SECTION-A
INFORMATION FOR INSTITUTIONAL PROFILE

1. **Name of the Institution:** Mangalbare Multiple Campus

   **Place:** Mangalbare -1
   **District:** Ilam
   **P O Box:**
   **Email:** mmc_mangalbare@yahoo.com
   **Website:** www.mangalbaremultiplecampus.edu.np

2. Information for Communication

   **Office and Residence**

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone No</th>
<th>Fax</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office</td>
<td>Residence</td>
<td>Mobile</td>
<td></td>
</tr>
<tr>
<td>Executive Head of the Institution: Bhumi Prasad Subedi</td>
<td>027-400082</td>
<td>027-400033</td>
<td>9841426438</td>
</tr>
<tr>
<td>Executive Assistant: Netra Prasad Nepal</td>
<td></td>
<td>9842781134</td>
<td></td>
</tr>
<tr>
<td>Management Committee Chairperson: Bhim Lal Khanal</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. **Type of Institute (campus)**

<table>
<thead>
<tr>
<th>Constituent</th>
<th>Affiliate</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>√</td>
</tr>
</tbody>
</table>

4. **Institutional Management:**

<table>
<thead>
<tr>
<th>Public</th>
<th>Community</th>
<th>Private</th>
<th>Other (please specify)</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>√</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

5. **Financial category of the Institute (campus):**

<table>
<thead>
<tr>
<th>Government funded</th>
<th>Self-financing</th>
<th>Community</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>X</td>
<td>√</td>
</tr>
</tbody>
</table>

6. a) **Date of establishment of the Institution:** 19/05/2063 B.S. (*please See Appendix No. 1*)

   b) **Date of commencement of the Bachelor level Program(s):** 23/07/2063 B.S. (B.Ed.), 19/05/2064 B.S. (B.A.), 29/03/2067 B.S. (B.B.S.) (*please, See Appendix No. 1, 2, 3 & 4*)

   c) **University to which the Institution is affiliated (attach the certificate of affiliation):** Affiliated to Tribhuvan University. (*Please, See Appendix No. 1*)

7. **Date of Government /UGC approval (only for Institution affiliated to foreign**
universities): Not applicable.

8. Is the institution autonomous in terms of:

<table>
<thead>
<tr>
<th>Financing</th>
<th>✓</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Management</td>
<td>✓</td>
</tr>
<tr>
<td>Academic Management</td>
<td>✓</td>
</tr>
<tr>
<td>None</td>
<td>X</td>
</tr>
</tbody>
</table>

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

7-9-3-3 Ropani of land where the campus is located. *(Please, See Appendix No. 5)*

10. Location of the Institution (campus):

<table>
<thead>
<tr>
<th>Urban</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semi-urban</td>
<td>X</td>
</tr>
<tr>
<td>Rural</td>
<td>✓</td>
</tr>
</tbody>
</table>

11. Current number of academic programs offered in the Institution under the following categories: (Enclose the list of academic programs offered)

<table>
<thead>
<tr>
<th>Academic Programs</th>
<th>Number of Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.Ed.</td>
<td>1</td>
</tr>
<tr>
<td>B.A.</td>
<td>1</td>
</tr>
<tr>
<td>B.B.S.</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td>3</td>
</tr>
</tbody>
</table>

*(Please See Appendix No.1-4)*

12. List the Departments in the Institution (campus), faculty-wise:

<table>
<thead>
<tr>
<th>Faculties</th>
<th>Departments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Faculty of Education</td>
<td>1. Department of Language</td>
</tr>
<tr>
<td>and Humanities &amp; Social</td>
<td>2. Department of Social</td>
</tr>
<tr>
<td>Sciences</td>
<td></td>
</tr>
<tr>
<td>2. Faculty of Management</td>
<td>1. Department of Management</td>
</tr>
</tbody>
</table>

Department of Social Group includes the subjects like Economics, Population, Sociology and Health & Physical. *(See Appendix No.6)*

13. Give details of the self-financing/self-initiated courses, if any offered by the
institution (for public institutions only).

<table>
<thead>
<tr>
<th>Programs</th>
<th>Level of Study</th>
<th>Eligibility requirement for student admission</th>
<th>Student Number (Enrolment/Capacity)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BED</td>
<td>Bachelor</td>
<td>PCL/+2 passed</td>
<td>200 Per Year</td>
</tr>
<tr>
<td>BA</td>
<td>Bachelor</td>
<td>PCL/+2 passed</td>
<td>100 Per Year</td>
</tr>
<tr>
<td>BBS</td>
<td>Bachelor</td>
<td>PCL/+2 passed</td>
<td>150 Per Year</td>
</tr>
</tbody>
</table>

(Please, see Appendix No.7)

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

The followings are the procedures for recruitment of teaching and non-teaching staff:

   a. Need for the new staff required for the campus is identified by the head of the respective department and it is discussed in the staff meeting.
   b. Vacant post is created by the Campus administration and approved by the Management Committee.
   c. Advertisement for the vacant post is published in notice.
   d. The responsibility of selection is assigned to the Selection Committee.
   e. The Selection Committee prepares the short list, takes the written and oral test, observes the class performance and recommends the name of successful candidates together with name of alternative candidates.
   f. The recommendation of the Selection Committee is approved by the Management Committee and the appointment letter is given by the campus to the selected candidates.  (Please, See Appendix No.8)

For this, there is the provision of recruitment of teachers in the Chapter 8 (19.3) of the Charter of this Campus. (Please, See Additional Appendix No.1)

15. Number of Full timer and Part timer teaching staff at present:
<table>
<thead>
<tr>
<th>Particulars</th>
<th>Disadvantaged Janajatis</th>
<th>Others</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>F*</td>
<td>T*</td>
<td>F*</td>
</tr>
<tr>
<td><strong>Permanent teachers</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>(Total)</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No. of teachers with PhD</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>No. of teachers with M Phil</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>No. of teachers with Masters</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>No. of teachers with Bachelor</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Temporary Teachers</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>(Total)</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No. of teachers with PhD</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>No. of teachers with M Phil</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>No. of teachers with Masters</td>
<td>-</td>
<td>-</td>
<td>10</td>
</tr>
<tr>
<td>No. of teachers with Bachelor</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><em><em>Part Time Teachers</em> (Total)</em>*</td>
<td>-</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part-time teachers with PhD</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Part-time teachers with MPhil</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Part-time teachers with Masters</td>
<td>1</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td>No. of teachers with Bachelors</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

* F = Female  * T = Total  
(Please, See Appendix No.9)

16. Give the details of average number of hours/week (class load)
<table>
<thead>
<tr>
<th>Courses</th>
<th>Full Time Teachers (Total)</th>
<th>Part Time Teachers (Total)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management</td>
<td>24</td>
<td>12</td>
<td>36</td>
</tr>
<tr>
<td>Humanities</td>
<td>24</td>
<td>-</td>
<td>24</td>
</tr>
<tr>
<td>Education</td>
<td>24</td>
<td>9</td>
<td>33</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Disadvantaged Janajatis</th>
<th>Others</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>F</td>
<td>T</td>
<td>F</td>
</tr>
<tr>
<td>Administrative Staff</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Technical Staff</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

(Please, See Appendix No.10)

18. Regional profile of the students enrolled in the institution for the current academic year (2070/71):

<table>
<thead>
<tr>
<th>No of Students Enrolment From 2070/071</th>
<th>UG</th>
<th>PG</th>
<th>MPhil</th>
<th>PhD</th>
<th>Diploma Bachelor (3 Years)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>F</td>
<td>T</td>
<td>F</td>
<td>T</td>
<td>F</td>
</tr>
<tr>
<td>Same district where the institution is located</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Other district</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Other countries</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Disadvantaged/Janajatis, dalits</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Grand Total</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td>-</td>
</tr>
</tbody>
</table>

(Source: Administrative Section)

19. Details of the last two batches of students:
<table>
<thead>
<tr>
<th>Particulars</th>
<th>Batch 1: Year of Entry: 2065/066</th>
<th>Batch 2: Year of entry: 2066/067</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Bachelors</td>
<td>Masters</td>
</tr>
<tr>
<td>Admitted to the program</td>
<td>56</td>
<td>-</td>
</tr>
<tr>
<td>Drop-out</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Within four months of joining</td>
<td>4</td>
<td>-</td>
</tr>
<tr>
<td>b. Afterwards</td>
<td>7</td>
<td>-</td>
</tr>
<tr>
<td>Appeared for the final examinations</td>
<td>45</td>
<td>-</td>
</tr>
<tr>
<td>Passed in the final examinations</td>
<td>10</td>
<td>-</td>
</tr>
<tr>
<td>Pass %, (Total)</td>
<td>21.03</td>
<td>-</td>
</tr>
<tr>
<td>Pass %, (First class)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Pass %, (Second class)</td>
<td>21.03</td>
<td>-</td>
</tr>
<tr>
<td>Pass %, (Third class)</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

20. Give a copy of the last annual budget of the Institution with details of income and expenditure. (Attach separately): (See Appendix No.11)

21. What is the institution’s ‘unit cost’ of education? [unit cost = total annual expenditure budget (actual) divided by the number of students enrolled]. Also give unit cost calculated excluding salary component.

The unit cost is Rs 24,031.21 and unit cost (excluding salary components) is Rs 14,110.93

22. What is the temporal plan of academic work in the Institution (campus):

<table>
<thead>
<tr>
<th></th>
<th>Semester System</th>
<th>Annual System</th>
<th>Any other (specify)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>X</td>
<td>√</td>
<td></td>
</tr>
</tbody>
</table>

The temporal plan of academic work in the Institution is annual system.

23. Tick the support services available in the Institution from the following:
In addition to above, following support services are available in the campus:

- Teacher's study room
- Notice board
- Wall magazine board
- Separate room for Joint Student Forum

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

Yes (√)
No.

If yes, provide the composition of the committee in separate sheet.

The profile of the existing and previous management committee has been attached in appendix No.12.

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

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Figures</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2068</td>
</tr>
<tr>
<td>Working days of the campus</td>
<td>224</td>
</tr>
<tr>
<td>Working days of the library</td>
<td>224</td>
</tr>
<tr>
<td>Teaching days of the campus against the standard</td>
<td>209</td>
</tr>
<tr>
<td>Books in the library</td>
<td>1179</td>
</tr>
<tr>
<td>Journals/Periodicals subscribed by the library</td>
<td></td>
</tr>
<tr>
<td>National:</td>
<td>3</td>
</tr>
<tr>
<td>International:</td>
<td>-</td>
</tr>
<tr>
<td>Computers in the campus</td>
<td>3</td>
</tr>
<tr>
<td>Research projects completed and their total outlay</td>
<td>-</td>
</tr>
<tr>
<td>Teachers who have received national recognition for teaching/research/consultancy</td>
<td>-</td>
</tr>
<tr>
<td>Teachers who have received international recognition for teaching/research/consultancy</td>
<td>-</td>
</tr>
<tr>
<td>Teachers who have attended international seminars</td>
<td>-</td>
</tr>
<tr>
<td>Teachers who were resource persons at national seminars/workshops</td>
<td>-</td>
</tr>
<tr>
<td>No of hours of instruction against the plan</td>
<td>209</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>-----</td>
</tr>
</tbody>
</table>

The documents related to the participation of teachers in international seminars have been attached in appendix No 13.

Generally, the working days of the Campus are included on the basis of the record available from the month of Baisakh to Chaitra of the same year.

26. **Give the number of ongoing research projects and their total outlay.**
   
   N0. (√)

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

   Yes
   
   No (√)

   If yes, list the MOU signed and furnish the details of active MOU along with important details of collaborations.

   No. the institution has no collaborations with international institutions.

28. **Does the management run other educational institutions besides the campus?**

   Yes
   
   No (√)

   If yes, give details

29. **Give details of the resources generated by the institution last year through the following means:**

<table>
<thead>
<tr>
<th>Source of Funding</th>
<th>Amount(NRs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>UGC/Government grants</td>
<td>52,55,654.58</td>
</tr>
<tr>
<td>Donations</td>
<td>1,001</td>
</tr>
<tr>
<td>Fund Raising drives</td>
<td></td>
</tr>
<tr>
<td>Alumni Association</td>
<td></td>
</tr>
<tr>
<td>Research and Consultancy</td>
<td>6,500</td>
</tr>
<tr>
<td>Fee from Self-financed/initiated courses</td>
<td>1,25,505.13</td>
</tr>
<tr>
<td>Fees from regular programs</td>
<td>30,09,745</td>
</tr>
<tr>
<td>Any others, specify</td>
<td></td>
</tr>
</tbody>
</table>

Audit Report of 2070/071 has been attached appendix No.11.

In case of Research and Consultancy, students of Management have to submit their Project Work Report as the partial fulfillment of the subject Rural & Cooperative Management, BBS third year. From this, Rs. 6,500 was collected.

