



Balkumari College, Narayangarh

SELF STUDY REPORT
For Second cycle of Accreditation

Submitted By:
BALKUMARI COLLEGE, Narayangarh
To:
UGC, QAAC, Sanothimi, Bhaktapur

Revised 2074/08/15 (December 1, 2017)

Motto

Hard work, honesty and continuity for development, innovation & excellence

Vision

Balkumari College will be valued to turn itself into an autonomous educational center of excellence pursuing innovation, experiences, principles and guidelines of great philosophers and scholars in order to make best use of their contributions for persistent and continued betterment of people and society in local, national, regional and international interest.

Mission

Balkumari College is committed to Further Development of society (community) and the globe in every way possible. The core objective of BKC is to contribute to the society through the pursuit of education, learning and research at the highest integration level of excellence.

Policy

The policy of Balkumari College is Imparting quality education to local people of CHITWAN and neighboring districts by operating multi faculties with well-equipped infrastructure as well as physical facilities dedicated to provide people with various services (health awareness, environment awareness, human right awareness, non-violence, social changes etc) & undergo community development through the mobilization of target people and play role model to implement environmental changes with concentration on research of various sectors , expose activities to general public by publishing reports, annual bulletin, following necessary changes and express commitment to comply with requirements

and continually improve the effectiveness of quality management system together with timely review of quality objectives, proper communication to target groups and evaluation for continuing sustainability to catch up with changing scenario of the world.

Quality Initiatives

- Follow up & Monitoring Mechanism controlled by IQA cell
- Procedures for all academic and administrative units with job descriptions
- Final Examination analysis
- Strategic Planning
- Operation Calendar
- Annual report bulletin publication
- Seminars and Workshops from Departments guided by RMC
- Organizing Guest Lectures
- Student Counseling and placement services
- Organization of discussions, workshops, seminars, training programs
- Organization of students orientation at the outset of Academic session
- Academic Research Journal – Journal of Balkumari college
- Identifying departmental best practices
- Ex-students, Students & parents evaluation survey and analysis
- Establishment of Research Development Cell

- Developing national /international linkages

Highlights

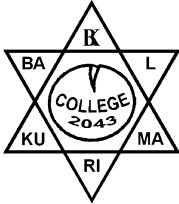
- Started with 200 students of intermediate commerce & law in 1986, it has now modern facilities and infrastructures with 3000 students and currently it has bachelors programs (BBS, BEd, BSc, BICTE & BHM) and Masters programs (MBS & MEd)
- Many Workshops, Seminars, Guest Lectures and Symposia are organized for academic enhancement.
- Several faculty members are M.Phil degree holders.
- Principal Mr. Shiva Prasad Poudel and his team: heads of departments, program in charges and administrative officers are all young and energetic.
- ISO 9001/2015 certified institution
- First accredited Community college in Nepal, now on process of second cycle of accreditation
- Successful to win awards:
 1. 2nd Everest Bank National Business Schools rating, ranking award 2014 organized by New Business Age Private Limited, Kathmandu
 2. Award of **BEST B-SCHOOLS of NEPAL OUT OF Kathmandu** in 3rd National B Schools Rating –Ranking award 2017 organized by New Business Age Private Limited, Kathmandu

Declaration

I certify that the data included in this Self-Study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the peer team will validate the information provided in this SSR during the peer team visit.



Signature of the Head of the institution with seal

(Shiva Prasad Poudel)
Principal

Place: Balkumari College, Narayangarh, Nepal

Date: 2074/08/ 15 (December 1, 2017)

Preface

Balkumari College is probably the first community based institution to achieve QAA certification from UGC Nepal. It has already undergone first cycle of accreditation. It had been accredited on 22 November 2009 by QAAC, UGC. The recommendations of first cycle peer review team and the efforts of following QAA norms have made the college successful to achieve its present status.

Regarding preparation of the present SRR, 8 sub committees have been formed to deal with eight criteria wise bench marks assigning one to each and make a report. Accordingly, they carried out their mission and prepared reports. Those reports were edited to prepare a single setup regarding all benchmarks.

The college has had indescribable achievements after accreditation. It has been successful to organize international conference on Infrastructure Finance participated by professors, scholars, planners and researchers from Nepal and India (the souvenir and journal related enclosed) in 2010. Following recommendations of Peer Team of 2009, Balkumari College has achieved considerable development in academic fields, sports, extra activities, research, and extension. It is worth mentioning that the college has been successful to win best business school of Nepal award out of Kathmandu in the business schools rating and ranking organized by New Business Age Pvt. Ltd. two times: first in 2014 and second in 2017. The details of accomplishments of the college have been presented in the SSR.

Balkumari College has very well prepared itself for its second cycle of accreditation. It had submitted the SSR in January 2016. It has been revised and updated as per PRT pre-visit recommendations in July 2017. It contains post accreditation initiatives, actions taken in response to PRT

recommendations of 2009, IQA performances, criteria wise achievements report and many others. The SSR team has carried out all the tasks and activities in making the SSR meaningful and significant.

The SSR team coordinator Mr. Jagannath Poudel is currently Chairperson of Balkumari College Board of Governors. The SSR team in proper guidance of Mr. Poudel has very honestly and arduously carried on their responsibility. The entire college family especially CMC members, teachers, administrative staffs, students, program coordinators, heads of departments have provided best of their services while preparing the SSR. Now we are awaiting PRT visit which is expected in the near future.

Place: Narayangarh

Date: 2074/08/15 (December 1, 2017)



Shiva Prasad Poudel, M.B.A., M.Phil.

Principal

Acknowledgement

The SSR team coordinator Mr. Jagannath Poudel is currently Chairperson of Balkumari College Board of Governors. The SSR team in proper guidance of Mr. Poudel has very honestly and arduously carried out their responsibility. The entire college family especially CMC members, teachers, administrative staffs, students, program coordinators, heads of departments have provided best of their services while preparing the SSR.

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SECTION A: Institutional Profile

1. Name of the Institution: Balkumari College

Place: Narayangarh, Bharatpur Metropolitan City -2

Website: www.balkumaricollege.edu.np

E-mail: info@balkumaricollege.edu.np, balkumaricollege43@gmail.com

P O Box:

District: CHITWAN, NEPAL

2. Information for Communication

Name	Telephone with Extension Number	Fax	E-mail
Principal- Mr. Shiva Prasad Poudel	056-524700 Cell: 9845212016	056-524700	balkumaricollege43@gmail.com poudelshiva@balkumaricollege.edu.np
Vice Principal- Mr. Chun Narayan Shrestha	056-521842 Cell: 9855055331	056-524700	balkumaricollege43@gmail.com shresthachun@hotmail.com
Vice Principal- Mr. Bharat Khanal	9855062684	056-524700	Bharatkhanal1@gmail.com
Management Committee Chairperson- Mr. Jaganath Poudel	9851054815	056 -524700	Paudeljaganath@gmail.com

3. Type of Institute (campus)

Constituent: Affiliated:

4. Provision of Institute (campus):

Public Community: Private

5. Financial category of the Institute (campus):

Government funded Self-financing: Community

6. a) Date of establishment of the Institution:

02/06/2043, 18/09/1986

b) University to which the Institution is affiliated:

TRIBHUVAN UNIVERSITY, Nepal

7. Dates of UGC recognition (for foreign universities affiliated Institution):

Yes No

8. Does the University Rule provide for autonomy?

Yes No If yes, has the Institution applied for autonomy? Yes No

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

» 6 BIGHAS - 12KATTHAS (Approx.) 15498.81 sq m

10. Location of the Institution (campus):

Urban : Semi-urban: Rural :

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

Academic Programs	Number
Certificate course (PCL 2 years)	PHASED OUT
Bachelors	5: B.B.S., B.Ed, B.Sc (Micro Biology and Environmental Science), BHM semester system, BICTE semester system
Masters	2 (M.B.S, M.Ed)
M.Phil.	–
Ph.D.	–
Any other (specify):	
Total	2 Masters + 5 Bachelors = 7

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

Faculty of Science and Technology
Departments: Physics, Chemistry, Biology, Mathematics, Environmental Science, Microbiology
Faculty of Humanities & Social Sciences
Departments:
Faculty of Management:
Departments: Accountancy, Marketing, Finance, Economics, English, Business Mathematics,

Faculty of Education
Departments: Health Education, Nepali Education, English Education, Math Education, BICTE
Faculty Hotel Management
Departments: F. Production, F &B Service, Housekeeping and Front Office
Institute of Engineering
Departments:
Institute of Medicine
Departments:
Institute of Agriculture
Departments:
Institute of Forestry
Departments:
Other Faculties:
Departments:

13. Give details of the self-financing courses offered by the institution (for public institutions only).

Programs	Level of Study	Cut off marks for admission at entry level in %	Student Number

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

Recruitment Process of Balkumari College

As Per Balkumari College Statute

The qualification of teachers and administrative staff of Balkumari College shall be as follows:

The procedure for recruitment as per college statute shall be as given below: -

► **PERMANENT**

As regards to permanent teachers and administrative staff, the management committee creates the post and authorizes Balkumari College Recruitment Committee to forward necessary process. The selection committee publishes notice calling applications from candidates (Master degree or above for teachers, Bachelor degree for administrative officer and +2 or equivalent for assistant), and selects the qualified candidate after completing the formal procedure (written test and interview). The selection Sub Committee recommends the successful candidate to management Committee for permanent appointment. Then, the management committee takes decision to appoint the candidate as per rule.

► **TEMPORARY/CONTRACT**

As for teachers on contract, the selection committee publishes the notice calling applications from candidates with required qualification and experience and selects the qualified candidates by completing written test and interview. The selected candidate is appointed temporarily or, on contract in the consent of Chairman and principal. The

contract has to be approved by the meeting of Management Committee (Board of Governors).

► **PART TIME**

As per need of the College, the qualified candidates are appointed on part time basis in the consent of Chairman and principal.

15. Number of permanent and temporary teaching staff at present:

Particulars	Disadvantaged Janajatis		Others		Grand Total
	F*	T*	F*	T*	
Permanent teachers (Total)		1	7	32	33
No. of teachers with PhD	-	1	1	3	4
No. of teachers with M Phil	-		-	3	3
No. of teachers with Masters			6	20	26
No. of teachers with Bachelor	-				
Temporary Teachers (Total)		5	6	36	41
No. of teachers with PhD	-	1	0	2	3
No. of teachers with M Phil	-	-	-	-	-
No. of teachers with Masters		4	4	33	37
No. of teachers with Bachelor	-	-	1	2	2
Part Time Teachers* (Total)			1	5	6
Part-time teachers with PhD	-	-	-	-	-
Part-time teachers with MPhil	-	-	-	-	-
Part-time teachers with Masters			1	5	6
No. of teachers with Bachelors	-	-	-	-	-

• * T = Total - 74

• Give the details of average number of hours/week (class load)

Average class load: 3-4 Class per day, each class of 50 minutes or 18 – 21 a week

• * F = Female * T = Total

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

Particulars	Disadvantaged Janajatis		Others		Grand Total
	F	T	F	T	
Administrative Staff	3	9	13	35	44
Technical Staff				1	1

* T 45

17. Regional profile of the students enrolled in the institution for the current academic year:

No of Students Enrolment From (Only First Year) 2073	UG 2073		PG 2073		Mphil		PhD		Diploma/ Certificates (2/3 Years)		Self Financing	
	F	T	F	T	F	T	F	T	Female	Total	F	T
Same region where the institution is located	192	399	44	63								
Other regions	124	233	62	77								
SAARC countries												
Other countries												
Disadvantaged/ Janajatis	36	75	5	8								

*Total: 772 Students enroll in First year

18. Details of the last two batches of students:

Particulars.	Batch 1: Year of Entry: 2072 regular			Batch 2: Year of entry:2071 regular		
	Bachelors	Masters	Total	Bachelors	Masters	Total
Admitted to the program	1810	202	2012	1711	131	1542
Drop-outs						
• Within four months of joining						
• Afterwards						
Appeared for the final year examinations	1661	186	1847	1966	170	2136
Passed in the final examinations	381	56	437	420	57	477
Pass %, (Total)	22.9	30.1	23.6	21.3	33.5	22.3
Pass No According to Graduate No						
Pass (First Class) *Year First Div	23	2	25	33	7	40
Pass, (Second class)*Year Second Div	85	14	99	83	21	104
Pass (Third class)* Year III Div	50	0	50	32	0	32

* For other types of evaluation system such as GPA, provide respective grades and brief explanation about their ranges in percentage.

- 19. Give a copy of the last annual budget of the Institution with details of income and expenditure. (Attach separately)**

Year	Income	Expenditure	Balance
2072/073	NRs. 100,204,930	NRs. 100,183,611	NRs. 21319

- 20. 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.**

» with actual budget = NRs.31239.04

» excluding salary = NRs.9657.0

- 21. What is the temporal plan of academic work in the Institution (campus):**

Semester System

Annual System

Any other (specify)

- 22. Tick the support services available in the Institution from the following:**

Central library ✓

Computer centre ✓

Health center ✓

Sports facilities ✓

Press

Workshop

• *Hostel*

Guest house ✓

Housing

Canteen ✓

Grievance red cross Circle ✓

Common room for students

Any other (specify)

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

Yes ✓ No, If yes provide the composition of the committee in separate sheet

» The Management Committee was formed on: - 2073/07/19

The names of board members of the Management Committee are as follows: -

- Chairman Mr. JAGANNATH POUDEL
- Vice Chairman Mr. KESHAV RAJ KANDEL
- Treasurer Mr. UTTAM LAL CHUKE
- Ex Officio Member CHIEF DISTRICT OFFICER, CHITWAN
- Ex Officio Member Mayor, BHARATPUR METRPOLIS
- Ex Officio Member PRESIDENT, CHITWAN CHAMBER OF COMMERCE & INDUSTRIES
- Ex Officio Member HEAD MASTER, BALKUMARI SECONDARY School, NARAYANGARH
- Member Mr. JAWAHAR LAL PRADHAN (Financial Contributor)
- Member Mr. K.L. BHUSHAN (Financial Contributor)
- Member Mr. PRAMOD SHRESTHA (Industrialist)
- Member Mr. MANOHARI KOIRALA (Social Worker)
- Member Dr. ISWARI RAJ LAUDARI (Academician)
- Member Dr. KESHAV BHAKTA SAPKOTA (Academician)
- Member Mr. BAM DEV KHANAL (Social worker)
- Member Mr. RAMJI ADHIKARI (Academician)
- Member TEACHER REPRESENTATIVE, Mr. JAGADISHOR KHANAL
- Member secretary Mr. SHIVA PRASAD POUDEL, PRINCIPAL

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

Particulars	Figures
Working days of the college: -	2070/071 - 208 days 2071/072- 219 days 2072/073- 269 days
Working days of the library: -	2070- 208 days 2071- 219 days 2072/073- 269 days
Teaching days of the college against the standard: -	2071- days, 2072- days 2073- 269
Books in the library (Added): -	2070-/071 - 2100 2071/ 2072- 1202 2072/073- 1352 Date-074/02/19- 1396 Total: 45619
<u>Journals/Periodicals subscribed by the library</u>	
National:	102
International:	5(Indian)
Computers in the college	126
Research projects completed and their total outlay	
Teachers who have received national recognition for teaching/research/consultancy	
Teachers who have received international recognition	

for teaching/research/consultancy	
Teachers who have attended international seminars: -	
Teachers who were resource persons at national seminars/workshops	
No of hours of instruction against the plan	

25. Give the number of ongoing research projects and their total outlay

No :

26. 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.

The college has linkage with the following (but no MOU) :

- Dr. JEET JOSHEE, Dean of college of extended learning, STATE UNIVERSITY OF CALIFORNIA, SAN BERNARDINO
- MUMBAI UNIVERSITY, SANTA CRUZ, Prof. BIVEK DEOLANKER, HEAD of Department of commerce-
- AMERICAN EMBASSY, Kathmandu
- TULSI DHAREL, MBA, PhD, Professor

Department of Marketing and International Business,

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Email: tdharel@centennialcollege.ca (office)

tulsidharel@gmail.com(personal)

- Prof Dr. BASANTI MAJUNDAR, MC MASTER UNIVERSITY, HEMILTON-CA
- NEERAJ SINGHAL, Swisscontact, Zurich, Switzerland
- PUM, Netherlands
- SHUBHRO MICHAEL GOMES <smgomes123@gmail.com
+975-16911457 (Bhutan) - Aon a consultancy tour of Bhutan
+91-9883445529 (India) also available at Whats App,
 St Xavier College, Kolkata, India

27. Does the management run other educational institutions besides the college?

Yes No If yes, give details.

»

28. Give details of the resources generated by the college last year through the following means:

Source of Funding (2072-073)	Quantum (NRs.)
Donations UGC	NRs1,465,000.00
Fund Raising drives	-
Alumni Association	-
Consultancy	-
Self-financing courses	-
Fees from regular programs	NRs 76,829,466.04
Any others	-

SECTION B: Benchmark-Wise Inputs

BENCHMARK-WISE INPUTS FOR INSTITUTIONAL SSR

CRITERION 1: POLICY & PROCEDURES (15 MARKS)

Yes with justification = 1, Yes without justification = 0.5, and No = 0, otherwise stated

1. Are there clearly defined goals, objectives and standards of the Institution (college) in written?

Yes No If yes, mentions the document and attach the material.

»Yes, Balkumari College has its statute (College Niyamawali) that contains the functions and procedures of the whole college. For more effective implementation, the college has separate working manual consisting of vision, mission, objectives, and quality assurance plan with internal auditing system. In fact, the manual is the guide book of the college. The college also publishes departmental brochure and information bulletin annually to reveal our activities regarding policy, procedure, objectives and standards of the college.

After first accreditation on Nov 22, 2009 (we are now on the way to second cycle of accreditation), Balkumari College has more effectively implemented its Manual after revising it. For instance, our objectives, quality plan & documentation system (with establishment of EMIS) are revised and updated as per need and time. The manual are approved by the management review meeting participated by principal, vice principal, program in charges, heads of department, administrative heads and department chiefs. Actually, the manual is revised & amended by a task force and submits to Review meeting for approval. The BKC Manual has been attached. The College manual,

Balkumari College Niyamawali and other related documents have been given in the annex.

2. Are there clearly defined plans and programs to achieve its specific goals, objectives and standards?

Yes No If yes, mentions the document and attach the material.

» Yes, the college has clearly defined plans and programs with goals and objectives. Our departments and programs have been provided with their own functional procedures plans and objectives as per manual. *Balkumari College Manual* has been improved as change of time. It also contains quality objectives and quality plan as a whole.

We have implemented our quality plan more seriously since QAA by making necessary changes. For instance, the objectives of BKC were 15 in 2066. In 2068, it has been made 18 instead of 15 and also changes were brought about to make them measurable and specific. In Aswin 2072 the manual has been revised . The objectives are 19 now. The quality plan has been made and implemented as far as practicable. In other words, we have well defined goal and objectives to achieve.

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

Yes No If yes, mentions the organizational chart and member compositions.

» *Balkumari College* has its organizational chart and structure which is reviewed and updated from time to time. The Manual contains all the details. The organizational chart attached in the manual. The manual describes the responsibilities and authorities

of Board of Governors, Principal, Vice principal, Program In charges, HOD's, administrative staffs and teachers. The organizational chart also contains aligned groups that support the college in various ways.

Balkumari College Organizational chart is given in the annex.

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

Yes No Justify it

» Yes, Balkumari College has developed its controlling mechanism for its internal quality and checks. There is a quality auditors' team (Internal Quality Assurance Cell) of 8 persons in the leadership of vice principal. As a rule, audit plan, schedule are prepared to monitor auditing. When internal quality audit takes place, the audit report is collected and presented in the review meeting. After detail discussion on the issues (Non-conformities), decision is taken for corrective actions. Subsequently follow up is done to confirm the accomplishment of the NCs. The functional procedure controls all the activities. The last review meeting was organized in Chaitra 2073. The meeting minute has been attached in the annex.

As per manual of the college, we organized quality auditing of all departments in Poush, 2073. NCs were discussed in the Management review meeting of Chaitra, 2073. Corrective actions were taken to cover up gap or non-conformances. Follow up has been done to close NCs in the last week of Chaitra, 2073.

Note: NCs = non conformities

5. Is there any document of the college to specify the job responsibilities of departments, units and individuals?

Yes No Justify it

» Yes, Balkumari College has its Manual that specifies the job responsibilities of the departments, units and individuals. It contains the details encompassing academic, social, financial and extracurricular activities to be performed by top management, program in charges, HODs, administrative assistants and unit heads. To make it clearer, program in-charges, HODS, ADFMINIATRATIVE HEADS, UNIT heads have been given their functional procedures to guide them to perform their responsibilities. Besides, there is the college statute to identify and control responsibilities. The quality manual has been revised & amended in Aswin 2073.

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

Yes No If yes, give details.

» Yes, Balkumari College has its statute and working manual which defines the responsibilities of program in-charges, HODs and unit heads. They are provided with functional procedures in which their job responsibilities and activities are mentioned. The vice principals and Internal quality assurance team check/monitor their activities by follow up visit, quality auditing or reviews. The internal quality audit report of Chaitra, 2073 (followed by a review) has been given in the annex. For instance, the procedure of B.Sc. program in-charge has been given below.

Procedure for Science Program

Purpose : The purpose of the procedure is to ensure systematic academic technical and administrative work such as annual plan. Class routine of teacher (both in Practical as well as theory), biological & environmental excursions, Science exhibition, internal assessment, final theory and practical examination notice publication etc.

Scope : Teaching of Science (Microbiology & Environmental Science) as per syllabus

Responsibility : program in charge (science)

SN	Activity	Responsibility	Control Point	Reference Document
1	PI ensures to Prepare annual academic plan of all subjects of the program with the help of Faculties	Program In Charge	In the beginning of the session	Annual Academic Plan BKC/AAP/DS/01
2.	PI ensures to prepare of Daily class routine of theoretical and practical subjects with the help of the faculties & Administration	Program In Charge	At the time of class starting	Daily Class Routine BKC/DCR/DS/01
3.	PI keeps the record of enrolled	Program	As &	Students Attendance

	students updated and maintained.	In Charge	When	Register BKC/ SAR/DS/01
4.	PI ensures that evaluation of the students is carried out by preparing the question paper and conducting terminal examinations and tests.	Program In Charge / Faculty teacher	As per plan	Copy of Question paper Evaluation Record of Students BKC/ERS/DS/01
5.	PI ensures to evaluate students through academic performance, skill (apparatus handling), marks obtained and all the record maintained in the individual personnel evaluation record file.	Program In Charge/ Class teacher	As & when	Individual Personnel evaluation record file BKC/IPEF/DS/01
6.	PI monitors teaching learning of Science program by Checking and observing the maintenance of log book and student attendance	Program In Charge	Last Friday of every month	Log Book of concerned faculty BKC/LB/DS/01 Student Attendance Register BKC/SAR/DS/01
7.	PI ensures monitoring and supervising the teaching/ learning activities of the faculty teachers.	Program In Charge	As per need	Monitoring Record of teaching learning Activities BKC/MRTL/DS/01
8.	PI ensures to conduct bi-monthly faculty staff meeting	Program In Charge/Faculties	Bi Monthly	Staff meeting minute Register BKC/MMR/DS/01
9.	PI ensures to arrange orientation programs, advertisement for new admission, preparation of	Program in charge/ Administ	Annually	Copy of advertisement program Copy of Entrance model question

	entrance model questions, conduction of entrance examination, result of entrance test, form distribution and admission of new students.	ration		Prospect of BKC Entrance Exam Record BKC/EER/DS/01 Result of Entrance Exam BKC/REE/DS/01
10.	PI ensures to prepare and present the progress report of science faculty to the Principal	Program In Charge	Every 3 months	Progress report BKC/PR/DS/01
11.	PI ensures to maintain students' attendance by class teacher in attendance book and monitoring and making strictly follow up that all the students are well dressed up as prescribed rules and regulation of college.	Program In Charge/class teacher.	Daily	Student Attendance Register BKC/SAR/DS/01
12.	PI ensures to maintain necessary official correspondence students' admission record, registration record, internal assessment and evaluation of final result etc.	Administrative staff.	As and when	Official record book BKC/ORB/DS/01
13.	PI ensures the information regarding updated rules and regulations, field visit, holidays, examination, final practical examination schedule, and other necessary issues shall be communicated to the students through the publication of notice in the notice board.	Program In Charge	As & When	Notice Release Record Register BKC/NRR/DS/01

14	PI ensures to arrange external examiners, publish routine of practical examination and conduct final practical examination as per rule of Tribhuvan University	Program in Charge/Administrative staff	Annually	Notice Release Record Register BKC/NRR/DS/01
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S N	Format	Doc. Ref.	Responsibility	Retention Period
1.	Annual Academic Plan	BKC/AAP/DS/01	Program Incharge	One year
2.	Daily Class Routine	BKC/DCR/DS/01	Program Incharge	One year
3.	Log Book of concerned subject teachers	BKC/LOB/DS/01	Program Incharge	One year
4.	Student Attendance Register	BKC/SAR/DS/01	Program Incharge	One year
5.	Identity Card Distributaries Record	BKC/ICDR/DS/01	Program Incharge	One year
6.	Copy of Question paper	Free Format	Program Incharge	One year
7.	Evaluation Record of Students	BKC/ERS/DS/01	Program Incharge	2 years
8.	Individual Personnel evaluation record file	BKC/IPER/DS/01	Program Incharge	2 years
9.	Monitoring Record of teaching learning Activities	BKC/MRTL/DS/01	Program Incharge	2 years
10.	Staff meeting minute Register	BKC/MMR/DS/01	Program Incharge	Permanent
11.	Copy of advertisement program	Free Format	Program incharge/administration	One year
12.	Copy of Entrance model question	Free Format	Program incharge/administration	One year
13.	Prospect of BKC	Free Format	Program incharge/administration	One year
14.	Entrance Exam Record	BKC/EER/DS/01	Program incharge/administration	One year

15.	Result of Entrance Exam	BKC/REE/DS/01	Program incharge/ administration	One year
16.	Progress report	BKC/PR/DS/01	Program Incharge	One year
17.	Official letter record	BKC/OLR/DS/01	Adm. Staff	2 years
18.	Notice Release Record Register	BKC/NRR/DS/01	Program Incharge	Permanent
19.	Examination record file	BKC/ER/DS/01	Program Incharge	2 years

Prepared by
Program Incharge ,
Anup Muni Bajracharya

Approved by : Principal

7. Does the college posses the latest managerial concepts such as strategic planning, teamwork, decision-making, computerization and others?

Yes No If yes, produce those schemes and examples of some practices

» Yes, Balkumari College has developed its plan and policy regarding strategic planning, teamwork, decision making , computerization. It has applied quality management system of ISO 9001/2015/ and developed its own managerial concepts. That is to say the college is involved in strategic planning for the corrective actions, preventive actions, decision making and also computerization. The College Manual declares the managerial concept clearly.

8. Does the college 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 justifications.

» Yes, Balkumari College has established a system of modern academic activities. It has made a tradition to provide practical skill to the students organizing seminars, workshop, presentation, field visits, etc. regularly. The record and report are kept in Annual Profile of activities of the college published in Annual bulletins. The Bulletins have coverage of all programs.

At the same time, reports are available in the library. We have been organizing seminars, conferences, workshops etc to support our academic programs. We organized international conference on 2nd and 3rd December 2010. Our record book highlights the rest of such minor programs. The Souvenir & the journal containing Papers presented in the conference have been herewith attached. The other reports regarding activities are also available in the library.

Ever since the accreditation, every year the college has been organizing conferences, seminars, workshops, orientation, and interaction for academic enhancement.

9. Are there any written provisions under which the college brings "stakeholders or community feed backs and orientation" in its activities?

Yes No If yes, give details.

» Yes. Frequently, the college organizes public meeting in which we publish our policy, future plans, progress report and also collect feedbacks as per manual. The

reports have been kept in the library. The college organizes satisfaction survey of students, stakeholders' evaluation and graduates' feedbacks about the college. The last feedback and survey report has been herewith attached.

In other words, the college organizes stakeholders' satisfaction survey regarding our activities every year and the suggestions are addressed as far as possible.

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?

» Balkumari College quality management system has been audited and recertified by IQ Net, the international certification network, Quality Austria certification body on 2 January 2017 for 3 years. In other words, the college has been certified ISO 9001:2015 QMS.

Scope of Balkumari College Management System goes as follows :

Imparting Bachelor programs in Business Studies (BBS), Science (B.Sc. in Microbiology & Environmental Science), Education (B.Ed), Hotel Management (BHM), & Information Communication Technology Education (BICTE); Masters degree in Business Studies (MBS) & Masters degree in Education (M.Ed)

Balkumari College research management system was reviewed by a team in the lead of Prof. Prem Raj Pant. Study team was sent on mission to study autonomous institution in India and Nepal. We are serious about transferring the college into autonomous institution.

The college also carried out management audit in 2070-71. Its objective was to find out the managerial and policy level reform of Balkumari College. The summarized report is given in the annex.

The college has friendly relation with professor Dr. Basanti Majumdar of Mc Master University, Hamilton Canada as advisor for research and health program improvement, Mr. Raoul J Chenevert, Ex director of International Hotel school in The Hague as hotel management advisor, Prof Tulsi Dharel, Centennial College, Toronto as management & marketing expert, Mr. Neeraj Singhal, SWISSCONTACT, Kathmandu. Mr. Alain Rohrbach, Hotel management expert from Swisscontact, Zurich, Prof Michael Shubro Gomes from Techno India university, West Bengal and so on.

11. Are the students involved in college management system and quality assurance?

Yes No If yes, give details.

» Yes, the students' of Balkumari College play important role in management and quality assurance. Especially, they are involved in wellbeing of the students regarding scholarship, discipline maintenance cleanliness, class room management, facilities and students needs. They also provide orientation to new students as to how they have to use library, computers in their free time, sports and other facilities in the college. The free students' union and Youth Red Cross Circle helps to provide health and sanitation awareness to the students.

Students union and students fronts have rendered innovative services and feedbacks in various ways. They help distribute scholarship, environmental improvement and sports and extracurricular activities and extension programs as blood donation, health

awareness, plantation etc. Recent activities of students are as: -

1. Plantation and take care of garden by Students Union
2. Maintenance of greeneries, plantation by Environmental science students
3. Input in monitoring discipline and sports
4. Social services like blood donation, awareness, health camps, students' orientation etc.

12. Has there been an academic audit ? Justify it.

a. by the university ✓

b. by the institution ✓

» a. Yes, Tribhuvan University has carried out academic audit several times. They are done on faculty basis. The college has been affiliated with for faculties: management, Education and science. The follow up team make observation of facilities, academic achievements, enrollment, result, progress report etc and provide the college with suggestions and recommendations. The record o 2069, 2070, 2071, 2072 and 2073 is as follows:

Follow up record

Date	Inspection / assessor	Observed/audite d dept	Remarks
2068/05/ 02	1. Prof Dr. Mukunda Prasad Gajurel , Dean of Institute of science & technology, TU 2. Associate prof. Kedar Nath Ghimire,	Faculty of science: progress record, labs and facilities	Had interaction w teachers

		Institute of science & technology, TU			
2071/09/24-25		<p>1.Mr. Satya NarayaN Shah Asst Dean Dean of Institute of science & technology, TU</p> <p>2.Prof. Dr Jagadish Bhattara, Central Dept. of Chemistry</p> <p>3.Dr. Ananta Panthi, Butwal Multipla Campus</p>	Faculty of science: progress record, labs, results and facilities		
2073/02/26		<p>1.Prof. Dr.Dev Raj Sadhikari, dean of inatitute of management, TU</p> <p>2. Prof. Dr. Pushkar Brajracharya ,</p> <p>3. Prof. Dr. Madhav Raj Koirala</p> <p>4. Asst. Dean Mr. Bishnu Hari Koirala</p> <p>.....</p> <p>.....207</p> <p>3/05/27</p> <p>.....</p> <p>Prof. Babu Ram Kafle,</p>	<p>Observed college performances, facilities, research activities, had interaction with teachers</p> <p>.....</p> <p>.....</p> <p>Observed</p>		

.....207 4/01/20	Prof. Arbind Lal Dharel, Faculty of Education, TU , Kirtipar Assistant dean, Faculty of management, Associate Prof. Bishnu Hari Koirala	college facilities, visited departments and had interaction with teachersvisited the facilities and departments, carried out inspection of record and achievements regarding management interaction with Board chair Principal, and teachers
.....207 4/08/22 Inspection visit of VC of TU, Prof Tirtha Raj Khniya Follow up and inspection of departments, observed facilities, and achievements	

» b. UGC PRT carried out observation and checks in 2009. Consequently, the college was accredited. Furthermore, Quality Auditor, Mr. Prakash Mani Adhikari (National Certification & management, Nepal) has made academic & management audit for the purpose of ISO Surveillance audit in March 2014. Similarly, CA JBRH & Co, Anam Nagar Kathmandu has carried on Independent Management audit for the

sake finding out ways of making Balkumari College more effective, consistent, relevant and sustainable. The audit has provided a number of recommendations for change and reform of the system and procedures. Similarly, we get the international scholars to evaluate our system and procedures. Their feedback has been most helpful to improve quality.

As for ISO system, academic quality has been reviewed by Lead auditor Kul Prasad Sapkota on 1st August 2012 and Internal Quality Gap Assessment by Lead auditor Mr. Janardan Ghimire on 19-20 March 2013, surveillance audit by Mr. Prakash Mani Adhikari in March 2014, again in March 2015. The report consists of a list of corrective actions to be done by the college. We have already finished those corrective actions.

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

Yes No If yes, give details

» Yes, the RESEARCH management cell coordinates research and teaching activities at the college. Details are mentioned in the functional procedure of RESEARCH AND DEVELOPMENT. It is worth mentioning that Research management cell is performing activities according to revised procedure. The report is ready. As a rule, the Research cell makes each program and department do at least one mini research or seminar /workshop annually. However, the regular activities have been sometimes disturbed because of crisis like earth quake, blockade, occasional movements of students, etc.

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

Yes No If yes, give details.

» Yes, it appears that the teachers are more conformed in their performances. They feel they are more skilled in the teaching/learning activities. They use modern method of teaching intermingled with lecture, group work, project work, interaction etc to make it students centered. It makes teachers feel that they are doing action research. Now, they have realized that every new activity needs research for its conformity. Mr. Leendert van den Bosch, an educational expert from the Netherlands organized a workshop for PBL for 3 days during his consultancy visit several years before. He formed a task force for effective operation. The task force makes follow up and organize meeting in this regard. It also carries on quality audit internally. It is notable that after QAA , the teachers have been more efficient to adopt teaching methods combined with lecture, interaction, group discussions, presentations, seminars whichever is suitable as per given situation. A number of research reports have been published in journal of Balkumari College.

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

» Innovative features of Balkumari College:

- The college has its quality manual stressing on mandatory actions namely control of documents, control of records, Internal quality audit, Review meetings and guide the whole activities.
- We organize frequent seminars/ workshops which make teachers more competent.

- We have implemented ISO 9001/2015 in the college in spite of its high expenses.
- We have link with international institutions especially colleges, universities of India, EUROPE, U.S.A, BANGLADESH etc.
- Our teachers take part in international conferences and they have presented working papers in India.
- We invite national and international scholars, professors to share ideas, to organize workshops , seminars
- We are serious about documentation what we do, we document it. We have procedures for control of documents and procedure for control of records.
- The Quality Manual has been revised and amended as per change in global scenario.
- Seminars/ Workshops/ Conferences are organized. International conference had been organized on Dec 2 & 3, 2010 participated by distinguished scholars, professors & researchers from Nepal & India. Accordingly, many seminars, conferences etc are being organized from time to time. After QAA, we are continually visiting foreign Universities (India & Bangladesh) and bring in new idea and feedback.

The activities are going on. In 2012, the teachers visited Rajasthan University, Indira Gandhi Open university. In 2013, the college team went on study visit of autonomous academic institutions in Nepal (Mahendra Ratna M Campus, Illam) & St Xavier College Darjeeling and Sikkim Manipal University, India. Our college team is going to visit universities in Dacca, Bangladesh by mid-January 2016. and universities in Bangalore, Mumbai and GOA in 2017.

CRITERION 2: CURRICULAR ASPECTS (10 MARKS)

16. Is there consistency in teaching and learning with the goals and objectives of the college? (0.5)

Yes No If yes, give details.

» Balkumari College has its own policy and procedure for delivery of education. It has its vision, mission and objectives. The principal, vice principal, program In- Charges, HOD's, and related persons carry on , monitoring and observation on regular basis . On the other hand, the Internal quality auditors undertake quality auditing and make follow up and checks.

For example, the main focus of vice principal, PI's and HOD's procedure is to control the activities especially teaching learning activities such as preparing annual plan, daily routine, log book maintenance with daily plan and monitoring class activities by class observation of teachers with creative feedback. Corrective action, preventive action and re- working of activities in case of non- conformances have been applied strictly. It is discussed in the review meeting. Follow up visit is done by auditors to close the corrective actions found in the respective auditing. Review Meeting Minute of POUISH, 2073 has been attached in the annex.

As per Manual, we have been doing Internal Quality Assurance audit by auditors. They go on auditing every year and report to the Quality Assurance Committee. The review meeting in the chairmanship of CMC Chair or Principal takes steps for corrective actions to cover up the gaps. Subsequently, the follow is done to see

whether or not the corrective action has been accomplished.

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

a) Time frame matching student convenience

b) Horizontal mobility

c) Elective options

a. Students can change shift as per their convenience. For example, if certain student is involved in job, he applies to PI and can change shift (day or morning) as per their convenience.

b. Yes, we provide students with horizontal mobility. They can change their faculty from BHM to BBS, from BSc to BBS if they are interested. They can join computer class, English class for their extra study. In the same way, they can transfer to another college if the course coincides. Students from another college can come to join Balkumari College with transfer certificate as per their convenience.

c. As regards to elective options, there are choices for students to choose subjects as per their interest. For example, some may be interested in mathematics while others may choose health education, accounts, finance, marketing etc. Students are provided with such elective options as per interest.

18. Indicate the efforts to promote general/transferable skills among the students such as (0.5 × 5 = 2.5)

a. Capacity to learn

- b. Communication skills
- c. Numerical skills
- d. Use of information technology
- e. Work as a part of a team and independently
 - a) Students are encouraged to learn more by the department, faculty, for which individual attention is given to develop capacity of students to learn new things. We have managed additional classes for Computer education, organization of workshops, orientation, exposure activities to increase learning capacity of students.
 - b) Students have options/opportunities to participate in literary programs, oratory competition to develop communication skills. The College has frequent programs in response to this skill development for students. For example, *Balkumari Kabya Kunja* a literary unit of students organize literary as well as other programs frequently.
 - c) The college has provided students with numerical skills such as data processing, data entry, data collection and presentation in power point or graphical charts and drawing.
 - d) We have been trying to be perfect in information technology. So far, we have internet services available in all computers in the common computer lab that are open to the students. At the same time computers in BICTE lab and those in offices & departments have also internet service. Our BICTE program has contributed much to enhance computer skill in the college.

- e) The concept of decentralization has been applied in the college. The departments are independent to carry on their activities as per procedure. Thus, their skill of leadership has been promoted. They prepare Industrial visit report, field visit, educational tours, practice teaching report etc. All activities to be performed have been mentioned in the procedures provided to departments & unit heads.
- f) Field works have been provided for capacity development
- g) Internet access is available for communication
- h) Sufficient Presentation opportunity and project work has been made compulsory as example of work as a part of a team and independence. LCD multimedia projectors have been installed in BHM, BSc, BICTE, MBS & MEd though which teachers & students can make presentation.

19. Are there any specific programs and electives run by the college?

(1)

Yes No If yes, give details.

- » There are number of specific programs and elective at Balkumari College.
- We have counseling program in M.Ed. (health) coordinated by the lecturer Mr. Shyam Pd Sedai
 - There is Extra Curricular activities department run by Lecture Mr. Thakur Pd Dhakal
 - Section for external Affairs coordinated by the Principal.
 - Internal quality assurance cell coordinated by IQA auditors & Management Representative

- Research and Development program guided by the Principal and Research Committee
- College cleanliness section that is looked after and coordinated by vice principal
- There is another section - Department of Maintenance of physical facilities, which is looked after by senior business law faculty Deputy administrator
- Department of student counseling has been established for student's welfare.
- Canteen maintenance supervision looked after by HM In charge

20. Contributions of the college to the curriculum design of the university. Produce examples of last 4-5 years (1)

» Teachers of BKC have contributed Curriculum development many times by participating in seminar/workshop.

- Lecturer Mr. Shyam Pd Sedai has participated in ICTE curriculum development conference organized by CDC, Kritipur in Mansir, 2070
- Asst. lecturer Mr. Shree Pd Aryal in computer course workshop on Mansir 7-8, 2071
- Nepali faculty Kul prasad Dhungana has been involved in Curriculum development of Nepali,
- MGMT faculty Bal Nath Sigdel course development workshop of management ,
- Mr. Guna Raj Chhetri : on line share trading system organized by oxford securities , stock brokers 2071/7/30 & 8/1,
- ICTE teachers Sunil Kumar < Shankar Ghimire & Jivan Kumar Shrestha participated

in Micro Syllabus preparation on 12/8/12-13

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

Yes No If yes, give details.

» HOD's, PI's, Vice Principals observe the class and provide teachers with the feedbacks. Apart from this, we collect suggestions, non-conformances in the quality audit and staff meeting. We discuss those things in review meetings and try to improve it. Also peer observation among teachers of same subjects and same level is done.

Vice Principals, Head of Departments and Senior teachers observe classes and provide teachers with Feedbacks from time rime during the academic session.

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

» The college has links with Bank of Kathmandu (Lumbini), Sunrise Bank Ltd., Himalayan Bank, Siddhartha Development Bank, NCCI, Prime Bank Bharatpur ,NCC Bank Narayangarh, Himalayan Bank Ltd Narayangarh, Garima Bikas Bank ltd, CG Industries, higher secondary schools. For example, the students go there for practice or internship. Right now, about 60 of our students are doing internship practice in Garima Bikas Bank, Sunrise Bank Ltd. NCC Bank, Himalayan Bank Ltd, Nepal Bank Ltd, Prime Bank Ltd.

Similarly, for practice teaching B Ed students, our students carry on their assignments

in Balkumari Hr Sec School, Balkumari Girls Higher Secondary school, Aadi Kabi Bhanu Hr School, Janak Higher Sec , Gaidakot, Laxmi Higher Sec school, Lanku, Chitwan Higher Sec school, Bharatpur etc.

23. Does the college inculcate civic responsibilities among the students?

Give brief explanation in terms of activities (0.5)

» Yes, the college students union and the teachers teach students civic responsibilities for which programs are organized in the presence of the teachers and guardians. Orientation and welcome program for new students are major occasions to give message to new students. Students take part in literacy programs, health camps, and industrial visit to develop sense of civic responsibilities. For example, year last health education 3rd year students organized health camp in Jagatpur, in which 200 villagers underwent their health checkup and were given medicine. Balkumari College students are responsive to social needs. They organize health awareness programs, blood donation, environmental cleanliness program, tree plantation etc. They have regular tree plantation program in Rastriya Primary school, Jagatpur, through which villagers are given awareness about the need of environmental balance. Those students are always sensitive to improve teaching learning situation as well as social services.

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

» Balkumari College carries on different extracurricular activities encompassing sports, literary programs, quiz, oratory programs, presentation programs for all round

development of the students. Also, the youth Red Cross Circle and the Students Union are working seriously in this respect. They organize programs like Blood donation program, health awareness, health check up camps etc. HOD of ECA has the detail records.

At the same time, we organize students satisfaction survey and address the feedback. Recent survey has indicated improvement of sports, drinking water, toilets, discipline etc. We record their complaints and try to fulfill them. The survey report is given in the annex.

25. What are the practices of the college to impart value based education? Give examples of some practices (0.5)

» ▪ Students participate in indoor games, sports like basket ball, table tennis, badminton, Kapadi, volley ball, football etc tournaments and competition organized by ECA.

▪ Students make presentation program after field works.

▪ Guest lecturers are invited to conform and motivate their learning. (Prof Dr. Tulsi Dharel from Canada in July 2015 (Ashar 072) on international marketing)

▪ Students are sent to the field works (financial institutions, industries, schools etc...) for practical skills of the things they learn in the books.

▪ Seminars/ Workshop/ Conferences are frequently organized. Details are provided in our academic activities reports in Annual Bulletin 2072 and 2073

Our students are inspired to undergo internship and job training when they are still in 3rd year. After graduation they can find the job in different financial institutions because of their practical skill. However, from this session 072-073 on the 4 year course has been

started so the students will go on job training on their 4th year.

We have been frequently doing all activities more seriously as per global standard and QAA norms of UGC Nepal.

CRITERION 3: TEACHING LEARNING AND EVALUATION

(10 MARKS)

Yes with justification = 0.25, Yes without justification = 0.10 No = 0, otherwise stated

26. Which of the following methods do you apply in admitting the new graduates?

Select as many as apply. (1)

- through academic records ✓
- through written entrance tests ✓
- through group discussions ✓
- through interviews ✓
- through combination of above all ✓

All methods are being practiced as usual to take admission of new students. However, the college has now made a policy that all level students should be admitted through entrance test as per quality assurance norms of QAA & also Independent Management Audit team, JBRH & Co.

27. Is there a provision for assessing students' knowledge and skills for a particular program (after admission)?

Yes No If yes, cite examples.

» After admission, we organize internal exams and categorize student's standard. Students may change their subject according to their interest/aptitude. We seriously follow the activities mentioned. We also organize orientation programs for students of all level from time to time.

28. Does the college provide bridge/remedial courses to the educationally disadvantaged students?

Yes No If yes, cite examples (UGC or other supports received in this regard)

may be indicated).

» Yes, we have started Computer course and English course for such disadvantaged groups/students. Computer Department and English Department have the records. Evidence in the departments.

Balkumari College has been regularly providing disadvantaged students with learning facilities.

29. Does the college encourage the teachers to make a teaching-plan?

Yes No If yes, give details.

» Yes, teachers make annual academic plan and on the basis of the plan they make log book in which the teachers have to include their daily lesson plan and attendance of the students. The program- in charge, HOD's and vice principals make follow up to see whether or not it has been done regularly. In case not done, it is non-conformance (NC) and corrective action follows. The individual teacher is warned to do it regularly and follow up is done immediately. (documents available with HOD's, PI's and teachers)

The college internal quality assurance Committee make quality audit and follow up and encourage teachers to make lesson plans, log book, class observation etc by PI, HOD's check whether or not individual teachers are doing their assigned duties, such as: - making annual plan, lesson plans, maintenance of log book and so on.

30. Are syllabi in harmony according to a teaching schedule through the semester/year?

Yes No If yes, give details of implementation in terms of monitoring, coverage, correction, etc

» Yes, the college has Internal Quality Auditing Committee consisting of vice principal, Program In Charges and HODs who make follow up and monitoring for the coverage of reform and correction of teaching learning process. They observe classes, see the work plan and provide feedback to the teachers. They see whether the lesson plan/ schedule are in harmony with the syllabi. If not they have to improve the lesson. The college organizes quality assurance auditing annually and take corrective steps if there are non-conformances (NC).

