcampus.edu.np मा प्रकाशन गर्ने निर्णय गरियो ।

आजको बैठकमा छलफलको अरु विषयहरु नभएकोले सम्पूर्ण उपस्थित पदाधिकारीहरुलाई धन्यवाद ज्ञापन गर्दै आजको बैठक यही समाप्त भएको जानकारी गरियो ।



VOLUME 8, ANNEX -3

CRITERION 8: THE MINUTE OF GRIEVANCE RE-DRESSAL CELL FORMATION-1

प्रस्ताव नं. ३ मा माथि छलफल गर्दा यस क्याम्पसमा रहेका विभिन्न उपसमितिको निम्नानुसारका व्यक्तिको रहने गरी पुन:गठन गर्ने निर्णय गरियो ।

Subcommittee/Cell Formation of Indreshwor Campus BOD Approved Date:2082/03/28	
1. Internal Quality Assurance Committee Coordinator: Shreekumar Suwal Member: Jayaram Karmacharya Member: Sonaliza Shrestha Member: Reeya Gochhe Member: Rajendra Mahaju Member: Sandip Kuwar (FSU President)	9. Management Department Sub-Committee Coordinator: Sabita Humagain Member: Laxman Banjara Member: Sunita Shrestha
2. Self-Assessment Team (SAT) Coordinator: Jayaram Karmacharya Member: Shreekumar Suwal Member: Sabita Humagain	10. Education and Humanities Department Sub-Committee Coordinator: Prasuram Adhikari Member: Susma Tamang Member: Hari Bhakta Karmacharya Member: Gopal Dahal Member: Surya Bhakta Karmacharya
3. Self-Study Report Writing Sub-Committee Coordinator: Shreekumar Suwal Member: Jayaram Karmacharya Member: Laxman Banjara Member: Sabita Humagain Member: Rajendra Mahaju	11. Internal Exam Sub-Committee Coordinator: Sonaliza Shrestha Member: Ganga Devi Shrestha Member: Pratap Tamrakar Member: Sunita Shrestha Member: Kiran Karmacharya
4. Construction and Purchase Committee Coordinator: Bhimsen Basnet Member: Jayaram Karmacharya Member: Sunita Shrestha Member: Kiran Karmacharya	12. Grievance Redressal Cell Coordinator: Riya Gochhe Member: Laxman Banjara Member: Sunita Shrestha Member: Sabita Humagain Member: Chanas Raj Rana
5. Human Resource Committee Coordinator: Shreekumar Suwal Member: Laxman Banjara Member: Prasuram Adhikari Member: Sonaliza Shrestha	13. Scholarship Distribution Committee Coordinator: Shreekumar Suwal Member: Jayaram Karmacharya Member: Kiran Karmacharya
6. Research Management Committee Coordinator: Jayaram Karmacharya Member: Sundar Shrestha Member: Chanas Raj Rana Member: Santa Kumar Shrestha Member: Sabita Humagain	14. EMIS Cell Coordinator: Sunita Shrestha Member: Rajendra Mahaju Member: Jayaram Karmacharya Member: Sunita Shrestha Member: Aashish Banjara
7. Extra-Curricular/Class Activities Sub-Committee Coordinator: Gopal Dahal Member: Hari Bhakta Karmacharya Member: Riya Gochhe Member: Rajendra Mahaju Member: Susma Tamang	15. Public Information Cell Coordinator: Riya Gochhe Member: Kiran Karmacharya Member: Rajendra Mahaju Member: Sunita Shrestha
8. Information and Communication (Publication/Bulletin) Sub-Committee Coordinator: Ganga Devi Shrestha Member: Surya Bhakta Karmacharya Member: Sonaliza Shrestha	16. Waste Management Committee (WMC) Coordinator: Gopal Dahal Member: Hari Bhakta Karmacharya Member: Riya Gochhe Member: Rajendra Mahaju Member: Aashish Banjara

