

Part I

Introduction

General Background

Janamaitri Multiple Campus (JMC) was established in 2047 BS (1991 AD) with the initiation of academicians, intellectuals and social workers residing in Kuleshwor Area. The campus is located at prime location of Kuleshwor residential area which is easily accessible from different areas of Kathmandu Valley. Several years of dedicated efforts of a team of professionals towards promoting academic excellence has brought JMC to the present status of being recognized and admired as one of the leading academic institutions of the nation.

JMC is a reputed community campus. It is obliged to people, society and the nation as a whole. Conducive academic environment, mutual understanding among its stakeholders, high regards to social values and priority to practice based education are some of the distinctive features of JMC. It is proven that imparting quality education is possible even with very low initial investment with the dedication and commitment of students, faculty members as well as entire management team towards academic excellence.

Since the beginning of its establishment, JMC has been placing due emphasis on making education accessible to socially and economically marginalized, meritorious as well as differently able students by offering scholarship thereby promoting inclusiveness in education, a prerequisite for sustainable development. JMC has maximally utilized the available resources for upgrading physical facilities and promoting academic excellence. It has purchased around 2200.00 square meters of land in a peaceful locality nearby the current location campus. A new building is under construction in the same land. The acquisition of the land was possible due to moderate remuneration agreed by teachers and staff. High sense of responsibility and ownership, team spirit and dedication of the teachers and staff has established JMC as a unique academic institution paving its way towards a deemed university.

Academic Programs

Since its inception, JMC has been affiliated to Tribhuvan University. It started academic programs in intermediate level in Law and Humanities in 1991 AD. Similarly, the academic program of HSEB in Management, Education and Humanities was started in 1997 AD. With the growing demand, the campus started bachelor level program in Management in 2003 AD.

In 2004 Humanities and Education bachelor program were introduced. Furthermore, master level programs in Management (MBS) and Education (M Ed) were started in 2010 AD.

The academic programs at hand:

- a. +2 Program in Management, Humanities and Education (HSEB)- Morning and Day Shifts
- b. Four-Year BBS (TU)- Morning and Day Shifts
- c. Three-Year B Ed (TU)- Morning Shift
- d. Three-Year B Ed ICT (TU)- Morning and Day Shift
- e. Three-Year B A (TU)- Morning Shift
- f. MBS (TU)- Morning Shift
- g. M Ed in Nepali and English (TU)- Morning Shift

These programs have been very successful to make JMC a destination for higher education. However, there has been a growing demand for the science stream in plus two level and BBA, BBM, and B Sc CSIT in bachelor. To address this demand, JMC has a plan to introduce these programs in the near future.

Physical Infrastructure

Since its inception, JMC has been dedicated to quality education in affordable fee and at the same time it has been promoting inclusiveness in education. Adequate physical infrastructure is one of the main priorities of the campus. Clean drinking water, play ground, cafeteria, sports materials, and generator to back up the power supply are some of the facilities available at present. Now, the building where the classes are running was constructed by the campus itself under unlimited lease contract basis with Kuleshwor Awash High School. Besides, the campus has leased in two additional buildings. Still the space is still insufficient to accommodate the large number of students.

University Grants Commission (UGC), by recognizing the outstanding academic performance of JMC, has financially supported the campus under the Second Higher Education Project (SHEP). The Grant Scheme covers performance and matching grants. The construction of the first floor of the proposed five storey academic building with 50 rooms has almost been completed with the support of this grant. On the northern side of the

building, the campus has already constructed a one storey building with 13 rooms which accommodates eight classrooms with modern furniture, a library hall, a modernized computer lab with multimedia facilities, a radio lab, and one staff room. This available infrastructure is not sufficient and JMC is in need of further resources to upgrade its infrastructure.

Facilities to the Students

The premises of the campus are for quality enhancement and inclusiveness in education. The campus has been offering scholarship to the meritorious and needy students. In the academic year 2074/75 around 250 students were provided with scholarship under different categories. The campus also offers cash and other prizes to the meritorious students at the end of each academic year.

The students have access to library facilities contributing to promote their academic standard. Different lab facilities (computer lab, radio lab, and science lab) have additionally helped students to learn practical skills in their respective areas. Furthermore, the campus has a plan to provide the students e-library facility.

JMC also gives high priority to extra and co curricular activities (ECA) for the overall development of the learners. In addition to conducting ECA on regular basis and organizing grand sports week, the campus provides the students opportunities of participating in different inter-college competitions at regional as well as national level. The ECAs include football, volleyball, cricket, table tennis, race, chess, carom board and other various cultural and literary activities. Achievers of ECA are awarded with medals and certificates at the annual function of JMC. Among such achievers, some of are nominated as executive members is Student Quality Circle. The campus also organizes inter-campus ECA both in and outside the campus premises.

Human Resource Development

The campus has its own specific rules and regulations for the recruitment of, promotion of and rewards for teachers and staff. The facilities cover provident fund, leave and retirement benefits. The funds deducted from the salary and equivalent amount contributed by the campus is deposited in Citizen Investment Trust and Employees' Provident Fund. Such a facility is provided only to the contract and permanent teachers and staff as per the campus rules. Different lab facilities (computer lab, radio lab, and science lab) have helped students to learn practical skills in their respective areas. Different lab facilities (computer lab, radio

lab, and science lab) have helped students to learn practical skills in their respective areas. As a part of enhancing academic excellence, the campus provides financial grants to the teachers in carrying out advanced study and research such as M. Phil and PhD. In last two years, the campus has offered such facility to 4 PhD and 5 M Phil scholars.

Financial Status

The total income of the academic year 2074/75 was Rs. 3,39,89,857.87. The major source income is students' fees. Out of total income, University Grant Commission has granted Rs. 56,71,040.00. In the expenditure side, the large amount of that is Rs. 2,04,43,142.12 was spent on the remuneration.

Strengths and Weaknesses

JMC has been popularly known for providing quality education in affordable fees. The results proved it. Regular home assignments, unit and terminal tests, practical classes, excursions, etc. are some of the salient academic features enhancing the reputation of JMC. The people admire the quality of education. Similarly, current as well as ex-students are the major source of popularity of JMC. High team spirit has enabled JMC to implement challenging strategies and minimize risks of any kind. All the students, teachers and the staff are committed to achieve academic height of the campus. This has helped to justify the true name JANAMAITRI. In its glorious journey, JMC succeeded in extending its programs to B Ed ICT and Master's Degree.

One of the major limitations of the campus is inadequacy of physical infrastructure including lack of a single academic building with facilities such as seminar hall, well facilitated canteen, separate rooms for each faculty and proper and separate boundary of administrative and academic blocks. Beside, no transportation facility could be provided so far to the students who live far away from the campus. Furthermore, insufficiency of books in the libraries also an additional problem faced by the campus.

Threats

Some of the threats faced by JMC are: the growing educational institutions of both public and private in nature in its own locality, feeder institutions upgrading their programs, lack of alternative sources of funding, increasing need of scholarship, and inability to upgrade physical infrastructure as per demand. The campus has taken these threats positively as the source of inspiration for its own betterment.

Opportunities

JMC has been committed to delivering its service to people and society in a non profit basis. It believes that public educational institutions are strong assets of the nation as they produce the manpower necessary for the nation. Recognizing its contribution UGC has provided JMC grant under HERP program with the scope of scaling up of the academic excellence of the campus in the days to come. The campus has expanded its academic programs to M Ed, MBS, BCA,BBM and B Ed ICTE toward that end. JMC has high chances of running technical programs in other fields as it is centrally located. Similarly, the campus expects various supports including scholarship from various local bodies and social organizations to support economically needy students. It has big scope of mobilizing various stakeholders for resource generation and quality enhancement program. It has already made a formal request to its Alumni Association to support the campus in such endeavors. The Management Committee is committed to develop this campus as a deemed public university.

Future Strategies

The immediate prime priority of the campus is the completion of academic building under construction. This needs huge resources. Nonetheless, it is hoped that the construction work will be completed in the near future using internal as well as external resources. Transportation facility, lab extension, students' hostel, staff quarter, canteen, etc. are under priority as per the availability of resources. Bachelor in technical subjects and masters in various faculties are the prioritized areas of new academic extension.

In parallel, the campus is committed to quality enhancement of academic programs. The campus management has drawn up a long term master plan for the same purpose. All the faculties have been inspired and motivated to carry out research based teaching-learning activities to promote learner centered teaching. The JMC Student Quality Circle has formally inspired the fellow students to come into the main stream of educational quality. Similarly, JMC Alumni Association formed is expected to provide regular feedback as well as other supports from the ex-students towards such endeavors.

Criterion wise Narratives

1. POLICY & PROCEDURES

Janamaitri Multiple Campus was established with the aim of providing quality education in affordable fee. The college has its own well defined goals, objectives and standards stated in JMC bylaws, JMC operational guidelines, strategic plan as well as JMC Master Plan which has clearly drawn up vision, mission, core values, goals and objectives, strategies and action plans. JMC has duly formed organizational structure to formulate, reflect, review and update the policies of the institution. The bylaws of the campus clearly state this structure as well as job responsibilities of all the employees including the administrators. Teaching as well as non-teaching staff are provided with their job responsibilities along with the appointment letter. The supreme body of the campus is Campus Assembly (2075) which rectifies reviews and updates policies and plans through general meeting. The Campus Management Committee with the help of Internal Management Committee implements the policies; collects views of the stakeholders and forwards recommendations for policy reforms and updates.

Internal Management Committee which evaluates the performance of the staff including regularity, punctuality, students' result in internal as well as board exams, feedback from students, work excellence and additional support in campus development. In addition to this, the staff evaluates themselves using the self evaluation form developed by the campus. The administration keeps cumulative record of the evaluation of each employee as bases for promotion and other facilities. There is the provision of a three member Monitoring Committee which in coordination with the committees and class teachers monitors teaching learning activities. In addition, the campus has formed Students' Quality Circles (SQCs) for their creative participation in quality enhancement program. Based on these provisions, the campus is heading toward implementing quality audit and social audit as next step for quality enhancement. JMC Alumni has also been supporting the campus by providing feedback from the ex-students.

To provide remedial classes to educationally disadvantaged students and to support all round development of students for enhancing the quality of education, the campus has been offering extra coaching classes, language training, computer training, anchoring and account training programs to the needy students.

JMC has formed Students Council in the creative participation of meritorious students as well as ECA achievers. It supports the campus in different sectors including students' support and guidance. Students' Council and Employment Unit has been supporting the students in the job or business settlement during and after their studies. Similarly, we have Professional Skills and Counseling Unit which works for developing skills in the students. These all programs are mostly self sustaining in nature. Beside this, various sub-committees- QAA Committee, SSR Committee, Procurement Committee, Research Committee, Internal Examination Committee and Students' Council etc. have been formed within the campus to support administrative mechanism for the overall development of campus. In addition to this, JMC has various functioning committees such as Janamaitri English Students' Association (JESA), Janamaitri Literary Forum (JLF), and Janamaitri Mathematical Society (JMS) to support the campus in various co-curricular activities.

The campus takes occasional feedbacks from the stakeholders with the help of questionnaire developed for the same purpose and through suggestion box. JMC has developed a unit called Information and Communication Cell which disseminates information regarding the campus. The unit also manages periodical collection of feedback from the students and other stakeholders. Sometimes, it invites external agencies for getting feedbacks and suggestions. At present, a committee under the Coordination of Prof. Dr. Krishna Chandra Sharma has been formed to study academic as well as administrative system of the college and provide suggestion for further improvement. Ex-students have been involved in the main stream of the campus development through JMC Alumni Association. For the promotion of quality JMC has given great priority to research as well as the integration of research and teaching.