We organize training for the new team of auditors (Chun N. Shrestha, Ek Narayan Sapkota, Shiliya Shrestha, Bishnu Kumar Shrestha, Bhim Narayan Adhikari, Bishnu Lal Shrestha). We are doing the improved activities to maintain harmony in syllabus and teaching schedule.

31. How does the college supplement the lecture method of teaching with other teaching methods with specific weight age in terms of hours? (directed studies, assignments, presentations) (0.5)

Produce some examples.

» The college has adopted mixed method consisting of lecture, group work, project work, interactive actions in order to make the class student centered teaching. The teachers assign certain project work, assignments for the purpose of internal evaluation. Teachers try to make the class students centered as far as practicable. Student's participation is most encouraged in every class.

Balkumari College is steadfast to teaching in students centered way or project based learning as far as practicable. We have been adopting those methods more intensely.

32. Is there a facility to prepare audio visuals and other teaching aids?

Yes No If yes, give details about the facilities.

» Teachers of Balkumari College have facility to prepare audio visuals and other teaching aids. They use computers, slides, multimedia projector, overhead projector and tape recorder in the class. We do provide facility to the teachers to use multimedia, laptops, slides, tape recorder as are suitable to the nature of the class.

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

- | | |
|---|------------------------------------|
| 1. Teaching days per year against the standard: | 219 in 2071/072 and 269 in 072/073 |
| 2. Working days per week against the standard: | 6 days |
| 3. Work load per week (for teachers): | 18 periods |
| 4. Ratio of full-time teachers to part-time teachers: | 74:5 |
| 5. Ratio of teaching staff to non-teaching staff: | 79:46 |
| 6. Percentage of classes taught by full-time faculty: | 94% |

34. Are evaluation methods communicated to students at the beginning of the year?

Yes No If yes, justifies them.

» Every year, we hold orientation program to let the students know about college rules and evaluation system.

We organize orientation for degree level students about thesis writing. We are doing it more earnestly. The orientation record is in the Degree Research Committee and files of Program In charges.

35. Does the college monitor overall performances of students at the beginning of the year?

Yes No If yes, give details

» Yes, on the basis of their marks, entrance result and interview the college monitor the overall performances of the students. On that ground it is decided as to which section they are to be admitted to. Basically, the college is doing the activities more intensely. Also, on the basis first term result, the scholarship is distributed. We have also the practice of publishing notice showing progress of students the internal exam.

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

Vacancy Category	Operational Mechanism					
	Job Advertisement	Selection Committee Formation	Examination by Selection Committee	Evaluation of Demo Classes	Interview by Selection Committee	Job Contract Through Formal Appointment Letter
Self-funded						
Government funded						
Any other category						

In conclusion, we have the practice to select faculty members on self-funded basis.

37. Provide the following information in number about the teaching staff recruited

during the last two years. (0.5)

Teaching staff recruited from 2072 Shrawan to 2073 Ashar and 2073 Shrawan to Ashar 074		
the same region where it operates		the other regions
same institution	other institutions	
Year I: 2	Year I: 5	Year I: -- 0
Year II: 0	Year II: 12	Year II: 0

1) Recruited (Permanent) Suraksha Shrestha, Sharada Khanal and Sushil Ghimire on 2073/10/02 (Assistant Lecturer)

2) Promoted Ramesh , Dipak Kafle, Ananta on 2073/10/02 (Assistant Lecturer to lecturer)

3) On contract : year I (072 Shrawan to 073 Ashar) Khada Nanda Acharya, Nabin Kumar Shrestha, Chet Raj Regmi, Surendra Adhikari, Pradip Neupane, Tej Prasad Poudel, Robin Sharma

On contract : year 2 : (073 Shrawan to 074 Ashar) Udaya Krishna Shrestha, Arjun Sharma, Shree Ram Shah, Shambhu Majhi , Anil Shrestha and Pabitra Shrestha

38. Does the college have the freedom and the resources to appoint and pay temporary/ad hoc teaching staff?

Yes No If yes, give details of their salary structure and other benefits.

» As per constitution of Balkumari College, we have the freedom and resources to appoint and pay temporary/ad hoc teaching staff as per need. All the teachers whether

temporary or on contract have full benefit of the salary in national standard. They can enjoy sick leave, casual leave and other holidays as other teachers. As per need, the college recruits temporary or part time teachers to work when some permanent teachers are absent for some on anticipated reasons.

It is worth mentioning that the college has the freedom and sufficient resources to appoint and pay temporary Teaching staff as per need. The college has its constitution which has clarified the job description, leave, faculties, etc... We organize quality assurance audit followed by Review Meeting to evaluate our teaching learning status.

39. Number of teaching staff who have attended seminars/ conferences/workshops as participants/resource persons in the last two years: (0.5)

Type of seminar /conference	Participants 2070-071	2071-072	Resource persons
Institutional level			
National level	Rajeshori Pradhan Shiva Prasad Poudel & Bishnu K Shrestha	Principal Shiva Prasad Poudel two times	Prof. Dr. Parasar Koirala, Prof. Dr. Hridaya Ratna Bajracharya Prof. Hira B. Maharjan Pro Krishna Bdr Manadhar Organized by UGC & TU

International level		Principal Shiva Prasad Poudel	Prof. Chris Brewster, Prof. Gerry Bruton Etc, Organized by Nepalese Academy of mgmt. (NAM)
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40. Does the college 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.

» Principally the departments and program in charges do the evaluation of their performances by the result of internal exams, report of quality auditors and feedbacks of consumers (students), observation of the class.

41. Does the college follow any other teacher performance appraisal method?

Yes No If yes, give details of the same and state how the results of the appraisal are used.

» Result of the exam, Internal Quality Audit Report work as feedback regarding the

performance of the teachers. As our quality monitoring plan, Program In Charge, HOD's and the Vice Principals observe the class and submit the report to MR. MR organizes Review Meeting and take necessary steps to correct and improve the weak points.

The teachers are involved in the interaction about their weak points and have opportunity to correct and improve non- conformances (NC). Their weak points are discussed in review meeting.

We have Internal Quality Audit followed by interactive Review Meeting where we talk about corrective, reformative and follow up activities. We do interact with each other to do away with our weak points. We also do follow up to close corrective actions found by internal quality audit.

42. Does the college collect student evaluation on campus experience? (you may go through samples of feedback formats given at the end of the manual).

Yes No If yes, what is the significant feedback from students and how has it been used?

» The college has the tradition of getting college graduates to complete "Evaluation questionnaire about college performance before they leave the college". We do analyze their suggestions and feedback. Corrective actions are carried on by the departments/faculties by discussing in the Management Review meeting.

In fact, we have been organizing student's satisfaction survey every year and address the suggestions. Actually, it is the evaluation of the students towards college management system and academic activities. The report of 2071, 2072 and 2073 have been given in the annex.

43. Does the college conduct refresher courses/seminars/conferences/

symposia/workshops/programs for faculty development?

Yes No If yes, give details.

» Yes, the college frequently arranges such programs for the development of the faculties. Below is the record of two years program.

YEAR	SUBJECT	PARTICIPANTS	RESOURCE PERSON	DURATIO N/DATE
2070-71	-Microsoft widow 8 Training	-10 teachers & 73 students	-Alen B. Tuladhar of Microsoft innovation	-One day training 2070/04/30
	-Research Seminar for Teachers	-24 teachers of BKC & other colleges	Kath - Prof Dr. C B Budhathoki, Prof Dr. R S Pradhan, , A.Prof NR Maharjan , A Prof S. Bhandari	-two days seminar, 2070 Bhadra 14-15
	-ICTE seminar	-50 ICTE teachers of chitwan and Nawalparasi	-Bodh Raj Niraula -Dinesh Khanal -DEO Ramakanta Sharma	-one day seminar 2070 Aswin 11
	- software window 8.1 training	-66 participant teachers & students of BKC	-Shailendra Maharjan of Microsoft innovation center , Kath	-one day training

	- interaction world bank delegates	- CMC members & 30 teachers	-Prof Mohan Aryal, Prof shasi Kanta ShriBastab , Prof saurav Dev Bhatta	-one day 2070/08/22
	- insurance & banking seminar	-15 teachers and 90 students	- Subhekhshya Bank Manager , Lecturer Guna Raj Chhetri	-One day 2070/08/22
	- seminar on blogging for personal website	-teachers of several campuses 70 participants	- Diwakar Sharma of Microsoft innovation center & Sree Prasad Aryal, Nita Joshi	-two day training ,2070/08/22 & 23
	- interaction with QAA experts	-teachers and CMC members in 20 in number	-prof KB Manandhar, Associate Prof Indu Achrya, Sagar Mani Neupane	- 2070/08/23 One day
	- Seminar on marketing	-teachers of marketing 7 BBS 3 rd year students 50 in number	-Associate Prof Bharat Khanal, & lecturer Mahesh Upadhya	- 2070/12/31
	- Seminar on marketing	-40 teachers from Balkumari College & other	-Prof Hemang Raj Adhikari, Prof Debi Gautam, Prof Sarba Raj	One day

<p>2071-072</p>	<p>-3 day research seminar on Nepali Linguistics</p> <p>-security market and mutual fund practices in Nepal</p> <p>-seminar on psychology and eastern philosophy</p> <p>-academic autonomy</p>	<p>colleges around here</p> <p>-14 teachers of management and 85 BBS AND MBS students</p> <p>-3 teachers and 66 MEd students</p> <p>-CMC members & Teachers altogether 15</p> <p>-10 teachers & 55 students</p>	<p>Adhikari</p> <p>-Prof Dr Nawa Raj Adhikari</p> <p>-Prof Dr GP Subedi,</p> <p>Prof Dr SK Shahi,</p> <p>-Prof Santosh Raj Poudel,Prof Rajendra Poudel ,Prof Narayan Prasad Khanal , Prof Baikuntha Pd Khanal</p> <p>- Mr. Rama Kanta Poudel,ICTE Curriculum Designer</p> <p>Sanothimi, Bhaktapur</p>	<p>-</p> <p>2071/01/11, 12,13</p> <p>-</p> <p>2071/04/10 one day seminar</p> <p>-</p> <p>2071/04/10 one day seminar</p> <p>-</p> <p>2071/04/13 interaction</p>
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	-seminar cum orientation of ICTE			- 2071/09/16 One day program
	-seminar of motivation microbiology -training on entrepreneurship development	-6 teachers & 60 microbiology students	-Mr. Manoj Bista , Microbiology teacher of Sahid Smriti M Campus , Ratnanagar	- 2072/03/12 One day seminar

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)

* Balkumari College is much concerned about the skill development of faculty members. We have planned to provide them with certain support to study and research.

Faculty Development Programs	No. of Beneficiaries
2068-70 : Shiva P Poudel, Chun N Shrestha, Guna Raj Chhetri & Shyam P Sedai	Four Ph D Scholars
2068 – 69 : Ananta Dhungana for M Phil	One M Phil candidate
2070-071: Ramesh Khanal , Bala Nath Sigdel, Babu Ram Panthi	-Ph D candidate
2071-072: Mahesh Upadhya , Sri Prasad Aryal -Kul Chandra Pandit	- applied for Ph D - studying M Phil

Balkumari College is serious about faculty development. It has deep concern how to

support teachers for their skill development.

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

» Workshop/ seminar/conference /orientation etc for enhancement of teaching

Year	Seminar/conference /workshop	Remarks
2067 (2009-10)	International conference on infrastructure finance organized on Dec 2 & 3, 2010 (16 & 17 Mangsir 2067)	Participated by distinguished professors, planners & researchers from India & Nepal, Journal & Souvenir published, more than 20 research papers presented
2068(2010-11)	-Seminar on Glances of Microbiology Organized on 24 Ashar, 2068 (July 8, 2011) -ISO 14001 EMS Awareness Organized on 9 Bhadra 2068 -Workshop on research methodology on 10 Mangsir, 2068	Resource Persons : Lecturer Khaga Raj Sharma, Asst Lecturer Anup Muni Bajracharya, Asst Lecturer Niraj Nakarmi Participants : social workers, teachers, municipality staffs related to waste management , 50 in number Resource Person: ISO expert Janardan Ghimire, Awareness to Environmental Management System for teachers of BKC Resource Persons: Bijay Lal Pradhan , Guna Raj Chhetri Participated by 25 teachers of BKC

<p>2069(2011-12)</p>	<p>Internal Quality auditors training & Awareness to ISO on 19 Baisakh 2069</p> <p>-workshop on Proposal Writing for mini research on 31 Chaitra 2069</p>	<p>Resource person : Lead Auditor Mr. Janardan Ghimire</p> <p>Participants : IQ Auditots of BKC , Shiva P podel, Chun Narayan Shtrestha, Bhim Narayan Shrestha, Shiliya Shrestha, Bishnu Lal Shrestha, Bishnu Kumar Shrestha & teachers</p> <p>Resource Persons : Shiva Poudel, Guna Raj Chhetri, Sarojini Sharma , Shyam P Sedai,</p> <p>Participants : 20 teachers of Balkumari College</p>
<p>2070(2012-13)</p>	<p>-Seminar on application on cryptography on 27 Baisakh 2070</p> <p>-Microsoft window 8 workshop on 30 Shrawan 2070</p> <p>-Seminar on Culture of</p>	<p>Organized by Maths Dept of BKC</p> <p>Resource Person: Lecturer Ramesh Khanal</p> <p>Participated 30 teachers from Balkumari College and neighboring campuses</p> <p>Resorce Person : Mr. Allen B Tuladhar from Microsoft center, Kathmandu</p> <p>Participants: 81 teachers & students from BKC & othe campuses</p> <p>Resource Persons : Prof Chitra Bahadur Budhathoki (Asst Dean< IOE), Prof Radhe Shyam Pradhan, Prof Prem N Aryal , Associate</p>

	<p>inquiry for teachers & researchers on 14 & 15 Bhadra 2070</p> <p>-Seminar on Need of Information Communication Technology Education for schools on 6 Aswin 2070</p> <p>-Seminar on Banking & Insurance on 22 Mangsir, 2070</p> <p>-website making (Blogging) workshop on mangsir 22 & 23</p>	<p>Prof Naw Raj Muthveri, associate prof Shital Bhandari</p> <p>Participants: 30 teachers from different colleges of Chitwan & Nawalparasi</p> <p>Resource persons: Deputy sec of Education Mr. Bodh Raj Niraula, Professor Lekh nath Sharma from TU , Director of Curriculum development center Mr Dinesh Khanal & DEO of Chitwan Mr. Rama Kanta Sharma</p> <p>Participants: 50 campus & school teachers</p> <p>Resource persons: T R Sharma, Officer Siddhartha Bank Narayangarh</p> <p>Participants: teachers & BBs 3rd Year students of Balkumari College , 50 in number</p> <p>Resource Person: Microsoft Expert Diwakar Sharma, Assistants Computer teachers Sree Prasad Aryal, Nita Joshi, Gajendra Poudel</p> <p>Participants: teachers & students , 70 in Number</p> <p>Resource persons: associate Professor Bharat Khanal, Lecrurer Mahesh Upadhya, Asst</p>
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	-seminar on marketing on 21 Chaitra 2070	Lecturer Ujjwal Poudel Participants: teachers & BBS 3 rd year students 60 in number
2071 (2013-14)	-three day linguistic research for teachers on 11,12,7 13 Basakh 2071 -Seminar on Banking & Marketing on 28 Ashar 2071 -Seminar on Securities Market and Mutual Fund Practices in Nepal on 10 th Shrawan, 2071	Resource Persons : Prof Hemang Raj Adhikari, Prof Debi Prasad Gautam, Prof Sarba Raj Adhikari, Prof Nararayan Pd Khanal, Associate Prof Kul Prasad Dhungana Associate prof Ek Narayan Poudel Participants: 30 Nepali teachers & researchers from Chitwan & NawalParasi Resource Persons: Mr. Deb Raj Subedi, Loan Officer, Subheksha Bank Ltd Ngt Dr Mitra raj Dawadi , President Seeds Development organization Chitwan Participants : 10 teachers & 70 BBS 3 rd year students Resource Person: Prof. Dr Nawa Raj Adhikari Participants 8 teachers and 85 MBS students

	<p>-Seminar on Banking , stock market & insurance business in Nepal on 24 Shrawan, 2071</p> <p>-security market and mutual fund practices in Nepal on 10/04/2071</p> <p>-seminar on psychology and eastern philosophy On 10/04/2071</p> <p>-seminar cum orientation of ICTE on 2071 -9-16</p>	<p>Resource Persons:</p> <p>Mr. Ujjwal Maratha, Loan officer Lumbini Bank Ltd</p> <p>Mr. Naba Raj Timilsina , Branch manager of Lumbini Insurance Company</p> <p>Lecturer Babu Ram Panthi , BKC</p> <p>Lecturer Guna Raj , BKC</p> <p>Participants : 10 teachers & 40 BBA students</p> <p>-Participants: 14 teachers of management and 85 BBS AND MBS students</p> <p>Resource Persons :Prof Dr Nawa Raj Adhikari</p> <p>Prof Dr SK Shahi</p> <p>-Participants: 3 teachers and 66 MEd students resource persons: Dr. GP Subedi, Prof Dr. SK Shahi, Dr. Kul Prasad Dhungana, Dr. Shyam Prasad Sedai</p> <p>-participants: 10 teachers and 55 students</p> <p>Resource person: Mr. Rama Kanta Padey, ICTE Curriculum Designer from Sanothimi Campus</p> <p>-Participants : 5 teachers and 65 students</p> <p>Resource Person: Manoj Bista , microbiology teachers of Sahid Smriti M Campus , Ratnanagar</p>
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<p>2072 (2014)</p>	<p>-Seminar on Need of Microbiology on 2072/03/12</p> <p>2072/4/20</p> <p>-Guest lecture</p> <p>2072/8/27</p> <p>BHM students orientation</p>	<p>Resource person Prof. Dr. Tulsi Dhrael ,department of marketing , international school od buisness toronto canada</p> <p>Two sessions on international marketing and reserch in global standard , 50 MBS second year students and 10 teachers of management benefitted</p> <p>Resource persons : Subhash Chandra Aryal, Prakash Pandey & robin Sharma</p> <p>42 new students benefitted</p>
<p>Date</p>	<p>Seminar/workshop</p>	<p>Highlights</p>
<p>2072/12/7-8</p>	<p>Two day seminar on tax and audit , Resource person: Mr. Rishi Ram Chalise, CA, BIZ HUB counseling</p>	<p>Participated by 5 teachers and 150 BBS students</p>

	service PVT. Ltd. Dillibazar	
207212/19	Seminar on Bankers customers relationship , Resource person Mr. Gokarna Dawadi, regional manager , century Bank ltd, narayangarh	Participated by 7 teachers and 40 BBS students of 3 rd year
2073/2/21-23	3 day workshop on Nepali linguistics research, resource person ; Prof. Dr. Kul Prasad Dhungana, Prof, Dr. Narayamn khalal , Prof. Kapil mani Sharma, Prof. Dr. Ganesh P Kharal, Pro Dr. Ek Narayan Poudel	Participated by 30 nepali teachers of colleges of Chitwan and nawalparasi
2073/2/23-25	3 day seminar/workshop on research methodology and thesis report writing Resorce persons : Prof Dr. dev Raj Adhikari, Prof Dr. Puskar Bajracharya, Prof. Madhav P Koirala, associate Prof. Bishnu hari Koiral	Participated 30 teachers of colleges of 5 districts of Nepal : Chitwan, Kaski, Kathmandu. Nawlparasi and Morang
2073/6/4	2 day seminar on management , resource person , Charter accountant Mr. Sudip Wagle and coordinated by Dr, Guna Raj Chhetri	Participated by Teachers of management and 180 BBS 4 th year students
2073/9/9	Seminar on basics of securities markets in Nepal , resource person Mr, Prakash Gautam , Century Bank Ltd. , Narayangarh	Participated by 10 teachers and 30 Degree students 2 nd year MBS)

Awarded teachers Staff in the last 5 years:

Date	Name	Remarks
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2067	<p>-Associate Prof Ek Narayan Sapkota : Gold Medal & honor</p> <p>-Associate Pror Shiliya shrestha : Gold Medal & honor</p> <p>-Associate Prof Dr Kul P Dhungana : Gold Medal & honor</p> <p>-Associate Prof Jagadish Chandra Ghimire: Gold Medal & honor</p> <p>-Deputy Administrator Nahari Pandit ; Gold Medal & honor</p> <p>-Account Controller Birendra Shrestha: Gold Medal & honor</p> <p>- Supporting staff Sita Tamang: Gold Medal & honor</p> <p>-Asst Administrator Chandra Kata poudel: Silver Medal & honor</p>	For their long and creative service
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It is worth mentioning the quality enhancement programs as follow:

- Implementation of ISO 9001/2015 QMS since 2008 August
- We have our “QUALITY ASSURANCE MANUAL” which controls over whole activities of the college. it is revised and amended from time to time
- Internal quality audit is done annually, given feedback to procedure holders regarding weak points and carries on corrective actions
- We organize review meetings to discuss non conformances (NC) and undergo corrective steps to improve it.
- Each unit head has their own functional procedures which they have to follow strictly, and quality audit is done to check their activities.
- Follow up is formally done to close their corrective actions.

As per PRT suggestions, the college has been carrying on its innovative activities for examples: - quality management interaction with Professors, visit universities & colleges , quality manual revision, internal quality audit, management review meeting, surveillance audit etc...

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

»We have wide circles of international advisors to give feedbacks in teaching learning activities:-

- Dr. Tulsi Dharel, Professor, Dept of Marketing & international business, Centennial College Toronto, Canada
- Dr Jeet Joshee, State University of California , San Bernadino, USA
- GEORGE WASHINGTON UNIVERSITY, WASHINGTON DC. Department of professional studies through Professor ROGER WHITETAKER
- MUMBAI UNIVERSITY, SANTA CRUZ, Department of commerce through HOD , Prof VIVEK DEOLANKAR
- AMERICAN EMBASSY, Consular's office
- MC MASTER UNIVERSITY Nursing Department, HEMILTON- CANADA (Contact Person Prof. Dr. BASANTI MAJUMDAR)

MOU with:

Microsoft center Kathmandu in 2070 for the provision of new knowledge and skill in computer both for teachers & students

We have been continuing and developing international relation.

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

47. Research budget in % of total recurring budget. (1)

» 2.5% of the total budget has been allocated in research activities. Details in the report of research and development unit.

48. How does the institution promote research? (1)

- PG students undergo project work-field visit study and they are guided and supported to publish the report.

NRs.250000.00 has been allocated for project work and field visit/ study

- Teachers are given study leave-amount on account of teacher's leave esp. in study period

NRs.400000.00 was spent in 2072/073

- Research Committee for submitting project proposals -Research committee expenses with report.

Allowance for the teachers- NRs.1000 per proposal is provided.

49. Is the institution a recognized Center for conducting Ph D level programs? (1)

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

50. What percentage of teachers is engaged in active research - guiding research scholars, operating projects, publishing regularly, etc.? Give details. (0.5)

» About 19 % of the teachers are engaged in active research. Nepali teacher, Dr. Kul Pd Dhungana, Math teacher Mr. Ramesh Khanal, Education teacher Dr. Shyam Pd Sedai, Account teacher Mr. Shiva Pd Poudel, Finance teacher Dr. Guna Raj Chhetri, Account teacher Mr. Chun N Shrestha health education teacher Mrs. Sarojini Sharma, Research Coordinator Mr. Ganga Prasad Sapkota , Microbiology teachers Dr. Manod Lal Das & Mr. Anup Muni Bajracharya have done several research works. Some teachers have applied with proposal. The reports have been published in our College Journals. Our master of Business Studies faculty members are involved in thesis guiding for the master level students. reports have been kept in the library.

51. Mention the admission status of the M Phil/Ph D graduates % of total research scholars admitted in your institution. (0.5)

Level	Enrollment Status		Total
	Full Time	Part Time	
MPhil	Non	Non	Non
PhD	Non	Non	Non

52. How many Ph Ds have been awarded during the last five years? (1)

» Non

**53. Does the college provide financial support to research students?
(0.5)**

Yes No If yes, give % of financial support from recurring cost.

» No

54. Provide details of the ongoing research projects: (0.5)

Total number of projects	Project Revenues (in NRs.)
Find out the impact of QAA system to the quality enhancement in higher education with special reference to Balkumari College (Post Accreditation initiatives)	NRs.50,000 (fifty thousand) Researcher: Lecturer Dr. Shyam Pd Sedai
PREVALENCE OF ESBS PRODUCING ECOLI	NRs.50000.00 Researcher: Asst. Lecturer Mr. Anup Muni Bajracharya

55. Give details of ongoing research projects funded by external agencies. (0.5)

Funding agency	Amount (Rs.)	Duration (Years)	Collaboration, if any
-	-	-	-
-	-	-	-

-	-	-	-
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56. Does the institution have a Publication Division? If yes, give details of the authors and the number of titles published in the last two years. (0.5)

Five members Publication Committee has been formed in the co-ordination of vice principal Chun Narayan Shrestha. This committee has been working as publication division of Balkumari College.

57. Does the institution offer consultancy services? (0.5)

Yes No If yes, give details.

» Yes, Certain consultancy activities done :

- Consultancy to business entrepreneurs for NCCI.
- Economic analysis of EIA (environmental Impact Assessment) of Chitwan Hospital.
- Human resource selection of ISER (Institute of social science and environmental).
- Hotel Management kitchen, front office, housekeeping, restaurant device etc consultancy to local tourist hotel owners by HM faculties.

58. Does the institution have a designated person for extension activities? (0.5)

Yes No If yes, indicate the nature of the post as –

Full-time Part-time Additional charge

59. Indicate the extension activities of the institution and its details:

(0.5)

Community development	- ECA Dept.
Health and hygiene awareness	- HEALTH Dept. & /LIONS/LEO club of Balkumari College
Medical camps	-HEALTH DEPARTMENT & Lions /Leos
Adult education and literacy	-EDUCATION DEPARTMENT
Blood donation camps	- Students Union & YOUTH RED CROSS CIRCLE
AIDS awareness	- HEALTH DEPARTMENT & Lions/Leos
Environment awareness	- Dept. of Environmental SCIENCE & HEALTH DEPARTMENT

60. Are there any outreach programs carried out by the institution (for example, Population Education Club, Adult Education, National Literacy Mission, etc.)? (0.5)

Yes No If yes, justify.

» Yes, we have Youth Red Cross Society, Lions Club Of Balkumari College, Leo Club Of Balkumari College, Free Student Union etc... for the purpose of social services/ community services in remote places.

Free students union, youth red cross, LC Balkumari College, Leo Club of Balkumari College and other student are carrying out social development work by organizing health checkup, awareness, literacy, plantation in remote areas like Jagatpur and Devghat Geriatric home.

61. How are students and teachers encouraged to participate in extension activities? Any defined approaches? (0.5)

» The college encourages students to participate in community service programs by notice. When they contribute, we honor them with certificates and awards. Same is being done with the teachers and administrative staff.

In case of Clubs, the presidents are requested for their cooperation. They coordinate with the members and the extension programs such as blood donation, health camps at the old age home of Devghat,, awareness programs in the college are going on smoothly. Free Students Union and Youth Red Cross Circle have been involved in Blood donation, orientation for new students, and sanitation whereas Balkumari College Lions & Leos organize various community services & awareness and health camps. They also organize programs for youths in the development of creativity and leadership such as art competition, oratory competition, peace poster competition and so on. They have annual plan and schedule of extension programs. The report of Social services carried out by LC Balkumari College has given in annex.

In Jagatpur VDC the education department students are running a

multi-purpose project on plantation, health awareness, health checkup, environment awareness program in the lead of health lecturer Thaku Prasad Dhakal.

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, we work with Free Students Union, Lions Club International, Rotary International, Family Planning Association, Chitwan Chamber of commerce & industries, Madhav Ghimire Foundation, Balkumari College Lions, Balkumari College Leos, District Public Health Office, Nursing Association of Chitwan, Youth Red Cross Circle of BKC etc.

MAJOR ACTIVITIES PERFORMED :

- Blood Donation – by Free students' union, Youth Red Cross Circle of BKC collect more than 100 units blood by organizing the blood donation program every year. (The Blood Donation had been organized in 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016.....)
- Cancer Screening – by Education Department, Public Health program & Balkumari College Lions/Leo Club is being organized every year.
- Health Check Up and Refreshment in the Old Age Home in Devghat- by Balkumari college nursing department & Lions/Leos Club and Health Department done every year
- Eye care awareness Programs in schools – By Balkumari College Lions/ Leos , Youth Red Cross Circle done in rural areas

- Diabetes prevention awareness both in urban & rural areas– By Lions/Leo Club of Balkumari College.

CRITERION 5: INFRASTRUCTURE AND LEARNING RESOURCES (20 MARKS)

A. General Physical Infrastructure

63. Enclose the master plan of the institution indicating the existing buildings and the projected expansion in the future. (0.5)

» The master plan of the existing college building has been designed by CREATERS. Similarly, Balkumari Health building has been designed by CREATERS. The copies have been herewith attached.

64. 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)

» Balkumari College has the plan to meet the need of said mission as follows:

- Revise the fee structure in consent with the stakeholders
- Get support from external agencies like UGC, IDF (World bank), INGO's, NGO's, Lions International, Rotary international , Chitwan Chamber of Commerce & industries, Bharatpur metropolis & other institutions : local & international
- Get donation from generous local people as they have been doing so far
- Get scholarship fund established by local wealthy people
- Establish relationship with industrialists, business men, contractors who are always

ready to contribute something for the infrastructure of the college.

- Expand relation with alumni and get them to help the college

Basically, the college has fixed number of students in most programs: BSc, BHM, BICTE, MBS & MEd and other programs. The plan consists of books to be brought, computers to be installed, desk & benches to purchase, other infrastructure concerning sport ground, drinking water plant. We prepare the plan as per suggestions & feedback of students & stakeholders.

65. How does the institution maintain its infrastructure? Provide scheme. (0.5)

» Balkumari College is community based institution of which the main source of income is fee of students. We repair physical facilities, maintain class rooms as per need.

Apart from this, the library, HM fine dining hall, IT lab and science instruments are supported by External agencies such as University Grants Commission, American Center, Nepal Family Health Project, Chitwan Chamber of Commerce, Balkumari Higher Secondary School, Lions Clubs International and Social service institutions of Chitwan. We also get donation from generous local people and institutions.

Scheme :

- Complete painting, furnishing, interior decoration and flooring of external and internal parts of the buildings with college fund and donation from local people by the end of 2017.
- Purchase additional computers for IT Development and e-information in library from library development fund as per need.
- Extend science lab with the college fund as per need
- Maintain the sports ground (volley ball, badminton court & basketball ground) from

sports development fund

- Further strengthen existing research management cell (RMC) as a research center in administration block

Significant features regarding enhancement of research activities:

- All Activities regarding research have been going as usual in the coordination of research committee
- It is targeted to construct Science and Technology building in Yagyapuri: about NRs. 500,000,000

(Fifty Crore NC) in the 10 years from college resources , the support of donor agencies and BKC alumni)

- It is estimated to Complete Balkumari College New Canteen project with college fund and BKC Alumni by mid 2018.

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

» The college has formed different units in order to have optimum utilization of its infrastructure facilities. The maintenance units are: department of physical facilities co coordinated by Vice Principal and dept. of cleanliness and clean environment coordinated by Deputy Administrator. Plantation of trees & garden maintenance is the responsibility of environmental maintenance unit. Fast Growth of students' number has been maintained by making shift wise- plan. For example, we have about **2600 students** of whom about 2100 come in the morning shift (6-10.30 AM), 200 in the day (11- 4 PM) and about 300 in the afternoon session (3. – 7.30 PM).

The plan of institutional control :

- Department of Facilities: work to maintain Physical facilities (Functional Procedure Provided)

- Department of Maintenance of Clean & Healthy Environment (functional Procedure Provided)
- Unit of Look After Garden coordinated by Gardening expert (Functional Procedure Provided)
- Greeneries & plantation Department (plantation, herbal garden development, herbarium of flora and fauna of college compound (Functional procedure provided and headed by Botany Lecturer Dr. Manoj Lal Das)
- Library Advisory Committee for library development (Functional Procedure provided)
- Computer maintenance unit coordinated by computer Department head.

All activities are smoothly going in the coordination of Vice Principals who are responsible to look after Department of facilities and that of maintenance of clean and healthy environment.

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

Yes No If yes, give clearly defined regulations.

» Balkumari College has been a leading educational Centre since its establishment. Community involvement is our main target. The facilities here can be used by the external agencies such as students studying in other universities & research scholars from different colleges.

We have shared idea in this respect with other accredited campuses as Lumbini Banijya, Makawanpur Campus, Damak M. Campus, Siddha Nath M. Campus, Kailali M. Campus and Sahid Smriti M Campus we had had a net working meeting with those campuses in 2070 and 2071.

68. What efforts are made to keep the institution beautiful and pollution free? Give plan (0.5)

» We have one department namely Department of Maintenance of Clean & Healthy Environment. The coordinator is Vice Principal. He has his procedure to maintain all environmental activities. He undergoes various activities such as growing flowering & green plants, maintaining garden, toilet, corridors, and class rooms, sanitation of every nook and corners in the premises.

“Look After Garden” is also his responsibility. He has developed a plan to maintain flowers and greeneries in the college with help of garden expert Agnidhar Sharma. We are planning to implement ISO 14001 for environmental maintenance. We apply the same procedure more earnestly to keep the college beautiful and pollution free. At the same time, we have been on the way to obtain certification of ISO 14001/2004 Environmental Management System (EMS). We have prepared Environmental Management Manual declaring our policy about environment friendly situation of the college. We have gardener, cleaners who are helping in the mission.

69. Is there a central computer facility in the institution? (0.5)

Yes No If yes, give the configuration and other hardware and software details.

» Our computer department coordinates central computer facilities. We provide internet facilities to students with shift wise schedule. There are altogether 109 computers running with internet service in the center. As we have explained there are 3 shifts of the college - 6- 10.30 AM first, 11- 4 PM second and 3. – 7.30 PM 3rd shift. Consequently, it has been easy to provide internet service in shift wise system. The internet facilities have been provided to all departments and administrative units. Besides, HODs, program In charges , senior teachers have been provided with Laptops altogether 38 thirty eight in number.

At the same time, our ICTE dept. has a modern IT lab with more than 40 branded

computers.

We have separate software's in Library System, Exam and Accounting. Our teachers use internet for preparing lessons. Students use internet for their assignment. Under computer department, computer hardware maintenance sub branch has been established, which has been the responsibility of the hardware technician cum teacher Mr. Suresh Dawadi.

The system has been continuously developing and in many ways, it has been extended and enlarged by increasing facilities and developing technology step by step.

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

» The college provides computer facilities to students from 6 AM to 7PM every day except for holidays. Assistants have been assigned to carry on the responsibility turn by turn. As for internet & Wi-Fi service, there is 24 hours service available.

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

» There are computer system in almost each faculty/department— MBS, BBS, B SC, BICTE, Account Section, Exam Section, Reception, Principal's Office, Vice Principal's Chamber, Research and Development Councils, section for external Affairs, Library and health department. Apart from these, we have separate computer Centre for students to practice. The computer maintenance sub branch keeps records of computers and is responsible to take care of all computers and its repair. In other words, all departments have computer facilities.

72. Explain the output of the Centre in developing computer aided learning packages in various subjects during the last three years? (0.5)

» Students of MBS, M.Ed. BICTE, BHM, B.Sc. make power point presentation of their industrial visit and research activities.

▪ Teachers of global business, research methodology, businessman, human resources, and economics have been providing power point package in the classes of BICTE, BHM, BBS, BSc, MEd & MBS regularly for the last 7 years.

▪ Administrative Staffs have been given training to use computers especially excel program, software use

▪ knowledge of (IT) Internet has been developed in students so they tend to use computers as far as possible

▪ Computer department organizes computer training in coordination of computer teachers as per need.

At present, all administrative units and academic departments are well equipped with computer system.

73. How are computers and their accessories maintained in the computer Centre and other locations of the institution? Provide the details of the system. (0.5)

» Balkumari College has developed a procedure for computer maintenance section. **The hardware technician cum teacher** is the In- Charge. He has the list of computers in all the sections and units. He regularly checks the computers and makes documentation.

On the other hand, the section where the computer is located is also responsible to take care of it. Printers, Scanner, LCD projectors are also properly looked after by the concerned department head. Provided there is something wrong with the computer, the concerned authority has to notify the maintenance dept. In charge by filling the complaint form. Then, the maintenance in charge takes necessary steps for repair on permission of the executive head (Principal).

After BICTE department has been established, the maintenance has been more firmly and systematically managed as we have a hardware assistant as full time employee.

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

» Yes, we have linkage with TU central websites, for e- information and e-bulletin. We also have e links with different universities through websites. Also we have links with Birendra Multiple Campus Library & others local libraries of Chitwan.

We have been continuously establishing linkage with TU, Mumbai University, Microsoft center Kathmandu and many campuses of Nepal like Lumbini Banijya, Sddhanath Campus, Damak M Campus, Makwanpur M campus, Janapriya M campus, Jana maitri Campus and several others.

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

» There is first aid center in the premises of the college which is looked after a CMA. There is the facility of first aid in emergency care. At the same time, we have stretcher, blood pressure recorder, thermometer and general medicines.

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

» Balkumari College has good facilities for sports and physical education. On one hand we have good sports ground for BASKETBALL COURT, VOLLEY BALL COURT, BADMINTON COURT, TABLE TENNIS BOARD, LONG JUMP/HIGH JUMP/TRIPPLE JUMP SAND PIT, KABBADI COURT, SHORT PUT RING etc. On the other hand, the college has physical education practical room where different game appliances – volley ball, basketball, football, badminton, table tennis are available. For football & Cricket, we use the adjoining

public ground “CAMPA CHAUR”. In short, Balkumari College has provided sufficient sports and physical education facilities for students. Our head of department of sports and extra activities coordinates all these activities. Apart from the facilities mentioned, our extra-curricular department has been working out as per suggestions of students through satisfaction survey report.

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

» Through our sports and extra activities department, we have policy to provide facilities to outstanding sports persons for further training and also send them to national and international competitions/ tournaments. Our HOD of the department is fully motivated to provide facilities to the good sports men. We have also policy to provide such extra ordinary sport persons with scholarship, medals, certificate and also cash prize.

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

	Participation of Students	Outcomes
Regional	<p>-2072-11-21 :A cricket team of BKC participated in Chandrakala memorial Cricket cup tournament organized by Nawa Jagaran Gramin Bikash kendra Gaidakot</p> <p>- 2072-12-04:A cricket team of BKC participated in Cricket Championship Trophy tournament organized by Chitwan Cricket Sangh</p> <p>- 2074-01-15-22 A basket ball team of 8 members from BKC Participated in inter college basket ball tournament organized by Chitwan Basket Ball association, Bharatpur</p>	<p>-played until 3rd round</p> <p>-played until 2nd round</p> <p>-played until 4th round</p>

National	- On Poush 7, 073, BSc Microbiology 4 th year student Jyoti Sedai participated in Expert Kalika Quiz Contest organized by Kalika FM & Expert Education Consultancy Nepal	_ was successful to go up to second round
International		

79. What percentage of students has hostel accommodation? (0.5)

» No hostel service available

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

» No hostel facilities

B. Library as a Learning Resource

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

On working days:- 13 hours a day On holidays:- - only prior to examinations:
13 hrs.

b. Does the library provide open-access to students? (0.2 5)

Yes (Partially) No

13 hours every day, facility provided through computer search.

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

Books : 42412 + Thesis- 714 + Data- 205 = Total- 43331 (0.2)

Current Journals : 44

- Nepalese 39 (0.2)
- Foreign 15 (Indian) (0.2)

Magazines : 9 (0.2)

Reference Books : 5189 (1.0)

#Text Books : 37107 (0.2)

Peer reviewed journals (0.4)

Back Volumes of Journals (0.2)

E- Information Resources : √ (0.4)

- CD's/DVD's CD- 150 DVD- 40√
- Databases
- Online Journals : √
- AV Resources : √

Special collection (0.5)

- UNO Depository center
- World Bank Repository
- Materials acquired under special schemes, if any
- Competitive Examinations : √
- Book Bank- √ Old Book Collection
- Manuscripts
- Any other (please specify)

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)

	The year before last: 270-071	The year before :071-072
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	Number	Total cost NRs.	Number	Total cost NRs.	
i. Text books	1695	692093.00	1124	398455.00	
ii. Other books	350	-	250	-	
iii. Journals/ periodicals	16	3600.00	39	8775.00	
Any others: iv. Daily News Papers & v. Magazines	14+7	54770.00	20+7	62808.00	

84. Mention (1)

- i) Total carpet area of the central library (in sq.) : [78 sq.] (0.25)
- (ii) Total number of departmental libraries : [5] (0.25)
- (iii) Average carpet area for the departmental libraries:[15 sq. m] (0.25)
- (iv) Seating capacity of the Library at a time : [100 seats] (0.25)
- (v) open student access to library at a time : [40 students] (0.25)

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

- (i) Total number of staff : 9 persons : (0.3)
 - a. Professionals (with Qualifications) : 2 person
 - b. Semi-professionals : 4 persons
 - c. Others : 3 supporting staffs

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

» Yes, the committee is formed in the coordination of the Vice Principal as

<p style="text-align: center;">follows:</p> <ul style="list-style-type: none"> • Coordinator : Vice Principal Chun N Shrestha • Member Secretary: Mrs. Shobha Shrestha (Library Head) • PCTA Chair Ganga Prasad Sapkota (Member) • Eco. HOD Shiliya Shrestha (Member) • MR Bishnu Kumar Shrestha (Member) • Admin Staff Representative Chandra Kanta Poude I (Member) <p style="padding-left: 40px;">Note: The committee is responsible for overall development of the library.</p> <p>86. Staff development programs for library (0.5)</p> <p>a. Refresher/orientation courses attended - yes</p> <p>b. Workshops/Seminars/Conferences attended - yes</p> <p>c. Other special training programs attended - yes</p> <p>87.Are the library functions automated? (0.5)</p> <p>Yes No If yes: Fully automated (0.5) Partially automated (0.25)</p> <p># Name the application software used - Lib info,</p> <p>Technical support is provided by post graduate computer teacher Mr. Sree Pd Arrayal & technician Suresh Dawadi. They have been assigned to adjust it in case there is any difficulty in the software.</p> <p>88. What is the percentage of library budget in relation to the total budget of the College? (0.5)</p> <p>» More than 2 %</p> <p>89. Does the library provide the following services/facilities? (10x0.1= 1)</p> <ul style="list-style-type: none"> • circulation Services yes ✓ • Maintenance services yes ✓ 		
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CRITERION 6: STUDENT SUPPORT AND GUIDANCE

(10 MARKS)

91. Furnish the following details: (0.25 x 4 = 1)

- Percentage of students appearing for the exam after the prescribed (minimum) period of study -80%
- Dropout rate -20%
- Progression to further study (UG to PG or PG to Ph.D.)- UG to PG 45% PG to Ph D- 2.5%
- Prominent positions held by alumni- 30 % in the banks, schools and government offices.

92. How many students have passed the following examinations in the last five years? (0.25 x 4 = 1)

- Nepal Civil Services Examinations - 6%
- Other in country examination - 20%
- GRE - 5%
- TOEFL/ILTES - 20%

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

Yes ✓ (1) No (0) If yes, what are the contents of the prospectus?

» We do publish our prospectus, college bulletin, journals, souvenirs and other reports every year. The prospectus (Also annual College Bulletin) has the coverage as follows:

- short introduction of the college with its vision and mission,
- progress by academic, financial and social point of view
- major programs with their highlights,
- Courses offered by the college
- Details of Faculty members & administrative staff
- system regarding library, fee structure ,
- Operation calendar and so on.

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

» Government financial aids are not available for students in BKC.

5% of students are provided with scholarship from the college.

*The campus has a permanent fund created by different donors as well as college itself for the students scholarship. Such scholarships are distributed annually in the anniversary of the college.

* Different social, charitable and Indian Army organizations have also provided the scholarship scheme to the concerned students of those organizations.

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

Financial aid	Year (2071/072)	Year 2072/2073
i. Merit scholarship	57 students	63 students
ii. Merit-cum-Means	160 students	409 students
Any others (disable, Earthquake, Sports)	20 students	72 students

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 x 2 = 0.5)

i. Employment cell: Role: The students contact / apply the college & they are sent to banks/ schools as per their demand of the institution.

ii. Placement officer: Role:

Yes, we have established placement cell namely “BKC Employment Cell”. It has served the graduates to find job in different institutions. Program In Charges coordinate the work. The assigned coordinator is Dr. Shyam Prasad Sedai, faculty of education

97. Do teachers participate in academic and personal counseling? (0.5)

Yes No If yes, give details as to how they are involved.

» All the teachers meet new students and ask them about their interest and advise them what they should do. As a rule, Balkumari College tries to provide counseling to the new students in group & individually. The record has been maintained in the department & Faculties. Orientation is organized. Presently the counseling in charge is Dr. Shyam Prasad Sedai.

98. How many students were employed through placement service during the last year? (1)

	UG students	PG students	Research scholars
i. Local firms/companies	40	5	
ii. International firms/companies	2		
iii. Government			

iv. Public (semi-government) sector	12	3	
v. Private sector	30	7	
	84	15	

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

Yes No If yes, how many are self-employed (data may be limited to last 5 years)?

» Yes, the students are tried to convince that the best policy should be to seek self-employment.

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

Yes No If yes, indicate the activities of the Alumni Association.

» Yes, the alumni of Balkumari College have prepared the list of alumni. It is coordinating as to how they can be helpful to the college for quality improvement with various activities and also to contact find to spend for poor & needy students. Our students in London, Australia, USA etc share idea by sending e-mails frequently.

Balkumari Alumni :

- i. Advisor Principal Shiva Prasad Poudel (Patron)
- ii. Advisor vice Mr. Chun Narayan Shrestha
- iii. Advisor HOD Mrs. Shiliya Shrestha

Working Committee 2072-074 :

1. President: Shiva Prasad Sapkota

2. Vice president: Ujjwal Poudel

3. Secretary : Radhika Sigdel

4. Treasurer : Gobinda Raj Adhikari

Members :

5 . Aswin Shrestha

6 . Ashok Lamicchane

7. Bigyan Lal shrestha

Support plan for 2072-073

- college premises cleanliness program
- support for sports ground development
- first aid center establishment
- tree plantation and environment management program
- conference on how relevant and quality can be maintained in the college
- prepare name list and address of all ex-students of BKC : graduate and post graduate
- survey to find out stakeholders view & suggestions for further development of the college

101. How the policies and criteria of admission are made clear to prospective students? (0.5)

» The principal arranges a meeting of faculties and administrative staff to discuss on admission policies and to prepare criteria and make necessary decision. As per decision, it is published in local daily newspapers together with the notice on the board. It is also made public through local TV & FM radio programs.

The college also publishes department wise operation calendar, prospectus (brochure) of the college to describe the admission policies and guidelines encompassing certain features of the college.

102. State the admission policy of the college with regard to overseas students. (0.5)

» The college has the admission policy for overseas students are as per Tribhuvan University constitution and by-laws. We have plan to give provision to them as per TU rules.

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

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

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 Wi-Fi
Facilities✓

Any others: Every year we arrange educational tours for students of all levels.

