

SELF STUDY REPORT

(SSR)

SUBMITTED TO
UNIVERSITY GRANTS COMMISSION
SANOOTHIMI BHAKTAPUR



PREPARED BY
SIDDHARTHA CAMPUS
BANGANGA, KAPILVASTU

December 3, 2019

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Declaration by the Head of the Institution

I hereby certify that the data included in this Self-Study Report (SSR) are true to the best of my knowledge. The SSR is prepared by the institution after internal discussion, and no part thereof has been outsourced. I am aware that the peer team will validate the information provided in this (SSR) during the Peer Review Team visit.

Signature of the Head of the institution with seal

Place: SIDDHARTHA CAMPUS, BANGANGA, KAPILVASTU

Date: 2076/08/17

Acknowledgements

The Self Assessment Report (Revised) of Siddhartha Campus has been prepared going through rigorous, lengthy and painstaking process of documentation, data collection, observation, inspection, evaluation and analysis of the institutional realities during the study period. It took us a couple of years to come up with the concrete form of SSR report, which is the result of feedback and supports received from different institutions, organizations and personalities, who deserve high level of respect and acknowledgements from the side of the whole Siddhartha Campus family.

We are ever indebted to the entire team of University Grants Commission, Nepal in general and QAA Council in particular who inspired us from the very beginning when we were all unaware of the entire process of QAA certification. We would like to express our sincere gratitude to Professor Dr. Jai Raj Awasthi, the Coordinator of Peer Review Team, who observed, inspected and assessed our entire activities and situation in the campus, and inspired us to proceed ahead on the path of QAA, having pointed out some valuable recommendations for improvement based on the observation during pre-visit program held from 11th Bhadra to 13th Bhadra, 2076. We are highly indebted to Ms Mamta Prajapati, the member of the PRT, whose inspirations and supports have been remarkable to improve the existing condition of the campus to meet requirements needed for accreditation.

We are extremely grateful to all the members of PRT- Professor Dr. Ratna Mala Arya, Professor Dr. Meena Malla Baidhya, Professor Dr. Kamal Deep Dhakal- who provided valuable suggestion based on their observations and evaluation. We are grateful to Mr. Gopal Prasad Acharya and Mr Narayan Bhandari the senior staff of QAA Department at UGC who rigorously supported and motivated us to go forward in the journey of QAA certification. We are highly acknowledged to the entire UGC team including HERP for providing us various kinds of financial and technical supports for the improvement of quality of higher education. We cannot end up without acknowledging Dr Ishwar Gautam, ex-chief of LBC, Mr Mukti Pandey, campus chief of Madhyabindu Campus, Mr Chiranjivi Shrestha, ex-chief of Balkumari College Mr Dinesh Panthi, ex-chief of Sahid Narayan Pokhrel Ramapur Campus, Rammani Campus, Hetauda Campus, Makawanpur Campus, Tikapur Campus, who inspired and supported us in the process of SSR preparation.

Finally, we would like to thank the Campus Management Committee, Mr Bala Ram Jnawali, ex-campus chief, Mr Krishna Paudel, founder president of Siddhartha Campus, administration, faculties, staff, students, FSU as well as all the stakeholders for their supports of various kinds in the holy journey of quality assurance.

Govinda Prasad Khanal
Coordinator
Self Assessment Team

Abbreviation

HERP	Higher Education Reform Project
IQAC	Internal Quality Assurance Committee
PRT	Peer Review Team
QAA	Quality Assurance and Accreditation
SAT	Self Assessment Team
SC	Siddhartha Campus
SSR	Self Study Report
UGC	University Grants Commission

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SECTION A
INFORMATION FOR INSTITUTIONAL PROFILE

Institutional Information

Name of the Institution: Siddhartha Campus

Place: Bananga Municipality-1, Kapilvastu

P O Box:

District: Kapilvastu

1. Information for Communication

a. Office

Name	Telephone with Extension Number	Fax	E-mail
Executive Head of the Institution:	Khem Raj Sharma 076550297 9857053122 9844714398	076550122	siddhartha.kv.48@gmail.com
Executive Assistant:	Bed Ram Aryal 9847071822		
Management Committee Chairperson:	Jhabi Lal Pokhrel 9857050265		

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 (UGC, DDC)

6. a) Date of establishment of the Institution: **(01/11/2048)**

b) Date of commencement of the Bachelor or higher level Program(s)

Bachelor of Education: 22/06/2058

Bachelor of Business Studies: 27/04/2062

Bachelor of Arts: 18/07/2064

Master of Education: 15/12/2064

Master of Business Studies: 22/10/2070

c) University to which the Institution is affiliated: Tribhuvan University (attach the certificate of affiliation)

The campus is affiliated to Tribhuvan University.

Please refer to the copy of affiliation certificates on Volume 1, Annex 1, Page No. 01 to 08.

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

(dd/ mm/yyyy)

N/A

8. Is the institution autonomous in terms of

Financing **Administrative Management** **Academic Management**
 None

9. Institution's Land area:

15 Bighas

Please refer to the copy of land occupancy certificate provided by Banganga VDC on Volume 1, Annex 2, Page 09

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 Programs
Bachelors	3: Management, Education, Humanities
Masters	2: Management, Education
M Phil	-
PhD	-
Any other (specify)	-
Total	05

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

Faculty of Humanities & Social Sciences
Departments: Department of Social Sciences
Faculty of Management

Departments: Department of Management
Faculty of Education
Departments: Department of English, Department of Education and Nepali, Department of Mathematics and HPE

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)
Non-credit courses (Basic Computer Application Training, Basic Communication in English, Basic Accounting Training and Workshop)	Skill enhancement Training	Students should have been admitted to any of the regular programmes	30 students in a group

Campus has offered Non-credit courses such as Basic Computer Application Training, Basic Communication in English, Basic Accounting Training and Workshop.

Please refer to Additional Annex 4

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

For the recruitment of teaching and non-teaching staff, the campus follows the norms and procedures specified in the campus legislation. As such, the Campus Chief reports the needs to the Management Committee; the CMC decides to advertise for the required posts and

assigns responsibility to the Selection Committee. Five-member selection committee includes the vice-president as the coordinator, campus chief as the member secretary, and assistant campus chief as well as the head of the related department being the members. The selection committee conducts written exam, oral interview and practical examination and recommends the successful candidates to be appointed by the CMC. The CMC then decides to appoint the selected candidates on the required posts as per the campus legislation.

Please refer to Campus Legislation- 2048, First Ammendment-2065 in Volume 1, Annex 4, p. 14-15; Campus Bylaw- 2075, in Volume 1, Annex 5, pp. 49-52; Minutes of Selection Committee, Annex 6, pp 78-85.

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)	-	1	1	18	20
No. of teachers with PhD	-	-	-	-	-
No. of teachers with M Phil		1		1	1
No. of teachers with Masters			1	18	19
No. of teachers with Bachelors	-	-	-	-	-
Part Time Teachers (Total)	-	-	2	17	19
Part-time teachers with PhD	-	-	-	-	-
Part-time teachers with M Phil	-	-	-	1	1
Part-time teachers with Masters			2	16	18
No. of teachers with Bachelors	-	-	-	-	-

Please refer to List of Teaching and Non-teaching Staff in Volume 1, Annex 7, pp.86-

87; Updated List of Teaching and Non-Teaching Staff in Additional Annex, pp.1-2.

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

Courses	Full Time Teachers (Total)	Part Time Teachers (Total)	Total
Management	4 periods per teacher per week	2 periods, per teacher per week	52 periods
Humanities and Social Science	3 periods per teacher per week	2 periods, per teacher per week	15 periods
Education	4 periods per teacher per week	2 periods, per teacher per week	53 periods
Please add other courses if applicable	N/A		

The campus has 6 departments, 5 academic programs and more than 138 courses on offer. The campus has 40 faculty members, among them, 8 are permanent, 5 are impermanent full time, 7 are fulltime contract and the other 20 are part time contract faculty members. The permanent and impermanent faculties have to take 18 class loads per week except those who are assigned for administrative responsibilities. With regard to full time contract faculty members, they need to take classes at any time the periods are offered to them. However, there is no fixed class loads for the part time contract faculties. So it is not possible to list all the courses above and allocate the class loads.

Please refer to Class Routine-2075 and Courses on Offer in Volume 1, Annex 8, pp 88- 97.

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	6
Technical Staff				1	1

Please refer to Class Routine-2075 in Volume 1, Annex 8, pp 88-97.

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

No of Students Enrolment Up to 2076/01/28	UG		PG		M Phil		PhD	
	F	T	F	T	F	T	F	T
Same district where the institution is located	466	671	63	120	-	-	-	-
Other districts	58	92	4	20	-	-	-	-
SAARC countries	-	-	-	-	-	-	-	-
Other countries	-	-	-	-	-	-	-	-
Disadvantaged/Janajatis	199	299	26	43	-	-	-	-

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: 2074			Year: 2073		
	Bachelors	Masters	Total	Bachelors	Masters	Total
Admitted to the program	771	99	870	613	62	675
Drop-outs						
a. Within four months of joining	17	-	17	18	-	18
b. Afterwards	53	17	70	47	14	61

Appeared for the final year examinations	656	60	716	462	48	510
Passed in the final examinations	158	38	196	114	13	127
Pass % of number appeared (Total)	24.08	63.33	27.37	24.67	27.08	25.87
Pass % with distinctions	0	0	0	0	0	0
Pass %, (First class)	5.06			6.14	7.7	6.92
Pass %, (Second class)	65.19			62.28	61.54	61.91
Pass %, (Third class)	29.75			31.58	30.76	31.17
Number of students expelled from examination hall if any	0	0	0	0	0	0

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

Please refer to Annual Progress Report-2075, as a separate document, p. 9

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

Annual budget is prepared by Internal Audit Committee based on the strategic planning, which is then presented to the CMC. The CMC discusses, finalizes and approves the annual budget. Final auditing is conducted by an external auditor who is appointed through open advertisement. The auditor then conducts auditing and presents the report to the CMC. The report is taken as a public document and is flashed out in the website as well as in the annual report of the campus.

Please refer to copy of Financial Audit Report- 2074/75 in Volume 1, Annex 9, pp.158-166.

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.

Unit cost total including salary = Rs 24,551,382/846 = Rs. 29,020.55

Unit cost total excluding salary = Rs. 6744275/846 = Rs. 7,971.96

(Total budget of the institution as of the fiscal year 074/75 = 2,79,96,100.00)

Please refer to Annual Progress Report-2075 for the number of students of 2074/75 as a separate document, pp. 6-7; copy of Financial Audit Report- 2074/75 in Volume 1, Annex 9, pp.158-166.

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

Semester System Annual System Any other (specify)

(Annual system for Bachelor level and semester system for Master level)

Please refer to Prospectus-2075, in Volume 1, Annex 10, pp.167-170.

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

Central library Computer centre Health centre

Sports facilities Press Workshop

Hostels Guest house Housing

Canteen Grievance redressal cell Common room for students

Any other **Changing room for girls Help desk**

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

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

The Management Committee of Siddhartha Campus is formed as per the provisions made in the Campus Legislation- 2058, First Amendment- 2065. The Legislation has made the provision of 15 member management committee, in which the president of Free Students Union is appointed as an invitee member. The currently existing Campus Management Committee was duly formed by the Campus Assembly on 2072/09/25 in the chair of Mr Jhabi Lal Pokhrel.

Please refer to the List of Campus Management Committee in Volume 1, Annex 11, p.171; Composition and Provision of Management Committee in Campus Legislature (pp.5-6), Volume 1, Annex 4, pp.16-21.

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)	Year IV (2075/76)
Working days of the institution	279	267	277	279
Working days of the library	279	267	277	279
Teaching days of the institution	237	232	237	242
Teaching days set by the university	180	180	180	180
Books in the library	15,778	16,649	19,470	20,412
<u>Journals/Periodicals subscribed by the library</u>	-	-	-	
National:				144
International:				17
Computers in the institution	14	17	26	44
Research projects completed and their total outlay	20	16	17	15
Teachers who have received national recognition for teaching/research/ consultancy	2	5	5	5
Teachers who have received international recognition for teaching/research/consultancy	-	-	-	-

Teachers who have attended international seminars	1	1	3	5
Teachers who were resource persons at national seminars/workshops	-	-	3	3
No. of hours of instruction against the plan (per year or per semester)	220 hrs	220 hrs	220 hrs 18 credit hours	220 hrs 18 credit hours

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

Please refer to Academic Calendars-073/74, 074/75, 075/76 in Volume 1, Annex 12, pp. 172-189; Annual Progress Report-2075, [as a separate document, pp. 18-21]; Photos, Certificates and Attendance Records of the teachers who attended National and International Seminars in Volume 1, Annex 13, pp. 190-200

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

Siddhartha Campus is planning to emphasize on research as an integral part of academic activities. To begin with, MoU has been signed to collaborate with Lumbini Buddhist University about research and academic activities. Research and Publication Committee has now prepared a plan to support the faculties and students to conduct individual or collaborative research activities, which will be published in the second issue of *Siddhatha Journal of Academics* in June, 2020.

Research activities are the part of regular activities of the curricular and co-curricular activities of the campus. A five member research committee has been formulated which facilitates overall research activities to be conducted in the campus. The teachers and students are supported with mini research grants and article writing support. Budget has been prepared and disbursed by the Research and Publication Cell with the purpose of enhancing research activities.

Please refer to the MoU between Siddhartha Campus and Lumbini Buddhist University, Central Campus, Lumbini in Volume 1, Annex 14, p. 201, Plan of Research and Publication Cell-2020, pp

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.

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

Yes No If yes, give details.

The campus has run class 11 and 12 classes in separate management.

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

Source of Funding	Amount(NRs.)
UGC/Government grants	3,613,850.
Donations	-
Fund Raising drives	-
Alumni Association	-
Research and Consultancy	-
Fee from Self-financed/initiated courses	-
Fees from regular programs	25,344,862
Any others, specify (Interest from the banks)	58,348

Please refer to copy of Financial Audit Report- 2074/75 in Volume 1, Annex 9, pp.158-166.