VOLUME 8, ANNEX -3

**CRITERION 8: THE MINUTE OF GRIEVANCE RE-DRESSAL CELL FORMATION,
MINUTE AND COMPLAIN BOX-2**



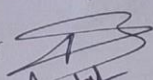
VOLUME 8, ANNEX -3

CRITERION 8: THE MINUTE OF GRIEVANCE RE-DRESSAL CELL FORMATION-3

Grievance re dressal Cell

आज मिति २०८२ साल साउन ३ गतेका दिन यस इन्द्रेश्वर क्याम्पसको Grievance re dressal Cell को बैठक यस समितिका संयोजक श्री रिया गोच्छेको अध्यक्षतामा बस्यो । यस बैठकमा निम्नानुसारका व्यक्तिहरुको उपस्थिति रह्यो ।

उपस्थिति

क्र.स	नाम	पद	हस्ताक्षर
१	रिया गोच्छे	संयोजक	
२	लक्ष्मण बन्जारा	सदस्य	
३	सविता हुमागाई	सदस्य	
४	सुनिता श्रेष्ठ	सदस्य	
५	चानस राज राना	सदस्य	

प्रस्तावहरु

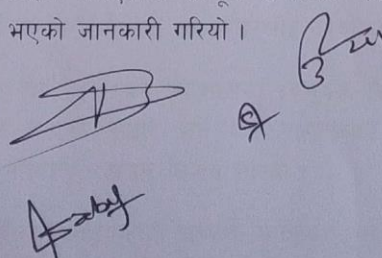
१. प्रतिक्रिया फारम सम्बन्धमा

२. विविध

निर्णयहरु

१. प्रस्ताव नं. १ उपर छलफल गर्दा यस क्याम्पसबाट विभिन्न समयमा लिइएका प्रतिक्रिया फारमहरुलाई उचित सम्बोधन गर्नको लागि इन्द्रेश्वर क्याम्पस सञ्चालक समितिमा पेश गर्ने निर्णय गरियो ।

आजको बैठकमा छलफलको अरु विषयहरु नभएकोले सम्पूर्ण उपस्थित पदाधिकारीहरुलाई धन्यवाद ज्ञापन गर्दै आजको बैठक यही समाप्त भएको जानकारी गरियो ।



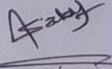
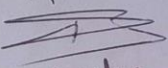
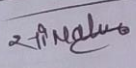
VOLUME 8, ANNEX -3

CRITERION 8: THE MINUTE OF GRIEVANCE RE-DRESSAL CELL FORMATION-4

Grievance Redressal Cell

आज मिति २०८१ साल मंसिर ११ गतेका दिन यस इन्द्रेश्वर क्याम्पसको Grievance Redressal sub committee को बैठक यस समितिका संयोजक श्री सविता हुमागाईको अध्यक्षतामा बस्यो । यस बैठकमा निम्नानुसारका व्यक्तिहरुको उपस्थिति रह्यो ।

उपस्थिति

क्र.स	नाम	पद	हस्ताक्षर
१	सविता हुमागाई	संयोजक	
२	लक्ष्मण बन्जारा	सदस्य	
३	सौनालिजा श्रेष्ठ	सदस्य	
४	उज्वला कर्माचार्य	सदस्य	
५	नवराज आचार्य	सदस्य	

प्रस्तावहरु

१. विद्यार्थी स्वमुल्यांकन फारम सम्बन्धमा

२. सरसफाई सम्बन्धमा

३. आराम कक्ष

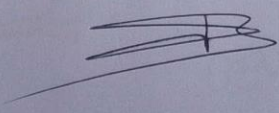
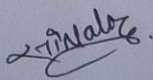
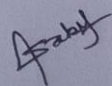
निर्णयहरु

प्रस्ताव नं. १ उपर छलफल गर्दा यस इन्द्रेश्वर क्याम्पसमा अध्ययनरत छात्रछात्राहरुबाट विद्यार्थी स्वमुल्यांकन फारम भर्ने काम सम्पन्न गरी क्याम्पस व्यवस्थापनलाई बुझाउने निर्णय गरियो ।

प्रस्ताव नं. २ उपर छलफल गर्दा यस इन्द्रेश्वर क्याम्पस परिसर नियमित रुपमा सरसरसफाई, सौचायलयमा स्यानिटरी प्याड र सरसफाईलाई निरन्तरता राख्ने निर्णय गरियो ।

प्रस्ताव नं. ३ उपर छलफल गर्दा यस इन्द्रेश्वर क्याम्पस परिसर आराम कक्ष, लुगा फेर्ने कक्षलाई व्यवस्थित गरिएकोले क्याम्पस प्रशासनलाई धन्यवाद दिने निर्णय गरियो ।

