

PRE/PRT VISIT RESPONSE REPORT

SUBMITTED BY:

DIKTEL MULTIPLE CAMPUS

KHOTANG

BHADRA-3,2079

SUBMITTED TO

UNIVERSITY GRANTS COMMISSION

HIGHER EDUCATION QAA COUNCIL

QAA DIVISION, SANOTHIMI, BHAKTAPUR



1. Background

Dikel Multiple Campus is the first and leading community campus of Khotang district. It was established in 2037 B.S. under the affiliation of Tribhuvan University. It is a non-profit based community campus. It has been providing education to the students of Khotang district and neighboring districts- Solukhumbu, Okhaldhunga, Udayapur and Bhojpur. The products of this campus are working in different sectors as successful manpower, such as administration, education, journalism, industry, business, banking and politics.

DMC was initiated taking the authority to run PCL program (Now Phased out) in Humanities and Social Science faculty of Tribhuvan university, in addition to, classes of Bachelor's degree in Humanities, education, management (annual system) and, classes of Masters of Arts in Nepali and sociology and, EPM M.Ed. (semester system) have been running at present. Now many campuses have been established within Khotang and its neighboring districts and, some others are in course of establishment. However, DMC is devoted to offer the quality, higher education to its students from beginning and never gets discouraged but self-motivated for the improvement, maintains its qualities and services strongly and never lets it go backwards.

To meet the vision, mission and goal, the institution has formed various task committees and subcommittees like Publication Cell, Internal Quality Assurance Committee (IQAC), Library Management Sub-committee, Discipline Maintenance Sub-Committee, Research Sub-committee, Health and Sports Unit, and so on with their distinct role and responsibility. Teachers' union, Students' union, Alumni Forum, Youth Red-Cross circle are some supportive bodies functioning for the betterment of the institution. Activating these all supportive bodies, the institution wants to assure academic environment for quality enhancement. The campus general assembly is the supreme body that is constituted to exercise legislative functions. It regulates all the academic, financial and administrative activities. Thus, the institution has decided to take part in QAA process to provide quality education through sustainable manner.

Manpower produced from this campus are now performing his/her skill, qualification, efficiency and experience in different Sectors, such as Lecturers, Teachers, Businessmen, Social workers, Administrators, politicians etc. and their contributions are highly appreciated in the country.

This campus has crossed many ups and downs or difficulties in its course. It is realized that non-profit based campus is not as simple as constituent or private campuses for smooth running. So that to continue the campus, to maintain its quality and efficiency and to promote and develop its infrastructure; we need to collect resources and positive supports from government, NGOs, INGOs, community and other stakeholders.

DMC has been running in the end of its thirties .It has crossed so many turning points to arrive at the present condition. For the development and improvement of this campus different people have contributed in different sectors of campus, so we would like to memorize their contributions. The following social-workers, well-wishers, politicians and administrators had played important role and contributed in the establishment and the progress of campus.

Diktel multiple campus has been running under the Act of Tribhuban University and Diktel Multiple Campus SanchalanBidhan, 2075 B.S. recently approved from the Office of the Vice-Chancellor, Planning Directorate, Tribhuvan University Kathmandu.

Some reformation steps were expected from the federal government. But these don't seem to be so positive. The government of Province No. 1 seems to be going in the course of establishing Provincial University and DMC has been involved in this procedure. Although this campus is sustaining with many crises, it has made many attempts for the establishment of infrastructures and maintain the quality of education. Diktel Multiple Campus appeals to all the stakeholders that it has willed to go along with all in the course of developing this campus as able, successful and contemporary one. In order for this DMC has forwarded the following proposals for the academic year, 2076/77 B.S.

Diktel Multiple campus prepared the five year (2012 AD to 2016 AD) strategic plan in 2012 AD and implemented. Now we have prepared the ten year strategic plan 2022-2032 A.D. We are going to implement and forward other programs according to this plan. We are in the process of achieving QAA. Further constructive suggestions from well-wishers and others will be highly appreciated.

Diktel Multiple Campus (DMC), Diktel, has been introduced the rapid improvement in educational, infrastructural and administrative domain. The DMC were able to submit the first SSR Report on 30th Mangsir 2076. The PRT were formed by QAA division however, their visit were delayed because of covid pandemic. The campus were able to welcome the PRT on 22-24th of 2078. This response report is prepared based on the recommendations given by the PRT.

2. Purpose of the Report

The primary purpose of this pre visit response report is to provide information on response or action taken by the campus for meet the recommendations offered by the Peer Review Team. The specific objectives are as follows:

- i. To offer the details of activities performed for the improvement of the quality of the campus in all criteria.
- ii. To update and review the documents and existing activities regarding the infrastructural/physical facilities of the campus.

- iii. To assigned responsibilities and improve the performance of the teachers/staffs, students and stakeholders of the campus in line with the recommendation made by PRT.
- iv. To prepare and update all the documents as per the enhanced action recommended by PRT and carry out all the actions as per the requirements set by all criteria.