**SECTION B**
CRITERION 1: POLICY & PROCEDURES (15 MARKS)

1. Are there clearly defined goals, vision, objectives and standards of the institution (campus) in written?
   Yes (√)
   No
   If yes, mention the document and attach the material.
   Yes. There are clearly defined vision, mission and goals of the campus in written form. These vision, mission and goals of the campus are stated in the strategic plan of the campus and on the prospectus which has been started to publish annually. The vision, mission and goals of Mangalbare Multiple Campus are mentioned below:
   (Please see the strategic plan of the campus in Additional Appendix No.2)

   **Vision:**
   - To establish Mangalbare Multiple Campus as the academic research centre with full fledged physical facilities by pioneering the eco-cultural and social specification in western part of Ilam as a foundation for masters degree program within five years.

   **Mission:**
   - For the achievement of vision, the mission of MMC is to provide scientific life-enhancing and qualitative education.

   **Goals:**
   The goals of MMC are to develop the campus as the improved academic centre for education and research within five years.
   In order to achieve the vision and mission, the campus will strive to achieve the following strategic goals:
   - Extend the program in line with the educational demands.
   - Emphasis on quality education.
   - Strengthen infrastructure base and human resource
   - Developing the Campus as genuine academic destination.
   - Qualify for accreditation from the UGC and maintain accreditation status.
   - Improve internal efficiency
   - As a community based educational centre for all round development of society, rapport building with the community.
   - Gaining sustainability in various aspects by expanding the financial resources.
   - Empowering the socially disadvantaged groups.

   The strategic plan of the campus has been attached on appendix No.14 and the prospectus has been attached on appendix No.15.

2. Are there clearly defined plans and program to achieve its specific goals, objectives and standards?
Yes (√)
No
If yes, mention the document and attach the material.

Yes. There are clearly defined plans and program of the campus to achieve its specific goals, objectives and standards. The campus has a prepared a strategic plan with needed activities and committee formation for infrastructure development, program extension and maintenance of physical facilities. The summary of the major areas of reforms indicated in the strategic plan are stated as below:

- Development and promotion of physical Infrastructure
- Academic development
- Economic and financial management
- Human resource capacity and Institutional development
- Extra-curricular activities and students welfare
- Research documentation and publication
- Improving relation with the community

(Please, see appendix No. 14)

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

Yes (√)
No
If yes, mention the organizational chart and member compositions.

There is a duly formed organizational structure of the campus. Mangalbare Multiple Campus is an autonomous and community based educational institution. The General Assembly is the apex body of the campus followed by Management Committee which formulates, reviews, and updates the policies of the institution. One of the donors who are recommended from TU has been the chairman of the campus management committee. Other members include Campus Chief, Asst. Campus Chief, Head of Departments, a teachers’ representative, administrative representatives, students’ representatives, donors, social workers and others.

Campus Chief, appointed by the Management Committee is the director of the campus as well as the program coordinator. To assist the campus in the supervisory and administrative work, an assistant campus chief is appointed. There are three teaching departments’ administrative sections.

The organizational structure of the campus has been attached on appendix No.16.

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

Yes (√)
No
If yes, justify it with supportive documents.

For the purpose of monitoring and checking the internal quality, Program Coordinator and Assistant Campus Chief are appointed. Similarly, there is a provision of Head of Departments which help in formulating annual plans and monitoring the actual performance of teachers and students of concerned departments. The internal quality is monitored by the Campus Chief, Assistant Campus Chiefs, and Heads of the departments. Similarly, certain mark is allocated to teachers at the time of internal promotion which is based on regularities and result of the subject taught by them. Such mechanism and
process adopted by the campus help to monitor and check the internal quality. The following table highlights the institutional mechanism for internal quality monitoring and checks:

<table>
<thead>
<tr>
<th>Activities</th>
<th>Processes</th>
<th>Monitoring authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regularity of students</td>
<td>By taking regular attendance of the students</td>
<td>Heads of concerned departments</td>
</tr>
<tr>
<td>Regularity of teachers</td>
<td>By inspecting the classes taken, and checking attendance register</td>
<td>Asst. campus chief</td>
</tr>
<tr>
<td>Academic performance of students</td>
<td>By taking internal assessments examinations</td>
<td>Examination and Record Management Cell</td>
</tr>
<tr>
<td>Overall academic performance of the campus</td>
<td>By analyzing the relevant data and records and making available to the concerned units/divisions of the campus</td>
<td>Examination and Record Management Cell</td>
</tr>
<tr>
<td>Support to educationally disadvantaged students</td>
<td>By conducting the bridge courses after admission and remedial courses after the result published</td>
<td>Heads of concerned departments</td>
</tr>
</tbody>
</table>

The campus has formed a Quality Monitoring Committee for supervising and monitoring the performance of different departments, cells and individual. The composition of the committee is as below:

- Mr. Bhumi Prasad Subedi (Campus Chief) --------------------Chairman
- Mr. Netra Prasad Nepal (Assistant Campus Chief) ---------------Member
- Mr. Punya Prasad Mainali (HOD, Language) -------------------Member
- Mr. Nabin Prasad Acharya (HOD, Management) -----------------Member
- Mr. Chirinjibi Chamlagain (HOD, Social Subjects) --------------Member
- Mr. Tej Prasad Bastola (President, Teachers' Association) --------Member

The decision of the different committees and Cells formation is attached on appendix No.17.

5. Is there any document of the campus to specify the job responsibilities of departments, units and individuals?
Yes (√)
No

Yes. The job responsibilities of campus chief, Asst. campus chief, different departments, units and individuals have been stated in the following table:

<table>
<thead>
<tr>
<th>Units/Individuals</th>
<th>Related documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Chief</td>
<td>In the charter of the campus</td>
</tr>
<tr>
<td>1. Assistant campus chief</td>
<td>In the charter of the campus</td>
</tr>
<tr>
<td>2. Head of departments</td>
<td>In the charter of the campus</td>
</tr>
<tr>
<td>3. Quality assurance cells</td>
<td>In the by-rules of the respective cell</td>
</tr>
<tr>
<td>4. Individual teachers</td>
<td>The subject to be taught is mentioned in the appointment letter. Other functions/codes of conducts are mentioned in the charter of the campus.</td>
</tr>
<tr>
<td>5. Individual non-teaching staff</td>
<td>The job responsibility is mentioned in the appointment letter.</td>
</tr>
</tbody>
</table>

The documents of the campus to specify the job responsibilities of the Campus Chief, Assistant Campus Chiefs, Head of the Departments have been attached on appendix No. 18 and 19 and the job responsibilities as per the appointment letter of the individual teachers have been attached on appendix No. 20.

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

   Yes (√)
   No

If yes, produce those schemes and examples of some practices

There are written schemes to evaluate the job responsibility of individual teachers. These schemes are stated for the reward and the base line for the promotion of the teachers in future. Certain marks are allocated on the basis of the regularity of the teachers and pass percentage of the students taught by the subject teacher. The schemes of evaluation are as below:

The mark awarded by the Campus Chief on the basis of performance evaluation is as below:

<table>
<thead>
<tr>
<th>Performance of teachers</th>
<th>Marks awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Satisfactory (below 8)</td>
<td>1</td>
</tr>
<tr>
<td>Good (8-12)</td>
<td>2</td>
</tr>
<tr>
<td>Very good (12-16)</td>
<td>3</td>
</tr>
<tr>
<td>Excellent (Above 16)</td>
<td>4</td>
</tr>
</tbody>
</table>

On the basis of pass rate, the mark is granted as below:

<table>
<thead>
<tr>
<th>Pass rate of students</th>
<th>Marks awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 40%</td>
<td>1</td>
</tr>
<tr>
<td>40 to 50%</td>
<td>2</td>
</tr>
<tr>
<td>50 to 60%</td>
<td>3</td>
</tr>
<tr>
<td>60 to 70%</td>
<td>4</td>
</tr>
<tr>
<td>70 to 80%</td>
<td>5</td>
</tr>
<tr>
<td>More than 80%</td>
<td>6</td>
</tr>
</tbody>
</table>

On the basis of regularity of the teacher, the mark is awarded as below:

<table>
<thead>
<tr>
<th>Regularity rate of teachers</th>
<th>Marks awarded</th>
</tr>
</thead>
</table>
Similarly, the criteria of performance evaluation of different quality assurance cells have been mentioned in their respective rules. For example, the performance of research management cell is evaluated on the basis of annual program, number of seminars and conferences held, number of publications etc. Evaluation form has been attached on appendix No. 21.

7. Does the campus have strategic plan and action plan emphasis on team work and participatory decision making and a scheme for information sharing?
   Yes (✓)
   No
   If yes, give details.

Mangalbare Multiple Campus is a community-based campus. The campus emphasizes on team work and participatory decision making. Major decisions are taken along with the discussion either in the staff meeting or in the meeting of the Management Committee. The president of Joint Student Forum is the member of the Management Committee which helps in sharing information among students who are the major stakeholders of the campus.

The decision of the Management Committee regarding the inclusion of the president of Joint Student Forum of the campus as one of the members of Management Committee has been attached on appendix No. 22. Evidence of the annual conference of stakeholders/guardians has been attached on appendix No. 23.

8. Does the campus have program(s) to strengthen the regular academic programs through other Complementary systems like self-financing programs/courses and others?
   Yes. (✓)
   No.
   If yes, give details.

All the programs offered by the campus are self-financing in nature. To strengthen the regular academic program, the campus provides the following courses to the students:

- Academic counseling for the educationally disadvantaged students and other ones.
- Annual orientation and training program for the bachelor level students for doing research, project work and report writing.
- Different types of exposure visit and tours for students such as industrial tour for the students of Management Department, ELT seminars etc. (See appendix No. 24)

9. Are there any written provisions under which the campus brings “stakeholders or community feedback and orientation” in its activities?
   Yes. (✓)
   No.
   If yes, give details.

Yes, there are written provisions under which the campus brings “stakeholders or community feedback and orientation” in its activities. Section 2.5.5 of the Charter (Bhidhan) of Mangalbare Multiple Campus has made compulsory to call the meeting of General Assembly. Annual function is celebrated each year and since its inception, the
campus has celebrated the 7th anniversary. The concerned people such as the parents of regular or ex-students of the campus, chief of different government and non-government organizations of catchment area, donors, members of management committee, chiefs of peer institutions are invited in the annual function of the campus.

The documents which contain the written provisions under which the campus brings stakeholders have been attached on appendix No. 23.

10. Were any committees/external agencies appointed during the last three years to improve the organization and management?
Yes. (√)
No.

If yes, what were the recommendations?

- Following committees were formed during the last three years for the following purposes:
  - Formation of advisory board to improve the organization and management.
    (For reference, please see on appendix No. 25)
  - Formation of management committee for reviewing the terms and conditions of campus chief, assistant campus chief and to recommend for the establishment of different departments for the improvement of teaching and administrative activities of the campus. (For reference, please see on appendix No. 12)
  - Internal audit committee for reviewing the accounting and financial statements of the campus and recommend for new system if needed
    (For reference, please see on appendix No. 26)
  - Scholarship distribution committee for preparing appropriate criteria for distributing the scholarship to the students
    (For reference, please see on appendix No. 27)
  - Extra-curricular activity committee for re-creation and dynamism of the students
    (For reference, please see on appendix No. 17)

11. Are the students involved in campus management system and quality assurance?
Yes. (√)
No.

If yes, give details.
There is a provision of nominating the representative of Joint Student Forum as a member of Management Committee. Major issues of the campus such as distribution of scholarship, alternation in the fee structure, adding any new programs, celebrating annual functions etc. are discussed among the student leaders. (For reference, please see on appendix No. 22)

12. Has there been an academic audit? Justify it?
(a) By the university
(b) By the Institution (√)

Please attach the copies.
There have been academic audits of the campus by different departments and institutions. The permission for any new department is given by the university only after the academic audit, monitoring and feasibility study of the campus by the concerned departments/institution of the university.

- Tribhuvan University has provided the approval letters for different faculties after feasibility study
- Monitoring by the Office of the TU
Necessary documents have been attached on appendix No. 28. There have been internal audits done by campus administration and different related cells also.

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

Yes. (√)

No.

If yes, give details

The Campus has entrenched to combine the teaching and research together. The Campus has established a research management cell to prop up the combination of teaching and research. The following are some examples.

- Modern technologies like multimedia can be used in the classroom for making teaching more effective. For example, the subjects like English for mass communication and so on are being taught by using them.
- Orientation classes are run before approving the proposals submitted by the students for writing the project work report. Similarly, Pre-practice teaching orientation and continuous supervision during teaching practice time for B.Ed. 3rd year students have been regularly done.
- Students of Bachelors' Level are permitted to organize observation tour in every academic year and the campus provides the guidance of teachers and some financial supports for these activities.
- Research journal has been published regularly through campus administration. Necessary documents have been attached on appendix No. 29.