2. CURRICULAR ASPECTS

All the teaching learning activities of the campus have been directed by the institutional goals and objectives mentioned in the Master Plan, Strategic Plan and periodical action plans, in implementing the curriculum prescribed by Tribhuvan University. The academic goals and objectives of the campus are in line with the goals and objectives specified by the university in its curricula. All the courses are completed in the given time frame and the revision classes are duly conducted. Paper presentation, practical works, project works, field visits, teaching practice, etc. are conducted as per the need. For the effectiveness in teaching and evaluation, the campus has been conducting periodical interaction and orientation programs among teachers and students. The campus has offered morning and day shift programs and

students can choose any of the shifts as per their convenience. As per the flexibility offered by the campus, the students can change the stream of their studies if they want to do so. Similarly, the students are provided with different elective subjects to choose from.

To increase learning capacity of students, JMC has been using modern teaching strategies such as report writing and presentation, workshops, group discussion, home assessment, and internal formative evaluation with adequate feedback as per the demand of the course. Language classes, practice of spoken skills in class and speech competition are conducted to develop communication skills. Mathematical Council conducts workshops and presentation programs to enhance numerical skills in students. The students are provided with opportunity to use the computer lab for developing their skills in using modern technology. Our faculties have actively participated in the discussion regarding the designing as well as revision of the curriculum.

The campus has given priority for demand driven education so as to satisfy job market. JMC conducts industrial tour, study visit of related institutions such as finance sector, education, hotels, resorts, etc. It has been taking the students in the social and reformative works like awareness rally, support to the elderly and helpless people, blood donation programs to name but a few to inculcate civic responsibilities in students.

3. TEACHING LEARNING AND EVALUATION

The prevailing practice of JMC is admitting students on the basis of their academic records and interview as well as entrance exam for certain subjects and their needs and aptitude are considered as much as possible through counseling, orientation, and different forms of formative evaluations and remedial classes as per the need of students. JMC follows the curriculum prescribed by Tribhuvan University. The teaching plans of all the syllabi are prepared in harmony with the academic/teaching calendar and the Monitoring Committee is responsible for monitoring whether the plan is followed properly. The campus requires all the subject teachers to submit the breakdown of the course as per the working days and monitors if the breakdown is properly followed. JMC conducts faculty wise workshop to improve the yearly course plan in the beginning of each session.

About 30 percent of classes are supplemented with various modern teaching strategies like power point presentation, class presentation, project work, audio visual classes, field visits, discussion sessions, etc. JMC strongly encourages the faculties to inspire the students for

their creative participation in learning. JMC has a well equipped computer lab, multimedia projector fixed in some classes, science lab for environment science of B.Ed. 3rd year, radio lab for the students majoring in mass communication and audio visual equipments like cassette player, OHP, laptops, scanner etc. for other support. The use of modern teaching equipments and techniques is the main crux of present academic need. The campus has initiated for the development in such sectors with the help of audio visual classes and other practice based schemes by involving students in project works, group works, group discussions, field visits, educational excursions, home assignments, internship, and problem solving activities, educational excursions and industrial tours. To carry out teaching learning as well as evaluation activities all together there are 71 members including 57 teaching and 14 non-teaching staff.

The campus bylaw has given authority and responsibility to the campus administration for appointing part time and contract basis faculties as per the needs. All the new appointments of JMC are self funded. In case of fulltime faculties, the advertisement for vacancy is made in a national daily; the selection committee gives written examination to the candidates, observes their classes, takes their interview and selects the best candidates. They are provided with a job contract through formal appointment letter. Part time teachers, however, are selected on the basis of class observation and interview. From the very beginning of the campus establishment, JMC has been inviting the guest lecturers for additional support to the students. The regular faculties and head of the Subject Committee make arrangement for such classes as per the need.

The campus has recently developed self appraisal form which all the teaching faculties fill up. All the staff is expected to update their portfolio with their latest achievements in teaching, research and extension programs. The study of such file is the base of staff evaluation in case of promotion and other benefits. It has also given a guideline for the proper evaluation of the staff in the form of job accountability and appraisal.

JMC brings improvement in its activities based on the feedback provided by current students and ex-students regarding their views on teaching learning and other administrative services.

JMC has realized that staff development is the base for organizational development. It has been conducting various workshops, seminars, trainings and orientation programs for the development of the faculties. The head of each subject committee prepares the scheme for

such programs and implements them periodically. The campus has allocated some budget for such activities. Around 200 teachers have been benefitted from such programs.

4. RESEARCH, CONSULTANCY AND EXTENSION

The campus has allocated 3% of its total annual operating budget in the research related works. The students of bachelor as well as master level are provided with some financial support for their regular research, education tours, field study as well as the publication of JMC News Letter, JMC Souvenir, JESA Wall Magazine and other periodical publications to promote research skills in teachers and students.

Similarly, the faculties are provided with financial support for their M Phil and Ph D studies along with paid study leave for three months and sixth months respectively, some seed money for encouragement, and partial leisure periods for managing time for their studies. Under this scheme, two teachers have already completed their Ph D and eleven teachers have completed their M Phil degrees. Similarly, five teachers are now carrying out their Ph D studies.

To facilitate as well as promote research in the campus, an eleven member Research Committee has been formed. The Committee, in the full financial support of the campus, publishes JMC Research Journal, annually. So far three volumes of the Journal have already been published. Almost 27 percent of the teachers are involved in research activities such as writing research articles, supervising students' research works and publishing books.

The campus also supports the field trips of students of bachelor as well as master level, helps them in preparing research reports based on their field trips, provides orientation to them for conducting research activities and writing research reports. Different research projects, though they do not generate any revenue, are going on in the campus. At present, the Research and Publication Committee is responsible for all the publications of the campus including JMC Souvenir, JMC Research Journal, operational calendar, prospectus, and brochure.

The faculties of JMC, in the agreement of the campus, have been providing consultancy to different institutions like Curriculum Development Centre, Subject Committee, Bar Association, to name but a few.

As a community campus, JMC feels responsible towards the society and the nation. It has established a unit for the extension services and social linkage. The extension activities of

the institutions include community development, health and hygiene, medical camp, blood donation, AIDS awareness and environmental awareness. The Social Service Club takes the major role to promote all the social extension services.

In case of inter school programs the faculties have been providing volunteer services in the inspiration of the administration. Recently the financial support from the UGC also has been utilized in some of the social works. The campus has conducted different extension activities in collaboration with different NGO's and GO's. Some of these organizations that the campus has worked with are Green Nepal, Lions Club, Forest Action, and South Asian Instruction. Recently the campus has conducted blood donation program in joint effort with Lions Club. JMC frequently sends the students in their volunteer services in different programs in the request of the local organizations including the metropolitan city.

5. INFRASTRUCTURE AND LEARNING RESOURCES

The campus has developed its Ten Year Master Plan in the active participation of the stakeholders. It includes the existing status and infrastructure development as projected expansion in future. JMC has given high priority to the development of technical support to the teaching learning activities. Highly modernized computer lab, bar code system library, internet access in the campus premises, power point presentation in some special classes, etc. have added to the quality teaching scheme. The Management Committee is strongly committed to meet the growing needs of physical facilities in the campus. The new building under construction will meet the needs of physical infrastructure to some extent. As mentioned above, JMC has got well established computer lab with 60 desktop computers. The radio lab and science lab are also under operation. The construction of other support facilities like e-library and training hall has been clearly defined in the master plan.

The campus allocates budget for infrastructure development and maintenance each year. The Management Committee has duly formulated a procurement committee which handles large scale constructions and maintenance while in case of minor maintenances, the concerning unit heads make demand and the administration works accordingly. The campus has an electrician and a computer technician for the maintenance in the technical sectors. In case of software maintenance, JMC has signed an MOU with I-Tech computer company for regular inspection and maintenance of server system and computer lab on annual basis.

In JMC academic programs are offered in the morning as well day shifts and students can choose the shift as per their convenience. All the furniture, labs, libraries as well as other learning resources are used for both the shifts. The campus has a plan to extend its academic program in the evening shift as well. The lab and class rooms are used periodically for various trainings like accountancy, ICT training, language training, etc.

The campus has been providing the field and resources to the external agencies periodically. In the request of the TU Dean Office, the ICT lab was provided to the Training of Trainers (TOT) program of B Ed ICT for ten months. Similarly, the program hall was offered to the Faculty of Education, Dean's Office for one month teachers' refresher training and training on critical thinking. Extra Curricular Activity Club, in coordination with JMC Quality Circle, organizes periodic cleaning programs in the campus premises, plantation program for enriching greenery in and around the campus; periodical programs to raise awareness of communities about clean, green and pollution free environment. In addition to this, JMC has allocated responsibility to the supporting staff to make the surrounding neat and clean. There are dustbins in the campus premise for the proper management of waste materials. The building which is under construction also includes greenery and environment protection plan.

JMC has increased learning resources gradually. It has a well equipped computer lab with 40 computers with the Internet facility, easily accessible to the students in their practical classes. The computer lab normally remains open from 6 am to 4 pm for six days a week. JMC has two generators to provide backup in case of power cut. Even during holidays, the computer center remains open in case of necessity. JMC has residential supporting staff for the services during holidays and off hours. The computer center has been a source of developing computer aided learning package in various subjects. BBS and MBS students have got Tally, SPSS and account related trainings to enhance basic skills for their job adjustment. B Ed and B A students have been given basic knowledge in power point presentation and browsing materials from the net periodically. The faculties have got regular chances to upgrade their knowledge in the related subjects. The centre has also been useful to conduct various internal and external trainings and workshops related to ICT.

Besides this, there are eight desktop computers and four laptop computers connected to the Internet being used by different administrative units. In addition, all the six Departments have been provided with a laptop computer for the purpose of special class presentation and internet facilities. JMC has planned to install CC TV in the new building under construction.

And has envisioned e-library in its Ten Year Master Plan. JMC has developed interrelationship with various universities of national and international level. JMC encourages the faculties to make maximum linkage with the foreign universities on behalf of the campus.

JMC is concerned about the well being of students and staff and it has set First Aid Unit so as to facilitate the students as well as the staff in minor injuries and sickness. The serious cases are referred to the nearby hospital in the consent of the guardians. In addition to this, JMC has developed a system of providing token money to the staff if they have to undergo very serious treatment. In mutual understanding with JMC, Sahid Memorial Hospital has agreed to provide 20% discount for the teachers and the students of JMC.

JMC conducts sports week with various sports and academic activities every year in campus premises as well as externally hired playgrounds. The sports cover major events including football, cricket, basketball, volleyball, badminton, table tennis, race and many more. The ECA achievers of various sectors are given medals and certificates on the occasion of campus anniversary.

6. STUDENT SUPPORT AND GUIDANCE

The campus has developed its own policy for admission and it is exposed to the public through notices, flexes, and banners, prospectus, JMC Charter, brochure and orientation program. The prospective students visit the campus or inquire through telephone regarding the policies and criteria including the fees. The notices can be obtained through campus web site www.jmc.edu.np. Admission section gives written documents i.e. prospectus/ brochure to the students as well as answers their queries. The criteria for admission are mentioned in the admission form as well.

The students are advised and oriented towards the courses / syllabi they are supposed to study in their respective faculties. Besides this, the concerned class teachers who are also the coordinator of quality circle, advice and counsel the students in terms of study, exams and nature of the curriculum and the courses offered. The printed materials including all the basic information including motto, objectives, salient features, courses offered, scholarship and award scheme, available facilities, rules and regulations are distributed to the students at the time of admission. The needy as well as disadvantaged students are provided with free ship and scholarship. The institution has allocated 6% of the amount collected from

students' monthly fee. Around 200 students have got scholarship in the academic year 2074/75. JMC Scholarship Committee regulates the distribution of scholarship

Student Counseling Unit receives and delivers information to the students about the job opportunities in the market. It also keeps relation to the related institutions in the market for direct supply of our manpower. Approximately, 151 students have got job in different sectors in facilitation of Student Counseling Unit. The teachers of this campus who are directly and indirectly associated to various institutions obtain information of job opportunities and provide them to students. JMC Alumni Association has supported the campus in its external publicity as well as admission every year. The association has also been highly helpful in the adjustment of our graduates in job market. The association has been supportive in the tracer study as well.