3. Process of Report Preparation

The process mentioned below were followed while preparing this report:

- i. The IQAC of the Campus made discussion in detailed with all stakeholders to meet the recommendation of PRT.
- ii. Plan the short and long term for infrastructure development and provisioned of the required budget, equipment and other needy resources for short term and long term as recommended by PRT.
- iii. The additional guidelines, revised guidelines have been prepared and additional mechanism are formed as recommendation by PRT.
- iv. Implementation of the additional planning including the physical improvement, administrative efficiency enhancement and human resource mobilization.
- v. Documentation of the additional activities as recommended by PRT.
- vi. Validation of the documents by the campus IQAC and Campus Management Committee

4. Responses/Action Taken

Criteria	Recommendations	Action Taken/ Activities Done	Documents In the Annex	Annex Number	Page No.
1. Policy a and and Procedure	<ul style="list-style-type: none"> Prepare a new Strategic Plan as the existing one has expired. Review the progress made by the strategic plan to build on the new plan. Refine VMGO of the institution since the goals are too specific and narrow. Demonstrate vertical linkages among the VMGOs 	<p>DMC has revised and prepared 10 year (2022-2031) strategic plan. The strategic plan and master plan is considered as the principal plans of campus and guided for make the progress.</p> <p>Revised VMGO of the campus.</p> <p>-DMC has recently reformed its Act (DikelBahamukhi Campus SanchalanBidhan, 2075) as per the TU Act.</p> <p>-All the required documents of the faculties have been collected and recorded.</p>	<p>-Revised strategic plan and Master plan</p> <p>-Decision Copy of Campus Management Committee</p>	<p>Volume-2</p> <p>Volume 6(II)</p>	<p>224-284</p> <p>1678,1699 (1678-1809)</p>
	<ul style="list-style-type: none"> Develop / modify and implement Human Resource Policy to recruit qualified full-time faculties following the minimum requirement/ eligibility criteria: Qualification, experience and research/publication as defined by the Service Commission of the affiliated university i.e., Tribhuvan University. Collect the copies of graduation certificates and Transcripts of all levels (SLC and above) of all the teachers and documents appropriately 		<p>-Revised IQAC guideline</p> <p>-Minute copy of</p>	<p>Volume -2</p> <p>Volume-2</p>	<p>313-332,</p> <p>336-380</p>
	<ul style="list-style-type: none"> Prepare/update IQAC and RMC policies-guidelines in accordance with IQAC directive of UGC/EQAAC - QAA 	<p>IQAC/RMC policies and guidelines are updated as per the UGC/EQAAC-QAA</p>			

and Research policy of UGC-Research Division	<ul style="list-style-type: none"> Develop and implement internal evaluation indicators to evaluate teachers' performance 	Peer/student/self and campus administration appraisal system has been provisioned and implemented.	IQAC -RMC Guidelines	Volume-5	1336-1389
			-Job responsibilities -Sample copy of appraisal forms -Sample Copy of Self-Appraisal Form -Sample Copy Of Peer Observation -Sample Copy Of Students Appraisal -Peer Observation Guideline	Volume2 Volume2 Volume-4 Volume-4 Volume-4 Volume-4	385-447 448-458, 1213-1215 1223-1226 1227-1236 1223-1226

<ul style="list-style-type: none"> Prepare detail job description of eachteacher and staff and provide them individually Clearly define/interpret the appointment of full time and part time faculties. Following things need to be taken into consideration: <ol style="list-style-type: none"> Full-time faculties can be appointed as permanent, temporary or contractual. Faculty involved in other institution/organization as full timer should not be considered as a full-time faculty. Faculty appointed as full timer cannot work in other HEI or institution or any organization as full timer. Faculty appointed as a full timer will not be eligible to work elsewhere during the specified/assigned shift period (morning, day, evening). the duration of work of the full-timer must be 6-8 hours a day and 36-40 hours a week 	<ul style="list-style-type: none"> Job description prepared and distributed to each teacher and staff. Working hours and responsibilities to Full time and Part time teachers and staff are given accordingly. Full Timer Teacher: 36/40 hours per week. Part Timer teacher: according to agreement. 	<ul style="list-style-type: none"> Copy of Job description of teaching and non-teaching (full time/part time) staff. Job responsibilities 	<p>Volume-2</p>	<p>385-447</p>
<ul style="list-style-type: none"> Define guideline for Students Quality/Circle and make it a permanent structure of obtaining students' feedback, include students' 	<ul style="list-style-type: none"> Student Quality Circle Group' guideline has been prepared. It is functioning under the 	<ul style="list-style-type: none"> Minute copy of SOGC Guidelines of SOGC Name list of SOGC 	<p>Volume-2</p> <p>Volume-2</p> <p>Volume-2</p>	<p>636-638</p> <p>597</p> <p>635-638</p>