आजको बैठकमा छलफलको अरु विषयहरु नभएकोले सम्पूर्ण उपस्थित पदाधिकारीहरुलाई धन्यवाद ज्ञापन गर्दै आजको बैठक यही समाप्त भएको जानकारी गरियो

VOLUME 8, ANNEX -3

CRITERION 8: THE MINUTE OF GRIEVANCE RE-DRESSAL POLICY-5



Grievance Response Mechanism Policy-2079

Policy Statement

Indreshwor Campus are committed to treating our staffs/student/stakeholders fairly, as part of our commitment we strive to provide a high level of service.

Indreshwor campus is committed to receiving feedback and responding to grievances about its educational effort and conduct from all stakeholders in a timely and appropriate manner. Feedback and grievances will be dealt with professionally, in ways that promote fairness, transparency and accountability. Campus recognizes the importance of doing so to reaffirm the dignity and value of our stakeholders and their right to be heard and acknowledged.

(a) learn from our stakeholders and adjust our effort to better meet their needs, thereby improving education effort quality and impact.

(b) alert the campus to serious issues for redress and to assure stakeholders that campus does not tolerate wrongdoing

Grievance as a feeling of being Uncomfortable, Unhappy, Disappointed, Discontent. Which an employee's/Student feels that injustice/dissatisfaction/Unfair has been committed.

Principles

The following principles have been developed to allow flexibility and ensure implementation with respect to the different local contexts in which Campus operates education effort:

- Clarity on purpose and procedure of grievance and response mechanisms. The following will be communicated to relevant stakeholders: the purpose of the grievance and response mechanisms, what constitutes a grievance and how validity will be assessed (for different types of grievances), who can raise a grievance, methods for raising grievances of different nature, the handling and response procedures, and limitations.
- Right to raise a grievance and receive a response. Grievance and response mechanisms will recognize and effectively communicate the right of communities (beneficiaries and non-beneficiaries) to raise a grievance and receive a response.
- Information sharing. All relevant stakeholders will be made aware of the Campus commitments in relation to education effort, of their respective rights, roles and responsibilities, including in relation to the grievance and response mechanism and the principles included here.
- Appropriate and easily accessible. Grievance and response mechanisms will be developed, implemented and communicated in a manner that is appropriate to context and accessible to potential users. The name, the method for raising grievances, and the handling and response procedures will be context-sensitive and built on redress mechanisms that already exist in the community.
- Proximity. Grievances will be received, processed and resolved at a level appropriate to the nature of the grievance and as close as possible to the place where they were raised.
- Timeliness. Grievances will be resolved as soon as possible, within a specified and clearly communicated timeframe.
- Non-retaliation and non-discrimination. All complainants will be able to raise grievances without fear of retaliation or discrimination.
- Confidentiality. Confidentiality of the complainant and of the subject or object of the

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VOLUME 8, ANNEX -3

CRITERION 8: THE MINUTE OF GRIEVANCE RE-DRESSAL POLICY-6



- grievance will be protected unless otherwise agreed by the respective parties.
- Due process. All grievances will be subject to an independent review or investigation, depending on the nature of the grievance.
- Referral and appeals. Our grievance and response mechanisms will include phased referral, depending on the nature of the grievance. Complainants will be provided with the opportunity to appeal and the terms for this process will be clearly stated and communicated.
- Impact measurement and continuous improvement. Any grievance and response mechanism will be subject to periodic reviews with a view of improving the mechanism and its stated procedures and understanding the impact it is having on users and the project. Indicators and methods to measure the performance and effectiveness of receiving and responding to grievances, user surveys and changes in organizational policies and practice) will be stated at the time when the grievance and response mechanism is set up.
- Reporting. As per a stated procedure, there will be regular reporting on the number of grievances, response time, type of grievances, and details on serious incidents.

Grievances may be as 1. Individual 2. Organizational 3. Behavioral 4. External.