CRITERION 7: INFORMATION SYSTEM (10 MARKS)

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

(2)

Yes (2) No (0) If yes, mention how does the cell work along with its compositions?

» Yes, a seven member committee has been formed in coordination of Statistics Lecturer Mr. Ganga Prasad Sapkota and members : Bishnu Kumar Shrestha, Ramesh Khanal, Narahari Pandit and EMIS head Mr. Yam Prasad Poudel, Exam head Sita Pandi and Computer assistant Suresh Dawadi for controlling information and records of the college. The committee collects data, analyze them, produce suggestions for improvement and keep records. A functional Procedure has been developed and approved by the principal. The procedure controls the activities of the Information & Record Cell. It is working as EMIS unit of Balkumari College.

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

» BKC information cell (EMIS) carries out analysis of enrolled students, students' satisfaction survey, Stakeholders Feedback, Evaluation from ex-students, result of students, health services, students satisfaction survey reports, parents teachers evaluation survey reports, final examination results and so on.

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

» It is recorded in the printed form and soft copy form. That is to say, the data has been recorded in register, computer and hard disc.

108. Is this information open to the stakeholders? (1)

Yes (1) No (0) If yes, explain how they are disclosed?

» They are kept in library, in the departments and in administrative section. It is open to all because they are published in ANNUAL BULLETIN. In short, they are open to all and kept safely in the record section in different forms.

109. Are the methods of study and analysis also open to the stakeholders? (1)

Yes (2) No (0)

» Yes, the methods of study and analysis are open to stakeholders. In case, they are interested, they can have full knowledge on it.

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

Yes (1) No (0) If yes, explain how does it happen?

» Whenever we come across any kind complaints, we record them in our complain register. The college information cell in association with internal quality assurance unit organize students, ex-students and other stakeholders' satisfaction surveys. The survey responses are analyzed and reports are prepared. We discuss the weak points in the review meeting and forward them for corrective actions. The analyzed data report of this year is given in the annex.

111. What are the impacts of such information system on decision making process? (1.5)

Produce in brief the impact analysis.

»

The activities are audited and given feedbacks to the responsible persons in the review meeting. If there are any weak points, corrective actions are taken. Also follow up is done to ensure correction.

Highlights:

- First of all, such analysis prepares ground for the college to correct, improve and prevent weaknesses.
- It provides basic idea to make future plans.
- It develops public relationship in greater degree.

The college has improved cleanliness and environment in response to the feedback,.

- Library has been improved as per the suggestions received.
- Drinking Water facilities have been improved .
- IT system has been developed as the demand of students & stakeholders.
- The institution has been transparent in its activities.
- Sports and extracurricular activities have been improved and increased.

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

» Information system provides the clear picture of the college activities. We can easily detect weak points. Thus, we can have feedback from different close quarters. We can not only correct and rework non- conformances but it also helps to do preventive activities. Above all, it helps forming ideas to make innovative plans for further development.

For examples, sports activities have been promoted, Development of IT System has been improved with increase of number of computers , internet services, establishment of Pure drinking water. Cleanliness in labs, HM demo rooms, class rooms toilets, premises and garden have been maintained as per feedback. These are some of the outcomes of information system.

CRITERION 8: PUBLIC INFORMATION (15 MARKS)

113. Is there public information cell within the institution? (2.5)

Yes (2.5) No (0)

» The college has established “Balkumari College Public Information Cell” with five member team in the coordination of Vice Principal. It has taken over the charge especially with responsibility of publishing various college activities, visit reports, achievements of the college. It has formed a subcommittee for publication of

bulletins, journals, reports etc. It also concerns public relation by carrying on various programs such as ads on local newspapers, FMs, interviews, press meet etc. The unit is working actively and continuously. Every year, the unit publishes College Annual Bulletin, College journal, Prospectus, Reports and so on. As a matter of fact the cell is responsible for publicizing academic, financial, administrative and other activities of the college.

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

Academic (0.5) Administration (0.5) Financial (1.0) All (2.0)

»It coordinates public relation and communication of information of the college activities to general public through notices on the board, annual progress report bulletin, other reports, the local media FM's and local newspapers. Apart from these, the college prepares brochures/prospectus encompassing policies and mission of the college.

- ACADEMIC INFORMATION- no of enrolled students, results, achievement of the students, IT system, problems
- ADMINISTRATION- provides information about administrative system, administrative services, library and administrative problems
- FINANCIAL INFORMATION- data of financial status, income details, future plans, problem and challenges, audit reports and budget.
- OTHERS- they also publish important activities concerning visit, seminar, workshops, orientation , sports, tournaments, literary programs, debates, quiz visits, etc.

In fact, Public Information cell is carrying on its responsibilities in organized way.

115. Where are these information published? (2)

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

» Institutional specialized bulletin is “Balkumari College Annual Progress Report Bulletin” that is the yearly publication. Other important events especially academic

and those which may be of public interest are published in the bulletin.

To put it more clearly, we do include those facts in Annual Progress Report Bulletin, Journal, anniversary reports and Souvenir published by aligned groups like:- Lions Club of Balkumari College, Leo Club of Balkumari College, Students' Union, Teachers' Association and Administrative Staff Forum.

116. How often is this information published? (1)

Yearly (1) in 4 years (0)

» The annual progress report bulletin is published annually but other reports are published when needed.

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

Areas	Year 1, place of publication	Year 2, place of publication
Profile of major events of BKC	2070-071 through annual bulletin 2071	2071-072. through annual bulletin 2072
Anniversary of Balkumari College	-	30 th Anniversary bulletin 2072 Magsir
Social services, extension	Lions /Leo club of Balkumari College souvenir 2013	Lions/Leo club of Balkumari College souvenir 2014
Annual Progress report of the college	Annual Bulletin of Balkumari College 2071	Annual Progress Report Bulletin , 2072, Annual Progress Report Bulletin, 2073
Programs details	Brochures of departments 2071	Brochures of departments 2072
Research activities, conferences	-Journal of BKC 2071	Journal of BKC 2072
Research activities	Journal of BKC 2073	Journal of BKC 2074

118. Does the cell also collect responses, if any, on the published information? (2)

Yes (2) No (0) If yes, give details

» We collect the feedback by organizing stakeholders satisfaction survey annually, publish the report, take the published suggestions as complain and record it in complain register – we solve these problems by taking corrective actions. In other words, We take feedback from students’ satisfaction survey, parents evaluation survey and ex- students evaluation surveys. We discuss them in Review meeting and take steps to address them. Last Review was organized in 073 Chaitra

119. Is there any system to evaluate the impact of public information on quality improvements? (2)

Yes (2) No (0) If yes, how these impacts are measured?

» The public information cell in cooperation with EMIS Department carries on parent/students’ satisfaction survey and analyze it. The weak points are noted and discussed in the review meeting . Necessary corrective steps are taken to improve them. The last survey in this respect Chaitra , 2073 . We also carry on stakeholders evaluation survey and collect suggestions. The report of feedback 2073 has been attached in the annex.

We have experienced numbers impacts from this system. Some of the impacts :

- We have been able to develop relationship with students and stakeholders.
- Feedbacks have been known to the college, thus the college can correct weak points.
- Record keeping and report writing skills are being developed in our administrative staff.
- Because of good public relation, the stakeholders think the college is established for their sake. They make frequent visit to the college and are more involved in the college activities.
- They play the role of public auditors and make college conscious of wrong doings.
- Balkumari College organized independent management audit in 2070 , which has provided recommendations for improvement and modernization of the college. Brief Report has been given in the annex.

120. Mention some positive impacts made by the public information practice. (2.5)

» The college is benefited when the stakeholders know about its activities because they are referee to find out wrong doings and correct them.

- First of all, Community People have been interested in the college activities and its

needs. They have contributed for the physical infrastructure and help to make plan for further development. Some stakeholders have been motivated and established SCHOLARSHIP FUND for needy students, e.g. SHYAM PRATIK KOSH, Satya Narayan memorial medal foundation, Menuka Memorial medal foundation and so on .

- The stakeholders often visit the college, collect information and share idea in issues related to the improvement of the college .
- They sign in the visitors' book, provide suggestions, comments & express commitment to co-operate in college development activities.
- If good public relation is established, the college can know how to participate in social service activities by joining with aligned groups. The aligned groups are Free Students Union , Youth red cross Circle, Public Teachers association BKC unit, Administrative Staff Forum, Lions /Leo Clubs etc.
- The Stakeholders have recommended that the college has to allocate more budget for learning resources, library, science lab and research activities.
- As per suggestion , the college has set up information desk , complain box and CC TV.
- The generous and wealthy families of community have established scholarship fund.
- Our relation with the public has been closer. We do record their feedbacks and suggestions as far as possible. We are responsive to the needs and interest of the public and according to their suggestion Institute of Science and Technology has been our main focus. We are also serious about obtaining autonomy from the University. We are interested in establishment of a deemed university there is support of the local people in this respect. We feel that public information practice has been source of new ideas and innovation to uplift the college to its destination which is Deemed University or autonomous academy.

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SECTION C: Executive Summary

1. **Brief Introduction of Balkumari College**

First accredited

Balkumari College a leading academic center of Chitwan takes pride in being first accredited community campus in Nepal. It is now on the way to second cycle of accreditation following termination of 5 years period in 2014. The college has had considerable change and progress after accreditation. Presently, it has five Bachelor level and two master level programs with about 2600 students, 100 teachers and 50 administrative staffs. The college is controlled by the executive board formed from the representatives of the society under statute & by- laws. The college has been providing services to students from Chitwan and neighboring districts of Nawalparasi, Makawanpur, Tanahun, Gorkha and Lamjung.

Post Accreditation impact

After accreditation Balkumari College made amazing change in its all round development. Major post accreditation initiatives are:

- The college was first accredited on 22 Nov, 2009 and approximately grants of 11.5 crore (115,000,000) rupees has been provided from UGC Nepal for institutional and academic reform from 2009 to 2014. Consequently, reflection of all round development can be noticed in academic, physical, financial and social aspect of the college.
- Technical & semi-technical programs namely ICTE, BHM, BSc. Environmental Science have been brought in.
- The college was recognized as best community based Business School of Nepal in 2014.

- Balkumari College organized international conference on infrastructure Finance perhaps first outside valley in Nepal in 2010.
- The college is among 60 colleges selected for HERP (10th) in 2016
- The college has been regularly organizing academic seminars, workshops, conferences, trainings and research activities every year since then.

The college was started by the collective efforts of People of Chitwan for the purpose of providing higher education to the students of this area in 1986. It has now occupied a prominent place in the academic arena of Nepal, having big number of students, comfortable building & class rooms, sufficient learning resources, significant physical facilities, a well-managed library, good science labs, hotel management practical halls, good computer labs, email & internet access, a first aid clinic, canteen, pure drinking water plant, clean toilets, pleasant greeneries & beautiful garden.

The college has made remarkable achievements as per its objectives and quality plan. At the same time, it is moving forward to develop extensive links with educational institutions, social organizations and business firms in local, national and international level. Detail of post accreditation initiatives is presented in annexure 2.

Management audit

In 2070-071 (2013-014) the college had undergone **independent management audit**, of which the main objectives were to assess relevancy, consistency and adequacy of its policy, plans, guidelines and by-laws, effectiveness of management procedures, coordination between college board of governors, public and teachers staff. The audit report has provided

the college with a number of recommendations for its further enhancement. A brief report has been given in the annexure 4.

Vision:

Balkumari College will be valued to turn itself into an autonomous educational center of excellence pursuing innovation, experiences, principles and guidelines of great philosophers and scholars in order to make best use of their contributions for persistent and continued betterment of people and society in local, national, regional and international interest.

Mission:

Balkumari College is committed to Further Development of society (community) and the globe in every way possible. The core objective of BKC is to contribute to the society through the pursuit of education, learning and research at the highest integration level of excellence. The college will work out strategies to catch up with the spirit of community and country in the global concept.

Initiatives:

- Opening door to higher education
- Provision of Community services
- Continuity, relevancy and sustainability of programs
- Production of high skilled human resources in different field
- Delivery of quality education services to society at affordable cost
- Preservation of Nepalese culture and tradition
- Bringing in new and pertinent programs

- Awareness to health & environment
- Stress on Development of science and technology
- Philosophy teaching: Student centered teaching based on lecture, interaction, group discussion, presentation, project and peer teaching
- Efforts for Contribution to Spiritual awareness
- Establishing autonomous educational institution with multi faculties.

In short, the college has formulated its scope and policy as imparting quality education to the people of Chitwan and neighboring districts by operating multi faculties with well-equipped infrastructure as well as physical facilities dedicated to provide health awareness, social development through the mobilization of students and community groups and play a role model to implement environmental management initiatives within premises of the college and involve in further academic development with research of various sectors and publish reports on research findings and implement those findings in practice. On the other hand, Balkumari College board of governors expresses commitment to the spirit of Higher Education Project of UGC for academic reform in Nepal. In this respect, it has undergone a great deal of activities as to how to develop good relationship with stakeholders, community people and scholars for the sake of modernization of the college.

2. Criteria wise documentation of the SSR

1. Policy and procedure

The document in this section is related to the college statute, working manual including procedures for internal quality assurance auditing, responsibilities and authorities, review meeting and follow up of corrective actions.

2. Curricular aspects

The document in this section indicates curricular planning, implementation, academic activities for targeted goal and objectives and feedback system.

3. Teaching, learning and evaluation

It includes documents related to enrollment details of students, teaching learning process, evaluation process, steps for reform on teaching learning, learners' performances and outcomes.

4. Research, consultancy and extension

The documents in this section include promotion of research, resource mobilization, research facilities, research publication, consultancy and extension activities, social responsibilities, and collaborations.

5. Infrastructure and learning resources

It concerns documents related to physical facilities, library as learning resource, IT facilities, maintenance of those facilities.

6. Students support

It includes details of mentoring or handling students, their support, counseling, welfare and their participation in academic activities.

7. Information System

The document in this part includes educational management and information system (EMIS), Records, survey and data analysis and office automation.

8. Public Information system

This part of documentation is involved in public participation in college activities, efforts to promote public relation, impact of public information for the enhancement of the college.

3. Preamble of the SSR

Balkumari College obtained QAA (Quality Assurance & Accreditation) on 22 November 2009. The accreditation period has terminated on 21 November, 2014. Because of various reasons, the college has lagged behind more than two years for second cycle of accreditation. At the moment, we are striving for the same.

Actually, the college proceedings are controlled by the working manual in which the authorities and responsibilities related to academic and other activities to be performed by entire college family have been determined. In fact, monitoring and controlling of college is the responsibility of the board of governors having principal as executive chief. The manual determines the responsibilities of sub-ordinates such as vice principal, program heads, department heads, administrative deputies, assistants, unit heads, etc. They are all involved as per their job responsibilities through procedures provided. Annually stakeholders satisfaction survey is carried on and data collected is processed and analyzed. The recommendations are discussed in the review meeting presided over by the principal and those recommendations are forwarded to the administration/management to address them.

The SSR preparation committee

1. Coordinator Mr. Jagannath Poudel, Member, CMC (Mr. Poudel is now Chairman of the board).
2. Principal Mr. Shiva Prasad Poudel,
3. Vice Principal Mr. Chun Narayan Shrestha,
4. Teacher of Business Law Mr. Ek Narayan Sapkota,

5. English Teacher Mr. Tarapati Dhakal

6. MR Mr. Bishnu Kumar Shrestha.

The committee has held several meetings. Responsibilities have been assigned by forming 8 sub committees one for each criterion.

Subcommittees:

- Mr. Chun Narayan Shrestha , VP : Coordinator , Student Support & guidance
- Mr. Ek Narayan Sapkota, Faculty of Business Law: Coordinator, Policy & procedure
- Mrs. Shiliya Shrestha, HOD Economics: Coordinator, Public Information System
- Dr. Kul Prasad Dhungana, HOD, Nepali: Coordinator, Teaching, Learning & Evaluation
- Mr. Bharat Prasad Khanal, Faculty of Mgmt: Coordinator, Infrastructure and Learning resources
- Mr. Ganga Prasad Sapkota, Reasech Section: Coordinator, Research, Consultancy and Extension
- Dr. Shyam Prasad Sedai, PI , MEd: Coordinator, Curricular Aspects
- Mr. Shri Prasad Aryal, HOD Computer: Coordinator, Information System

Section A of the SSR

Section A of the SSR covers the institutional profile of the college. It has been completed in accordance with the identified and evident data and records of EMIS section, Exam Dept,

Account, Library, administration unit, office of program in charges (preferably BBS, B Ed, B SC, BHM, BICTE, MBS and M Ed) and minute of Board of Governors. The updated records and documents are kept by EMIS section and respective departments.

Section B of the SSR

It is concerned with criteria wise bench marks revealing standard quality & features of the college. All eight criteria together with 120 questionnaires have been well studied and responded. Records and evidence are well kept. In short, all sub-divisions have been well dealt to the best of college records.

Basically, the SSR subcommittees visited concerned departments to obtain records and documents. They studied them. They made comparison with documents downloaded from websites of various institutions like UGC Nepal, NAAC, Bangalore and shared idea with scholars.

As a matter of fact, Balkumari College has been selected to participate in Higher Education Project (HERP) of UGC and is working out various activities for academic reform and improvement of physical facilities along with reinforcement of new programs. The college has prepared its five year strategic priorities (2015--2020) and working on it very earnestly.

Objectives of the SSR:

- To get real status of Balkumari College exposed
- To work for providing viable and consistent opportunity in higher education for students
- To have academic excellence in national and international standard

- To acquire quality assurance and accreditation from UGC Quality Assurance and Accreditation Committee
- To assess the college activities by prevailing values and measurement tools of the modern time
- To participate in HERP of UGC Nepal

Balkumari College believes in true spirit and objectives of Higher Education Project of UGC and is aware of the fact that it will be a turning point in the field of Higher Education in Nepal. However, Balkumari College is of opinion that it is a collective effort and needs the support of entire college family, stakeholders and community people to reach the destination.

4. Criteria Wise Narratives

The college SSR committee made detail study of all 8 criteria wise bench marks and its subdivision of 120 questionnaires. The SSR committee has formed 8 sub committees assigning each to prepare report on one criterion. Thus, reports from sub committees have been collected to complete SSR as a whole. The Criteria wise narrative on each of them has been edited and discussed in group. The finalized parts are as follow:

Criterion 1: Policy and Procedure

The Proceedings of BALKUMARI COLLEGE are guided by its working manual (BKC/QAM/MR/04). It consists of vision, mission and strategies to meet the goal & objectives of the college. It involves both academic aspects and other activities of the college. In the month of Chaitra, 2073 a task force revised and amended the manual with change and reform as per need.

The policy of Balkumari College is imparting Bachelor level programs in:

1. Business Studies (BBS), 2. Science (B Sc in Microbiology & Environmental Science), 3. Education (B Ed), 4. Information Communication Technology Education (BICTE) 5. Hotel Management (BHM); Master level Programs in : 6. Master degree in Business Studies (MBS), 7. Master degree in Educations (M Ed) with commitment to bring in other new & society relevant programs in future .

The college follows its quality plan and various functional procedures describing the responsibilities of all procedure-holders from Board Members to teachers and administrative staff. There is also an organizational chart to identify the human resource management in the institution.

As regards to authority and responsibilities, it is well mentioned how to control and monitor quality both academic and administrative. The quality auditors' committee of 8 members prepares audit plan and schedule and carries on their mission as per schedule. If non conformities are found, concerned departments are asked to do corrective actions. The conformities are discussed in review meeting and given further notice to complete the NCs.

As a matter of fact, the functional procedures guide and control the job responsibilities in practice. The procedure holders are given what activities to perform and what documents to maintain. The quality plan indicates the strategies to meet the objectives of the institution. At the same time, the college has its statute defining the process of forming College Management Committee, human resource management, awarding teachers, admission of students, recruitment of teachers and administrative staff & so on..

On the other hand, Balkumari College has several additional departments such as Research Management Cell, section for external affairs, internal quality assurance & follow up cell, department for counseling and placement services, public information unit, EMIS unit and so on.

The Research Management cell (RMC) is involved in linking research with teaching. For example, each department and program in charges has to do one or two activities regarding research and report the progress to the Research management cell. Mini research, seminars, workshops, orientation are some of the activities to support the idea. Similarly, section for

external affairs links the college with external world. It not only corresponds with international institutions and scholars but also receives them and organizes meetings, talk programs to contribute the quality enhancement. They provide the college with suggestions for further development.

In conclusion, BALKUMARI COLLEGE has its definite policy, objectives and procedures for its continuous and sustainable development and working process.

SWOC analysis regarding policy and procedure of Balkumari College:

Strengths

- # The college quality manual vividly defines the procedures of all departments, sections and units so that they can be controlled.
- # It has quality audit system, in case of weak points reworking and corrective actions follows.
- # Control of records, control of documents, internal quality audit system, review meeting, preventive & corrective actions and control of outcomes & results are mandatory in our system
- # The class observation, follow up, feedback and log book maintenance are good aspects in academic procedure.
- # Training, human resource management, feedback from students & Alumni and stakeholders are prominent features of BKC.
- # Policy and objectives are elucidated

Weaknesses

- # Human resource development policy has to be developed more clearly & comprehensively. It lacks regular revision.
- # There is a lot of formalities, which are at times difficult to apply in practice.
- # As the board members are volunteer, they can't pay full time to the activities of the institution
- # BKC Manual & College statutes have to be properly linked to each other.
- # College Board of Governors has to behave strictly as in the private institution for better outcome of activities.

Opportunities

- # The college can develop a lot more by making public participation more effective or by public auditing in its system
- # By amendment of policy and procedure, the college can be autonomous to be able to make decisions independently rather than depend on university with which it is affiliated.
- # The college can start community relevant subjects especially wanted by society such as B SC nursing, BBA, BBM,MBA,M Phil and so on by developing required physical infrastructure.
- # The college can Improve teaching learning environment to lure first-rate bright students
- # It can undergo institutional development by utilizing its land property in Yagyapuri, Bharatpur Metropolitan City ward no 5 in order to open up new programs.

Challenges

- # How to increase public participation in the college activities
- # How to maintain code of conduct and discipline in the college
- # How to provide facilities to female students and disadvantaged students in particular
- # How to develop faculties (upgrading their qualification to PhD and M Phil) for teaching in Bachelor & Master programs.

Criterion 2. Curricular Aspects

Curricular aspects involve in curriculum planning, its implementation, academic activities as per curriculum, and feedback system for its effective application. In other words, it guides teaching learning activities and determines the limit and scope. The college has 7 programs: BBS, BEd, BHM, BSc, BICTE, MBS and MEd all affiliated with TU. Of them, BHM and BICTE are semester based, but rest are of yearly system. BHM and BICTE are of 8/9 semester course, BSc, BBS and BEd are of 4 years course, however, MBS and MEd are of two academic years. As per provision, the departments, subject committees discuss and make yearly plan and strategies for each course. Obviously, BICTE and BHM have sectional plan whereas other programs prepare annual work plan as per operation calendar. The college performs various activities to obtain intended objectives of each program by developing definite strategies. The subject committee and program heads coordinate planning annual lessons. The teachers have to prepare log books and daily lesson plan for the class they teach.

The college is of opinion that curriculum should be followed strictly. Teachers may limit the text books without consulting the curriculum and its spirit. So departments, subject committees, and program in-charges prepare academic plan as to how to achieve targeted

goals. It contains the strategies and activities to be done. In fact, the college is conscious about consistency & relevancy in teaching and learning with goals and objectives of the curriculum. Follow up and monitoring is carried on by observing classes and providing feedback to the teachers. The corrective actions have to be taken in case of deficiencies.

Principally, the university revises the curriculum as per change in time and situation. In such a case, the subject committee organize orientation, seminar or workshops about how to deal with the new course. Sometimes the teachers of Balkumari College are invited in the course change workshop by the university. Last year (2072) our ICT coordinator Dr. Shyam Prasad Sedai went to Kathmandu to participate in ICT curriculum revision meeting. His contribution had been highly appreciated.

As a matter of fact, the focal point of curricular aspect is to fulfill the need of students. The college tries to provide them with utmost benefit such as matching time frame, change shift or join extra courses to make use of their free time. For instance, they can join computer class, English etc. Students also have the provision to choose elective subjects as per interest. For example, BEd students can choose health education, English, economics, and population etc as per their choice.

Exposure visit to universities, industrial tours and guest lecturers from business experts, interaction with successful entrepreneurs like Gyanendra Lal Pradhan, Nirmal Pradhan, Dr. Tulsi Dharel have been much beneficial specially for the students of post graduate class.

The college is particular about curricular performances of students. The philosophy of teaching here is to encourage students to widen their knowledge by using electronic media and IT access. Teachers, not only apply modern appliances in class but also teach them to use modern provision to widen their knowledge. Also we offer them utmost benefit/provision

such as matching time frame for convenience of students, change shift or join the extra course to utilize their off time. For example, they can join the computer class, English or applied Math's class and so on. Students can also choose elective subjects as per their interest. For example, B.Ed. students can choose Health Education, English, Economics, and Population etc as per their interest. The college has managed evaluation survey to obtain feedbacks from students, passed out students and parents regarding academic improvement.

Students are encouraged to be involved in performing different activities to develop sense of civic responsibilities. Some of the activities are being involved in social services such as health awareness in uneducated rural area villagers, collecting responses to questionnaires and thus participating in research activities, being involved in plantation, environmental awareness, health outreach programs for instance.

In order to pursue better performances, in curricular activities of students, teachers are encouraged to use modern educational materials such as presentation through multimedia system, interaction and group discussion. Also they practice peer teaching and discuss on the feedback. This has helped to make the class rather effective. As for the students, they have opportunity to participate in curricular activities self-motivated.

It is worth mentioning that senior students give orientation to the new students in refresher's welcome program and other general mass meetings. They participate in social activities such as literary programs, sports, essay competition, quiz competition, oratory programs. The Free Students Union, Youth Red Cross circle, lions /leos club of the college do a lot more activities for the development of the college. Such programs have good impact to the students for widening their knowledge in addition to the prescribed text.

SWOC analysis regarding curricular activities:

Strengths

- # Balkumari College has been running 7 Tribhuvan university courses: BBS, B.Ed., BSc, BHM, BICTE, MBS & M Ed
- # Balkumari College academic department prepare annual plan as to how Tribhuvan University curriculum & course syllabus can be followed and implemented properly
- # The teachers make strategies to use modern approaches of teaching such as using power points, multimedia, interaction
- # Balkumari College Extracurricular Department organizes social service and awareness through aligned groups and committees like Free Students Union, Youth Red Cross Circle, Literary Group Kabya Kunja, BKC Lions & Leos.
- # Students union organize mass meetings to give academic messages to the students
- # Balkumari College teachers have contributed to the development of courses of the university.
- # They are involved in social activities such as health awareness, cleanliness and go on cleaning the compound of the college and streets in the neighborhood.
- # Teachers are provided refreshers' training, seminar/workshop participation from time to time
- # Study tour to universities of India, Bangladesh and educational institutions within Nepal is organized to develop teachers curricular capacity.

Weaknesses

- # The college has not formed curriculum evaluation unit
- # Teaching and research are correlated, the college has to do some more efforts in this respect.
- # Study has to be made to find out effectiveness and relevancy of the courses
- # New students should be given orientation how to use the library, computers, and canteen and how to deal with teachers and classmates etc as part of the curriculum

Opportunities

- # The college should be able to catch up with the spirit of changing situation around the world in order to bring in relevant courses as per interest of local people
- # There is good opportunity to strengthen already set recommendations and implement practice based teaching by a little revision in fee structure for resource.
- # There is sufficient possibility for remolding TU system if the college becomes autonomous.
- # The college can run certain value added courses for improvement in English language, fundamental mathematics, basic computer and so on.
- # The College can offer professional training package courses.

Challenges

- # Teachers have to be given orientation/training on implementation of syllabus specially when it is changed.
- # Teachers should invest enough time for lesson plan and required teaching materials to use in the class.
- # Courses should be such that they are relevant in the job market.
- # Competent teachers should be recruited.
- # Administration and system should be decent so that students won't be lured to the private institution.
- # PhD and MPhil classes have to be started.

Criterion 3: Teaching, Learning and Evaluation

Teaching learning and evaluation refer to student enrollment, their profile, teaching-learning process, quality of teachers, evaluation process, and teaching-learning outcomes or students performances. Balkumari College, has given emphasis on all agendas that concern teaching learning & evaluation with the same spirit. The program in-charges and HODs are involved in the proper delivery of teaching & learning activities.

In fact, the college has its procedure and system regarding Academic administration that includes Annual plan of teaching, daily plan & logbook, class observation and provision of feedback, regular meetings to evaluate the progress and problems. The meetings are meant in order to settle problems, otherwise it is forwarded to the Vice Principal for consideration.

Regarding enrollment of new students, there is a practice of entrance test. For technical subject like Hotel Management, BICTE and B.Sc. (Micro/Environment), there are fixed quota system. Students who perform better in the entrance are taken on the basis of performance. In general subjects like BBS, MBS, B.Ed, M.Ed. the entrance is taken. The college has been facing difficulty to manage them more effectively since there the problem of big number students in the class. Furthermore, the department organizes internal test to categorize students' ability and provide counseling if they want to change faculty. Some students may be interested in extra course such as computer education, English language etc.

Teachers make use of ICT to teach by using multimedia and other electronic appliances. They use teaching approaches intermingled with lecture, interaction, group discussion, presentation and some time peer teaching. In post graduate level, seminars, orientation, project works and presentation are organized from time to time. Sometimes, Guest lecturers are also invited for certain course.

Balkumari College feels that teacher should be evaluated by students and feedback has to be followed by the principal. There is even discussion about students' feedback in review meeting. Balkumari College has great concern to qualification and performance of teachers. We realize that teachers are real assets of the College, the reputation and further development of the institution depends on the performance of the teachers. That is why Balkumari College CMC encourages teachers for skill development so that they would be able to ensure good delivery of education. It is good of Balkumari College to send teachers on visit to foreign universities for innovation and refreshment. Last January (2017), the teachers and administrative staff visited Mumbai university and Goa University.

In conclusion, Balkumari College has wide and innovative outlook in regards to teaching learning and evaluation that are the main theme of an educational institution.

SWOC analysis regarding teaching learning and evaluation

Strengths

- # The college has introduced nationally & internationally recognized programs like BHM, BICTE, B Sc environmental science and so on.
- # It has systematic monitoring mechanism of academic activities.
- # Teachers and administrative staff are willing to confess weakness and make improvement.
- # Feedback on teaching learning is taken from students, past students and stakeholders.
- # Internal quality assurance audit is done and corrective action is forwarded in case of weakness.
- # Teaching learning environment has been improved by practice of using modern teaching materials such as multimedia projector, white board, laptop presentation etc.
- # Orientation, Seminars, workshops, training, conferences are organized for the sake of refreshment and quality improvement of teachers and students.

Weaknesses

- # Lack of appreciation /recognition of faculty work
- # Class management is difficult because of big number of students

- # Pressure from students' union
- # Frequency of lockout from members of students union
- # Students complaints and feedback has to be well addressed

Opportunities

- # Each and every department has to prepare departmental annual plan with policy, strategic objectives and publish annual progress report
- # The college should be such that all teachers assigned to teach Master degree must be PhD holder.
- # Guest lectures from professors of various subjects of renowned colleges or TU must be frequent
- # Research conferences, seminars should be frequently organized in local, national and international level to increase the capacity of the teachers.
- # Learning by doing should be encouraged by provision of participatory activities like presentation, communicative skills, computer skills etc.

Challenges

- # How to increase pass out percentage
- # Provision of opportunity to study PhD and MPhil for all teachers assigned to teach in Master degree & bachelor level.
- # Competition with private and public campuses

Creation of environment to practice modern approaches in teaching learning

Criterion 4. Research, Consultancy & Extension

Research is an important part in higher education. Balkumari College research management Cell, MBS Research unit M.Ed research unit, BBS Research unit, are involved in research activities. Obviously, it deals with performances of research, resources for research activities, research facilities, research publication, consultancy, extension activities and so on.

The core research cell (research management cell) has been formed in the coordination of Principal. All research activities are carried on by Vice coordinator in consultation of the principal. The cell prepares annual plan of research and provides the information to departments or programs. As per policy of Balkumari College each department has to carry on at least two research related activities such as mini research, research, seminar, workshops , Conference and so on in one academic session.

Degree research involves in the thesis orientation, guide and other related activities. MBS/MEd Second year students submit proposals for their thesis writing. Subsequently orientation, guide, checking of thesis go on until completion.

As for skill development, many teachers of the college are involved in research in this academic season (2073-074). Principal Shiva Prasad Poudel, Vice – Principal Chun Naarayan Shrestha, MBS PI Mr. Baburam Panthi, Math teacher Mr. Ramesh Khanal , Account teacher Mr. Bal Nath Sigdel, English teacher Mr. Sushil Ghimire , Health Teacher Mrs. Sarojani

Sharma, Statistics teacher Ganaga Prasad Sapkota are doing research for their Mphil or Ph.D .Recently MEd Program In charge Shyam Prasad Sedhai and MBS research coordinator Finance Faculty Gun Raj Chhetri completed their PH.D and helping research activities in the College.

As for Research Publication, the College publishes Journal of Balkumari College every year. It mostly contains research based articles. Last journal of Balkumari College has been published in the second week of Ashar 2074 (June, 2017).

As for extension programs, the College research cell Teachers' Association, Administrative Staff forum, Free students' Union Health Education department, Lions & Leos clubs of Balkumari College, Balkumari College Youth Red cross Circle carry on various social service programs such as blood donation, Cancer Screening, health Check Up in rural areas, HIV & Diabetes awareness, Health check Up, medicine distribution, & refreshment distribution at old age home in Devghat, environment awareness and many other community programs.

After accreditation, research has been given high importance in the College. Research oriented activities like Seminar, Workshops, Conferences are regular and frequent. The College has tried to link research in teaching learning. The target is providing viable, consistent and relevant education to the student so that they would be competent in their working field. The college carries on outreach programs such as plantation & Health Program in Jagatpur, Community development Projects in rural areas (specially environment & health awareness in Schools, Health Centers and Village municipalities).

In short, the College has achieved much in field of research by spending considerable amount of budget every Year.

SWOC analysis regarding research, consultancy and extension

Strengths

- # Research is given high priorities in Balkumari College and big budget is allocated for research.
- # Innovative activities regarding research may lead to evidences for grant applications for new projects
- # Highly energetic, qualified and experienced cadre of adjunct faculties work in the college, they can make amazing success in the field of research.
- # Research management cell has been established and there is favorable environment for researchers.
- # Teachers are motivated to research as they are given study leave and reimbursement of expenses for PhD & MPhil.

Weaknesses

- # The college has to start research level programs as MPhil & PhD
- # All teachers who are assigned to teach in Post graduate level must be Ph.D or, M Phil.
- # The college should be able to publish refereed journal
- # There should be more consultancy and extension activities
- # The college had better be autonomous to be able to make decision independently.

Opportunities

- # Balkumari College has decided to found a research resource center by upgrading its library and research management cell.
- # More teachers and post graduate students can be involved in research projects
- # Teachers can be encouraged to do Ph D and MPhil by providing more support
- # The college can contribute a lot for community development by outreach programs such as awareness on health, sanitation, environment, plantation, literacy in rural areas like Madi, Kaule, Dahakhani, Jagatpur etc.

Challenges

- # There should be sufficient support or incentive to the researchers
- # Lack of motivation to the industrialists, business firms to contribute or sponsor for research works
- # How to manage/create infrastructure for new programs like B. Sc Nursing, BBA, M Sc, LLB, BBM, M Phil , Ph.D and so on.
- # How to recruit professors for PhD /MPhil courses

<h2>Criterion 5. Infrastructure and Learning Resources</h2>
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As regards to Infrastructure of Balkumari College, it involves physical facilities, learning resource in library and labs, IT facilities, maintenance of those facilities. The college has

definite section department of physical facilities for their maintenance. The department is responsible for the maintenance of facilities.

Expansion and maintenance of building is the responsibility of construction subcommittee. Firstly, the existing building was unfinished. After accreditation, two stories were added in administration block, library block and HM block. Similarly, the academic block has been added by one story. Presently finishing and furnishing is going on very fast. Rooms are modern and comfortable. *(The public health building has 2.5 stories with 20 rooms in ward no 3, Nagarban about 1.5 KM from the college main building. It is almost finished. It meant for a hospital, after establishing of which graduate health programs such as BSc Nursing, BMLt, BMPH are targeted to run.)*

1. Library

Balkumari College Library is controlled by Library Advisory Committee. The library has been well managed with good collection of reference books, text books, journals, newspapers, magazines, E-reading materials with 45000 books on different topics of various subjects. It is providing good and prompt services. It has good software so the service is easy and quick. It has a reading room with 50 seats. Reference books section where as assistant administrator is providing service, there is also section to issue ID cards for all students and teachers. The busiest section of library is the books issuance section where every moment students are borrowing and returning books. There is one computer counter where students can search and find the books they need.

2. HM Labs

Balkumari College, HM department is equipped with good practical labs: Restaurants hall, Bakery section, Big demo kitchen, bulk kitchen, Housekeeping practical suite rooms etc. They are of modern standard and well established.

3. Science Labs

There are well managed labs for science departments: Biology lab, Microbiology lab, Chemistry lab, Botany lab, Environment science lab and so on.

4. Computer Lab

There are three computer labs in the college. The first one is general computer lab which can be used by all college students. There are 50 computers in this lab. The second is meant for ICT students that are equipped with 40 branded computers and several multimedia Projectors. The third is special computer lab for final semester ICT students. There are 10 computers in this lab. Researchers also use the same lab. There are 100 + computers in the College.

5. Wi-Fi Access

Balkumari College is a Wi-Fi free institution with 10mph speed. All departments, administrative units and offices have Wi-Fi access.

6. Research Room & Offices

The College has a well managed Research room where Vice Coordinator of research committee hold his office. Similarly there are separate well managed offices for Chairman & board members, Principal, Vice Principal, Program In charges, Subject committee heads Deputy Administrator, Account section, Exam Section, BHM office, Internal Quality Assurance unit, Procurement office, Students Union , Teachers Union and so on.

7. Sports facilities

The College has a Basket Ball court, Volleyball Ground, Badminton Court in the same ground where high jump, long jump are played. There is separate room for playing TT, chess

etc. The college compound wall is being constructed with support of Bharatpur Metropolis in front part and rest with college fund. The canteen repair cum construction is going on.

SWOC Analysis of BKC regarding infrastructure:

Strengths

- # Good geographic location at junction of east west and north south highway in Narayangarh, Bharapur 2, Chitwan
- # Modern building with different blocks: science, hotel management, BICTE, Academic class rooms building, administration, library, account section, examination section and so on
- # Plan to establish extension programs in Yagyapuri, Bharatpur 6
- # Well-equipped and managed learning centers: library, science lab, hotel management practical kitchen and halls
- # Comfortable class rooms
- # Situated in densely populated areas of Bharatpur Metropolis ward 2
- # Clean drinking water, toilets, garden and greeneries in the premises
- # CCTV installed in different corners

Weaknesses

- # Maintenance of facilities are not properly managed
- # E-library facilities and e-journals are not sufficient

Public participation in infrastructure management has to be increased.

Cleanliness has to be properly maintained

Canteen is to be improved.

Opportunities

Extension programs can be established in Yagyapuri, Ward No. 5, Bharatpur Metropolis

There is possibility to further develop library so as to be sufficient research level students (MPhil and PhD)

Human resource skill development training for library with special stress on e- information and e-library has to be organized, or the working staffs should be sent for training

Learning facilities can be increased with addition in different books, reference books, research journals, e-journals and e-learning appliances in the library.

Challenges

Needs of sufficient budget for infrastructure development

Needs to follow up when construction is going on through the contractor

Requires to manage huge amount and resources for constructing science and technology building in Yagyapuri ward no 5, Bharatpur.

Need of Constructing separate Hotel Management Building (for establishing lodge & restaurant for HM Practical) in the place which is important by tourist point of view

Commitment to make best use of facilities already available in the college

Criterion 6: Student Support and Guidance

The student support program of Balkumari College is carried on by student support committee in the coordination of Vice-Principal. The support program comprises scholarship provision, Counseling & Guidance, and Orientation about the college, issuance of ID card, use of library and so on. Scholarship distribution is the responsibility of Scholarship committee. Counseling and guidance is done by program in charges and counseling cell. The id card is issued by id card section of the library. There is placement service unit that helps students to find an employment after leaving the College. There are also programs which help students to have additional skill such as Computer class, English language class etc.

Balkumari College has students Union which organizes cultural programs, sport tournaments and social service program like Blood donation, health awareness, environment awareness etc. The union has several programs for the welfare of students. They often assist financially weak students to find scholarship, fee waive etc. If there is some decision which they think, are against welfare of students, the union raise voice to pressurize the administration to normalize the decision. Furthermore, the union supports students to carry on programs like environment awareness, sanitation, health awareness etc. that help them to build up their outlook by developing social relation.

Balkumari College has strong alumni Association (BCAA) which has contributed several programs for the support of students. For Example, they have recently organized stakeholders survey to find suggestions to overall development of the college mainly students related activities by quality point of view.

Balkumari College students union organizes welcome program for new students and give orientation about discipline, library use, scholarship, different subjects and the possible problems during their stay in the college.

Balkumari College has managed different awards to the students whose performances are excellent in the final examination. Shyam pratik memorial award, Satya Narayan memorial award, Menaka memorial awards, and many other awards are given to the best performers according to the definition of award committee.

As regards to admission system, the college publishes notice over the FM, in the local newspapers and notice on the board. The College also publishes Brochure, operation calendar, bulletin which provide information to students about the course, fee structure, policy, teachers, labs, Library, academic programs, schedule etc.

The college manages remedial classes in difficult subjects provided there is a request from the students.

As for extra activities, ECA departments organize different programs for students as annual schedule. In fact, ECA program include sports, indoor games, outdoor games, debates, Quiz, oratory, literary programs, etc. Besides, educational tour, industrial visit, Cultural programs are also organized to broaden students skill as well as entertainment.

In other words the college is much concerned with welfare and guidance of students.

SWOC analysis regarding student support

Strengths

- # Orientation and counseling for new students
- # Placement service from employment unit

- # Scholarship for 7% students, intelligent, poor, disadvantaged ones
- # Prospectus, journals, bulletins are available for information of the college
- # Remedial classes for weak and needy students
- # Alumni association is working for the support of the college
- # Evaluation survey of the college from students, passed out students and other stakeholders
- # Students unions are active for support and welfare of students

Weaknesses

- # Maintenance of students profile in software and hard copy
- # Lack of addressing suggestions and complaints of students
- # Very big number of students in one class (Manageable Class size is needed in BBS, MBS, B.Ed and MEd.)
- # High students number means a diverse student number with diverse needs and insufficient resources to address students at both end ability continuum so students number in each class should be manageably limited.
- # High frequency of lock out from members of students union
- # Provisions of extracurricular activities (sports, games, orating, quiz) are not sufficient.
- # No hostel for students from far off districts

Opportunities

- # Students can have the provision of higher education both in technical subjects and general subjects in local level

- # Poor and educationally disadvantaged students are provided with scholarship
- # Students from far off districts can have easy lodging and fooding facilities in this locality
- # Job placement opportunities for students
- # Provision to be involved in various activities for career development
- # Information about the college from website

Challenges

- # Managing students loan for higher education
- # Increasing pass out percentage in the final examinations
- # How to make manageable size of classes each class not more than 40-50 students
- # Provision of equity to all students
- # Standard maintenance by taking admission through entrance test, good input results in good output.

<h2>Criterion 7: Information System</h2>

Information system is involved with information exposure measures or record system of the institution. If you do something, you had better write down. In this way control of record and control of documents are mandatory. If the institution has the desire to make further developments, it needs to make strategic plan on the basis of records and data. That is why EMIS or Educational Management & Information System has been primary need of the institution. With the same spirit Balkumari College has established EMIS section of which an Assistant Administrator is the coordinator.

After accreditation of the College, there has been amazing jump in information system. The College has been automatic as all records and documents are kept in computerized form or, digital way. It is worth remembering that Balkumari College has separate software in Account Section, Examination and Library. It is a bit awkward because it takes time to get some information or data. You need to visit the particular sections one by one. Also same records or data should be kept separately in account section, examination and library. But presently, a more competent software is going to be installed so as to link administration, library, examination and account section by a networking. Procurement is going on.

On the other hand, we have kept our records in hard copy with identified formats provided to departments and programs. For example, log Book System , Class Observation System , Minute, letters etc. have formats and identification. The information cell has been formed with 5 members and EMIS coordinator as member Secretary. It is related to research committee and also carries on students' satisfaction survey, parents' evaluation survey ex-students evaluation. The suggestions are collected and forwarded to administration for addressing /corrective action.

Balkumari College is of opinion that the information system has to be very well kept since record and data are the key things for research.

SWOC Analysis regarding Information system (EMIS) of the college

Strengths

- # Balkumari College has established EMIS under Information cell of 5 members
- # Record keeping of the entire college is being planned by an operating system through software linking library, account and examination sections.

- # Students /stakeholders satisfaction survey is done and recommendations/suggestions addressed as far as possible.
- # The college has its web site : www.balkumaricollege.edu.np
- # Balkumari College is within easy reach through email: info@balkumaricollege.edu.np, balkumaricollege43@gmail.com, or contact phone : 977 56 521842, 526527 fax: 977 56 524700
- # Department of ICTE plays consultancy role for development and maintenance of the IT system
- # Plan to purchase more advanced as well as competent software so as to be able to link library, account, examination and EMIS.

Weaknesses

- # Lack of competency of already established software
- # There is still need of motivation of teachers to IT for teaching /learning to be involved in EMIS development so training is necessary for teachers who are less competent in IT use.
- # EMIS head needs training of keeping records digitally and hard copy

Opportunities

- # College management committee has created a permanent post to look after information (EMIS) of Balkumari College
- # Data for planning educational program is available
- # It has encouraged to do data based planning rather than guesswork in the past

We can expose the college through information device like website, e-mail, phone, fax etc.

Challenges

Investing more on advanced software and data system

How to manage power supply against load shedding

The cell has to prepare detail plan to manage competent and non-stop update of the information

Competent and fast internet service needs to be available all the time in spite of expense for fuel of generator against load shedding.

Criterion 8: Public Information

The existence of community college is based on the support of community people. As regards to Balkumari College, it started with joint efforts of social workers of Chitwan. They collected fund and started in a government school. Subsequently, they had a big campaign to collect fund for erecting a building in a piece of land donated by Balkumari Secondary School. The campaign was successful. The foundation stone was laid and gradually the building started its construction. The College maintained very good relationship with people. They were always concerned with institutional development of the college. Their hard work and dedication culminated in the present status of Balkumari College. In short Balkumari College is the outcomes of good public relation.

Obviously, the college is always concerned of how to flow information to the general public. Interaction and meetings are deliberately organized. Seminars reports, annual bulletin,

brochures are published. They can read them easily from the library. Stakeholders' evaluation survey is organized. The suggestions are addressed. We have kept records of donors. They are within our reach by phone, mobile etc.

It is human nature that their action/performance be recognized or honored. They will be motivated and feel that the institution is their belongings. With the same view, the donors' name list is carved with marble slab and placed on the wall of entrance. The name plates of donors who helped build rooms are fixed in each of them. Thus the College has maintained very good relationship with the public

Evidently, Balkumari College has given high importance in exposing every piece of activities to the general public. The public information cell/ committee has prepared a procedure so that its performance will be easy and controlled.