<p>representative from Quality Circle in Internal Quality Assurance Committee</p>	<p>guideline. - SQGC has been formed in each class and they are functioning actively. -One of the members of IQAC represents in IQAC.</p>	<p>-Formation of IQAC including a member representing from SQGC</p>	<p>Volume-2</p>	<p>484-485</p>
<p>• Define clearly, the role and responsibility of different committees and cells. Also reduce the number of committees and allocate responsibilities to other committees</p>	<p>-The number of Committees and cells have been reduced to 7 from 12. Some sub committees have been formed on the basis of need. -All the committees have been given written responsibilities and they are functioning actively under their own guidelines.</p>	<p>-Name list of committees. Appointment letters to committee members.</p>	<p>Volume -2 Volume-2</p>	<p>484- 490 459-483</p>
<p>• Address all the relevant feedback collected through policy/plan update</p>	<p>-The campus has extended drinking water, furniture, computers, canteen, library etc.</p>	<p>-Copy of Computer, books, Furniture purchase bill</p>	<p>Volume-10</p>	<p>2476-2477, 2310</p>
<p>b. Regularly conduct Internal Academic Audit.</p>	<p>-The internal Academic Audit is being conducted regularly in three months interval and approved by campus CMC</p>	<p>-Copy Of Internal Academic Report</p>	<p>Volume 2,</p>	<p>653-681</p>
<p>c. Strengthen appraisal system (self, peer, executive, students) and document, produce the reports of the outcome/results appropriately</p>	<p>-Peer/student/self and campus administration appraisal system has been provisioned in IQAC guideline.</p>	<p>-Sample copy of filled appraisal forms</p>	<p>Volume2 Volume-4 Volume-10</p>	<p>448-458, 1213-1236 2444-2452</p>

2. Curricular Aspects						
<ul style="list-style-type: none"> Collect the feedback of faculties in the curriculum regularly (annually for annual program and semester-wise for semester-based programs), and provide feedback to university formally. 	<ul style="list-style-type: none"> The teachers are attending the orientation, workshop and seminar about curriculum development organized by Curriculum Development Centre and Office Of the Dean. Every year the faculties give feedbacks for curriculum improvement to Curriculum Development Centre, T.U. 	<ul style="list-style-type: none"> The copy of certificate of teachers The copy of feedback send to CDC T.U. 	<ul style="list-style-type: none"> Volume-4 Volume-10 	<ul style="list-style-type: none"> 1167-1212 2478-2499 		
<ul style="list-style-type: none"> Design and offer need-based, soft-skill and non-credit courses for students, and implement them with immediate effect to enhance their employability. And document the outcome (learning and employment outcome of such programs) 	<ul style="list-style-type: none"> -Need based, soft skill, Non Credit Courses are designed and implemented every year. e.g; Computer Basic, Tally AccountingPackage, English Language (Basic Course) 	<ul style="list-style-type: none"> -Syllabus of English Speaking Course -Attendance and result of English Speaking Course -Minute Copy of Academic Committee about Non Credit Course -Inauguration program of non-Credit Course 	<ul style="list-style-type: none"> Volume -2 Volume-2 Volume-6(1) 	<ul style="list-style-type: none"> 532-553 554-557 1559-1570 		
<ul style="list-style-type: none"> Prepare comprehensive annual operational calendar and ensure the implementation of the entire activities based on the calendar. 	<ul style="list-style-type: none"> Both academic and operational calendars have been prepared and implemented. 	<ul style="list-style-type: none"> The copy academic and operational calendar. 	<ul style="list-style-type: none"> Volume 1 	<ul style="list-style-type: none"> 196-214 		
<ul style="list-style-type: none"> Identify the requirement for bridge course and offer. Document the outcome of such bridge courses. Arrange extra 	<ul style="list-style-type: none"> -Remedial/extra classes for weak students are provisioned before board exam on the basis of their needs, 	<ul style="list-style-type: none"> -Decisions, notice and student attendance in remedial / extra classes 	<ul style="list-style-type: none"> Volume-4 	<ul style="list-style-type: none"> 925 – 948, 1110 -1118 		

	<p>/remedial classes in course where students feel difficulty and assess the outcomes in relation to success rate</p>		<p>-Minute copy of academic committee</p>		
	<ul style="list-style-type: none"> • Make student friendly classroom teaching through group discussion so that they can improve interpersonal and communication skills. 	<p>-4 classrooms provisioned for group discussions with U-shape and round table classes.</p>	<p>Photos of U-shape classrooms</p>	<p>volume 11</p>	<p>Page-2568-2570</p>
	<ul style="list-style-type: none"> • Ensure that regular feedback from stakeholders is collected, documented, reported and included in IQAC plan for execution 	<p>-Feedbacks are collected regularly as per the guideline and work plan of counselling a feedback committee.</p>	<p>-The copy of guideline of academic, counselling and feedback committee - Work plan of feedback committee -Report Summary of students and Visitors feedback collection</p>	<p>Volume 2</p>	<p>591 - 597 and 563 – 566</p>
				<p>Volume-6(II)</p>	<p>1644-1676</p>
				<p>Volume-8</p>	<p>2365-2396</p>
<p>Learnin</p>	<ul style="list-style-type: none"> • Ensure the competitive admission of students. Make plan and work for maintaining at least 80% of allocated seats of each program are fulfilled 	<p>-</p>	<p>-The copy of policy and program of campus -Guideline of</p>	<p>Volume-2</p>	<p>301-312</p>
				<p>Volume-4</p>	<p>888-891</p>