JMC, till the date, does not have any specific policy regarding the enrolment of the foreign students. The Internal Management Committee has discussed this issue and made an oral understanding to keep same fee structure to the students from SAARC countries. Indoor games, outdoor games, students' magazines, cultural programs and audio video facilities are recreational facilities available to our students.

7. INFORMATION SYSTEM

JMC has formed Exam Committee which makes primary study of the academic results and forwards recommendations to the Internal Management Committee which works for monitoring quality. Based on internal formative evaluation, necessary steps are taken for improvements. The evaluation of the academic records such as results of regular internal evaluation, board exam results, outstanding achievements of students in external exams, academic achievements of the faculties, and status of student enrollment have been the major source of information to prepare strategic plan for quality enhancement. The analysis also provides feedback regarding the need of professional development as well as promotion of the faculties. Based on these efforts for the promotion of quality education, University Grant Commission has nominated JMC as the B Grade campus for financial support.

JMC has used computerized system to keep academic as well as non academic records. The software LIBRA is used for maintaining the records in the library, and account software for keeping financial records. The computerization has made it easy to have access of records to

all the faculties and administrators, to update the data as well as use such data for making informed decisions.

An information unit has been established under the coordination of Mr. Madhav Khanal. There is also the provision of providing information regarding evaluation to the concerned stakeholders. Basic information of the campus is displayed in the JMC Charter in the campus premises. Some of the outstanding achievements are exposed to all the stakeholders through prospectus, campus magazine, notice boards and FM radios. Stakeholders, if they want, can get information about campus the campus by consulting Information Unit.

JMC gives high priority to feedback from the stakeholders for enhancing the quality. A set of questionnaire has been developed for getting feedback from the passing out students as well as ex-students. Beside this, periodical interaction programs are organized for the same. The stakeholders can provide anonymous and constructive suggestions for the betterment of the campus by dropping their written suggestions in the suggestion box kept in the campus premise. Information Unit collects such kind of feedbacks, analyzes them and informs the Internal Management Committee for addressing them.

This information system is the core for making informed of academic as well as non academic decisions to establish JMC as the centre for excellence. It has further assisted in promoting staff accountability, promotion, student welfare, research and all the administrative units including the admission section. Some of the improvements made in the initiation of the information system are: thumb print attendance, JMC Website, notice board, use of computer software in the library and account section, data-base of students, student profile maintained by class teachers

8. PUBLIC INFORMATION

Based on its bylaw, JMC has established JMC Information Unit under the coordination of Mr. Madav Khanal. The cell collects and keeps records of relevant information from internal as well external sources and, in the approval of the Campus Chief, provides information including outstanding results, enrolment status, financial glimpses, changes in the rules and regulations, expectation from the stakeholders, and future strategies of the campus to the public as per the need through publication like magazine, newspapers and some special publications.

Some of the externally important information like tender notices, vacancy announcement, admission notices, etc. is published in the newspapers. Other general information and creative works are printed in the magazine and bulletins of the campus. Besides this, JMC has the provision for displaying some important pieces of information on the notice boards, flexes, banners and JMC Charter. Such information is published on yearly basis on JMC Souvenir and

JMC Research Journal. The information cell keeps periodical meetings and interaction programs so as to collect responses or feedback regarding published information. Such information can be provided orally or through suggestion box by the stakeholders.

The impact of public information on quality improvement is measured on the basis of information provided by the stakeholders via suggestion box, social media like Face Book; and email. Public information has had a significant impact on quality enhancement of the campus. Based on the information provided by the stakeholders, improvements have been made on physical infrastructure, teaching learning activities, financial transparency as well as administrative process.

Part II

SECTION A

INFORMATION FOR INSTITUTIONAL PROFILE

1. Institutional Information

Name of the Institution: **Janamaitri Multiple Campus**

Place: **Kathmandu- 14, Kuleshwor**

P O Box:

District: **Kathmandu**

2. Information for Communication

a. Office

Name	Telephone with Extension Number	Fax	E-mail
Executive Head of the Institution: Campus Chief Bhola Nath Ojha	Tel: 01-4277202/ 01-4286283		campuschief@janamaitricampus.org
Executive Assistant: Assistant Campus Chief Madhav Khanal	Tel: 01-4277202/ 01-4316744		madhavakhanal@gmail.com
Management Committee Chairperson: Dr. Dilli Raj Khanal	Tel: 01-4277202/ 01-4286283		drkhanal10@gmail.com

b. Residence

Name	Telephone with Extension Number	Fax	E-mail
Executive Head of the Institution: Campus Chief Bhola Nath Ojha	Tel: 01-5001613 Mob: 9851106665		bholaojha25@gmail.com
Executive Assistant: Assistant Campus Chief Madhav Khanal	Tel: 01-4316744 Mob: 9841408224		madhavakhanal@gmail.com
Management Committee Chairperson: Dr. Dilli Raj Khanal	Tel: 014271840 Mob: 9851085545		drkhanal10@gmail.com

3. Type of Institution

Constituent Affiliated Degree Awarding Autonomous Institution

4. Institutional Management:

Public Community Private Other (please specify)

5. Financial category of the institution:

Government Funded Self-financing Community Other (please specify)

6. a) Date of establishment of the Institution: **11 Magh 2047**

b) Date of commencement of the Bachelor or higher level Program(s): **25 Bhadra 2059**

c) University to which the Institution is affiliated: **Tribhuvan University (See Annex A-1 Page 1- 16)**

7. Date of Government /UGC approval (only for Institution affiliated to foreign universities): **(N/A)**

8. Is the institution autonomous in terms of

Financing Administrative Management Academic Management
None

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

Own Land : 5 Ropanees (2022.55 sq.mts)

Agreement with private ownership: About 5 Ropanees

10. Location of the Institution

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 of Program
(10+2 (HSEB))	3
Bachelors	3
Masters	2
M Phil	NA
PhD	NA
Any other (specify)	NA
Total	8

(See Annex A-1 Affiliation Letter and Membership Page 1-16)

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

Faculty of Science and Technology
Departments: NA
Faculty of Humanities & Social Sciences
Departments: 3
Faculty of Management
Departments: 1
Faculty of Education
Departments: 1
Faculty of Law
Departments: NA
Institute of Engineering
Departments: NA

Institute of Medicine
Departments: NA
Institute of Agriculture
Departments: NA
Institute of Forestry
Departments: NA
Other Faculties: NA
Departments: NA

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

Programs	Level of Study	Eligibility requirement for student admission	Student Number (Enrolment/Capacity)
NA			

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

The norms and procedures of staff recruitment are stated in and directed by the campus bylaws, and carried on by the service commission. The following processes are applied in this regard:

- a. The administration identifies the need of new staff and informs the management committee.
- b. The management committee creates vacancy and sends in service commission for further process
- c. The commission publishes vacancy announcement in one of the reputed national daily newspapers
- d. The commission adopts written test, interview and practical observation as per the need of the job
- e. The selected/successful candidates are recommended to the management committee for the approval and appointment

f. The commission also takes certain procedures in case of promotion as well as temporary and part time appointments

(Volume A-3 Campus Bylaws Page No 81-97, Volume B-2 Management Committee Page No 8-37, Volume B-9 Selection and Promotion Committee Page No 272-284, Volume B-10 Appointment Letters Page No 285-316)

15. Number of Full timer and Part timer teaching staff at present:

Particulars	Disadvantaged / Janajatis		Others		Grand Total
	F	T	F	T	
Full Time Teachers (Total)	2	5	4	28	33
No. of teachers with PhD	1	1	1	1	2
No. of teachers with MPhil	-	-	1	10	10
No. of teachers with Masters	1	4	2	17	21
No. of teachers with Bachelors	-	-	-	-	-
Part Time Teachers (Total)	1	2	5	22	24
Part-time teachers with PhD	-	-	-	-	-
Part-time teachers with M Phil	-	-	1	2	2
Part-time teachers with Masters	1	2	4	20	22
No. of teachers with Bachelors	-	-	-	-	-

Total No of Teacher	Permanent		Temporary		EDJ		Total	
	Male	Female	Male	Female	Male	Female	Male	Female
Teacher With Ph D	-	2	-	-	-	1	-	2
Teacher With M Phil	9	1	1	1	-	-	10	2
Teacher With Masters	18	3	18	4	1	1	36	7
Technical Staff	2	-	-	-	-	-	2	-
Administrative Staff	4	1	-	-	1	-	4	1
Support Staff	3	2	-	-	3	2	3	2

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

Courses	Full Time Teachers (Total)	Part Time Teachers (Total)	Total
Science			
Management	18	18	
Humanities and Social Science	18	18	
Education	18	18	
Law			
Please add other courses if applicable			

17. 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	-	1	1	4	5
Technical Staff	-	-	-	2	2

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

No of Students Enrolment From ...	UG		PG		MPhil		PhD	
	F	T	F	T	F	T	F	T
Same district where the institution is located	24	43	14	34	-	-	-	-
Other districts	138	217	41	65	-	-	-	-
SAARC countries	-	-	-	-	-	-	-	-
Other countries	-	-	-	-	-	-	-	-
Disadvantaged/Janajatis	16	18	3	4	-	-	-	-

Note: F= Female, T= Total in Table 15, 17 and 18.

19. Details of the last two batches of students:

Particulars	Batch 1:			Batch 2:		
	Year: 2073/74			Year: 2074/75		
	Bachelo rs	Master s	Total	Bachel ors	Maste rs	Tota l
Admitted to the program	775	36*	811	805	47*	805
Drop-outs						
a. Within four months of joining	22		29	0		0
b. Afterwards	35		43	66		66
Appeared for the final year examinations	718		739	739		739
Passed in the final examinations	232		232	333		333
Pass % of number appeared (Total)	32.31		32.31	45.06		45.06
Pass % with distinctions	0.70		0.70	4.8		4.8
Pass %, (First class)	5.55		5.55	24.62		24.62
Pass %, (Second class)	64.80		64.80	56.46		56.46
Pass %, (Third class)	29.04		29.04	14.11		14.11
Number of students expelled from examination hall if any	1		1	0		0

* Admitted to the program in 2017 and 2018 in semester system, 101 students were admitted to Master Programs in 2019.

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

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

(See Annex D-4 Budget and Audit Report Page 100-118)

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

Total annual operating cost for the year 2074/75 (including salary) = Rs.29632338.99

Total number of student enrolled in academic year 2074/75 (including plus two) = 1618

Per unit cost including salary component: Rs. 18314.17

22. What is the temporal plan of academic work in the Institution?

Semester System Annual System Any other (specify)

23. Tick the support services available in the Institution from the following:

Central library Computer center Health centre
 Sports facilities Press Workshop
 Hostels Guest house Housing
 Canteen Grievance redressal cell Common room for students

Any other (specify) -----

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

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

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

Particulars	Year I (2072/73)	Year II (2073/74)	Year III (2074/75)
Working days of the institution	289	286	263
Working days of the library	289	286	263
Teaching days of the institution	270	271	249
Teaching days set by the university	150	150	150
Books in the library	1559 in 72/73	1614 in 73/74	1787 in 74/75
<u>Journals/Periodicals subscribed by the library</u> National: International: (n/a)	1 types/ 24 number	32	54
Computers in the institution	67	67	79
Research projects completed and their			4

total outlay			
Teachers who have received national recognition for teaching/research/consultancy	1	3	4
Teachers who have received international recognition for teaching/research/consultancy			
Teachers who have attended international seminars		1	2
Teachers who were resource persons at national seminars/workshops			
No. of hours of instruction against the plan (per year or per semester)			

Note: Please attach the annual calendar of operations of the institution

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

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

Yes No If yes, list the MoU signed and furnish the details of active MoU along with important details of collaborations.

Collaborations with TONGREN POLYTECHNIC COLLEGE, Tongren Guizhou, China

The details of active MOU are as follows:

- Agrees to cooperate with each other in the following fields of education and research
 - Exchange of students, lecturers and faculty members
 - Joint research activities
 - Exchange of information and materials in those fields of interest to both institutions
 - Other activities agreed upon by both parties

- Matters pertaining to the implementation of exchanged based on this MoU shall be negotiated an agreed upon in separate agreement on implementation made between the parties for each specific case.
- It will be effective for period of 5 years from the signing and may be extended or terminated by agreement of both parties.