Highlights activities of the cell:

1. Brings out Publications containing college information from time to time
2. The brochures of departments, annual work plan, Operation calendar are prepared and published
3. Relationship with local people will be maintained by public meetings.
4. The College publishes annual progress report bulletin to expose the college activities.
5. The reports of conference, Seminar, Workshop are kept in the library which are open to the public.

The impact of good public relation:

1. Scholarship funds have been established by rich & well to- do- families to help poor and bright students

2. The enrollment of quality students has been increased.
3. As per stakeholders suggestion, new programs like BHM, BICTE, BSc. Micro & Env. Science has been brought in.
4. Board of governors has been formed with industrialist, Donors, Social workers, Academicians. It is the evidence of public interest.
5. As result of good public relation, the college been able to own 3 Bighas of land in Bharatpur 5, Yagyapuri, 2.5 begha in Nagarban and one Bigha 12 Kattha in the site of existing building altogether 7 bighas and 2 kattnas
6. When we organize a program, sponsors are willing to support.
7. There is good relation with institutions in Chitwan.

SWOC Analysis regarding public information system

Strengths

- # Balkumari College publishes Annual Bulletin with financial, administrative and academic progress report every year.
- # There is good public support for all round development of the college
- # Research journal is published in order to expose research progress
- # Aligned groups such as lions club of balkumari College, Leo Club of Balkumari College, youth red Cross circle have helped to increase public relation through their extension activities
- # The public information cell with publication division has been assigned responsibilities for development of public relation systematically
- # The college organizes press conference to publicize important programs.

Weaknesses

- # Interaction with the stakeholders has to be increased
- # Recognition and honoring the donors should be organized
- # There should be survey of stakeholders' opinion to introduce a new program
- # Annual general meeting on the anniversary day should be made more effective

Opportunities

- # General publics are consumers so college activities are openly exposed to them to increase their interest in the college activities
- # The college public information desk should be better managed, always open with a receptionist to receive visitors and provide them with information.
- # The college has good links with feeder higher secondary schools in the neighborhood.

Challenges

- # Community based colleges need to have good relationship with the stakeholders so as to make them feel the college is their own or they should have concern about the development of the college.
- # Presently Balkumari College is facing the challenge to excel its standard because it has to compete with private and community colleges in the vicinity. That is why it should be better and more competent than private ones.
- # Stakeholders' recommendations should be earnestly studied and addressed.

5. Summary of the Self Study Report

Balkumari College is on its way to second cycle of accreditation. Its concentration now is to have outstanding outcomes and achieve excellence on academic and other related fields. The college feels that acquisition of QAA certification is primary need for which quality achievement in higher education is must. We are now working hard for the same.

As a matter of fact, Balkumari College intends to be center of excellence by higher education point of view. With the same spirit, the college has applied the quality management system of international organization for standardization (ISO), which has been useful to achieve QAA norms of higher education. This can be seen reflected in our working and managerial styles and outcomes. The main features of our proceedings comprises control of documents, control of records, internal quality audit, corrective actions, review meetings and producing quality students. The QAA norms, on the hand, concerns consistency, relevancy and competency in higher education stressing good policy and procedures, good implementation of prescribed curriculum, good learning and evaluation, good infrastructures, good research activities, good support for learners, good information system and good relation with the society or people. We have made efforts to intermingle QMS for a better outcome in higher education.

Every criterion bench marking has been evaluated by SWOC analysis, that reveals our criteria-wise strengths to work, weaknesses to do away with, opportunities to make best use of and challenges to face. We have provided answer to each bench marking questions on the basis of available records of the college. The evidence to each of them is evident and apparent.

Basically, the present self-study report (SSR) tries to present actual status of BALKUMARI COLLEGE in all fields. The college expresses the view that it is responsive to community

needs in today's fast changing scenario. Primarily, the college aims at maintaining close relationship with the community people. We feel that the public participation is must in each of college activities. We realize that the stakeholders (community people, parents and students) should feel that the college is their own property since they are the real consumers. The college is aware of the fact that such philosophy has to be maintained for continuity, sustainability and further development.

6. Good Practices of Balkumari College

As regards to good practices in Balkumari College it mainly comprises environmental consciousness, good relation with aligned groups and implementation of quality management system along with some other activities in the college.

Environmental consciousness

Balkumari College is environment conscious college of Chitwan. It is on the way to ISO 14001/2004 for environmental management system. We have formulated our environmental policy, functional procedure and EMS Manual BKC/EMS/BEMS/01 has been prepared. The college has already exposed its EMS policy by fixing policy board to display to entire college family. MR has been assigned with the responsibility to work on EMS.

In this regards, Department of Botany in the lead of Dr. Manoj Das is coordinating the maintenance of environmental balance in the college. The college has prepared procedure for environmental balance and maintenance within the college premises. The college has identified regular Plantation program, caring of the garden and trees, preparing list of trees in the premises, name of non flowering and flowering plants.

On the other hand, we are working on how we can avoid sound pollution, water pollution and air pollution in the college. We are working on how waste materials can be disposed or sent for recycle. The consultant for ISO 14001/2004 EMS implementation is Mr. Janardan Ghimire. Hopefully, the college will be environmentally fit in a couple of years.

Relation with Aligned groups

It is good of Balkumari College that it has its aligned groups that help maintain social relation and extension activities. Lions Club of Balkumari College and Leo Club of Balkumari

College are linked with international social service organization: Lions Clubs international. Lions /Leos are involved in social service activities such as blood donation, health awareness, diabetes awareness, sanitation, cancer screening in women, HIV awareness, environmental awareness, outreach health check up in rural areas, scholarships to poor children of public schools and many extension programs.

Similarly, Balkumari College Teachers association, Balkumari college Administrative staff family, free students union have encouraging relation with the college. They help maintain healthy academic environments, extra activities, sports programs, orientation programs and so on.

Quality Management System

Balkumari College has implemented Management system of ISO 9001: 2015 in its proceedings. There is the college Manual (BKC/QAM/BCM/04) which is in practice for the last seven years. The manual identifies mandatory procedures and functional procedures together with necessary working guidelines.

Important features

1. The authority and responsibilities of all posts are well defined in the manual
2. For documentation, formats have been provided to all departments and administrative units.
3. All activities of departments are audited annually for quality assurance by auditors.
4. The Manual has formulated quality objectives which are evaluated and reviewed as per manual procedure from time to time.

5. Corrective actions are taken as per internal quality audit reports and minute of review meeting.
6. The manual is updated as change in time.
7. The students (consumers) satisfaction survey is carried on and addressing the suggestions is the major part of our policy.
8. Monitoring of teaching learning is done as per annual plan, daily plan, log book maintenance, class observation and feedback, documentation of those activities.

In conclusion Quality Assurance System is the fundamental need for the development of an institution. We have been trying to work under QAA norms for the maintenance of system. All departments and units have their own functional procedures. All the procedures are reviewed by the management representative and approved by the Principal. Management representative is the officer appointed with his duties and authorities to coordinate with the whole procedure holders and monitor quality management activities.

Next the college has defined responsibilities and authorities of all human resources. In this way, job description of all the teachers and staffs has been prepared and approved by the top management. In addition, there are mandatory procedures as follows:

- Procedure for control of documents & records
- Procedure for corrective action and preventive action
- Procedure for Internal quality audit
- Procedure for review meeting
- Procedure for control of quality output (students)

Conclusion

The Quality management system has had a lot of positive impact in the college. The Quality assurance and follow up section has been established. It is experienced that BALKUMARI COLLEGE will undergo incredible change steadfastly.

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SECTION D: ANNEXES

Annexure 1

Actions Taken in response to PRT Recommendations:

Peer Review Team's visit 7-9 July 2009

Recommendation	Action taken	Remarks
<p>1.</p> <p>a. Faculty qualification/upgrading is important</p> <p>b. There is even a need to develop a policy in this line.</p>	<p>a) Since QAA certification in 2009 five faculties : Mt. Shiva Prasad Poudel ,Mr. Ananta Dhungana, Mr. Shyam Prasad Sedai, Mr. Chun Narayan Shrestha, Mr Guna Raj Chhetri have had support for M Phil. Quite recently four faculties Mr. Shiva Poudel, Mr Chun Narayan Shrestha, Mr Guna Raj Chhetri and Mr. Shyam Prasad Sedai have been supported for Ph D. As for M Phil, Mr Babu Ram Panthi, Mr. Raj Kumar Poudel, Mr. Ramesh Khanal, Mr. Bala Nath Sigdel, Mrs. Sita Regmi have applied for Ph D or M Phil. Their Proposals are going to be approved soon.</p> <p>b) The PRT visited Balkumari College on July 7-9, 2009 in order to review Balkumari College, Narayangarh. As per their suggestion No 1, the college management committee has made a policy/decision to support qualification upgrading of faculties. They have ratified that permanent teachers having Master's degree will be supported for Ph D /M Phil with pay leave, stationary support and payment of university fees. However, they will publish a notice every year calling for applications with proposal. Provided they are selected as per criteria, he/she will be eligible for the</p>	<p>Details of Conferences, workshops, seminars, orientation, training, teachers participation in seminars, conferences are given in our annual progress report bulletins every year</p>

	support.	
2. Although the college is getting significant number of students, there is a need to ensure that it is able to draw students in competitive basis in faculties.	After QAA certification, Balkumari College has created definite admission policy by stressing the competition and entrance test. Bachelor in science (B Sc), Bachelor in Hotel Management (BHM) & Bachelor of information communication technology Education (BICTE) have definite quota and those who gets through entrance test will get admission in top ranking basis. However, being a community based college, there is provision of admission for average students by mere oral interview if he or she is legible. These programs are BBS, B Ed, MBS and M Ed.the college has plan to limit quota in these programs.	For details, Annual Progress report bulletins no 2, 3, 4, 5,6, 7 referred
3. University regulation is a big challenge for community campuses to follow particularly relating to examinations. There are policy level suggestions for alternative provision for community campuses like this institution	Balkumari College intends to be autonomous and independent for academic freedom. It believes that there is need of independence for full-fledged development of the college. Truly speaking, institutional development depends on the freedom of decision making and implementing those decisions. Provided Balkumari College is independent autonomous institution, it will fulfill its dream to be a developed academic republic. Balkumari college is working with same spirit and looking for an alternative provision. Hopefully the college will reach its ultimate goal in the next 5 years.	
4. Regular system	Balkumari College after QAA certification has made long	Responsibilities

<p>provision needs to be developed for research and publications.</p>	<p>jump in the field of research & development. Department of Research & development coordinates degree level research committee activities, mini researches of subject committees, seminars, workshops, journal publications, research guidance to students and teachers specially helps promoting research related activities of the college. The governing body appropriates budget and has a policy that each department or faculty has carry on at least two or more activities regarding mini research, seminar, workshop or orientation. The college has a comfortable research management cell.</p> <p>Research management cell has been provided with a functional procedure that defines the activities to be done.</p>	<p>of RMC: ensure research activities go on properly , Approval of project / seminar proposal , organize meeting of research team , follow up for required process of research or seminar /workshop activities, collect the report of research /seminar, Organize seminar and presentation on research , make follow-up of them</p>
<p>5. Consultancy services could be strengthened</p>	<p>The college has helped business firms, financial institutions, and secondary schools in marketing, research and training programs. Balkumari College degree level students has</p>	

	<p>helped CGI in finding market status of its products as wai wai, Mayoos, chips etc. Similarly, BBS students have assisted Chitwan Chamber of Commerce and industries to prepare the profile of retailers in Narayangarh Town. Our BHM teachers have helped local restaurants and hotel owners consulting how to manage house keeping, front office, kitchen, restaurants etc,</p>	
<p>6. Alumni Association must be made active and their support accrued.</p>	<p>Balkumari College has recently formed Alumni Association by dissolving the former one. The new committee has strategy to support the college in various ways by arranging a conference to discuss how they can be united and also help Balkumari College for its further development. They have prepared a list of past graduates in the past 27 years. They are making a master plan how the college can be supported. They are interested in supporting to build sports ground, compound walls, auditorium & canteen. The College Counseling and students welfare department is coordinating with the alumni.</p> <p>Balkumari College Alumni Association Working Committee :</p> <ol style="list-style-type: none"> 1. President: Mr. Shiva Sapkota 2. Vice President: Mr.Ujjwal Poudel 3. Secretary: Mrs. Radhika Sigdel 4. Treasurer: Mr. Gobinda Adhikari 5. Member: Mr. Aswin Shrestha 	<p><u>Support plan</u></p> <p>college premises cleanliness program, support for sports ground development,- first aid center establishment, tree plantation and environment management, Stakeholders evaluation survey to find out recommendations for development of the college</p>

	<p>6. Member: Mr. Ashok Lamichhane</p> <p>7. Member: Mr. Bigyan Lal Shrestha</p> <p>8. Member: Mr. Bal Bahadur Thapa</p> <p>9. Member : Mr. Yam Poudel m</p>	
<p>7. Maintenance of infrastructure is poor, it needs to be developed</p>	<p>As per recommendation of PRT, Balkumari College has invested much in furnishing & finishing especially painting, plastering, flooring, carpeting of the existing building. The library, science laboratory, hotel manahement practical rooms for restaurant, house keeping, bakery, cooking, demo kitchen etc. have been constructed. Nearly one crore rupees have spent in this respect. The College construction sub committee has decided to furnish the college building with internal decoration, painting, installing furniture and office equipment and the work is going on.</p>	
<p>8. Core management support team consisting of young & committed people should be evolved.</p>	<p>Balkumari College Board of Governors have taken serious step to address the recommendation that core management committee of young and energetic people should be evolved. In the same spirit, a new team has been formed with a view to leading the college in the modern and updated techniques. Principal & Vice Principal (below 50), young spirited & energetic program In charges all around 40 years of age have been assigned. Accordingly the core team is constituted with fresh and new persons.</p>	
<p>9. Team work need to be further strengthened</p>	<p>Balkumari College believes that the teachers and administrative assistants will behave like paid servants unless and until they feel the college belongs to them. They</p>	

	<p>should feel the college is their own property. After QAA Certification, Balkumari College has made efforts to motivate teachers, administrative staffs & students and make them feel they are the real consumers of the college. The college organizes parents satisfaction survey .The feedback is positive.</p>	
<p>10. There is scope for enhancing communication skills with focused discussion among the students and staff.</p>	<p>After QAA Certification, Balkumari College has concentrated its attention to the need of developing communication skills in teachers as well as students. The program in charges and heads of departments are working in this respect on coordination with experts. The college carried on independent management audit for the same. There are frequent presentation, seminars, interaction, debate in MBS, MEd, BBS and B Ed because projects, thesis, report writing are mandatory in these programs. At the same time, teachers practice group discussion, presentation and interaction together with lecture while they are giving lesson to them. At the same time, the college has encouraged to speak English in their regular communication. They are encouraged to make brief presentation during seminars, workshops, conferences etc. in order to promote communication skills in students and teachers.</p>	
<p>11. Computer literacy must be developed among all; access to computer needs to be enhanced.</p>	<p>On PRT Suggestion, Balkumari College paid attention to the need of computer skills in teachers as well as administrative staff. Almost 90% of them can well use computers in their work. You can find all departments and administrative units are equipped with computer appliances (computers, printers,</p>	

	<p>scanner). However, teachers are provided with laptops for use in their teaching learning purpose. Perhaps most prominent achievement after QAA is development of computer skills of teachers, administrative staff and students so the office automation has been established.</p>	
<p>12. Placement & recruitment cell must be developed</p>	<p>For the last 5 years, Balkumari College has been working on students counseling and placement service in coordination of MEd PI Dr Shyam Prasad Sedai. The unit is functioning as an agency between Balkumari College & institutions/industries/business firms to provide employment opportunities to young graduates. It is carrying on tracer study of the college of the last 5 years.</p>	
<p>13. Good practices like staff and teacher visit to institutions in other countries strengthens the institutional capability, such practices need to be a regular feature</p>	<p>Balkumari College believes on learning from other academic institutions specially in other countries and implement experience learnt for a better performances. We have been very much benefitted from our delegates visit in the Netherlands, India, Bengaladesh and Japan in different times. In this regard, we very admire PRT suggestion to continue such visit as a regular feature of the college. For reference the visit record after PRT recommendation is given below:</p> <p>In 2067 :</p> <p>1.Banaras Hindu University, india</p> <p>2.Sampurnanda University , Banaras , India</p>	

	<p>3. Patna University , Patna</p> <p>In 2068</p> <p>1.Gujrat Universiy,</p> <p>2. Indian institute of management , Ahmedabad</p> <p>3. Birala institute of management , New Delhi</p> <p>4. Jawahar Lal University , New Delhi</p> <p>5. ITS Institute of management , New Delhi</p> <p>In 2069</p> <p>1.Mahendra Rantna M Campus , Illam</p> <p>2. Academic institutions in Sikkim (Sikkim Manipal University) and Darjeeling (St Joseph College</p> <p>In 2072:</p> <p>1 University of Dacca</p> <p>2 Chittagong university</p> <p>In 2073</p> <p>1 Mumbai university</p> <p>2 university of Goa</p> <p>In 2074</p> <p>Proposed to visit Universities in Rajasthan</p>	
<p>14. The college has good scope for contributing to the</p>	<p>Balkumari College realizes that there should be very good relationship between the college and community people. At the same the college has reached the point that it is the social</p>	

<p>community through entrepreneurship development programs.</p>	<p>responsibility to keep college activities open to the general public since they are real consumers. They should be motivated and that the college belongs to them. The best way for this view is through entrepreneurship development programs. The board of governors have planned to carry on market study, community support, awareness of environmental management jointly with community people. For instance, we have a policy to develop community relationship by providing best rural government school, best primary health centers, and best village development committee of Chitwan with a view to motivate people in social services. We have such program in Jagatpur. In 2068-69 session, we had carried on environmental awareness in health center, Government schools, village development committee by spending 4 lakhs rupees.</p>	
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Note: Ever since QAA certification, we have been involved more extensively in social service activities through MEd & Bed health, ECA department & our aligned groups: Free students union. Youth Red Cross circle, Lions/leo club of Balkumari College. Primarily, they carry on blood donation, youth development program like Quiz, debate, oratory, sports tournaments, health awareness, cancer screening for women, diabetes awareness, environment awareness programs, community awareness and so on.

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Annexure 2

Post accreditation initiatives

Magh 2073 (February 2017)

Major Changes & progress of Balkumari College after accreditation (QAA certification)

Magh 2073 (February 2017)

Major Changes & progress of Balkumari College after accreditation (QAA certification)

Profile :

- The college was first accredited on 22 Nov , 2009 and approximately grants of 11.5 crore (115,000,000) rupees has been provided from UGC Nepal for institutional and academic reform from 2009 to 2014. Consequently, reflection of all round development can be noticed in academic, physical, financial and social impact of the college.
- Technical & semi-technical programs namely ICTE, BHM, BSc. Environmental Science have been brought in.
- The college was recognized as best community based Business College in 2014.
- Balkumari College organized international conference on infrastructure development perhaps first outside valley in Nepal in 2010.
- The college is among 60 colleges selected for HERP (10th) in 2016
- The college has been regularly organizing academic seminars, workshops, conferences , trainings and research activities every year since then.

- Encouragement for Community Service for health, education & environment management with certain financial aid to VDC, Health Center, Government Schools in Rural areas of Chitwan

Criteria 1: Policy and Procedures

Before accreditation	Post accreditation
<p>1. Before accreditation, Balkumari College had not clear idea about a definite way out for further development. The college had ISO system that mostly suits to a factory or industrial firms, its procedure or system,</p>	<p>After accreditation the college has adopted to suit academic aspects: curriculum development, research, seminar, workshop, further development of faculty members, report writing and so on. Now the college has been adopted worldwide accepted higher education quality assurance system regarding Policy & Procedure.</p>
<p>2. No internal quality monitoring and checks system</p>	<p>As per recommendation of PRT in 2009 to develop mechanism and process for internal quality monitoring and checks in teaching and learning, the college has seriously undergone internal quality monitoring and checks in teaching, learning activities. Obviously, the teachers are using modern approaches of teaching like interaction, group presentation, peer teaching together with lecture.</p>

<p>3. No decentralization, all activities were controlled by top management</p>	<p>As per PRT recommendation, the college has practiced decentralization policy by expanding participation and teamwork in the framework of administrative structures by organizing meetings, interactions etc. The college has been doing interaction and evaluation survey of stakeholders and implementing the suggestions.</p>
<p>4. There was no system of taking community interest.</p>	<p>As per interest and requirement of stakeholders, it has already started new programs, Bachelor in Hotel Management, Bachelor in Environmental Science, ICTE .</p>
<p>5. There was no system of planning, activities were done by random decision.</p>	<p>There is plan to start certain stakeholders' relevant subjects (B. Sc nursing, BBA, BPH, BL, MBA, BIM) in the next 5 years.</p>

Criteria 2: Curricular Aspects

<p>1. Teaching was text book oriented in Balkumari College.</p>	<p>As per PRT recommendation , the college has broadened its teaching approaches by field work, group discussion, report writing, presentation, peer learning and so on</p>
<p>2. There was not the practice of field visit and job training for</p>	<p>The ultimate aim of the study is to seek job in the job market. In order to make the students more competent,</p>

<p>students.</p>	<p>the college has widened its schedule to visit industries, business people , job training and have been evaluating feedback from academic peers and specialists</p>
<p>3. The college did not have innovative ways for further development.</p>	<p>Nevertheless, Balkumari College underwent international standard management audit in 2070. It has provided valuable recommendations in academic management, policy, HRM, public relation, academic monitoring and many others. The college is practicing those recommendations as far as practicable.</p>

Criteria 3: Teaching learning and Evaluation

<p>1.The college could not think of going further change and modernization.</p>	<p>Balkumari College is an affiliated campus of Tribhuvan University. As per suggestion of PRT, we are on the way to develop its own system of assessment etc by obtaining autonomy from the University. The college sent a delegate to Indian Institute of Management, Ahmadabad. The delegates have recommended that the faculty members need certain devotion by staying all the time in his room, studying, doing research work, checking the answer papers, preparing for the next class etc. The college is implementing this policy now.</p>
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<p>2. The college had nominal IT Facility.</p>	<p>After accreditation, great progress has been brought in IT provision in teaching learning. The faculty members use electronic instructional materials (multimedia, visual, audio visual) in class, seminar, workshops, presentation etc</p>
<p>3. There was no regular stakeholders' evaluation survey.</p>	<p>The college carries on students and stakeholders evaluation survey and give top priority to the feedback / recommendations</p>
<p>4. No complain of students was recorded in formal way.</p>	<p>The complains provided by students in written or oral are recorded and corrective actions are followed up.</p>
<p>5. Teachers had no provision of training or skill development for teachers.</p>	<p>There is provision of orientation/training for teachers in the beginning of the session. Teachers have to make the students present report and review what they have learnt.</p>

Criteria 4: Research, Consultancy and Extension

<p>1. Research activities were not effective and strong.</p>	<p>Balkumari College research and development section, now research management cell involves faculty members in research by making groups:- Socio Economic Group, Science Group, Management Group, Language Group and health group. Nine research Proposals have been submitted to UGC in</p>
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	academic session in 2071-72. The activities: seminars, workshops, mini research, are going on frequently.
2. There was no financial support for internal research before accreditation.	The college is now giving provisions to teachers for internal research by financial support.
3. Research works of degree level students were not properly carried on.	The research committee carries on research works of students in degree level now both in MBS and M.Ed.
4. Students research activities especially thesis writing and guidance could not be properly done.	Thesis writing, field work, report writing and presentation are well managed by degree level research committee. The seminars, workshops, orientation on thesis writing are frequent in the college now. The college research management cell has been well established, where researchers visit and make best use of it.
5. The college could not arrange conference, workshops etc. There was not research journal published or research activities done.	The college organized, International Conference, in which 2 dozen speakers, observes, guest speakers with 40 presentations from India and Nepal were made in 2010. The souvenir and journal have herewith attached. The conference was entitled, “International Conference on Infrastructure Finance”. Ever since

	<p>then we are organizing conferences, seminars, workshops and our teachers have participated many national and international conferences. Research Journal of Balkumari College has been published regularly. We have published new journal (Volume VI) in Ashar 2074. It mostly covers research articles and papers.</p>
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Criteria 5: Infrastructure and learning resources

Balkumari College has made remarkable development in the field of infrastructure after QAA on 22nd November, 2009.

<p>1. In library, there were less than 20 thousand books</p>	<p>Library extension has been by 20 thousand new books, journals, e-reading materials, there are 44487 books, 15 daily, 10 weekly, 10 quarterly, 8 monthly, 37 yearly newspapers and magazines.</p>
<p>2. Nominal science lab</p>	<p>Now Science Lab has been Extended with establishment of microbiology, chemistry, environmental, botany labs</p>
<p>3. No Hotel Management Lab</p>	<p>Hotel Management training kitchen, bulk kitchen, bakery, housekeeping demo rooms and restaurant & bar hall , modern classrooms for HM students</p>
<p>4. Very poor class room</p>	<p>Now the college has managed modern class rooms</p>

management	with white blackboard, comfortable desk, benches, ventilation and lighting system, multimedia projectors for presentation
5. Nominal computer facilities	Now computer facilities for teachers and students have been made easy access to entire departments and units of the college.
6. The Building was under construction	The building has been finished, furnished and the painting is going on.
7. Offices were not equipped with facilities	Now all offices have been installed with modern appliances, materials, equipment so that they have become automatic.
8. No maintenance of the building	The building has been fully maintained with optimum facilities by learning point of view.
9. Very limited equipments and difficult to run offices	Now sufficient facilities : Laptops, printers, photocopy machine, scanner, desktop computers, photographic record of students, trained administrative staffs; bus services etc... are good examples of development in Balkumari College after accreditation

Criteria 6: Student Support and Guidance

1. There was no regular system of addressing complaints of students	Balkumari College has addressed students' requirement by monitoring and complain records
2. No career counseling for the students	Career counseling center has been established and working regularly
3. Very little and limited scholarship to the students	Scholarship have been increased by more than tenfold and managed fixed deposit for students' welfare with the interest.
4. Tracer study was not done.	Tracer study last two year has already finished and report has been herewith presented in the annexure.
5. There was alumni association of the college.	Balkumari College alumni is actively working for the college. Feedbacks from past students have been analyzed and recommendations are being addressed
6. Free Students' union was less active in social service and college activities.	Free Students' unions have been involved in sports, social works and other activities like blood donation, health camps, and health awareness.
7. Prospectus of the college was not regular and effective.	College prospectus is published as per department wise to cover the introduction and identification of the department regularly
8. No students' satisfaction	The college organizes student's satisfaction survey

survey	and the recommendations of which are addressed as far as possible.
9. There was no provision first aid clinic in case of emergency.	Balkumari College has first aid clinic for students and teachers in case of emergency.

Criteria 7: Information System

1. There was no provision of EMIS section	EMIS as per QAA provision has been established and working on the record and data. An assistant administrator is section head.
2. No systematic record of students	The EMIS section with exam section has prepared individual profiles of students.
3. Internal Quality assurance cell was not active and effective	Internal Quality Assurance cell carries on IQA Audit and is involved in auditing of the responsibilities, performances, record keeping, monitoring, supervision and progress report keeping two times per year. Review meeting is arranged to evaluate the audit report.
4. No soft ware for record keeping	The software with capacity to maintain comprehensive and computerized EMIS is going to be installed so as make all data of the college (examination, library, administration, enrollment etc) accessible by one click.)
5. No formal information cell to	Balkumari College information cell collects data and

collect data, analyze and publish it	analyze it. The cell jointly with publication division publishes annual report at the end of the session. The report includes comprehensive data and record of academic and other activities of the college.
6. Annual progress report was not published	After QAA, the college has been regularly publishing Annual Progress Report Bulletin since 2010 till now (8 volumes up to 2017)
7. It had no website	The college has its website www.balkumaricollege.edu.np

Criteria 8: Public Information cell

1.The college was not able to have good contact with the public	The college has developed good public contact for institutional image and credibility of the college.
2. The college did not have any publication to publicize its activities and progress report.	The college publishes yearly activities report, prospectus etc... through our department and faculties to expose the college activities and performances to the public. Research journals and souvenir are also published.
3. No relationship with local institutions , business firms etc.	Departments of the college have already started interacting with industry and business firms through

	public information cell. The college has established good relationship with them. It has been frequently organizing interactions with guardians, teachers, and alumni and responds the recommendations and suggestions.
4. No system of interaction with community people or stakeholders	Already the college has developed regular system to share idea with community people for further development of its ongoing projects such as health service clinics, door to door program for health awareness, cleanliness, plantation, scholarship and education materials distribution to poor school level students.
5. No relationship with aligned groups	The college carries on these extension activities through our aligned groups: Teachers Association, Administrative staffs forum, Free students union, Youth Red Cross Circle, Lions/Leo club of Balkumari College.

Annexure 3

Overall Progress after Accreditation

1. Workshops, Seminar, Interaction, Conference

As regards to seminars, workshops and conferences, the college has been organizing conference, seminars, workshops, orientations regularly which were seldom done before accreditation. International Conference in Infrastructure Finance on 2-3 Dec, 2010 and several academic activities: seminars, workshops, conferences every year from 2009 till now are the example of academic evolution of the college. The details are given in annual progress report bulletins.

In reference to international conference of 2010, it has left behind untold academic recommendations for the development of Community colleges. The conference had been taken part by several University teachers, professors, researchers, ex-ministers, planners, industrialists and many others from Nepal and India. Detail reports have been kept in the library.

2. Mechanism for internal monitoring and checks in the areas for teaching and learning

Internal mechanism for quality development in areas of teaching and learning, Balkumari College has prepared a team of quality auditors. They have been given training of quality management system.

The auditors are:

- Vice Principal Mr. Chun Narayan Shrestha
- HOD Eco Mrs. Shiliya Shrestha
- Faculty of Business law Mr. Ek Narayan Sapkota
- Mr. Bhim Narayan Adhikari, Faculty account
- MR Mr. Bishnu K Shrestha
- PI of M.Ed Program Dr. Shyam Prasad Sedai
- Faculty of English Mr. Tarapati Dhakal
- Account officer Mr Bishnu Lal Shrestha

As per plan and schedule, the auditors make follow up and checking of the departments whether or not they have done their assignments as per provided job responsibilities. If the auditor finds negligence or incomplete in the responsibilities, they are recorded non conference in the audit report. The auditee must sign the paper expressing the commitment to complete the NC within certain day.

After one or two weeks of Internal Quality Audit, Management Review meeting is organized; it is presided over by the Principal. In the review meeting, the procedure holders have to explain why he/she could not complete the work provided, he is made to promise to complete it within given date. Subsequently, the MRM decides to do follow up of the NC's. The MRM of 2073 auditing has been herewith attached.

3. Decentralization Practice

Balkumari College has been practicing the concept of decentralization ever since the implementation of the PRT recommendation in 2009 July. They have provided the

recommendation concerning the practice of decentralization as *strengthening the team work in the framework of administrative structure*. The main focus is the academic decentralization which is explained in the procedure provided to the Program In charges.

Same is in administrative unit, procurement, examination, library operation, maintenance of physical facilities etc. As regards to procurement, the college has practiced public procurement system as per rule of Nepal Government and World Bank. This is one drastic change after QAA certification.

4. Feedback from stakeholders/assessment survey management

The PRT has stressed the need of addressing the feedback from the stakeholders especially students, ex students, teachers and parents.

In response, the college organizes 3 types of consumers' satisfaction survey: (a) Students' Satisfaction Survey (b) Ex student's evaluation and (c) Stakeholders Evaluation.

After collecting the answer sheet as per questionnaires (separate for students, ex students and parents), our information cell (EMIS) make entries of the data and analyze by providing conclusion containing the suggestions and recommendations. The suggestions are forwarded to the top management to address them to best of the college capacity. The report of 2073 has been herewith attached.

5. New programs as per interest of stakeholders

The PRT had strongly suggested that new programs should be introduced as interest and requirement of locality. The college has taken the recommendation very seriously. As per interest of local people, the college has already opened up new programs as:

- Bachelor in Hotel Management

- Bachelor in Science (Environment)
- BICTE

The college has planned to open up some new and popular programs as BSc Nursing, BBA, BIM, MSc, MBA, MPhil, Ph D etc in the 10 years. Infrastructure development is going to be prepared for those subjects.

6. Tracers study and career counseling

The PRT had strong recommendation to implement Tracers study and make inferences to open up new programs as well as to do required improvement in the existing system. They had also suggested that the college should establish career counseling for the guidance of the students to choose the right field and also help passed out students to find new career.

The college has established career counseling department in coordination of Dr. Shyam Prasad Sedai, PI MEd program. As for tracer study, the college has carried the tracer study of students passed out in 2015. It has been done by a team of teachers in the lead of Dr. Shyam Prasad sedai. The report is given in the annexure.

7. Autonomy from the University/Deem University

Perhaps the most noteworthy recommendation of PRT in July 2009 was to do efforts towards transferring Balkumari College into an Autonomous Academy or Deemed University. They had suggested that the college team should visit some of the Autonomous College or Deemed University in India and make a plan for the same. The college has been working out towards the suggestions of PRT seriously and has sent study team to visit Autonomous Educational Institutions several times in Mumbai, Dhaka,

Darjeeling, Sikkim and Ilam. Reports from those teams are kept safe as record. The college is trying to prepare base for the same.

8. Increase IT Provision

As for IT provision at Balkumari College, there has been big leap. Each and every department has been equipped with computers, printers, internet access and free wi-fi. The library has provision of IT facilities for researchers. The computer lab has been enlarged by multifold. Senior teachers have been provided with laptops. The college has planned to purchase one dozen laptops, 20 computers, multimedia system for departments and class room purposes. Presently the college has more than 100+ computers. 20 laptops, more than dozen printers, several scanners, copiers etc.

9. Training and orientation for new teachers

The PRT had stressed the need of providing new teachers with training and orientation. After QAA, our departments are organizing a lot of trainings and orientations for new teachers especially how to make a lesson plan, how to use log book, group teaching, seminars and action research. This has been solid provision of QAA system.

10. Regular publication and research activities promotion

College journal, bulletin, brochures, research reports are being published regularly after QAA implementation. Research activities have been increased by many times. Each department has to do mini research, paper presentation, organization of research, workshops/seminars in the coordination of research departments.

11. Facility of e-information has increased.

Today e-facilities are perhaps the most useful aspects for learners as well as teachers. Teachers teach student the way of using e-information. The college has to meet this need. This was very prominent suggestion of PRT.

In accordance with the recommendation of PRT, the library planned how to provide e-facilities in the library. The procurement has been done and installed one dozen desktop computers with internet access. They can use them for e-information through internet as well as e-journals and articles that are free.

12. White board, lightning system and ventilation

White boards and lighting system are primary need of the class room. The PRT has given stress on maintenance of boards. With this view the blackboards are replaced by white boards and board markers along with screen for multimedia presentation. There is no complaint of students by lighting and visibility point of view.

Ventilation is also one need in the class. It has been maintained and the classrooms are airy and ventilated. However, there is no coding system or AC connection in the class. But, the college has planned to provide such facility in BHM, BSc and BICTE programs in the beginning. With a little increase in fee rate, it is planned to install AC in class rooms.

13. Grandeur of the building by painting etc...

The PRT suggested that the building should be grand to look at. They regarded that building had not been painted. According to PRT, the building is being painted and furnished. Also trees have planted around the college building.

Presently, the college is going to achieve a definite status by apparent and good looking point of view. The floor in the corridor is being marbled. The office rooms, BICTE class rooms, BHM class rooms and even science classrooms have been carpeted. Marble pavement in corridor, stairs, bathrooms of other floors are going on.

The public health building in Nagar Ban is the property of the college. The 3 storied building with marble pavement and steel bars and furniture are going to be completed. It is meant for running a hospital for bachelor program in health. The target can't be achieved unless the college could establish a 100 bedded hospital. May be in the next 5-10 years the can fulfill the target.

14. Resources for all departments (furniture, computer, printer, photo copier etc...)

As far as research activities go, Balkumari College has done tremendous leap. Our research and development section make all departments and program In charge do mini research, institutional research or research conferences at least two from one department. If not possible, they have to carry out seminar or workshop in reference to research and submit research progress report. If they start making research in certain subject, they have to notify Research and Development that recommend providing certain fund for the preliminary survey and preparation. If research committee thinks the proposal is of sufficient standard, they recommend submitting it to UGC or carry on the college fund. Every year, several research projects have done with the support of UGC by teachers of Balkumari College. Last year, Nepali Department, Science Department, Maths Department, Health education Department had been working on research works and the proposals have been submitted to UGC. Even this year, several research activities specially in connection to degree program

are going on. Hope, the college will be able to lead other institutions in this neighborhood in the field of research activities. It should be a good aspect achieved by Balkumari College.

15. Students career counseling and Alumni to activate

Balkumari College Alumni has been supporting the college activities in various ways. Their contribution in quality enhancement is rather note worthy. Our Ex students of degree programs have given feedback as to how we can maintain quality in the young graduates. According to them, the first priority is IT requirements. They say that BBS courses can be more competent by providing more knowledge in IT. With their feedback, the college has planned to start extra class for computer competency. Computer department is working out for a reasonable package for BBS students.

The Alumni of Balkumari College have spread throughout the globe. The alumni association of BKC has been collecting their email address and planning to organize a conference to form an active Alumni Committee, that will develop a rules and by laws for working ahead. The Alumni of BKC have carried out a survey on stakeholders evaluation of Balkumari College. The report has been published.

16. Community Service Programs as health department if doing.

Balkumari College health departments have several programs community services. First of all, they make door to door program for health awareness regarding communicable diseases, maternity health, HIV Aids, sexually communicable diseases, use of contraceptives and family planning, water borne diseases, preventive measures about health care and so on.

The PRT suggested that community services should be done by Education department, Management Departments, Degree Program, BHM, B.Sc Programs with a view to serve community people, the college organizes the program through students union, Youth Red Cross Circles, Lions club of Balkumari College, Leo club of Balkumari College, the College alumni and teachers.

Recently, students union has organized Blood Donation program, sports tournament, recreational programs like dances, music, cultural show, literary program, environmental balance program by plantation of trees, cleaning of the streets, by hoarding boards not to smoke, not to throw plastic and dirt and encouraging to drink pure water and eat healthy foods. This spirit of students has been widened day by day because our extracurricular activities departments coordinates and manage resources for the same. Hopefully, the college will be able to do more in future.

17. First Aid for students

Approximately 2500 students make up a community equal to a big village or town. They need everything- clean drinking water, a good canteen to eat, recreational center, reading rooms, playgrounds, shopping center etc. At the same time they urgently need primary treatment in case they feel ill, or may be there occur certain accident. In support of this view, PRT strongly suggested that there should be a primary health center or health post for students and teachers.

With this view, Balkumari College has established a first aid center in front of the college where a CMA staff Thakur Pokhrel is working. It is equipped with simple medicine, first aid box, blood pressure recorder, stretcher etc... Primary health care can be provided there. The college has planned to further develop the clinic.

18. Data based decision/ programs

PRT suggested that any kind of decision should be based on data base. Our research division is serious about it. Prior to make decision, they forward database and analyze the data to draw conclusion. Our information cell keeps records important activities and students. Teacher's personal files, student's personal files, record of student's admission, drop out, pass out, females, disadvantaged group, record of books, computers, furniture, HRM have been recorded by Information Cell.

19. Software development and computerized EMIS

As per PRT report, Balkumari College is installing software to record all the database of the college form teachers, students to books, account system etc... All records have been computerized. There are still some weak points that will be reformed by the end of next session. In other words, we are buying the software to connect Administration, Examination, Account and Library Section.

20. Develop public information system department

Public information system is one of the prominent departments, which is primarily involved in public relation development and publishing college activities, achievements, facts, annual progress report ad so on. Vice Principal Mr. Chun N Shrestha is the coordinator of public information system. Publication of Balkumari College Bulleting, Annual Report of important activities of the college, college journal, college brochure, and souvenir are published by this cell. It also helps to publicize the college programs through notices, advertisements in the FM, local newspaper etc...

21. Develop college website, publish Annual bulletin.

Balkumari College has good and well-established website- www.balkumaricollege.edu.np. It is updated it by supplying latest information of the college from time to time.

Procurement as per Public Procurement Rules

Before QAA, the college did not use government procurement system . the college was not aware of the public procurement rules. The PRT suggested that procurement of an institution must be done according to Public Procurement rules as prescribed by Nepal Government. In accordance with PRT suggestion, the college has been practicing public procurement rules and procedure to purchase things, materials, and services for the college. It is a great achievement after QAA Certification.

23. Major achievements in infrastructure

- Library has been extended three fold books.
- Demo labs for hotel management
- Additional computer labs for ICTE established
- 3 story concrete building having 15+ rooms, halls and bath room toilets have been constructed in Nagarban, ward no 3
- Existing building was incomplete. It has been finished with additional 20 rooms and several big halls
- More than 100 Computers, 40 laptops, 20 printers, 10 multi media projectors have been purchased.
- Volley play ball ground, badminton court, basket ball ground, table tennis hall have been constructed

- CC cameras have been installed

Conclusion

Balkumari College, after QAA Certification, has undergone numerous quality programs & achievements. Monitoring and auditing, management review meetings, system of follow up and feedback from the top management, feedback from students are some of the major features that have helped Balkumari College to reach its destination.

It is believed that the vision of board of governors leads the college to certain destination. Right decision, right judgment, maintenance of rules and regulations and working for the betterment of people are the motto of Balkumari College. Ultimate goal of the college is an educational autonomy. It has been paving the road for the same. Hopefully the college will reach the destination soon

Annexure 4

Management Audit of Balkumari College

Call for Proposal to Conduct Management Audit

published in the Kantipur



Introduction: Balkumari Community College established in 1986 and operated in Narayangarh Chitwan is affiliated to TU. Currently, it has 5 under graduate programs: Bachelor of Business Studies (BBS), Bachelor of Education (BEd.), BSc. in Micro biology, Bachelor in Hotel Management (BHM) and Bachelor of Business Administration (BBA) and two master programs: Master of Business Studies (MBS) and Master of Education (MEd). At present, it has about 4,000 students, 100 faculties and 50 administrative staff. The college intends to conduct an independent management audit and calls for proposal from qualified consulting/auditing firms and management organizations. Detail ToR for this work can be collected from the college.

Rationale and objective: The governing board of this college intends to make it as a center of excellence in teaching and research therefore it has been rationale to carry out this management audit. Main objective of this audit is to assess the performance and effectiveness of the management systems in the college.

Eligibility criteria of the consulting firm: The consulting/audit firm or management organization should be legally registered in concern authority, pan number, prior experience in similar work and competent human resources including management and audit experts.

Proposal submission procedures: The interested firm/organization should submit detail proposal including its organizational profile, audit methodology, estimated time for this work, estimated cost and brief note of the experts to be involved in this work not exceeding 20 pages. Brief CV of the experts can be attached in annex of the proposal. The sealed proposal should be submitted within 15 days of this call to administration section of Balkumari College at Narayan Garh, Bharatpur-2, Chitwan.

Email: info@balkumaricollege.edu.np , balkumaricollege43@gmail.com

Website: <http://www.balkumaricollege.edu.np>

Objective:

Balkumari College is a leading community based academic institution of Nepal. It has undergone amazing achievements with different programs in a very short span of time. The college intended to review its policy, procedures and proceedings to find out better ways for further improvement. With the same intention in mind, the college management committee (Board of governors) decided to evaluate itself by a management audit of its system. Accordingly, the said mission was carried on in 2070 B.S.

An institution organizes frequent compliance audit that mainly involves in implementation and stability. But a management audit emphasizes challenges, effectiveness, sustainability, suitability and

evaluation of outcomes of the institution. Balkumari College carried out management audit to evaluate its system and proceeding in order to find out ways for further development. The main objective was to assess strengths and weakness of the management in context of the market in light of opportunities and threats of the college, relevancy and adequacy of its policy, plans, guidelines and bylaws to guide and control its functions and organizational development, Effectiveness of its management procedures, practices and systems and Quality of education and the research works carried out by the college

Terms of Reference (ToR) For Management Audit of Balkumari College

Objectives of the stated work (management audit)

Objectives of this management audit are as follows:

- To assess the strengths and weakness of its management systems linking them with market opportunities and threats
- To assess the relevancy and adequacy of its policy, planning, guidelines and bylaws to guide and control its functions and organizational development
- To assess its further development and expansion plan in the wider context of market dynamic and changing competition for sustainability
- To assess the effectiveness of its management procedures, practices and systems
- To assess the coordination and team building between governing board, college management, students and stakeholders for common interest of the college
- To assess the quality assurance & accreditation of higher education and research status of the college

Major areas where the assessment of and recommendations for further improvement from the management audit is expected are as follows:

1. **SWOT Analysis (Strengths, weaknesses, opportunities and threats of the college based on management perspective)**

2. Policies and guidelines - leading questions will be as follows:

- Are there sufficient policies and guidelines for efficient management of the college?

- Are all relevant in changing context?
- Do they have contemporary standards?
- Do those policies and guidelines facilitate in smooth operation of the management systems? If not where are the obstacles/hindrances which need further attention for amendment/revision?
- Are those policies and guidelines formulated in required time?
- Are they reviewed regularly? If yes at what interval? If not why?
- Is there any document of the institution to specify the job responsibilities of departments, units and individual?

3. Financial control and management- leading questions will be as follows:

- Are their appropriate financial control systems in place?
- Are there appropriate financial control and management guidelines, operating manuals, bill, voucher etc.?
- Are the staffs employed by the college have sufficiently equipped with required skill for financial control and management?
- Are all college incomes including student fees collected in time and recorded in ledger?
- Is there any internal audit system in place? If yes how often it is done? What are the major recommendations? How those recommendations are taken care by College management? Are those findings and recommendations shared with governance? How often? What are the instructions from the governance on those findings and recommendations? Are there any instances that the internal audit helped to improve the financial control and management system?

- Are the financial reports prepared and shared in time? if yes how often?
- Are there any fraud cases identified? If yes how they were solved?
- Is there any regular external auditing system in place (At least once a year?)
- Is the report adequately discussed in management and governance?
- How the findings and recommendations of the audit report are treated by the management and governance bodies?

4. Safeguarding college property -leading questions will be as follows:

- Are there appropriate inventory control systems in place for safeguarding the college properties?
- Is there any updated inventory of assets (movable, unmovable, long lasting and disposable items)
- Are the buildings, vehicles and other high cost equipment insured to minimize the loss during unforeseen disaster like fire, flood, earth quick, accidents etc.?
- Are all college properties used only for college's interest?

5. Procurement system-leading questions will be as follows:

- Are there any guiding documents e.g. guidelines and manuals for procurement based on competition?
- Does the procurement process follows college guidelines and procure on competitive bidding process (based on given ceiling in the guidelines)?
- How the quality of procured items is ensured compared with cost?

6. Coordination -leading questions will be as follows:

- Are there any guidelines, manuals or norms developed by the college for internal and external coordination?
- How is the internal coordination system (e.g. inter-department, inter-section, inter faculty)?
- How often coordination meetings are held? Are the meetings held with agenda set in advance? Are the decisions minuted properly? How they are shared and implemented?
- How often coordination meetings between college management and governance are held? What are the main agenda of such meetings?
- How often coordination meetings with external partners (outside the college) are organized? On what issues?
- How often meetings between students and college management are held?
- Are those internal and external level coordination meetings useful to college? In what context?