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

Yes. (√)

No.

If yes, give details

There are many positive influences of combining teaching and research which are mentioned below:

- There is a paradigm shift in teaching from traditional approach to the modern one due to the teachers' enthusiasm to use modern technologies.
- The campus has established formal research Cell which helps to promote the different research activities.
- The campus has allocated budget for conducting different research activities such as for writing mini research report, conducting seminars and workshop, inviting guest lecturers, publishing papers and making observation tours and visits. (See appendix No. 30.)

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

Mangalbare Multiple Campus has set several landmarks in educational development in the course of its nearly a decade long academic journey not only in academics, the campus emphasizes on the establishment of this campus as a multicultural learning centre.

Since its inception, MMC has prepared nearly a hundred graduates and majority of them are engaged in different jobs. Maximum female students, who are deprived from the access of higher education, are now able to fulfill their academic desires. Some significant achievements have been possible after the establishment of this campus even
in a short span. Some of them are presented below:

- Allocation of academic time table of the campus on the basis of the students' need seems to be beneficial for the job holders as well as others. Some of the students of B.ED., B.A. and B.B.S. level are government and private school teachers as well as other job holders so that morning shift of campus seems to be significant.

- Mangalbare Multiple Campus is one of the public campuses charging lowest fees from the students. Despite any financial supports from UGC, Village Development Committee, and District Development Committee, the campus is providing free-ship to Dalit, educationally disadvantaged and disabled students. The campus is extending the programs as per the requirement and need of the society. Students of campus are serving to the community by involving in different social activities such as teaching in the community schools, collecting the funds for at the time of any natural calamities, blood donation, organizing health and sanitation awareness program etc. Such activities of the campus are helping to increase the image of the campus as a social institution.

- Financial transparency of the campus is helping to increase the image of the campus as a transparent institution. It is guaranteed from each annual financial audit which is publicized through different publications.

- Introducing multi-media as regular teaching aids.
- Project work.
- Field work.
- Micro teaching for B.Ed. students.
- Internship training for B.B. S. students.
- Publication of research journal.
- Excursion visit.

CRITERION 2: CURRICULAR ASPECTS (10 MARKS)

16. Is there a provision for ensuring consistency of teaching and learning with the academic goals and objectives of the institution? (0.5)
Yes. (√)
No.

If yes, give details.

The main goal of Mangalbare Multiple Campus is to prepare responsible citizen for Nation by providing life-enhancing and qualititative education as well as enabling them to compete globally. The Campus has made necessary provisions for ensuring the consistency of teaching and learning with its goal. Following are some of the provisions made by the Campus.

(a) The Campus prepares annual calendar to ensure the timely completion of all courses before the final examination conducted as per the schedule published by the university. *(Please see on appendix No. 31)*

(b) Different departments have been established in the Campus and Heads of the Departments supervise the regularity of students and teachers and monitor other academic activities.

(c) The teachers are encouraged to prepare annual teaching plan. *(Please see on appendix No. 32)*

(d) Examination Record Management Cell has been established for conducting internal assessment and analyzing the performance of the students. *(Please see on appendix No. 28)*

(e) Student Support and Guidance Cell has been established in order to support and solve the problems of the students related to curricular and extra-curricular activities of the Campus. Other programs required for career and inter-personal skill development of students like career guidance seminars, workshops, guest lecturers etc are conducted. *(Please see on appendix No. 33)*

(f) The Campus offers scholarship facilities for the disadvantaged, under privileged and laborious students. *(See appendix No. 34)*

The Campus provides personal–cum- career guidance and counseling as well as subject orientation for the novice. Some decisions meeting this purpose have been included in *Additional Appendix No. 3*

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

- Time frame matching student convenience (√)
- Horizontal mobility (X)
Elective options (√)

Yes. The program of the Campus is flexible to offer students the following benefits:

(a) Time frame matching student convenience

The time table of the Campus is adjusted as per the need and convenience of the students. Allocation of academic time table of the campus on the basis of the students' need seems to be beneficial for the job holders as well as others. Some of the students of B.E.D., B.A. and B.B.S. level are government and private school teachers as well as other job holders so that morning shift of campus seems to be significant. As regards the time frame of the Campus, all the classes run from 6.30 to 10.30 in the morning.

Recently, all the classes are running from 6:15 to 10:25 in the morning and apart from occasional administrative activities, there are no day and evening shifts.

(c) Elective options

Mangalbare Multiple Campus is offering the following elective options to the students.

The optional and elective courses offered in the Bachelors level are as follows:

<table>
<thead>
<tr>
<th>Department</th>
<th>Level</th>
<th>Optional subjects offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management</td>
<td>Bachelor’s</td>
<td>• Account group: Business Accountancy, Taxation and Auditing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Finance group: Corporate Finance, Investment, Financial Markets and Institutions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Marketing group: Fundamentals of Selling, Fundamentals of Distribution, Fundamental of Advertising</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Rural Development and Cooperatives Management</td>
</tr>
<tr>
<td>Humanities</td>
<td>Bachelor’s</td>
<td>English, Sociology, , Economics (Journalism, -functional)</td>
</tr>
<tr>
<td>Education</td>
<td>Bachelor’s</td>
<td>Population Education, English Education, Nepali Education, Health Education, Economics Education,</td>
</tr>
</tbody>
</table>

(See: Appendix No. 1-3)

18. Indicate the efforts to promote quality of education with provision of skills transfer among the students such as (0.5 × 5 = 2.5)
Capacity to learn (√)
Communication skills (√)
Numerical skills
Use of information technology (√)
Work as a part of a team and independently (√)

The Campus is effortful in promoting the general and transferable skills among the students such as capacity to learn, communication skills, use of information technology and work as a part of a team.

(a) Capacity to learn
The Campus promotes the learning capacity of the students through different activities. Some examples of the efforts done in this regard are as follows:

- The Campus arranges orientation and counseling classes for the students who are new and in dilemma of faculty and subject choice.
- The Campus arranges 45 days teaching practice classes for students of education department. Students are sent to community schools for teaching practice where the students prepare lesson plans and teach according to the plan under the direct supervision of subject teacher and school head teacher.
- The students of B.B.S. level prepares field work and project work report and submit in the Campus.
- Health and Population group of B. Ed. (2nd and 3rd) prepares community survey report at the end of each academic year and the report is submitted to the Campus.
- Economics group of B. Ed. 3rd year involves in project work and reporting.
- The students of B. Ed. (1st and 3rd from major English) prepare and submit their file work for practicum at the end of each academic year.
- The students of B.A. 3rd year involve in project work (journalism) at the end of academic year and the report is submitted in the Campus.

(b) Communication skills
The Campus promotes the communication skill of the students through different curricular and extra-curricular activities. Some examples of the efforts done in this regard are as follows:

- The teachers of English department use audio-visual methods to enhance the ability of English language.
• The Campus organizes debate contest program in the Campus to promote public speaking skill.

• The students of the Campus have access to computer and internet facilities which enable students to use most recent technologies of communication. Similarly, there is an agreement between Campus and Computer Institutions to provide Campus students different computer courses at a cheaper rate. Apart from this, there is the facility of newspapers.

(c) **Use of information technology**

The students of the Campus have access to computer and internet facilities which enable students to use most recent technologies of communication. Similarly, there is an agreement between Campus and Computer Institutions to provide Campus students different computer courses at a cheaper rate.

(d) **Work as a part of a team and independently**

The students of the Campus are encouraged to form different non-political and non-profit making associations which have been registered in the Campus. Such associations frequently organize different programs for up-lifting the students' team work and all round development. Some of the Associations are:

- Youth Red Cross circle
- Prabhat Kiran Bhitte Patrika
- Nava Yuba Bichar manch
- Guphathumki Community Library
- NESA (Nepali-English Students Association)
- MASSA (Management And Social Sciences Students Association)

*(See: Appendix No. 35, 43 & 44)*

The evidence for some of the outputs by such Associations is included in *Additional Appendix No. 4&5*

19. **Are there any specific programs and electives run by the Campus? (1)**

Yes. (√)

No.

**If yes, give details**

The Campus is running additional classes for the benefit of students in the courses on which students are weak as Compulsory English, Major English and Accountancy and so on. Similarly subject wise orientation also is one of the ways to reduce difficulty. 45 days.
teaching practice is conducted annually for the students of education faculty. (See: Appendix No. 36)

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

The Institution has not taken any initiative to feedback to the curriculum design of the University yet, although the following can be possible suggestions.

- There should not be course gaps between the +2 levels and bachelor level as in the subjects like Linguistics, Nepali Bhasha Bigyan and so on.
- Selection and gradation of the course for the various levels should be specific and relevant but not general.

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

Yes. (√)

No.

If yes, give details

Yes. In order to maintain the quality of teaching on the basis of feedback obtained from the respondents, the campus has established a Public Information Cell which publishes the bulletin with the questionnaires for academic peers and employers. Necessary improvements are possible by doing so.

(See: Appendix No. 37 & 38)

Feedbacks are shared in staff meeting and joint meeting of departments and Campus administration. The decisions made in departments are suggestive measures to enhance the quality of teaching. Similarly meetings are organized and decisions are taken in the presence of the members of management committee as well as other invitees too. (See: Additional Appendix No. 6)

22. Give details of Campus-industry-neighborhood networking in course-works, if any? (1)

The campus maintains Campus-industry-neighborhood networking through the activities of the following nature:

- Students of bachelor level in Department of Education do teaching practice in the schools of Ilam district. Before sending the students to the schools, a meeting of headmasters is organized by the campus every year.
- The students of Bachelor's level in the Management Department are encouraged
to study a business firm of different institutions in Ilam district and prepare a report about it.

- The students of management department with the support of the campus conduct seminar and business dialogue with the Chamber of Commerce, private sector and financial institutions like Banks annually for increasing the relationship between them. (See: Appendix No. 39)

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

The campus regularly organizes various activities to develop civic responsibilities among the students. Some of these activities can be mentioned as follows:

- Participation of the campus students in local fairs and festivals as volunteers
- Active participation of students in blood donation program organized by Red-Cross sub-chapter Mangalbare.
- Involvement of students in activities of Red-Cross sub-chapter Mangalbare.
- Conduction of health awareness programs during their community survey and reporting by the students of the campus for public information.

(See: Appendix No. 40)

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

Along with the regular studies, various efforts are necessary for all round personality development of learners for which, campus encourages the students to participate in several activities inside and outside the class-room. The following are some examples of such activities:

- Different types of sports, quiz contest, folklore competition, debate, essay writing, poetry competition, elocution, field trip activities, wall paper publication, conducting seminar etc. are held on different occasions to develop the all-round personality of the learners. (See: Appendix No. 41 & 42).
- Formation of NESA (Nepali-English Students Association) by the students of language group which organizes literary programs and publishes magazine.

(See: Appendix No. 43)
• Formation of "Management and Social Sciences Students Association" by the students of the Management Department and social sciences which organizes various activities. (See: Appendix No. 44).

• Publication of wall magazine Prabhat Kiran Bhitte Patrika (See: Appendix No.41).

• Conduct of seminar by the students studying Health and Economics (B.Ed. 3rd) which is mentioned in their project report to present different emerging issues (See: Appendix No. 45).

• Formation of Joint Students Forum (See: Appendix No.46).

• Publication of annual magazine "Abiral Deumai" is under the pipe line by the Campus to encourage teachers and students to express their academic talents (See: Appendix No.47).

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

Some programs to impart value based education held in the Campus are as follows:

• Saraswati Puja is performed on the auspicious occasion of Basanta Panchami every year in campus surrounding (Please see: Appendix No.40).

• Ritual of well-come and fare-well programs organized by students under the adequate support of campus (See: Appendix No.48).

• National day and anniversaries of literary figures are also celebrated. (See: Additional Appendix No. 7)

• Campus organizes health awareness programs against HIV/ AIDS, drug abuse and crisis management of natural disaster for the students in collaboration of GO and NGO. (See: Additional Appendix No. 8)

• Regularity of sanitation by students in campus compound (See: Appendix No.49).
CRITERION 3: TEACHING LEARNING AND EVALUATION
(15 MARKS)

26. Which of the following methods do you apply in admitting the new graduates? Select as many as apply. (1)

Through academic records -------------------- X
Through written entrance tests ---------------- X
Through group discussions --------------------- X
Through interviews -------------------------- X
Through combination of above all -------------- X

The campus manages written entrance exams in admitting all new graduates. Interview is taken for the students who prefer to change their major subject.

(See: Appendix No.50, 51 & 52)

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

Yes. (√)
No.

If yes, cite examples.