SECTION B

The marking scheme except otherwise specified in the criteria will be as follow:

Yes with justification and with evidence =1(full marks); justification without full evidence=0.75;

apparent justification without record = 0.5 apparent initiatives =0.25; No= 0)

(The marking division applies proportionately to the allocated marks where necessary.)

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.

Yes, the campus has clearly defined vision, mission, goals, objectives and core values and norms. The vision, mission, goals and objectives of the campus have been mentioned in the strategic plan. Currently, The Strategic Plan- 2016/20 is has been revised and updated.

Vision "To develop the campus as an ideal destination for educational excellence in higher education"

Please refer to Strategic Plan in Volume 2, Annex 14, pp. 31-42

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.

As the campus has the clearly defined strategic goal "To develop the campus as an ideal destination for

educational excellence in higher education", objectives and activities have been set in the five year strategic plan. In order to achieve educational excellence, the immediate objective is to be accredited with QAA. The plans, programmes, and strategies to achieve the goals and objectives have been mentioned in the strategic plan.

^ Please refer to Strategic Plan in Volume 2, Annex 14, pp. 32-42

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.

Yes, the campus has a duly formed organizational structure where the policies of the institution are formulated, reflected, reviewed and updated so that the institution can function well through the chain of commands. The supreme body of the institution is the Campus Assembly called 'Campus Sabha', which forms the Executive Committee led by the Chairperson. Administrative head is the Campus Chief, who is accountable to the Executive Committee, which is, in turn, accountable to the Campus Assembly. CA formulates higher and broader level policies; the management committee formulates the policies for day to day affairs of the campus, and helps the institution meet its goals. Some cells and committees have been formed so as to ensure smooth functioning of the institution. For example, IQAC, Counselling and Placement Cell, Feedback Committee, Public Relation and Information Cell, EMIS, Extra Activities Committee, Procurement and Maintenance Committee, Internal Examination Committee, and various departments and units have been formed which work on the basis of TOR mentioned in the Institutional Operational Guideline 2067.

Please refer Strategic Plan for Organizational Chart in Volume 2, Annex 14, pp. 14-15

Please refer to Institutional Operational Guideline 2076 in as a separate document.

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

Yes No Justify with supporting documents.

For the internal quality monitoring and checks, the CMC had formulated IQAC under the chair of Campus Chief with one representative from CMC, guardian, employer, FSU along with Heads of Departments being members. Mr Khem Raj Sharma, Campus Chief, is the coordinator of IQAC. The IQAC conducts academic audit, quality monitoring and evaluation of the teaching and non-teaching staff as well as the departments and cells. Currently, the newly reformulated IQAC conducted institutional audit, and the report has been prepared. IQAC functions on the basis of TOR specified in **Institutional Operational Guidelines 2076**.

Please refer to Meeting Minutes of IQAC, in Volume 2, Annex 16, p.47-58; CMC Minutes on IQAC Reformulation, pp 59-61, Institutional Operational Guideline 2076, as a separate document.

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 duties and responsibilities of campus chief, assistant chief, department heads, teachers and individuals as well as students have been clearly mentioned in the legislation of the campus. Furthermore, the joint meeting of CMC and the staff held on Mangsir 12, 2071 discussed and finalized the TOR of the departments and staff and assigned them accordingly.

Please refer to Campus Legislation, in Volume 1, Annex 3, pp.30-31;

Please refer to Institutional Operational Guideline-2076, Volume 6, Annex 57, pp. 38-63.

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

Yes, the CMC regularly evaluates the job responsibilities of departments, units and individual staff as well. Sometimes, special Performance Evaluation Teams are formulated to evaluate the performance of its staff. Similarly, IQAC has been formed to evaluate the performance of the departments, units and individuals. The IQAC holds meetings to discuss and evaluate the performance of works and responsibilities of departments, units and individuals. Based on the TOR assigned, the IQAC evaluates the job responsibility of departments, units and individuals in terms of their performance, regularity and punctuality of the individuals, their participation in internal activities, research activities and their behavior and attitude with other teachers, staffs and students.

Please refer to Campus Legislation in Volume 1, Annex 3, pp. 30-31; Campus Bylaw in Volume 1, Annex 5, pp,72-75; Meeting Minutes of CMC in Volume 2, Annex 17, pp.62-67; Meeting Minutes of IQAC, in Volume 2, Annex 16, p.47-58

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 strategic plan of the campus has been designed with the collaborative efforts of the teachers and staff, management committee, administration, students, social workers and other stakeholders. The CMC has formed some departments and cells which function on the basis of team work and group spirit, hold their meetings, discuss and decide about the issues and work accordingly. The campus also organizes the annual assembly called **Campus Sabha**, where overall activities of the whole year and progress report is presented, discussed, commented and passed. The staff meeting also shares information, discusses necessary agenda, and holds collective decision. Special meetings are organized inviting the people's representatives, political leaders, CMC members, teachers, student leaders and stakeholders when important decisions about the campus need to be taken.

The campus also publishes annual reports, prospectus and academic calendar every year for sharing information to the public and the stakeholders. The campus has its own website where important information is published.

Please refer to Minutes and Photo of Campus Assembly- 2074, 2075 in Volume 2, Annex 18, pp.68-77; Minute of Comprehensive Interaction with Stakeholders-2075, in Volume 2, Annex 1, pp. 78-80; Please visit website of the campus at //www.siddharthacampus.edu.np//

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.

Non-credit courses on Basic Computer Application Training, Basic Communication in English, Basic Accounting Training and Workshop have been designed to strengthen regular academic programmes. Furthermore, the campus has prepared proposals for conducting professional courses such as BBA, BCA and BED CSIT immediately after being QAA certified. Other programs like B Sc Ag, BBM, etc will be added based on feasibility study.

Please refer to the Proposal for BBA, BCA and B ED CSIT as separate documents.

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

Yes No If yes, give details.

Yes, Campus Assembly is the forum in which prominent figures of the community, students’ representatives, representatives of the local bodies, guardians and other stake holders are invited to in the opening session. The annual progress report of the campus is read out and distributed to the participants. They can also provide comments and feedback to the institution orally or in written form. Feedback Committee has been made primarily responsible for collecting feedback from the students, guardians and stakeholders. TORs for the committee have been specified in the Institutional Operational Guideline 2076. The activities of the committee are set in the operational calendar of the campus. The feedback received is reported to the IQAC, which incorporates them in the institutional improvement.

Please refer to Annual Progress Report-2075 [as separate document]; Minutes and Photo of Campus Assembly- 2074, 2075 in Volume 2, Annex 18, pp. 68-77; Minute of Comprehensive Interaction with Stakeholders-2075, in Volume 2, Annex 1, pp. 78- 80; Please visit website of the campus at //www.siddharthacampus.edu.np//

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?

Yes, campus appointed the external agencies to improve the educational, financial and library management systems three years ago. For example, EMIS software called SYSTEMIC and library software called LIBRA were installed to improve the educational, financial and library management systems. Now, all the EMIS functions are performed through Paathshala software. Contract has been signed with Paathshala software company, Kathmandu.

A seven member committee was formed in the chair of the then Assistant Campus Chief Mr. Bala Ram Jnawali including Mr. Tika Ram Poudel, Mr. Rom Kant Ghimire, Mr. Khem Raj Khanal, Mr. Govinda Prasad Khanal and Mr. Tej Prasad Acharya as members. The committee recommended to reform the administrative structure of the campus. The major recommendations included:

1. The campus chief should be given key responsibility from the morning to evening.

2. Separate assistant chiefs should be appointed for each shifts.

3. Subject wise departments should be formed.

4. Fee structure and the salary should be timely revised.

Please refer to the copy of MOU between SC and Paathshala Software Company in Additional Annex.

Report on the Reform of Educational Administration and Other Aspects-2066 in Volume 2, Annex 21,

pp. 86-89.

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

Yes No If yes, give details.

Student Council called Free Students' Union is formulated as per the TU Act. Furthermore, the chief of the FSU is appointed as the student representative in the CMC. Despite this, student quality circle has been formed in each class, which discusses, decides and provides feedback on various issues.

Please refer to List of CMC Members in Annual Progress Report- 2075, p.1[as a separate document; the copy of CMC Meeting Minute showing the presence of FSU President and Minutes of Student Quality Circles in Volume 2, Annex 22, pp. 90-96.

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

a. by the university

b. by the Institution

Please attach the copies

There has not been any kind of academic audit by the university. However, institutional academic audit is carried out by the IQAC on regular basis. The IQAC conducts regular meetings to assess the ongoing activities in the campus. The activities are conducted as per the TOR as specified in the Institutional Operational Guideline. Though separate report has not been prepared by the IQAC, some decisions have been made. Institutional Academic Audit is being carried out by the IQAC.

Please refer to Meeting Minutes of IQAC, in Volume 2, Annex 16, p.47-58; CMC Minutes on IQAC Reformulation, pp 59-61; TOR of IQAC in Institutional Operational Guideline 2076.

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

Yes No If yes, give details

Furthermore, we have a research and publication committee which conducts and coordinates various kinds of research activities. For example, the committee conducts workshops and trainings to the teachers and students to help them carry out research projects. The committee also publishes peer-reviewed journal in which teachers and students publish their articles. The campus also conducts Tracer Study every year. The tracer studies also help us reflect upon our activities and improve the weaker aspects.

Teaching and research go side by side. Our students have to carry out research based projects to complete their courses. At bachelor level, the students have to do some practical works and research based project works. For example, B. Ed. third year students have to prepare some research reports in Health and Physical Education, English Education. B Ed fourth year program has incorporated a paper Research Methodology, which requires for the students to carry out research projects. BBS students have to study the condition and management of a company, industry or financial institution or the like. BBS fourth year students need to submit a research paper mandatorily to complete their graduation. The master level students have to carry out a research work in the fourth semester to complete the program.

Research and Publication Guidelines-2076 in Volume 2, Annex 23, pp. 97-98;

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

Yes No If yes, give details.

Combination of teaching and research has given practical knowledge and insight into understanding of what happens in the professional aspects, and this has made them more successful in their professional career. For example, the campus carries out Tracer Studies every year, the findings of which have been supportive to enhance the quality of the services provided by the campus and to improve the sectors receiving comments from the graduates. Furthermore, the students and teachers have been able to expand their knowledge and skills of conducting researches implanting research attitudes in them.

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

Recently the campus organized Mahayajna with direct involvement of locals and stakeholders for collecting fund in order to conduct technical and vocational education in the campus. Thousand of locals participated in the program and expressed their commitments to donate as per their will. The Banganga Municipality declared the donation of more than 10 million in the program. Furthermore, the campus involves students in various kinds of social works such as blood donation, community surveys, research works, community awareness campaigns which have established a close connection of the campus with

the community.

Please refer to the Minutes of Mahayajna Organizing Committee in Volume 2, Annex 24, pp.99-100.

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.

In order to ensure consistency of teaching and learning with the academic goals and objectives of the institution, Internal Quality Assurance Cell (IQAC) has been formed which evaluates the teaching learning procedures, academic success, problems to be addressed and tries to ensure harmony between teaching learning activities and the academic goals and objectives.

Academic activities are conducted systematically in a planned way. The activities to be conducted have been recorded in the academic calendar. We have made provisions of :

- i. Unit/monthly tests
- ii. Internal examinations thrice a year.
- iii. Additional classes based on needs of the students.
- iv. Visiting classes for master level students
- v. Field work
- vi. Research projects, etc

Please refer to Academic Calendars-073/74, 074/75, 075/76 in Volume 1, Annex 12, pp. 172-189;

Please refer to Prospectus-2075, in Volume 1, Annex 10, pp.167-170.

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

For the sake of the students' convenience, the campus runs all bachelor level classes and the MBS programs in the morning shift while the M. Ed. classes are run in the evening shift so that even the job holder students get opportunities to attend classes. Students are allowed to select from the Nepali medium or English medium classes. Limited kind of horizontal mobility is allowed as the students can change their faculties or subjects they have chosen within a couple of months before they get registered to the university. Elective options are given for the students of all levels and streams. The B. Ed. first year students can choose from major and minor alternatives such as English, Health and Physical Education, Mathematics and Nepali. BBS and MBS students can select from the options of Marketing, Finance, Accountancy, etc. M. Ed. students can choose from English, Nepali, EPM and HPE.

Please refer to Academic Calendars-073/74, 074/75, 075/76 in Volume 1, Annex 12, pp. 172-189;

Please refer to Prospectus-2075, in Volume 1, Annex 10, pp.167-170.

Please refer to Class Routine-2075 and Courses on Offer in Volume 1, Annex 8, pp 88-97.

18. Indicate the efforts to promote quality of education with provision of skills transfer among the students such as ($0.5 \times 5 = 2.5$)

- a. Capacity to learn $\sqrt{\square}$
- b. Communication skills $\sqrt{\square}$
- c. Numerical skills $\sqrt{\square}$
- d. Use of information technology $\sqrt{\square}$
- e. Work as a part of a team and independently $\sqrt{\square}$

Please give evidence

The campus enhances the capacity of the students to learn by assigning them with assignments as well as by conducting monthly tests and terminal internal examinations. They are provided with feedback which foster their ability to learn. To enhance the communication skills among the students, Students' Quality Circles have been formed in each class and they discuss their problems and suggest for the solution of the problems. The campus and Free Students Union organize the programs such as debate, speech competition, etc for fostering their communication skills. This also helps them in leadership and personality development.

In order to foster the numerical skills, accountancy training programs are conducted.

Students are allowed to use information and communication technology that has been established in the library

while the teachers can access the facility in the staff room and the departments.

Students work as a part of team in the SQCs, where they discuss issues and problems related to teaching learning activities as well as other aspects of the institution.

Non-credit courses on Basic Computer Application Training, Basic Communication in English, Basic Accounting Training and Workshop have been designed and plans for their implementation have been made.

Please refer to Sample Assignments in Volume 3, Annex 25, pp. 1-10; Minutes of Speech/Quiz/Discussion Programs in Volume 3, Annex 26, pp. 11-18; Attendance of Participants of Account Keeping Training in Volume 3, Annex 27, pp. 19-20; Minutes of Student Quality Circles in Volume 2, Annex 22, pp. 90-96.

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

Yes No If yes, give details.