28. Does the management run other educational institutions besides the institution?

Yes No If yes, gives details.

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

Source of Funding	Amount(NRs.)
UGC/Government grants(2074-2075)	5671040
Donations	3145909
Fund Raising drives	-
Alumni Association	-
Research and Consultancy	-
Fee from Self-financed/initiated courses	-
Fees from regular programs	25127073
Any others, specify (interest on deposit)	45835.34

BENCHMARK-WISE INPUTS FOR INSTITUTIONAL SSR

CRITERION 1: POLICY & PROCEDURES (15 MARKS)

1. Are there clearly defined vision, mission, goals, and objectives of the Institution in written?

Yes No If yes, mention and attach the document.

The campus has its own well defined goals, objectives and standards stated in JMC Master Plan and JMC strategic plan. As per the provision made in the campus bylaws, the campus has displayed vision, mission, goals and objectives of JMC in the campus premise for easy access of all the stakeholders.

(Volume A-5 Master plan Page No 209-217 Volume A-6 Strategic Plan Page No 218-231)

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

Yes No If yes, mention and attach the document.

The Ten Year Master Plan of JMC was formulated through different levels of discussion with different stakeholders. The Master Plan and Strategic Plan have clearly defined plans, programs and strategies to achieve its specific goals and objectives.

(Volume A-5 Master plan Page No 209-217 Volume A-6 Strategic Plan Page No 218-231)

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

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

JMC has duly formed organizational structure to formulate, reflect, review and update the policies of the institution. The bylaws of the campus clearly state this structure in chapter two of JMC bylaws. The supreme body of the campus is Campus Assembly has been formed comprised of educationists, social activists and forerunners of the society including representatives of local bodies. This Assembly rectifies reviews and updates policies and plans through general meeting. The Campus Management Committee with the help of Internal Management Committee implements the policies; collects views of the stakeholders and forwards recommendations for policy reforms and updates.

(Volume A-3 Campus Bylaws Page No 81-97, Volume A-4 Operational Guide lines Page No 98-208, Volume B-3 Internal Management Committee Page No 38-75)

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

Yes No Justify with supporting documents.

The Internal Management Committee plays the role of monitoring and checking the overall quality in the institution. There is the provision of Monitoring Committee (Anugaman Samiti) in the Section II of Part II of Operational Guidelines of JMC. The Anugaman Samiti performs different activities to monitor and check the internal quality.

(Volume A-3 Campus Bylaws Page No 81-97, Volume A-4 Operational Guide lines Page No 98-208, Volume F-1 Added Annex Page 1-114)

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

Yes No If yes, give details/reference.

The bylaw of JMC has clear provision of job responsibilities of all the employees including the administrators. The details of the responsibilities are further clarified in the operational guidelines of the campus.

(Volume A-3 Campus Bylaws Page No 81-97, Volume A-4 Operational Guide lines Page No 98-208)

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

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

The campus has well defined and written scheme to evaluate the pre-defined job responsibilities of departments, units and individual staff which are mentioned in campus bylaws and operational guide lines.

(Volume A-3 Campus Bylaws Page No 81-97, Volume A-4 Operational Guide lines Page No 98-208)

7. Does the institution have strategic plan and action plan emphasizing on team work and

participatory decision making and a scheme for information sharing?

Yes No If yes, give details.

The JMC has strategic plan and action plan emphasizing on team work and participatory decision making and a scheme for information sharing. The campus gives priority to participative management and decision making so as to strengthen team work. A number of functioning committees have been formed to divide the administrative works among the staff.

(Volume A-5 Master plan Page No 209-217 Volume A-6 Strategic Plan Page No 218-231)

8. Does the institution have program(s) to strengthen the regular academic programs through other self-sustaining programs/courses and others?

Yes No If yes, give details.

The campus has been offering extra coaching classes to the educationally disadvantaged students. The campus has developed provision for language training, computer training, anchoring and account training programs to the needy students. Skill Development and Employment Unit has been supporting the students for developing skills in the students. These all programs are mostly self sustaining in nature.

(Volume A-4 Operational Guide lines Page No 98-208, Volume B-4 Committees Page No 76-152, Volume E-6 Miscellaneous Page No 101-130)

9. Are there any formal provisions under which the institution brings “stakeholders or community feedbacks and orientation” in its activities?

Yes No If yes, give details.

There are various formal provisions under which the institution brings stakeholders or community feedbacks and orientation in its activities. The stakeholders can drop their queries in the suggestion box and a register as well has been managed to note down their grievances at the front office. JMC has developed a unit called Information and Publication Cell which collects and manages feedbacks in the coordination of administration section.

(Volume A-4 Operation Guide lines Page No 98-208)

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?

There were various committees appointed to improve the organization and management of this institution. The CMC formulated building construction committee, rest room construction committee, short-run and long-run strategic planning committee, financial sustainability & planning committee, employees' benefit & development committee.

(Volume B-2 Management Committee Page No 8-37)

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

Yes No If yes, give details.

JMC has formed Students Council in the creative participation of meritorious students as well as ECA achievers of various sectors. The president of Students Council represents as a member of Campus Assembly. It supports the campus in different sectors including students' support and guidance. Recently Students' Quality Circles with the participation of administrators, faculties and students have been formed. It has developed a scheme to uplift the overall academic standard of the campus and the management has realized the need of creative participation of the students for the overall development of the campus. The feedbacks of the representative students have been duly incorporated in the Master Plan and Strategic Plan of the campus.

Ex-students have been involved in the main stream of the campus development through JMC Alumni Association. In addition to this, JMC has various functioning committees such as Janamaitri English Students' Association (JESA), Janamaitri Literary Forum and JMC Mathematical Society to support the campus in various co-curricular activities. JMC ECA Committee of permanent nature has been involving the students in various activities throughout the year and the activities have been scheduled in the campus operation calendar.

(Volume A-3 Campus Bylaws Page No 232-252, Volume A-4 Operational Guide lines Page No 98-208 Volume B-4 Committees Page No 76-152)

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

a. by the university

b. by the Institution

Please attach the copies

JMC has a permanent functioning body, Internal Management Committee, for the implementation of all the decisions made by the Management Committee. It also develops the strategic plans for the overall improvement and functions as Quality Monitoring and Checks Committee for quality control.

Internal exams are conducted for formative evaluation and the analysis of the results is made for further improvement in teaching learning activities. Similarly, all the results of the board exam are analyzed and the faculties are rewarded for their distinctive performance. The meritorious students are awarded with cash prize, certificates and free ships so as to encourage them for further dedication in their studies. Likewise, the campus organizes interactions and meetings of stakeholders periodically for quality improvement.

(Volume A-4 Page No 98-208, Volume A-5 Page No 209-217, Volume C-2 Page No 102-119)

Is there any specific mechanism to combine teaching and research?

Yes No If yes, give details

The research committee of the campus (RMC) has been inspiring the faculties to incorporate and inculcate research in teaching. Besides this, the campus has been involving students of BA major Nepali group in dissertation, BBS 4th Year students in report and case study, B Ed students in practice teaching, BA students of mass communication in journalism for field visit, MBS 4th semester and Med 4th semester thesis writing and many more. Internships related to the existing curriculum are ongoing. The research papers published in research journal have been useful and inspirational to the faculties as well as the students to a great extent.

(Volume B-4 Committees Page No 76-152, Volume D-2 Page No 42-54)

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

Yes No If yes, give details.

The concept of research based teaching has obviously brought changes in the mind set of the faculties and encouraged them for innovative teaching learning. It has gradually motivated the students in their creative learning. The campus has been organizing trainings and workshops for enabling the staff for research based teaching practices. The students who participate in internship, field trip, industrial tour and writing report based on them have been able to learn research skills.

(Volume D-2 Research Journals Page No 42-54, Volume E-7 Photos Page No 131-202,

Volume F-1 Added Annex Page 1-114)

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

JMC has institutional relationship with neighboring schools and campuses where it sends students for teaching practice and other practical works. Similarly, JMC sends students for internship in various organizations especially in banking sectors and media. The campus has the provision of provident fund and retirement benefits for the permanent staff.

As a result of its continuous efforts, the campus has been successful to expand its programs to MBS, M Ed, BCA and B Ed ICT at present. Similarly, the campus has succeeded in getting financial support from UGC under HERP.

(Volume A-1 Affiliation Letter and Membership Page No 1-16, Volume C-6 Staff Welfare Page No 409-422 Volume F-1 Added Annex Page 1-114)

CRITERION 2: CURRICULAR ASPECTS (10 MARKS)

16. Is there any provision for ensuring consistency of teaching and learning with the academic goals and objectives of the institution? (0.5)

Yes No If yes, give details.

The campus has been implementing the campus calendar and curriculum prescribed by Tribhuvan University to achieve academic goals and objective. All the courses are completed in the given time frame and the revision classes are duly conducted. Paper presentation, practical works, project works, field visits, teaching practice, etc. are conducted as per need to meet the objectives. For the effectiveness in teaching and evaluation, the campus has been conducting periodical interaction and orientation programs among teachers and students.

(Volume C-3 Teaching Learning and Evaluation System Page No 120-313, Volume D-5 Academic Calendar Page No 119-124 Volume E -7 Photos Page No 131-202)

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

- a. Time frame matching student convenience
- b. Horizontal mobility
- c. Elective options

The working hours of the campus have been stated in campus operational guidelines. The campus has offered morning and day shift programs and students can choose any of the shifts as per their convenience. Majorities (around 90%) of the students take classes in the morning shift and the rest of the students take classes in the day shift. The campus has resources to expand the programs in any shift on demand of the students. The students can change the stream of their studies if they want to do so. Similarly, the students are provided with different elective subjects to choose from.

(Volume A-4 Operational guide lines Page No 98-208, Volume D-3 Prospectus, Brochure and Leaflet Page No 55-99, Volume E-2 Faculty Change Page No 39-40)

18. Indicate the efforts to promote quality of education with provision of skills transfer among the students such as (0.5 x 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

Please give evidence.

JMC is convinced that if the students are involved in practical works, they become able to transfer the skills in real life situation. To increase learning capacity in students, Campus has been using modern teaching strategies such as report writing and presentation, workshops, group discussion, home assessment, and internal formative evaluation with adequate feedback as per the demand of the course. Language classes, practice of spoken skills in class and speech competition are conducted to develop communication skills. Mathematical Council conducts workshops and presentation programs to enhance numerical skills in students. The students are provided with opportunity to use the computer lab for developing their skills in using modern technology. Similarly, Campus gives high priority to team works in the class room teaching, report writing, and project works which give strength in team spirit.

(Volume A-4 Operational Guide lines Page No 98-208, Volume A-5 Master Plan Page No 209-217, Volume C-3 Teaching Learning and Evaluation System Page No 120-313, Volume C-5 Social Work Page No 387-408, Volume E-7 Photos Page No 131-202)

(Annex. Proofs of additional effort, home assignment scheme, presentation photos, field report, various clubs for team work)

19. Are there any additional focused programs and electives offered by the institution? (1)

Yes No If yes, give details.

To support regular teaching learning activities, JMC has provision of different focused programs which include accounting package for the students studying management, training packages for the students of Education and language classes for promoting language proficiency of students. Along with these programs, Campus has been offering different electives subjects such as Finance, Marketing, Accounting, General management,

Functional Journalism, Functional English, Computer, Functional Population, B Ed ICTE and Social Research for students to choose from in Bachelor's level. Similarly, Radio lab for the students of Mass Communication, Environment Science, Field Study, Report writing etc. are also offered so as to enable the students in their additional skill based approach.