Yes. The campus assesses the students' needs and aptitudes for some courses. There is the provision of knowledge test for the students who desire to study the course in English medium in B.Ed., B. A. and B.B.S. faculties.

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

Yes. (√)
No.

If yes, cite examples (UGC or other supports received in this regard may be indicated).

Yes. The campus has been providing the remedial classes either to the educationally disadvantaged students or for the students for those subjects on which pass rate is lesser than its minimum requirement. The staff meeting decides to conduct such classes formally and it is conducted annually as per the requirement of any particular subject (See: Appendix No.53).

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

Yes. (√)
No.

If yes, give details.

Yes. The teachers are encouraged to make a teaching plan. All the necessary materials for teaching plan are provided by the campus. To encourage the teachers the campus provides Rs.200 per teaching plan as incentive. Most of the teachers of Education Department prepare teaching plan (See: Appendix No.54).

All the teachers of all departments are inspired to make and implement the annual teaching plan. Decisions are submitted in Additional Appendix No. 9

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

Yes. (√)
No.

If yes, give details of implementation in terms of monitoring, coverage, correction, etc.
Yes. The academic/teaching calendar is designed to meet the harmony with syllabi along with extra classes if necessary on the basis of length of the course and academic duration through the year. The heads of different departments and the quality monitoring cell monitor whether the achievement is gained along with the harmony between syllabi and teaching calendar or not (See: Appendix No. 31 & 32).

31. How does the institution supplement the lecture method of teaching with other teaching Methods with specific weightage in terms of hours? (Directed studies, assignments, presentations)(0.5)
Teachers are inspired to supplement the lecture method with other student centered methods such as pair work, group work, role play, discovery, research and so on along with the facilities needed for the related purposes. For example, some teachers are applying the presentation method and using the multimedia for the use of power point method (See: Appendix No. 55).

Some teachers are using such multimedia at least once a week.

32. Is there a facility to prepare audio visuals and other teaching aids? (0.5)
Yes. (√)
No.

If yes, give details about the facility.
Yes. There a facility to prepare audio visuals and other teaching aids in the campus. There is computer facility in campus to use multimedia (See: Appendix No 55).

Majority of the teachers have their Laptops which they use in teaching according to needs.

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

<table>
<thead>
<tr>
<th></th>
<th>2069</th>
<th>2070</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching days per semester or per year against the requirement:</td>
<td>210</td>
<td>212</td>
</tr>
<tr>
<td>Working days per week against the requirement:</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Work load per week (for full time teachers):</td>
<td>24</td>
<td>24</td>
</tr>
<tr>
<td>Work load per week (for part time teachers):</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>Ratio of full-time teachers to part-time teachers:</td>
<td>1:0.9</td>
<td>1:0.9</td>
</tr>
<tr>
<td>Ratio of teaching staff to non-teaching staff:</td>
<td>6.67:1</td>
<td>6.67:1</td>
</tr>
<tr>
<td>Percentage of classes taught by full-time faculty:</td>
<td>64%</td>
<td>64%</td>
</tr>
<tr>
<td>Number of visiting professors/practitioners:</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Teaching hours are calculated from the month of Baisakh to Chaitra of the same year. Similarly, there is no holiday between the Nepalese festivals Dashain and Tihar and the period of winter vacation allocated by TU also has been reduced.

Although being provision of visiting professor/practitioners, recently there is not adequate implementation of it apart from some experiences of teaching practitioners in this Campus before some years.

34. **a. Are the students oriented to the program, evaluation system, codes of conduct and other relevant institutional provisions and requirements? If yes give evidence. (0.5)**

Yes. Students are oriented to the program, evaluation system, codes of conduct and other relevant institutional provisions and requirements by distributing academic calendar and prospectus to all new students at the time of entrance examination which provides related information about all extra-curricular activities and others. Orientation classes also are held for all subjects at the very beginning of the academic session. (See: Appendix No.15 & 31).

**b. Are evaluation methods communicated to students at the beginning of the academic session?**

Yes. (√)

No.

If yes, give details.

At the beginning of each academic session entrance test is conducted and while distributing the prospectus to the students, they are informed about the fee structure, provision of scholarship, internal assessment, class time, uniform, compulsion of identity card and other code of conduct and rules of the campus (See: Appendix No. 56).

35. **Does the campus monitor the overall performance of students periodically?**

Yes. (√)

No.

If yes, give details

Yes. The campus has been conducting the internal examination as mentioned in the academic calendar for monitoring the overall performance of the students periodically.
Each department conducts internal examination and Examination and Record Management Cell analyses and evaluates the result (See: Appendix No.28 and 57).

Apart from class test and unit test internal examination is held three times for each year within an academic session. Some successive outcomes from this practice are:

- The number of students' involvement in internal test has been gradually improved.
- Class regularity of the students' has been increased.
- Teachers' creativity for developing students' performance has been increased.

36. In the case of new appointment of the teaching faculty made by the institution itself, select among the following funding criteria that are evidential in your institution. (1.5)

<table>
<thead>
<tr>
<th>Operational Mechanism</th>
<th>Self-funded</th>
<th>Government funded</th>
<th>Any other category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Advertisement</td>
<td>√</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Selection Committee Formation</td>
<td>√</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Examination by Selection Committee</td>
<td>√</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evaluation of Demo Classes</td>
<td>√</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interview by Selection Committee</td>
<td>√</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Contract Through Formal Appointment Letter</td>
<td>√</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The campus publishes notice for vacancy for new post of the teaching faculty and forms a selection committee. Written examination, Interview and class observation are conducted by the selection committee. Teachers are selected on merit basis which is based on the integrated marks of written examination, interview, class observation, educational qualification, experiences and other academic work. The campus appoints teachers through a formal appointment letter (See: Appendix No.58)

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

<table>
<thead>
<tr>
<th>Teaching staff recruited from Chaitra 2068 to Chaitra 2070</th>
</tr>
</thead>
<tbody>
<tr>
<td>From same institution</td>
</tr>
<tr>
<td>Year I: 0</td>
</tr>
<tr>
<td>Year II: 0</td>
</tr>
</tbody>
</table>

(See: Appendix No.59)
38. a. Does the institution have the freedom and the resources to appoint and pay temporary/ad hoc teaching staff? Are such provisions defined in the institution act/board decision/minute?

Yes (√)
No

If yes, give details of their salary structure and other benefits. (0.5)

Yes. The institution is free to generate resources and utilization of the generated funds. These provisions are defined in the charter (Bhidhan) of the campus. According to the section 9 (20.2) of the charter of the campus, the Management Committee has the right and duties of appointing new teaching and non-teaching staff, providing job security and promoting the teaching and non-teaching staff (See: Appendix No. 18).

The salary structure (basic salary, grade and contribution to provident fund) of the campus is similar to Tribhuvan University. The campus revises the salary structure as per the changes the University. (See: Appendix No. 60)

b. Does the institution have provision and practice for inviting visiting/guest faculty on regular basis?

Yes, (√)
No.

If yes, give details. (0.5)

The campus has made a budgetary provision for inviting visiting/guest faculty on regular basis to be effective from this academic year and total budget of Rs100, 000 has been allocated for this purpose (See: Appendix No. 30).

Recently, the Campus invited from MRM Campus Ilam as guest faculties for model classes. Such visiting guests were:

1. Mr. Rajendra Kunwar (Reader MRM Campus Ilam)
2. Mr. Rajendra Baral (Lecturer MRM Campus Ilam) Please see Additional Appendix No. 10

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

<table>
<thead>
<tr>
<th>Level</th>
<th>Participants</th>
<th>Resource persons</th>
<th>Organizer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutional</td>
<td>2</td>
<td>Mr. Shyam Pd. Phuyel</td>
<td>MRM Campus, Ilam</td>
</tr>
<tr>
<td>National</td>
<td>1</td>
<td>Mr. Santa Bdr. Shrestha</td>
<td>Sukuna Multiple Campus</td>
</tr>
<tr>
<td>International</td>
<td>1</td>
<td>Richard Smith</td>
<td>NELTA</td>
</tr>
</tbody>
</table>

(See: Appendix No. 61, 62 & 13).
The International Conference of NELTA was held on 16-18 February, 2013 and Mr. Punya Prasad Mainali participated. Again, he was involved in 20th International Conference of NELTA on 17-19 February, 2015 in which Elka Todeva and David Hayes were the key speakers. (See: Additional Appendix No.11)

40. Does the campus follow the self-appraisal method to evaluate the performance of the faculty in teaching, research and extension?

Yes. (√)
No.

If yes, how are teachers encouraged to use the feedback? Provide with justifications.
The campus follows the self-appraisal method to evaluate the performance of the faculty in teaching and research. Students' experiences and feedback on teaching are collected. The campus considers about the significant feedback and plans unit and monthly test for various subjects regularly. Students' feedback is taken from the outgoing students, particularly the students completing the final year of Bachelors level, and the feedback is evaluated by the teacher him/herself (See: Appendix No.57).

Teachers are encouraged to use the feedback provided by Quality Monitoring Committee on the basis of the evaluation of performance in various aspects as mentioned in no. 41.

41. Does the Institution follow any other teacher performance appraisal method? (0.5)

Yes. (√)
No.

If yes, give details of the same and state how the results of the appraisal are used.
The campus also follows other methods to evaluate the performance of the faculty in teaching and research. Teachers are promoted and rewarded on the basis of research, class result, regularity and involvement in the extra-curricular activities. Such parameters are presented below:

(a) For the result of students taught by the subject teacher:

<table>
<thead>
<tr>
<th>Pass rate of students</th>
<th>Marks awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 40%</td>
<td>1</td>
</tr>
<tr>
<td>40 to 50%</td>
<td>2</td>
</tr>
<tr>
<td>50 to 60%</td>
<td>3</td>
</tr>
<tr>
<td>60 to 70%</td>
<td>4</td>
</tr>
<tr>
<td>70 to 80%</td>
<td>5</td>
</tr>
<tr>
<td>More than 80%</td>
<td>6</td>
</tr>
</tbody>
</table>

(b) For the regularity of the teachers:
On the basis of regularity of the teacher

<table>
<thead>
<tr>
<th>Regularity rate of teachers</th>
<th>Marks awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 85%</td>
<td>1</td>
</tr>
<tr>
<td>85 to 90%</td>
<td>2</td>
</tr>
<tr>
<td>90 to 95%</td>
<td>3</td>
</tr>
<tr>
<td>More than 95%</td>
<td>4</td>
</tr>
</tbody>
</table>

(c) For the other performance and involvement in extra-curricular activities of teacher:

The mark awarded by the campus Chief on the basis of performance evaluation is as below:

<table>
<thead>
<tr>
<th>Performance of teachers</th>
<th>Marks awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Satisfactory (below 8)</td>
<td>1</td>
</tr>
<tr>
<td>Good (8-12)</td>
<td>2</td>
</tr>
<tr>
<td>Very good (12-16)</td>
<td>3</td>
</tr>
<tr>
<td>Excellent (Above 16)</td>
<td>4</td>
</tr>
</tbody>
</table>

(d) Research and publication

The mark awarded for the research and publication work of teachers is as below:

<table>
<thead>
<tr>
<th>Publication</th>
<th>Maximum unit</th>
<th>Full Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Textbook</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Research related book</td>
<td>2</td>
<td>8</td>
</tr>
<tr>
<td>Research report</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Research article</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>General article</td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>

(See: Appendix No.21).

42. Does the campus collect student evaluation on campus experience? (0.5)

Yes. (√)

No.

If yes, give details.

If yes, what is the significant feedback from students and how has it been used?

Apart from the feedback on teaching and teacher, the campus collects student evaluation on campus experience by collecting their attitudes about unit and monthly test in different subjects (See: Appendix No.57).
43. Does the campus conduct refresher courses/ seminars/conferences/ symposia/ workshops/ programs for faculty development?

   Yes (✔)
   No
   If yes, give details.

Yes. The campus conducts seminars, conferences and workshop program for faculty development. The annual budget for conducting such program for this year is Rs 100,000 (See: Appendix No.30 & 63).

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

<table>
<thead>
<tr>
<th>Faculty Development Programs</th>
<th>No. of Beneficiaries</th>
</tr>
</thead>
<tbody>
<tr>
<td>One day seminar on significance of teaching practice</td>
<td>19</td>
</tr>
</tbody>
</table>

(See: Appendix No.64).