Prevent a Grievance

- ☐ Identify potential causes
- ☐ Correct problems promptly
- ☐ Encourage corrective suggestions
- ☐ Establish and reaffirm policies and work rules
- ☐ Communicate and give advance notice of changes
- ☐ Keep employees informed of their progress
- ☐ Be objective
- ☐ Learn to listen
- ☐ Be consistent

Techniques of handling Grievances

Letter, Open door policy, Suggestion Box, regular staff meeting, Phone call, Message.

Grievances Handling

On receipt of a grievance, we will:

LESSON process

- ☐ L Listen
- ☐ E Establish the fact
- ☐ S Summaries
- ☐ S Specify the solution
- ☐ O Obtain agreement
- ☐ N Note everything

Aim to resolve all of concerns within three working days of receipt of the Grievances. However, if campus is unable to do so, we will acknowledge grievance in informing within

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VOLUME 8, ANNEX -3

CRITERION 8: THE MINUTE OF GRIEVANCE RE-DRESSAL POLICY- 7



five working days of receipt of the grievance. If the grievance has been investigated and concluded within this time frame, a final response will also be included.

Investigate concerns and try to resolve grievance as soon as possible. If we have not been able to complete our investigations within four weeks from receipt of grievance, we will inform to confirm when we expect our investigations and the outcome of grievance to be communicated.

Inform with a final response and conclusion within eight weeks of receipt of grievance which we hope will resolve the grievance to satisfaction. In exceptional circumstances where the investigation is taking longer than we expect, we will inform to explaining the reason for the delay, when we would expect to provide the final response and we will provide details of who you can refer your grievance to should you be unhappy with the way that we have handled your grievance.

If not satisfied with our final response to grievance may be entitled to contact the related law force agency.

Process of Grievance Handling

- Always ensure that the campus chief/assistance campus chief involved in the grievance handling procedures have a quiet place to meet with the complainant.
- Always ensure that campus chief/assistance campus chief have adequate time to be devoted to the complainant.
- Explain campus chief/assistance campus chief's role, the policy and the procedures clearly in the grievance handling procedure.
- Fully explain the situation to the employee/student to eliminate any misunderstanding
- Try to let employee/student present their issues without prejudging or commenting in a positive, friendly ways to resolve the crisis.
- Do remain calm, cool during the course of the meeting.
- Focus on the subject of the grievance than allied issues.
- Don't make threats to manage the grievances.
- Never make use of allegations against personalities.
- Be aware of the staff member's potential concerns to the possible repercussions of raising a grievance.

Role to resolve grievances

To maintain a culture of high performance.

Must be educated about the importance of the grievance process and their roles (not getting panic)

Effective grievance handling is an essential part of cultivating good employee relations and running a fair, successful, and productive workplace.

Relationship building is key to successful

Don't become angry or hostile

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CRITERION 8: THE MINUTE OF GRIEVANCE RE-DRESSAL POLICY-8

The committees will amend~~ment~~ as per the need.

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VOLUME 8, ANNEX -4

CRITERION 8: THE PHOTO OF STUDENTS DATA ON EMIS AND CAMPUS WEBSITE -1

The image shows two screenshots of the Indreshwor Campus website. The top screenshot displays the 'Audit Reports' category page. It features a navigation bar with links like Home, About Institution, News and Notice, Publication & Reports, Gallery, Career, FAQ, SSR, and EMIS. The main content area lists two audit reports: 'Audit Report of Indreshwor Campus for FY 2078-79' dated June 25, 2023, and 'Audit Report of Indreshwor Campus 2077-78' dated September 13, 2022. A sidebar on the right contains sections for 'Student Enrollment', 'Students' Enrollment', and 'Recent Posts'. The bottom screenshot shows the 'Student Graduate Profile 2018' page, dated December 18, 2019, by Manisha Lama. It includes a 'Tracer Report 2017' and 'Annual Reports 2075-76' section. The website header includes contact information: 011-441399 and info@indreshworcampus.edu.np, along with a 'Quick Links' button and a search bar.