(Volume A-6 Strategic Plan Page No 218-231, Volume D-3 Prospectus, Brochure and Leaflet Page No 55-99)

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

Our teachers Mr.Bholanath Ojha (Senate member as well as member of faculty board of Humanities and Social Science) Dr. Meera Pradhan, Dipak Singh, Madhava Khanal and Mr. Bishnu G.C. are member of various subjects curriculum, subjects committee in Tribhuvan University. In addition to them, our faculty members from the departments of the campus are frequently participating in the seminars and workshop organized by curriculum development wings of Tribhuvan University. They have been actively participating in the discussion, providing feedback regarding the designing as well as revision of the curriculum.

(Volume E-6 Miscellaneous Page No 101-130)

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

Yes No If yes, give details.

JMC has formed an employment cell which is carrying out a tracer study of employment status of students along with the possibility of future extension in job market. Campus occasionally holds meetings with the employers for required feedback. The neighboring schools, campuses, financial institutions like cooperative and banking, department stores etc have been helping bachelor as well as masters level students for the employment. Those institutions also provide feedback for the betterment of the campus.

(Volume C-1 Feedback Collection Page No 1-101)

22. Give details of institution-industry-neighborhood networks if any? (1)

The campus has given priority for demand driven education so as to satisfy job market. Our employment cell deals with such kind of networking and the students are given counseling accordingly. Practice teaching department deals with the interrelationship between academic institutions and campus administration. Campus has been taking the students in the social and reformative works like awareness rally, support to the elderly people etc. Campus has been conducting blood donation programs in support of Lions Club and local business groups annually.

(Volume C-5 Social Work Page No 387-408, Volume E-4 International Relation Page No 80-83, Volume E-6 Miscellaneous Page No 101-130, Volume E-7 Photos Page No 131-202)

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

Janamaitri is a public campus offering services mainly to the majority of the students belonging to lower middle class and lower class. Civic responsibility is understood norm of this campus. The campus encourages the students to participate as volunteers in various social works such as health camp, support to elderly care home, participation in environment day, sanitation, etc. Campus has been conducting health camp and blood donation programs time and again.

(Volume C-5 Social Work Page No 387-408, Volume D-6 Award and Certificates Page No 125-137, Volume E-7 Photos Page No 131-202)

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

Besides day to day teaching learning activities, the campus has been conducting various extra-curricular and co-curricular activities including literary contest, sports, interaction program, presentation, workshops and seminars. The students are encouraged to participate in such programs and rewarded with prizes. Students' creative writings are published in the campus magazine every year. Janamaitri English Students' Association (JESA) publishes JESA bulletin and wall magazine periodically. Campus organizes different activities during ECA week every year.

(Volume D-1 Magazines Page No 1-41, Volume E-1 Extra Curricular Activities Page No

1-38,Volume E-7 Photos Page No 131-202)

25. What are the practices of the institution to impart moral and ethical value based education?

Give examples of some practices (0.5)

The rules and regulations are duly stated in the code of conduct of the campus and the students sign in the rules, disciplinary act and responsibilities at the time of admission. They are morally and ethically encouraged to participate in social services. Compulsory use of uniform gives high value to the established norm of 'simple living and high thinking'. Campus organizes orientation program for new enrolled students at the beginning of each session to arouse awareness of campus moral and ethical value. The campus organizes occasional trainings and seminars such as time management and mind management to promote moral and ethical values in students. Similarly, Campus encourages the students to get involved in different social activities like blood donation, health camp for local people and guardians providing support to elderly care home, environmental cleanliness.

(Volume C-5 Social Work Page No 387-408, Volume E-1 Extra Curricular Activities Page No 1-38,Volume E-7 Photos Page No 131-202)

CRITERION 3: TEACHING LEARNING AND EVALUATION (15 MARKS)

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

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

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

The prevailing practice of JMC is admitting students on the basis of their academic records and interview. The campus gets students' written commitment along with the guardian's approval regarding the rules and regulations of the campus. Orientation of newly admitted students is conducted before the commencement of formal classes so as to make them familiar with the system of the campus as well as the expectations of the campus from them. Students of Bed ICT, BCA, MBS and Med. program are admitted based on the written entrance exam Conducted by TU with academic records and interview.

(Volume D-3 Prospectus, Brochure and Leaflet Page No 55-99,)

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

Yes No If yes, cite examples.

At the time of admission, JMC provides counseling to the students regarding the choice of faculty as well as subjects based on their interest. Their academic background is one of the major aspects of subject and program choice. Besides this, the campus has the provision of three internal examinations as formative evaluation to upgrade quality of education in this campus. Some of the students change their subject or faculty even after the first term test. Beside this, subject teachers evaluate the level of the knowledge of the students and adjust their classes accordingly.

(Volume A-4 Operational Guide lines Page No 98-208, Volume E-2 Faculty Change Page No 39-40)

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

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

JMC has provision of regular extra/remedial classes to support academically weak and disadvantaged students on cost sharing basis. After the completion of the course, on the recommendation of class teachers, the campus provides extra classes to needy students. There is a provision of coaching and make up classes to students at the eve of board examinations. Besides this, the campus makes arrangement for master level student from University Campus, Kirtipur as well as from other Colleges doing their practicum provide free extra classes to students.

(Volume C-3 Teaching learning and Evaluation System Page No 120-313, Volume E-7 Photos Page 131-202)

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

Yes No If yes, gives details.

The campus requires all the subject teachers submit the breakdown of the courses as per the working days and monitors if the breakdown is properly followed. The faculties prepare overall scheme of the subject including the course coverage before each terminal exam. The breakdown is revised every year before beginning the new session. JMC conducts faculty wise meeting to improve the yearly course plan in the beginning of each session.

(Volume C-3 Teaching learning and Evaluation System Page No 120-313)

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

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

JMC follows the curriculum prescribed by Tribhuvan University. The teaching plans of all the syllabi are prepared in harmony with the academic/teaching calendar and the Monitoring Committee is responsible for monitoring whether the plan is followed properly. JMC makes provision of extra classes if it is difficult to complete the courses as per the assigned calendar. All the students are provided with academic calendar.

(Volume D-5 Academic Calendar Page No 119-124)

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

Produce some examples.

About 10 percent of classes are supplemented with various modern teaching strategies like power point presentation, class presentation, project works, audio visual classes, field visits, discussion sessions, etc. JMC strongly encourages the faculties to inspire the students for their creative participation in learning. A lot of improvements are seen in this regard and the faculties are well motivated towards research based teaching learning processes.

(Volume C-3 Teaching learning and Evaluation System Page No 120-313, Volume E-3 Reports Page No 41-79, Volume E-7 Photos Page No 131-202)

32. Is there a facility to prepare audio visuals and other teaching aids? (0.5)

Yes No If yes, give details about the facilities.

JMC has a well equipped computer lab, multimedia projector fixed in some classes, radio lab for the students majoring in mass communication and audio visual equipments like cassette player, laptops, and scanner etc. for other support. About 50 students can easily be accommodated in our lab for audio visual classes, movies, etc.

(Volume E-7 Photos Page No 131-202)

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

Teaching days per semester or per year against the requirement: 48/48 for semester and 150/150 for annual.

Working days per week against the requirement: 6/6 days a week

Work load per week (for full time teachers): 18 Periods for bachelor and 12 periods for master's level

Work load per week (for part time teachers): 12 Periods

Ratio of full-time teachers to part-time teachers: 1:0.7272

Ratio of teaching staff to non-teaching staff: 1:0.21

Percentage of classes taught by full-time faculty: 75

Number of visiting professors/practitioners: 03

All together there are 69 members in JMC including 57 teaching and 12 non teaching staff. 33 of the teaching faculties are full time whereas 24 are part-time.

(Volume A-4 Page No 98-208, Volume B-3 Page No 8-37, Volume B-10 Page No 285-316)

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

Yes, the students are oriented to the program, evaluation system, codes of conduct and other relevant provision and requirements at the beginning of each session. Besides formal orientation program, students get information from prospectus, brochure, flexes as well as terms and conditions printed at the rear part of admission form.

(Volume A-4 Operational Guide lines Page No 98-208, Volume C-3 Teaching Learning and Evaluation System Page No 120-313, Volume D-3 Prospectus, Brochure and Leaflet Page No 55-99)

b. Are evaluation methods communicated to students at the beginning of the academic session? (0.5)

➤ Yes No If yes, give evidence.

The evaluation methods are well communicated to the students at the beginning of the academic session through orientation program. They are also motivated to follow the existing terms, conditions, and evaluation provision of the campus. The evaluation scheme is stated in operation calendar and prospectus which are handed down to the students at the time of admission. They are also informed about the internal evaluation system during admission interview.

(Volume C-3 Teaching Learning and Evaluation System Page No 120-313, Volume D-3 Prospectus, Brochure and Leaflet Page No 55-99, Volume E-7 Photos Page No 131-202)

35. Does the institution monitor the overall performance of students periodically? (0.5)

Yes No If yes, give details

The students' past documents are seriously evaluated at the time of admission. Admission

Committee evaluates their general social behavior and motives during the entrance interview. The class teachers take the responsibility to evaluate and support in the academic as well as disciplinary matters. The report of the class teacher is regarded as the base for reward and insulation to the students.

The results of each internal evaluation are analyzed in coordination of concerned Department Head and the report is submitted to the Internal Management Committee so as to plan strategy for further improvement. The poor students are provided with counseling and remedial classes for their timely improvement. The meritorious students are awarded with prizes and certificates.

(Volume C-3 Teaching Learning and Evaluation System Page No 120-313)

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

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:						
a.						
b.						
c.						

All the new appointments of JMC are self funded. In case of fulltime faculties, JMC follows the above mentioned procedures rigorously. The advertisement for vacancy is made in a national daily. The selection committee gives written examination to the candidates, observes their classes, takes their interview and selects the best candidates. They are provided with a job contract through formal appointment letter. Part time teachers, however, are selected on the basis of class observation and interview.

(Volume B-9 Selection and Promotion Committee Page No 272-384, Volume B- 10 Appointment Letters Page No 285-316)

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

The recruitment history of the last two years has been stated as follow.

Teaching staff recruited from 2074 and 2075		
the same district it operates		from other districts
same institution	other institutions	
Year I: 3	Year I: 1	Year I: 00
Year II: 2	Year II: 01	Year II: 04

38. a. Does the institution have the freedom and the resources to appoint and pay temporary/ad hoc teaching staff? Are such provisions defined in the institution act/board decision/minute?

Yes No If yes, give details of their salary structure and other benefits. (0.5)

The campus bylaw has given authority and responsibility to the campus administration for appointing part time, ad hoc teaching staff and contract faculties as per the needs. However, it should be approved from the Internal Management Committee. The selection of such faculties is made by the head of concerning subject committee and the teaching staffs are paid as per the campus rules. In case of general staff, eligible candidates are selected by the administration as per the need.

(Volume A-3 Campus Bylaws Page No 81-97, Volume A-4 Operational Guideline Page No 98-208)

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

Yes No if yes give details (0.5)

From the very beginning of the campus establishment, JMC has been inviting the guest lecturers for additional support to the students. The regular faculties and head of the Subject Committee make arrangement for such classes as per the need but not on regular basis.

(Volume B-5 Departments Page No 153-251, Volume E-7 Photos Page No 107-159)

39. Number of teaching staff who have attended seminars/conferences/workshops as

participants/resource persons/organizer in the last two years: (1.5)

Participation of teaching staff in seminars/conferences/workshops as participants/ resource persons in the last two years.