7. Communication and reporting -leading questions will be as follows:

- What is the communication system between management and governance, management and midlevel and support staff?
- How often progress reports are prepared?
- Who and how the progress reports are analyzed?
- How the feedbacks are fed into the system for improvement?

8. Recruitment and promotion of staff and teacher -leading questions will be as follows:

- Is there any fair and transparent recruitment and promotion system?
- If yes, is it implemented as it is mentioned in the guideline?
- What is the feeling of staff and teacher on the system?

9. Performance appraisal -leading questions can be as follows:

- Is there any system for performance appraisal of staff and teacher?
- Are there any penalty and reward systems? If yes how they are implemented?

10. Career development- leading questions will be as follows:

- Is there any clear path for career development to staff and teacher?
- If yes how it is implemented? What is the feeling of staff and teacher on the system?

11. Monitoring and evaluation- leading questions will be as follows:

- Is there any organizational system for supervision, monitoring and evaluation in place?
- Who monitor to whom?
- How the onsite coaching and skill building system is built on?
- How the skills gaps of staff and teacher are built on?
- Are any teaching program evaluated?
- If yes how often? How the evaluation reports are used?

12. Market survey -leading questions will be as follows:

- Is there any system for market survey by college to find out its potential area for new teaching and research area and fee structure?
- If yes how the survey reports are used?
- If no why it does not happen?

13. Outreach extension, research and publication -leading questions will be as follows:

- Do any teachers or group of teacher conduct any research beyond their teaching?
- Do they find potential organization, submit proposal and get fund? If yes how many teacher have done this in last five years?
- Do the teachers publish any research based article in national and international journals? If yes how many of them? Number of publication.
- If no, what are the hindrances for publication?

14. Quality of product (graduating students)-leading questions will be as follows:

- What is the pass out rate by program in last five years?
- Score obtained by program?
- Job placement rate (If possible)

15. Utilization of resources- leading questions will be as follows:

- How efficiently the available physical and material resources are used by college for its work?
- Are the full time faculties (teacher) and staffs fully utilized? If yes how? If no why?

16. Strategic and sustainability plans-leading questions will be as follows:

- Does it has a strategic plan for future expansion and cope with market competition with other public, private and community colleges?
- If yes, is the plan well-crafted and relevant?
- Does it have a sustainability plan? If yes, how it is crafted and relevant?
- How the strategic and sustainability plans are understood by teacher and staff working below the management level?

17. Governing Board- leading questions will be as follows:

- How often the board meeting is held?
- Are all meeting's decisions minuted? Circulated in time for relevant persons for implementation?
- Are the board decisions reviewed by the board itself?
- Does the board review its policy and guidelines in appropriate time?
- Does it formulate new policy and guideline as required?
- Does it review and financial and physical progress of the college in a regular interval?
- Does it provide appropriate guidance and support to college management?

18. Emergency preparedness -leading questions will be as follows:

- Does it has fire extinguisher in its teaching and administrative building
- Are the teachers, staffs and students aware on prevention and safety during disaster like earthquake, volcano, flood and land slide etc.?

- Are the building codes adopted in construction?

19. Internal Quality Audit and Review of non-conformances-leading questions will be as follows:

- Is there system of Internal Quality Audit in the institution? If yes, how often is it arranged?
- How are the non-conformances of IQA and corrective actions carried out?
- Is there a review and follow up to evaluate IQA report? How is it maintained?
- Who presides over the review meetings? Is the decision communicated?

20. Infrastructure and learning resources- leading questions will be as follows:

- Does the institution have plans to meet the need for learning infrastructure to uplift academic standard?
- What efforts are made to keep the institution beautiful and pollution free?
- Does the institution have Environmental Management System (EMS) policy and procedures? How is it working?
- Is there central computer and IT facility in the institution?
- Are computers and their accessories maintained in the computer centre and other location?
- What are the various health services available for students and staffs?
- What are physical and infrastructure facilities available in regards to sports and physical education?
- Are library function automated? Is there facility of E- information in the library?

- Is there Library Development Committee in the institution? How is it working?
- What percentage of total budget is appropriated for library?

21. Student Support and Guidelines-leading questions can be as follows:

- Does the institution publish updated prospectus annually?
- What kinds of financial aids are available to poor, needy and educationally disadvantaged groups?
- Does the institution have placement cell and officer for career counselling?
- Does the institution carry on tracer study to find out relevancy and validity of the courses and programs?
- What are recreational facilities available for students?

22. Decentralization -leading questions can be as follows:

- Is there financial freedom to departments on simple issues i.e. buying stationary, teaching materials, minor office equipment, chemicals science lab, raw materials for Hotel Management practical and so on?
- How has the decentralization policy been implemented in the institution?

23. Reform & development -leading questions can be as follows:

- Did the college receive any grants or support from donors in the last 5 years including university grant commission?
- What were the strategic priorities of Balkumari College under SHEP (2008-2013)? How far the objectives achieved?
- What are achievements under Performance Grants & Matching Grants at Balkumari College?

- What are ongoing projects? What is the ultimate goal of the institution?
- What are the challenges and barriers to reach the destination?

REPORT OF MANAGEMENT AUDIT of BKC IN BRIEF

(Detail report having 260 + pages is in the library)

As per advertisement published in the Kantipur Daily of Fourth Bhadra 070 (20 Aug 2013) Seven competitors / Firms had submitted the bid, of which JBRH & Company, Anamnagar Kathmandu was selected. JBRH & Company signed the agreement with BKC on 3rd Dec 2013. (18 Mangsir 2070) and went on its mission from 7 Poush, 2070 till Chaitra 11, 2070. The final audit report had been submitted in a couple of months. The report had detail observation of all activities (Financial, administrative, academic and extracurricular activities) and given valuable recommendations for reform in procedures, quality assurance, procurement, human resource management academic enhancement and many others.

Important Recommendations:

Regarding administrative reform:

Needs to

- Prepare human resource development policy & by laws.
- Manage attendance by electric machine.
- Establish well managed information cell with EMIS.
- Evaluate the performance of teachers & staff annually.
- Transfer authority and responsibilities to vice principals.
- Check & balance of the responsibilities performance of administrative staffs.
- Develop system of handling over the files to the newly appointed department head or PI.

- Merge two or more department so as to minimize the administrative staff.

Regarding programs (Management, Education, Science, MBS, MED ICTE & BHM).

Needs to

- Develop system of approval of annual action plan from Program In charge.
- Increase students number in BSC Environmental Science and programs where students are very few.
- Strictly follow the system of logbook maintenance.
- Check monthly whether or not logbooks are maintained by teachers.
- Strictly follow the system of monthly follow up of teaching learning practices by observing class of the teachers& providing feedback..
- Start the system of variance analysis to make revised annual action plan .
- Install CCTV in computer hall as well as important offices and corridors.
- Fulfill the position of program IN charge when it falls vacant.
- Establish the system of submitting progress report of programs, departments and units to the Principal.

Regarding Account Department

Needs to

- Do away with the system of holding the scholarship amount drawn from the bank with accountant for a long time, scholarship needs to be distributed immediately.

- Remove the system of holding amount of gratuity, citizen investment fund etc. With the accountant instead of depositing them in time.
- Develop system of collection of fee for thesis as well as monthly fee of other graduate levels in time.
- Develop system of taking the cost of stock materials as already spent.
- Remove the system of keeping library fee with library head instead of depositing in account section.
- Collect the canteen rent on monthly basis.
- Remove system of paying the bus on rent more than agreement.
- Remove system of providing faculty of transportation for master level students without taking transportation fee from them.
- Start the system of depositing the amount of accumulated leave of teachers staff every year (Annually).
- Increase the travel and daily allowance in accordance with market inflation adjustment.
- Make insurance of fixed properties such as building etc.
- Start the system of deducting the tax as per income tax act , 2058.

Regarding Examination Department

Needs to

- Keep the record of final examination of student in summarized form.
- Keep record of character certificate distribution in soft copy too.
- Organize meeting of exam section regularly to discuss issues regarding Examination.
- Stop the system of taking documents from the same students who have already submitted them in the previous level.
- Make annual plan of internal examination.

Miscellaneous Recommendations

Needs to

- Have ownership certificate of the college land property.
- Undergo audit of college financial system –both internal & external in time.
- Take immediate action to reassess/reaccredit the college following the termination of five years QAA Certification in Nov 22, 2013.
- Register the colleges as an NGO for evidence of existence of the college.
- Stop the practice of purchase of lab equipment's which to keep the stock without use for years.

Conclusion

In conclusion the management audit report has wide coverage of recommendations for the further development of entire system regarding reform or review of Balkumari College. The

report is a 144 page document that Balkumari College Management Committee has accepted & decided to implement its findings for its further enhancement. As a matter of fact, it is an invaluable property reviewing strength, weakness, opportunity and challenges of Balkumari College.

Balkumari College, in fact, intends to turn itself into an autonomous academy or deemed university. The college is thinking over how it can evaluate its existing policy, procedure, by-laws, planning and ongoing system. In the context the college management committee deliberately decided to undertake a management audit. It is now complete. They are going to put it practice step by step with corrective and reformative action. Hopefully Balkumari College will be successful to reach its destination by eliminating its weakness, making best use of its strength, grasping its opportunities and facing its challenges in no time.

Note: Original detail report of management audit has been great source of idea for further development. It is kept in the library of College.

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Annexure 5

SWOC Analysis of Balkumari College 2073

February, 2017

Background

Strengths, weaknesses, opportunities and threats (SWOC) of Balkumari College are summarized as follows:

Strengths:

1. An excellent geographic location in junction of east west and north south highway in the central region of Nepal
2. The college has good and adequate physical infrastructure (i.e. land, learning resources and buildings)
3. Nationally recognized programs Like BHM, ICTE & so on.
4. Good research accomplishments
5. Good environment for teaching learning progression
6. Positive to recognize weakness and make improvement
7. There is good physical environment of quality of life.

8. Collaborative culture of evidence by the collaboration between departments including sharing of equipments, the number of successful interdisciplinary collaborations in many activities
9. A good example of Public Support to build up its infrastructure& Institutional Organization.
10. The board of governors is instituted from social workers, guardians and local government representatives.
11. Glorious history of institutional organization and public interest
12. Students' scholarship foundation and awards by wealthy and generous families in Narayangarh.
13. Good relevant courses in different subjects as per response of community
14. Good progress in short span of time
15. The college working areas are densely populated places
16. Provision of good learning resources.

Weaknesses:

1. Excessive pressure from the members of the students unions.
2. Excess repair and maintenance expenses as results of the destruction activities
3. Lack of proper monitoring and supervision of the activities carried out by the staffs from the admin department.
4. Teachers Staffs' integrity risk.

5. Large number of students in general subject class
6. A varied student body with diverse needs and insufficient resources to address students at both ends of the ability continuum.
7. Need of proper appreciation/recognition of faculty work.
8. Limited program diversity when compared to the wide range of programming possibilities in the broad field of physical activity.
9. Need to increase cohesion across all programs and areas in department.
10. High frequency of lock out from the members of the students union.
11. Need to increase ability to compete and retain faculty and students – need more faculty lines, smaller class size etc.
12. Need to increase quality of facilities and to repair and maintain research laboratories and facilities in some areas of the college. , rest rooms, landscape and landscape maintenance, care of older buildings
13. Need to increase flow of information by administration – needs to be strengthened and rationalized

Opportunities:

1. To use its reputation for quality programming and its geographic location to develop new programming opportunities and new modes of delivery.
2. To offer additional professional development training program for faculty teachers and staffs to provide qualitative academic facilities to the students of the college.

3. To transfer itself into an autonomous institution and be safe from weakness and disturbances caused by the university policy and regulations
4. To obtain grants in aid from UGC, world bank for New strategic projects for academic development
5. To implement Public Private Partnership provision

Challenges (threats):

1. To compete with private colleges and retain top faculty by facing decreasing ability
2. To face declining number of students in faculties' e.g. B Ed and BBS
3. To face external challenges, changing priorities, and limited funding & resources.
4. To manage and face Nepal Banda and strikes.
5. To make Internal quality assurance cell more active and workout the system strictly
6. To activate Research activities more effectively with more budget and plan
7. To recruit Ph D and M Phil teachers
8. To utilize Land of Yagyapuri
9. To complete required infrastructure in order to run a hospital for bachelor programs in Biomedical courses.

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Annexure 6

Feedback from the stakeholders

STAKEHOLDERS EVALUATION SURVEY REPORTS

A. Survey Report of Ex-Students of Balkumari College

Summary

Balkumari College (BKC), established on 18th September 1986 (2nd Ashwin 2043), is affiliated to Tribhuvan University and the college has been awarded with Quality Assurance and Accreditation (QAA) certification by QAA committee of University Grants commission (UGC) Nepal on 22nd November 2009 (7th Manshir 2066). It has already been recognized as an ISO 9001 certified institution for quality management system (QMS) in July 2008.

The increasing use of modern management, teaching qualities, physical facilities to significant growth in the amount of best students and hence goodwill of College.

The study examined the management, teaching learning activates, physical facilities and services defined by BKC and UGC related to its stay holders. This study surveys managerial guidelines, requirements and specifications defined and used by ex-students of graduate and master degree students and related to stay holders. It relies on answer received from management faculty, covering at most 10% students, detailed answers of the questionnaire have been received from three faculties (Bed, BHM, Science) covering more than 60% of respondent. The data was analyzed through SPSS and MATLAB.

Survey Reports

Why in BKC?

The figure 1 exhibits reason to choose Balkumari College from other like institutions. At the time of the survey, 60% of BKC ex-students had a defined good standard education, 20% utilized near to home, and 16% marked below standard and rest 4% for good discipline.

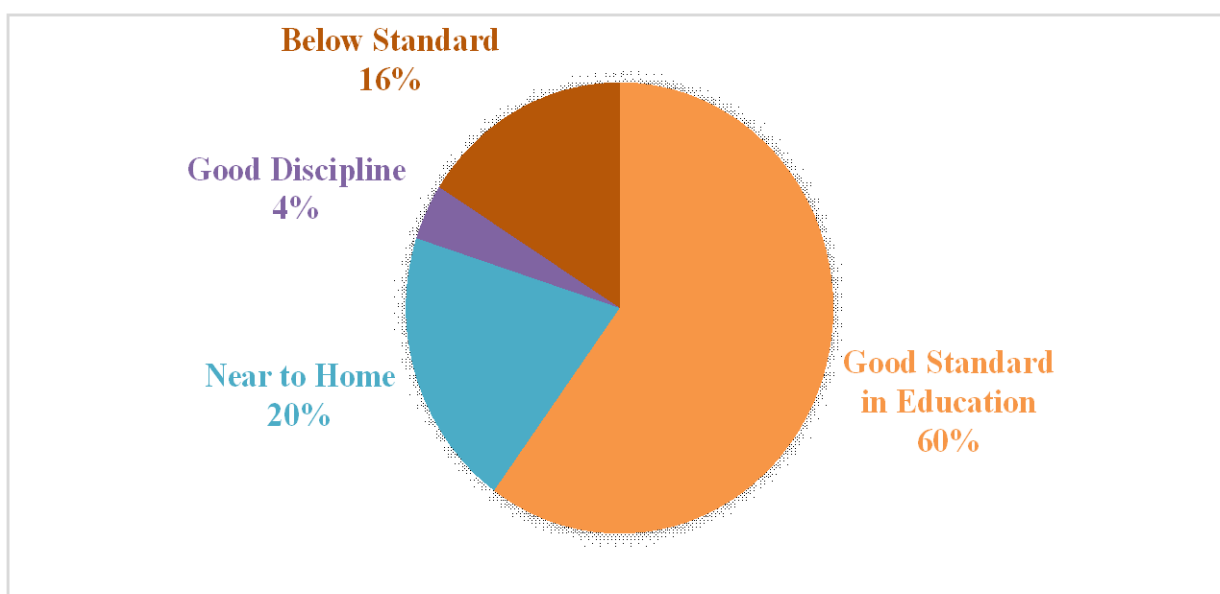


Figure 1: Regarding chosen Balkumari College.

Recommendation:

- The administration should be immediately take action those students who avoid college rule and regulations as well as human rights of students.

How are difference of BKC from Other like Institutions?

What can be seen in the figure 2 (bar graph) is that the excellent of management cluster registered in BKC and the percentage of its position from other like institution

was same as 34.7%. At time of survey, we found that difference between position of BKC from others institution and its management was 13.9% on the good variable. Furthermore, the ratio between needs improvement and all right is 14:181 of management field, but ex-students were give same rank (2.8%) in ok and needs improvement and position of BKC.

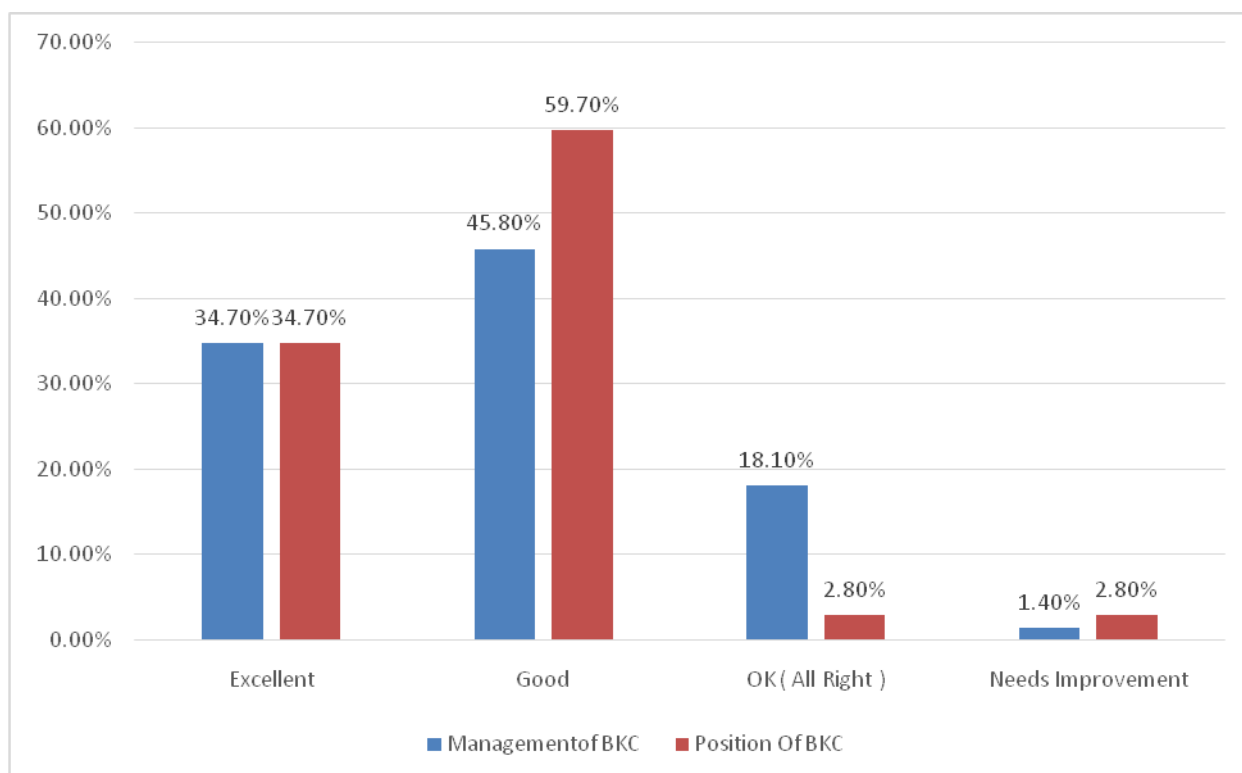


Figure No 2: Regarding Management and position of BKC

Attitude toward Lecturers and Quality of Education

The figure 3 represents that student attitude toward quality and punctuality of teachers, teaching learning activities and teaching methodology. At the field of teaching learning, the ratio of good, excellent, ok, needs improvement is to 50:30:19:0

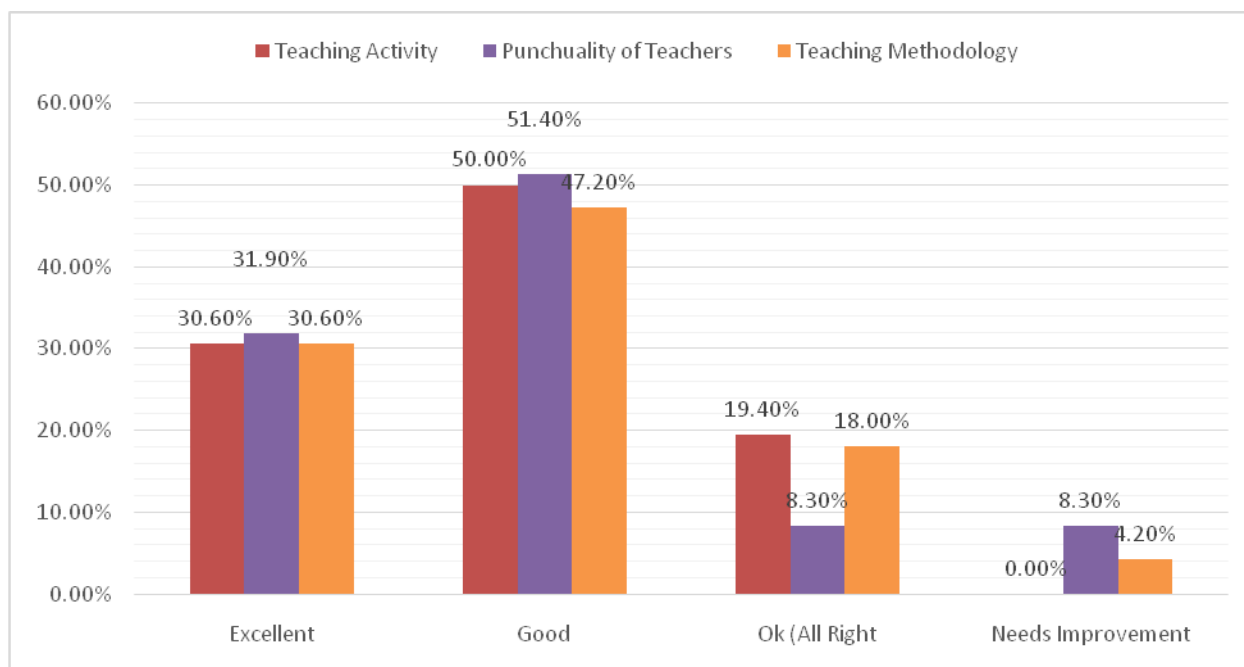


Figure No 3: Regarding Performance of Lectures

Further, 51.4% passed student were put their view in good followed by excellent , ok and needs improvement by 31.9%, 8.3% and 8.3% respectively to punctuality of teachers. On the

other hand, when teaching methodology concern at BKC, it was represented by 47.2%, 30.6% 18.0% and 4.2% respectively to good, excellent, ok and needs improvement.

What are the Conditions of Facilities?

The above bar graph (figure 4) illustrates the figures about the proportion of ex-students in different four levels of facilities in Balkumari College. The graph shows the greatest attitude in participation in College environment and facilities. At this level of study, the percentage of good was 50% followed by excellent, all right (Ok), needs improvement were 29.2%, 13.9% and 6.9% respectively. In the case of former one, the volume of gap of good and ok is 23.6% and that of ok and excellent is 8.3% and likewise between excellent and needs improvement is 1.4% the maintenance of discipline cluster. What can be seen that 44.4% of good registered in the variable evaluation of class room, the number of all right was less than 20% of good, excellent was less than 11.1% of all right and needs improvement was 7.0% less than that of excellent.

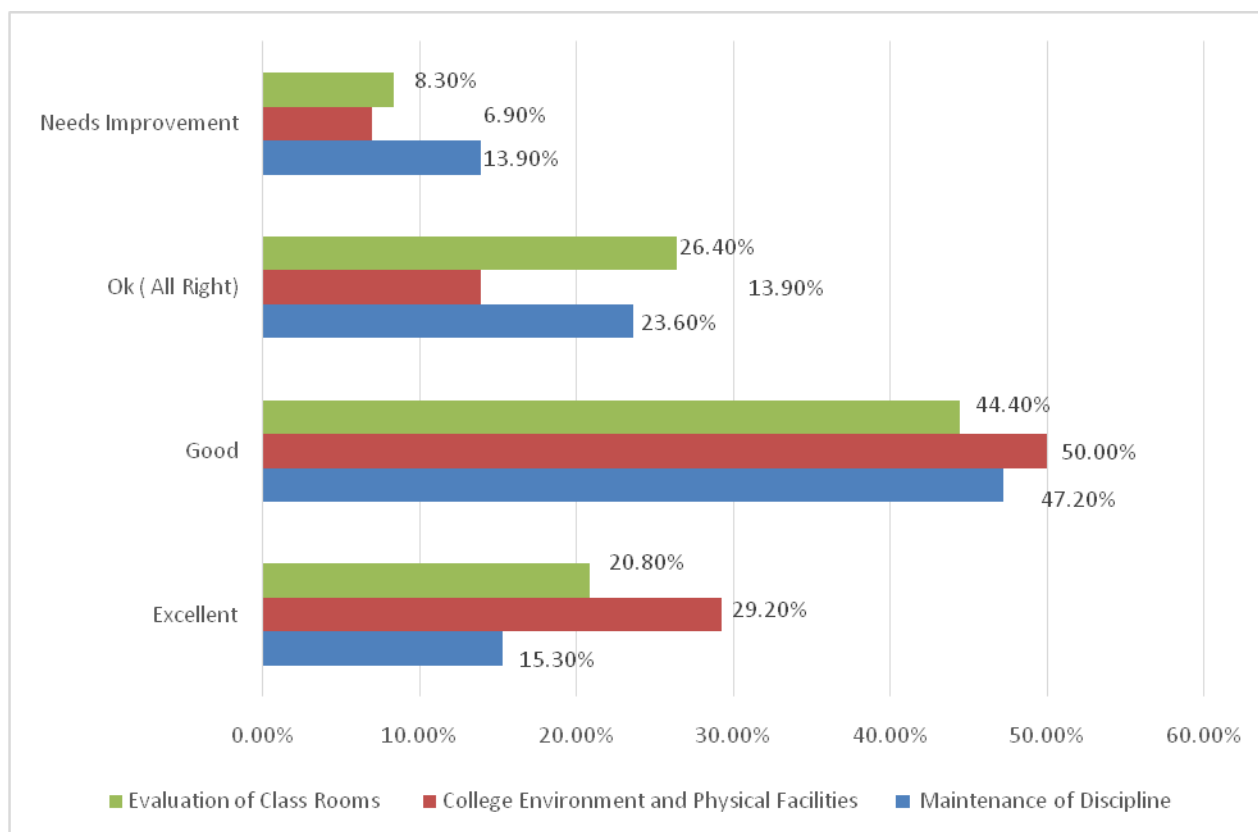


Figure No 4 : Regarding Conditions of Facilities

Are library and administrative services excellent?

Table No 1 : Cross Tabulation of Administrative Services and Library Service

		Library Service				Total
		Excellent	Satisfactory	Ok	Needs Improvement	
Administrative Services	Excellent	15%	6%	0	0	21%
	Satisfactory	30%	19%	3%	1%	53%
	Ok	9%	9%	3%	2%	23%
	Needs Improvement	1%	1%	1%	0	3%
Total		55%	35%	7%	3%	100%

Outlined in table 5.1, is the representation of the cross tabulation of administrative and library services. At the time of the survey, 53% of administrative service was satisfactory followed

ok, excellent and needs improvement were respectively by 23%, 21% and 3%. On the contradictory, the library facilities were represented by 55% as excellent. Further, the satisfactory was less than by 20% of excellent and the ratio between ok and excellent is to 7:35. Finally, very negligible percent (1%) was shown in needs improvement in the library cluster. On the others hand, both services were represented satisfactory by 19% followed 15% and 3% for excellent and ok respectively.

Is the expectation of ex-students fulfilled?

Figure no 5 represents the expectation fulfillment of ex-students of BKC after completion of College, 55.6% students fulfilled their 75% expectation from College followed 50%, 100% and below 50% expectations by 23.6%, 16.7% and 4.2% respectively.

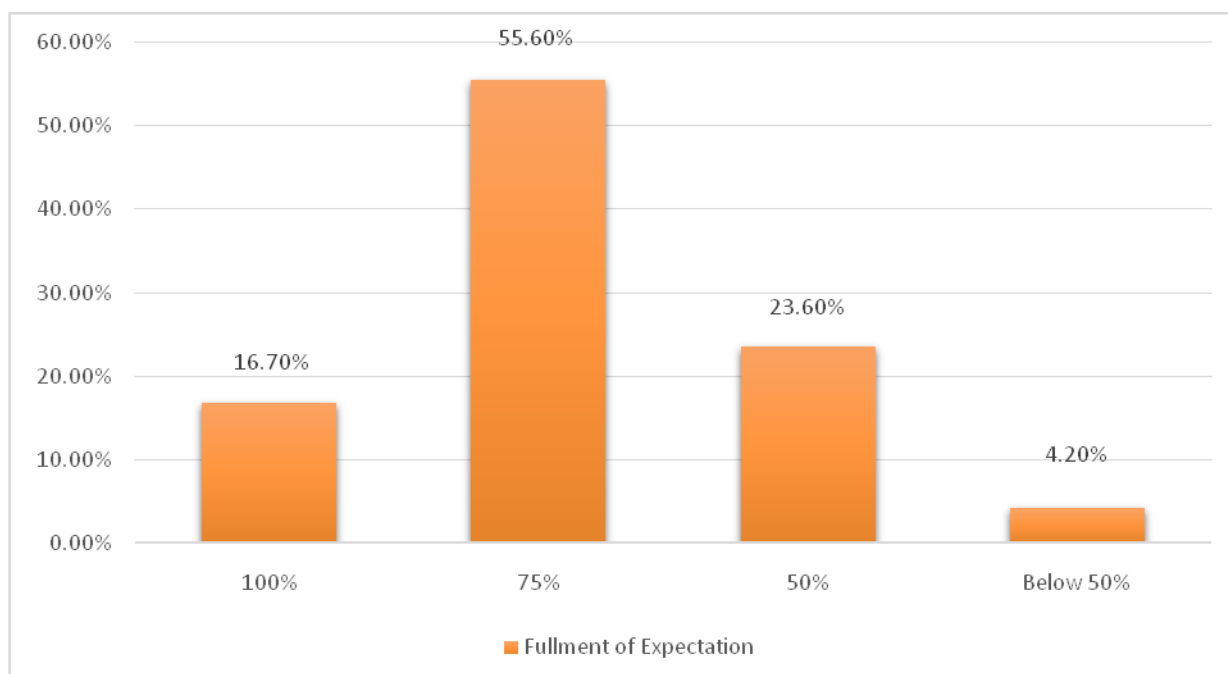


Figure No 5 : Fulfillment of Expectation of Ex- students

Is Balkumari College fulfilling 75% expectation of 55.6% students?

The table no's 2 and 3 represents answer of this question by one sample t-test of case 2 (75% expectation).The mean and standard variation were 2.15 and 0.774 respectively. The t-value was lie outside the confidence interval with $p = 0.086 \geq 0.5$. These parameters indicated that the argument is not significant.

Table No 2: One-Sample StatisticsFulfillment of Expectation of Ex- students

	N	Mean	Std. Deviation	Std. Error Mean
Fulfilled of Expectation	72	2.15	0.744	.088

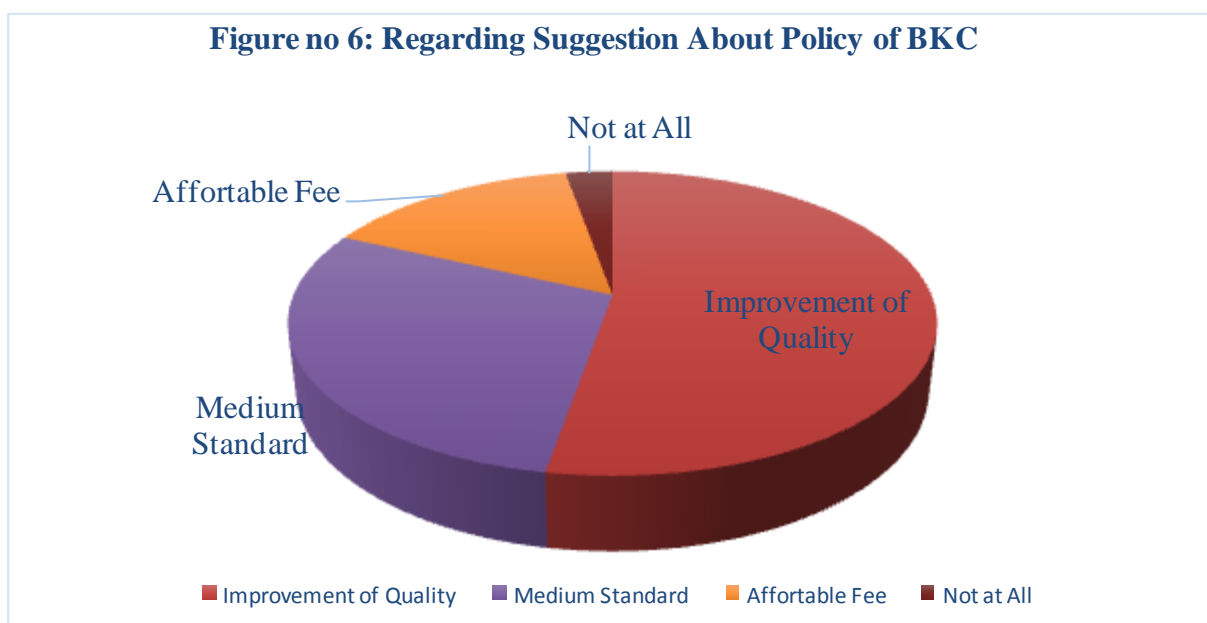
Table No 3: One-Sample Test of 75% expectation of 55.6%.

Test Value = 2						
	t	Df	Sig. (2-tailed)	Mean Difference	95% Confidence Interval of the Difference	
					Lower	Upper

Fulfilled	of	1.742	71	.086	.153	-.02	.33
Expectation							

What are suggestions about policy of BKC?

The figure no 6 reflects suggestions about BKC policy. The circle diagram shows that greatest variation of ex-students suggested to improvement of quality education (52.1%) at any cost. Likewise, in medium standard and affordable cost were represented them by 29.6 % and 15.5% respectively, and rest (2.8%) wanted as it was.



What are the things that ex-students like most?

It was open question. Most of the ex-students liked the library, its services and management (17%) followed by teaching methodologies (15%), qualified teachers (12%), college building

(8%), teachers behaviors to students (5%), garden (5%), computer and science laboratories (3%), sanitations (1.5%), college environments (1.5%), college management(1.5%) etc.

What are the things needs immediately improve at BKC?

Unnecessary political issues (25%), Canteen (23%), discipline (15%), well management internal exam (15%), sanitation (5%), negative attitude of staffs to girls students (5%), teaching methodologies (5%), deduction fee (5%) etc. should be improve immediately, were regarded by ex-students of BKC through open question.

B. Satisfactory Survey Report of Parents in Balkumari College

Summary

Balkumari College (BKC), established on 18th September 1986 (2nd Ashwin 2043), is affiliated to Tribhuwan University and the college has been awarded with Quality Assurance and Accreditation (QAA) certification by QAA committee of University Grants commission (UGC) Nepal on 22nd November 2009 (7th Manshir 2066). It has already been recognized as an ISO 9001 certified institution for quality management system.

Since there are the increasing use of best management, teaching qualities, physical facilities, significant growth in the amount of best students goodwill of the college has been established.

The study examined the management, teaching learning activities, physical facilities and services defined by BKC and UGC related to its stay holders. This study surveys managerial guidelines, requirements and specifications defined and used by parents. It is based on responses received from 36 parents as respondent. The data was analyzed through SPSS and MATLAB.

Survey Reports

1. Is BKC Best Community College of Chitwan?

Outlined, in Figure 1 is a representation of the survey results by population. At the time of the survey, 55% (by population) of BKC parents had a defined, very satisfied followed by satisfied and dissatisfied by 42% and 3% respectively, Balkumari College is the best community college in Chitwan.



Figure No 1: Regarding Best College in Chitwan.

2. Is the Performance of Teachers excellent?

The answer of this research question is reflected in the figure no 2. The pillar diagram represents, mostly parents of BKC were satisfied followed very satisfied and dissatisfied by 55.6%, 33.3% and 11.1% respectively.

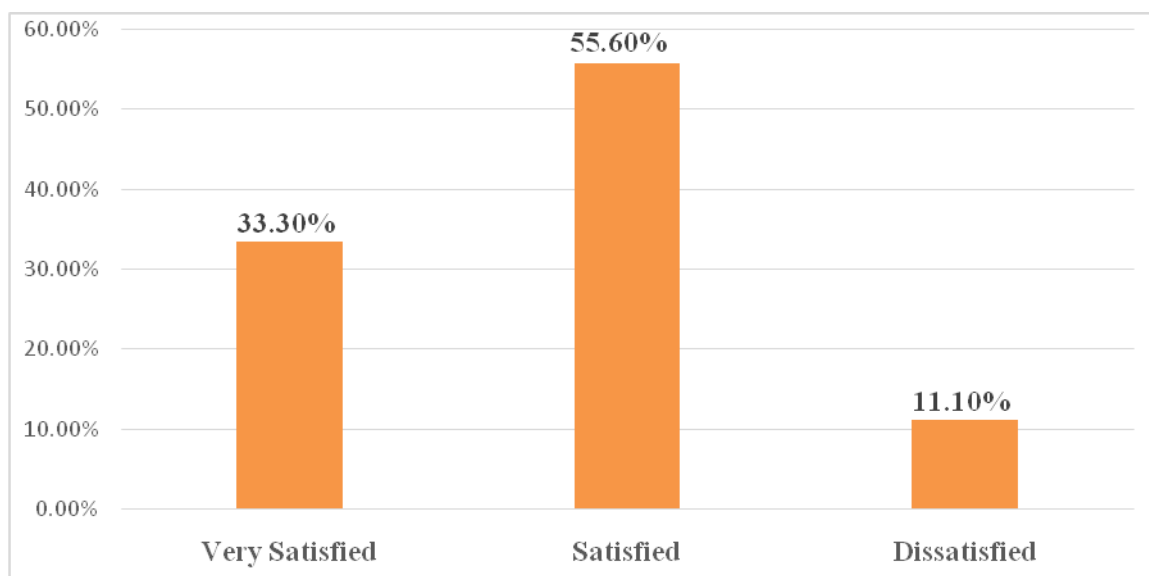


Figure No. 2: Regarding performance of Teachers

3. Are Technical and Relevant Courses Priority of BKC?

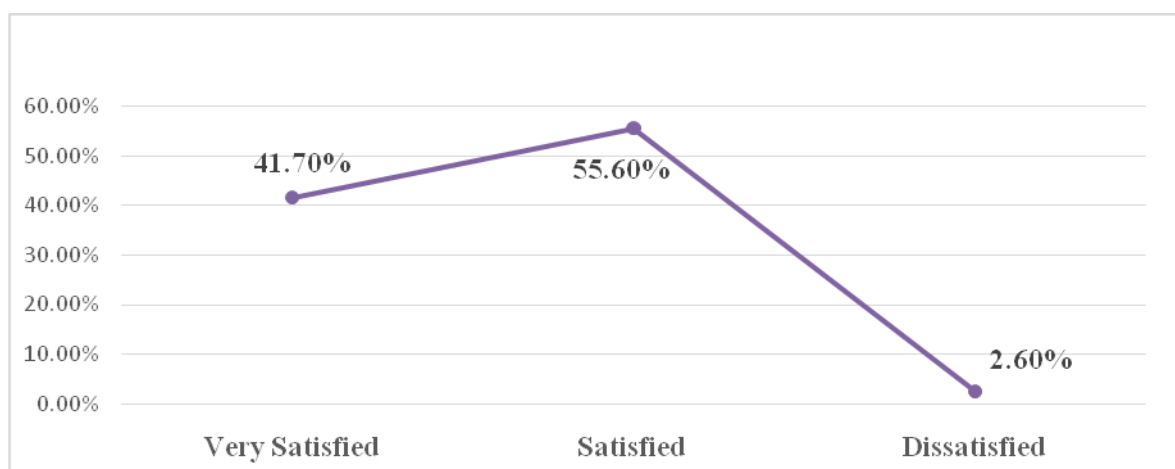


Figure No. 3: Technical and Relevant Courses in BKC.

Outlined, in Figure 3 is a representation of the survey results by population. At the time of the survey, 55.6% (by population) of BKC parents had a defined satisfied followed by very satisfied and dissatisfied by 41.7% and 2.6% respectively in technical and relevant courses priority of Balkumari College.

4. Are Sanitation Facilities and Administration Service Well?

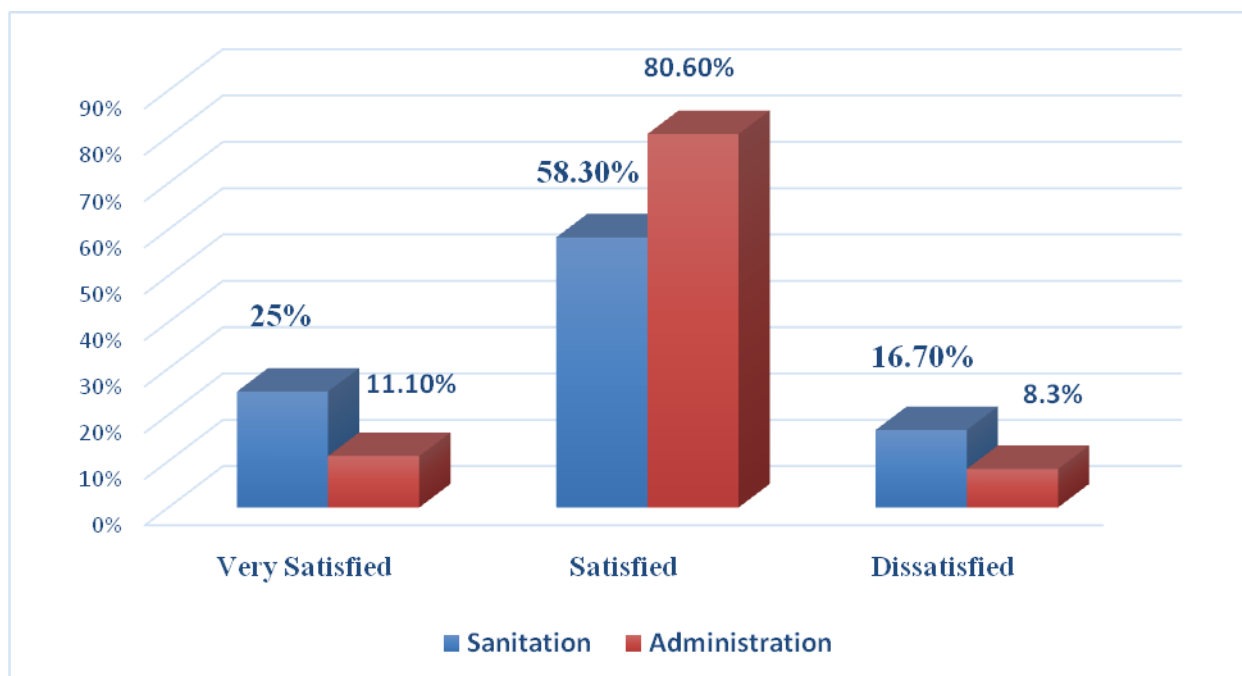


Figure No. 4: Regarding Sanitations Facilities and Administrative Services

Chart no 4 verifies that almost all satisfied by the administrative services and facilities of sanitations by 80.6% and 58.3%. Again on the contrary, the facilities of sanitations of very satisfied field was decreased by approximate half times that of satisfied field and administrative services was decreased by approximate one over seven times that of satisfied field. On the other hand, in the dissatisfied cluster group, sanitations facilities is double of administrative services.

5. Are Teaching Learning environment and its Recourses (Library, laboratory, Kitchen of H.M.) excellent?

Library, Kitchen and Laboratory	Teaching Learning environment			Total
	Very Satisfied	Satisfied	Dissatisfied	
Very Satisfied	15%	37%	9%	56.8%
Satisfied	5%	25%	3%	33%
Dissatisfied	2%	2%	2%	6%
Total	22%	64%	14%	100%

Figure No 1: Regarding Teaching Environment and Its Recourses

Table no 1 represents the cross tabulation of teaching environment and its resources (Library, Labs and HM kitchen). In the cluster in teaching resources, 56.8% was very satisfied followed satisfied and dissatisfied by 33% and 6% respectively. All most 64% was satisfied the teaching environment followed very satisfied and dissatisfied by 22% and 14% respectively.

6. Are QAA System and Extra activities decent in BKC?

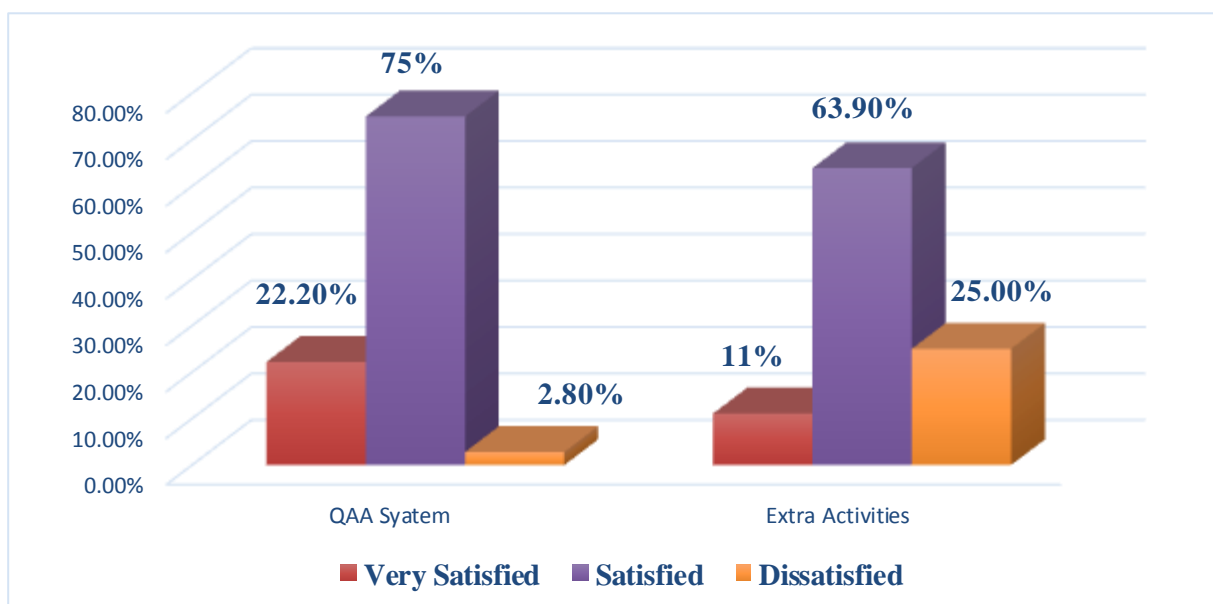


Figure No. 5: Regarding decent of QAA and Extra Activities

Figure no 5 represents the satisfactory survey level decent of QAA system and extra activities. In the cluster QAA system, the ratio of satisfied, very satisfied and dissatisfied is to 75:22.2: 2.8. All most 64% was satisfied followed dissatisfied and very satisfied by 25% and 11% respectively in extra activities group.