<ul style="list-style-type: none"> Regularly conduct skill gap survey and assess the need of faculties and timely address those needs 	<p>- Yet to be conducted skill gap survey and will plan accordingly.</p>	<p>students admission and examination committee -Minute copy of students admission and examination Committee -Admission Notice, Result of Entrance Exam</p>	<p>Volume-4</p>	<p>892-925</p>
<ul style="list-style-type: none"> Encourage faculties to regularly update and advance teaching plans with necessary details and list of required reading materials 	<p>-In response to department head's meeting, all subject teachers has been encouraged in running their classes as mandatory task complying with advanced and updated teaching plan.</p>	<p>-Sample Copy of Teaching Plan -Minute Copy of Department Head</p>	<p>Volume-4 Volume-4</p>	<p>949-1001 1002-1007</p>
<ul style="list-style-type: none"> Ensure adequate teaching-learning hours. Making too much flexible by reducing the teaching duration is not appropriate. Ensure that students are studying 6 hours a day, 35 hours a week, and faculties are teaching 48 hours or equivalent to 3 credit- course. 	<p>-ToR has given to each teachers based on IQAC guidelines. Working hours is mentioned as 6-11 am for each teachers. Classes are taken Saturday as well in achieving 48 hours equivalent to 3 credit- hours.</p>	<p>-IQAC guideline regarding teaching duration -Minute Copy of IQAC -Copy of Job Responsibility with teaching duration</p>	<p>Volume-2 Volume-2 Volume-2</p>	<p>313-332 336-380 385-447</p>
<ul style="list-style-type: none"> Develop and strictly implement faculty and staff performance appraisal 	<p>-Faculty and staff performance appraisal</p>	<p>- Sample copy of filled appraisal forms</p>	<p>Volume2</p>	<p>448-458</p>

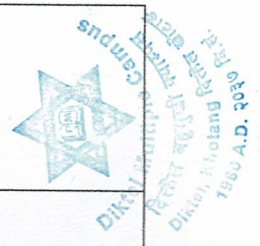
<p>regularly and produce respective reports, at least annually (self, peer, admin/executive and students).</p>	<p>systems (self, peer, admin/executive and students) are introduced and executed as per IQAC guidelines.</p>	<p>-IQAC guideline regarding the provision of Appraisal System</p>	<p>Volume-2 Volume-4</p>	<p>322-332 1213-1236</p>
<ul style="list-style-type: none"> Recruit the faculties with MPhil and PhD to advance impact producing research and research supervision 	<p>-The campus has provisioned selection criteria to hire faculties having MPhil and PhD degrees.</p>	<p>-Advertisement copies</p>	<p>Volume-4</p>	<p>1119-1132</p>
<ul style="list-style-type: none"> Make career / professional advancement plan for faculties and staff and incorporate these in the annual operational calendar. Also develop and implement reward and punishment policy and implement it. 	<p>- Workshops, training, mini-research grants are in execution in response to RMC's work-plan, operational calendar. Also incorporated into the revised master-plan. Best teacher's rewards has been given each year referencing the Diktet Campus Act.</p>	<p>-Copy of operational calendar - Copy of DMC Act related to professional development plan (Page No 51, 54) - Photographs and required documents of workshops and trainings -Copy of Master-Plan</p>	<p>Volume 1 Volume-1 Volume-4</p>	<p>196-214 224-284 1237-1280 1281-1314</p>
<ul style="list-style-type: none"> Strengthen ICT based teaching learning practices and initiate project based, practical knowledge based, cooperative, and problem based learning approaches. 	<p>-Two rooms are well equipped along with projector, cc camera and internet access and has a plan to do the rest. -Term papers, project work, periodic tests are given based on the syllabus.</p>	<p>-Photos of ICT based classroom with multimedia projector -Sample copy of multimedia classroom with copy of slide presentation -Sample copy of</p>	<p>Volume-11 Volume-4</p>	<p>252-284 1315-1334</p>