	Participants	Resource persons	Organizer
Institutional level	30	Dr. Bidya Nath Koirala Prof. Dr. Ganesh Bahadur Singh Prof. Dr. Shyam Krishna Maharjan Prof. Dr. Paras Mani Bhandari Prof. Dr. Basudev Kafle Prof. Dr. Ram Krishna Maharjan Prof. Dr. Min Bahadur Shrestha Prof. Dr. Dayaram Shrestha Prof. Dr. Pushkar Bajracharya Mr. Prem Raj Adhikari	JMC Research Management Cell
National level	02	Prof. Dr Kesharjung Baral Prof. Dr Mahananda Chalise Prof. Dr. Madhav Raj Koirala	Dean Office of Management, TU
	05	Prof. Dr. Mahananda Chalise Prof. Dr. Ram Prasad Gyawali Prof. Dr. Kamal Deep Dhakal Prof. Dr. Rajan Bahadur Poudel Mr. Megha Raj Adhikari	Dean Office of Management, TU
International level	01	Zhang Jing Chun Yang Zheng Shui	Ton Gran Poly technique College, China
	03		Manipal University, Mala ysia

	01		Downtown University, Asam, India
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(Volume F-1 Added Annex Page 1-114)

40. Does the institution follow the self-appraisal method to evaluate the performance of the faculty in teaching, research and extension program? (0.5)

Yes No If yes, how are teachers encouraged to use the feedback? Provide justifications.

The campus has recently developed self appraisal form which all the teaching faculties fill up. All the staff is expected to update their portfolio with their latest achievements in teaching, research and extension programs. The study of such file is the base of staff evaluation in case of promotion and other benefits. It has also given a guideline for the proper evaluation of the staff in the form of job accountability and appraisal.

(Volume C-1 Feedback Collection Page No 1-101)

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

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

The Department head of each department prepare a thorough analysis of internal as well as external exam results. The teachers are rewarded on the annual function of the campus on the basis of the results. The performance of the students is the real base for teaching faculties' self performance appraisal. Internal Management Committee occasionally prepares the programs for training, workshop, etc.

The campus has developed staff appraisal form which is duly filled by the authority of various layers before forwarding the file for promotion.

(Volume C-1 Feedback Collection Page No 1-101)

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

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

JMC has begun to collect the remarks of the current students and the passing out students

regarding their views on teaching learning and other administrative services of the campus. It has also printed the opinion of the students in our prospectus periodically. Students Quality Circle also provides feedback regarding the performance of the campus.

(Volume C- 1 Feedback Collection Page No 1-101)

43. Does the institution conduct refresher courses/ seminars/ conferences /symposia/ workshops/programs for faculty development?(0.5)

Yes No If yes, give details.

JMC has realized that faculty development is the base for organizational development. It has been conducting various workshops, seminar, trainings and orientation programs for the development of the faculties. The head of each subject committee prepares the scheme for such programs and implements them periodically.

(Volume B-4 Committees Page No 76-152, Volume B-5 Departments Page No 153-251, Volume E-7 Photos Page No 131-202)

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

Faculty Development Programs	No. of Beneficiaries
Governance and Management of School Education in Federalism by Hari Prasad Lamsal, PhD	46
Mathematics in School Education of Nepal The Reality Misunderstood 2075 by Prof. Dr. Ram Man Shrestha	17
On Proposed Curriculum Framework Dr. Shree Ram Khadka Central Department of Mathematics Tribhuvan University Talk@ Janamaitri Multiple Campus 1 Ashadh 2075	22

A Training on "How to Guide Dissertation?" facilitated by Prof. Dr. Paras Mani Bhandari	15
A 5-Day Workshop on Capacity Building on Research Methodology 24-28 Baishakh, 2075 Organized by JMC Research Management Cell Janamaitri Multiple Campus Supported by University Grants Commission (UGC) Sanothimi, Bhaktapur, Nepal	28
One Day Seminar on "Communication Skill" by Mahesh Dahal	33
M Phil Further Study	6
Ph D further Study	3 (five have already completed)
A five day workshop program on Teaching Practice of Health Education	2

(Volume E-6 Miscellaneous Page 101-130, Volume E-7 Photos Page 131-202)

45. Furnish information about notable innovations in teaching. (0.5)

The use of modern teaching equipments and techniques is the main crux of present academic need. The campus has initiated for the development of audio visual classes and other practice based schemes. Power point presentation, project works, group works, group discussions, field visits, educational excursions, home assignments, internship, problem solving activities, case studies etc. are some of the latest strategies that the campus has implemented in teaching.

(Volume C-3 Teaching Learning and Evaluation System Page No 120-313, Volume E-6 Miscellaneous Page No 101-130)

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

The campus has recently formed a core unit to establish internal linkage in term of

teaching and/or research as directed by the UGC under the leadership of Campus Chief. Besides this, the faculties have been taking part in various workshops and seminars for skill development. The staffs are involved in a number of professional organizations such as NELTA, Mathematics Society etc.

(Volume E-4 International Relation Page 80-83, Volume E-7 Annex Photos Page 131-202)

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

47. Research budget of the institution in % of total operating budget. (1)

The campus has allocated 3% of its annual total operating budget in the research related works.

(Volume D-4 Budget and Audit Report Page No 100-118)

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

- Encourage PG students doing project work (YES)
- Teachers are given study leave (YES)
- Teachers are provided with seed money (YES)
- Provision of Research Committee (YES)
- Adjustment in teaching load/schedule (YES)

The students of Bachelor and Master level are provided with some financial support for their regular research, education tours as well as field study.

Similarly, the faculties are provided with financial support for their M Phil and Ph D studies along with study leave for eighteen months and three years respectively. This leave includes paid study leave of three months for M Phil scholars and six months for Ph D scholars. The campus provides seed money for their encouragement in the studies.

The campus has formed a research committee called JCRMC (Janamaitri Campus Research Management Cell) which conducts various research activities.

(Volume A-3 Campus Bylaws Page No 81-87, Volume C-3 Teaching Learning and Evaluation Systems Page No 120-313, Volume D-2 Research Journal Page No 42-54)

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

Yes No If yes, give details

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

S.N	Name of the Teachers	Research Activities	Remarks
1.	Dr. Nilam Subedi	Operating project	
2.	Dr. Meera Pradhan	Research article, Supervising research works, published textbooks as well as reference books	
3.	Tika Datta Subedi	Research article, Supervising research works	
4.	Bishnu G. C.	Research article, conducting independent research project, Publication of Books	
5.	Bhola Nath Ojha	Research article, Supervising research works, publication of books	
6.	Baburam Bhusal	Research article, conducting independent research project, Publication of Books	

(Volume D-1 Magazines Page No 1-41, Volume D-2 Research Journals Page No 42-54)

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

N/A.

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

N/A

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

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

The students are provided financial support for their research works. The campus supports the field trips of students of bachelor as well as master level and also helps them in preparing research reports based on their field trips. It also provides orientation for students for conducting research activities and writing research reports.

(Volume F-1 Additional Annex Page 1-114)

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

Different research projects, though they do not generate any revenue, are going on in the campus.

(Volume D-1 Page No 1-41, D2 page 42-54, Volume E- Page-41-79)

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

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

56. Does the institution have research/academic publication? If yes, give details of publications in the last two years. (0.5)

The campus has given due priority to publication. At present, the Research and Publication Committee is responsible for all the publications of the campus. The campus has been publishing JMC Souvenir on annual basis since the establishment and has begun to publish JMC Research Journal since 2010. Beside JMC Souvenir and JMC Research Journal, the Committee also publishes operational calendar, prospectus, brochure, wall magazine, news letter etc.

(Volume D-1 Magazines Page No 1-41, Volume D -2 Research Journals page 42-54, Volume D -3 Prospectus, Brochure and Leaflet page 55-99, Volume F-1 Additional Annex Page 1-114)

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

Yes No If yes, give details.

The faculties of JMC, in the agreement of the campus, have been providing consultancy to different institutions.

S.N	Names	Consultancy Service	Institution	Time Duration
1	Dr. Meera Pradhan	member of Subject Committee of Compulsory Nepali	Curriculum Development Center	Since 2073

2	Dr. Meera Pradhan	member of Nepali Subject Committee	Faculties of Humanities and Social Sciences	Since 2073
3	Dr. Meera Pradhan	Member of School Children's Reading materials Promotion Committee	Room to Read	Since 2073
4	Mr. Moti Lal Phullel	IT Consultant	Divine Soft Pvt. Ltd. Bagbazar, Kathmandu	Since 2070
5	Mr. Rudra Hari Gnyawali	Lions Club		
6	Mr. Madhav Khanal	member of Subject Committee of Economics	Faculties of Education	Since 2075
7	Mr. Dipak Singh	member of Education Subject Committee	Faculties of Education	Since 2075
8.	Mr. Bholanath Ojha	member of Education Subject Committee	Faculties of Education	Since 2075

(Volume E-6 Miscellaneous Page No 101-130)

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

As a community campus, JMC feels responsible towards the society and the nation. We have established a unit for the extension services and social linkage of the campus to the field.

(Volume E-4 International Relation Page No 80-83)

59. Indicate the extension activities of the institution and its details: (0.5)

Community development	√
Training in Disaster Management	√
Health and hygiene awareness	√
Medical camps	√
Adult education and literacy	√
Blood donation camps	√
AIDS awareness	√
Environment awareness	√
Distribution of water to the participants of cycle rally raising awareness of Youth Employment in Nation	√
Distribution of blankets and some financial support to the orphans of Baby Life Home by JMC Youths for Helpless	√
Quiz, Gajal and Speech Competition organized in support of Makawanpur Janamaitri Students Club in Shree Matshya Narayan Ma. Vi., Palung, Makawanpur	√

(Volume D-6 Award and Certificate, Volume E-7 Photos 131-202, Volume F-1 Additional Annex Page 1-114)

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.

We have formulated JMC Students Circle for the overall development of the students including social service. The circle takes initiation in case of any social service to be extended in the society. We have duly assigned the faculties to assist the students in such activities. The campus has been conducting the following programs like blood donation, support to the elderly people, sponsoring the inter school quiz contests in different districts, and participation in various rallies as its outreach program. (Evidences of these outreach programs)

(Volume C-5 Social Work Page No 387-408, Volume E-1 ECA page 1-38, Volume E-3 Report Page 4179, Volume E-7 Photos Page 131-202, Volume F-1 Additional Annex Page 1-114)

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

The Social Service Club takes the major role to promote all the social extension services. The administration has established a norm that the proposal of social service should be regarded positively. In case of humanitarian aspects like blood donation, support to elderly people, financial support to orphanage homes etc. the campus has added certain amount in the collection made by the staff and the students. In case of inter school programs the faculties have been providing volunteer services in the inspiration of the administration. Sometimes we have got the support of the external agencies like Lions Club. Recently the financial support from the UGC also has been utilized in some of the social works.

(Volume C-5 Social Work Page No 387-408, Volume E-1 ECA page 1-38, Volume E-3 Report Page 4179, Volume E-7 Photos Page 131-202, Volume F-1 Additional Annex Page 1-114)

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)

The campus has conducted different extension activities in collaboration with different NGO's and INGO's. Some of these organizations that the campus has worked with are Green Nepal, Lions Club, Forest Action, and South Asian Instruction. Recently the campus has conducted blood donation program in joint effort with Lions Club. The campus has frequently sent the students in their volunteer services in different programs in the request of the local organizations including the metropolitan city.

(Volume C-5 Social Work Page No 387-408, Volume E-1 ECA page 1-38, Volume E-3 Report Page 4179, Volume E-7 Photos Page 131-202, Volume F-1 Additional Annex Page 1-114)

CRITERION 5: INFRASTRUCTURE AND LEARNING RESOURCES (20 MARKS)

A. General Physical Infrastructure

63. Does the institution have a comprehensive Master Plan indicating the existing buildings and the projected expansion in the future? (0.5)

The campus has developed its Ten Year Master Plan in the grand participation of the stakeholders. It includes the existing building status and infrastructure development as projected expansion in future.

(Volume A-2 Property Ownership Page No 17-80, Volume A-5 Master Plan Page No 209-217)

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

JMC has given high priority to the development of technical support to the teaching learning activities. Highly modernized computer lab, bar code system in library, internet access in the campus premises, power point presentation in some special classes, etc. have added to the quality teaching scheme. Our new building under construction will meet the needs of all types in case of the physical infrastructure.