7. Is Fee Increment Necessary for Quality teaching and Services?

Figure no 6 reflects that 53% parents was very satisfied followed by 44% satisfied and 3% dissatisfied respectively in fee increment, but it is necessary for quality education and services.

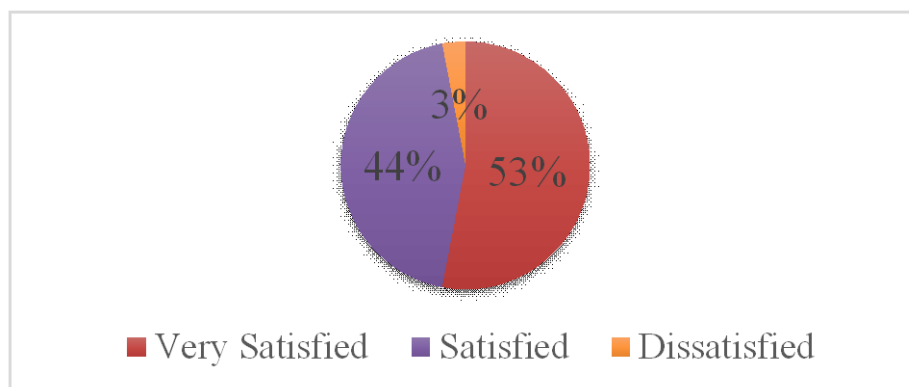


Figure No. 6: Regarding Quality Teaching and services deepens in Fee

C. Students' Satisfaction Survey of BKC (Feb. 2017/Falgun 2073)

Prepared by:

Research Management Cell

Balkumari College, Narayangarh

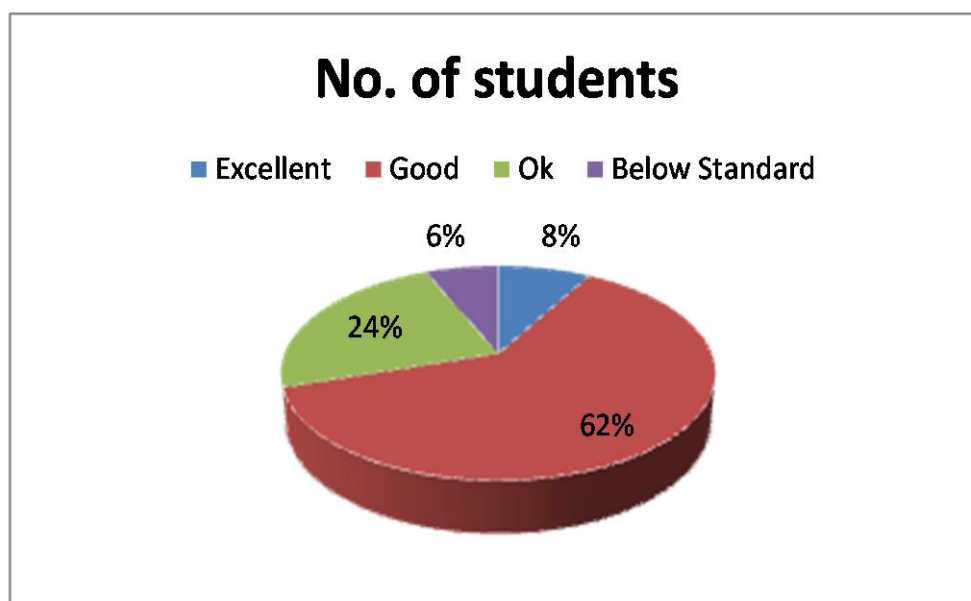
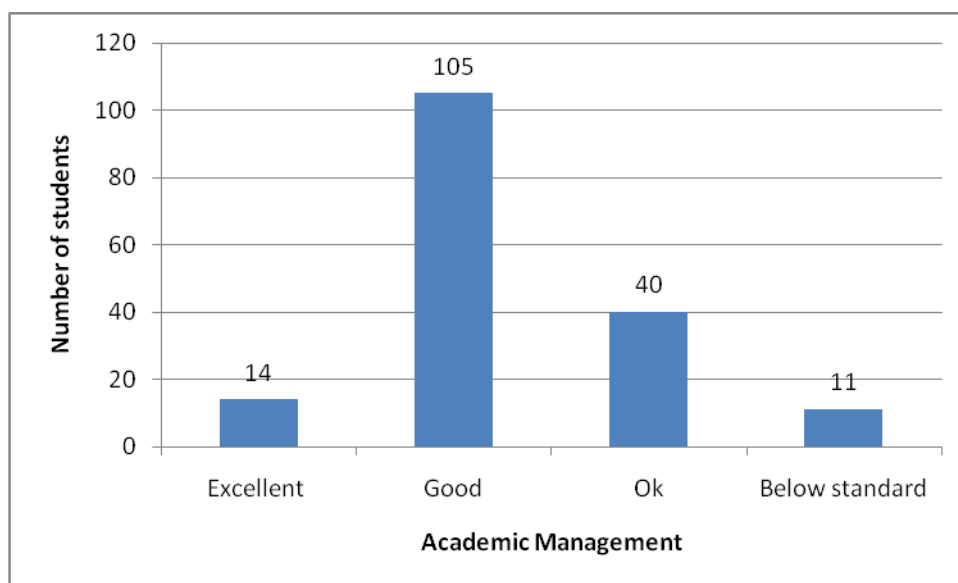
Introduction

As a matter of fact, it is a paper-based survey on the base of responses of the questionnaires distributed to students who are studying in the college. Especially, students of various programs: BBS, BEd, BICTE BSc, BHM, MBS & MEd were the respondents. The objective was to measure students' attitudes towards major activities of the college.

The analysis of the data collected was shown in cross tabulation as well as in the graphs. Each cross tabulation and graphical representation has been shown just after the table. There are altogether 10 questions covering teaching learning, class actives, learning resources, sports, cleanliness, punctuality of teachers etc. The details are given below:

QN 1. How do you rate the academic management of Balkumari College?

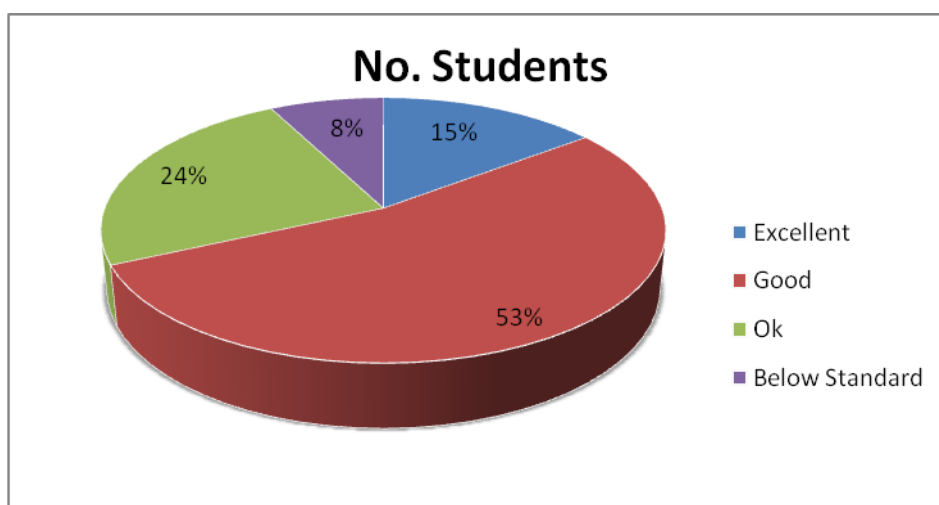
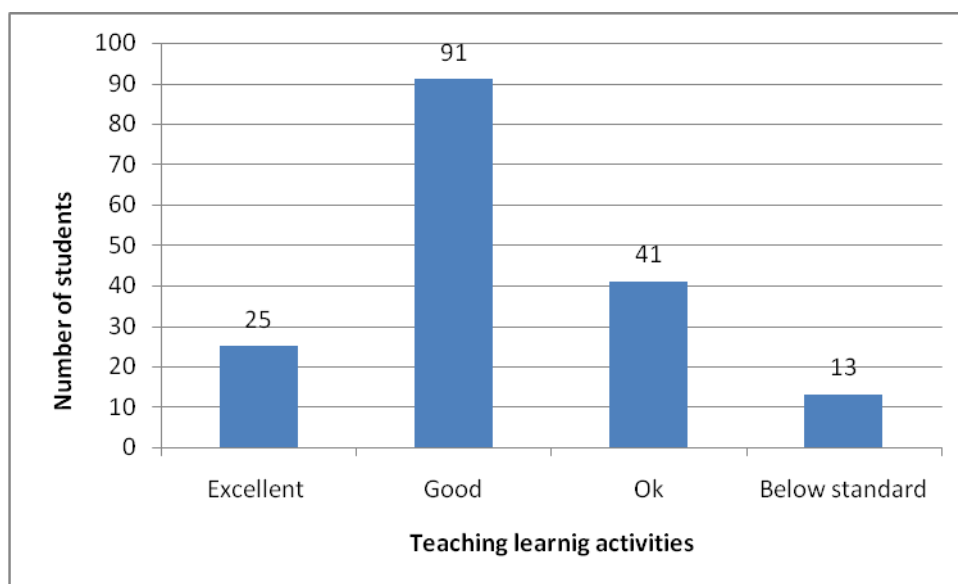
- a. Excellent b. Good c. Ok d. Below Standard



The first question concerned academic management of the College. It was asked to 170 students. Among them, 14 (8%) of the students responded as excellent, 105 (62%), as good, but 40 (24%) students as fine and only 11(6%) as below the standard.

QN 2. How do you evaluate the teaching learning activities at Balkumari College?

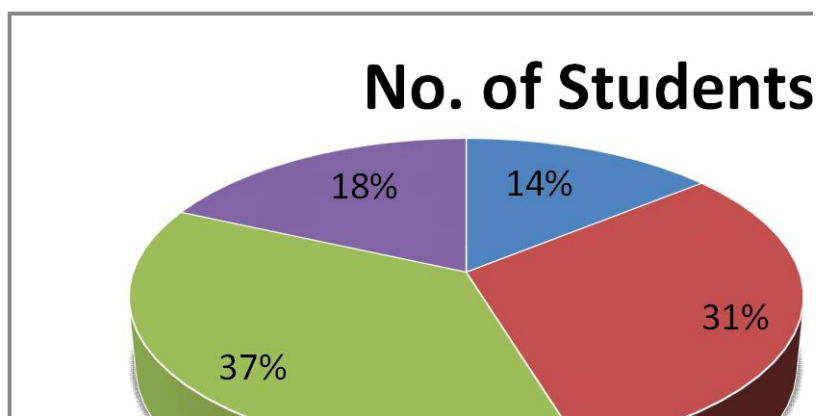
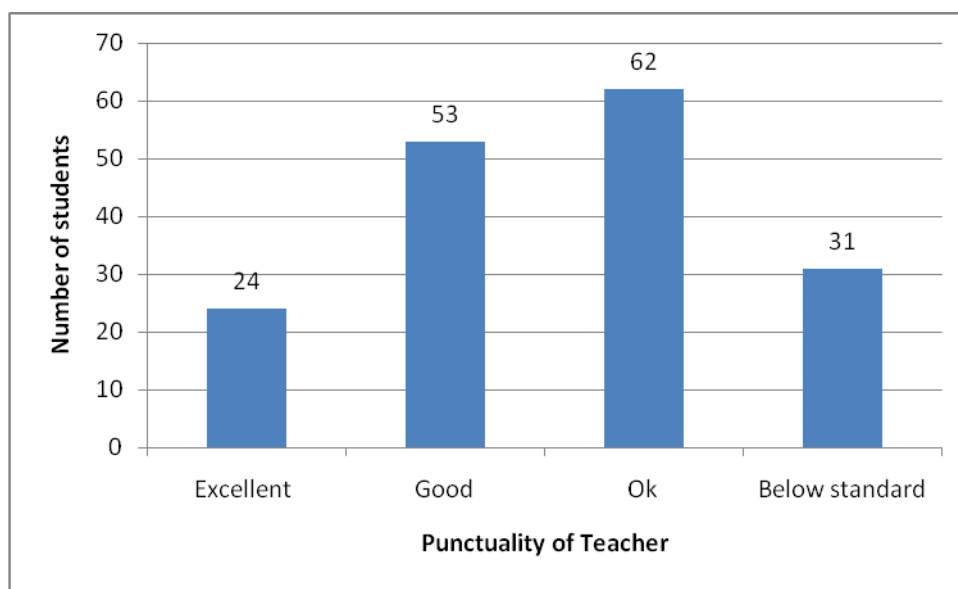
- a. Excellent b. Good c. Ok d. Below Standard



Among the participant students (n=170), 25 (15%) responded that the teaching learning activities at Balkumari college was excellent, 91 (53%) students evaluated it as good while 41 (24 %) students' opinion was satisfactory. However, 13 (15%) students ranked the teaching learning activities as below the standard.

QN 3. What do you think about the punctuality of Teachers at Balkumari College?

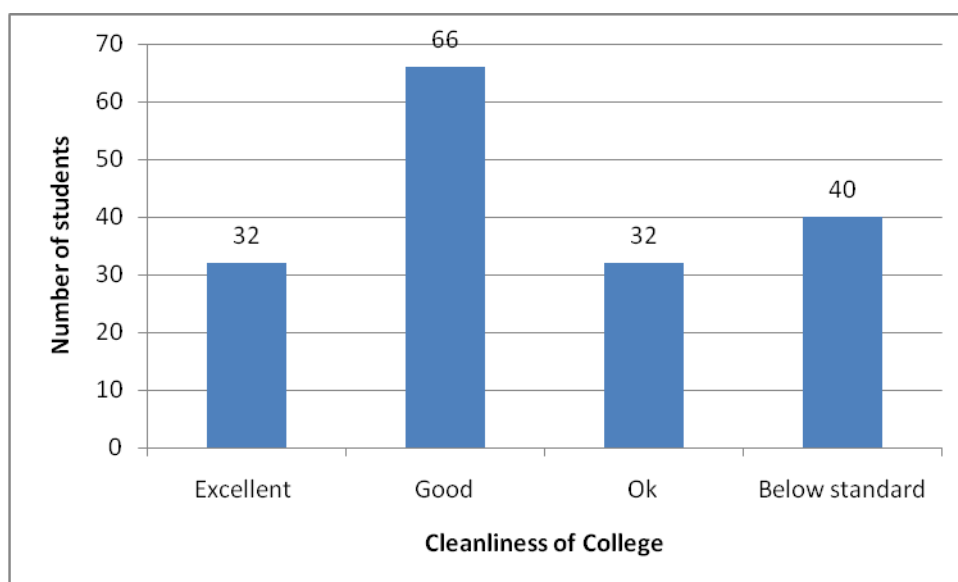
- a. Excellent b. Good c. Ok d. Needs Improvement

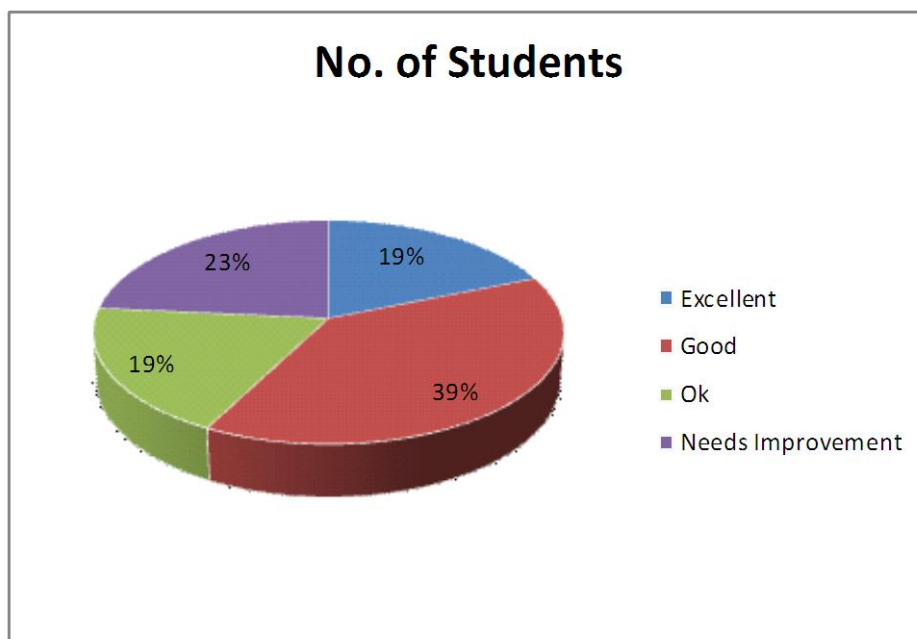


Regarding Question no 3 that concerned punctuality of teachers, 24 (18%) responded that it is excellent, 53 (31%) as good while 62 (37%) students' response was satisfactory but 31 (14%) students answered that teachers are not punctual.

QN 4. What do you think of cleanliness of college environment?

- a. Excellent b. Good c. Ok d. Needs Improvement

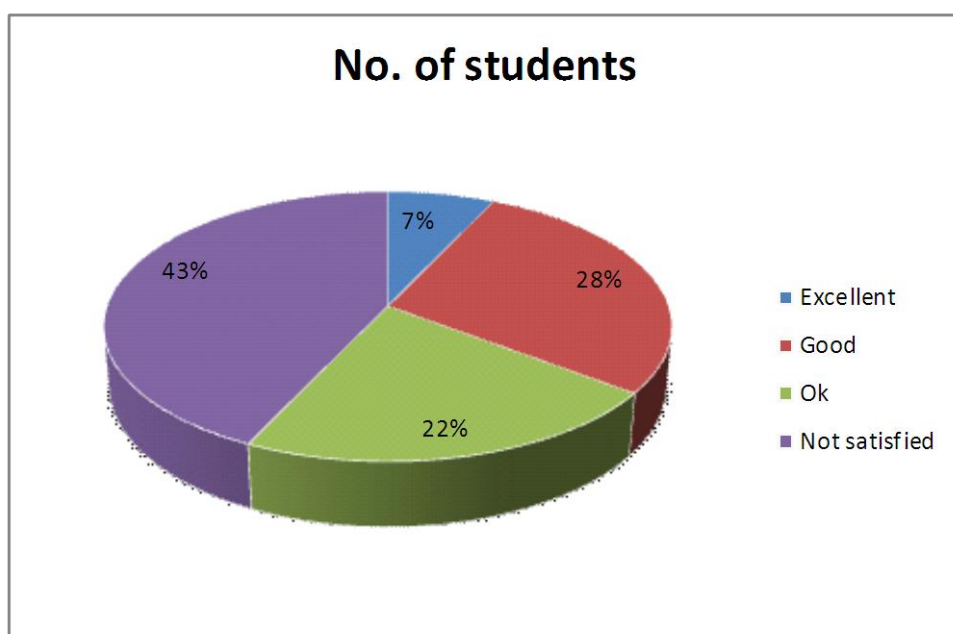
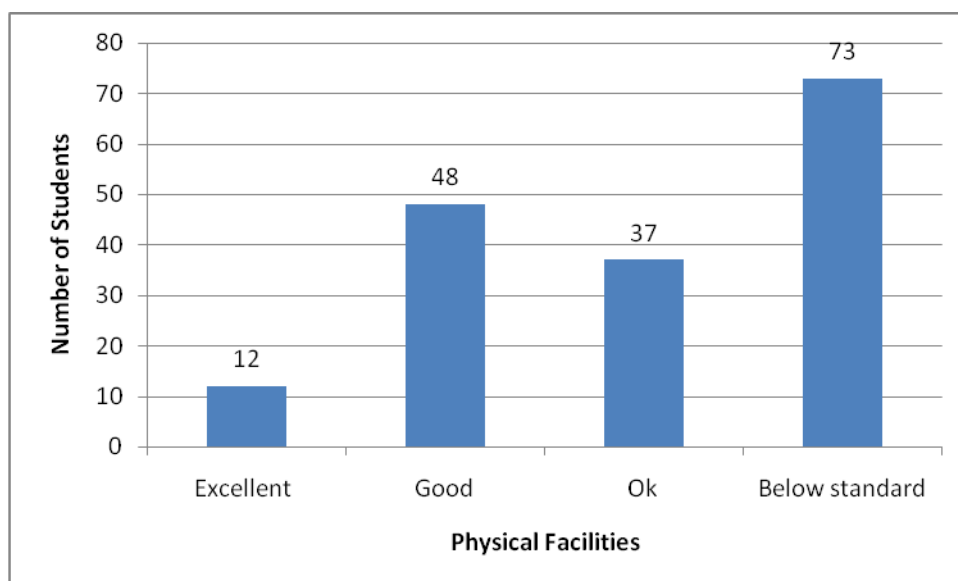




As regards to the cleanliness of the college, the students who participated (n=170) in this survey, 32 (19%) responded that the cleanliness of the college is excellent and 66 (39%) as good, while 32 (19%) responded as satisfactory. However, 40 (24%) students were of opinion that cleanliness of college needs improvement.

QN 5. Are you satisfied with the cleanliness and physical facilities of the college (drinking water, toilets, etc)?

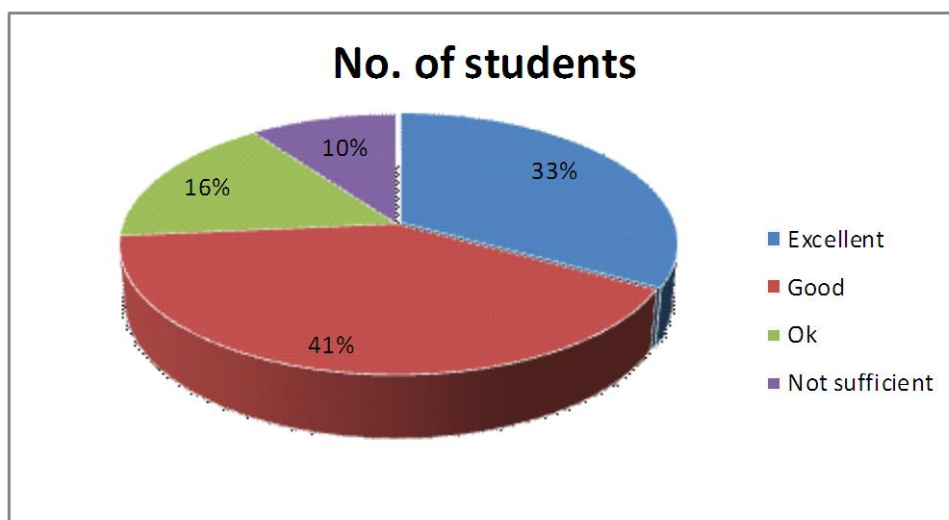
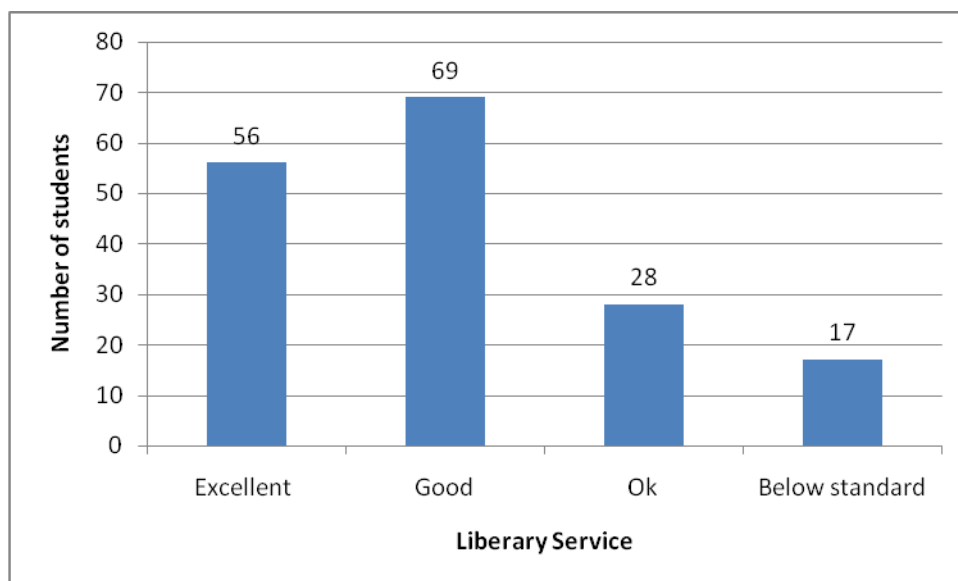
- a. Excellent b. Good c. Ok d. Not satisfied



Concerning the cleanliness and physical facilities (drinking water and toilets) 12 (7%) students responded as excellent, 48 (28%) as good while 37 (22%) students' opinion was satisfactory. Nonetheless, 73 (43%) students are not satisfied with the cleanliness and physical facilities. They suggested that it should be improved.

QN 6. What do you think of the Library service at Balkumari College?

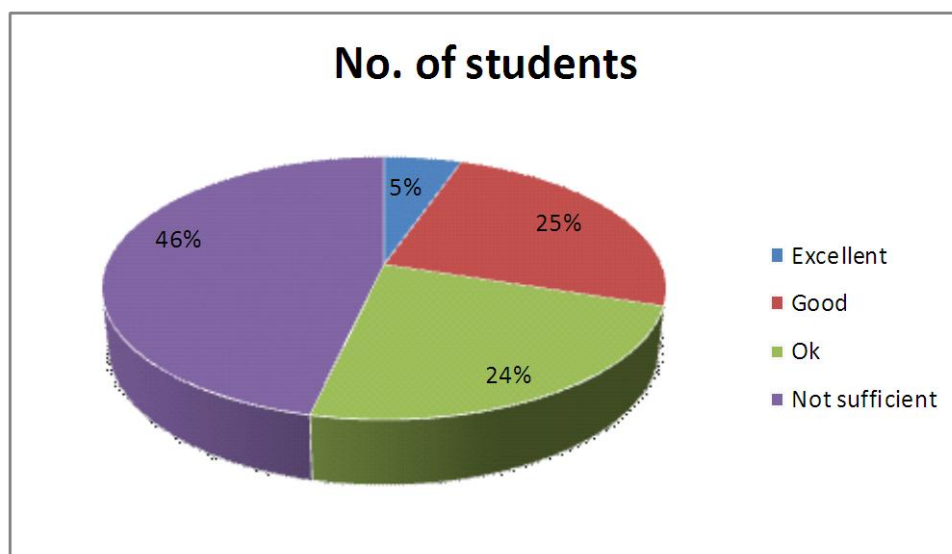
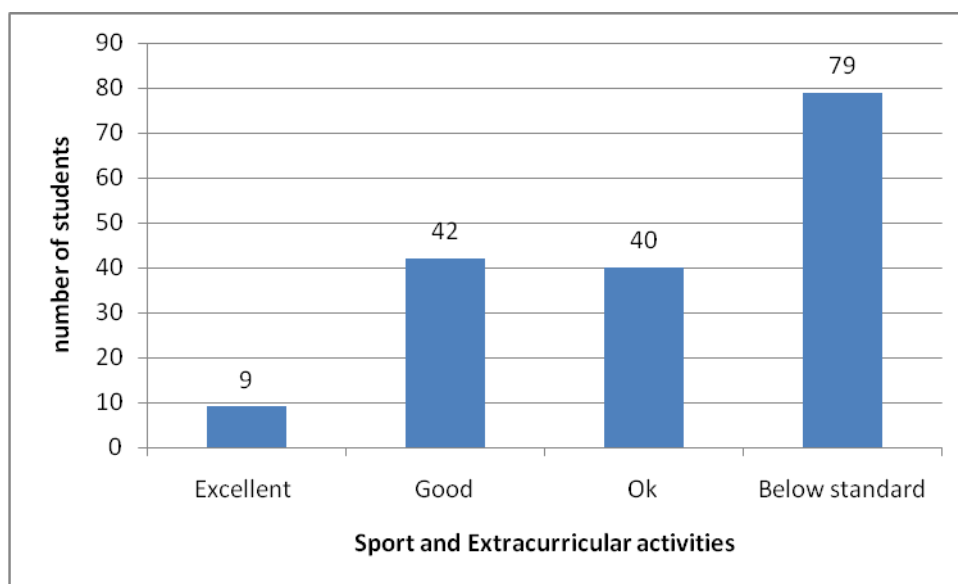
a. Excellent b. Good c. Ok d. Not sufficient



Regarding the library facility provide by the college, 56 (33%) students responded that it is excellent, 69 (41%) students opined that this facility is as good while 28 (16%) of them viewed it as okay. But 17 (10%) students are not satisfied with the library facility.

QN 7. How do you evaluate sports and extracurricular activities at Balkumari College?

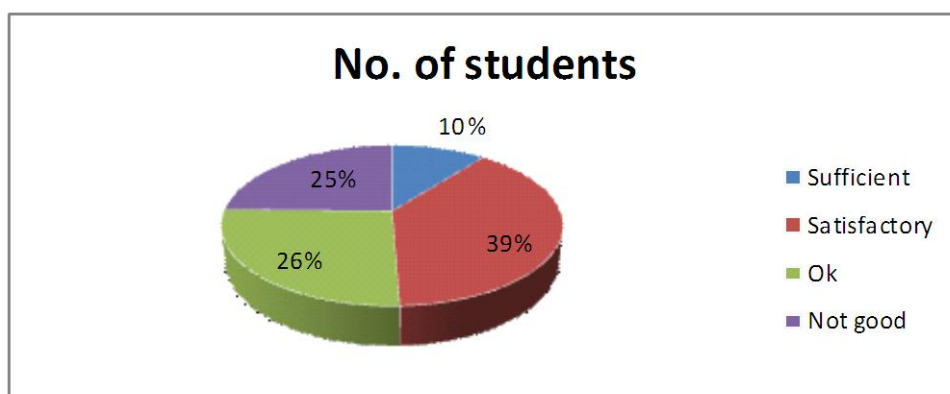
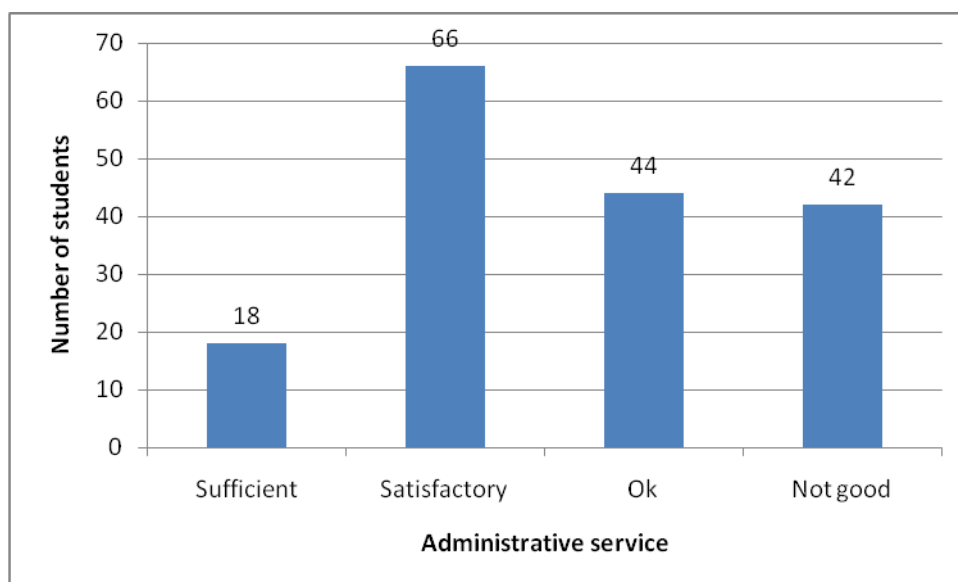
- a. Excellent b. Good c. Ok d. Not sufficient



As regards to sports and extracurricular activities, 9 (5%) students responded as excellent, 42 (25%) as good, 40 (24%) as satisfactory but 79 (46%) viewed that it was not sufficient.

QN 8. What is your evaluation about administrative services (fees payment drawing certificate, recommendation)?

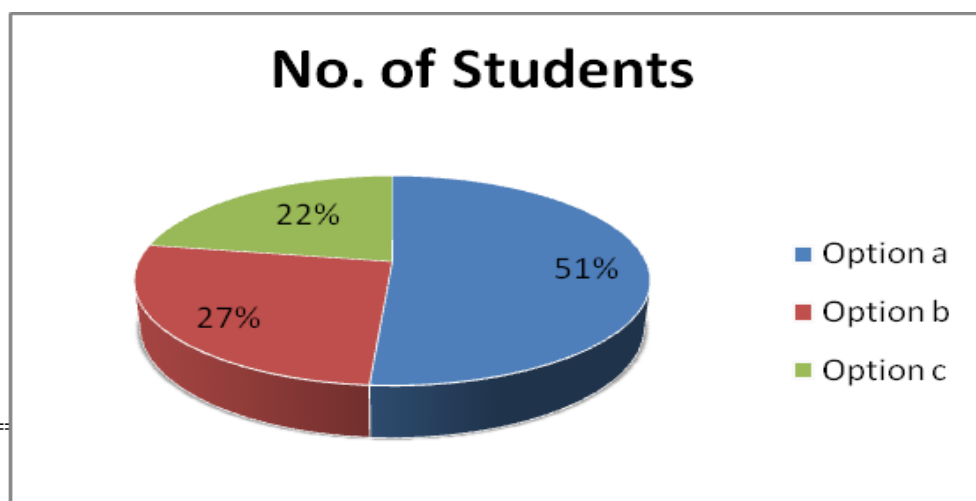
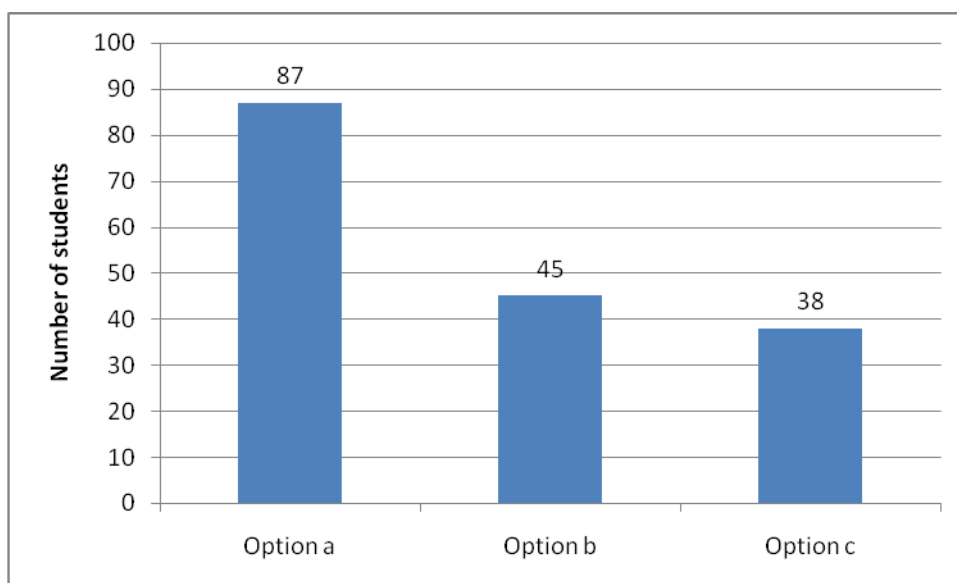
- a. Sufficient b. Satisfactory c. Ok d. Not good



Regarding the administrative services, 18 (10 %) students responded that the service provided by the department is sufficient, 66 (39%) suggested that they are satisfactory while 44 (26 %) students' opinion was okay, but 42 (25%) students' view was that it is not good.

QN 9. What should be the policy of Balkumari College?

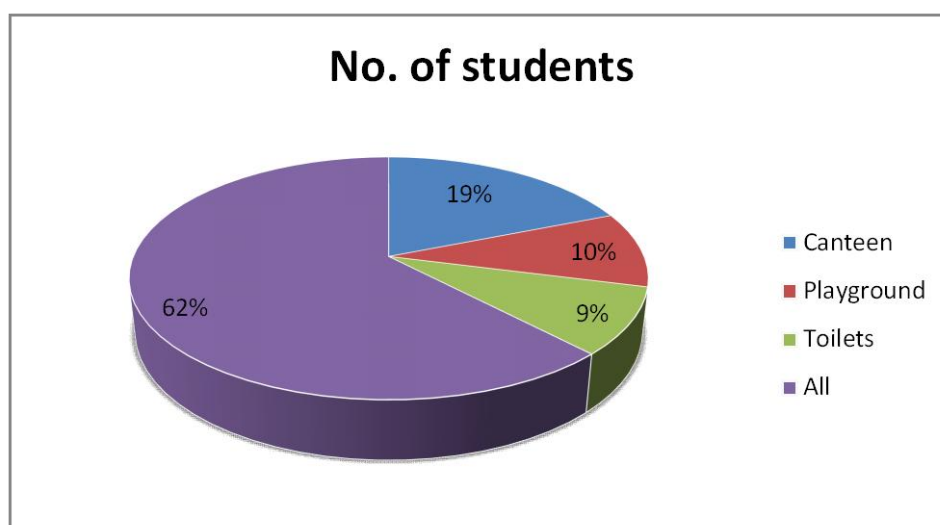
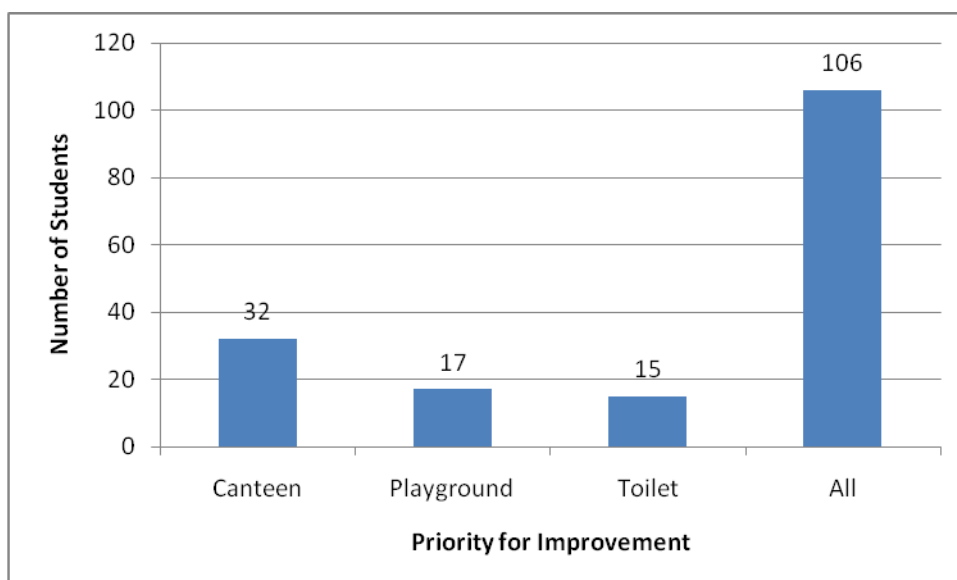
- Improvement in quality without considering the cost
- Medium standard is ok
- For standard considerable investment is necessary. Good outcome is the essence, not the cost



Regarding the policy of college, 87 (51%) students responded that without considering in the cost college should formulate the policy for the improvement of quality of teaching learning and other activities, 45 (27 %) students responded that the medium standard is ok, and 38 (22 %) students response was that improvement is necessary.

QN 10. Which should be given first priority for improvement?

- a) Canteen b) Playground c) Toilets d) All



Annexure 7

Feedback from the public

30th anniversary of Balkumari College

30 Nov, 2015 (14th Mangsir, 2072)

A short Report:

In the month of Mangsir 2072 Balkumari College celebrated 30th Anniversary with various programs.

Programs:

1) 11-13 Mangsir, 2072: Sports and games, Main events as follows

Volley ball (boys & girls), Basket Ball (Boys), Cross country running, long jump (boys & girls) Volley ball among teachers, Musical chair for lady teachers

2) 14th Mangsir, 2072 Anniversary ceremony observed

Highlights

- National Anthem
- Flower & bouquets offering to Saraswati
- Annual report of the college from the principal
- Felicitations from guests & speakers
- Prize & medal distribution

- Replies to queries and complaints of speakers from management committee
- Adjournment of the ceremony

Ceremony on progress:

Anchorperson Mrs. Jamuna Joshi presented a short description of Balkumari College to the mass present.

1. Persons on dais

Chair of Ceremony was CMC Chair Mr. Jawhar Lal Pradhan. Among those who were called upon the dais were College Management Committee Vice chairman Mahendra Lal Pradhan, Treasurer K. L. Bhusan, Member Jagannath Poudel, Prem Kumar Shrestha, Digumber Piya, Subhash Pradhan, Harischandra Piya, NCCI President Kalayan Joshi, Balkumari H.S.S. Headmaster Narayan Bdr. Thapa Former Principal Chiranjivi Shrestha, Teachers' Representative Jagdishwar Khanal, PCTA Treasurer Bala Nath Sigdel, BKC Teachers Association Acting President Ganga Prasad Sapkota, UTA Secretary General Prakash Adhikari, Principal Shiva Prasad Poudel, Vice Principal Chun Narayan Shrestha, Administrative staff Representative Chandra Kanta Poudel , ANSU BKC Chair Bishnu Pokharel, ANSU Revolutary (Prachhenda) Chair Bhanu Thapa, ANSU Revolutary (Baidhaya) Chair Anoj Joshi, ANSU Revolutary (Chand) Chair Krishna Bhusal, Ex Vice principal Gayatri Shrestha, Ex Vice principal Ek Narayan Sapkota.

Anchor Jamuna Joshi requested teachers, students, guests, donors & parents to have a seat in respective places.

2. National anthem

Recorded National Anthem was played and followed by all present in the ceremony.

3. Welcome Speech

Lecturer Baburam Panthi stood up in front of dais for Welcome address. He said “I, on behalf of Balkumati College, would like to welcome all, board members guests, donors, teachers, students in this ceremony.

On account of some unavoidable reasons, anniversary of BKC could not be organized for the last 3 years. This Time it has been organized. The environment of the college is favorable. It is indicative of bright future. He added that Balkumari College is a well-established institution already accredited by UGC, QAAC. There is good infrastructure and resource for Teaching & Learning. Teachers and entire BKC family is committed for further development of the college. I know the college family is sincere, hardworking and committed so I am sure it can attain extraordinary achievements in the field of education soon.

Inauguration of the ceremony

After welcome address, the ceremony was inaugurated by the chair person of ceremony, Mr. Jawharlal Pradhan lighting the candle and said, “The program is opened.” He also offered garlands to the idol of Saraswoti, Goddess of Education & wisdom

4. Annual Report of the College:

Meanwhile anchor Jamuna called upon Principal Mr. Shiva Prasad Poudel to present annual report of the college.

5. Announcement

In Between the program, it was announced that Mr. Digamber Piya , Namaste Nepal Chair Presented two Boxes of Books containing Novels, Fictions and other useful books for BKC Library .

Vice Principal Mr. Chun Narayan Shrestha thanked Mr. Piya for his contribution.

Felicitations and Comments about the College

Among students who felicitated the ceremony were:

1. Mr. Sureh Poudel, Acting Chairman, NE. Bi. Sangh, BKC Unit
2. ANSU Unit Revolutionary (United UML) BKC unit chairman Mr. Bishnu Pokharel
3. ANSU Unit Revolutionary (United Maoist, Prachand) BKC Unit chairman Mr. Bhanu Thapa
4. ANSU Unit Revolutionary (Baidhya) BKC unit chairman Mr. Anoj Joshi.
5. ANSU Unit Revolutionary (Chand) BKC unit chairman Mr. Krishna Bhusal.

Highlights of students' suggestions and comments

1. The new principal has a big challenge as to how to save the college from declining. We wish the college further development
2. The CMC have to be bold enough to forward corrective actions. I suggest that the new Principal should be provided with full authority
3. Balkumari College is a community college. It should be open to all but I feel the college authorities are behaving as if it is a private institution if we want develop the college, the entire college family regardless of students, CMC members, Teachers and stakeholders must be united and work jointly.

4. There should be dynamism in part of CMC activities. They have to do progressive activities.
5. There should be young and enthusiastic persons in board of governors
6. College management committee has to take courageous step to review all activities and work to suit changing scenario of the world.
7. Attention should go to the reform of canteen, sports & games, toilets, maintenance of the building, etc. Hopefully, CMC will start the corrective actions in no time.

Mr. Chandra Kanta Poudel, Admin Staff Forum Co-ordinator said:

I, on behalf of administrative staff forum of BKC, would like to welcome you all in the college. There are a lot of problems and challenges in the college. Human resources management needs to be reviewed academic aspects maintenance of discipline and follow up of programs are to be done. We, administrative staff are ready to support the college by every good means. I wish the college will prosper in the days to come.

Mr. Ganga Prasad Sapkota, Acting Chairman, PCTA, BKC Unit said:

Balkumari College has problems of challenges regarding academic enhancement, human resource development, maintenance of discipline etc. Specially, higher education needs to go with research activities. I feel we have not been able to work in research as we expect. There should be readiness and satisfaction in the teachers & administrative staff. Unless they are motivated, the college cannot prosper. They should be given incentives in terms of promotion, job guarantee, opportunity to increase academic standard, training, orientation etc. I feel the college has to do more in this respect. Our students' exam results are ok. We are

following the college quality system, making work plan, completing log book, internal exam, organize seminars, workshops etc. However, we are blamed that we are not working well. There should be good relationship between college management committee, teachers' staffs and students. We need to go ahead with new sprit & plan. We are committed to contribute the college from very core of our heart.

Mr. Bala Nath Sigdel, Treasurer of Public Campus Association said :

I would like to thank for the opportunity. I welcome you all. I thank you for the opportunity. Teachers' performances have not been recognized. Their activities have been minimized, Medals and prizes for teachers have not been given for the last 4/5 years. I wish BKC success & future development.

Mr. Jagadishwor Khanal, Teachers' Representative to CMC said:

There are many problems, however, we have been able to observe the anniversary after three years. I would like to express commitment to follow your suggestions and recommendations. We have attempted outstanding achievements. We have lots of problems in scholarship distribution, recruitment of teachers staff etc. I have informed CMC. I request as member of CMC to think over the problems regarding promotion of teachers staff. Unless it is done there will be negative impact.

We have negotiation with students leaders, we have given words to to address students claims. We are committed to work well and make road for further development. An average result is necessary to meet our quality parameters.

Mr. Keshav Bhakta Sapkota Campus Chief, Birendra Campus said:

Thanks for the opportunity. In fact, I have worked here for 2 decades although I am now the principal of Birendra Multiple Campus. Balkumari College is well known public campus. If CMC, teachers are united you can do a lot. I have had discussion with teachers and students leaders I told that there are certain problems for the last few years in Balkumari College. I request CMC, teachers and administrative staffs to be serious. Students should raise possible claims; impossible claims cannot be fulfilled by the campus. We have to see the economic condition of the college. There are many weak problems they should be addressed by mutual discussion. If CMC has problems there should be meeting. I wish you further development of the college ever in future.