The Seminar was held on 2071-04-13 B.S. It was an interactional program on the topic of 'significance of teaching practice' in which lecturers of this Campus, principals from various schools and some other invitees were involved

(See: Additional Appendix No.12)

45. Furnish information about significant teaching innovations of the campus. (0.5)

The campus is encouraging teachers to involve in research activities to enhance the new ideas and innovation in teaching-learning process. The findings of research activities make teaching and learning activities effective, interesting and influencing. The use of technology is becoming an emerging area of education, teaching and learning. Therefore, the campus has provided laptop to each teacher along with the facility of Wi-Fi which has been exploited in teaching learning activities. The teachers are using such modern technologies as the teaching materials which can be taken as innovative learning method

(See: Appendix No.65)

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

Mangalbare Multiple Campus has established linkage with other institutions and local different groups of society which contributes in forming the positive attitude and awareness in the field of teaching and research. Not only this, such linkage can be the focal bridge that joins the vast gap created and constructed by the superstitious beliefs of
the society which are the obstacles for understanding of the real sense of anything in teaching and research (See: Appendix No.66).

There is an MoU with MRM Campus Ilam for the interactional linkage for teaching and research. (See: Additional Appendix No.13)

CRITERION 4: RESEARCH, CONSULTANCY AND EXTENSION (10 MARKS)

47. Research budget of the campus in percentage of total operating budget. (1)

The campus has formed Research Management Cell for research purpose and total amount of researchable budget allocated by the campus for this fiscal year is Rs. 300,000 which is 2.08 percent of the total operating budget of the campus (See: Appendix No.30).
48. How does the institution promote research? (1)

Teachers are given study leave

Teachers provided with seed money (√)
Provision of research committee (√)
Adjustment in teaching schedule

The campus promotes the research from the following ways:

- **Seed money**: From the fiscal year 2071/072, the campus has decided to grant Rs. 10,000 to each teacher for doing research work as seed money. The money can be spent for purchasing research materials and other respective things. The money is provided as advance and later on the basis of expenditure as shown by concerned teacher *(See: Appendix No. 67)*.

- **Provision of research committee**: A Research Management Cell has been established in campus for conducting research activities. The Cell calls for research proposal for doing mini-research project and also conducts research oriented seminars and workshops *(See: Appendix No. 17)*.

49. Is the institution engaged in PhD level programs? (1)

Yes
No (√)

If yes, No. of PhD graduates produced per year:

No. The Campus does not engage at PhD level program.

50. What percentage of teachers is engaged in active research - guiding research scholars, operating projects, publishing regularly, etc.? Give details.

The book "Second Language Acquisition" has been published by Mr. Punya Prasad Mainali (coauthor) *(See: Appendix No. 68)*. Similarly the first volume of campus journal with several research articles also has been published and second volume is under the pipeline of publication *(See: Appendix No. 29)*. The campus has decided to plan for operating projects and other research also.

Mr. Punya Prasad Mainali has submitted a proposal to UGC for the research on 'Issues and Challenges of Quality of Higher Education of Nepal'

*(See: Additional Appendix No. 14)*

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

No M Phil/ PhD graduates have been admitted.
52. How many PhDs have been awarded during the last five years? (1)
No PhD graduate has been awarded yet.

53. Does the Campus provide financial support to research students? (0.5)
Yes.
No. (√)
If yes, give % of financial support from recurring cost.

54. Provide details of the ongoing research projects: (0.5)
There are no ongoing research projects yet.

55. Give details of ongoing research projects funded by external agencies. (0.5)
There are no ongoing research projects funded by external agencies.

56. Does the institution have research/academic publication? If yes, give details of publications in the last two years. (0.5)
The Campus has regular publication division from last year. The Campus has formed a Research Management Cell which is planning to publish institutional publication of the Campus on regular basis. The first Journal has been published and others are going to be published in near future (See: Appendix No. 29).
The second volume of MMC Journal was also previously published in 2014.
(See: Additional Appendix No.15)

57. Does the institution offer consultancy services? (0.5)
Yes
No (√)
If yes, give details.

58. Does the institution have a designated person for extension activities? (0.5)
Yes. (√)
No.
Full time Part time
Additional charge
The Campus Chief, Assistant Campus Chief, head of the Departments and the coordinator of the research management cell are the designated person for extension activities as per the needs of the Campus although being full time teacher.

59. Indicate the extension activities of the institution and its details: (0.5)
Community development ------------------------------------------√
Training in Disaster Management --------------------------------- X
Health and hygiene awareness -------------------------------------√
Medical camps ----------------------------------------------- √
Adult education and literacy -------------------------------- X
Blood donation ----------------------------------------------- √
AIDS awareness ----------------------------------------------- √
Environment awareness ----------------------------------------------- √

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

Yes. The Campus involves in the following outreach programs:

- Campus organizes the interaction program among the students for awareness against HIV/ AIDS and drug abuse.
- Seminars about the significance of teaching practice are conducted with the participation of Head teachers or representatives before the Students of bachelor level in Department of Education involve in teaching practice.
- The students from Health and physical subject regularly involve in various activities related to community awareness programs as: finding burning problems, giving suggestions, preparing report, and so on.
- Students' contribution in blood donation programs.
- Involvement of students in Red Cross activities in Mangalbare area.

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

The students and teachers of the Campus are encouraged to participate in extension activities through various Cells formed in the campus as Health and Sport Center, Student Support and Counseling Cell, Research Management Cell etc. From the initiation the coordinators, teachers and students of the campus are engaged in various activities as mentioned below:

- With the active participation of Joint Students Forum, different programs like sanitation, gardening and so on are performed.
- Youth Red Cross circle provides first aid service and looks for immediate access for injured person and sometimes contributes in blood donation programs too.
- MASSA (Management and Social Sciences Students Association) frequently organizes the interactional programs about burning social issues.
• Guphathumki Community Library provides the readers reading facility with its own initiation and investment. The Campus has managed the reading room for this library.

• NESA (Nepali-English Students Association) contributes to publish literary magazine, regulate the wall magazine Prabhat Kiran Bhitte Patrika and campus provides financial support and counseling for the publication. Similarly NESA contributes to publish other literary works like Abiral Deumai (annual literary magazine of the campus) and organizes different literary programs also

• *Students often demonstrate cultural presentation on the occasion of local level festivals like Ropain Jatra (paddy plantation ceremony) and so on. Campus provides some facilities for such programs. (See: Appendix No.35)*

62. Does the institution work and plan the extension activities along with NGO’s and GO’s? Give details of last 3 years. (0.5)

Yes. The Campus has been working and planning the extension activities since the inception along with Mangalbare VDC, Red Cross Society and Deumai Multipurpose Cooperative (Nanda Kumari Trust) and recently it has made an agreement with Kankai Development Bank for internship program. (See: Appendix No.66, 69 & 70)
CRITERION 5: INFRASTRUCTURE AND LEARNING RESOURCES
(20 MARKS)

A. General Physical Infrastructure

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

Yes. The Campus has a comprehensive master plan indicating the existing buildings and the projected expansion in the future.

Mangalbare Multiple Campus, founded in 2006 (2063 B. S.) is a community based educational institute. At present 216 students are studying in the campus. Campus has owned 8 ropanies of land for physical infrastructures and other purposes. Here are four blocks with altogether 19 rooms.

The Campus has following plans for the further development. Some of the plans are given below:

- Construction of auditorium Hall
- Construction of canteen and teacher quarters
- Campus Compounding
- Construction of hostel (boys/girls)
- Extension of hall for indoor games
- Expansion of playground with the equipments needed for sports
- Construction of parking spaces
- Construction of Students Union Building

(See: Appendix No. 71)

64. (A) How does the institution plan to meet the need for augmenting the infrastructure to keep pace with academic growth? Produce plan, if any. (0.5)

The Campus plans to meet for augmenting the infrastructure to keep pace with academic growth observing the admission pressure and resources of the campus. The following are the tasks planned for further physical development as mentioned in the master plan:

- Construction of auditorium Hall
- Construction of canteen and staff quarters
- Campus Compounding
- Construction of hostel (boys/girls)
- Extension of hall for indoor games
- Expansion of playground with the equipments needed for sports
• Construction of parking spaces
• Construction of Students Union Building

The master plan of the highlights these activities which have been attached in the on appendix No .71

(B) What support facilities are available for conducting the education programmers in the institution? (0.5)

Laboratory
Library (✓)
Others (✓)

(a) Library: Mangalbare Multiple Campus emphasizes on the proper facility of books, journals and newspapers in library on various subjects. At present, there are approximately 1800 text books and reference books in the library (Source: Library record). Every year a budget of more than 80,000 rupees is allocated to purchase the books, journals and newspapers. The library has a reference section also. Plans are underway for:

• Construction of a separate library building.
• Computerization of the library and addition of a digital section.
• Management of silent-cum-discussion section.

(See: Appendix No. 71)

(b) Others: Apart from library services, the following are some other support services as:

• Computer facility with internet access (3 computers)
• Student support and counseling cell
• Health and sport centre
• Play ground for football, volleyball, basket ball, table tennis
• Hostel for girls
• Canteen
• Motor cycle stand
• Guard post
• Notice board and wall magazine board
• Separate room for Free Student Union
• Separate office room for different student Association like: NESA, MASSA, Youth Red Cross circle, Prabhat Kiran Bhitte Patrika, Nava yuba bichar manch etc.
65. Does the institution have provision for regular maintains of its infrastructure? Provide scheme. (0.5)

Yes. The Campus has provision for regular maintenance of its infrastructures. There is allocation of certain budget for minor repair and maintenance which is done by campus administration and sub-committee formation is done for major ones along with estimated budget. The actual expenditure under the heading of repairs and maintenance in the fiscal year 2069/070 was Rs 70,000 and the estimated budget for this fiscal year (2070/071) is Rs 75,000 (See: Appendix No.30 & 72)

Campus management committee has formed a sub-committee under the coordination of Mr. Megh Prasad Chaulagain (one of the members of the management committee) for regular maintenance and repairing of infrastructures (See: Appendix No.72).

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

The institution ensures optimum utilization of its infrastructure facilities. All the rooms are utilized in morning shift by campus and they are also used for seminars, workshops etc by different organizations on rent in day shift (See: Appendix No. 73).

67. Does the institution encourage use of the academic facilities by external agencies? (0.5)

Yes (√)

No.

If yes, give clearly defined regulations.

Apart from regular use of academic facilities, different seminars and conferences organized in the campus are held on the basis of application of the organizer and rule of the Campus. The Campus charges fees in consideration for the facilities as below:

- Fee charged for the use of hall is Rs 200 per day.
- The annual rent of the canteen in the premise of the Campus is determined by Campus Management committee. (See: Appendix No. 74).

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

The Campus has been effortful to keep the institution clean, green and pollution free. Some efforts for this purpose are given below:

- Regular sanitation by students' groups and organization along with teachers' support
- Evergreen flower plantation within campus surrounding
- Plastic rubbish banned as far as possible and management of dustbin for others
- Collaboration with existing environment clubs functioning nearby

(See: Appendix No. 49)

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

- Computer accessible to the students √
- Computer accessible to the faculty √
- Internet accessible to the students √
- Internet accessible to the faculty √

Yes. Computer facility is available in the Campus to some extent as presented below:
- There are two desktop computers and a laptop with internet facility for library and administration.
- All the teachers have been provided laptops to modernize their teaching.
- There is a computer facility in the research department.
- Some students are utilizing the internet by using their own devices also.

(See: Appendix No. 55 & 65)

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

Computers and Internet facility even in the holidays can be utilized by the teachers as it needs.

71. (A) How many departments have computers of their own? Give the configuration and other details. (0.5)

All the HODs and teachers are provided laptops and that can be used for different purposes in the departments also.

(B) Does the campus have provisions of internet/intercom/CCTV/other?

Yes. The campus has provisions of only internet facility which is available in departments, library and research department. The facility has been provided by Nepal Telecom and Campus has been subscribing for the ADSL service with 128Kbps and the subscription charge is paid monthly for unlimited scheme (See: Appendix No. 65).
72. Explain the output of the centre in developing computer aided learning packages in various subjects during the last three years? (0.5)

Although campus has not developed any formal learning package in any subject during the last three years, CDs, DVDs and memory devices have been being used for teaching the subjects like phonetics and phonology, English for mass communication, Drama and Film as well as journalism.

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

Yes. There is a provision of maintaining and updating the computer facilities of the Campus. The Campus has an agreement with New Generation Computer Centre for regular maintenance and updating the computer facilities. They provide the following technical services:

- Hardware and software operating
- Antivirus updating
- Virus scanning
- Network updating
- Internet setting

*(See: Appendix No. 75)*

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

No.

75. What are the various health services available to the students and teacher staff? Explain. (0.5)

All the full time teachers and administrative staff of the Campus are given medical allowance on the basis of current paying scale of remaining sick leave.

The Campus set up a First Aid for providing the necessary facilities. Apart from minor injuries, critical injuries are sent to the hospital which is very near from campus. Campus provides some financial support for the medical expenses in case of injured students.

*(See: Appendix No. 76)*

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

Various physical and infrastructure facilities available in the sports and physical education centre are as below:
First Aid and Sports Center has been established to provide health and sports facilities to the students.