	<ul style="list-style-type: none"> External experts can/could be used for student evaluation and feedback analysis 	<ul style="list-style-type: none"> Experts are used in order to evaluate practice-based subjects/topics (sociology, social work, English, population) The provision of feedback analysis will be incorporated into academic plan. 	<p>students project work report an Thesis</p> <ul style="list-style-type: none"> Minute copy of department head related to teaching activities 	<p>Volume-2</p> <p>Volume 4</p>	<p>706-710</p> <p>1002-1007</p>
<p>4. Research, Consultancy and Extension</p>	<ul style="list-style-type: none"> Allocate the research budget equal to or more than 5% of the total budget of the institution. Use the budget allocated for research promotion. The RMC budget shall not be spent to purchase equipment or furniture, remuneration, incentives to authors, reviewers, editors, and meeting allowances. At least 75% shall be utilized directly for research projects. 	<ul style="list-style-type: none"> Allocated 5.14 percent budget for research activities. Research grants (NPR 50000/researcher is allocated for six teachers. Research grants/fellowship for MPhil and PhD students are provisioned into Campus' Act and revised Master-Plan. 	<ul style="list-style-type: none"> Research Budget of last year 2078/079 Research Budget of 2079/080 Copy of Master-Plan Copy of Campus Act 	<p>Volume-6</p> <p>Volume-6</p> <p>Volume-2</p> <p>Volume-1</p>	<p>1741</p> <p>1694</p> <p>252-284</p> <p>22-69</p>
	<ul style="list-style-type: none"> Do not spend RMP budget as support to thesis writing students, unless prominent students are awarded for particular research project, under which they are completing their thesis. Such support can be made from the 	<ul style="list-style-type: none"> RMP budget has not been used for supporting to thesis writing students. Meeting notes are taken to support in those activities only from the budget allocated for student support. 	<ul style="list-style-type: none"> RMC meeting notes 		



	budget of students' support.				
	<ul style="list-style-type: none"> Strengthen Research Management Cell guided by the comprehensive research guidelines (take reference from Research Division – UGC) along with annual plans of action, regular monitoring, and reporting. 	<ul style="list-style-type: none"> -Revised RMC guidelines-2079 is made - RMC five year strategic plan and work-plan is on hand - RMC is functional as per RMC guidelines 	<ul style="list-style-type: none"> -Copy of revised RMC guideline -Name List of RMC -Minute copy of RMC -Work plan of RMC -Report of RMC 	Volume-5	1336-1389
	<p>Maintain the standard of DMC Journal as per the guideline e.g. Research Division – UGC. If the standard cannot be maintained, encourage faculties publish their research work elsewhere where publication standard is maintained</p>	<ul style="list-style-type: none"> -Three volumes of DMC journals are published as peer-reviewed journal. Faculties are encouraged to write standardized journal articles by organizing a workshop. 	<ul style="list-style-type: none"> -The copy of peer reviewed research Journal(DMC Journal) Volume-1 to7 -Document related to journal article writing workshop - photos , attendance and documents of 6 days Research Methodology training -Documents related to SPSS training 	Volume-5	1413-1416
		<ul style="list-style-type: none"> -Call for proposal are made in order to provide research grants (mini-research) to faculties. -Mini-research workshop is planned for faculties 	<ul style="list-style-type: none"> -Minute copy of RMC -Notice call for mini research proposal -Format of mini research proposal 	Volume-2	688-703
Res	<ul style="list-style-type: none"> Report the actual number of resources available in library (types of books and 	<ul style="list-style-type: none"> Make a call for proposal for faculties to award the research budget of this fiscal year, timely award the research grant, and regularly monitor the progress <p>Limit only the Scientific publications under the RMC</p>	<ul style="list-style-type: none"> -Updated required text books, books and references 	Volume-6(I)	1627-1643
		<ul style="list-style-type: none"> Make a call for proposal for faculties to award the research budget of this fiscal year, timely award the research grant, and regularly monitor the progress <p>Limit only the Scientific publications under the RMC</p>	<ul style="list-style-type: none"> -Mini-research workshop is planned for faculties 	Volume-2	704