Yes, the campus has an additional focused program offered by the institution. One Year B Ed program has been offered as an additional course for those students who have completed their bachelor's degree from the faculties other than B Ed. The program is expected to make the graduates eligible to join the M Ed program as well as select teaching as their professional field. Proposal for the conduction of professional courses such as BBA, BCA and BED CSIT have been prepared, which will be submitted to TU for the affiliation of the programs immediately after QAA accreditation.

Please refer to Letter of Affiliation of One Year B Ed in Volume 1, Annex 3, p 10; Proposals for BBA, BCA and BED CSIT as separate documents.

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)

The lecturers of this campus Mr Khem Raj Sharma from department of Nepali, Mr Hari Prasad Adhikari from department of HPE, Mr Govinda Prasad Khanal from department of English and Mr Gunakhar Ghimire from department of Mathematics participated in Curriculum Discussion Program of four year B. Ed. organized by Mahakavi Devkota Campus and UGC in Ashadh, 2073 and provided feedback to the Dean's Office through the facilitator Prof. Dr. Prem Narayan Aryal. Furthermore, Campus Chief Mr Bala Ram Jnawali, HoDs Mr Raj Kumar Aryal, Mr Govinda Prasad Khanal, Mr Dil Bahadur Shretha, Mr Kul Raj Bhusal, Mr Janardan Gyawali and Mr Yuva Raj Pokhrel participated in a three day curriculum

dissemination program organized by the Dean's Office of the Faculty of Education (23rd Fagun 2074) where the participants commented and provided suggestion for the improvement of the program. Furthermore, faculties in the Department of Management attended an orientation program on MBS Semester System organized by Dean's Office, Faculty of Management at Lumbini Banijya Campus from 9-10 Chaitra.

Please refer to Certificates of Participation of Faculties in Course Refresher/Orientation, in Volume 3, Annex 30, pp. 25-37; Annual Progress Report- 2075 [as a separate document, p. 12, line 9]

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

Yes No If yes, give details.

The Feedback Committee organizes discussion and interaction program with the peers, employers, representatives of the local bodies as well as other stake holders to receive feedback. Furthermore, departmental meetings as well as staff meetings are organized to discuss and decide various issues and agendas. Feedback provided by the faculties and staff are recorded and used for further improvement.

Please refer to Minutes/Attendance of Participants in Interaction Programs in Volume 3, Annex 31, pp. 38-40; Minutes of Department/Staff Meetings in Volume 3, Annex 32, pp.41-49.

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

The campus has established warm relationship with the local institutions, business and financial institutions. The campus sends its students to the local schools, campuses, industries, business firms, banks and financial institutions for practical works and internship and they heartily welcome our students and cooperate us in the various ways possible. MOU has been signed with Kapilvastu Uddhyog Banijya Sangha, Financial Institutions, PABSON, Kapilvastu Community Hospital, CNC Hospital, and schools for collaboration and cooperation.

Please refer to MOUs in Volume 3, Annex 33, pp. 50-54

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

Yes, the campus tries to inculcate civic responsibilities among the students. For this, campus organizes seminars about civic responsibilities and also conducts social awareness programs in the communities. For

example, in the year 2071 AIDS awareness program was organized and in the year 2072 a seminar on civic responsibilities was organized with participation of community people. Furthermore, in 2073 Magh 16, students of M Ed in Health Education organized a health awareness program against Drugs Abuse in Banganga Municipality – 1, targeting the youths and guardians. Similarly, traffic awareness program was conducted on 12th Ashwin 2075.

Please refer to Records of Awareness Programs in Volume 3, Annex 34, pp. 55-90.

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)

To support for the all round personality development of the students, the campus conducts various kinds of co-curricular and extra-curricular activities every year. Furthermore, the students are also encouraged to participate in the extra-curricular activities organized by the other institutions. The Extra-Curricular Activities Cell manages such kinds of student support system.

Please refer to Records of Extra-curricular Activities in Volume 3, Annex 35, pp. 91-105

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

Siddhartha Campus believes that education should always go together with human values, virtues and morality. The students are encouraged to support the helpless and needy people in the times of human crisis. For example, the teachers and students of this campus raised fund among themselves to support the victims of earth quake 2072. The teachers and students also participate in blood donation programs organized by various organizations. Recently, the teachers of Siddhartha Campus collected fund for helping road accident injured family members of local journalist and ex-student of Siddhartha Campus Mr OM Prakash Poudel of Heart Beat FM. Similarly, great religious function called ‘Mahayajna’ was organized from Magh 26 to Falgun 04, 2074 for inculcating moral virtues in the students and fund raising for extension of programs.

Please refer to Records of Civic responsibility Programs in Volume 3, Annex 34, pp. 84-89.

Please refer to Activities for Developing Human Values in Volume 3, Annex 36, pp. 106-110

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 written entrance tests

through group discussions

through interviews

through combination of above all

The campus admits the students in the basis of academic records, written entrance tests and oral interviews. The campus announces the date of entrance test and conducts written entrance test on a specified date. The students securing highest marks in the entrance tests are provided with some scholarships. Those who do not attend entrance tests are admitted on the basis of academic records and oral interviews.

Please refer to Prospectus in Volume 1, Annex 10, p. 168.

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

Yes No If yes, cite examples.

Tribhuvan University has set some criteria for the admission of the students in certain courses. Siddhartha Campus also conducts the aptitude tests in the forms of entrance examinations as per the schedules of TU for admitting Master level students in order to decide whether the students can handle the courses they opt for.

Please refer to the Entrance Exam Records in Volume 4, Annex 38, pp 1-15

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).

The needy students are provided with periodical remedial courses or extra classes to support them. For this, they are charged with minimum fees. The needy students are selected on the basis of their performance in the internal examinations and students' necessity feeling. Plans have been prepared and executed for the conduction of remedial classes to the needy students.

Please refer to Notice for Extra Classes in Volume 4, Annex 40, p. 16; Plans for conduction of remedial classes in Additional Annex.

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

Yes No If yes, gives details.

The teachers have to prepare a framework of teaching plan for the whole academic year. The subject teachers discuss in group and prepare their teaching plan to the concerned departments keeping in mind the syllabus and the academic calendar.

Please refer to samples of Teaching Plans in Volume 4, Annex 40, pp. 17-32

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

Academic calendar is designed in harmony with the syllabi. The campus opens for 277 days and teaching learning activities are conducted for 237 days. Some syllabi are relatively longer and require for more teaching hours than those assigned in the syllabi. Though the syllabi mention the unit wise teaching hours they do not seem to match in many cases. For example, B. Ed, first year General English Course is longer and does not match with the prescribed teaching hours. The concerned teachers and the departments make necessary adjustment while planning for the session. When the course is longer, the campus allows for the teachers to take extra classes and also provides some extra incentives. This was done for MBS first year Accountancy.

Please refer to Academic Calendar in Volume 1, Annex 12, pp. 172-177.

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.

Lecture method is supplemented with illustrations and demonstration through MMP by the teachers. Furthermore, students are encouraged to consult library and online resources as well as student presentation. This is especially focused for the Master level students. For Master level students assignments are given which they have to present in the class. Student attendance, presentation, assignments, their participation in classroom activities, etc are the important part of their internal evaluation.

Please refer to Sample Slides/ Lop top Distribution Record in Volume 4, Annex 41, pp.33-47

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

Yes No If yes, give details about the facilities.

For the preparation of the audio visual aids the teachers have been provided with the facility of computer with internet connection in each department. Photocopy machine, both black and white and colour, scanner, markers, cardboard sheets, etc are available for use for the teachers. They can use them as required. Five multimedia projectors have been installed in the classrooms and other 12 are in the process of procurement. Each department had been provided a laptop as an educational material.

Please refer to Sample Slides/ Lop top Distribution Record in Volume 4, Annex 41, pp.46-47

Please refer to List of Equipments in Annual Report [as a separate document, in p.21]

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

Teaching days per semester or per year against the requirement:

48 hours: 48 hours per semester; 150 TU: 185 SC

Working days per week against the requirement: 6:6

Work load per week (for full time teachers): 18 periods

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

Ratio of full-time teachers to part-time teachers: 0.95

Ratio of teaching staff to non-teaching staff: 3.33

Percentage of classes taught by full-time faculty: 1.51

Number of visiting professors/practitioners: 6

Please refer to List of Faculties and Staff in Volume 1, Annex 7, pp. 86-87; Class Routine in Volume 1, Annex 8, pp. 88-90.

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, we conduct orientation program to the students regarding this. In the orientation program, the heads of the departments inform the students about the requirements to be admitted in certain faculties or selecting particular subjects. They are also oriented about the systems of library, administration, financing system, codes of conduct by respective units or departments.

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

Yes No If yes give evidence.

The students are oriented to the concerned programs, codes of conduct, internal examinations, provisions of scholarship and necessary requirements as well as the final evaluation system specified by the university in the orientation program. Even the subject teachers give introductory classes to the students at the very beginning of the academic session.

Please refer to the photos, attendance and newspaper cutout on orientation in Volume 4, Annex 42, pp. 48-54

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

Yes No If yes, give details

The overall performance of the students is monitored on regular basis. For example, the academic performance is assessed through monthly tests and internal examinations. Other activities such as discipline, regularity, morality, sincerity etc. are also monitored. Class teacher is given primary

responsibility on this regard.

Please refer to Records of Internal Examinations in Volume 4, Annex 43, pp. 55-64

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	Yes	Yes	Yes	Yes	Yes	Yes
Government Funded	-	-	-	-	-	-
Any other category:	-	-	-	-	-	-
a.						
b.						
c.						

The above criteria are not obligatory in case of part time teachers. Part time teachers are also selected through above procedures if the number of applicants is two or more than that.

Please refer to Campus Legislation- 2048, First Ammendment-2065 in Volume 1, Annex 4, p. 14-15;

Campus Bylaw- 2075, in Volume 1, Annex 5, pp. 49-52; Minutes of Selection Committee, Annex 6, pp 78-85.

Please refer to Sample Adverts and Selection Committee Minutes in Volume 4, Annex 44, pp.

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

Teaching staff recruited from ...

the same district it operates		from other districts
same institution	other institutions	
Year I (2074): 2	Year I (2074): 4	Year I (2074): 0
Year II (2075): 1	Year II (2074): 1	Year II(2075): 0

Please refer to the List of Teachers, List of Faculties in Volume 1, Annex 7, pp. 86-87.

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 legislation of the campus gives authority of appointing the part time teachers to the campus chief. However, there is the tradition of appointing temporary/part time teachers through open competition. The selection committee selects the capable candidates and the Management Committee approves the decision and decides the salary to be paid to them.

Please refer to the Campus Legislation in Volume 1, Annex 4, p. 12

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

Yes No if yes give details (0.5)

We have a practice of inviting guest faculties on regular basis for facilitating trainings, orientation, seminars and workshops organized by the campus.

Please refer to Campus Bylaw in Volume 1, Annex 5, p. 52.; Prospectus in Volume 1, Annex 10,p. 17, Attendance of Students Participating in Guest Lecturer Classes in Additional Annex, pp

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

	Participants	Resource persons	Organizer
--	---------------------	-------------------------	------------------

Institutional level	48	2	SC
National level	30		Dean's Office, UGC
International level	5		NELTA Lumbini Buddhist University Lumbini Banijya Campus

Siddhartha Campus organized a Training on Research Proposal Development and Article Writing from 27 to 29, Jestha 2076 in collaboration with UGC.

Please refer to the List of Faculties Attending Seminars/ trainings/ Workshops in Volume 1, Annex 13, pp. 190-200.

Annual Progress Report-2075, [as a separate document, pp. 18-21]

Please refer to UGC Approval Letter on Training Conduction and ICT Workshop for Teachers in Volume 4, Annex 45, pp. 79-81.

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 developed a self-appraisal form for the teachers, which they have to fill up and submit to their respective departments. This encourages them to evaluate themselves and improve their performance in the days to come. Furthermore, we have developed Teacher Appraisal Forms, based on which the students evaluate the teachers in terms of some indicators. The teachers get opportunities to reflect back and improve themselves.

Please refer to the Self Evaluation Form in Volume 4, Annex 46, pp 82-83, Teacher Appraisal Form in Additional Annex.

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 teachers' performance is evaluated by the HoDs, IQAC and CMC. On the basis of the evaluation, the teachers are provided with feedback and are recommended for reward and punishment. Performance Evaluation Form has been developed for evaluating the performance of the teachers.

Please refer to the Self Evaluation Form in Volume 4, Annex 46, pp 82-83.

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?

The campus has started to conduct tracer study in which students' experience is reflected. Similarly, we collect students' feedback from the SQCs. We also hold interaction with the students to collect their views for the improvement of the quality of education in the campus. Free Students Union functions as a bridge between the students and the management. Students' views are reflected in the management easily as the president of FSU is invited regularly in the meetings of management committee. Necessary steps are taken to solve the problems on the basis of the feedback received. Furthermore, campus collects feedback from the students annually by means of evaluation forms, in the initiation of Feedback Committee. Institutional Evaluation Report has is prepared by the cell and reported to IQAC.

Please refer to Institution Evaluation Form for Students in Volume 4, Annex 46, p 84-

Institution Evaluation Report-2076 in as a separate document as Annex 12.

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

Yes No If yes, give details.

Campus has some legal provisions in campus legislation regarding the facilities to be provided for the faculty development programs. The campus does conduct orientations, seminars, workshops and similar programs to support for the faculty development. Whenever possible such programs are conducted in collaboration with UGC as well.

Please refer to Provision of Participation in Seminars/workshops/seminars in Campus By-law in Volume 1, Annex 5, pp. 70.

Please refer to UGC Approval Letter on Training Conduction and ICT Workshop for Teachers in Volume 4, Annex 45, pp. 79-81; Proposal submitted to the UGC for conducting wor Data Management

and Analysis Workshop 2076 as a separate document.

Annual Progress Report-2075, [as a separate document, pp. 18-21]

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

The campus conducts different kinds of faculty development programs such as workshops, seminars, discussions, orientations, etc. Such programs are expected to benefit the teachers in the development of their knowledge and skills. Teachers are also provided leave with some economic support for M Phil and Ph D degrees. Three faculties have been enrolled to M Phil and one to PhD degrees.