The Campus has its own volleyball and badminton court, table tennis board and indoor facilities like Chess, Chinese checkers and so on. For football ground, here is an agreement with Bhanubhakta Higher Secondary School to use.

(See: Additional Appendix No.16)

Annual budget is allocated for necessary sports materials which are purchased and maintained by the concerned departments. The actual budget of previous fiscal year (2070/071) was Rs 22,625 and the estimated budget for this fiscal year is Rs 30,000 (See: Appendix No. 30).

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

The Campus encourages the sport students by providing various financial and non-financial supports. Some incentives given by the Campus are as below:

- The students with outstanding performance are given tuition fees exemption.
- The Campus provides entry fees, transportation allowance, dress and other supports to the students participating in the sports held at various levels.

(See: Appendix No.77).

78. Give details of the student participation during the last year at the university, regional, national and international meets. (1)

<table>
<thead>
<tr>
<th>Level</th>
<th>Events</th>
<th>No. of Participation</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local</td>
<td>Football</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Volleyball</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cricket</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Regional</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>National</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>International</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

(See: Appendix No.42).

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

The campus has taken a ten roomed house on lease for hostel purpose for the girls from remote areas. The house with kitchen, clean drinking water and other facilities has been contracted for five years. (See: Appendix No.78).
80. Give detail of the facilities for drinking water and toilets. (0.5)

There is facility of clean drinking water in the campus under the support of UGC. There is one block with four toilets separated for ladies and gents.

B. Library as a Learning Resource

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

The working hour of the library is between 7 am to 11 am in the morning.

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

Yes (√)
No

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

<table>
<thead>
<tr>
<th>Documents</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books (0.2)</td>
<td>1868</td>
</tr>
<tr>
<td>Current Journals</td>
<td></td>
</tr>
<tr>
<td>Nepalese (0.2)</td>
<td>9</td>
</tr>
<tr>
<td>Foreign (0.2)</td>
<td>-</td>
</tr>
<tr>
<td>Magazines (0.2)</td>
<td>18</td>
</tr>
<tr>
<td>Smarika</td>
<td>24</td>
</tr>
<tr>
<td>Reference Books (1.0)</td>
<td>225</td>
</tr>
<tr>
<td>Text books (0.2)</td>
<td>1643</td>
</tr>
<tr>
<td>Peer reviewed journals (0.4)</td>
<td>0</td>
</tr>
<tr>
<td>Back Volumes of Journals (0.2)</td>
<td>0</td>
</tr>
<tr>
<td>E- Information Resources (0.4)</td>
<td></td>
</tr>
<tr>
<td>CD’s/DVD’s</td>
<td>6</td>
</tr>
<tr>
<td>Databases</td>
<td>0</td>
</tr>
<tr>
<td>Online Journals</td>
<td>0</td>
</tr>
<tr>
<td>AV Resources</td>
<td>0</td>
</tr>
<tr>
<td>Special collection (0.5)</td>
<td></td>
</tr>
<tr>
<td>English Dictionary</td>
<td>1</td>
</tr>
<tr>
<td>Nepali Brihat Sabdakosh</td>
<td>1</td>
</tr>
<tr>
<td>Nepali Tukka Kosh</td>
<td>1</td>
</tr>
<tr>
<td>Census Report</td>
<td>1</td>
</tr>
<tr>
<td>Population Monograph</td>
<td>1</td>
</tr>
<tr>
<td>Statistical Year Book</td>
<td>1</td>
</tr>
</tbody>
</table>

(Source: Campus Library Record)
83. **Give the number of books/journals/periodicals that have been added to the central library during the last two years and their cost. (1)**

<table>
<thead>
<tr>
<th>Year (BS)</th>
<th>2069</th>
<th>2070</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number</td>
<td>Total cost</td>
</tr>
<tr>
<td>i. Textbooks</td>
<td>557</td>
<td>36,677.00</td>
</tr>
<tr>
<td>ii. Other books</td>
<td>18</td>
<td>free</td>
</tr>
<tr>
<td>iii. Journals/periodicals</td>
<td>2</td>
<td>free</td>
</tr>
</tbody>
</table>

*(See: Appendix No. 11 and Campus Library Record)*

84. **Mention (1)**

| (i) | Total carpet area of the campus library (in sq.mts.) | 24 |
| (ii) | Total number of departmental libraries |
| (iii) | Seating capacity of the library | 15 |
| (iv) | Student access to the library | yes |

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

(i) Total number of staff (0.3) 1

a. Professionals (with Qualifications) 0

b. Semi-professionals 1

c. Others 0

(ii) Library advisory committee (0.2), Give details

Library advisory committee is formed in this campus which contributes for the improvement of the library and suggests the books to be purchased. The existing library advisory committee is as below:

Mr. Nabin prasad Acharya - Chairperson
Mr. Tej Prasad Bastola - Member
Mr. Narad Kumar Rana - Member

*(See: Appendix No. 17)*

86. **Staff development programs for library (0.5)**

(i) Refresher/orientation courses attended

(ii) Workshops/Seminars/Conferences attended

(iii) Other special training program attended

The Campus has not arranged any program/conference for staff development.
87. Are the library functions automated? (0.5)

Yes (✓)
No
If yes:
Fully automated (0.5)
Partially automated (0.25)

At present, the library functions are partially automated.

Although software for library has not been used, the records of books are computerized and gradually intention is made to purchase and use the needed software.

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

The Campus is allocating about 1 to 2 percent budget (excluding the salary of staff and other office expenses) for the library. The actual budget of the last year and estimate budget for this fiscal year allocated by the Campus for the library is as below:

<table>
<thead>
<tr>
<th>Fiscal year (in BS)</th>
<th>2070/071</th>
<th>2071/072</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total budget of the Campus (operational)</td>
<td>Rs.838820</td>
<td>Rs.143614</td>
</tr>
<tr>
<td></td>
<td>5.71</td>
<td>00</td>
</tr>
<tr>
<td>Budget for the library:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For purchase of books and journal</td>
<td>Rs.29749</td>
<td>Rs.70000</td>
</tr>
<tr>
<td>For purchase of newspaper</td>
<td>Rs.14476</td>
<td>Rs.16000</td>
</tr>
<tr>
<td>Total library budget (excluding the salary)</td>
<td>Rs.44225</td>
<td>Rs.86000</td>
</tr>
<tr>
<td>Percentage of library budget to total budget</td>
<td>0.527%</td>
<td>0.597%</td>
</tr>
</tbody>
</table>

(See: Appendix No. 30).

89. Does the library provide the following services/facilities? (10 x 0.1 = 1)
Circulation services ................................................. √
Maintenance services ............................................. √
Reference/referral service ...................................... √
Laboratory .................................................................. X
Information display and notification services ............. √
Photocopying and printing services ............................ √
User Orientation/Information Literacy ....................... √
Internet/ Computer Access ....................................... √
Inter-Library Loan services ...................................... X
Networking services ................................................ X
Power Backup facility .............................................. √

90. Furnish details on the following (1.5; to be equally distributed)

<table>
<thead>
<tr>
<th>Details</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average number of books issued/returned per day</td>
<td>30</td>
</tr>
<tr>
<td>Average number of users visited / Documents consulted per month</td>
<td>165</td>
</tr>
<tr>
<td>Number of Log- ins to the E-Library /E-document delivered per month</td>
<td>-</td>
</tr>
<tr>
<td>Ratio of Library books to number of students enrolled</td>
<td>8.65:1</td>
</tr>
</tbody>
</table>

CRITERION 6: STUDENT SUPPORT AND GUIDANCE (10 MARKS)

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

<table>
<thead>
<tr>
<th>Percentage of regular students appearing for the exam</th>
<th>89.65%</th>
<th>Academic Session 2067-69</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dropout rate</td>
<td>10.34%</td>
<td>Academic Session 2067-69</td>
</tr>
<tr>
<td>Progression to further study: (Bachelor to Masters)</td>
<td>48.9%</td>
<td>According to <em>Tracer Study Report</em></td>
</tr>
<tr>
<td>Prominent positions held by alumni (Job Holders)</td>
<td>33.33%</td>
<td></td>
</tr>
</tbody>
</table>

The average percentage of regular students appearing for the exam is 70 percent and dropout rate is 30 percent. About 60 percent of the pass students take admission at further level.

Many ex-students of the Campus have held prominent position in the country. Some examples of such positions held by the alumni are as follows: *(Source: Tracer Study Report, Appendix No.79)*

1. Mr. Tej Bahadur Magar (Nayab Subba, Gov. of Nepal)
2. Mr. Santosh Rai (Permanent Secondary Teacher)
3. Mr. Nirmal Kumar Acharya (Permanent Primary Teacher)
4. Mrs. Ojasbi Kala Subba (Permanent Primary Teacher)
5. Mr. Buddhi Prasad Khatiwada (Ass. Lecturer, Birendra Namuna Campus, Jhapa) etc.

**92. How many students have passed the following examinations in the last five years?**

\[(0.25 \times 4 = 1)\]

<table>
<thead>
<tr>
<th>Examination</th>
<th>Passes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nepal Civil Services Examinations (government job)</td>
<td>7</td>
</tr>
<tr>
<td>Other in country examination (public)</td>
<td>5</td>
</tr>
<tr>
<td>Other in country examination (private)</td>
<td>15</td>
</tr>
<tr>
<td>NGOs and Overseas</td>
<td>5</td>
</tr>
</tbody>
</table>

*(Source: Tracer Study Report, Appendix No.79)*

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

Yes (✓)
No

If yes, what are the contents of the prospectus?

Yes. The campus has started to publish prospectus annually highlighting the following contents:

- Introduction to the campus
- Mission, vision, objectives and programs of the campus
- Existing management
- Library facilities and extra-curricular activities
- Educational achievement of the campus

*(See: Appendix No. 15)*

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

Mangalbare Multiple Campus has been supporting the students who are weaker and educationally disadvantaged. The campus coordinates and guides those students to achieve various types of scholarship from government and other institutions. For example:

- Regular stipend for one student from *Rastriya Banijya Bank* Rs. 40,000 for three years. (Rs. 13,000, Rs.13,000 and Rs. 14,000 for 1st, 2nd and 3rd year respectively.)

The following categories are granted scholarship during their entire study period in this campus:

- Students who have secured 70 percent marks at +2 level, full scholarship.
- Students who have secured 60-69 percent marks at +2 level, 50% scholarship.
- Class topper students, 50% scholarship.
- Girl student securing highest marks among girls in their respective faculties 25 % scholarship.
- Disabled students, on the basis of category.
- Full scholarship for the students belonging to martyr parents.
- One full scholarship for three or more students belongs to the same parents.
- Poor, Janajati, Dalit and girl students and students from remote areas with the decision of scholarship Selection Committee.

*(See: Appendix No.15)*
Similarly, here is a scholarship provision (Nanda Kumari Trust) established by Krishna Bahadur Karki. The interest of the trust is annually distributed as scholarship (See: Appendix No. 70).

In addition to the financial resources of the campus for providing financial support to students, 20 percent of the performance grant of the University Grants Commission is allocated for providing the financial supports to the students.

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

<table>
<thead>
<tr>
<th>Financial aid</th>
<th>2068/06</th>
<th>2069/070</th>
</tr>
</thead>
<tbody>
<tr>
<td>Merit based scholarship/ faculty topper</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Full scholarship for Blinds</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Full scholarship for handicapped</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Fixed Scholarship to the deserving and poor students</td>
<td>27</td>
<td>29</td>
</tr>
<tr>
<td>3 students from one family</td>
<td>2</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>31</td>
<td>34</td>
</tr>
</tbody>
</table>

(See: Appendix No. 27 & 34)

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

Employment cell  ------------------------√

The Campus has established an Employment Cell, which has been providing the counseling to the students for career opportunities and finding the ways of good sources of their livelihood for their better future. The formation of Employment Cell is as follows:

Coordinator :- Mr. Narad Kumar Rana
Member :- Tej Prasad Bastola
Member :- Ganga Ram Bhattarai

Placement officer  --------------------------√

The Campus has made the provision of placement Officer who has been helping, supporting and guiding the students to be established holding the jobs in the different sectors. The HOD of Management Department Mr. Nabin Prasad Acharya has been appointed as the Placement officer.

(See: Appendix No. 17)
97. Do teachers participate in academic and personal counseling? (0.5)

Yes (√)
No.

If yes, give details as to how they are involved.

Teachers advise students for the selection of faculties, subjects and for further education formally and informally. Some students are provided job opportunity with the contact and initiation of the Campus Chief, teachers and Student Support and Counseling Cell. (See: Appendix No.80)

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

Up to now, 5 students are employed through employment Cell. (See: Appendix No.81)

99. Does the employment cell motivate the students to seek self-employment? (1)

Yes (√)
No

If yes, how many are self-employed?

The number of self–employed is 6.