	<p>copies of specific book/journals). Only count the Journals that are subscribed/collected by all volumes.</p> <ul style="list-style-type: none"> Separate very old books and other materials, separate text-books and reference materials of grade 11 and 12 from library. 	<p>introducing software system.</p> <ul style="list-style-type: none"> Separated specified books, journals, and reference materials. Old books and reference materials of grade 11-12 are separated from the library. 	<p>-Name list of library books -Minute copy of library committee -Copy of campus management committee separating 11 and 12 class -Photo of old books -Photo of class 11 and 12 books separated from library</p>	<p>Volume-6(II) Volume-6(II) Volume-1 Volume-11 Volume-11</p>	<p>1811-1835 1873-1886 215-220 2523 2524</p>
<ul style="list-style-type: none"> Increase the recent books, journals, and cooperate with Central Library – Tribhuvan University for access e-library/e-resources and encourage students and faculties to use e resources Prepare a separate teachers' reference room inside the library premises 	<ul style="list-style-type: none"> Developed linkages with Central Library Central Library has provided training to advancing library management. Additional books and references costs NPR five hundred thousand utilizing allocated for library management Teacher's reference room will be separated. 	<ul style="list-style-type: none"> Developed linkages with Central Library Central Library has provided training to advancing library management. Additional books and references costs NPR five hundred thousand utilizing allocated for library management Teacher's reference room will be separated. 	<p>-Purchase bill of library books -Photos of e-library and library room</p>	<p>Volume-6(II) Volume-6(II)</p>	<p>1836-1858 1859-1872</p>
<ul style="list-style-type: none"> Extend the library space, make seating capacity at least for 10% of enrolled students at a time, i.e., 80 persons. 	<ul style="list-style-type: none"> Seating capacity extension plan has been mentioned in campus' strategic plan and revised Master-Plan. The existing seating capacity is approximately 20-25 students. 	<ul style="list-style-type: none"> Seating capacity extension plan has been mentioned in campus' strategic plan and revised Master-Plan. The existing seating capacity is approximately 20-25 students. 	<p>-Copy of Master-Plan -Photographs of library reading room</p>	<p>Volume-11</p>	<p>2525</p>



5. Infrastructure and Learning Resources

<ul style="list-style-type: none"> Computers for students are not sufficient. Also increase number of computers and seating capacity for students. Increase computers for faculties and facilitate them for implementation of ICT enabled teaching 	<ul style="list-style-type: none"> -37 computers are available in the computer lab. NPR 600000 expenses is made in order to buy new computers. Global IME bank has provided five computers. - At this moment, faculties are using computers available in computer lab and plan for giving computer to each of them in five years. 	<ul style="list-style-type: none"> -The copy of Computer purchased Bill -Photos Computer Handover program by Global IME Bank (Under Social Responsibility Program -Computer Lab Photo 	<p>Volume-10</p> <p>Volume-10</p> <p>Volume-6(II)</p>	<p>2476-2477</p> <p>2476</p> <p>1545</p>
<ul style="list-style-type: none"> There is a serious lack of cleaning activity and maintaining health and sanitation. Therefore ensure that all the toilets, rooms, furniture are adequately and regularly cleaned and sanitized. 	<ul style="list-style-type: none"> -Toilets, rooms, furniture are routinely cleaned by support staff. Dustbins, broom, buckets, and hand shop is available in each rooms and toilets. 	<ul style="list-style-type: none"> -Photographs of existing rooms and toilets - ToR provided to support staff 	<p>Volume-2</p>	<p>385-447</p>
<ul style="list-style-type: none"> Beautification of premises and gardening is of high demand 	<ul style="list-style-type: none"> -Some visible changes are observed in gardening work and keep continuing - The work regarding fencing and gate is under tendering process 	<ul style="list-style-type: none"> -Photos of new garden -A copy of allocated budget notice 	<p>Volume-11</p>	<p>2521 and 2522</p>
<ul style="list-style-type: none"> Prepare detailed master plan (include border wall/fencing, retaining wall and terracing for slope stability, renovating/retrofitting of old buildings, replacement of old furniture, tree-plantation and gardening). And implement the Master Plan by breaking the 	<ul style="list-style-type: none"> -Incorporated fencing, retrofitting of buildings, and provision of new furniture, gardening and plantation into the revised Master-Plan. For example, two rooms are retrofitted, 200 pairs of new furniture are made, received 50 lakhs budget for fencing 	<ul style="list-style-type: none"> -Copy of Campus Master plan -Photos of renovating/retrofitting of old classroom -Budget allocation by Central Government for Boarder fencing(Rs5 million) 	<p>Volume-2</p> <p>Volume-10</p>	<p>252-284</p> <p>2501-2502</p>

actions into an annual action plan.	work. NPR one hundred thousand is received from UGC for new building.	<ul style="list-style-type: none"> -UGC Supported 10 Million to Construct new classroom building -Photos new furniture for students -Guideline of Repair, Construction Committee -Minute Copy of Construction and Repair Committee -Work plan of Construction, Repair and Maintenance Committee 	Volume -2	532-559 573-590 and 1559-1570
<ul style="list-style-type: none"> • Arrange professional non-credit courses for students besides the regular course work activities including skill development programs. 	<ul style="list-style-type: none"> - Computer Basic, Tally Accounting Package, English Language (Basic Course)etc need based, soft skill, Non Credit Courses are designed and implemented every year. 	<ul style="list-style-type: none"> -Syllabus of English Speaking Course -Attendance and result of English Speaking Course -Minute Copy of Academic Committee about Non Credit Course -Inauguration program of non-Credit Course 	Volume-6(I)	Volume-2
6. Student Support and Guidance	<ul style="list-style-type: none"> • Develop collaborative networks with other academic institutions, industries, financial institutions, social entrepreneurs and NGOs. This 	<ul style="list-style-type: none"> -Collaborative networks are developed with four banks (RBB, BoK, JBBL, and Century) for internship opportunities. -MOU with Banks for Internship Service for students -MOU with Schools and other 	Volume-2	567-572