Faculty Development Programs	No. of Beneficiaries
Workshop on Use of ICT in Classroom	25
Workshop on Critical Thinking Methodology	1
Orientation for Semester System	18
Research Methodology Training	48
M Phil Study	1

Please refer to the List of Faculties Attending Seminars/ trainings/ Workshops in Volume 1, Annex 13, pp. 190-200.

Annual Progress Report-2075, [as a separate document, pp. 18-21]

Please refer to Provision of Study Leave in Campus Legislation in Volume 1, Annex 4, pp. 28-29.

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

The campus has adopted the policy of faculties and students exchange programs with some other campuses to learn from the others to incorporate newness in teaching learning processes. For example, SC has appointed Prof.Dr. Bal Mukunda Bhandari, Prof. Dr. Kapil Dev Lamichhane, Dr. Ishwar Gautam, Dr Surendra Giri, Mr Pashupati Adhikari and Dr Dipak Prasad Acharya as the visiting faculties. Accordingly, MOU has been signed with Lumbini Buddhist University, Central Campus, in order to introduce newness in teaching and for conducting collaborative research activities. Furthermore, campus visit programs are

organized from time to time.

Please refer to Prospectus for Appointment of Visiting Professors-2075, in Volume 1, Annex 10, pp.170

Please refer to the MoU between Siddhartha Campus and Lumbini Buddhist University, Central Campus, Lumbini in Volume 1, Annex 14, p. 201

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

The campus has signed an MOU with Lumbini Buddhist University, Central Campus, Lumbini for exchanging faculties and conducting joint research projects. Banganga Municipality has been requested for research collaboration and support.

Please refer to the MoU between Siddhartha Campus and Lumbini Buddhist University, Central Campus, Lumbini in Volume 1, Annex 14, p. 20, Request letter for Banganga Municipality in Additional Annex.

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

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

- The research budget of the campus is about 100,000.00, which is about 1.7 per cent, and the total estimated budget is Rs 5,85,00,000.00. CMC has recently decided to open a separate bank account in Rastriya Banijya Bank in the name of RMC.

Please refer to Budget Sheet in Annual Report-2075 [as a separate document in p. 36], Estimated Budget 2076/77 in Annual Report 2076, pp39-40.

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

- Encourage PG students doing project work ✓
- Teachers are given study leave ✓
- Teachers provided with seed money ✓
- Provision of Research Committee ✓

- Adjustment in teaching load/schedule

The campus encourages the post graduate students to carry out research works. For this, the students are encouraged to write research based journal articles which are published in Siddhartha Journal of Academics. As per the provisions made in Campus Legislation, the teachers are given study leave for three years when demanded by the teacher and they are also provided with some seed money to support them. We have a three-member Research Committee formed under the chair of Mr Govinda Prasad Khanal. However, adjustment in teaching load is not made for the teachers carrying out research works. They have to manage the time themselves.

Proposal for the Strengthening of RMC, Proposal for the conduction of Workshop on Data Management and Analysis, Proposal for strengthening of computer lab have been submitted to UGC, Nepal.

Please refer to Provision of Study Leave in Campus Legislation in Volume 1, Annex 4, pp. 28-29.

Please refer to Provision of Study Leave in Campus By-law in Volume 1, Annex 5, pp.69-70.

Please refer to Guidelines for Research and Publication Cell, in Volume 5, Annex 47, pp.1-2.

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

Yes No If yes, give details

N/A

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

Teachers are involved in writing textbooks and publishing research articles. For example, Mr Govinda Prasad Khanal and Mr Krishna Prasad Khanal have published textbooks **English for Communication** and **ELT Methods and Practices** for bachelor level. The campus published a peer reviewed journal entitled **Siddhartha Journal of Academics** in July 2019 in which some teachers and a student published their journals. Mr Govinda Prasad Khanal, Mr Dil Bahadur Shrestha, Mr Raj Kumar Aryal, Mr Krishna Prasaad Bhattarai got their articles published in the journal. Mr Govinda Pokhrel and Mr Krishna Pasad Bhattarai are also involved in active writing.

More than fifty per cent teachers are engaged in guiding research scholars of master level, and operating projects of bachelor and master level.

Please refer to Recommendation/Evaluation/Approval Sheets of Theses in Volume 5, Annex 48, pp. 3-16

Please refer to Siddhartha Journal of Academics in Volume 5, Annex 49, pp. 17-87.

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

Level	Enrollment Status		Total
	Full Time	Part Time	
Mphil			
PhD			

Not applicable.

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

Not applicable.

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

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

The campus has recently developed a mechanism of supporting research students in different ways.

Please refer to Guidelines for Research and Publication Cell, in Institutional Operation Guideline

2076; Plan of Research and Publication Cell in Additional Annex.

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

The research and publication cell has produced a plan for mini research support for faculties and students.

Budget has been disbursed and allocated for this purpose and plan for execution has been made.

Total number of projects	Project Revenues (in NRs.)
5	10,0000.00

Please refer to Additional Annex.

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 published a peer reviewed journal named **Siddhartha Journal of Academics** in July, 2019. An academic publication entitled **Siddhartha Bimba** was published in the year 2012. Second issue of **Siddhartha Journal of Academics** will be published before June, 2020.

Please refer to Siddhartha Journal of Academics as a separate document; plan for the publication of second issue in additional annex.

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

Yes No If yes, give details.

The campus is planning to provide consultancy services to other institutions in the near future by setting up and strengthening its Research and Publication Cell and establishing a Separate RMC. Currently the faculties are involved in providing consultancy services in individual basis. For example, the lecturers Mr Govinda Prasad Khanal and assistant lecturer Mr Rom Kant Ghimire were involved in developing

research proposal for a national level NGO named Siddhartha Social Development Centre, Kapilvastu which intended to collaborate with IM Nepal and Stroma Foundation Nepal.

Please refer to Guidelines for Research and Publication Cell, in Volume 5, Annex 47, pp.1-2.

Proposal for strengthening RMC has been submitted to UGC, Nepal in December, 2019.

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

The campus has formed Research and Publication Cell coordinate by Mr. Govinda Pasad Khanal. The cell has been assigned with the responsibility of extension activities. He is paid additional amount on the basis of the involvement in the activities. The cell prepares proposals and plans for conducting extension activities. For example, the teachers were trained about research proposal development and article writing in June, 2019 in collaboration with UGC, Nepal.

Please refer to Attendance of Participants in Workshop cum Seminar-2076 in Additional Annex.

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 Educational awareness

Community awareness

Siddhartha Campus has planned to conduct various kinds of programs such as health and hygiene awareness program, adult education and literacy program, blood donation camps, AIDS awareness program, environment awareness program, educational awareness program, etc. in the local communities in Kapilvastu. The campus has also signed a paper to collaborate with Siddhartha Social Development Centre (SSDC) which is working in the marginalized communities in the southern part of the district in order to promote the overall development of the village.

Please refer to Records of Civic responsibility Programs in Volume 3, Annex 34, pp. 84-89.

Please refer to Photos/Minutes of Extension Activities in Volume 5, Annex 50, pp. 92-101.

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.

The campus has formed a Health and Population Education Club in the coordination of Sharada Adhikari of B Ed 3rd Year which conducts awareness programs about sexual and reproductive health as well as other fields of awareness raising..

Please refer to Photos/Minutes of Extension Activities in Volume 5, Annex 50, pp. 92-101.

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

(0.5)

As per the rules of the University, students of Bachelor and Master level are encouraged to participate in the extension activities. B. Ed. third year students are sent to schools for student teaching program for one and half month every year. M. Ed. second year students are sent to campus for student teaching program for one month. Similarly, the students of B. Ed. and M. Ed. majoring with Health and Physical Education are sent to selected villages in order to conduct awareness programs on various health issues. Students and teachers are encouraged to volunteer in the extension activities.

Please refer to Photos/Minutes of Extension Activities in Volume 5, Annex 50, pp. 92-101.

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

Yes, the campus plans and conducts the extension activities in collaboration with the local NGOs, CBOs and GOs. For example, Siddhartha Campus and Siddhartha Social Development Centre have reached an agreement to collaborate together to conduct community empowerment programs in the backward rural areas in Kapilvastu. United College of Medical Sciences, Bhairahawa, Area Police Office, Pipara and Siddhartha Campus collaboratively conducted an awareness program against suicide targeting the youths in the campus. Extension activities will be launched collaborating with other agencies as per the MOUs.

Please refer to MOUs in Volume 3, Annex 33, pp. 50-54

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)

Currently, we have a master plan that shows the existing buildings and the projected expansion in future.

Please refer to *Master Plan-2076* in Additional Annex.

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)

So far, various agencies and organizations have contributed for the expansion of the infrastructure required for the campus. They include local bodies like Municipality, DDC, UGC and Nepal Government. Furthermore, internal resources have been mobilized for the expansion of infrastructure. On the same line, the campus will establish a cordial relation with the supporting bodies like Banganga Municipality, Province Government in the future too. Internal resources will also be mobilized for the expansion of infrastructure.

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

Laboratory

The campus has a computer lab with 11 computers, where the students are provided with computer leaning packages and can practise computer skills on their own as well as in the guidance of the instructor. Proposal for the strengthening of the computer lab has been submitted to UGC recently.

Library

The campus has a separate library building where books, newspapers, magazines, dictionaries, encyclopedias have been managed. Students can borrow the required materials or they can use them in the library itself. There is a separate e-library section in the library with computers with internet connection and e-library links.

Students are also provided with various support services such as placement, counseling, canteen, sports facilities, internet facilities and so on.

Please refer to Strategic Plan in Volume 1, Annex 15, pp. 1-46; Annual Progress Report-2075 [as a

separate document, pp. 18-19]

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

Yes, the campus has a clear provision for the regular maintenance of the infrastructure. For this, the CMC has formed a three member cell called “Purchase and Maintenance Cell” chaired by Mr Kamal Prasad Pokhrel, which is responsible for conducting maintenance activities.

Please refer to CMC Minute on Maintenance Committee Formation in Volume 6, Annex 52, p. 2

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

In order to ensure the maximum utilization of its infrastructures, the campus has conducted the classes of bachelor level and MBS programme in the morning shift, while the M Ed programme has been conducted in the evening shift. Furthermore, various meetings, seminars and other programmes are conducted within the campus itself. Various external agencies use the infrastructure of the campus time and again especially when classes are off. For example, Resource Centre, Banganga under DEO, Teachers’ Unions, political parties, students’ unions, local organizations, Teacher Service Commissions, Municipality, etc are constantly using the infrastructure facilities of the campus. External agencies are charged with minimum amount for using the resources.

Please refer to CMC Decisions on Resource Utilization; Request Letters on Infrastructure Use in

Volume 6, Annex 52, pp. 4-11.

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

Yes No If yes, give clearly defined regulations.

The campus allows the external agencies to use its infrastructure for its publicity as well as to seek support from them without charging anything provided that they take responsibility of security and sanitation of the campus. For example, the campus allows Teacher Service Commission to utilize its classrooms for conducting examinations. District Sports Council was allowed to use the mega conference hall as a covert hall for conducting some events of National Games-2076. The conference hall is now provided to the external agencies on rent for conducting programs.

Please refer to CMC Decisions on Resource Utilization; Request Letters on Infrastructure Use in

Volume 6, Annex 52, pp. 4-11,

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

In order to keep the campus clean, three helpers and a sweeper have been made responsible. They keep the campus and its surrounding clean on regular basis. The gate keeper has been assigned with extra duty of maintaining the gardens. Campus administration, Free Students' Union, teachers and students work collaboratively to maintain the cleanliness and greenery of the campus. Front gardens were set up with the active involvement of the FSU, teachers and students. FSU and campus organize sanitation programmes time and again.

Please refer to Photos of Sanitation, Gardening Programs in Volume 6, Annex 53, pp. 12-

Please refer to Students' Activities on Trees Plantation, Sanitation in Annual Progress Report [as a separate document, p.17-18, Activity 10 & 15]

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

Yes, the computer facilities are easily accessible to the students as well as faculties. The students can use the computers with internet access set up in the library building as a separate computer lab. The faculties can use the computers in their own departments.

Number of computer accessible to the students: 15

Computer accessible to the faculty: 7

Internet accessible to the faculty: Wifi connection in all the computers and mobile phones

Internet accessible to the students: internet available in the computer lab; wifi code provided to all students

Please refer to Sample Lop top Distribution Record in Volume 4, Annex 41, pp.46-47

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

Computer lab remains open from 6:30 in the morning to 5:0 in the evening. The center remains closed on public holidays. However, the students can approach to it during winter and summer vacation in the morning shift. Free Wifi service is accessible to students and teachers in the campus periphery.

Please refer to Library Operational Guideline, in Institutional Operational Guideline- 2076 in Volume 6, Annex 57, PP. 50-52.

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

All six departments have 2 two laptop computers with internet connection.

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

Yes, we have the provision of internet connection to all computers in the departments. Furthermore,

computers in the account section and examination cum administration section have intercom facility. There are 32 CC TV camera installed in various sections and classrooms in order to ensure security and regulate unwanted activities in the campus. The details is given in the following table:

SN	Departments	Number of computers
1	Department of English	2
2	Department of Mathematics and HPE	2
3	Department of Management	2
4	Department of Social Sciences	2
5	Department of Education and Nepali	2
8	Account Section	2
9	Examination Section	2
10	Library	2
11	e-Library	7
12	RMC	1
13	Counselling, Feedback and Placement Cell	1
11	Computer lab	11

Please refer to Sample Lop top Distribution Record in Volume 4, Annex 41, pp.46-47

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

Currently, the center has launched basic computer learning packages for the students.

Please refer to Course on Basic Computer Application Training in Additional Annex No 4

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

Yes, the Purchase and Maintenance Committee coordinates the requirements of maintaining and updating the computer facilities. The campus has an official contract with the software provider for the update and maintenance of the campus software.

Please refer to Contract Paper with Software Provider in Volume 2, Annex 20, pp.81-84.

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

Yes, the campus makes use of inter-university facilities.

Campus has signed an MOU with Lumbini Buddhist University, Central Campus, Lumbini to ensure

the use of inter university services about pedagogic and research activities.

The campus invites the faculties of Lumbiniuddhist University in seminars organized by the campus. For example, Mr Chaturbhuj Pandey, the teacher of LBU participated in Research Methodology Seminar organized the campus in Jestha, 2072.