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

Yes (√)
No

If yes, indicate the activities of the Alumni Association.

Mangalbare Multiple Campus alumni association has been formed and the Charter of the association has been prepared. The association is in the process of long term and short term planning for all round development of the campus. The charter of the association and members of the ad hoc committee have been presented in appendix No. 82.

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

- Through the distribution of prospectus (from this year)  
(Reference on appendix No. 15).
- Advertisement through different media (print media and local radio)  
(Reference on appendix No.83)
- Poster, banners, notices etc.  
(Reference on appendix No. 50).
- Personal contact.

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

The Campus adopts an admission policy to international students by providing relevant information and verifying their institution, mark sheets and certificates as per T.U. rules
prior to their admission. It is carried out by Curriculum Development Centre (CDC), Kirtipur. They will be eligible to get admission in the Campus following approval procedure.

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

- Overseas student service office -------
- Special accommodation ---------------------
- Induction courses -------------------------------
- Socio-cultural activities ----------------------
- Welfare program --------------------------------
- Policy clearance (□)

Here, policy clearance means providing students all the information including rules and regulations, examination, and other activities with the help of prospectus, bulletin and orally too.

The foreign students are introduced to the courses, admission policies/process of the Campus after they come in contact.

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

- Indoor games (√)
- Outdoor games (√)
- Nature Clubs
- Debate Clubs
- Student Magazines (√)
- Cultural Programs (□)
- Audio Video facilities
- Sightseeing (□) (Any others)
- Tours (out of the provision of the curriculum)

Following recreational / leisure time facilities available to students in the campus:

- The students can play different outdoor and indoor games such as volleyball, football, table tennis, badminton, chess etc. in the campus.
- Students can utilize their leisure time in the library by reading materials such as books, magazines, comics, or newspapers, etc.
- Students can utilize their leisure time by using the internet facility available through WIFI
- Students utilize their leisure time by engaging in sanitation and enjoying the
natural panorama of green tea garden around the campus.
CRITERION 7: INFORMATION SYSTEM (10 MARKS)

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

   Yes (√)  
   No

If yes, mention how does the cell work along with its compositions?

There is an Information System Cell in the campus to record and analyze various academic data. The Campus has established Examination and Record Management Cell to record and analyses various academic data. The Cell of Examination and Record Management is formed as given below:

   Puspa lal Khanal ................................................................. Coordinator  
   Punya Prasad Mainali ............................................................ Member  
   Nabin Prasad Acharya ............................................................. Member

(See: Appendix No.17 & 57)

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

The data about entrance test, admission; registration, internal assessment, examination, results, and field work reports etc. are analyzed and recorded by the campus.

(See: Appendix No. 28).

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

The data relating to different areas are kept manually in the administration section of the campus. The work of computerizing the data was started from last year.

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

   Yes (√)  
   No

If yes, explain how they are disclosed?

The information is open to stakeholders like teachers, students, guardians, government agencies, media etc and it is publicized through document distribution in general assembly and the campus is planning to publish it with the active role of Public Information Cell and Campus administration annually (See: Appendix No.23 & 37).

109. Are the methods of study and analysis also open to the stakeholders? (1)
Occasionally, Campus administration holds discussion programs, interaction programs and meetings to give all the information to the stakeholders. Besides these, the information is made open to the stakeholders through the Campus notice board, mass media, annual report and Campus prospectus.

Student's information, examination attendance records, and data of examination record also are open to study and analyze.

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

Yes (√)
No

If yes, explain how does it happen?
There is a mechanism to receive comments and feedbacks on the published data. The Public Information Cell has been receiving comments and feedback by arranging various face to face interaction/discussion programs inviting stakeholders so that the suggestions and feedbacks are noted down and improved in the coming days. The Campus has kept a complaint box access to everyone to put complaints into it which are discussed and implemented according to the feedbacks given. Comments are collected through general assembly; meeting and personal gossip and issues are considered and submitted to campus administration and management committee. The Public Information Cell designs questionnaires for collecting the responses from the readers and it is enclosed in the bulletin. (See: Appendix No 38)

111. What are the impacts of such information system on decision making process? Produce in brief the impact analysis. (1.5)

Because of the information system, it is possible to make the decision on time and perform the activities accordingly. It is a community Campus and the stakeholders of the Campus, particularly, the parents of the regular students, are spread in a wide range of geographical area. The process of publishing and distributing the information about academic, financial and administrative activities of the Campus through the MMC Bulletin, prospectus and factual information seems to be a powerful enhancement of the campus. It is an instrumental for collaboration with the stakeholders.
The information system of the Campus has enabled the head of concerned departments and authorities in internal decision-making process and monitoring the performance of students, teachers and other units. Any weakness which adversely impacts the quality such as high failure rate in any subject, absenteeism attitude of any teacher etc. is monitored on regular basis and corrective action is taken by the concerned departments.

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

The campus has formed an Examination and Record Management Cell for conducting internal assessment examination and collecting, analysis and disclosing the available data to concerned authorities and stakeholders. Computerization of all the data from last year has been being efficient gradually. The following are the tasks done for this purpose.

- Information system is providing timely, reliable and adequate data to the decision makers of the campus. So it is effective for motivating prospective students, setting admission quota and fees structure, arranging seating facility, conducting remedial courses etc.

- Different external agencies and institutions like Tribhuvan University, University Grants Commission etc. often demand information about the performance of campus and program on a wide range of indicators. The campus tries to make it possible to provide up-to-date information regarding admissions, student demographics, program effectiveness, student outcomes, and many other measures.

- The public information of the Campus has made stakeholders aware of the necessary improvements in the Campus. The students' organizations, guardians, political parties and other social activists have suggested improving the quality education and physical infrastructure and internet and Wi-Fi, computer technology in the teaching learning activities.

(See Appendix No. 38 & 65).

CRITERION 8: PUBLIC INFORMATION (15 MARKS)
113. Is there public information cell within the institution? (2.5)

Yes (√)

No

A Public Information Cell has been formed as per the decision of the management committee for providing information for public. The committee has been set on the basis of following composition.

- Mr. Yam Prasad Adhikari………………………Coordinator
- Mr. Punya Prasad Mainali……………………Member
- Mr. Tej Prasad Bastola…………………………Member
- Mr. Hari Prasad Gautam……………………….Member
- Mr. Yubaraj Chamlagain……………………….Member
- Mr. Narendra Subedi ………………………….Member
- Mr. Pushpalal Khanal…………………………..Member

(See: Appendix No. 17 & 38)

114. What are the areas of information published by the cell? (2)

- Academic (0.5)
- Administration (0.5)
- Financial (1.0)

  All (2.0) (√)

The Public Information Cell publishes the information about academic activities like appointment and other related particular subjects of teaching staffs. Also it publishes the information about seminar, paper presentation, publication, research conducted by faculty etc. The Cell regularly publishes all the academic, administrative activities and financial information.

115. Where are these information published? (2)

- Newspapers (1.0)
- Magazines (1.0)
- Institutional special magazine dedicated for this (2.0) (√)

The academic, administrative and financial information of the campus published in Bulletin of the campus which is regarded as an institutional special magazine dedicated for information system from this year. Before publishing the bulletin, information of the institution used to be published informally either through the notices or through the paper presentation in the general assembly (See: Appendix No.37).

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

- Yearly (1) (√)
In 4 years (0)
The academic, administrative and financial information has been decided to be published in the Bulletin/Annual report of the campus annually since this year
(See: Appendix No.37).

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

<table>
<thead>
<tr>
<th>Areas</th>
<th>Year 1, place of publication</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMC Journal</td>
<td>2013AD</td>
</tr>
<tr>
<td>Published documents and Bulletin</td>
<td>2071, Mangalbore</td>
</tr>
</tbody>
</table>

(See: Appendix No.29 & 37).

118. Does the cell also collect responses, if any, on the published information? (2)
Yes (√)  
No

If yes, give details.
The cell collects responses from the readers on the published information designing questionnaires for the readers, form the discussion of general assembly, by gossiping on the related issues etc. and such responses are collected and they are submitted to the campus chief as a report for further implementation.
(See: Appendix No.38).

119. Is there any system to evaluate the impact of public information on quality improvements? (2)
Yes (√)  
No

If yes, how these impacts are measured?
A report of feedback and suggestions, on the basis of responses of the readers and stakeholders, is prepared by the Public Information Cell and submitted to the Campus Chief for effective implementation which addresses the responses of the readers. Such tasks of the cell are evaluated on the basis of number of received relevant responses and how the authority of the campus makes decisions to address such comments.
(See: Appendix No. 38)

120. Mention some positive impacts made by the public information practice. (2.5)
The campus has gained its own peculiar identity and other supports including financial
help after the practice of public information. The campus has also been receiving other feedbacks and supports from stakeholders, public and others regularly which help to improve the quality of the campus. Though there was no existence of formal public information cell after the establishment of the campus and before it came into existence, many informal activities for public information had been performed either through the informal assembly among public or by other oral discussions and gossips with social workers. On the basis of such informal information practice, the campus has received some supports as:

(a) *Nanda Kumari Trust* (Rs. 100,000) has been established by Krishna Bahadur Karki, a member of campus management committee, in the campus for scholarship.

(b) A financial aid of 300,000 has been received for the construction of toilet which was supported by District Development Committee Ilam.

(c) The number of donors is increasing.

(d) For the physical development of the campus a committee of Nepalese Indian Ex-armies has been formed which coordinates with Indian Embassy for help of the campus.

(e) An Alumni association committee of Ex-students has been formed which has the commitment to support for all-round development of the campus.

*(See: Appendix No. 70, 82 & 84).*

**SUMMARY OF THE SELF STUDY REPORT**
INTRODUCTION

Mangalbare Multiple Campus, affiliated to Tribhuvan University is trying to toil for making this Institution as a genuine academic destination for multicultural students from rural areas of eastern Nepal. From it's nearly a decade long academic journey, the Campus has been facing various vexing challenges and emphasizing on students' exquisite potentiality by developing this Campus as the open minded learning hub. It is expected that this Campus will be able to be a reputed academic research centre with adequate facilities. Qualitative and life-enhancing education will be the expected mission to kiss the destiny of students.

PRESENT STATUS AND ACTIVITIES OF THE CAMPUS

Mangalbare Multiple Campus (MMC) has been running bachelor's level programs in three faculties (B.A., B.Ed. & B.B.S.). As a community Campus, it has to cope with various obstacles, scarcity and challenges as presented below:

- Irregularity of students
- Lower enrollment rate
- Excellent students' interest to study in urban areas
- Inefficient implementation of TU calendar
- Lingering in result publication
- Disturbance due to clash and strikes

In spite of the aforementioned challenges, some positive signals and potentialities are equally important to present, which are:

- Suitable location
- 9/10 VDCs and neighboring districts as catchment areas
- Positive attitude of many institutions about Campus
- Qualified and experienced teaching faculties
- Facilities of research and reading room
- Extracurricular activities round the year
- Hostel facilities
- Personal-cum-career guidance and counseling
- Affordable tuition fees

The Campus has been more facilitated now than in the past in terms of physical infrastructure. Campus has completed to build a twelve roomed building under the support of UGC apart from the existing ones. Thus, there is provision of reading and research rooms for the student and teachers.

In order to propel the modern technologies in teaching, Campus has managed to use multimedia for practical and innovative teaching. Similarly, necessary facilities for administrative effectiveness are considered and provided in the Campus. Teachers are encouraged to use student-centered teaching methods in their classroom teaching activities and they are provided incentive for this purpose which is decided by Campus Management Committee.
1. **Policy and Procedure**

Mangalbare Multiple Campus was founded in 2063 B.S. with the objective of setting up this Campus as the improved academic centre for education and research in western Ilam to fulfill the academic demands of the day. It has clearly defined vision, mission and goals. The vision of this Campus is to establish itself as the academic research centre with full fledged physical facilities by pioneering the eco-cultural and social specification in western part of Ilam. Similarly the mission of the Campus is to provide scientific life-enhancing and qualitative education for the people of western part of Ilam emphasizing Janajatis, Dalits, Women and other marginalized groups.

The Campus has set up the following plans, policies and procedures for achieving the goals and objectives.
The Campus has been running all the academic activities along with provision of infrastructure development and maintenance of physical facilities on the basis of its master plan.

The Campus has prepared five-year strategic plan (2070-2075 B.S.) for academic and physical infrastructure of the Campus.

The Campus emphasizes on team work and participatory decision making in staff meeting and meeting of management committee with the participation of student representatives.

The Campus has a duly formed organizational structure.

The Campus has formed a quality monitoring committee including the heads of department for supervising the performance of departments, cells and individuals.

The Campus has defined job responsibilities and written scheme to evaluate departments, units and individuals.

There are written provision under which the Campus brings stakeholders and community feedbacks in its activities.