<p>network should be used for case development and experience sharing with students.</p>	<ul style="list-style-type: none"> Practice a formal and effective mechanism of obtaining students' feedback on teaching/learning, service quality, and overall experience annually and at the end of programs, compile them and produce reports Develop annual plan of the counselling cell and implement the activities accordingly. Invite local CEOs and organization heads as speakers to interact with master and bachelor levels students. Occasionally invite professional career counsellor and 	<ul style="list-style-type: none"> -Worked closely with public/private schools/ for executing practice teaching and received furniture from them. -NGOs and local clubs, business firms has provided furniture, white boards etc. -MoU has made with Solma Sport Clubs in using their football ground for student. - Build linkages with Triyugalanata Multiple Campus, Udayapur 	<p>organizations, Club -MOU with other Campus for mutual support</p>	<p>Volume-3 776-782</p>
	<ul style="list-style-type: none"> -Tracer Report is prepared annually. -Conducted students' feedback undertaking survey, maintaining feedback and complain register and complain box in regular basis. -Academic , Counselling and Feedback Committee has undertaking career counselling workshops in regular basis in response to their annual plan. 	<ul style="list-style-type: none"> -Tracer Study Report -Photos Of Complaint Box - Feedback Register in administrative block -Guideline of Academic, Counselling and Feedback Committee -Report Summary of feedback of visitors book and from students -Work Plan of Academic, Counselling and Feedback Committee -Photo of Counselling 	<p>Volume-7 Volume-8 Volume-6(I) Volume-2</p>	<p>1898-2008 2397 1644-1676 591-597</p>
			<p>Volume-4 1335</p>	<p>Volume-2 563-566</p>

				Program about global Warming by Dr. K.K. Rai	Volume-11	2519
<ul style="list-style-type: none"> Encourage students for self-learning, curiosity-based learning and discourage being a copycat 	<ul style="list-style-type: none"> Encouraged student for library consultation, computer lab. Field/project works are given to student Prescribed readings are provided to student in advance 	<ul style="list-style-type: none"> Photographs of computer lab Student's reports on project works 	Volume-11	2566	706-710	
<ul style="list-style-type: none"> Engage students in event management. Conduct extra/co-curricular activities with annual plans of action through Extra-Curricular Activities Committee. 	<ul style="list-style-type: none"> ECA is undertaking extra-curricular activities based on ECA guidelines and ECA plan 	<ul style="list-style-type: none"> Guideline of ECA Committee Work Plan Document related to ECA activities Photos related to ECA Activities Minute, attendance of ECA activities Documents related to Speech Context 	Volume-3	845-848	834-837	2252-2275
<ul style="list-style-type: none"> Strengthen academic, psychological and career counselling; maintain logbook and details of the service provided and produce compiled report annually. Occasionally, conduct 	<ul style="list-style-type: none"> Placement cell is undertaking academic, psychological and career counseling workshops to student Prepared tracer study report by undertaking annual tracer 	<ul style="list-style-type: none"> Guideline of Placement Committee Minute Copy of placement Committee Work Plan of Placement 	Volume-7	2216-2220	2177-2179	



<p>outcome study.</p>	<ul style="list-style-type: none"> Standardize girls/changing room, ensure the supply of sanitary napkins within college premises Conduct exit survey / satisfaction survey of students, analyze the collected data and document in feedback reports annually 	<p>study survey and outcome study.</p> <ul style="list-style-type: none"> -Provisioned of girls changing room and the required sanitary pads, dustbins, necessary medicines is available. -Tracer study is done in each year. Report is prepared incorporating feedback and comments received from student. 	<p>Committee -Photos and minutes of Counselling Program by Placement Committee -Copy OF Slide in Counselling Program -Report Of Academic, Counselling and Placement Committee</p>	<p>Volume-7 Volume-7 Volume-7</p>	<p>2180-2181 2182-2208 2209- 2215/2224- 2239</p>
		<ul style="list-style-type: none"> -Photographs and the list of required goods and medicines -Tracer Study Report with exit students feedback -Report of Students Satisfactory Survey 		<p>Volume-11 Volume-7 Volume-11</p>	<p>2520 1898-2008 2527-2550</p>