Category: Audit Reports

Audit Report of Indreshwor Campus for FY 2078-79
June 25, 2023 | Indreshwor Campus
Annual Reports, Audit Reports, Publication & Reports

Audit Report of Indreshwor Campus 2077-78
September 13, 2022 | Indreshwor Campus
Audit Reports, Publication & Reports

Audit Report of FY 2074/75

Student Enrollment

Students' Enrollment

Recent Posts

- राष्ट्रिय विकास योजना सम्बन्धि कार्यक्रम इन्द्रेष्ठर क्याम्पसमा सम्पन्न January 22, 2024
- उपकरण खरिद स्वीकृती सम्बन्धमा October 9, 2023
- Admission Open!!! October 6, 2023
- Admission Open!!!! October 6, 2023
- उपकरण खरिद सम्बन्धमा September 14, 2023

Student Graduate Profile 2018
December 18, 2019 | Manisha Lama
student enrollment2075-converted
Others

Tracer Report 2017 **Annual Reports 2075-76**

Student Enrollment

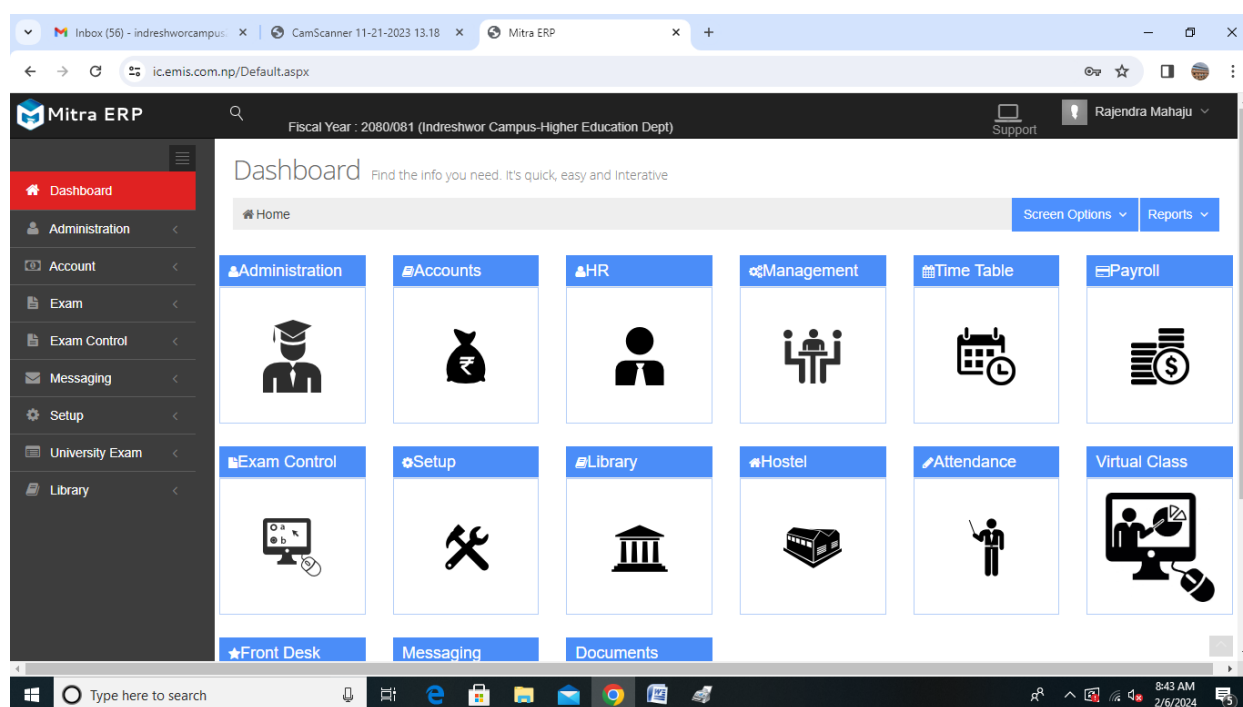
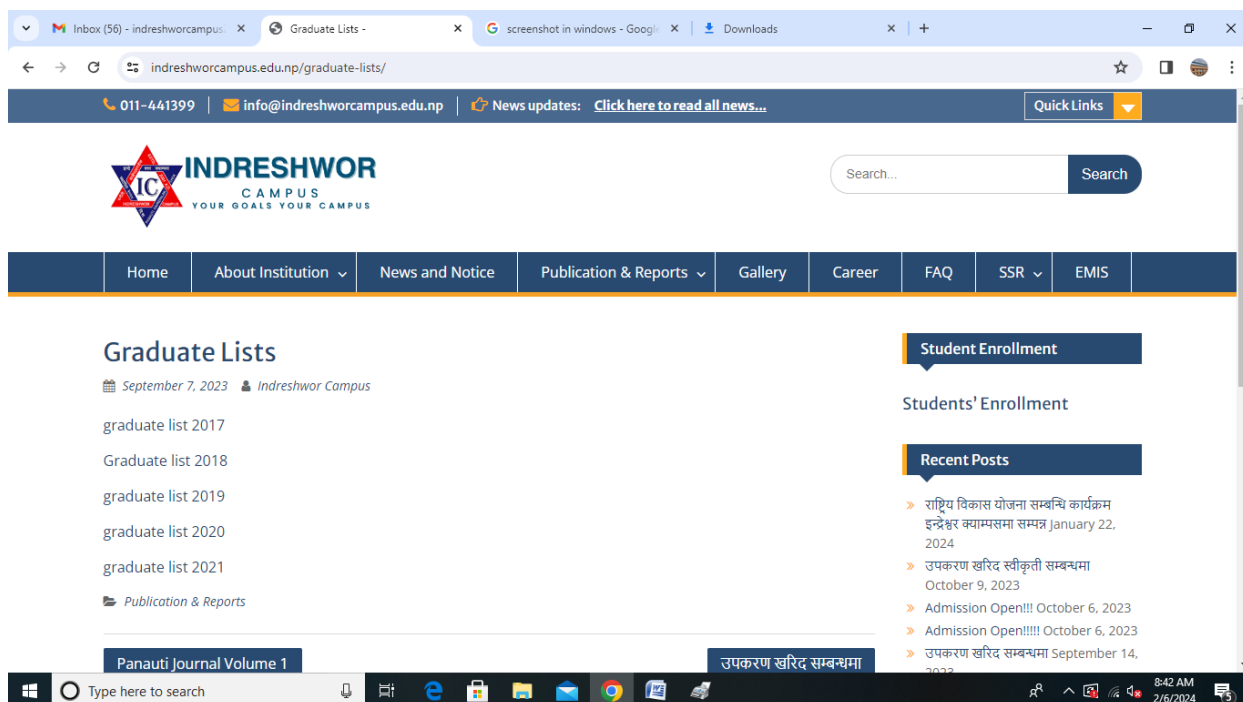
Students' Enrollment