Mr. Kalyan Joshi, President, Chamber of Commerce & Industry-Chitwan said:

I extend heart felt greetings on behalf of CCIC, Narayangarh. Yes there are certain problems in such community managed institution. It seems that students and teachers have some complaints. The college fund is from the fee of students. Many claims cannot be fulfilled because of fund. Your claims, can't be addressed unless you need sufficient fund for that. Everybody should be honest to think issues of the college. I am ex-officio member. I know the difficulties of the college. We have done management audit, there are many recommendations. CMC is addressing it. We should work heartily your role is also important for its further development. Chitwan is going to be educational city, Balkumari College is achieving good outcomes in the educational field. I hope the college will be able to achieve more in future.

Mr. Subhash Pradhan, Member of CMC said :

It has been 30 years since its establishment. I want to summarize. The campus was small, now it is great. We did management audit, we are following it, however, we are not able to

fulfill them all. Some years back we are proud of BKC, Chiranjivi Shrestha is an ideal principal because of him, the college has achieved so much. We are best to win award, we cannot work accordingly. Our vision should be changed. I didn't want to blame the present chairman. I think CMC should be given to new faces. I am not happy that the college has been locked out. I request students to work as students of community college. The size is so huge that CMC has not been able to address the extensive status of the college. I think we need to revise our activities. Yes, there are certain challenges. Let us face all challenges boldly and honestly.

Mr. Jagannath Poudel, Member of CMC said:

Many thanks for the opportunity. I am a bit late. I could not hear the speakers.

I think that the time has changed since Balkumari College started 30 years ago. Hence our vision should be different from traditional thinking and we should be able to give the impression that Community college is better managed than government college. It should be developed as an autonomous academy.

I learnt from Abvi Subedi, Suresh Raj Sharma that Oxford is so huge & extensive. They are making amazing progress to modernize their system. We all stakeholders, should know that the college is seeking change. The college is a bit back because BBA faculty has been removed following legal limitation.

Independent management audit of the college has been done. It has indicated certain corrective actions and recommendations for reformation. Those corrective actions & recommendations should be well addressed and followed especially because they are institutional demand for enhancement.

Dear Students leaders, you are future leaders. Please don't commit mistakes like office blocked politics nor do violence. You should be different from ordinary students of our college. You should be better educated, then you can do well in future. Wish all the best. Thank you.

Immediate Past Principal, Mr. Chiranjivi Shrestha said:

Thank you for the opportunity. I am confused today. I want to see Kedar Khanal. I am not good in literature. I want to say something about the beginning of the college in 2043. I want to remember the founders Ek Narayan Sapkota, Late Surya Mani Adhikari. Gayatri Shrestha, Sita Thin and many others. It is the history of BKC, of which importance cannot be neglected. There were a few law faculty members teaching law and commerce. We were so poor in those difficult days.

After 11 years we had been granted to start B.Com. We are first given to run nursing faculty outside valley. BKC has led public campus association. For the first time BKC was given MBS outside valley. Likewise BHM, BICTE BSc have been brought in. For betterment of college we had done many new attempts. I thank students leaders for their cooperation. I want to tell that the teacher and staff have been given OT salary. We talk about pride of BKC. I think money is necessary. Fee should be increased for quality maintenance.

I request students to cooperate with the college & teachers. we know anything is not perfect .In fact, staff nurse program will not run if we don't build Hospital so hospital should be established. BHM needs Hotel and restaurant for practical. It can be run in 3 bigha landsite. It was daring effort to be able to purchase it. The land will be used for science & technology building. We achieved QAA certification prior to country's oldest Trichandra College. It is a

pride. Public University has been proposed to establish in Diyalo Bengla. I know BKC has played good role in this respect.

Vice President, CMC, Mr. Mahendra Lal Pradhan said:

I heard a lot of claims & complaints, CMC has to answer. I can answer each of your questions. But time is short. The college is open, you can say as you evaluate the campus activities. There is no doubt that the campus achievements are because of hard work of CMC, teachers, administrative staff, stakeholders and students.

There are a lot of claims and complaints against CMC. We are ready to do away with weak points. There should be new team to take over. In some cases, there may have been communication gap. The campus can be developed only if we are honest, united and hard worker. If our work area is limited we can identify the progress.

Blaming gives nothings, let's work together. We want to sacrifice. Yes, there is certain limitation. We have not planned how many teachers/administrative staff need. Independent management audit has provided many recommendations. If we follow them, the future will be bright. We must work honestly and persistently, we are sure to achieve more. Your comments are true and we will try our best to address them. Thank you!

Prize Distribution:

Meanwhile, prize and awards distribution program was held. Final examination toppers, internal exam toppers, and other bright students were given away prizes, awards and certificates. Also the winner teams of games were awarded with medals and certificates.

Vote of Thanks from Vice Principal Mr. Chun Narayan Shrestha:

We have come across 30 years time with a lot of ups & downs. I want to thank College Management Committee who led to the college for 30 years. I want to thank donors for the college. We are first ISO certified & first QAA college though we are now working for reassessment. Balkumari College is first institution to run MBS and BHM outside of valley.

It is a community based college so we have to work together with community people. If we were unable to do so, we would not be able to attain the present achievements. I would like to thank the stakeholders, students and teachers for their support.

I must thank the coordinating committee for their cooperation to carry on sport programs successfully. Similarly, I thank ex students , ex campus chief, ex teachers, student leaders who have supported us to organize various programs. There are some missings in our annual bulletin. We are sorry for that.

Thank you.

Adjournment of the ceremony from Mr. Jawahar Lal Pradhan, the presiding officer :

We have not observed college annual day for several years because certain unavoidable reasons. This time we could organize it and we want to assure that we will regularly celebrate it. All speakers have expressed their views with comments. They love the college so they have made remarks on it.

As a matter of fact, all institutins take their name name from Balkumari Primary School from Upardhang Ghadi. The school had been shifted to Narayangarh because there was not any school here. The school was developed and has the shape of Balkumari Kanya and Balkumari Hr Secodary school. . When a college was opened, the founders to name it Balkumari College after the name of already established schools.

We are committed to run the college properly. UGC granted support of rupees 16 cores. It was our grand success. We could receive 11 cored. 5 core could not be brought. The grants have spent for infra structure development.

You have blamed us with so many complaints. If someone is ready to take over the responsibility , I want to leave instantly. We are offering service to college sincerely. We are always for the well being of Balkumari College. I learned you have love for BKC. we have been serving it for more than 30 yrs. I am 81 yrs now. I will be 82 in a few months. I am hopeful that new generation will take over the responsibility.I love education, I have worked for education for 60 yrs without any pay I have worked for 30 yrs in the college. It is painful that the students challenge to give me punishment.

BBA was removed because of legal restriction. We assure you to make environment to bring new programs. If we work hard we will be successful. We have worked very hard to bring the college in present status. If you want to make the college develop, let's work together. let's bring new programs, let's increase students. Thank you. Jaya Balkumari!

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Annexure 8

Operation Calendar 2074-075

BALKUMARI COLLEGE OPERATION CALENDER 2074/2075							
Class starts/ Class ends		BBS 1 st Year	BBS 2 nd Year	BBS 3 rd Year	BBS 4 th Year	Working Days	Holidays
SN		Bha dra	Aaswi n	Sarwan	Aashad		
1	Ashad 074	-	-	-	14	15,16,18 19,20,21,22,23,25,26,27,28,29,30,	
2	Sarwan		-	11	26	1,2,3,4,5,6,8,9,10,11,12,,15,16,17, 18, 19,20,22,23,24,25,26,27,29,31,32	13 Rakshya Bandan 30 Janmastami
3	Bhadra	-	22	26	26	1,2,4,5,6,7,8,9,11,12,13,14,15,16,1 8 19,20,21,22,23,25,26,27,28,29,30,	8 –Teej and 10, Rishi panchami (Only for Woman staff) 23,Education day
4	Aswin	-	2	2	2	1,4	2 College Anniversary, 3 Constitution day 5-31 Dashain/Tihar Vacation
5	Kartik	18	18	18	18	10,12,13,14,15,16,17,19,20,21,22, 23,24, 26,27,28,29,30	1 Kartik -8 Dashain/Tihar Vacation ,9 Chaad
6	Marga	24	24	24	24	1,3,4,5,6,7,8,10,11,12,13,14,15,18, 19, 20,21,22,24,25,26,27,28,29	17 Udhauli
7	Poush	12	12	12	12	2,3,4,5,6,7,9,10,11,12,13,14,	15 – Tamu Losar 16-30 Winter Vacation
8	Magh	21	21	21	21	2,3,5,7,9,10,11,12,14,15,17,18, 19,21,22,23,24,25,26,28,29	1 –Maghi , 4 soonam Losar, 8 Sarashwati pooja, 16 - Shahid Diwas
9	Falgun	21	21	21	11	2,3,6,8,9,10,11,13,14,15,16 20,21,22,23,25,27,28,29,30	1-Shivaratri, 4-Gyalpo- Losar, 7-Democracy Day 17 -18 Holi 24 -Nari Diwas,
10	Chaitra	25	25	19		1,2,4,5,6,7,8,9,12,13,14,15,16,18,1 9, 20,21,22,23,25,26,27,28,29,30	11- Ram Nawami
11	Baishaka 2075	23	5	-	-	2,3,4,5,6,7,9,10,11,12,13,14,16,17, 19, 20,21,23,24,25,26,27,28,30,31,	1-New year, 18-May Diwas
12	Jestha	12	-	-	-	1,2,3,4,6,7,8,9,10,11,13,14	15 Republic day 16-31 Summer Vacation
13	Ashad	-	-	-	-	17,18,19,20,21,22,24,25,26,27,28, 29,31, 32	1-15 Summer Vacation
	Total	156	151	154	154		

1. 26-30 Kartik First internal Examination (BBS 4th year)

5. 9-14 Jestha 2075 Send- Up Examination (BBS First Year)

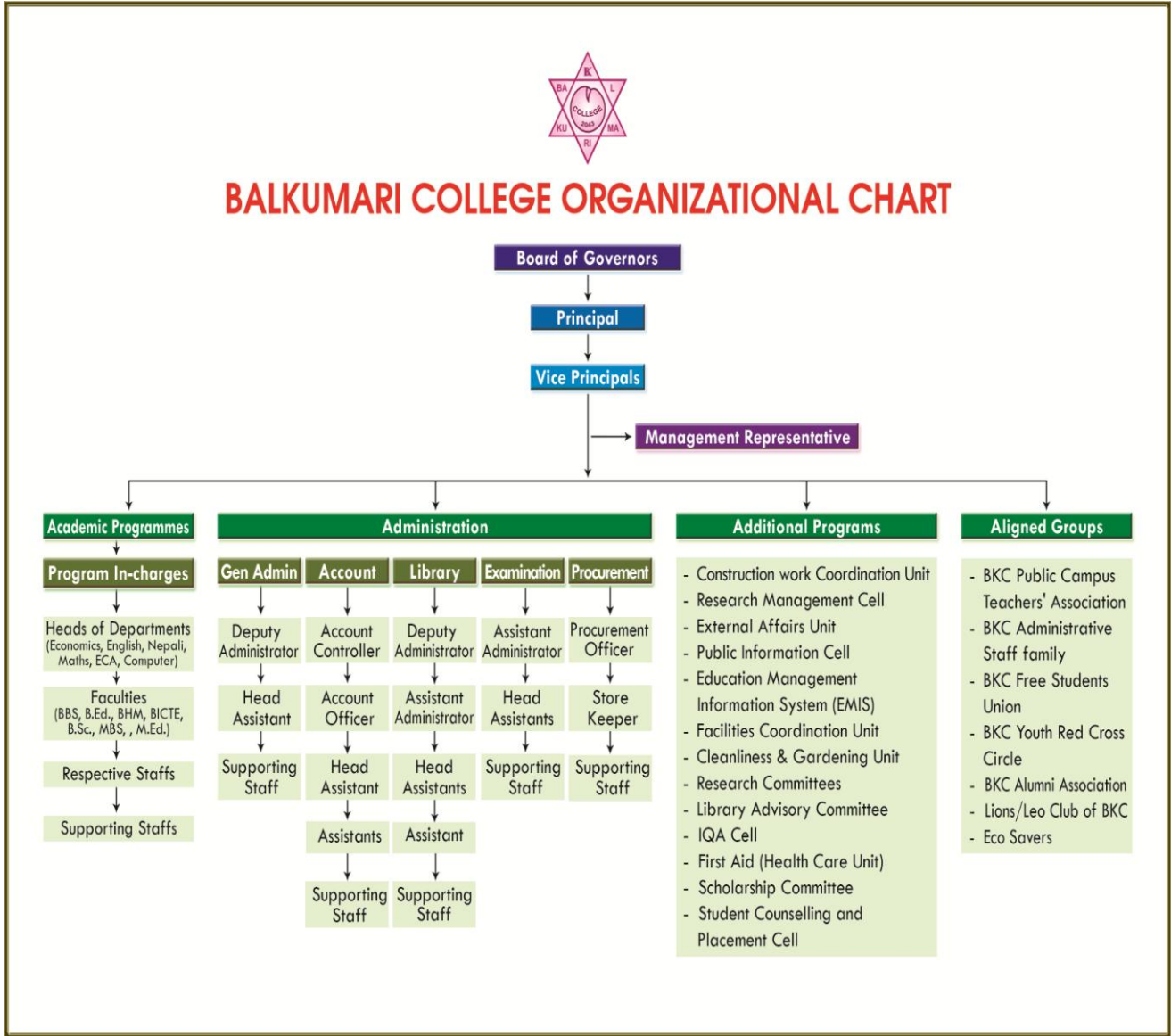
-
2. 20-25 Falgun Send- Up Examination (BBS 4th year)
 3. 20-25 Falgun First internal Examination (BBS First year)
 4. 2-6 Baishaka Send –Up Examination (BBS First year)
 6. 21-25 Magh First internal Examination (BBS 2nd Year and 3rd year)
 7. 25-29 Chaitra 2074 Send- Up Examination (BBS 3rd)

BKC/VP/OC/ 01

Prepared by:

Approved by:

Annexure 9



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Annexure 10

Internal Quality Assurance Cell (IQAC)

Balkumari College has setup an Internal Quality Assurance Cell (IQAC) as per the guidelines of UGC. It is actively engaged in formulation, institutionalization and effective execution of the Quality Policy of the College.

Proceedings of Balkumari College

Introduction

Accredited in 2009, **Balkumari College**, the leading center of higher learning for students has history of its excellence and glorious service in field of education of Nepal since 1986. The internal quality assurance (IQAC) carries on activities regarding quality assurance system under rules & regulations of the college.

Major programs and departments:

Academic programs:

- Bachelor Level Management (BBS),
- Bachelor of Science (Microbiology & Environmental)
- Bachelor of Education (B.Ed.)

- Bachelor of Information and Communication Technology Education (BICTE)
- Bachelor of Hotel Management (BHM)
- Master of Business Studies (MBS)
- Master of Education (M Ed)

Subject Departments:

- Economics
- English
- Nepali
- Mathematics
- ECA (Extra Curricular)
- Computer

Other departments:

- Research and development
- Section for Relation with national and international institutions
- Balkumari College Information Cell
- Balkumari College Public Information Cell (including publication Division)
- Balkumari College Internal Quality Assurance Cell
- Balkumari College Library advisory committee
- BKC Tracer study & students counseling cell

- Research Management cell
- BKC Publication Division
- Degree research & Thesis Guide Committee
- Administrative Units
- General Administration
- Library Section
- Account Section
- Examination Section

Supporting voluntary institutions within the college

- BKC university teachers association,
- BKC Free students union,
- Lions club of Balkumari College,
- Youth Red cross Circle,
- BKC Administrative Staff Forum,
- Leo Club of Balkumari College

Note: Each of the above units and departments (except for Voluntary institutions) have been provided functional procedures under which they carry on their responsibilities as per rule of the college. The functional procedures have been given in the annex 1.

Vision:

Balkumari College will be valued to turn itself into an autonomous educational center of excellence pursuing innovation, experiences, principles and guidelines of great philosophers and scholars in order to make best use of their contributions for persistent and continued betterment of people and society in local, national, regional and international interest.

Mission:

Balkumari College is committed to Further Development of society (community) and the globe in every way possible. The core objective of BKC is to contribute to the society through the pursuit of education, learning and research at the highest integration level of excellence.

Initiatives:

- Opening door to higher education
- Provision of Community services
- Production of high skilled human resources in different field
- Delivery of quality education services to society at affordable cost
- Preservation of Nepalese culture and tradition
- Launching Integrated programs
- Awareness to health & environment

- Stress on Development of science and technology
- Philosophy teaching: Student centered teaching based on lecture, interaction, group discussion, project , peer teaching etc.
- Efforts for Contribution to Spiritual awareness
- Establishing autonomous educational institution with multi faculties.

What is quality assurance?

It is indicative of maintenance of standards and norms regarding recognized rules, regulation, governance and management in the institutions and organizations. Basically it involves in implementing and practicing global concept of standards. Balkumari College has established certain system and procedures in order to reach destined quality objective of an institution. That is to say, the manual mainly focuses on documentation, corrective action, evaluation and enhancement of further development. In other words, when a problem or nonconference arises you should first detect the root cause, analyze it and solve it by corrective actions. Obviously, it describes the process and methodology to be followed in teaching, academic activities together with management and administration for the purpose.

In order to carry on the said quality assurance system, an ***IQA audit team has been formed as per decision of BKC*** top management.

IQA Audit team

- Vice Principal Chun Narayan Shrestha : coordinator

- Mr. Ek Narayan Sapkota
- Mrs. Shiliya Shrestha
- Mr. Bhim Narayan Adhikari
- Mr. Shyam P Sedai
- Mr. Tarapati Dhakal
- Mr. Bishnu Lal Shrestha
- Mr. Bishnu Kumar Shrestha, Secretary

Responsibilities for the IQA Team:

- Ensuring the processes needed for the Quality Assurance System are established, implemented and maintained,
- Reporting to top management on the performance of the Quality System and any need for improvement.
- Ensuring the promotion of awareness of student's requirements throughout BKC organization.
- Ensuring that research activities assigned are going on properly.
- Ensuring that teaching learning is well going on and final exams results are in progress every year.
- Ensuring that proper environment (including learning resources) has been well established and improved continually.

Note:

The detail responsibilities and authorities shall incorporate in Responsibility and Authority document. Detail is given in the BKC manual. The IQA Audit team shall carry on its mission bearing in mind the indications to cover the 8 bench marks provided by UGC, QAAC.

1. Policy and Procedure
2. Curriculum aspects
3. Teaching and Learning Evaluation
4. Research, consultancy and extension
5. Infrastructure and learning resources
6. Students support and guidance
7. Information System
8. Public information

Major monitoring features:

This includes determination of applicable methods, including statistical techniques, diagrams, charts, reports and the extent of their use.

SN	Types of Analysis	Periodicity	Responsibility
1	Internal quality assurance audit report & implementation	Yearly	Review meeting in presence of chairman & principal

2.	Trends of the student feedbacks	End of the academic session	Principal/Vice MR/ PI/HOD/Faculty Teacher
3.	Students satisfaction survey	Yearly	Principal/Vice MR/ PI/HOD/Faculty Teacher
4.	Pass Percentage Analysis of each subject	Yearly	Exam Dept.
5.	Progress Report	Tri- monthly	PI/HOD
6.	Tracer study	Yearly	R & D

Monitoring and measurement

Procedure for Internal Quality Assurance Audit

Purpose : The purpose of this section is to lay down the procedure for internal quality assurance audit of department of BKC

Scope : All departments, units and programs

Responsibilities : MR/ Auditors

Frequency : At least once a year

S. N.	Activity	Responsibility	Control point	Reference Document
1 .	Internal audit of Balkumari College depts, units and programs will be done within a year from the last audit	MR and auditors	As and when	Deacisin of MRM BKC/DRM /MR/01
2	The MR will make the Annual Plan of IQA	MR	Annually	IQA Plan BKC/IQP/MR/01
3.	MR will organize meeting of the auditors and prepare schedule for IQA	MR	As and when	Meeting Minute of IQA BKC/MMI/MR/01
4	MR will inform the auditees and auditors of the audit schedule 2 days prior to the day of auditing	MR	As per need	Audit information record BKC/ AIR/MR /01
5	In case of academic programs & departments main focus should be : lesson plan, work plan , departmental activities (seminar, workshop, research , etc) , internal exam, attendance of students, log	PI/HOD	As per need	Activity Record book of the dept. BKC/ARB/PI/HOD/01

	book and departmental objectives			
5	The auditors will submit the NC reports to Top Management within two days of auditing	Vice principal and MR	As per need	Collection of NC report BKC/CNR/MR/01
6	Top management will evaluate the NC report in Review meeting	MR	As per need	MRM minute BKC/MRM./MR/01
7.	Corrective actions will follow in case of weak points (NCs) and they should be closed .	Auditors	After Review meeting	Follow up & corrective action file BKC/IQA/FCA/01
S. N.	Format	Doc. Ref.	Responsibility	Retention Period
1.	Deacisin of MRM	BKC/DRM /MR/01	MR and auditors	Two years
2	IQA Plan	BKC/IQP/MR/ 01	MR	One year
3	Meeting Minute of IQA	BKC/MMI/MR /01	MR	Record
4	Audit information record	BKC/AIR/MR /01	MR	One year

5	Collection of NC report	BKC/CNR/MR /01	MR	Two year
6	MRM minute	BKC/MRM./M R/01	MR	Record permanent
7	Follow up of Corrective actions	BKC/IQA/FCA	Auditors & MR	2 years

Internal Quality Assurance audit

BKC conducts internal audits annually *as decided in consecutive reviews by keeping in mind status of implementation to* determine whether the quality system is maintained, implemented and continually developing.

Process:

- Auditors carry on the quality assurance audit of assigned departments
- They prepare audit report to submit to IQA , also he or she will make follow up to see whether or not the corrective action accomplished
- To discuss the weak points, Review meeting in chairmanship of CMC chairperson or the principal is held
- The decision and recommendations of review meeting are executed by IQA.

Continual improvement

BKC shall continually improve the effectiveness of the quality system through the use of the quality policy, mission, vision, quality objectives, audit results, analysis of data, corrective and preventive actions and review's meeting.

The method in which BKC ensures the above is defined in this Quality System Manual.

Corrective action

BKC shall take action to eliminate the cause of nonconformities in order to prevent recurrence. Corrective actions shall be appropriate to the effects of the nonconformities encountered.

BKC documented procedures define the requirements for:

- Identifying nonconformities.
- Reviewing nonconformities (including customer complaints).
- Determining the causes of nonconformities.
- Determining and implementing action needed.
- Records of the results of action taken.
- Reviewing corrective action taken.

Note:

BKC pays special attention to handling customer satisfaction and their corrections in conformance with regulatory requirements applicable to education services delivered by BKC

Preventive action

BKC shall determine action to eliminate the causes of potential nonconformities in order to prevent their occurrence. Preventive actions shall be appropriate to the effects of the potential problems.

BKC documented procedure has been established to define requirements for:

- Evaluating the need for action to prevent occurrence of nonconformities.
- Determining and implementing action needed.
- Keeping records of results of action taken (see par. 4.2.4) and reviewing preventive action taken.

Note:

BKC pays special attention to handling student satisfaction and their corrections in conformance with regulatory requirements applicable to all types of services provided by BKC

Review Meeting

After the auditors submit the nc audit report of respective departments, comprehensive discussion will be done in the review meeting. Corrective actions will take place.

Follow up will be done to see whether or not the corrective actions or the non-conformities are closed or completed.

Analysis of Data

BKC shall determine, collect and analyze appropriate data to demonstrate the suitability and effectiveness of the quality system and to evaluate where continual improvement of the effectiveness of the quality system can be made. This includes data generated as a result of monitoring and measurement and from other relevant sources;

The analysis of data provides information relating to:

- Student satisfaction survey report (see par.

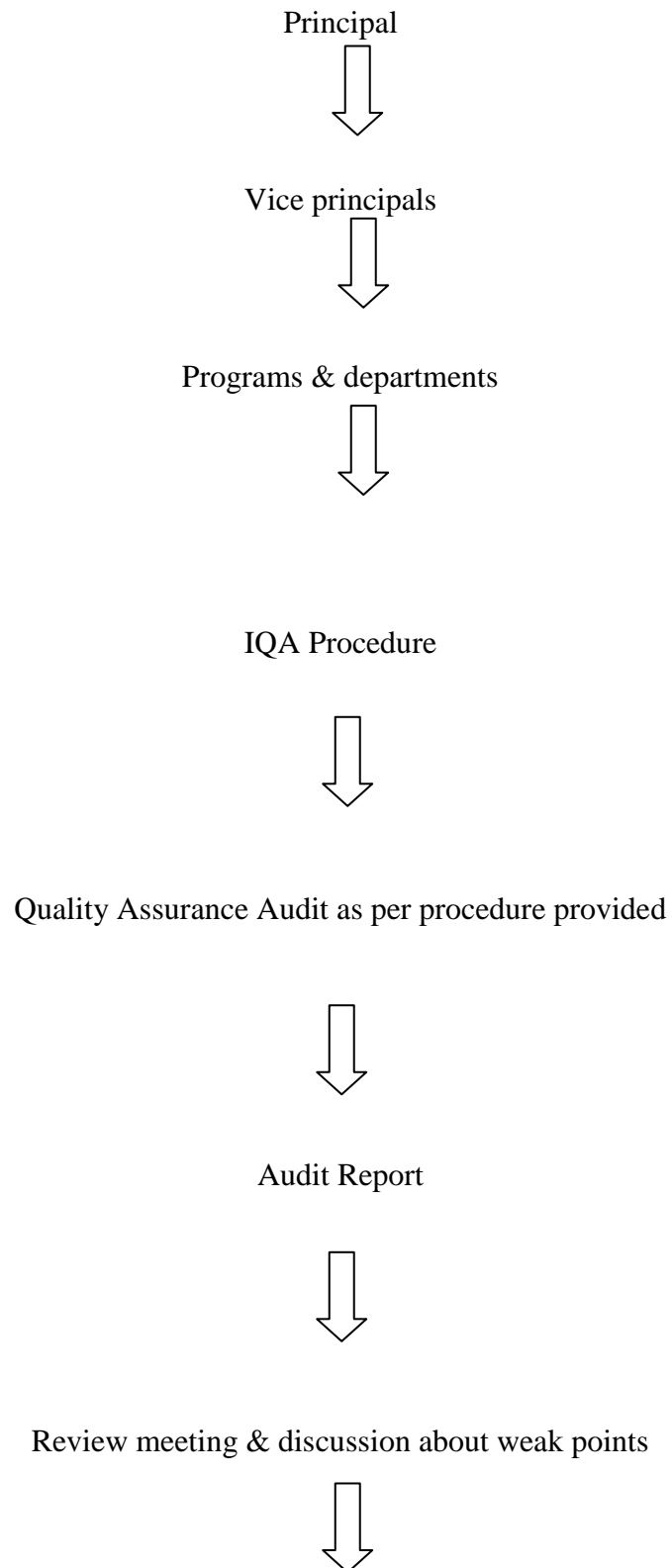
- Conformity to Service requirements
- Service Providers and Suppliers.
- Consultant's service.
- Improvement

Note: Detail in the BKC Manual.

1: Procedures collection

2: Objectives with strategies & parameters to meet the objectives.

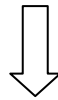
Balkumari College IQA system



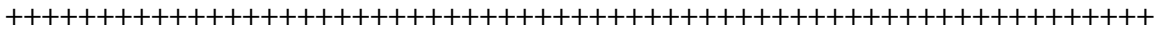
Corrective Actions



Follow up



Closing of corrective actions (NCs)



Annexure 11

Self Study Report Team

1. Mr. Jagannath Poudel, Member of College Management Committee : Coordinator
2. Mr. Shiva Prasad Poudel, Principal : Vice Coordinator
3. Mr. Chun Narayan Shrestha, Vice Principal : Member
4. Mr. Ek Narayan Sapkota , Faculty of business law: Member
5. Mr. Tarapati Dhakal, Department of English : Member
6. Mr. Bishnu Kumar Shrestha , MR: Member

Subcommittees:

- Mr. Chun Narayan Shrestha, VP : Coordinator , Student Support
- Mr. Ek Narayan Sapkota, Faculty of Business law: Coordinator, Policy & Procedure
- Mrs. Shiliya Shrestha, HOD Economics: coordinator Public Information System
- Dr. Kul Prasad Dhungana, HOD, Nepali: Coordinator, Learning & Evaluation
- Mr. Bharat Prasad Khanal, Faculty of Marketing: Coordinator, infrastructure and learning resources
- Mr. Ganga Prasad Sapkota, Reasech & Development: Coordinator Research, consultancy and Extension

- Dr. Shyam Prasad Sedai, PI , MEd: Coordinator, Curricular aspects
- Mr. Shri Prasad Aryal, HOD Computer: Coordinator, Information System

IQA Cell

- Mr. Chun Narayan Shrestha , VP
- Mr. Ek Narayan Sapkota , faculty B.law
- Mr. Shiliya Shrestha , HOD Eco
- Mr. Bhim Narayan Adhkari, faculty Accounts
- Dr. Shyam Prasad Sedai, PI M Ed
- Mr. TaraPati Dhakal, Faculty , English
- Mr. Bishnu Lal Shrestha , Account officer
- Mr. Bishnu Kumar Shrestha, MR

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Annexure 12

College Activities in Pictures



Ex principal Mr. Chiranjiv Shrestha and Director of Microsoft Innovation

Exchanging Signed MOU, 2070



Blood Donation , Jetha 2072



Cultural show for entertainment of Participants in International conference



Group picture with participants in International conference 2010



Guests from India during International Conference 2010



Group picture with management volunteer Mr. Alain 2011



Balkumari College from North Side



30th Anniversary 14th Mangsir , 2072



Audience in 30th Anniversary, 14 Mangsir 2072



Award to a student on Anniversary day , 2072 Mangsir



Award to a topper student , Anniversary 2072 Mangsir



Another Award winner , Anniversary 2072 Magsir



CMC members, Teachers , and administrative staff in front of the college, 2072 Anniversary day



Greeneries in the college



College Garden



Science Lab



Students Playing



Visit of Japanese Guest, 2011



Management Committee members with Late Secretary

Mr. Ganga Ram Shrestha 4th from left



Interaction meeting with QAA director Prof. Dr. Shyam Prasad Lohani,

Falgun 11, 2072



Visit of Dean of Management, K.U. Prof. Dr. Subhash KC, 2072



3 day workshop on Research Metodology and thesis Report writing

2073/2/23-25



Participants on three day work shop on research Methodology and thesis,

2073/2/23-25



3 day seminar on Nepali Linguistics 2073/2/21-23



Principal Shiva Prasad Poudel is addressing in 3 day seminar of Nepali Linguistics,

2073/2/21-23



BICTE Orientation, 2072



HERP Workshop participation , 2072



4 day workshop/Seminar on Matlab 2074, Ashar 11-14



Matlab workshop participants 2074 Ashar 11-14



Botanical tour 2074



BSc class, Magh 2073



House keeping , BHM Practical 2073



Students of BHM Practical of House Keeping , Kartick 2073



Prof. Krishna Manandhar during his pre-visit mission on 2073 Mangsir 15-17



BHM Practical falgun 2073



Microbiology Practical with Dr. Manoj, Poush 2073



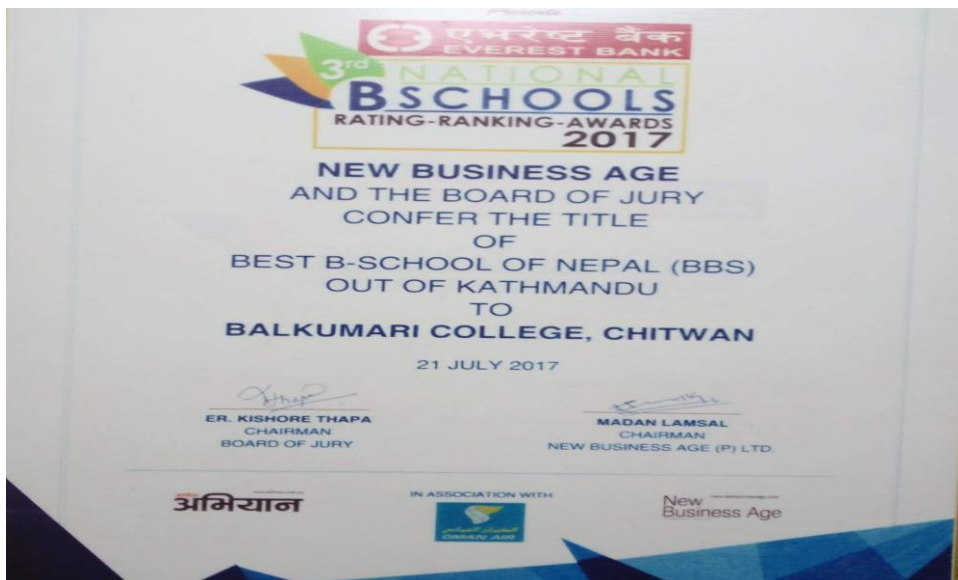
Press meet Ashar 2074



Press meet Ashar 2074



Journalists in Press meet Ashar 2074



Certificate of Best Business School award to BKC , Ashar 2074



**Follow of Visit of UGC Team : Member secretary Prof. Dev Raj Adhikari &
Technical Advisor Prof. Hridaya Ratna Bajracharya , 2074 Bhadra**

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Annexure 13

Balkumari College

Strategic Priorities for 2072-077)

(2015 -2020)

Board of Governors of Balkumari College has sketched Strategic plan for 2016-021 (2073-078) to be approved by Balkumari College Board of Governors.

Strategic References :

- Autonomous Balkumari College or Balkumari deemed university
- Institute of science & technology with science course up to Ph. D & Engineering courses as per recommendation of Stakeholders
- Balkumari College Teaching hospital of 100 beds and running medical & bio medical bachelor degree courses such as B SC nursing, B Sc lab technology, Bachelor & master in in Public health, Bachelor & master in hospital management and so on.
- Master degree and Ph. D in pure science
- Well equipped research management cell and carry on various research programs
- Strengthening and reinforcement of the existing programs with master, M Phil and Ph. D programs
- Organizing national and international conferences at least one every year

Details

Priorities	Referential topics	Remarks
1. Construction	<ul style="list-style-type: none"> • Building for science building in Yagyapuri in ward no 4, Bharatpur Cosmopolitan City • Hotel Management Block in Narayangarh • Finishing of the existing building with pavement in stairs, rooms, corridors etc • Balkumari College Canteen with sufficient space for 200 persons at one time 	
2. Purchase	<ul style="list-style-type: none"> • New books (about 1000 items), e-information facilities and e- publication of different research of different universities • Computers, printers, multi media , software system and internet appliances for e- library and e-teaching and learning • Different materials for B.Sc Environmental Science Laboratory • Furniture for departments, meeting hall and offices 	
3. Promotion of teaching Learning activities and	<ul style="list-style-type: none"> • Further studies for 20 teachers staff (for PhD, M.Phil) also Short term training for 	

<p>monitoring follow up program</p>	<p>refreshment</p> <ul style="list-style-type: none"> • Seminars, workshop and national, International conference related to research & academic enhancement • Internal Quality Audit, Follow up, monitoring and class observation by PI, Vice Principal and experts • IT training for teachers for teachers & administrative staff • Incentive Programs to increase pass out percentage in all levels • Recertification of quality assurance & accreditation • Surveillance for Quality Management system (QMS) • Activate public information as well as information cell 	
<p>4. Research Activities</p>	<ul style="list-style-type: none"> • Mini research for faculty and departments • Institutional Research for departments and subject committee • Data Base, software for profile of students and teachers staff 	

<p>5. Public Relation Enhancement with information and publication</p> <p>6. Quality/Reform activities</p>	<ul style="list-style-type: none"> • Research Management Cell updating • Addressing Feedback and evaluation survey about the college from stakeholders, parents ex-students and current students • Review meeting organizing • Publication of regular activities in Annual Bulletin every year • Publication of journal , Interaction and meeting with stakeholders and visitors by public relation office • Training and follow up by internal auditors as well as administrative heads of the college and submit reports to discuss in Reviews • Internal audit and manage review meetings • Recertification QAA from UGC accreditation board 	
<p>7. Office set up</p>	<ul style="list-style-type: none"> • Teachers room set up • BHM office set up • HOD office update with furniture • PI's office maintenance with needed 	

<p>8. Extra Activities</p> <p>9. Students Support programs Tracers study</p>	<p>furniture and cupboards</p> <ul style="list-style-type: none"> • Office of general administration maintenance • Study Tour and visit for faculties and directors • Industrial tour/ field trip for students • Sports, tournaments, debate competition, quiz contest, literary program and cultural show for students to promote creativity • Distribution of scholarship for intelligent students and disadvantaged students • Scholarship for girls • Career counseling for students • tracer study 	
<p>10. Program for external relation development</p>	<ul style="list-style-type: none"> • Participation in international conferences • Relation maintenance with World Bank, UGC, Mumbai University, McMaster University of Canada, PUM in NL, Swiss Contact in Zurich, Lions Clubs International, Rotary International and several others 	
<p>11. Additional Programs</p>	<ul style="list-style-type: none"> • Program for rural area community 	

	<p>encouragement to serve remote area community</p> <ul style="list-style-type: none"> • Internal Review of specially recommendations of Peer Review Team & Stakeholders suggestions & complain • Inviting Visiting professors 	
13. Quality enhancement	<ul style="list-style-type: none"> • Quality auditing from Peer Review team • Internal Quality Auditing from trained I Q auditors • Tracer Study of every year • Addressing Recommendations from stakeholders evaluation survey 	
14. By laws	<ul style="list-style-type: none"> • Humanresource development, • Procurement • Publication • Public relation 	
15. Opening new Programs	<ul style="list-style-type: none"> • M phil & Ph.d. programs in management, science and education • B Sc in Nursing • Bachelor in Nursing (BN) 	

16. Autonomy	<ul style="list-style-type: none">• BIM• BBA• Master in Business Administration Infrastructure, human resources, learning resources like library, lab, research lab, seminar hall building, offices and Steps and formalities to be exercised	
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Prepared by:

Approved By: Board of GOVERNORS

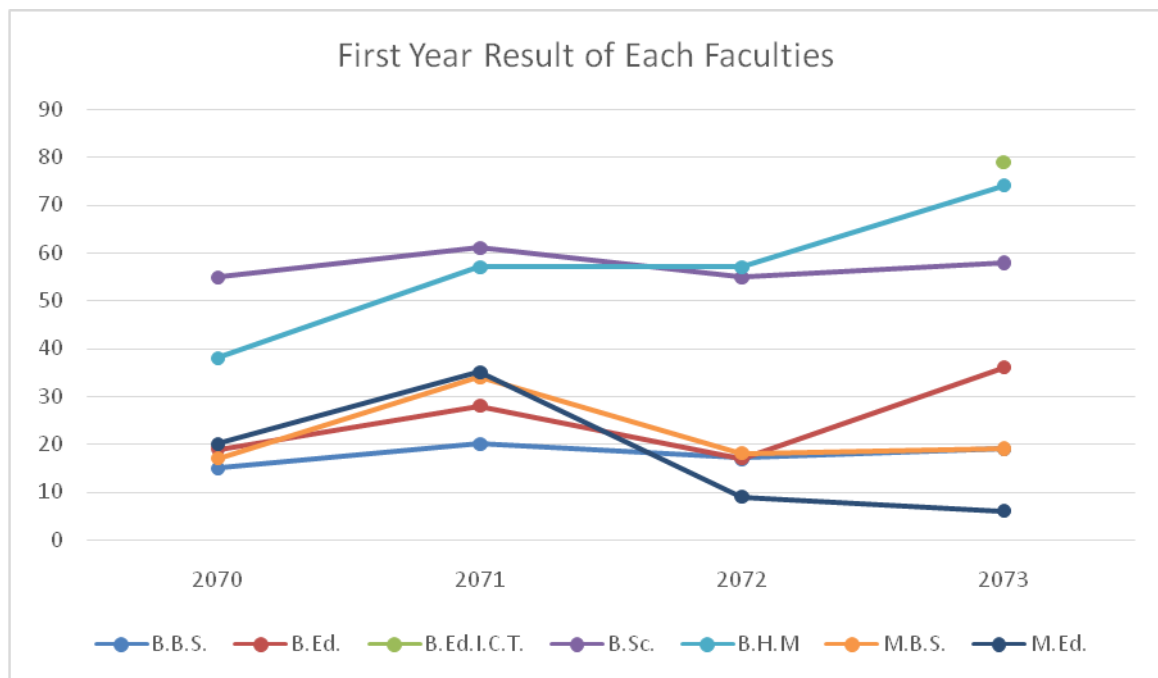
Core team (Principal, Vice principals & MR)

Date : 2074/08/15

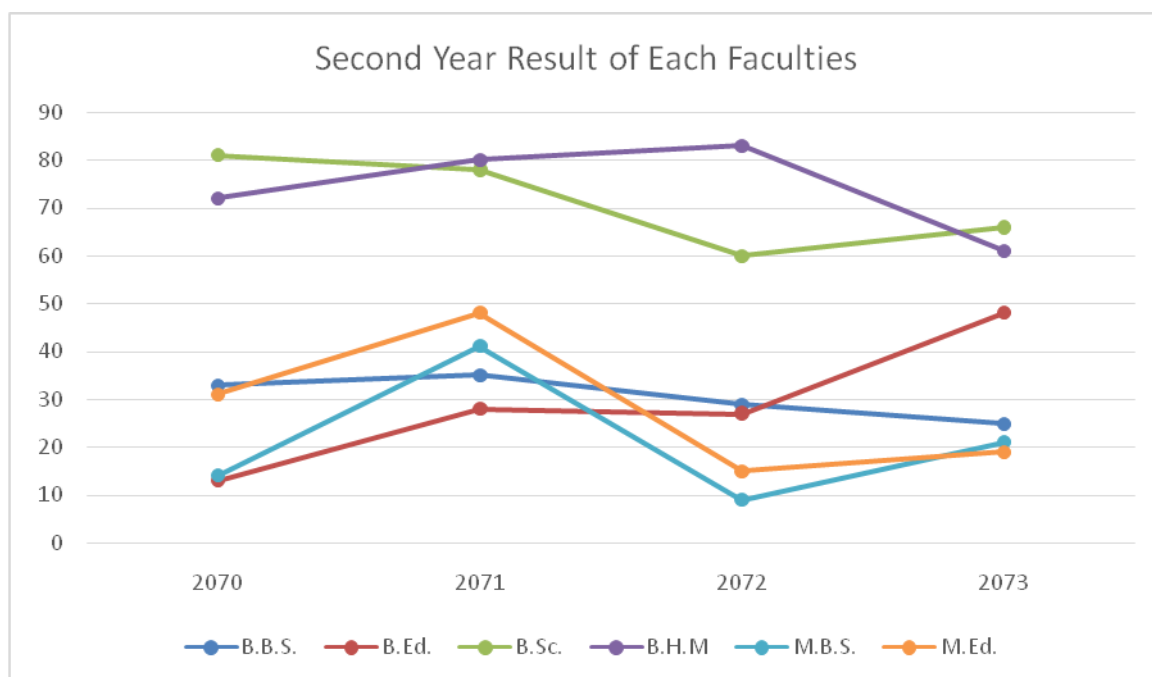
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Annexure 14

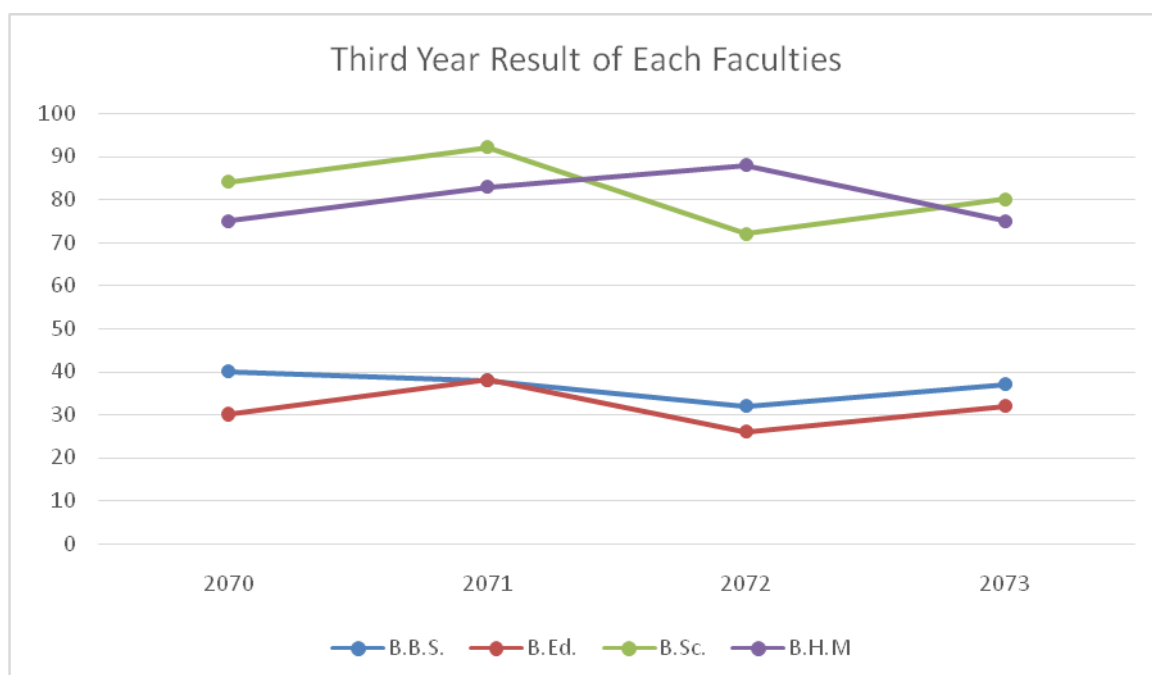
Result Analysis of BKC



The trend of first year result of BBS, B Ed, BEd ICT, BSc, BHM , MBS & MEd have been shown in the graphical chart above.



The trend of second year result of BBS, B Ed, BEd ICT, BSc, BHM , MBS & MEd have been shown in the graphical chart above.



The trend of third year result of BBS, B Ed, BEd ICT, BSc, BHM , MBS & MEd hve been shown in the graphical chart above.

Conclusion & suggestions:

- Outlined, in above Figures are representations of trend of passed students of each faculty.
- The trend line of B.Sc has most consistency by 55 % followed by B.B.S 17%.
- The results of M.Ed. and M.B.S. are in decreasing trend but the result of B.Ed. and B.H.M. are mostly on increasing trend.
- The passed results B.Ed. I.C.T., B.Sc. and B.H.M are much higher than other faculties.
- The limited selected students who are more intelligent, laborious and smart are chosen for technical faculties (B.Sc, B.H.M and ICT) as well as the nature of the courses are more practicable and there is no admission of other competitors having less performance in the entrance test.
- The students who are admitted to common faculties are generally below average standard and are easily affected by political moments.
- The fee structure, behavior of college staffs, college facilities and teaching learning environment of general programs are of inferior quality compared to those of technical programs.
- Sometimes questions are asked out of courses being new syllabus and also back paper preparation pressure upsets the students of general programs.
- These may be main causes to decreasing of the result of general courses.