Please refer to MOU between Lumbini Buddhist University in Volume 1, Annex 14, p. 201.

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

We have a primary health desk set up in collaboration with Kapilvastu Community Hospital. First aid facilities are available to the students, teachers and staff of the campus. For example, the students are provided with basic medicines for the treatment of common fever, cold, headache, diarrhea, normal injury and so on. If the students are in discomfort, they are taken to the sick room for rest and comfort, where blood pressure can be checked. They are taken to the nearby hospital in case of emergency. The girls are provided with the facility of changing room in case of menstruation, where they can get sanitary pads free of cost and rest if needed.

Please refer to the Documents and Photos of Primary Health Desk in Additional Annex

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

For conducting outdoor sports, there is a football ground, volleyball court, basketball court, badminton court, TT board and various equipments needed to conduct games and sports. Sports activities are conducted in sports weeks as specified in the academic calendars.

Please refer to Strategic Plan-2016/20 in Volume 2, Annex 15, p. 9; Annual Progress Report-2075 [as a separate document, p. 20.]

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

Outstanding sports person are awarded with medals and certificates on the annual functions.

Please refer to the Photos Sports Activities and Prize Distribution Function in Volume 6, Annex 54, pp.15-24.

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	<ul style="list-style-type: none"> • District level speech competition organized by District Youth Committee • District level Tij Song competition 	<ul style="list-style-type: none"> • First • Participation
National	-	-
International	-	-

Please refer to the Photos Sports Activities and Prize Distribution Function in Volume 6, Annex 54, pp.15-24.

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

We do not have hostel facility.

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

For drinking water, we have installed the system of water purification in the main building, which will be extended in immediate future. We have connected two systems of drinking water supply and two hand pumps just in case they are needed during construction period. Separate toilets for girls and boys are available in sufficient number with the provision of water in various locations.

B. Library as a Learning Resource

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

On working days _6:30am to 5:0 pm On holidays 6:30 am to 12 noon Prior to examinations: **as usual**

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

Students can enter the library with their ID card and search for the books and materials required for them. They can also stay there and consult the reading materials.

Please refer to Library Operational Guideline, in Institutional Operational Guideline- 2076 in Volume

6, Annex 57, PP. 50-52.

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

- Books (0.2)
20412
- Current Journals
 - Nepalese (0.2)
60
 - Foreign (0.2)
12
- Magazines (0.2)
120
- Reference Books (1.0)
1525
- Text Books (0.2)
17125
- Refereed journals (0.4)
12
- Back Volumes of Journals (0.2)
17
- E- Information Resources (0.4)
 - CD's/DVD's
 - Databases
 - Online Journals 17 international, 144 national
 - AV Resources
- Special collection (0.5)

Please specify for example ; UNO Depository center, World Bank Repository, Competitive Examinations, Book Bank, Old Book Collection, Manuscripts

 - Encyclopedia Britannica – 26 Volumes
 - E-books and research reports – about 7,000
 - DDC Volume 4
 - Religious Books - some

- Regular newspaper collection

Please refer to the Annual Progress Report- 2075 [as a separate document in p. 20.

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 last		The year before	
	Number	Total cost	Number	Total cost
i. Text books	648	226800	560	196000
ii. Other books	64	24300	42	18450
iii. Journals/periodicals	32	6425	22	4800
Any others				
iv.				
v.				

Please refer to the Annual Progress Report- 2075 [as a separate document in p. 20.

84. Mention (1)

- i) Total carpet area of the institution library (in sq.mts.) [35] (0.25)
- (ii) Total number of departmental libraries [5] (0.25)
- (iii) Seating capacity of the Library [35] (0.25)
- (iv) Open student access to library [Yes] (0.25)

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

(i) Total number of staff (0.3)

a. Professionals (List with qualifications)

1 Mohan Prasad Adhikari – B Ed with library management training

2 Chandra Bahadur Thapa – SLC with library management training

- b. Semi-professionals
- c. Others

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

The library and ICT management committee is as follows:

1 Mr Ramesh Chandra Bhusal

2 Mr Madhu Sudan Poudel

3 Mr Sanjay Nepal

4 Mr Samrat Regmi

5 Mr Sudip Acarya

Please refer to CMC Minute on the Formation of Library Management Committee, LMC Minutes in Volume 6, Annex 55, pp. 25-29.

86. Staff development programs for library (0.5)

- (i) Refresher/orientation courses attended
- (ii) Workshops/Seminars/Conferences attended
- (iii) Other special training programs attended

Yes, librarians Mr Mohan Adhikari attended 7 days' library management training conducted jointly by Nepal National Library, Nepal Public Campus Association Lumbini Regional Committee and Lumbini Banijya Campus from 2067/02/06 to 2067/02/12 and 35 days' 'Level Three Library and Information Management Training' conducted by Central Department of Library and Information Science' from Asar 1st to Saun 5th. Similarly, Mr Chandra Bahadur Thapa attended 6 days' Library Management Training conducted by RECPHEC Nepal from 5th to 10th Ashwin 2073.

Please refer to the Training Certificates in Volume 6, Annex 56, pp. 30-32

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 - **Paathshala**

Please refer to Software Contract with Paathshala in Volume 2, Annex 20, p. 82.

88. What is the percentage of library budget in relation to the total budget of the Institution? (0.5)
About 3.5 per cent.

The library budget of last fiscal year stands to be about 1,000,000, while the total expenditure of the institution was 2, 79, 96,100. Nearly Rs. 6,00,000 is spent as operational cost and the books and materials of about 4 to 5 lakh are purchased every year.

Please refer to Audit Report-2074/75 in Annual Progress Report [as a separate document in p. 43, table 8]

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 ✓

Please refer to Library Operational Guideline, in Institutional Operational Guideline- 2076 in Volume 6, Annex 57, PP. 50-52.

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

- (i) Average number of books issued/returned per day. [32]
- (ii) Average no. of users visited / Documents consulted per month [840]
- (iii) Please furnish the information on no. of Log- ins in to the []
E-Library Services/E- Documents delivered per month.

E-library has been recently set up

- (iv) Ratio of Library books to number of students enrolled [1:21]

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.
- Dropout rate (drop out from the course)
- Progression to further study (Bachelors to Master, Master to M Phil/PhD)

According to Tracer Study Report- 2017, out of 40 students of bachelor Level, 11 students joined Master level.

According to Tracer Study Report- 2016, out of 68 students of bachelor Level, 31 students joined Master level.

According to Tracer Study Report- 2015, out of 104 students of bachelor Level, 46 students joined Master level.

None of the Master's graduates were found to proceed for further study.

- Prominent positions held by alumni

The alumni have held various prominent positions in various sectors some of which are as follows:

Under Secretary and Coordinator of District Education Coordination Unit, Bank Managers, School Head Teachers, Secondary Level Teachers in the Government Schools, Campus teachers, Police Inspector, Finance Officers, Government Officials, School Supervisors, and so on.

Please refer to Tracer Study Reports- 2015, 2016,2017, in Volume 7, Annex 58, pp. 1-91

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

As per the tracer study reports 2015, 2016 and 2017, all together 227 students were reached in the studies.

The studies revealed the following data:

- Nepal Civil Services Examinations - 7
- Other employment related examinations
Teacher Service Commission Examination - 19
- International level entrance examination - 02
- Others (please specify)

Local organizations such as banks/ private schools: 63

Self employed: 4

Please refer to Tracer Study Reports- 2015, 2016,2017, in Volume 7, Annex 58, pp. 1-91

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)

Yes, the campus publishes its updated prospectus each year including academic, administrative, financial information along with admission procedures, scholarships and faculties.

Please refer to Prospectus in Volume 1, Annex 10, pp. 167-170.

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

Scholarships are available to the students on different bases as specified in the “Scholarship Guidelines-2075”.

Please refer to Scholarship Guidelines-2075, in Volume 6, Annex 57, pp. 56-59.

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

Financial aid	Year before last	Year before
i. Merit scholarship	12	18
ii. Merit-cum-Means	165	178
Any others	-	2

Please refer to the Details of Students Receiving Scholarships in Volume 7, Annex 59, pp.92-96.

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:

Student Counselling, Feedback and Placement Cell gives career counselling to the students and helps find job opportunities to the needy students.

ii. Placement officer: ✓

Role: Mr Dil Bahadur Shrestha works as placement officer and coordinates with the job providers and job seeking students.

Please refer to Guidelines for Counselling and Placement Cell in Institutional Operational Guideline as a separate document..

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

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

Yes, the teachers are encouraged to provide the students with academic and personal counseling. Academic counseling is provided by the teachers on regular basis. Subject teachers provide counseling to the students about the academic activities on regular basis. Three internal examinations are taken and they are provided counseling after the results are flashed out. Class teachers are more responsible as they have to keep brief profiles of the students. There is a separate cell named 'Students Counselling and Placement Cell', which provides counseling services to the needy and problematic students.

Please refer to TOR for Teachers in Institutional Operational Guideline in Volume 6, Annex 57, pp.46-47.

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

	UG students	PG students	Research scholars
i. Local firms/companies	11	5	
ii. International firms/companies	-	-	
iii. Government	3	-	
iv. Public (semi-government) sector	-	-	
v. Private sector	14	6	

Please refer to Tracer Study Report 2075 (Batch 2074) in Volume 7, Annex 58, pp.61-91.

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

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

Yes, the cell encourages the students to seek for self-employment. However, we do not have exact data of the self-employed students right now.

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

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

Yes, we have an Alumni Association of the ex-students of the campus, which is led by Mr. Govinda Pokharel. Alumni association has installed a drinking water dispenser with hot and normal water supply.

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

The admissions are announced through radio, newspapers, television, social sites, website of the campus and other means during admission periods. Similarly home visit programmes are conducted to meet the prospective students to notify them about the procedures and criteria for admission. They are also distributed with the prospectus of the campus. We also organize orientation programmes to the students to notify them about the campus, its programmes and admission criteria and procedures.

Please refer to Prospectus in Volume 1, Annex 10, PP. 167-170.

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

There is no separate provision on this regard.

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"/>

Not applicable.

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

Any others -----

Campus has the provisions of indoor games such as table tennis, chess, carom; outdoor activities such as football, volleyball, cricket, badminton. Playing equipments are available to students at FSU office and HPE Department. Newspaper and magazines can be accessed at the library. Cultural

programs are organized from time to time in the initiation of FSU.

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?

The campus has set up some cells and departments which are responsible to analyze and record various academic data. For example, we have EMIS Cell coordinated by Mr Yuba Raj Pokhrel which is responsible for keeping records and analyzing as per need. Systems have been automated with the use of Pathshala software, which has a network connection with account section, EMIS section, library and departments. Internal examination committee conducts internal examinations and the results are provided to the EMIS unit for electronic recording. Internal Examination Committee analyses the results of the internal exams and provides to respective departments for further analysis. Departments are responsible for analyzing the results of the final examinations. IQAC analyses and evaluates the academic data on holistic basis. Furthermore, Tracer Study Team conducts tracer study of the graduates to find out the status of the graduates each year.

Please refer to TOR for EMIS Unit in Institutional Operational Guideline in Volume 6, Annex 57, pp. 40-41, Screen Shot of Pathshala Software in Additional Annex

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

Such analyses are carried out on the basis of TOR/ Operational Guidelines for EMIS.

Please refer to TOR for EMIS Unit in Institutional Operational Guideline in Volume 6, Annex 57, pp. 40-41.

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

The analyzed data are recorded as minutes, in computer software, website of the campus and

printed forms as reports and publication.

Please refer to TOR for EMIS Unit in Institutional Operational Guideline in Volume 6, Annex 57, pp. 40-41.

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

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

Yes, these information are open to the stakeholders. Important information are made public through the website of the campus, annual progress report, mass media and social cites such as Facebook. Sometimes, radio and television reports and news are broadcast/telecast from local and national media. Publication Public Relation and Information Cell performs this function.

Please refer to Annual Progress Report- 2075 [as a separate document]

Please visit the Campus website at//www.siddharthacampus.edu.np//

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

Yes (1) No (0)

Yes, the methods of analysis are specified in the **Institutional Operational Guidelines**.

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?

The stakeholders can produce comments in the interaction programs, annual campus assembly, through emails and social cites such as Facebook of the campus. Feedback Committee is responsible for collecting feedback from students and the stakeholders regarding institutional improvement.

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

Produce in brief the impact analysis.

It has positively affected the decision making process. For example, after the analysis of the results of the final examinations the departments decided to conduct monthly tests to improve the results. When the Annual Report 2073 was published and flashed out in the meeting of the Campus Assembly, some participants suggested that the names of some late contributors should be included each year in the report. As such some names of contributors were included in the Annual Report 2074. Similarly, after the analysis of the tracer study repot, the campus decided to

make the job placement cell more active.

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

After we established the information system, the students and guardians can easily get their educational information. Record keeping system has become advanced and so students records and required information can be retrieved more easily and effortlessly. Important information can be analysed without much efforts. Internet has been made more accessible to the students and teachers. The campus has initiated to introduce modern technologies in teaching, and computer literacy courses have been launched to ensure computer literacy to all the students.

CRITERION 8: PUBLIC INFORMATION (10 MARKS)

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

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

There is Public Relation cell chaired by Mr. Rom Kant Ghimire, which attempts to enhance the relationship between the campus and the public stakeholders in order to establish communication. The cell has the responsibility of publishing bulletins, Annual Progress Reports, Academic Calendars, Prospectuses, etc.

Please refer to Annual Progress Report- 2075 [as a separate document]

Please refer to Prospectus in Volume 1, Annex 10, PP. 167-170.

Please refer to Academic Calendars in Volume 1, Annex 12, PP. 172-189.

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 campus publishes Annual Report, Academic Calendar and Prospectus every year which provide academic, administrative and financial information related to the campus.

Please refer to Annual Progress Report- 2075 [as a separate document]

Please refer to Prospectus in Volume 1, Annex 10, PP. 167-170.

Please refer to Academic Calendars in Volume 1, Annex 12, PP. 172-189.

115. Where are these information published? (1.5)

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

Please refer to Annual Progress Report- 2075 [as a separate document]

Please refer to the News Clips in Newspapers in Volume 8, Annex 60, pp.