Recent Posts

- राष्ट्रिय विकास योजना सम्बन्धि कार्यक्रम इन्द्रेष्ठर क्याम्पसमा सम्पन्न January 22, 2024
- उपकरण खरिद स्वीकृती सम्बन्धमा October 9, 2023
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- उपकरण खरिद सम्बन्धमा September 14, 2023

VOLUME 8, ANNEX -4

CRITERION 8: THE PHOTO OF STUDENTS DATA ON EMIS AND CAMPUS WEBSITE -2



VOLUME 8, ANNEX -4

CRITERION 8: THE PHOTO OF STUDENTS DATA ON EMIS AND CAMPUS WEBSITE -3

The screenshot displays the Mitra ERP interface for the 'Zone-wise Student Enrollment' report. The fiscal year is set to 2080/081 (Indreshwor Campus-Higher Education Dept). The report shows enrollment data for four zones: Bagmati (118 students), Janakpur (1 student), Koshi (1 student), and Narayani (1 student), with a total of 121 students. A pie chart titled 'Pie-Chart : Zone-wise Student Enrollment' is also visible.

Zone-wise Student Enrollment 2080

S.N	Zone	Total Students
1	Bagmati	118
2	Janakpur	1
3	Koshi	1
4	Narayani	1
Total		121

Pie-Chart : Zone-wise Student Enrollment

The screenshot displays the Mitra ERP interface for the 'District-wise Student Enrollment' report. The fiscal year is set to 2080/081 (Indreshwor Campus-Higher Education Dept). The report shows enrollment data for eight districts: Lalitpur (3 students), Bhaktapur (1 student), Sindhupalchoke (2 students), Terhathum (1 student), Kavre (115 students), Ramechhap (3 students), Sindhuli (2 students), and Rautahat (1 student), with a total of 128 students. A pie chart titled 'Pie-Chart : District-wise Student Enrollment' is also visible.