	<ul style="list-style-type: none"> Design/display students charter / students welfare policy 	-Prepared student charter and student welfare policy.	-Copy of student charter/welfare policy	Volume-11	2551-2565	
	<ul style="list-style-type: none"> Course wise performance of the students should be evaluated on regular basis employing an effective mechanism and measurable standards. And the records should be kept in examination department 	-Examination and assessment committee undertaking terminal examination, class tests, term-paper writing in order to assess and measure the educational outcomes. Records is available at the respective department.	- Copy of internal and Board Exam result analysis - Copy of sample answer sheet	Volume-8 Volume-4 Volume-4	2288-2298 1066-1093 1066-1109	
	<ul style="list-style-type: none"> Integrated EMIS with exam, finance and administration, library, and student-teacher performance appraisal and make it as information hub – Connectivity. 	-Integrated practices of EMIS with library, account, exam, and administration is functional. -Student/teacher performance appraisal is yet to be integrated.	-Guideline of EMIS Cell-2076 -Job Responsibility of EMIS Head -Copy of agreement between the campus and Erasoft company -Photo of EMIS Unit -Copy of Exam, Library and account recording system	Volume-8 Volume-8 Volume-8 Volume-8	2276-2300 2280-2281 2299-2300 2282 2301-2309	
	<ul style="list-style-type: none"> Develop EMIS capable and efficient in digital storing of relevant past records and begin digitalization of information with a defined plan to be completed in next couple of years. 	-Digitalization of the required information (admission, exam, finance, library etc) is under process and will be accomplished in two years.				
	<ul style="list-style-type: none"> Regularly conduct students' satisfaction survey, as well as of 	-Academic committee has been conducting satisfaction	-Students Satisfactory Survey report	Volume-11	2527-2550	
7. Information System						

	parents' satisfaction survey and document / report them	survey twice a year with student and parents.		
	<ul style="list-style-type: none"> Produce annual EMIS report. Make impact analysis of EMIS in decision-making and campus management. 	-The annual EMIS report is yet to be prepared.	-Report of Public information, publication and EMIS Unit	Volume-10 2475
8. Public Information	<ul style="list-style-type: none"> Strengthen public information cell. Increase publications/web resources for public information. Analyze the impacts of PIC activities and document/report them 	-Public Information Cell is functional as per guidelines who has taking the role for publishing brochure, prospectus, annual report and related publications. -Impact analysis report is prepared incorporating PIC activities once a year.	-Guideline of Public Information Cell -Copy of Brochure of campus -Copy of Annual Report -Copy of Nayakadam(Mukhptra) -Copy of Impact Analysis Report -Copy Of Campus Facebook Page -Copy Of Campus Website	Volume-8 2423-2427 Volume-8 2326-2327 Volume-8 2328-2355 Volume-8 2356-2360 Volume-9 2428-2429 Volume-8 2361-2363 Volume-8 2364
	<ul style="list-style-type: none"> Activate the Alumni Association and develop working guidelines to make it more functional towards college development and quality enhancement. Ask them to prepare their annual plan seeking how would they support the campus 	-Alumni Association Act is prepared in 2022 - The new governing body of campus' Alumni Association is preparing their annual plan in supporting the campus.	-Alumni Association Act -Name List Of Alumni Association of DMC	Volume-7 2240-2250


	<ul style="list-style-type: none"> Regularly get feedback from alumni, recognize the alumni's achievements, invite remarkable achievers to encourage students 	<p>-The campus has organized functional ceremonies (recognition, guest speakers) to recognize their achievements.</p>	<p>-Photographs of guest speaker Dr. KK Rai</p>	<p>Volume-11</p>	<p>2519</p>
	<ul style="list-style-type: none"> Make impact analysis of public information in decision-making and campus management 	<p>-Campus management committee is accountable with Campus General Assembly (CGA) and major decisions of campus management committee is approved from CGA. -Annual Report of campus is distributed to stakeholders.</p>	<p>-Impact Analysis Report -Meeting notes of CGA -Copy of Annual Reports</p>	<p>Volume-9, Volume-8</p>	<p>2428-2429 2328-2355</p>
	<ul style="list-style-type: none"> Share students' performance with local community and parents annually Discuss with parents and stakeholders to phase out 10+2 program from the campus premises. 	<p>-PIC is functional and prepared work plan. Student performances are shared to stakeholders through different functional activities (CGA, parent's day, websites, and social media). -Decisions are made inviting parents and stakeholders in separating 10+2 program.</p>	<p>-Photographs -website link -The copy of parents and stakeholders meeting notes for separating 10+2 program.</p>	<p>Volume-1</p>	<p>215-220</p>

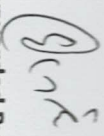
5. Conclusion:


The Diktel Multiple campus is in the path of QAA process. After the PRT/visit, the campus management committee, IQAC and different committee have been actively working to fulfill the recommendation given by the team. Our collective commitment to march ahead, despite the insufficient human resource, technical skills and accessories, is the major driving force to enhance quality of the academic



environment of this campus. We are indebted to Prof. Dr. BasudevKafle, the coordinator of Peer Review Team (PRT), and Dr Rishikesh Pandey(Director of QAA) for the close review of the QAA related activities initiated by this campus and the constructive suggestion regarding the quality enhancing activities of the campus. The response report prepared as per the recommendation of PRT is based on the fact evidences and activities of the campus.

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