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

Yearly (1) in 4 years (0)

Important information related to the academic, administrative and financial system are
published yearly in the Annual Report, relevant information of public concern are published in
national dailies and weeklies as well as local radios and televisions.

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

Areas	Year 1, place of publication	Year 2, place of publication
Academic, Administrative and Financial	Annual Progress Report, Academic Calendar Prospectus, News, Advertisements	Annual Progress Report, Academic Calendar Prospectus, News, Advertisements
Research	-	Siddhartha Journal of Academics

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

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

Responses on public information are collected in the programs such as campus assembly that is organized once a year. Comments on the information furnished at the program are recorded in the minutes. Such comments are collected through campus website, social-sites such as Facebook as well.

Please refer to Operational Guidelines for Public Relation, Information and Job Placement Cell, in Institutional Operational Guideline in Volume 6, Annex 57, p. 40.

Please refer to Operational Guidelines for Research and Publication Cell, In Institutional Operational Guideline- 2076, in Volume 6, Annex 57, pp.61-62.

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?

There is positive impact of public information on quality improvements. For example, some participants commented that the campus has not published a journal and has to focus on the research areas. Keeping this reality into consideration, we have published an academic journal in July 2019, and allocated more budget on research activities.

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

Due to the practice of public information, public image of the campus has improved. Due to this student enrollment has also expanded in the recent year due to the publicity of the programs and activities. Attractive advertisements and prospectuses have been beneficial in the publicity of the campus. The topper and excellent students and awarded teachers are congratulated through mass media, which increases prestige of the institution. These all efforts have been beneficial for the expansion in enrollment.

Part II

Preamble

Introduction

Siddhartha Campus is a nonprofit making community based academic institution which is implanting education to socio-economically lagging behind students of the catchments area, despite the infrastructural and financial insufficiency. The target students primarily belong to rural areas of Kapilvastu and its neighbouring districts. The majority of students are girls and janajatis who are educationally disadvantaged. The campus was established with the pious intention of imparting quality education to those less privileged groups who were deprived of higher education due to economic, geographic and other barriers.

Brief Introduction of the Institution

Established in 2048 with pious objective of providing quality education for educational excellence to socio-economically less privileged people of rural area in Kapilvastu and neighboring districts, Siddhartha Campus is a public-oriented, non-profit making co-educational education centre. The campus is situated in Banaganga Municipality, on the East-West Highway near Banganga River, which is 33 kilometers away to the west of Butwal.

As the majority of people in the locality were socio-economically backward, they could not send their children, especially girls, to Butwal or Kathmandu for higher education. Having realized this objective reality, locals of Banganga, Gajhanda, Motipur, Kopawa, Bhalwad, Patana, Hathausa and Saljhand (in Rupandehi) (then VDCs), social workers, intellectuals, teachers and educationists organized a general gathering at the Bal Primarily School (now Secondary), Bairiya on 20th Poush 2048, and decided to establish a public campus in their own initiation, which turned out to be a milestone in the establishment of Siddhartha Campus (SC). The gathering formed a co-ordination committee on the chair of Mr. Purusottam Acharya, which was reformed as the campus management committee on 20th Magh 2048, chaired by Mr. Krishna Paudel. Having admitted 155 students, SC formally started the first class of PCL level at Bal Secondary School, Bairiya, on 1st Falgun 2048. Though efforts were made to get affiliation from TU it could not get affiliated because of the strategy of phasing out PCL program by Tribhuvan University. So the students had to apply in the examination as the students of Kapilvastu Multiple campus, Taulihawa for successive three years. Later, it got affiliated to Higher Secondary Education Board (HSEB) in 2051 B.S. The necessary fund to deposit to HSEB and for the construction of the building was collected by the locals as per the ratio of the land they had occupied. People selected the present location of the campus, that covers almost 15 bighas of land at the meeting

points of then four VDCs Banganga, Gajehada, Motipur and Kopawa, and constructed a building of its own, and was shifted to present location in 2054.

People were not satisfied with the higher secondary level education only, so the management committee organized a general gathering of guardians, social workers, teachers and stakeholders on 27th Magh 2057, and decided to run Bachelor's of Education (B.Ed.) program affiliated to TU. Having affiliated to TU in 2058, the campus commenced its B.Ed. first year classes in English, Maths, Population and Nepali Education. Later, in 2062, BBS Program was started. Accordingly, Health Education was added in B. Ed. program in 2064 and B.A. program in English, Maths, Sociology and Rural Development was also started in the same year. Similarly, One Year B.Ed. program in 2061 and M. Ed. program (in Nepali and (EPM) were added in the year 2065 English and Health Education were added to M.Ed. program in 2066. Currently the campus is running B. Ed., B.B.S, B. A. One Year B. Ed. and M.Ed. program affiliated to TU. The campus added MBS program affiliated to T.U. on 22nd Magh, 2070.

Development History

The campus commenced Bachelor's Degree in Education program affiliated to TU in 2054. Now it is running B. Ed , B.B.S , One year B. Ed , B.A, M. Ed. and MBS. Programs run by the campus have been shown in the following table:

S.N.	Program	Date
1.	B. Ed program	2058
2.	One year B. Ed	2061
3.	B. B .S Program	2062
4.	B. A. Program	2064
5	M .Ed. (Nepali, EPM)	2065
6.	M. Ed. (English, Health)	2066
7.	MBS	2070

When the campus was established in 2048, it had only thirty sets of furniture (benches & desks) and five member teaching faculty and 2 non- teaching staffs. The faculties were employed as the

part-time teachers, who were engaged in other institutions. A section of the local people was not optimistic about the future of the campus and was reluctant to support it. However, the campus was capable of achieving its objective to some extent as it was able to bring the backward children, basically the girls and the janajatis into educational mainstream, so the excited people decided to run bachelor level programs, and B.Ed. program was started in the year 2058. As the B. Ed program was running satisfactorily, the motivated management committee, faculties, guardians, students and the locals continuously devoted themselves in the expansion of programs, and thus one year B.Ed. program in 2061, B.B.S program in 2062, B.A. Program in 2064 were added. In 2065, SC was made the only Master's Degree Campus in Kapilvastu.

In the beginning, the campus was run in the day shift, and the academic management was controlled by the campus chief. Financial management was handled by an accountant who also responsible to manage the library until 2054. Account cum examination section plus library were adjusted within a single mini-room, and only two staffs were appointed to run them until 2062. With the addition of B. Ed. Program in 2058, a coordinator was appointed to manage the program. Now, there are separate coordinators to manage different programs. Similarly, separate committees, for example, practice teaching committee, extra-activities committee, internal exam committees, scholarship selection and recommendation committee etc have been formed to maintain various activities in the campus.

Now there are altogether 39 faculties responsible for conducting teaching learning activities, of which 20 faculties have been appointed as the full time faculties. Administrative functions have been departmentalized and so accountant deals with financial activates, one member of staff is responsible for exam plus daily administration, while 2 staffs are appointed to run the library section. Similarly 3 staffs are working as the helpers, one as a sweeper and one as a security person. Altogether 8 persons are engaged as the non-teaching staffs.

Students and the faculties have been united in their own associations. For the students, there is Free Students' Union. FSU basically advocates for student's rights along with conducting creative activities like organizing extra-activities, buying play equipments, supporting for developing infrastructure, etc. Similarly, teachers' union raises voice for the professional development of the faculties and the staffs as well as works for internal management of the campus.

Vision

"To develop the campus as an ideal destination for educational excellence in higher education"

Mission

To impart quality education to the students in order to produce skillful and competitive human resource

Goals

The major goals of the campus are:

1. To produce educationally excellent, dynamic and research oriented human resource to fulfill the needs of the country.
2. To increase access of higher education to the girls, educationally disadvantaged janajatis, dalits, marginalised and lower strata people.
3. To add different subjects, streams, levels and institutions to provide general, vocational, technical and practical education as per the requirement of the community.
4. To enhance the creative and critical ability of the students through different co-curricular and extracurricular programs.
5. To modernize academic, administrative and financial information system of the campus.
6. To enrich the library with different kinds of books and resources to broaden the knowledge and skills of the faculties and the students.
7. To equip the campus with modern teaching learning aids along with sound physical facilities.
8. To develop the campus into a deemed university.

Core Values and Norms

1. Siddhartha Campus will be responsible to the community.
 2. The students will be laborious, honest and discipline.
 3. The students will also develop their talents participating in extra-curricular activities.
 4. The faculties and staffs should be devoted to the institution.
1. The facilities of the faculties and the students will be guaranteed and increased as per the need and time.
 2. Fulltime faculties and staffs should get a prior approval from the institution to work in other institutions.

3. The Campus believes that quality education can be enhanced for the overall development of the students through direct involvement and participation of the faculties, students and the community people.

Strategic Priorities

Several strategies have been adopted in order to ensure the institutional development of the campus which are prioritized as listed below.

Strategic Priority 1: Institutional Management

Strategic Priority 2: Educational Management and Information System

Strategic Priority 3: Quality Improvement and Students Enrollment

Strategic Priority 4: Infrastructure Development

Strategic Priority 5: Human Resource Development

Strategic Priority 6: Public and External Relation

Strategic Priority 7: Financial Sustainability

Strategic Priority 8: Extension of Programs

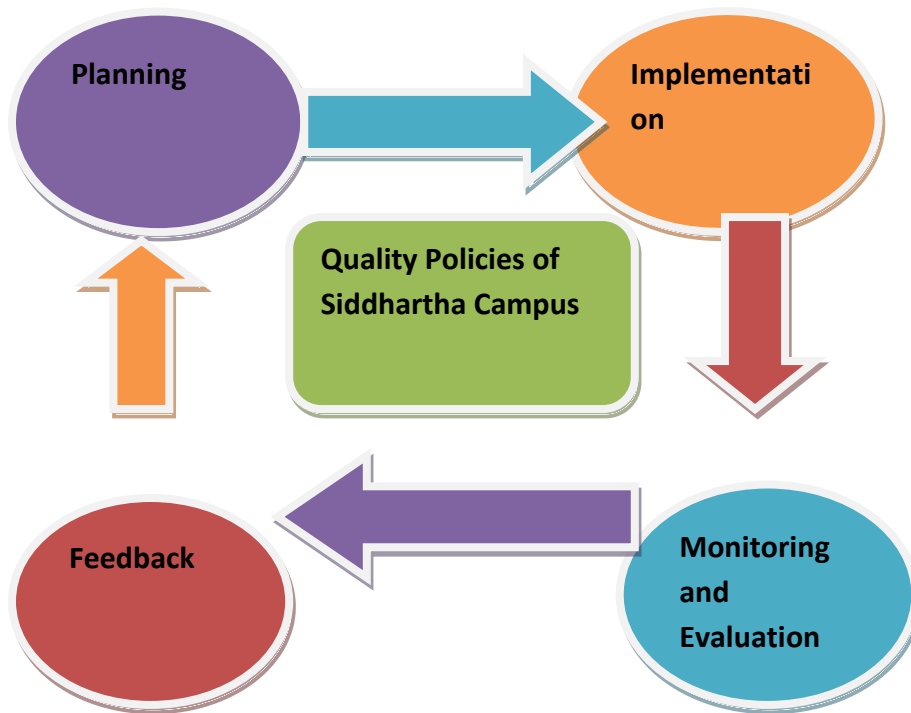
Strategic Priority 9: Research Documentation and Publication

Strategic Priority 10: Extra- curricular Development

Quality Policies of the Institution

Siddhartha Campus has clearly defined policies and procedures for ensuring quality in education. Those policies and procedures are mentioned in the statute of the campus as well as in the strategic development plan. Strategic plan has specified the vision, mission, goals, objectives and core values and norms. Quality enhancement plans are developed by the Internal Quality Assurance Committee (IQAC) through rigorous discussion and are taken for approval to the management committee for their implementation. Implementation part is monitored by the administrative personnel including campus chief, assistant campus chief and head of the departments. Their performance is evaluated

by the IQAC and the CMC. Necessary infrastructure, materials and mechanisms are crated for the effective implementation of the plans and programs. Interactive meetings of different cells, committees and departments are organized on regular basis for reviewing and receiving feedback for the improvement of the weaknesses.



Programmes

The campus commenced Bachelor's Degree in Education program affiliated to TU in 2054. Now it is running B. Ed , B.B.S , One year B. Ed , B.A, M. Ed. and MBS. Programs run by the campus have been shown in the following table:

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6.	MBS	2070

Bachelor's Degree Programs

Four Year B Ed

Siddhartha Campus is running four-year B ED program affiliated to Tribhuvan University since academic year 2058 B.S. It was introduced as a three year program in the beginning as per the system of TU. Currently, four year B Ed programme is being conducted as TU launched four year B Ed programme. It is one of much demanded programmes in this locality. The major subjects include English Education, Nepali Education, Health and Physical Education and Mathematics Education. Nearly hundred students are enrolled in the programme every year.

BBS Program

The collage is also running four-year Bachelor's of Business Studies program affiliated to TU. The programmes was commenced in the academic year 2062 BS as a three year programme. The program was initiated as per the need and demand of the students. BBS programme has been launched as a four year programme since 2070 BS. Nearly 150 students are enrolled in the program every year. The programme is conducted both in English and Nepali medium as per the requirement of the students. Students can choose from different subjects such as Account, Finance, Marketing and so on.

B.A. Program

Bachelor of Arts (Humanities) program is being conducted since 2064. The major subjects include Sociology, and Rural Development (R.D).

Master's Degree Programs

M. Ed. and MBS

The collage is conducting Master's Degree program in the faculty of education affiliated to Tribhuvan University since 2065. In the beginning, M Ed programme was conducted in Nepali Education and Educational Planning and Management (EPM). However, considering the demands of the students and local needs, M Ed in English Education and Health and Physical Education were added in 2066. The campus has also added MBS program in 2070. Master's Degree programmes are being conducted in semester system from the academic year 2074.

Physical Infrastructure

The campus occupies about 15 bights of land, and has two-storeyed two buildings, a library building, a students' union block, a canteen and two toilet blocks. The classrooms are well furnished to fit to the students. While some classrooms have been installed with Multi Media Projectors, all classrooms and the periphery are in the access of CCTV Camera. Administrative sections are separate containing rooms and cabins for each departments and cells. Each administrative section and department contains the computer of its own with internet connection. The administrative and financial functions have been computerized with software system. There is the provision of safe drinking water for the students. There are separate toilets for girls and boys with proper sanitation provisions. A separate block of canteen has been managed where the students and teachers can take required food and drinks. There is a room for students' union where the students can meet and discuss the issues of their concern.