District-wise Student Enrollment 2080

S.N	District	Total Students
1	LALITPUR	3
2	BHAKTAPUR	1
3	SINDHUPALCHOKE	2
4	TERHATHUM	1
5	KAVRE	115
6	RAMECHHAP	3
7	SINDHULI	2
8	RAUTAHAT	1
Total		128

Pie-Chart : District-wise Student Enrollment

The screenshot displays the Mitra ERP interface for the 'District-wise Student Enrollment' report. The fiscal year is set to 2080/081 (Indreshwor Campus-Higher Education Dept). The report shows enrollment data for eight districts: Lalitpur (3 students), Bhaktapur (1 student), Sindhupalchoke (2 students), Terhathum (1 student), Kavre (115 students), Ramechhap (3 students), Sindhuli (2 students), and Rautahat (1 student), with a total of 128 students. A pie chart titled 'Pie-Chart : District-wise Student Enrollment' is also visible.

District-wise Student Enrollment 2080

S.N	District	Total Students
1	LALITPUR	3
2	BHAKTAPUR	1
3	SINDHUPALCHOKE	2
4	TERHATHUM	1
5	KAVRE	115
6	RAMECHHAP	3
7	SINDHULI	2
8	RAUTAHAT	1
Total		128

Pie-Chart : District-wise Student Enrollment

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CRITERION 8: THE PHOTO OF STUDENTS DATA ON EMIS AND CAMPUS WEBSITE -4

Mitra ERP Fiscal Year : 2080/081 (Indreshwor Campus-Higher Education Dept)

Filter Report

Academic Year : 2080 **Show**

Gender-wise Student Enrollment 2080

SN	Batch	Total	Male	Female	Male(%)	Female(%)	Ratio(M:F)
1	BASW 2079	23	11	12	47.8261	52.1739	1:1.0909
2	BASW 2080	11	7	4	63.6364	36.3636	1:0.57142
3	BBS 2076	22	6	16	27.2727	72.7273	1:2.66662
4	BBS 2077	1	0	1	0	100	1:10000
5	BBS 2079	20	8	12	40	60	1:1.49998
6	BBS 2080	25	10	15	40	60	1:1.49999
7	BEd 2076	18	0	18	0	100	1:180000
8	BEd 2079	8	1	7	12.5	87.5	1:6.9993
9	BEd 2080	2	2	0	100	0	1:0
Total		130	45	85			

Mitra ERP Fiscal Year : 2080/081 (Indreshwor Campus-Higher Education Dept)

Student Drop Out Ratio Student drop out ratio in every year.

Home > Drop Out Ratio

Filter Report

Course : Bachelor in Education

Student Drop-Out Ratio

Excel Print Search:

SN	BatchTitle	2077	2078	2079	2080
1	BEd 2075			3	
2	BEd 2076			18	18
3	BEd 2077	35	28		
4	BEd 2079			12	8
5	BEd 2080				2

Showing 1 to 5 of 5 entries

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CRITERION 8: THE PHOTO OF STUDENTS DATA ON EMIS AGREEMENT -5

संझौता-पत्र

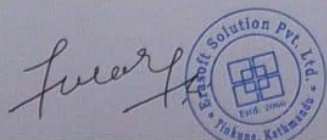
इन्द्रेश्वर क्याम्पस, पनौती, काभ्रे(यसपछि प्रथम पक्ष भनिएको) र इरासफ्ट सोलुसन प्रा.लि. तिनकुने, काठमाडौं(यसपछि दोस्रो पक्ष भनिएको) बीच प्रथम पक्षको आवश्यकतानुसार क्याम्पसको, आन्तरिक प्रशासन व्यवस्थित र पारदर्शी गर्ने उद्देश्यले **EMIS** सफ्टवेयर सेवा लिनेदिने सम्बन्धमा दुवै पक्ष निम्न सर्तबन्देजहरुमा सहमत भई हस्ताक्षर गरी एकएक प्रति लियोदियो।

सर्तहरु:

१. प्रथम पक्षको आवश्यकतानुसार दोस्रो पक्षले **EMIS** का निम्न मोड्युलहरु डिजाइन तथा निर्माण गरी संझौताको मितिले सात दिन भित्र **Online** मा **Host** गर्ने र उक्त **System** को **Username** र **Password** प्रथम पक्षलाई उपलब्ध गराउनुपर्नेछ।