Mangalbare multiple Campus is only community Campus in the western part of Ilam district charging lower fee rate.

As Mangalbare Multiple Campus created clearly defined vision, mission and goals, it has prepared many students who are serving in all aspects of life and society. Similarly maximum female students, who are deprived from the access of higher education, are now able to fulfill their academic desires. It seems to be a significant indication of social transformation.

Strengths:

- Preparation of Master plan and Strategic plan.
- Priority on team work and participatory decision making.
- Formation of organizational structure.
- Defined job responsibilities.
- Provision of community feedback.
- Low tuition fee.

Weaknesses:

- Lack of adequate resources.
- Lack of technical manpower.
- Weaker public attitude.

Opportunities:

- Possibility of involvement in various schemes offered by UGC.
- Expectation of Masters Level in Campus.
- Open minded learning hub.

Threats:

- Implementation of plans.
- Paradigm shift from traditional to modern utilization of new invention in education, administration and research.
- Globalization in education.

2. Curricular Aspects
The main goal of MMC is to prepare responsible citizen for Nation by providing life-enhancing and qualitative education as well as enabling them to compete globally. The Campus has made the following necessary provisions for ensuring the consistency of teaching and learning with its goal.

- The Campus prepares annual academic calendar on the basis of programs of TU.
- The teachers are encouraged to prepare annual teaching plan.
- Examination Record Management Cell helps to conduct internal assessment and analyses the students' performance.
- The Campus provides personal-cum-career guidance and counseling as well as subject orientation for the novice.
- The Campus organizes extra-curricular activities, career guidance seminars, workshops etc.
- Different Departments have been established in the Campus and heads of the each Department supervise the regularity of students and teachers and monitor other academic activities.
- The Campus guarantees the needs of educationally disadvantaged and under privileged groups by offering scholarship facilities.
- The programs of the Campus are flexible enough to offer students time frame matching students' convenience.
- Public information Cell of the Campus collects analyses the responses of the concerned people and submits the report to the Campus Chief for the improvement.
- The Campus regularly organizes various activities to develop responsibilities for the students.
- Different students' associations are formed for the encouragement co-operations among the students.

The Campus inculcate civil responsibilities among the students by making them participate in local fairs and festivals as volunteer, blood donation programs and health awareness programs and so on. The publication of annual literary magazine ‘Abiral Deumai’, Prabhat Kiran (wall magazine) supports to develop teachers' and students' responsibilities and performance.

**Strengths:**
- Preparation annual academic calendar.
- Encouragement in preparing teaching plan.
- Internal test and students' performance analysis.
- Scholarship facilities to educationally disadvantaged and under privileged students
- All-round development of learners.

**Weaknesses:**
- Irregularity of students.
- Problems in using audio visual materials.
- Not sufficient focus on research and teaching.

**Opportunities:**
- Responsibility of teachers and students to contribute the society.
- Possibility of demanding new subjects.
Threats:

- Course gaps between the +2 and bachelor level.
- Weak foundation of knowledge among students.
- Threat of globally competition in education.

3. Teaching Learning and Evaluation

Mangalbare Multiple Campus has defined vision for performing the activities relating to teaching, learning and evaluation of all the curricular aspects. The following are some major activities of the Campus relating to teaching, learning and evaluation.

- The admission to the different academic programs is taken on the basis of entrance tests. For the entrance test, campus takes separate examinations for management, humanities and education faculties and students are admitted only after the publication of entrance examination result.
- Bridge/ remedial courses for educationally disadvantaged students have been provided.
- The teachers are encouraged to make the annual teaching plan and they are provided incentive for this task.
- Various student centered methods as pair work, group work, discovery etc are focused in teaching.
- The Campus has been effortful to improve the method of teaching such as presentation methods, group discussion, home assignment etc. and the use of multimedia.
- The Campus has the obvious provision for the students to be oriented to the program, evaluation system, codes of conduct etc.
- The campus monitors the overall performance of the students regularly.
- The Campus has established the linkage with other institutions and different groups of society which contributes developing the positive attitudes and awareness in teaching and research.

In the past, majority of the classes were lecture-based but now there is a paradigm shift in using communicative approaches with the initiation of the use of new technology such as audio-visual and multimedia equipments.

Strengths:

- Encouragement for making the annual teaching plan.
- Provision of entrance exam.
- Use of student centered methods and regular testing system
- Regular analysis of overall performance of students.

Weaknesses:

- Difficult to replace the existing teacher centered methods in some cases.
- Unsatisfactory involvement of students in internal test.
- Not fully implementation of annual teaching plan.

Opportunities:

- Chances of using new technologies in teaching.
Career building for teacher.
Regular outcome of result analysis.

Threats:
- Creating linkage with other institutions
- Developing teachers’ performance.
- Making students compete in global village.

4. Research, Consultancy and Extension

The Campus has formed Research Management Cell with budget allocation. The following are the main activities to achieve academic excellence. The following are the main activities to achieve academic excellence.
- Certain budget for conducting the research activities is allocated annually.
- Teachers are inspired in research by providing seed money and research chances.
- The Campus has formed a 'Research Management Cell' and 'Research Committee' with the appointment of facilitator.
- The Campus has started to publish the research journal with the active involvement of majority of faculties.
- Some extension activities as blood donation, environmental awareness etc is done by the Campus and the Campus Chief has the right to extend such activities.
- Students and teachers are encouraged to participate in extension activities by activating their forums like Youth Red-cross Circle, NESA, and MASSA etc.
A part from the involvement of 'Research Management Cell' departments and individuals also are encouraged to engage in research activities in coming days.

Strengths:
- Formation of Research Management Cell.
- Regularity in publishing Research journals.
- Formation of different forums for extension activities.

Weaknesses:
- Not all teachers engaged in research activities although being inspired.
- Poor implementation of research in teaching.
- Involvement of certain organizations for extensive activities.

Opportunities:
- Maximum chances of research and further study.
- Scholarship facilities in research provided by various Offices like UGC, TU and so on.

Threats:
- Development of new trends and innovation in research.
- Maintaining research environment and facilities.

5. Infrastructures and Learning Resources
The physical infrastructure of the campus is expanded into about 8 ropani of land with different. Even in a short period of establishment the campus has gained a considerable progress in academics with progressed physical infrastructures. The following are some plans and activities for the overall development of the Campus.

- The Campus has defined master plan and strategic plan for the regular expansion of the physical infrastructures.
- The Campus improves the physical infrastructure along with the pressure of the students for the academic growth. The different buildings for study hall, auditorium hall, facilitate canteen etc are being improved as per the demand and change of time.
- The Campus has the provision of budget allocation for the regular maintenance of the physical infrastructures. For this purpose a maintenance sub-committee has been formed, which regularly monitors the infrastructures maintenance and improvement.
- The Campus ensures optimum utilization of its infrastructure facilities.
- Regular sanitation programs are organized by the different students' association for the cleaning and preservation of the infrastructures, which helps to create the pollution free environment of the Campus area.
- In the existing facility of computer, it seems to be adequate which meets the necessary of modern technology. But the Campus has the plan to keep on adding the computer facility. All the departments including the library and administration are well facilitated with some desktops, laptops printer, projector, ADSL etc.
- There is provision of first aid as health facility for minor injuries.
- Various physical and infrastructural facilities are available in the sport and physical education centre.
- Certain budget has been allocated for the necessary sport materials
- The Campus has provision of necessary incentives for the sport person.
- The facility of drinking water and toilet are available.
- The Campus has formed Library advisory Committee for the development, management and monitoring the library. The Campus is planning to expand the number of books and advanced library building in the near future.

Mangalbare Multiple Campus has developed the fundamental physical infrastructures even in its short or about a decade academic journey. The Campus has clear vision that the development of infrastructure is inevitable without which nothing can be done. So the development of the physical infrastructure has been given priority along with the demand and development of the Campus.

Strengths:
- Construction of UGC supported Campus building.
- Formation of library advisory committee.
- Regular sanitation and facility of drinking water.
- Facility of first aid.
- Laptop facility for teachers to use multimedia.

Weaknesses:
- Difficulty in implementation of plans.
- Lack of sufficient physical facilities.
- No sufficient budget.

Opportunities:
Developing the Campus as an open minded learning centre with full fledged facilities.
Developing close relationship between the Campus and society through cooperation.

Threats:
- Cope with economic scarcity.
- Lacking own larger play ground.
- Unable to construct own buildings for canteen and hostel facilities.

6. Student Support and Guidance
Since its inception, Mangalbare Multiple Campus has been supporting and guiding the students to their all round development regarding curricular and extra-curricular activity. Students are guided and supported with academic as well as career counseling for their better future. Some major activities regarding this issue are as follow:
- Student Support and Guidance Cell has been formed.
- The Campus annually publishes the updated prospectus focusing the vision, mission, goals, objectives and programs of the Campus, library facilities, extra-curricular activities etc.
- The Campus has the provision of scholarship on the basis of different criteria as per the norms of the Campus including educationally disadvantaged ones, financially weaker, class toppers, from martyr's family.
- Along with such scholarship facilities "Nanda Kumari Trust" has been established by Krishna Bahadur Karki, Member of Management Committee of this Campus, which also supports the students.
- Many recreational leisure time facilities are available to students in Campus such as volleyball, table tennis, badminton, reading facilities and using computer and internet.
- "MMC Alumni Association" has been formed by the ex-students of the Campus which has been supporting the Campus and students.

Strengths:
- Formation of students support and guidance Cell.
- Formation of Alumni Association.
- Facility of counseling the students for seeking self-employment.
- Provision of scholarship on the basis of different criteria.

Weaknesses:
- Unsatisfactory management in extracurricular activities.
- Less focus and budgeting on excursion tour and panel discussion on burning issues.

Opportunities:
- Support for job hunting.
- Facility of internship for BBS students as the pre-job training.
- Reduction of dilemma in the selection the way for life.
Threats:
- Difficulty to compete in the changing context.
- Limited number of chances in internship due to availability of a small number of financial institutions nearby.

7. Information System
Mangalbare Multiple Campus is only a community Campus in the western part of Ilam district. For all round development of the Campus, it has formed an "Information System Cell", which provides all round information of the Campus through different ways including prospectus, notice, different media, general assembly etc. (Now, Public Information Cell has been formed by merging the existing Information System Cell and Public Information Cell.)

"Examination and Record Management Cell" has been formed, which evaluates the result of examinations regularly. The data about entrance test, admission, registration, internal assessment examination, results and field work reports are recorded and analyzed through the use of computer.

The information about academic, administrative and financial activities are disseminated to various ways and feedbacks are received which are helpful in future decision making.

Strengths:
- Formation of Public Information Cell.
- Formation of Examination and Record Management Cell.
- Providing the students feedback after analysis of result.
- Collecting feedback from concerned people for further progression of the Campus.
- Publication and distribution of information tools as bulletin, prospectus etc.
- Provision of signpost for getting Campus location.

Weaknesses:
- Lack of adequate skilled and technical human resource.
- Lack of proper activation of all Cells.
- Lack of sufficient equipments.
- Less participation of public in Campus programs.

Opportunities:
- Possibility of institutional transparency about academic, administrative and financial activities.
- Independency in publication.

Threats:
- Budgetary crisis.
- Security of information notice board, signpost etc.
8. Public Information

MMC has formed "Public Information Cell" for the information relating to academic activities such as publication, research conduct by faculty, appointment and promotion of teaching staffs, seminar, workshop etc. Similarly, it publishes the information relating to and administrative like appointment and promotion of administrative staffs including Campus Chief, Assistance Campus Chief, Head of Departments and other administrative staffs. Likewise financial information such as annual budget and audited financial report of the Campus is published in the bulletin.

After providing the information about academic, administrative and financial activities through different ways and channels, the Campus receives and collects the response from the concerned people. Such responses are helpful to generate, formulate and make plans, policies and other programs to launch. In the same way Public Information Cell design questionnaires relating to all aspects of the Campus for the public reaction and collected the reactions and responses which provides chances to improve and correct the minor weakness of the Campus.

The Public Information Cell, after collecting, analyzing and interpreting the responses of the public, prepares a report which is submitted to the Campus Chief for the implementation.

Such practice of public information and taking the responses from the concerned people as the key points of improvement, has promoted the image of the Campus. For its all related aspects which smoothly move the Campus ahead to the progressive path. This system also helped to establish the Campus as a community Campus in this region.

Strengths:
- Collection of feedback and information from public.
- Developing relationship between Campus and community.

Weaknesses:
- Guardians being less responsible in Campus activities.
- Lacking publishing facility in Campus, not cost effective.

Opportunities:
- Possibility of rapport building between Campus and community.
- Possibility of use of local media to extend the catchment area.
- Expansion of two way communication among the stake holders.

Threats:
- Difficulties in mediated participation.
- Difficulty in the excessive use of media.