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Annexure 15

Tracer study of gradates of Balkumari College

Passed out in 2015

1.1 Background

Nepal as a developing country faces this same challenges having been beset for decades with structurally high unemployment and underemployment rates. High population and labor force growth continues to outpace formal job creation. Nepal education system churns out more and more college graduates with various professional disciplines such as education, management, engineering, health, sciences, IT and law to name a few. But the jobs are not really created as fast as the universities handing out of the graduates.

Tracer studies are commonly becoming a recognizable practice worldwide. Graduate tracer studies involve identification and follow-up of graduates from higher education institutions worldwide spurred by the need to give careful consideration to how graduates view their experiences they underwent during their degree study and their transition to the job market. If universities are to improve their teaching and training of graduates the precedence should be to learn and garner improvements from graduates' nuanced experiences. Towards the end of the 20th Century, European Universities embraced the use of tracer studies for a plethora of reasons; especially to accredit their study programmes; to explain the link between study programmes and the job market; to show uniqueness and positioning of individual universities; and also to enable universities and institutions managing higher education in their respective countries make informed and evidence based decisions about improvements and quality education and services in higher education(Schomburg, 2011). In addition,

importance of graduate tracer studies is to incorporate effective improvements into institutional programs of HEIs by collecting and analyzing information on graduate's study experiences, professional and personal careers. Such studies can be used to collect data on the employment situation of the most recent graduates in order to obtain indicators for their professional performance (Teichler, 1998). They can therefore, be used to contribute to causal explanations of the relevance and appropriateness of the study conditions, services and programmes provided by HEIs and the quality of the graduate product (Teichler 2011, Schomburg and Teichler 2011, Herrmann 2010). Such studies also emphasize programmatic issues, conditions, situations and contexts within which the graduates studied at the University; positing and interrogating the quality of these study provisions and conditions as this paper argues.

Internationalization of education is one of the most pressing need establish a network of best practices to ensure quality education. Rosaroso, Dakay and Sarmiento (2015) support this claim based on their model dubs as "HEI Strategy Formulation Framework" to ensure the institution's core functions of instruction, research, and extension. This model can establish a mechanism of quality assurance, which consequently affects the quality of graduations that most Higher Education Institutions (HEIs) aspire. The success of the nation depends on the quality of graduates higher education institutions have produced. In Nigeria, Fadeyi, Sofoluwe, and Gbadeyan (2015) mention that there is an impact of teachers' salary to their job performance, vis-à-vis to students' academic performance, which means the higher salary of the teachers can boost their morale to perform better in teaching. Maximum employability among their graduates is one of the effects of this argument. And to document it empirically is through an effective system of the graduate tracer studies.

The Graduate Tracer Study of the University of Pangasinan reveals that new graduates are challenged by the lack of job opportunities, which reasonably takes them a longer time to wait because of lack of experience (Rocaberte, 2016). This is supported by Verona (2011) that government needs to reckon on issues regarding labor mismatch – a situation where the aggregate supply of labor skills is insufficient to address the decline in productive labor, more especially in urban or semi-urban area. This scenario connects the study of Wangchuk (2002) that generally most graduates in teacher education are hired in urban or semi-urban areas than in the rural areas in Paro. This means comforts for better life are found in urbanite city than in rural areas. Signals in the use of technology for instructional purposes like the use of social media and multi-media presentations can be accessed more readily in the city. Ramirez, Cruz and Alcantara (2014) argue that it is no longer sufficient for new graduates to have knowledge because most industries today need applicants who are capable to perform the job. Companies need highly skilled graduates in order to be competent. This implies that universities must shift their instructional competence to train students who are outcomes-based, so that they can survive in the world of work relative on the respective careers they have chosen.

This paper proposes to domesticate these universal approaches to graduate tracer studies with a guide that will be most suitable and acceptable within Nepalese context. Paramount to graduate tracer surveys are the results and their utilization to improve quality of study programmes and services. Tracer survey results are used at complex dichotomous platforms aroused by university needs such as improvement of study conditions and programmes as fronted by universities and university grand commission. They can also be motivated by extrinsic expediencies of real life situations as prescribed by the job market.

First, this paper presents methodological steps experienced during a recent graduate tracer survey at BKC. Second, the paper presents select findings of the survey that we use in this paper to demonstrate how results obtained from graduate trace studies (GTS) can be utilized for QA. Using selected results we argue that quality of education and services at BKC can improve through feedback obtaining from the immediate users of services (the graduate) about study facilities, conditions and programs. Last, the paper presents an outline of a graduate tracer study methodological guide being developed for adoption and use among universities in Nepal.

1.2 Objectives of the Study

This study determined the employability and the status of employment of Balkumari College graduates programs, the academic years of 2015. It sought to answer these objectives to: ascertain the profile of the graduates in terms of their obtained degrees; the graduates' demographic background as regards to employment rate and status of graduates; categories of the occupational groups that they perform; ways on how graduates find their present job; factors that enabled them to get their first job; determine a relationship between their present occupation and the course they finished; and identify the cooperating industries/academic institutions that employed BKC graduates.

1.3 Methods and Materials

Research Design

The study utilized mix methods of descriptive survey using thematic analysis, which covered the Bachelor of Education (B.Ed) and Bachelor of Science (B.Sc), Bachelor of Business Studies (B.B.S) and Bachelor of Hotel Management (B.H.M) degrees, from 2015 graduates of BKC. In ascertaining the status of this tracer study, the descriptive method of research was used. Illuminating themes were extrapolated and coded in order to flash the data.

Table 1: Graduates according to Faculties

Faculties	Number of Graduates	Number of Respondents	Response Rate
B. Ed.	23	4	17.39
B.Sc.	14	7	50
B.B.S	63	13	20.63
B.H.M.	14	3	21.4
Total	117	27	23.07

Gender	Frequency	Percent
Male	17	63.0
Female	10	37.0
Total	27	100.0

Table 1 showed the distribution of graduates and respondents and the corresponding response rate, which showed that the average respondents of B.Ed, B.Sc, B.B.S and B.H.M graduates were 117, with 23.07% response rate. Out of the 117 respondents emailed and mailed only 27 (23.07%) responded, 17 were males and 10 were females. Most of the respondents 13 were graduates of the BBS program.

Research Instrument

The gathering of data was conducted for three months, enough to encourage more respondent participation. A questionnaire was patterned from the University Grand Commission(UGC) standardized form and was approved for adoption for use by the Office of the College, after that this has been piloted. The questionnaire comprised the following itemized categories: (a) Personal Information; (b) Employment Information; (c) Current Employment status (d) Past Job Experiences and (e) Others

Data Gathering Procedure

A close supervision and guidance to selected Programme Incharges who were assigned to gather and collate the obtained data. The batch of the 2015 student were given the task to field the questionnaire.

Treatment of Data

The quantitative data gathered from the questionnaire were subjected to statistical analysis, with simple frequencies through the use of percentage in determining the significance of the relationship.

1.4 Data Presentation and Analysis

Profile of Respondents

BKC offers a vast array of academic degrees. The College offers Bachelor of Education (B.Ed), Bachelor of Science (B.Sc), Bachelor of Business Studies (B.B.S) and Bachelor of Hotel Management (B.H.M) degrees. These graduates' degrees were the main focus in the study, in order to propose policy guidelines and recommendations to ensure quality assurance and effective delivery system.

Table 2: Respondents of the study according to course taken (N=27)

Faculties	Frequency	Percent
B.Ed.	4	14.8
BBS	13	48.1
BHM	3	11.1
BSc	7	25.9
Total	27	100.0

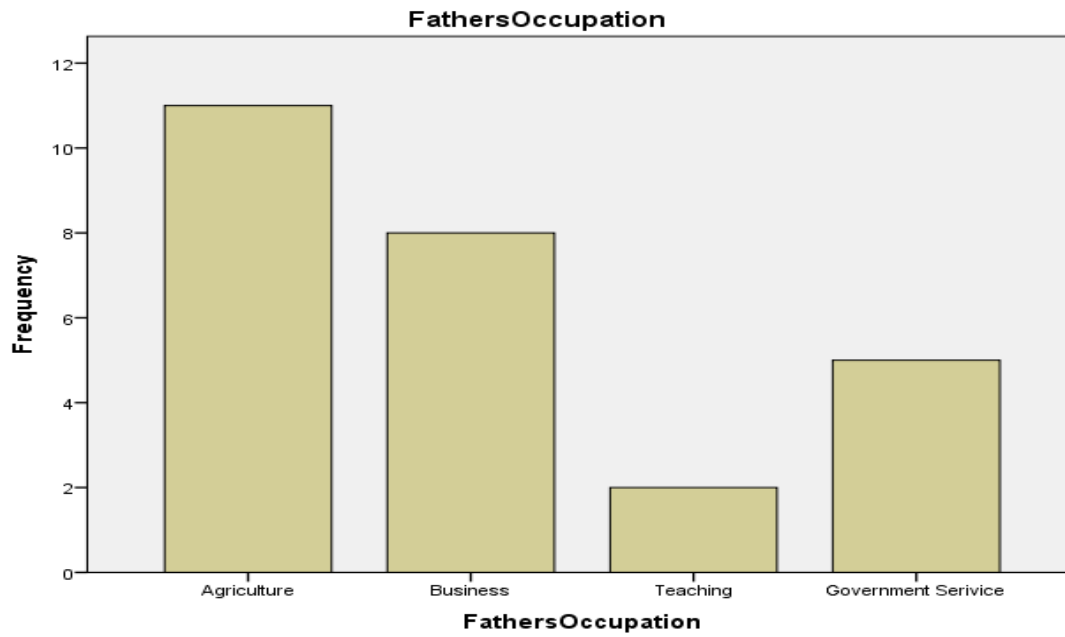
The table 2 shows the greater edge of the number of respondents in the BBS and lowest respondents found in BHM.

Table 3 : Father's Education

Level of Education	Frequency	Percent
None	1	3.7
Primary	5	18.5
Secondary	15	55.6
Tertiary	6	22.2
Total	27	100.0

The table 3 showed the maximum number, 55.6% were found to have the qualification upto secondary level and least in primary level.

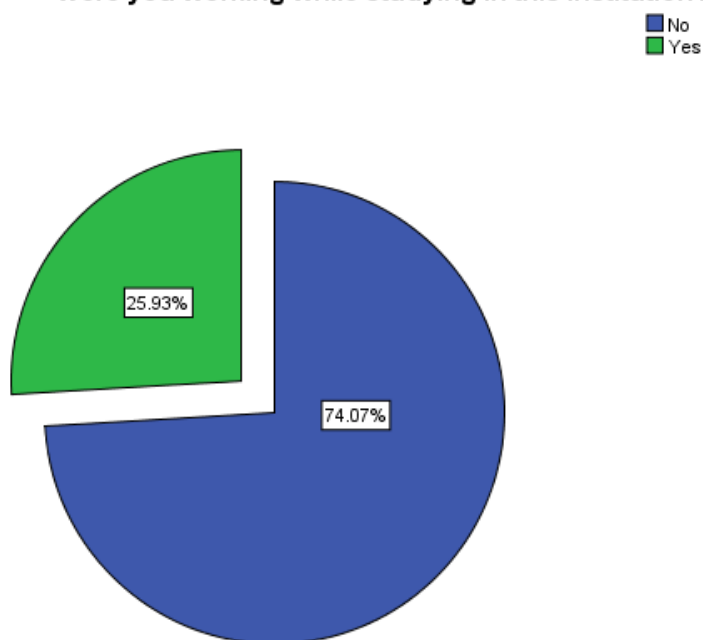
Figure 1 : Father's occupation



In terms of father occupation, the maximum are involved in agriculture and least in teaching.

Figure 2 : Working while Studying

Were you working while studying in this institution?



Only 25% of the students were found to be engaged in the job during their study.

Table 4 : Current Employment Status

Current Employment Status	Frequency	Percent
Working Full Time	8	29.6
Working Part Time but seeking full time	1	3.7
working part time but not seeking full time work	4	14.8
self employed	2	7.4
not working and looking for a job	12	44.4

Total	27	100.0
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The employment rates among respondents were 55 % among which 29.6 % were engaged as full time workers and 44.4 % were without any job.

Table 5: Annual Income

Annual Income	Frequency	Percent	Percent	Cumulative Percent
From 1,00,000 to 1,50,000	1	3.7	9.1	9.1
From 1,50,000 to 2,00,000	3	11.1	27.3	36.4
From 2,00,000 to 3,00,000	4	14.8	36.4	72.7
Above 3,00,000	3	11.1	27.3	100.0
Total	11	40.7	100.0	
Missing	16	59.3		
Total	27	100.0		

Employed graduates report earning an average of Rs. 200000-300000 lakhs annually. Differences in the number of years employed partly account for the range of salaries of the respondents. Entry-level salaries are generally lower for most cases in private organisation.IT related work however, fetch a relatively higher entry-level pay than the other courses.

Table 6 : Know about current job

Know about current job	Frequency	Percent
Through friend	2	7.4
Through relative	5	18.5
Through written enquiries	1	3.7
Advertisement in media	5	18.5
Total	13	48.1
Missing	14	51.9
Total	27	100.0

Table 6 illustrates BKC graduates' job profiles. As reflected, they acquire their job through relatives with 18.5%. This is followed by jobs acquired through advertisement in media with 18.5%. The least number of jobs is obtained through the efforts of the through written enquiries.

Table 7 : Type of Organization

Organization	Frequency	Percent
---------------------	------------------	----------------

Private	10	37.0
Public	2	7.4
Total	12	44.4
Missing	15	55.6
Total	27	100.0

Much of the respondents were found to be enrolled in private job rather than the public.

Table 8 : Area of Employment

Area of Job	Frequency	Percent
Business	1	3.7
Teaching	5	18.5
Industry	3	11.1
Others	3	11.1
Total	12	44.4
Missing	15	55.6
Total	27	100.0

Figure 3 : Area of Employment

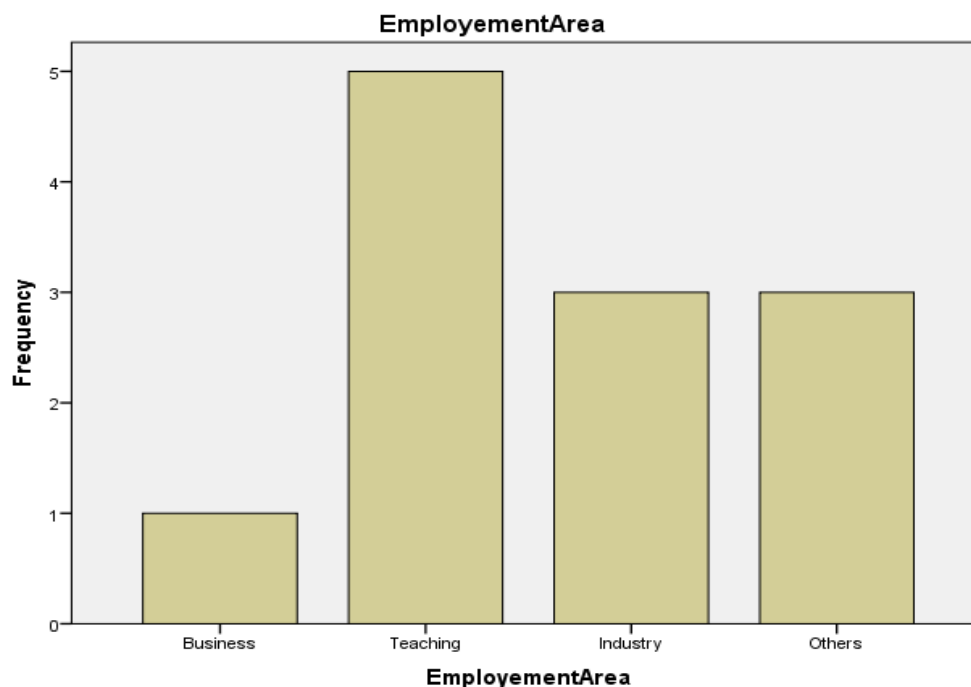


Figure 3 provides a general picture of the occupational classification of respondents. As shown in bar graph, most of the employed graduates are employed as professional teachers with 18.5%. This is followed by non-specified jobs 11.3%. The results show that most of the graduates are employed in jobs related to their course employed in college.

Table 9 : Contribution of the Program to your Personal Knowledge, Skills and Attitudes

(Give number from the range 0-5) Very high = 5 Does not apply = 0

SN	Particulars	No. of respondents					
		0	1	2	3	4	5

1	Enhanced academic knowledge	0	2	3	11	9	2
2	Improved problem-solving skills	2	2	6	6	11	0
3	Improved research skills	0	3	4	11	8	1
4	Improved learning efficiency	1	2	2	9	9	3
5	Improved communication skills	0	1	3	9	12	2
6	Improved information technology skills	1	4	2	8	5	6
7	Enhanced team spirit	1	3	0	9	9	4

Given the snapshot of graduates careers, the study reveals that majority of the BKC graduates readily find employment. They are in occupations that are generally aligned with their courses. Communication and human relation skills are felt by the graduates as very useful in their jobs. The insights and realizations gained while looking for employment by graduates are valuable basis for improving the different academic programs of BKC. The findings support the current curriculum revisions that improve research skills and problem solving skills. 11 out of 27 respondent's rated Enhanced academic knowledge as very good in this institutions similarly improved research skills was rated same. The improved problem solving skills achieved highest ratings across all seven sections

Table 10 : Satisfaction Level of Job

Satisfaction Level	Frequency	Percent
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Very much	2	7.4
Much	9	33.3
Not satisfied	1	3.7
Total	12	44.4
Missing	15	55.6
Total	27	100.0

As illustrated in above table, Satisfaction Level of Job was found to be in the order much (33.3%), Very much (7.4%) and Not satisfied (3.7%). The respondents who were not interested to response the matter were found to be 55.6%.

Table 11 : Intention to stay in the same job

Intention to stay	Frequency	Percent
No	6	22.2
Yes	8	29.6
Total	14	51.9
Missing	13	48.1
Total	27	100.0

Table 12 : Best represent major strengths and weaknesses of the institutional program

(Give number from the range 0-5) Very high = 5 Does not apply = 0

Particulars	Respondents in %					
	0	1	2	3	4	5
Range of courses offered	0.0	14.8	11.1	29.6	29.6	14.8
Number of optional subjects	0.0	3.7	33.3	44.4	11.1	7.4
Relevance of the program to your professional requirements	3.7	11.1	7.4	33.3	33.3	7.4
Extracurricular activities	7.4	11.1	18.5	37.0	14.8	11.1
Problem solving	0.0	3.7	14.8	55.6	25.9	0.0
Inter-disciplinary learning	11.1	7.4	11.1	44.4	18.5	7.4
Work placement/attachment	11.1	7.4	22.2	33.3	18.5	7.4
Teaching/Learning environment	3.7	3.7	7.4	48.1	29.6	1.4
Quality of delivery	7.4	7.4	7.4	37.0	22.2	14.8
Teacher Student Relationship	3.7	3.7	3.7	37.0	25.9	25.9
Library/Lab etc.	3.7	11.1	0.0	25.9	29.6	29.6

More than 75% of respondent graduates reported that their jobs are related to the college courses they finished in BKC. Based on the respondent's assessment, it could be reliably noted that their employment in their jobs were guided by the degrees that they finished. Their current careers are still related to their degrees and realignments have taken place. None of the respondents were totally agreed with the section problem solving as the strength of the institution. Among 27 respondents, the highest number were fully satisfied with library and lab etc. (42.8%) whereas 25.9% were satisfied with teacher Student Relationship. Further, the findings suggest the possible role of a strong placement program that would facilitate job applications, mock job interviews and job fairs in preparing graduating students.

1.5 Major Findings

A good number of the respondents are currently employed while a few are unemployed. Currently studying (51.9%), not actively looking for work (48.1%). Based on the responses, majority of the graduates are employed in the country. The greater edge of the number of respondents in the BBS and lowest respondents found in BHM. In terms of father occupation, the maximum are involved in agriculture and least in teaching. Only 25% of the students were found to be engaged in the job during their study. The employment rates among respondents were 55 % among which 29.6 % were engaged as full time workers and 44.4 % were without any job. Employed graduates report earning an average of Rs. 200000-300000 lakhs annually. The students get the job information through relatives and advertisement in media with 18.5%. Much of the respondents were found to be enrolled in private job rather than the public. 11 out of 27 respondent's rated Enhanced academic knowledge as very good

in this institutions similarly improved research skills was rated same. Satisfaction Level of Job was found to be in the order much (33.3%), Very much (7.4%) and Not satisfied (3.7%). The respondents who were not interested to response the matter were found to be 55.6%. Among 27 respondents, the highest number were fully satisfied with library and lab etc. (42.8%) whereas 25.9% were satisfied with teacher Student Relationship. Most of the students who are engaged in the job respond that the subject help them in their service.

There is a gap after the completion of the study and getting the job and because most of the respondents told that there is No job opportunities while some were preparing for their abroad study. Students left their previous job because they were not satisfied with incentives and pay system. Some want to go for further study and others are seeking for relevant job.

1.6 Implications to Institutional Reform

To use tracer studies as an aid to education/manpower policy making, graduates from all the programmes run by college. To encompass all the programs, a sample will need to be selected to be precise, the question should be asked of what size of sample is necessary to reflect the market demand for specific types of educated manpower.

Another issue in methodology is formulating questions. At the centre of a tracer study is the questionnaire. In designing questions it should be borne in mind that much of the resulting analysis will be statistical and therefore the answers will need to be in a form whereby they can be aggregated. Another important consideration in designing questions is to ensure that their meaning is clear and unambiguous. There are some factors to take into account in the wording of questions. All wording should be simple, direct and familiar. Each question should have a single issue. The result of tracer studies can be useful to and fed into the work

of faculties, particularly Education, Management, Science, and Hotel Management. There should be a permanent tracer study unit in college. The advantage of setting up a permanent tracer study unit is that it can integrate information from tracer studies to college planning purposes. The setting of a permanent tracer study could develop a series of tracer studies right across to education/training system. To improve policy decision on education and manpower, tracer studies need to be organized as part and parcel of the activities of the institution and the information they generate should regularly be fed into the policy-making process. To get up-to date information on the market performance of graduates tracer studies should be made regularly.

To train more-people who will be in charge of the tracer studies. The person in charge should have, as a minimum, practical experiences of survey work including coding and analyzing cross tabulation.

1.7 Conclusion and Recommendations

The BKC graduates were proven to proficient and competent to be employable in the government and private organization, thus resulted in boon opportunities. The BKC command, as cascaded in its vision-mission, prepared graduates for the field of work, with personality that matters compared than other predetermined factors. Academic preparation and career performance exhibited signification of successful employment in different area.

Based on the findings and conclusions, it is recommended that: (1) BKC may strengthen its linkages in the field of education in identifying the skills and competencies that students must learn in order to meet the manpower requirements, (2) the methods employed in classroom activities and other venues must be geared towards developing well-rounded personalities of

students, associated with academic quality standards, (3) the placement services may initiate more activities in enhancing the students' capabilities and readiness into job markets in order to facilitate better employability, and (4) ongoing research should be initiated within the context of graduate follow-up.

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Annexure 16

Objectives Revision & Evaluation

2074/02/21

Quality Assurance Committee, Balkumari College organized a meeting in the chairmanship of Principal Shiva Prasad Poudel to evaluate and review the quality plan and its outcomes.

Attendance:

S.N.	Name	Designation	Signature
1	Mr. Shiva Prasad Poudel	Principal	
2	Mr. Chun Narayan Shrestha	v. Principal	
3	Mr. Bishnu Kumar Shrestha	MR	
4	Mrs Shiliya Shrestha	HOD Economics	
5	Mr. Bhim Narayan Adhikari	Fac. A/C	
6	Mr. Shyam Prasad Sedhai	PI ,MED	
7	Mr. Tara Pati Dhakal	Fac. English	
8	Mr. Bishnu Lal shrestha	Account Officer	

Agenda:

Evaluate and review of Objectives, 2073 as per plan.

Decision:

1. Objective number 1 targets to produce 275 Graduates every year by providing opportunities of Higher Education to large segment of population.

Comment /out comes:

The record shows that in 2070 (2013) Total Graduates passed out were 189, in 2071(2014) they were 176 and in 2072 (2015) 174. It suggests that the college couldn't reach that target so the objective has to be reviewed. Hence, the suggestion is that the target of 275 should be 200 graduates per year.

2. Objective no 2 concerns IQA audit and implementation of suggestion as per decision of review meeting.

Comment /out comes:

The IQA audit and review has been done on regular basis. However, the suggestions are partially completed. Further hard work is necessary for complete achievement.

3. Objective No 3 is about teaching standard.

Comment:

It is found that Balkumari College has been applying modern method of teaching approaches mixed with lecture, Interaction, Group discussion, Audio Video Presentation & Project Works. So it appears that the objective is achieved.

4. As regards to objective 4, it indicates orientation, Training, Workshop for skill development of teachers & Administrative staff.

Comments:

The college is doing refresher training, works shops Seminar and also there is provision of PHD/ M-Phil for several faculties every year. The work shop orientation training details are given in the annual bulletin, 2073. A definite policy and strategy in human resource management is felt for regular and systematic achievement.

5. Objective No 5 is related to physical facilities.

Comments

The College has almost completed the target regarding facilities and administrative technology by installing office automation equipments and internet service to the departments.

6. Objective 6 concerns infrastructure development of the college

Comments

The targeted construction is going on; however, public health building is almost finished. Furthermore, the CMC has decided to prepare master plan for 3 bigha of land in yagyapuri , ward no 5. A Swiss expert from Swisscontact is arriving here in January 2018 to assist prepare master plan of extension building there.

7. Objective 7 is about bringing in new programs.

Comments

Targeted new programs BHM, BSc, BICTE have been already established. Now the College is working out for new programs: BBA, BBM, BIM, BN, Msc, and MBA in the next 5 years.

8. Objective (8) is related to learning resources.

Comments

Additional 1300+ books are purchased for Library, equipments for Science lab installed and speedy internet access is available now. However, e library appliances have been partially purchased fiscal year 073-074.

9. Objective 9 regard to establish relationship with external world.

Comments

The college has relationship with UGC Nepal, Mumbai University, Swiss Contact, Zurich, Purnea, Netherlands, Microsoft company etc. However, there is still need to work seriously to extend relationship with other academic institutions in India, SAARC, USA & Europe.

10. To organize at least three interaction programs with stakeholders, publish annual bulletin of the college is objective 10

Comments:

The activities as mentioned in objective (10) have been achieved, the details are in Annual Bulletin, 2073.

11. As per objective (11), is to look for resources and initiatives (projects) to sustain e.g. UGC, World Bank, IDA, JICA etc

Comments :

The activities for collecting resources/ grants are being done and partially achieved.

12. The stakeholder's satisfaction survey is objective 12.

Comment:

The satisfaction survey is done every year. The suggestions and complaints are addressed as far as possible.

13. To increase pass out percentage is the objective (13).

Comments:

Speaking about this, the college has good results of BHM, BICTE, B.Sc. but general subjects BBS, B.Ed, MBS, M.Ed are still to work hard for targeted achievements.

14. Objective no. (14) is about the community health and social service programs.

Comments:

Community health service programs have been done through its aligned groups: Students' Union, Youth Red cross Circle, Lions/Leo Club of Balkumari College. The achieved social programs are: blood donation, health awareness camp, cancer awareness, HIV awareness, diabetes and adolescent awareness.

15. Objective 15 relates research activities of the college.

Comments:

The research management cell (RMC) has been doing the activities of research by department wise approach, the reports are available in RMC.

16. Objective 16 is To implement admission system in competitive enrollment system by entrance test & c-mat every year.

Comment:

The competitive admission (with entrance test) is strictly in practice in BHM, BICTE & B.Sc. where quota is limited. But general subjects don't have quota system so the entrance is done, but it is not so effective.

17. To organize workshops, trainings to improve their skills and knowledge teachers and administrative staff in level with the need basis every year

Comment:

Workshops, trainings, orientations had been organized in 2073/074 as usual. The details are in annual bulletin 2073.

18. To carry out plantation of flowers, trees, decorative plants around the college premises to keep the college environment clean, healthy and pleasant

Comment/suggestion:

The objective has been achieved. The gardening department, Botany Department, Students' Union is involved in this mission.

19. To continue fulfilling the requirements for obtaining autonomy and establishing Deemed University

Comment/suggestion;

The college is working for second cycle of accreditation. After accreditation, the college can apply for new programs as well as autonomy. In other words the college is continuously working on its mission as per objective 19.

Conclusion

The quality objectives seem to have been almost (60%) achieved. But there is uncertainty with some like objective (9, 11, 14 & 19). However, an expert team has to go through the objectives and make a solid plan/strategy to fulfill them.

Annexure 17

An Overview of academic in reference examination results

Balkumari College is a leading ISO certified educational institution. It has been making encouraging progress in quality maintenance in the field of education.

As regards to its performances, the examination result are evaluated by following point of view :

- Result of Technical and semi-technical programs
- Result of general programs

As a matter of fact, the technical and semi-technical programs have been well managed and properly taken care of. They have limited quota regarding number of students. Each class has 40 seats and so the class can be easily managed and controlled. Individual care is being taken by the teacher. As a result, the performance is satisfactory. Our programs: BHM, BICTE, BSc (Microbiology& environmental science) are technical & semi-technical. It is true that they are a bit expensive.

Nevertheless, The College is serious to maintain same standard in general academic programs such as BBS, MBS, BEd, M Ed. They are comparatively cheap. There are high number of students (most often above 60-70) so the teacher has to work hard to manage. Individual care has been a challenge. Consequently, the performance has been affected. The result analysis of 2070, 2071 and 2072 has verified the fact. On such a situation, Balkumari College is making

efforts to make the general education program more qualitative and significant by investing more time and money.

Table 1=> Result of General education:

Session =>	2071		2072		2073	
Program	Exam appeared	Passed	Exam Appeared	Passed	Exam Appeared	Passed
BBS	382	122=31.9%	325	122=37.5%	539	99=18.3%
BEd	122	36=29.7%	110	42=38%	86	22=25.5%
MBS	39	8=20.5%	1 st 82	30=36.8%	-	
MEd	59	27=45.7%	1 st 32	3=9.3%	-	

Table 2 => result of Semi-technical education

Result of Bachelor of Science,

B.Sc. First Year:

Academic Year	No. of Students	Total Passed	Passed %
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068/71	26	15	57.69
069/73	31	16	51.61
070/74	37	11	29.72
071/75	40	22	55.00

B.Sc. Second Year:

Academic Year	No. of Students	Total Passed	Passed %
068/71	25	19	76.00
069/73	27	7	25.92
070/74	35	15	42.85
071/75	35	12	34.28

B.Sc. Third Year:

Academic Year	No. of Students	Total Passed	Passed %
---------------	-----------------	--------------	----------

068/71	25	18	72.00
069/73	25	20	80.00
070/74	35	27	77.14
071/75	-	-	-

B.Sc. Fourth Year:

Academic Year	No. of Students	Total Passed	Passed %
069/73	25	17	68.00
070/74	-	-	-
071/75	-	-	-

Table 3 => Result of Technical programs (BHM&BICTE)**BICTE First Semester 2073**

S.N.	Name of Student	Ed.411		Eng.Ed.411		Nep.Ed.411		Math Ed. 415		ICT Ed.415		ICT Ed.416		Total	
		GPA	Grade	GPA	Grade	GPA	Grade	GPA	Grade	GPA	Grade	GPA	Grade	SGPA	LG
	No. of pass students		44		37		49		46		46		46		29
	No. of fail students		6		13	0	1	0	5	0	0	0	1	0	22
	Pass Percent		84.615		71.154		94.231		88.462		88.462		88.462		55.769
	Fail percent		11.538		25		1.923		9.615		0		1.923		42.308
	Absent percent		3.846		3.846		3.846		0		9.615		7.692	0	0
	Highest GPA	3.7		3.21		3.46		3.7		4		4	0	3.6	
	No of Absent		2		2		2			1	5	1	4		
	Average Marks	3.08		2.978		3.126		3.176		3.494		3.464		3.292	
	Stander Deviation	0.251		0.124		0.194		0.262		0.317		0.339		0.182	

BHM Result Detail

S.N.	Semester	Batch	T.Exam	M	F	T. Exam	M	F	Pass %	Dist	First	Second	Exam	Result
			Appeared			Passed							Date	Date
1	Fifth	2070/2073	16	13	3	16	13	3	100	16	0	0	Apr-16	Dec-16
2	Sixth	2070/2073	16	13	3	8	6	2	50	0	7	1	Oct-16	Jan-17
3	First	2072/2076	43	32	11	20	15	5	46	2	18	0	Apr-16	Nov-16
4	Third	2071/2075	28	26	2	18	18	0	64	15	3	0	Apr-16	Oct-16
5	Sixth	2069/2072	23	18	5	15	11	4	65	0	13	2	Oct-15	Jan-16
6	Fifth	2069/2072	23	18	5	23	18	5	100	23	0	0	Apr-15	Dec-15
7	Fourth	2070/2073	16	13	3	9	7	2	56	1	8	0	Sep-15	Mar-16
8	Second	2071/2075	28	26	2	23	22	1	82	18	5	0	Sep-15	Mar-16
9	First	2071/2076	29	27	2	19	19	0	65	8	11	0	Mar-15	Sep-15
10	Third	2070/2073	17	14	3	1	1	0	5	0	1	0	Apr-15	Aug-15

Batch 2070/2073

S.N.	Semester	Batch	T.Exam	M	F	T. Exam	M	F	Pass %	Dist	First	Second	Exam	Result
			Appeared			Passed							Date	Date
1	Fifth	2070/2073	16	13	3	16	13	3	100	16	0	0	Apr-16	Dec-16
2	Sixth	2070/2073	16	13	3	8	6	2	50	0	7	1	Oct-16	Jan-17
3	Fourth	2070/2073	16	13	3	9	7	2	56	1	8	0	Sep-15	Mar-16
4	Third	2070/2073	17	14	3	1	1	0	5	0	1	0	Apr-15	Aug-15
5	Second	2070/2073	17	14	3	10	8	2	58	1	9	0	14-Sep	Feb-15
6	First	2070/2073	18	15	3	5	5	0	27	0	5	0	Apr-14	14-Jul

Batch 2069/2072

S.N.	Semester	Batch	T.Exam	M	F	T. Exam	M	F	Pass %	Dist	First	Second	Exam	Result
			Appeared			Passed							Date	Date
1	Sixth	2069/2072	23	18	5	15	11	4	65	0	13	2	Oct-15	Jan-16
2	Fifth	2069/2072	23	18	5	23	18	5	100	23	0	0	Apr-15	Dec-15
3	Fourth	2069/2072	23	18	5	19	15	4	65	1	18	0	Aug-14	Jan-15
4	Third	2069/2072	23	18	5	22	17	5	95	3	19	0	Mar-17	Jul-14
5	second	2069/2072	23	18	5	16	12	4	69	4	12	0	Sep-13	Feb-14
6	First	2069/2072	27	21	6	12	9	3	44	3	9	0	Apr-13	13-Jul

Batch 2068/2071

S.N.	Semester	Batch	T.Exam	M	F	T. Exam	M	F	Pass %	Dist	First	Second	Exam	Result
			Appeared			Passed							Date	Date
1	Sixth	2068/2071	32	27	5	24	22	2	75	0	11	13	Sep-17	Dec-14
2	Fifth	2068/2071	32	27	5	32	27	5	100	32	0	0	Mar-14	Nov-14
3	Fourth	2068/2071	32	27	5	6	5	1	18	1	5	0	Aug-13	Feb-14
4	Third	2068/2071	33	27	6	27	23	4	81	6	21	0	Apr-13	Jul-13
5	Second	2068/2071	33	27	6	28	23	5	84	2	26	0	Sep-12	Feb-13
6	First	2068/2071	36	30	6	11	10	1	30	1	10	0	Apr-12	Jul-12

Conclusion:

The technical and semi-technical programs have progressive result. There is concrete ground for improvement. The general education, on the other hand, has not been as effective as technical programs. Balkumari College is making efforts to have certain plan and strategy for its improvement. It has been realized that limited number of students in the class and competitive test for admission are most important aspect. That is to, a manageable size of class (40 -55) and competitive entrance test have been proposed.

Annexure 18

I. Review Meeting minute of Chaitra 2073

Today on 4th of Chaitra 2073, a meeting regarding management review of activities and performance of Balkumari College has been organized at 8.30 A.M in the meeting has been preside over by Principal Mr. Shiva Prasad Poudel . All agenda were discourse and decided to take corrective actions for non-conformities.

Agenda

- 1.NCS found in Internal Quality Audit of Poush 7-9, 2073.
2. Suggestion for improvement.
3. Corrective actions to be taken.
4. PRT Field visit for re- accreditation.
5. Annual Bulletin 2073.

Decision .1.

As regards to Ncs of audit,2073

Academic Aspects:

S.N	Agenda	Department related	Correction/ step taken	Responsibilities	Target Date	Sign
1	Final exam Result Analysis(2070,2071, 2072	BEd, Health, BHM, ICTE, Economic dep. B.sc, Med, MBS, Eng& Nepali Department	Task has to be completed with target date	Programe Inchrage & HOD	2073/12/25	
2	Student Satisfaction Survey Report	Bed, BBS, Health, BHM, B.sc& MBS	Survey report has to be submitted with target	Programe Inchrage & HOD	2073/12/20	
3	Monitoring Class (Observation, log Book, Planning)	Bed, BBS, BHM, B.sc& Med,Eng, Math & Nep Department	Corrective action has to be taken & report to be completed within target date.	Programe Inchrage & HOD	2073/12/30	
4	Meeting Minute(Regular)	BBS, Health, ICTE, BHM, Bsc.Mbs, Med	Meeting has to be organized with in target date	Programe Inchrage & HOD	2073/12/15	
5	Progress Report	Bed. Health, Icte BHM ,B.sc	Progress Report has to be prepared with in target	Programe Inchrage & HOD	2073/12/25	

6	Annual Academic Plan	Eng Department	Annual plan has to be adjusted with in target Date	Programe Inchrage & HOD	2073/12/30	
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Decision .2.

As regards to suggestions for improvement (academic aspects)

S.N.	Suggestion	Department related	Corrective action	responsibility	Target Date
1	Make entrance of the College building & managed	Top Management	Will be managed	Principal	2074/01/07
2	First Aid Box proper management (Infirmery)	Administration	Will be arranged	J.C Khanal & Thakur Dhakal	2074/01/07
3	Research Work Shop	RMC	Will be organized	Ganga sapkota & Anup Bajracharya	2073/12/30
4	Seminar/Conference with secondary headsirs/Principala	Ananta Dhungana & Shyam Sedhai (education)		Ananta & Shyam Sedhai	2074/01/20

Decision 3,

As regarding PRT Visit .

S.N.	Suggestion	Department related	Corrective action	responsibility	Target Date
1	SSR revision with latest information & data	SSR preparation Team	To be completed in target date	Core Mgmt & SSR team	2074/01/15
2	Post accreditation Report	SSR preparation Team	To be completed in target date	Core Mgmt & SSR team	2074/01/10
3	In response to PRT recommendations in 2009	SSR preparation Team	Final touch to the report already prepared	Core Mgmt & SSR team	2074/01/15
4	In response to Pre-Visit report	Top Management & College administration	To be completed before PRT Field Visit	CMC & top management (Principal)	2074/02/120

Decision 4,

As regards to annual Bulletin 2073, Publication .

In regards to annual Bulletin 2073 of Balkumari College , it will be prepared in UGC format and be published by 25th of Chaitra 2073.

Note: Follow has been done to check the completion of corrective actions .

II. REVIEW MEETING minute OF Kartik 2074

A short Report

The college carried out internal quality assurance audit in the month of Bhadra 2074. The auditors submitted the report of corrective actions within one week. Follow up of corrective actions were held in Kartick and the report of closing of those corrective actions were submitted. In response a review meeting was arranged in the chairmanship of Principal Shiva Prasad Poudel on 30 Kartick 2074, of the agenda were as follow :

- Corrective actions of the last IQA audit
- Preparation for PRT field visit
- Annual progress of academic activities
- Improvement of quality

Decision

Participated by program In charges, HODs, teachers and administrative heads , the meeting decided the following :

-As for the agenda given above, the meeting decided:

To keep record of the report of completed corrective actions to publish in the annual bulletin 2074

- To make adequate preparation for the expected PRT field visit in Poush or Magh 2074

-To publish annual progress report bulletin 2074 by the mid Magh 2074

-To review ISO Implementation and its impact by making a task force of three persons to submit the report by last week of Magh 2074 (Task Force members Mr. Ek Narayan Sapkota, Mr. Tarapati Dhakal and Mr. Bishnu Kumar Shrestha).

Annexure 19

Response to Pre-visit Recommendations

As per Priority Recommendations of Pre-visit of PRT

on 15-17 Mangsir, 2073

Background

Pre-visit mission in the leadership of Professor Krishna Manandhar in Balkumari College took place on 15-17 Mangsir, 2073. As per report of the mission, there are 12 recommendations for BKC to complete before PRT field visit. The college has worked on those recommendations for one year. Progress to each of them are explained as given below

1. Prepare and submit :

a) Benchmark wise progress status from accreditation year

#

Balkumari College had been accredited on 22 Nov, 2009. The college has made amazing change since then. A brief report on post accreditation initiatives have been given in the annexure 2.

b) Trend analysis of student enrollment and results to UGC, QAAD

#

The trend of student enrollment and examination results of 2070, 2071, 2072 & 2073 have been analyzed with an overview of the result. Detail has been presented in

annexure 13 and Annual Progress Report Bulletin published in February ,2017. The copy of the bulletin has been enclosed herewith.

2. Total segregation of + 2 level education from Balkumari College

#

The Board of governors have already decided to segregate the + level education from the college after first cycle of accreditation.

3. Amend the college statute in a line of ensuring the best participation of community and proper functioning of the college.

Balkumari College board of governors has amended the statute as per recommendations and change in time on December 16, 2017 (Poush 1, 2074). The copy has been enclosed herewith.

4. Fulfill different executive posts with full responsibilities according to college statute

All executive posts: Vice Principals, Program In charges, heads of departments and administrative assistants have been already fulfilled by the College Board.

SN	Name	Executive post
1	Mr. Chun Narayan Shrestha	-Vice Principal
2.	Mr. Bharat Khanal	-Vice Principal
1.	Mr. Dipak Kafle	-Program In charge , MGMT , Morning

2.	Mr. Moti Dhungana	-Program In charge Day
3.	Mr. Babu Ram Panthi	-Program In charge, MBS
4.	Dr. Shyam P Sedai	- Program In charge, MEd
5.	Mr. Ananta Dhungana	-Program In charge, BEd
6.	Mr. Prakash Pandey	-Program In charge. HM
7.	Mr. Anup Muni Bajrcharya	-Program In charge, Science
1.	Mrs. Shiliya Shrestha	HOD , Economics
2.	Dr. Kul Prasad Dhungana	HOD , Nepali
3.	Mr. Jagadish Ghimire	HOD, English
4.	Dr. Kalam Khan	HOD, Maths
5.	Dr. Shyam Prasad Sedai	HOD, ICTE
6.	Mr. Shri Prasad Aryal	HOD, Computer lab
7.	Mr. Thakur Dhakal	HOD, ECA
8.	Mr. Bala Nath Sigdel	HOD, Management

9.	Mr. Bhim Narayan Adhikari	HOD, Accountancy
10.	Mr. Mahesh Upadhya	HOD, Marketing
11.	Mr. Ramesh Khanal	V. Cordinator, Research committee
12.	Dr. Guna Raj Chhetri	MBS Research chair
13.	Dr. Shyam P Sedai	Coordinator ,Placement service
14.	Mr. Yam Poudel	EMIS , head , A. MR
15.	Mr. Chandra Kanta Poudel	For Deputy Administrator

- 5. In reference to the recommendation no. 7 of previous PRT visit , painting, renovation and maintenance of the college building , its premises including urinals , sports facilities and the canteen need to be completed**

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As per suggestion, the said projects have already started. At present, they are going on as per procurement rules and regulation.

- 6. Update the SSR with latest data and information and produce to UGC, QAAD.**

The SSR Committee has already updated the Self Study Report with the latest data and information. The SSR committee arranged review meeting in the first week of Poush, 2074 for the purpose. The updated copy has been submitted to the UGC, QAD.

7. Develop strong EMIS system with proper networking of library, examination section, general administration and finance department.

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The EMIS system has been reformed and updated as per available software in the college. It's noteworthy that new software is going to be installed to connect library, administration, examination section and account section. The procurement for the new software has been carried out to complete it within Falgun, 2074(February, 2018).

8. Prepare human resource plan to ensure career development of faculty and non-teaching staff.

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The board of governors has drafted new HRM policy to ensure career development of faculty and non teaching staff as per amended statute.

Human Resource Development plan 2074-075

Balkumari College has been responsive to the Human Resource Management in the college since its establishment. It has undergone great change in this respect. Every year it invests huge amount for the purpose. A great many teachers have had support and encouragement in order to upgrade their qualification especially in their Ph D and M Phil study.

In this connection, Balkumari College has proposed human resource development plan for academic year 2074-075.

HRD Plan 2074-075:

Faculty /department	Particulars/ category	Number	Budget	Remarks
Management	M Phil	-2 Ph D		
	Ph D	-2 M Phil		
Education	M Phil	-1 Ph D		
	Ph D	-1 M Phil		
Science	M Phil	- 1 Ph D		
	Ph D	-1 M Phil		
HM	Post graduate TRAINING	2 teachers		
ICTE	Post graduate training	1 teacher		
Refresher training for teachers	Tips for Presentation & lesson plan through computer	20 teachers		
Administration	<ul style="list-style-type: none"> • Library training • Procurement 	-2 persons		

	orientation <ul style="list-style-type: none"> • Computer operation training • Data collection and entry for record 	-1 persons -10 persons -2 persons		
EMIS	Training and visit	2 persons		

9. **In reference to the recommendation No 12 of previous PRT , placement and recruitment cell has not yet been functional. Tracer study has not yet been completed.**

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The college has already established placement cell and recruitment cell. As for placement cell, Dr. Shyam Prasad Sedai, PI of M Ed program has been assigned as coordinator. He has already started his mission. Nevertheless, the recruitment cell

already exists in coordination of a member of Board of governors. Dr. Iswari RaJ Laudari is the coordinator of recruitment committee at present.

General recommendations:

10. Improve feedback receiving and recording system by reflecting it in decision making process

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The college has practice of receiving feedback from students, stakeholders and ex-students. The college addresses the recommendations as far as possible. The feedback from students and stakeholders are herewith enclosed.

11. The college should extend its formal relation with different institutions more effective and beneficial

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The College is making efforts to establish relationship with different institutions. Presently the college has its relation with SWISS CONTACT, Zurich, Switzerland, Mumbai university, PUM Netherlands and McMaster University, Hemilton Canada. The college is going to sign an agreement with Swisscontact Zurich, Switzerland.

12. Activate internal Quality Assurance Committee (IQAC) to internally regulate quality education.

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The internal Quality Assurance Committee has been strictly and regularly working on its mission. The internal quality audit report with NCs, Review report for corrective

actions and follow up to ensure proper completion of corrective actions have been enclosed herewith. The report is given in annexure 10 and annexure 18.

+++++++ The End ++++++