निम्न:

- Students Administration,
 - H.R,
 - Account: Student Billing & Voucher,
 - Examination,
 - Library,
 - Messaging.
२. वृंदा नं.१ मा उल्लेखित **EMIS** सफ्टवेयर **Web Base** हुनुपर्नेछ।
 ३. दोस्रो पक्षको प्राविधिक सहयोगमा **Data Entry** को दायित्व प्रथम पक्षको हुनेछ।
 ४. दोस्रो पक्षले प्रथम पक्षको आवश्यकतानुसार सम्बन्धित विभागहरुलाई छुट्टाछुट्टै **Operational Training** प्रदान गर्नुपर्नेछ।
 ५. **EMIS** सफ्टवेयर संचालनार्थ आवश्यक भौतिक पूर्वाधारको व्यवस्था प्रथम पक्षले गर्नुपर्ने छ।
 ६. **System Implementation** को निम्ति प्रथम पक्षको तर्फबाट **EMIS** कमिटी निर्माण गर्नुपर्नेछ वा कमिटीमा एकजना **Focal Person** तोक्नुपर्नेछ, जसको जानकारी लिखित रुपमा दोस्रो पक्षलाई गराउनुपर्नेछ।
 ७. उक्त **EMIS Software** वापत प्रथम पक्षले दोस्रो पक्षलाई कर समेत गरी रु.३,४९,१७०/- (अक्षरेपी:तीनलाख उनन्पचासहजार एकसय सत्तरी रुपैया मात्र।) भुक्तानी गर्नुपर्ने छ जसको ५०% रकम संझौतासँगै र बाँकी रकम **Operational Training** समाप्तीपछि भुक्तानी गर्नुपर्नेछ। सो रकम भुक्तानी गर्दा नेपाल सरकारको नियमानुसार लाग्ने कर कट्टा गरी भुक्तानी गरिने छ।
 ८. संझौताको मितिले १ वर्षसम्म दोस्रो पक्षले प्रथम पक्षलाई निःशुल्क **Online** तथा **Offline** सेवाप्रदान गर्ने छ र दोस्रो वर्षदेखि वार्षिक सेवा शुल्क(**AMC**) वापत सफ्टवेयर मुल्यको १५% रकम भुक्तानी गरी प्रथम पक्षले सेवा नवीकरण गर्न सक्नेछ।
 ९. उक्त **EMIS** सफ्टवेयरको निम्ति आवश्यक **Server** को दायित्व दोस्रो पक्षले लिनेछ, **Hosting**, **Web Space** तथा **Data Backup(Local and Cloud)** को सेवा दोस्रो पक्षले निःशुल्क उपलब्ध गराउने छ।



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CRITERION 8: THE PHOTO OF STUDENTS DATA ON EMIS AGREEMENT -6

१०. EMIS Software संझौताको मितिले ३ महिना भित्र कार्यान्वयन सम्पन्न गरिसक्नु पर्नेछ।
११. सफ्टवेयर कार्यान्वयन सम्बन्धी अन्य कुनै विषय आएमा दुबै पक्षको आपसी सहमती अनुसार समाधान गरिनेछ सो अनुसार नभएमा नेपाल सरकारको करार ऐन अनुसार हुनेछ।
१२. यो संझौता २०७९/१२/१५ बाट लागू भएको मानिनेछ र पाँच वर्षपछि आवश्यकतानुसार पुनरावलोकन गर्न सकिनेछ।

प्रथम पक्ष:

इन्द्रेश्वर क्याम्पसको तर्फबाट

क्याम्पस प्रमुख
(श्रीकुमार सुवाल)

साक्षी:

किरण कर्मचार्य



दोश्रो पक्ष:

इरासफ्ट सोलुसन प्रा.लि.को तर्फबाट

प्रायाम कोर्डिनेटर
(तुलसी शिवाकोटी)

साक्षी:

प्राविधिक प्रमुख
(सन्तोष कर्ण)



इति सम्बत २०७९ चैत १५ रोज ५.....शुभम्।

VOLUME 8, ANNEX -5

CRITERION 8: THE PHOTO OF MINUTE AND COMPLAIN BOX -1