The campus has a big play ground of about 3 bighas in front of the campus building. The playground consists of 1 football ground, 1 volleyball court, 1 basketball court, 1 badminton court. Play equipments consist of volley balls, footballs, nets, badmintons, chess board, tennis board, short-puts, javelins, cricket bats and so on.

The campus has a separate library building (constructed under Scheme C project of SHEP) which consists of textbooks and reference book of all the subjects being taught. It also contains different kinds of political, philosophical, cultural, religious books of national and international importance. In addition to these, there are 10 daily newspapers, 2 English daily, and 3 weekly magazines are regularly kept for daily use. There are more than 20,000 books in the library. Students can borrow 3 course /reference, books for 15 days. The library opens from 6:00 o'clock in the morning to 6 o'clock in the evening. The library facility is provided based on barcode

system. The campus has a computer lab with 11 computers with internet access. E-library has been set up with 7 computers.

Highlights of Major Activities and Achievements

The campus has legislation approved by the general assembly by which the campus has been governed. Currently, the campus is managed by a 15-member management committee as per the mandate of the legislation of the campus. The committee includes one president elected by the campus assembly, one vice president, nine members including three female members elected by the assembly, one executive officer of Banganga Municipality, where the campus is located, one representative member of TU, one teacher representative of the campus, and the campus chief. The detail of the management committee is given below:

S.N.	Name	Designation
1.	Jhabi Lal Pokhrel	President
2.	Rabi Bahadur Kafle	Vice- President
3.	Bimala Ghimire	Member
4.	Sumitra Ghimire	Member
5.	Guna Laxmi Gyawali	Member
6.	Ganesh Chaudhary	Member
7.	Durga Bahadur Kunwar Chhetri	Member
8.	Kamal Prasad Acharya	Member
9.	Somnath Aryal	Member
10.	Dabal Singh G. C.	Member
11.	Nagendra Prasad Rautar (Tharu)	Member
12.	Mangal Prasad Tharu	Member (Mayor, Bangamga Municipality)

13.	Bishnu Prasad Wagle	Member (T U Representative)
14.	Govinda Prasad Khanal	Member(Representative of Lecturers)
15.	Khem Raj Sharma	Member Secretary

Administrative body, heads of the departments and the faculties are responsible for curricular management and support. The faculties are sent to the workshops, seminars and training programs organized by NELTA, TU, CDC (TU), UGC, HSEB and other institutions. Teachers training programs and orientation programs are sometimes organized by the campus itself to improve the existing teaching learning strategies.

The campus has appointed qualified and energetic faculties for handling teaching learning activities. Students are supported through different kinds of activities like class-works, interactions, home works, field trips and so on for their academic development. Various co-curricular and extracurricular activities are frequently organized by the campus Major extracurricular activities include games and sports, quiz programs, debate, essay competition , poem writing and *gajal* writing competitions, folk-song competition, dancing competition , etc. Easily accessible teaching aids are used to facilitate teaching learning activities.

For the internal management of teaching learning activities, different bodies and committees have been formed. Heads of the departments coordinate the faculties under their subject committees. They meet, discuss and plan for managing the activities under their departments/subject committees. Separate coordinators have been appointed to manage various programs. Such as examination committee manages the internal examinations. Accordingly, there is a practice teaching committee to handle practice teaching programs. Extra activities committee is responsible for managing extracurricular activities, while internal examination committee runs and manages internal examination programs.

Internal examinations are organized at least three times a year. The students have to compulsorily attend the internal examination. The students are provided feedback through those examinations. An internal examination committee has been formed, which is basically responsible for conducting and managing internal exams. Internal examination schedules are set in the academic of calendar of the campus. Final results of each year are analyzed to see the improvements and weaknesses so that it will be beneficial to make future plans.

To conduct administrative activities campus chief, assistant chief and six office assistants have been appointed. They are responsible for carrying out daily administrative works like daily administration, account keeping, exam works and library works. They are supported by two non-teaching staffs appointed as the helpers.

The campus is running in two shifts: morning, and evening. Overall management of the campus is supported a 15 member management committee. The campus has appointed altogether 37 teaching faculties who are well-qualified, skillful and dedicated. Among them there is 1 reader, 10 permanent lecturers and the rest are in full time and contract.

Though, separate administrative section has not been formed yet, administrative functions have been run in the coordination of the campus chief and the assistant campus chief by a two member team that basically handles daily administrative works including that of administration and examination. Administrative works are done from 6:30 in the morning to 5 pm. There are two persons who are responsible for daily works concerned with the library.

The campus chief and the assistant campus chief and department heads are primarily responsible for managing academic activities. Necessary teachers are appointed through public vacancy announcement, and are selected through the process of written examination, oral interview and practical. They are assigned with full responsibility to handle the teaching learning activities throughout the year.

Bachelor's Degree's classes are conducted in the morning shift while Master level classes are run in the evening. Department heads for different subject-based departments at have been appointment.

Different committees like internal exam committees, extra activities committee, scholarship selection committee have been formed.

There is an association of the faculties in the campus which is called ' Nepal Public Campus Teacher's Association, Siddhartha Campus Unit,' under which all the faculties have been organized. The unit has formulated a seven member committee, which organizes different kind of programs that support for smooth functioning of the campus. It has been running a saving program' which consists of 35 members including the staff and the faculties. Free students' Union (now inactive) works as a guardian of the students.

On the whole, there is a cordial relationship among the faculties, non teaching staffs and the students. Faculties are responsible for conducting and managing teaching learning activities, while the students cooperate being actively involved in the activities. Students' leading body, the FSU helps in the management of co-curricular and extracurricular activities. For example, FSU organizes different kinds of extra activities like games and sports competitions, quiz contests etc, and supports them by providing sports materials. Furthermore, FSU is supported variously by the faculties and the management.

Major institutional highlights of Siddhartha Campus have been presented as follows:

- Siddhartha Campus is one of the leading community campuses in Nepal which was established in 2048 BS.
- It is located in Banganga Municipality, Ward No. 1, Kapilvastu on East West Highway spread over about 15 bighas land having its own infrastructure and physical facilities.
- Siddhartha Campus began its bachelor level classes in 2058 being affiliated to Tribhuvan University. Currently, it is running classes from bachelor to master level, which include B. Ed., BBS, BA, M Ed and MBS programs.
- Currently, more than 846 students are pursuing for their higher education being admitted at different faculties at bachelor and master level.
- The campus has produced thousands of skilful human resources required for the nation. They have occupied significant positions in various sectors of employment. About 55 per cent graduates are employed while and immediately after their graduation.
- Basundhara Bhusal, a B Ed graduate of Siddhartha Campus occupied the first position in B Ed from the girls and won Nepal Girls Education Award – 2069.
- Nirma Bhandari of BBS fourth year stood in the 10th rank in the final results 2075.
- The results of the campus are praiseworthy as the average results are above 30 percent.

- The campus has qualified human resource with 39 teaching and 12 non-teaching staff.
- It has been managed by a duly formed management community as per the legislation of the campus. The campus has established cordial relationship with the community, CBOs, NGOs and the stakeholders.

Latest Human Resource

Siddhartha Campus has the system of appointing qualified human resource as per the requirement of the institution. The current teaching staff of the campus is as follows:

List of Teaching Staff

SN	Name	Designation
1	Khem Raj Sharma	Campus Chief
2	Bed Ram Aryal	Lecturer, HOD, Eco and Social Sciences
3	Kamal Prasad Pokhrel	Lecturer, HOD, Management
4	Raj Kumar Aryal	Lecturer, HOD, Health and Physical Education
5	Govinda Prasad Khanal	Lecturer, HOD, English
6	Dil Bahadur Shrestha	Lecturer, HOD, Nepali
7	Prabhat Bikram Chhetri	Lecturer, Full time, Permanent
8	Ramesh Chandra Bhusal	Lecturer, Full time, Permanent
9	Anima GC	Lecturer, Full time
10	Madhu Sudan Poudel	Lecturer, Full time
11	Guna Khar Ghimire	Lecturer Full time
12	Sanjay Nepal	Lecturer, Full time
13	Krishna Prasad Khanal	Lecturer, Full time
14	Mitra Lal Marasini	Lecturer, Full time
15	Kul Raj Bhusal	Lecturer, Full time
16	Deepak Adhikari	Lecturer, Full time
17	Shiva Gautam	Lecturer, Full time
18	Khadananda Gautam	Lecturer, Full time
19	Madhav Neupane	Lecturer, Full time
20	Ramesh Paudel	Lecturer, Full time

21	Tika Ram Poudel	Assistant Lecturer, Contract
22	Gyan Raj Ayal	Assistant Lecturer, Contract
23	Rom Kant Ghimire	Assistant Lecturer, Contract
24	Ramesh Panthi	Assistant Lecturer, Contract
25	Kabi Raj Bhandari	Assistant Lecturer, Contract
26	Bishnu Prasad Bhandari	Assistant Lecturer, Contract
27	Laxmi Bhandari	Assistant Lecturer, Contract
28	Govinda Pokhrel	Assistant Lecturer, Contract
29	Netra Prasad Aryal	Assistant Lecturer, Contract
30	Mr Krishna Prasad Bhattarai	Assistant Lecturer, Contract
31	Harka Bahadur Chhetri	Assistant Lecturer, Contract
32	Umesh Sapkota	Assistant Lecturer, Contract
33	Mohan Ghimire	Assistant Lecturer, Contract
34	Indramani Pandey	Assistant Lecturer, Contract
35	Ram Prasad Giri	Assistant Lecturer, Contract
36	Samrat Regmi	Assistant Lecturer, Contract
37	Dhana Maya Sapkota	Assistant Lecturer, Contract
38	Ujjwal Adhikari	Ass. Lecturer, contract
39	Tuk Lal Gaire	Ass. Lecturer, contract

List of Non-Teaching Staff

SN	Name	Designation
1	Tej Prasad Acharya	Head, Accountant Section
2	Yuba Raj Pokhrel	Head, Examination/Adm Section
3	Chandra Bahadur Thapa	Librarian
4	Mohan Prasad Adhikari	Librarian
5	Suran Kumar Sharma	EMIS Assistant
6	Sudip Achaya	EMIS Assistant
7	Goma Pokhrel	Accounting Assistant
8	Saraswati Malla	Helper
9	Sushma Thapa Malla	Helper
10	Sharada Gautam	Helper

11	Dilip Chhetri	Security Guard
12	Saraswati Kandel	Sweeper

Strengths, Challenges and Opportunities

Strengths

The strengths of the campus have been pointed out as follows:

1. Regular expansion of programs.
2. Variations in academic programs (Four Year and Three Year B. Ed, One Year B. Ed, B.B.S, B.A, M. Ed. and MBS)
3. Easily accessible location (attached to East- West high way)
4. Sufficient land of its own (approximately 15 bighas) for its expansion
5. Well- motivated and qualified faculties and staffs
6. Availability of enough feeder institutions.
7. Peaceful and beautiful natural environment.
8. Developed as a leading academic institution in the region.
9. Successful in bringing the girls and indigenous people (Dalits, janajatis) to the educational mainstream.
10. Established in the direct initiation of the community.
11. Capable of producing qualified human resource.

Challenges

The major challenges being faced by the campus have been briefly discussed below:

1. Regarding quality improvement:

Currently the average result of the campus stands to be 23.57%. The major challenge is to improve the result.

2. Financial Sustainability and Development

The major source of income of the campus is students' fees. There is no any other reliable and regular source of income. In this regard, regularly expanding number of students and searching for a regular and permanent source of income is a herculean challenge. On the

other hand, the campus management has not been able to increase the students' fees according to necessity, but the expenditure has been going up. Thus financial development is seen as a major challenge.

3. Infrastructure Development

The campus has been expanding the programs, and the bachelor level program has been extended to four years. However, the campus has not been able to increase the number of rooms accordingly. Similarly, there is lack of a separate administrative building and hostel for the students. More than 100 students join the campus from Arghakhanchi, Rupandehi Gulmi, Pyuthan, Baglung, etc, but their demand of hostel is still a dream. Furthermore, providing transportation facility to the students is another challenge.

4. Human Resource Development and Modernization of Institution

Currently, the campus is running master's degree programs along with the others. However, there are limited faculties with the qualification of M. Phil or Ph. D.

In this age of modernization, data keeping and documentation process adopted by the campus is still traditional. Computerization of accounting, modernizing the record keeping system and providing easy access to information technology to the students is another challenge.

Opportunities

1. As the campus has enough land, and there's possibility of expanding its area (land) because the adjoined area is occupied by the community forests, so the locals may support it by providing required land for its expansion.
2. As the campus has been established as leading educational institution in the region, there is a good chance that it can be developed into a regional university in the changing socio-political situation.
3. There is possibility of adding other programs like BBM, B. Ed. in ICT, BCA, BBA, etc.
4. As there are no institutions conducting programs on science and technology in Kapilvastu, it can add streams in science and technology.
5. The campus is located in rural agricultural area, and the necessity of an agricultural

Institution has been felt. So, there is opportunity of adding program of Agriculture Science.

6. There is possibility of achieving financial sustainability by utilizing the resource of the Banganga River.
7. Easily accessible location of the campus and the transportation facility has been an opportunity because the students from the same district and other districts can arrive here for their higher education.
8. As the campus is the only institution running Master Level programs in Banganga Municipality, it can get financial and technical supports for its sustainability.

DEVELOPMENTAL INITIATIVES

Siddhartha Campus believes that institutional development is possible only when activities are planned keeping in mind how long term plans are fit into short term annual plans with necessary financial support in order to support for the quality enhancement planning. Such kind of integrated planning only can lead to successful implementation of the plan which can ensure institutional development of the campus. Siddhartha Campus has adopted the planning model which incorporates strategic planning, financial planning, annual planning, quality enhancement planning, evaluation and review.