(Volume A-2 Property Ownership Page No 17-80, Volume A-5 Master Plan Page No 209-217 , Volume A-6 Strategic Plan Page No 218-231)

- b. What support facilities are available for conducting the education programmes in the institution?(0.5)

Computer Lab : Yes

Library: Yes

Radio Lab: Yes

Science Lab: Yes

Others (Training Hall): Under construction

As mentioned above, JMC has got well established computer lab with 69 (32+23+14) desktop computers. The radio lab and science labs are also under operation. The constructions of other support facilities like e-library, and training hall have been clearly

defined in the Master Plan.

(Volume E-7 Photos Page 131-202)

65. Does the institution have provision for regular maintenance of its infrastructure? Provide scheme. (0.5)

The campus allocates budget for infrastructure development and maintenance each year. The Management Committee has duly formulated the procurement committee for leading the construction and maintenance of the infrastructure. The campus has an electrician and a computer technician for the maintenance in the technical sectors. In case of software maintenance, the campus has contracts with service providers on annual basis.

(Volume A-4 Operational Guide Lines Page No 98-208, Volume B -4 Committees Page No 76-152)

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

In JMC, academic programs are offered in the morning as well day shift and students can choose the shift as per their convenience. All the furniture, labs, libraries as well as other learning resources are used for both the shifts. The campus has a plan to extend its academic programs in the evening shift as well. The lab and class rooms are used periodically for various trainings like accountancy, ICT training, language training, external examination of different organizations etc.

(Volume A-7 Page No 232-252, Volume A-5 Master Plan Page No 153-251)

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

Yes No If yes, gives clearly defined regulations.

The campus has been providing the field and resources to the external agencies periodically. In the request of the TU Dean Office, the ICT lab was provided to the TOT program of B Ed ICT for ten months. Similarly the program hall was offered to the Faculty of Education, Dean's Office for one month teachers' refresher training and training on critical thinking. The resources of JMC have also been utilized by the Office of the Dean, Faculty of Education, Tribhuvan University, and other local agencies for

various programs in different occasions.

(Volume E-6 Miscellaneous Page No 101-130)

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

JMC has duly formed Health and Environment Committee in coordination with JMC Quality Circle. It organizes periodic cleaning programs in the campus premises. It has also given due emphasis on the plantation program for enriching greenery in and around the campus. In addition to this, JMC has allocated responsibility to the supporting staff to make the surrounding neat and clean. There are dustbins in the campus premise for the proper management of waste materials. The committee also organizes periodical programs to raise awareness of communities about clean, green and pollution free environment. The building which is under construction also includes greenery and environmental protection plan.

(Volume A-4 Operational Guide Lines Page No 98-208, Volume E-7 Photos Page No 131-202)

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

Number of computer accessible to the students 69

Computer accessible to the faculty 14

Internet accessible to the faculty 14

Internet accessible to the Student 69

JMC has a well equipped computer lab with 69 computers in 3 separate labs with fully Internet facility. The lab is easily accessible to the students for their practical classes. Besides this, we have 14 desktop computers and 4 laptop computers connected to the Internet used by different administrative units. JMC has envisioned e-library in its Ten Year Master Plan.

(Volume E-7 Photos Page No 131-202)

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

The computer center normally remains open from 6 am to 4 pm for six days a week. JMC has two generators to provide backup in case of power cut. The center usually remains closed during holidays. However, even during holidays, the computer center remains open in case of necessity. JMC has residential supporting staff for the services during holidays and off hours. The Management Committee has planned to keep computer center open during long vacations and Saturdays as well.

(Volume A-7 Photos Page No 232-253)

71. a. How many departments have computers of their own? Give details. (0.5)

Besides computer lab, all the six Departments have been provided with a computer for the purpose of special class presentation.

(Volume E-7 Photos Page No 131-202)

b. Does the institution have provisions of internet/ intercom/ CC TV/ other facilities? Give details (0.5)

Yes, the campus has offered the intranet facility to all the Departments. JMC has planned to install CC TV in the new building under construction.

(Volume E-7 Photos Page No 131-202)

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

The computer center has been a source of developing computer aided learning package in various subjects. BBS students have got Tally, Fact and other account related trainings to enhance basic skills for their job adjustment. MBS students are involved in different analysis based training session using SPSS. B Ed, B A and B B S students have been given basic knowledge in power point presentation, browsing materials from the net periodically. In these training programs B Ed (ICT) and BCA students are encouraged to assist during the training session. The faculties have got regular chances to upgrade their knowledge in the related subjects. The centre has also been useful to conduct various internal and external trainings and workshops related to ICT.

(Volume E-6 Miscellaneous Page No 101-130)

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

JMC has appointed a full time staff for upgrading and maintaining the computers. The technician makes a routine to audit and maintain the computers on regular basis. The status of each computer is reported to the administration on frequent basis. For the maintenance of computer centre, the management has allocated annual budget. Recently JMC has signed an MOU for annual maintenance contract with Joogle technology pvt. Ltd. for regular inspection and maintenance of server systems and computer lab on annual basis.

(Volume A-4 Operational Guide Lines Page No 98-208, Volume D-4 Budget and Audit Report Page No 100-118)

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

The campus has developed internet facility in the campus premises. JMC has developed interrelationship with various universities of national and international level. JMC encourages the faculties to make maximum linkage with the foreign universities on behalf of the campus. It has been highly useful to get learning materials and promote research related works. JMC has desired to establish formal linkage with some renowned national as well as international universities in near future.

75. What are the various health services available to the students, teacher and other staff? Give details. (0.5)

The campus has set First Aid Unit so as to facilitate the students as well as the staff in minor injuries and sickness. The serious cases are referred to the nearby hospital in the consent of the related guardians. In addition to this, JMC has developed a system of providing token money to the staff if they have to undergo very serious treatment. In mutual understanding with JMC, Sahid Memorial Hospital has agreed to provide 20% discount for the teachers and the students of JMC.

(Volume A-3 Campus Bylaws Page No 81-97, Volume E-6 Miscellaneous Page No 101-130)

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

The campus has been established in an open and pollution free place where a large number of students can be adjusted in sports. JMC conducts sports week with various sports and academic activities every year in campus premises as well as externally hired playgrounds. The sports cover major events including football, cricket, basketball, volleyball, badminton, table tennis, race and many more. JMC has a permanent sports unit in the leadership of the physical education teacher. Some sports are conducted as per the requirement of the B Ed courses. JMC has planned a multi-purpose playground in the site where the building construction is going on.

(Volume A-5 Master Plan Page No 209-217, Volume E-1 Extra Curricular Activities Page No 1-38, Volume E-7 photos Page 131-202)

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

The ECA achievers of various sectors are given prizes and certificates on the occasion of campus anniversary. Some of the outstanding sports persons are provided with financial support through partial or full free-ship scheme. JMC has developed a scheme to nominate the members from sports sector in the students' council and quality circle, too. In addition to this, outstanding achievers of ECA are encouraged to participate in inter-campus sports competition with the required financial support.

(Volume C-2 Scholarship Page No 102-119, Volume E-1 Extra Curricular Activities Page No 1-38, Volume D-6 Awards and Certificates Page No 131-202, Volume E-7 Photos Page No 131-202)

78. Give details of the student participation during the last year at the university, regional, national and international meets. (0.5)

	Participation of Students	Outcomes
District	1 st Paramount Cup Girls Volleyball	Participation
National		
International		

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

The campus does not have any hostel facility till the date. It has planned to construct the hostel building and provide this facility as soon as possible. Especially, the students of rural areas will be benefited with the facility.

(Volume A-5 Master Plan Page No 209-217, Volume A-6 Strategic Plan Page No 218-231)

80. Give details of the facilities for drinking water and toilets. (0.5)

The campus has established a separate section for pure drinking water with proper filtration system. One of the supporting manpower has been assigned to manage and facilitate the students and staff in getting access to drinking water. JMC purchases water from reliable water supply agency. JMC has separate toilets for staff as well as female and male students. The campus has separate staff for the cleaning and maintaining the toilets.

(Volume A-4 Operational guide Lines Page No 98-208, Volume A-5 Master Plan Page No 209-217, Volume E-7 Photos Page 131-202)

B. Library as a Learning Resource

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

On working days: 6am to 3 pm (9 hours)

Prior to examinations: 6am to 3 pm (9 hours)

b. Does the library provide open-access to students? (0.25) Yes No

There is the system of limited open access to the students.

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

➤ Books (0.2)	7358 copies
➤ Current Journals	
▪ Nepalese (0.2)	54 (in different titles)
▪ Foreign (0.2)	19 INASP
➤ Magazines (0.2)	41 titles
➤ Reference books (1.0)	503 Title
➤ Text Books (0.2)	6855 copies
➤ Refereed journals (0.4)	118 copies
➤ Back Volumes of Journals (0.2)	118 copies
➤ E- Information Resources (0.4)	

<ul style="list-style-type: none"> ▪ CD's/DVD's ▪ Databases ▪ Online Journals ▪ AV Resources 	<p>20</p> <p>2</p>
<p>➤ Special collection (0.5)</p> <p>Please specify for example ; UNO Depository center, World Bank Repository, Competitive Examinations, Book Bank, Old Book Collection, Manuscripts</p>	

83. Give the number of books/journals/periodicals that have been added to institution library during the last two years and their cost. (1)

	The year before 2074		The year before 2075	
	Number	Total cost	Number	Total cost
i. Text books	757 purchased	Rs. 233211	718	3,10,430
ii. Other books	12	Gifted	52+83 (83 in 2073)	Gifted (Rs. 49,800)
iii. Journals/ periodicals	5	Gifted	9	Gifted
Any others	774	Gifted	692	Gifted
iv. Newspapers	4		5	

(Volume B-7 Library Information Page No 270-271, Volume E-7 Photos Page No 131-202)

84. Mention (1)

- i) Total carpet area of the institution library (in sq.mts.) [15/25] (0.25)
- (ii) Total number of departmental libraries [2] (0.25)
- (iii) Seating capacity of the Library [5] (0.25)
- (iv) Open student access to library [40] (0.25)

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

- (i) Total number of staff (0.3) - 2

a. Professionals (List with qualifications) - 1 with Master's degree

b. Semi-professionals : 1 (Assistant)

c. Others – N/A

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

Chairperson: Bhola Nath Ojha, Campus Chief (M Phil)

Member: Madhav Khanal (M.Phil)

Member: Dr.Meera Pradhan (Ph D)

Member: Rudra Hari Gyawali (M A)

Member: Tika Datta Subedi (M.Phil)

Member: Dan Bahadur Palli (MBS)

Member: Ramesh Tripathi (M.Ed)

Member : Kamal Tamrakar (MCA)

Member Secretary: Ramesh Niraula, Librarian (M Lib Sci.)

86. Staff development programs for library (0.5)

(i) Refresher/orientation courses attended

(ii) Workshops/Seminars/Conferences attended

(iii) Other special training programs attended

(Volume B-7 Library Information Page No 270-271, Volume D-6 Page No 125-137, Volume E-7 Page No 131-202, F-1 Additional Annex Page 1-114)

87. Are the library functions automated? (0.5)

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

Name the application software used: E-School Software

E-School was purchased and installed in 2014 and library resources were catalogued. Automatic issue and return (circulation) system was started in the same year.

(Volume B-8 Public Information Cell Page No 252-272)

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

The campus had allocated 1 percentage funds of total budget of the fiscal year 2074/75 in library.

(Volume D-4 Budget and Audit Report Page No 100-118)

89. Does the library provide the following services/facilities? (10 x 0.1 = 1)

- Circulation Services:
- Maintenance services:
- Reference/referral service:
- Information display and notification services:
- Photocopying and printing services:
- User Orientation/Information Literacy:
- Internet/ Computer Access:
- Inter-Library Loan services:
- Networking services
- Power Backup facility:

90. Furnish details on the following (1; to be equally distributed)

- (i) Average number of books issued/returned per day. [15]
- (ii) Average number of books issued/returned per month. [450]
- (iii) Average no. of users visited / documents consulted per month [1101]
- (iv) Please furnish the information on no. of Log- ins in to the []
E-Library Services/E- Documents delivered per month.
- (v) Ratio of Library books to number of students enrolled [5 to 1]

CRITERION 6: STUDENT SUPPORT AND GUIDANCE (10 MARKS)

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

- Percentage of regular students appearing for the exam: 90.55%
- Dropout rate (drop out from the course): 9.45%
- Progression to further study (Bachelors to Master, Master to M Phil/PhD)
- Bachelors to Masters: around 51%
- Master to M Phil /Ph D: about 0.01%
- Prominent positions held by alumni: The campus is carrying tracer study to find out progression to further study and the prominent positions held by the alumni. The information, so far collected is given in appendix.

The percentage of regular students appearing the exam as well dropout rate for last three years has been given in the following table.

Faculties	Year											
	2073				2074				2075			
	E	D	A	% of A	E	D	A	% of A	E	D	A	% of A
Management	591	33	558	94.42	543	45	498	91.71	474	26	448	94.51
Humanities	184	9	175	95.11	161	7	154	95.65	112	4	108	96.43
Education	237	73	224	75.42	244	21	223	91.39	189	27	162	85.71
MBS	17	0	17	100	19	3	16	84.2	21	7	14	67
M.Ed	16	0	16	100	15	0	15	100	15	8	7	47

Note: E = Total Enrollment, D = Total Dropout, A = Total Attendance, % of A = Percentage of Attendance

(Volume B-6 Data Management and Information Page No 252-271)

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

○ Nepal Civil Services Examinations	29
○ Other employment related examinations	85
○ International level entrance examination	No record
○ Others (please specify)	

(Volume D-7 Placement Status Page No 138-160)

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

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

JMC has a permanent publications committee to publish and update the prospectus annually. The prospectus includes all the basic information including motto, objectives, salient features, courses offered, scholarship and award scheme, available facilities, rules and regulations, and photographs of major events. JMC also publishes its brochure annually. These printed materials are distributed to the students at the time of admission.

(Volume D-3 Prospectus, Brochure and Leaflet Page No 55-99)

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

The basic financial aid provided to the students is free ship offered on merit as well as need basis. Such scholarships are supported from the UGC under HERP. Board exam toppers are awarded with cash prize of Rs. 10,000/ in the annual function of the campus. Indu Memorial Award established in 2066 of Rs. 10,000 is offered to a girl who scores the highest in BBS in the aggregate from the campus.

(Volume C-2 Scholarship Page No 102-119)

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

Financial aid	Year before last (2074)	Year before (2075)
i. Merit scholarship	124	120
ii. Merit-cum-Means	63	25(Bachelor 1 st and 2 nd exclusive)
Any others		2 students (blind)

(Volume C-2 Scholarship Page No 102-119)

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: Receive and deliver information about the job opportunities in the market. It also keeps relation in the related field for direct supply of our manpower.

ii. Placement officer: Role:

As per the initiation of the UGC, the campus has established a Student Counseling Unit. The unit receives and delivers information to the students about the job opportunities in the market. It also keeps relation to the related institutions in the market for direct supply of our manpower. For the efficient establishment of the unit, JMC has requested all the senior faculties to provide feedback. JMC is committed to inform and inspire the students for their employment opportunities.

(Volume E-6 Miscellaneous Page No 101-130, Volume E-7 Photos Page No 131-202)

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

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

The teachers are involved in academic counseling basically at the time of students' enrollment. The students are advised and oriented towards the courses / syllabi they are supposed to study in their respective faculties. Besides this, the concerned class teachers who are also the coordinator of quality circle advice and counsel the students in terms of study, exams and nature of the curriculum and the courses offered.

(Volume C-3 Teaching Learning and Evaluation System Page 120-313, Volume E-6 Miscellaneous Page No 101-130, Volume E-7 Photos Page 131-202)

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

	UG students	PG students	Research scholars
i. Local firms/companies		35	
ii. International firms/ companies			
iii. Government		12	

iv. Public (semi-government) sector			
v. Private sector		40	

The number of students employed in those mentioned field is only an approximation.

(Volume D-7 Placement Status Page No 138-160, Volume E-6 Miscellaneous Page No 101-130, Volume E-7 Photos Page No 131-202)

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)?

Student Counseling Unit provides regular information as well as counseling regarding the opportunities available in the market for their service adjustment. Though not recorded, different teachers are helping the students for their placement in the job in their respective places. The participants in the counseling with their signatory have been attached in the annex.

(Volume D-7 Placement Status Page No 138-160, Volume E-6 Miscellaneous Page No 101-130)

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

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

The campus has formed ad hoc committee of JMC Alumni Association. This committee has supported the campus in its external publicity as well as admission every year. The association has also been highly helpful in the adjustment of our graduates in job market. The association has been supportive in the tracer study as well.

(Volume A-4 Page No 98-208)

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

The campus has developed its own policy for admission/criteria which is mentioned in Operational Guidelines of the Campus.

(Volume A-4 Operation Guide Lines Page No 98-208)

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

JMC, till the date, does not have any specific policy regarding the enrolment of the

foreign students. The Internal Management Committee has discussed this issue and made an oral understanding to keep same fee structure to the students of abroad countries.

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

International student service office <input type="checkbox"/>
Special accommodation <input type="checkbox"/>
Induction courses <input type="checkbox"/>
Socio-cultural activities <input type="checkbox"/>
Welfare program <input type="checkbox"/>
Policy clearance <input type="checkbox"/>
Visa Support <input type="checkbox"/>

JMC provides none of the services mentioned above. Interested foreign students can get some of their queries answered from Counseling Unit.

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

(Volume E-1Extra Curricular Activities Page No 1-38,Volume E-7 Photos Page No 131-202)

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, the campus has duly formed a unit called Academic Data Analysis Cell which inspects the Exam section, Account section, Administrative Section, Library Section and other different department of campus for collecting and analyzing the data of the entire campus. This committee makes primary study of the academic data analysis and forwards recommendations based on the findings with the help of "e-school" software.

(Volume B-6 Data Management & Information Page No 252-271)

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

The major areas of this analysis is the results of regular internal evaluation, board exam results, outstanding achievements of students in external exams, academic achievements of the faculties, and status of student enrollment which reflects the overall performance of the campus. The analysis also provides feedback regarding the need of professional development as well as promotion of the faculties.

(Volume C-3 Page No 120-313)

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

JMC used to keep the academic data in the hard copy only in the past. After the computerization of academic as well as administrative sections, such records are kept in soft copy as well. The e-school is used for maintaining the records in the library, and account software for keeping financial records. The computerization has made it easy to have easy access of records to all the faculties and administrators, to update the data as well as use such data for making informed decisions.

(Volume B-6 Data Management & Information Page No 252-271, Volume C-3 Teaching Learning and Evaluation System Page No 120-313)

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

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

Yes, JMC has formed an information unit. This information unit provides information regarding evaluation to the concerned stakeholders. The overall summary information of the campus is displayed in the JMC Charter on the information board open to all the stakeholders. Some of the outstanding achievements are exposed to all the stakeholders through web sites, prospectus, campus magazine and notice boards. For the detailed documents of the academic data, the stakeholders are expected to feel free to obtain any information regarding academic outcomes of the campus.

(Volume B-8 Public Information Cell Page No 252-271)

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

Yes (1) No (0)

Yes. Information Unit displays the academic information through different media like JMC Charter, prospectus, web sites, notice board and FM radio. Besides this, every stakeholder can easily obtain the required information without any kind of difficulties.

(Volume B-8 Public Information Cell Page No 252-271, Volume D-3 Prospectus, Brochure & Leaflet Page No 55-99)

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?

Yes. A set of questionnaire (tracer form) has been developed for getting feedback from the passing out students as well as ex-students. The stakeholders can provide anonymous and constructive suggestions for the betterment of the campus by dropping their written suggestions in the suggestion box kept in the campus premise. Information Unit collects such kind of feedbacks, analyzes them and provides necessary information to the Internal Management Committee.

(Volume B-8 Public Information Cell Page No 252-271, Volume C-1 Feedback Collection Page no. 1-101)

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

Produce in brief the impact analysis.

This information system is the core of all the academic as well non academic decisions. Such information feeds preparation and revision of both the short and long term strategic

plans. These information shows exact condition of the campus along with the opportunities and threats.

(Volume B-8 Public Information Cell Page No 252-271, Volume C-1 Feedback Collection Page no. 1-101, Volume A-6 Strategic Plan Page No 218-231)

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

(1)

It was very difficult for the campus to manage the information earlier but after implementation of Information system "e-school", it has become easy to get all the required information for making decisions, for ensuring the quality of education to make a JMC as the centre for excellence. It has further assisted in promoting staff accountability, promotion, student welfare, research and all the administrative units including the admission section. Some of the improvements made in the initiation of the information system are:

- a. Bio matrix attendance (Thumb impression)
- b. JMC Website and social media
- c. Notice board
- d. Use of computer software in the library and account section
- e. Data base of students

(Volume A-7 Quality Enhancement Strategy Page no. 232-252, Volume C-1 Feedback Collection Page no. 1-101)

CRITERION 8: PUBLIC INFORMATION (10 MARKS)

113. Is there public information cell within the institution? (2)

Yes (2) No (0) if yes, give details.

Based on its bylaw, JMC has formed JMC Information Cell. The cell collects and keeps records of relevant information from internal as well external sources and provides information to the public as per the need.

(Volume A-4 Operational Guide Lines Page No 98-208, Volume B-8 Public Information Cell Page No 252-271)

114. What are the areas of information published by the cell? (1)

Academic (0.25) Administration (0.25) Financial (0.5) All (1.0)

The information cell publishes various information including outstanding results, enrolment status, financial glimpses, changes in the rules and regulations, expectation from the stakeholders, and future strategies of the campus. Campus publishes annual report every year.

(Volume A-4 Operational Guide Lines Page No 98-208, Volume B-8 Public Information Cell Page No 252-271)

115. Where are these information published? (1.5)

Newspapers (0.5) Magazines (0.5) Institutional special magazine dedicated for this (0.5)

Some of the externally important information like tender notices, vacancy announcement, admission notices, etc. is published in the newspapers. Other general information and creative works are printed in the magazine and bulletins of the campus. Besides this, JMC has the provision for displaying some important pieces of information on the notice boards, flexes, banners, website and JMC Charter.

(Volume A-4 Operational Guide Lines Page No 98-208, Volume B-8 Public Information Cell Page No 252-271)

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

Yearly (1) in 4 years (0)

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

Areas	Year 1, place of publication	Year 2, place of publication
JMC leaflet/Prospectu s/Brochure	2074 Kathmandu	2075 Kathmandu
JMC Research Journal	2074 Kathmandu	2075 Kathmandu

(Volume D-1 Magazines Page No 1-41, Volume D-2 Research Journals Page No 42-54, Volume D-3 Prospectus, Brochure and Leaflet Page No 55-99)

118. Does the cell also collect responses, if any, on the published information? (1)

Yes (1) No (0) If yes, give details

The information cell keeps periodical meetings and interaction programs so as to collect responses or feedback regarding published information. Such information can be provided orally or through suggestion box by the stakeholders.

(Volume B-8 Public Information Cell Page No 252-271, Volume C-1 Feedbacks Collection Page No 1-101)

119. Is there any system to evaluate the impact of public information on quality improvements? (1)

Yes (1) No (0) If yes, how these impacts are measured?

The impact of public information on quality improvement is measured on the basis of information provided by the stakeholders via suggestion box, social media like Face Book; and email.

(Volume A-7 Quality Enhancement Strategy Page No 232-252, Volume B-8 Public Information Cell Page No 252-271)

120. Mention some positive impacts made by the public information practice. (1.5)

Public information has had a significant impact on quality enhancement of the campus. Based on the information provided by the stakeholders, improvements have been made on

quality enhancement, physical infrastructure, teaching learning activities, financial transparency as well as administrative process.

(Volume B-6 Data Management and Information Page No 252-271, C 3 Teaching Learning and Evaluation System Page No 120-313, Volume D- 4 Budget and Audit Page no 100-118)

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