Strategic Planning

The Strategic Development Plan of Siddhartha Campus incorporates five year plan. The plan is prepared and reviewed with active involvement of the stakeholders. It contains vision, mission, goals and objectives, core values and norms, and the strategies to be adopted to meet the objectives. The plan is supported by budgetary planning reflecting to the activities to be carried out.

Financial Planning

Financial planning is a necessary component part of strategic planning. It consists of the source of income, required budget to perform the activities. The internal audit committee reviews the

budget as per the strategic plan and makes necessary amendments in the budget. The financial plan prepared by the internal auditing committee is discussed and approved by Campus Management Committee. The major financial sources include institution generated income, community generated sources, government support and grants received from UGC.

Annual Planning

In order to meet the strategic goals set in the strategic development plan, annual plan is made. In order to make the annual plan IQAC organizes meeting to set the set the plans and holds discussion with the Internal Auditing Committee about allocation of necessary budget and the plans are finalized. The Annual Plan is then presented in the Campus Management Committee for the approval, which then goes for implementation.

Quality Enhancement Planning

Siddhartha Campus has prioritized in quality enhancement from the very beginning of its establishment. It has been able to deliver quality education in higher education in Kapilvastu. In order to meet the goals of delivering qualitative education, regular meetings and discussions are held, results are analyzed and strength and weaknesses are identified, which provide input into the plans. So, campus goes through regular process of quality enhancement planning.

Self Study Report Preparation

Siddhartha Campus has been collaborating with UGC, Nepal in the improvement of quality in higher education

The campus has taken strong initiatives as set by the parameters designed by Second Higher education Project (SHEP) under the Quality Assurance and Accreditation (QAA) process to enhance quality education through this institution. Having realised the importance of QAA taking part in various orientation programs organized by UGC at different locations, LOI was registered at the QAA department showing interest to participate in process five years ago. However, several things were to be managed and systematized as required for the QAA. The campus started systematizing its functioning to be legible to meet the requirements of QAA.

Siddhartha Campus has realised the importance of QAA from the very beginning of its participation in HERP in Scheme C, has been working deliberately to meet the requirements. After the campus was selected in the HERP, it has prioritized QAA and improved all of its component parts. SSR preparation and documentation has geared up and took a concrete form now. This SSR depicts the realities of Siddhartha Campus, Banganga, Kapilvastu from the very beginning of its establishment to the present day. The campus has taken this SSR report as an important and valid document that reflects its overall academic and administrative activities as they are in their actual form. It helps not only the outsiders to have an access to information about the campus, but also the campus itself and its stakeholders. SSR has provided an insight into the nature of functioning and management of institution and quality enhancement by taking initiatives to address the requirement of modern system of higher education. It has been beneficial for us to understand ourselves and see reflectively from the standard norms set by QAA standard. Because it requires for rigorous planning, implementation and reviewing it has been highly practical and utilitarian for improving quality in education. It has been a roadmap for us to formulate plans, their implementation and evaluation. It has helped us to evaluate internally and work for improvement.

Formation of SSR Team

As per the requirement of Quality Assurance Accreditation (QAA) process, the campus formed the Self Assessment Team (SAT) in co-ordination of QAA Focal Person Mr. Govinda Prasad Khanal to prepare the SSR. Members of SSR team as well as all the teaching, non-teaching staff and students were directly and indirectly involved in the process of SSR preparation. Mr. Govinda Prasad Khanal, the the QAA Focal Person is working as the Co-ordinator of SAT. SAT is deliberately working to prepare the SSR report covering all the activities performed by the campus. This team frequently collected data from administration as well as from related departments and faculty members. The SAT organized visit programs to study the QAA certified campuses and acquired necessary information and suggestions. Similarly, the team is in communication with QAA officials directly or indirectly through internet and telephone to receive necessary support and guidelines. The SSR task team mobilized and sought necessary help from all the staffs both academic and non-academic staffs. The non-tiring and deliberate efforts of the campus team working through day and night has made it possible to bring out the SSR report in this form.

The campus has formed a number of different committees to systematize the functioning of the overall activities of the campus. The major committees formulated in this regard are as follows:

Self Assessment Team (SAT)

- 1 Mr Govinda Prasad Khanal – Coordinator
- 2 Mr Khem Raj Sharma - Member
- 2 Mr Bed Ram Aryal – Member
- 3 Mr Rom Kant Ghimire – Member
- 4 Mr Kamal Prasad Pokhrel – Member
- 5 Mr Raj Kumar Aryal - Member
- 6 Mr Dil Bahadur Shrestha – Member
- 7 Mr Prabhat Bikram Chhetri – Member
- 8 Mr Madhu Sudan Poudel – Member
- 9 Mr Sanjay Nepal – Member
- 10 Mr Yuva Raj Pokhrel - Member
- 11 Mr Suran Sharma – Member

Internal Quality Assurance Committee (IQAC)

- 1 Mr Khem Raj Sharma – Coordinator
- 2 Mr Durga K C - Member
- 3 Mr Kamal Prasad Pokhrel – Member
- 4 Mr Raj Kumar Aryal – Member
- 5 Mr Dil Bahadur Shrestha – Member
- 6 Mr Prabhat Bikram Chhetri - Member
- 7 Mr Uma Nath Paudel- Member (Chair, ACCI, Kapilvastu)

- 8 Mr Chiranjivi Giri – Member (Guardian)
- 9 Mr Sushil Khatri - Member (President, Free Students' Union)
- 10 Mr Govinda Prasad Khanal - Member, (SAT, Coordinator)

Research and Publication Cell

- 1 Mr Govinda Prasad Khanal – Coordinator
- 2 Mr Dil Bahadur Shrestha – Member
- 3 Mr Prabhat Bikram Chhetri – Member
- 4 Mr Umesh Kumar Sapkota – Member
- 5 Mr Ujjwal Adhikari - Member

Public Relation and Information Cell

- 1 Mr Rom Kant Ghimire – Coordinator
- 2 Mr Kamal Prasad Pokhrel – Member
- 3 Mr Ramesh Chandra Bhusal – Member
- 4 Mr Krishna Prasad Khanal – Member
- 5 Mr Kul Raj Bhusal - Member
- 6 Mr Sudip Acharya - Member

Student Counselling and Placement Cell

- 1 Mr Dil Bahadur Shrestha – Coordinator
- 2 Mr Bed Ram Aryal – Member
- 3 Mr Yuva Raj Pokhrel – Member
- 4 Mr Indra Mani Pandey – Member
- 5 Ms Anima GC - Member

Internal Examination Committee

- 1 Mr Kamal Prasad Pokhrel – Coordinator
- 2 Mr Raj Kumar Aryal – Member
- 3 Mr Govinda Prasad Khanal – Member

Feedback Committee

- 1 Mr. Krishna Prasad Khanal
- 2 Mr. Mitra Lal Marasini
- 3 Mr. Tej Prasad Acharya
- 4 Mr. Deepak Prasad Adhikari
- 5 Mr. Shiva Gautam

Extra Curricular Activities Committee

- 1 Mr Raj Kumar Aryal – Coordinator
- 2 Mr Ram Prasad Giri – Member
- 3 Mr Dil Bahadur Shrestha – Member
- 4 Mr Chandra Bahadur Thapa – Thapa

Library and ICT Management Committee

- 1 Mr Ramesh Chandra Bhusal – Coordinator
- 2 Mr Madhu Sudan Poudel – Member
- 3 Mr Sanjay Nepal – Member
- 4 Mr Samrat Regmi - Member
- 5 Mr Sudip Acharya – Member

EMIS Cell

- 1 Mr Yuba Raj Pokhrel - Coordinator
- 2 Mr Suran Sharma – Member
- 3 Mr Sudip Acharya - Member

Approaches

SSR has been prepared following various approaches and procedures. It is not the flip a coin activity, rather requires rigorous, painstaking activity that takes time. On the other hand, the technicalities related to data collection, annexing and reporting are complex. As such, members of Management Committee, teaching and non-teaching staff, students needed to be oriented and aware regarding this. The following were the primary approaches adopted to during SSR preparation:

Orientation

In order to materialize the plan of QAA certification, a number of orientations programs were attended and organized. Chair Person of CMC, Campus Chief and QAA Focal Person attended orientation and workshop programs organized by UGC at Lumbini Banijya Campus and Madhyabindu Campus which energized us to proceed in the task of SSR preparation. Having attended the programs, various orientations programs were organized for the staff and different cells and committees to inform them about their functioning system. The students were also oriented about QAA, its importance and its certification process which created favourable atmosphere in the campus to work for SSR.

Conferences

The campus organized conferences and meetings with stakeholders seeking their support and participation in the process of Quality Assurance and Accreditation so that they could be actively involved in the process. The SSR task team gained support from community members, businessmen, scholars, community service organizations and stakeholders which helped the SSR task team in preparation and documentation of SSR.

Discussion

In the process of SSR preparation, SSR task team organized countless numbers of meetings and discussions with the staff, administrative personnel for collecting data and annexing. During such

discussions, it was revealed that many works were yet to be done. As such, we developed the list of works to be done along with timeframe and did those works within stipulated time limits. This made our documentation process easier which eventually helped in the assurance of quality in education. Coordinators of different cell and committees discussed with the members of SSR task team and facilitated the daunting task of SSR preparation.

Visiting of Different Accredited Campuses

In order to make the process of SSR preparation easier and practical, campus realized the necessity of visiting accredited campus in various parts of the country. As such, CMC, teaching and non-teaching staff were taken on tour jointly as well as separately. Campus Management Committee went on a five days' visit of QAA certified campuses in the east which included the visit of Bal Kumari Campus, Chitwan, Hetauda Multiple Campus, Makawanpur, Damak Multiple Campus, Jhapa. Both teaching and non-teaching staff visited Lumbini Banijya Campus, Rupandehi and Bal Kumari Campus, Chitwan. Similarly non-teaching staff visited Kailali Multiple Campus, Kailali. Discussion and interaction meetings were organized at those campuses, where useful guidelines were received about QAA process and SSR preparation. These visits energized the SSR team as well as the entire campus body to work collaboratively in SSR preparation and documentation.

Validation

After being oriented about the Quality Assurance and Accreditation (QAA) program and SSR preparation workshops organized by UG, the campus formed an Internal Quality Assurance Committee (IQAC) and set up as office for QAA Cell. Campus Management Committee formed various cells, departments and committees were formed. Furthermore, the staff meeting assigned the task of collecting data for different criteria and perform other works required keeping timeframe. SSR task team was supported by all the committees and cells as well as other staffs. Having prepared the SSR, it was studied by the administrative personnel, department heads, and was presented at the staff meeting for open discussion. Feedback was received and incorporated where necessary. Then, the report was presented to the campus chief for verification. Finally, it was presented in the meeting of Campus Management Committee for approval. The Campus Management Committee (CMC) thoroughly studied and analyzed all the documents. It discussed, verified and approved the SSR report.

Criterion wise Analysis

Criterion 1: Policy and Procedures

Established in 2048 with the active involvement of the public figures and the locals catering to the needs of higher education in Kapilvastu, Siddhartha Campus has been guided by clearly defined policies and procedures. The campus was established with the pious intention of imparting quality education to those less privileged groups who were deprived of higher education due to economic, geographic and other barriers. In order to plan for the effective development of the campus, strategic plan was prepared during the execution of Second Higher Education Plan when the campus was selected under Scheme 'C' of SHEP. The Strategic Plan 2009-14 was first developed in 2009, which was revised first in 2013.

After the campus was selected for the scheme 'C' project under SHEP, the campus management committee had organized a general gathering of committee members, faculties, staffs, students representatives and the gathering formed a task group of 4 members consisting Mr. Balaram Jnawali, Rom Kant Ghimire, Khem Raj Khanal and Govinda Prasad Khanal to prepare the strategic plan. The task group visited the community campuses that had got SHEP grants. After having discussions with the faculties, staff, students, committee members and guardians, the group drafted the plan and the management committee approved the plan and thus it was finalized.

For the purpose of revising the strategic plan 2009-2014, staff meeting was organized in December 2013 in the chair of campus chief Mr. Balaram Jnawali. As the meeting provided mandate to Mr. Rom Kant Ghimire and Mr. Govinda Prasad Khanal for revising the plan, the plan was revised and approved by the campus management committee (CMC).

The current strategic plan 2016-20 is the revised version of the strategic plan first drafted in 2009, and its revision 2013-16. This strategic plan has been prepared by a five-member-team, coordinated by Mr. Govinda Prasad Khanal. The other members included Mr. Rom Kant Ghimire, Mr. Dil Bahadur Shrestha, Mr Prabhat Bikram Chhetri and Mr. Suran Sharma. Having prepared the draft, a gathering of teachers, student representatives and CMC members was organized on 28th Fagun, 2072 in order to receive feedback and comments and the draft was finalized. The plan was approved by the CMC meeting held on 29th Fagun, 2072.

Administrative structures and assurance of qualitative education

Siddhartha Campus has systematized organizational structures where the policies of the campus are formulated, reflected, reviewed and updated. It is guided by its own statute, rules and regulations. The supreme body of the campus is the Campus Assembly which has the sole power to draft, revise and amend the existing systems, rules and regulations as well as policy formation. The meeting of Campus Assembly is compulsorily organized at least once a year where annual progress report is presented, discussed and passed along with other business of policy formation and the formation of Campus Management Committee upon the termination of term.

For the internal quality monitoring and checks, the CMC has formulated IQAC under the chair of Mr Khem Raj Sharma with one representative from CMC Mr Durga KC, representative from guardians, students, employers along with Heads of Departments being members. Furthermore, the joint meeting of CMC and the staff discussed and finalized the TOR of the departments and staff. In order to evaluate the jobs and responsibilities of the departments, units and staff, the IQAC holds meetings on regular basis to discuss and evaluate the performance of works and responsibilities. The IQAC evaluates the job responsibility of departments, units and individuals on the basis of performance, regularity and punctuality of the individuals, their participation in internal activities, research activities and their behavior and attitude with other teachers, staffs and students.

In order to ensure internal democracy, SC functions on the basis of team work and group spirit, hold the meetings of staff, department, units and cells discuss and decide about the issues and work accordingly. The campus also organizes the annual assembly called Campus Sabha, where overall activities of the whole year and progress report is presented, discussed, commented and passed. The staff meeting also shares information, discusses necessary agenda, and holds collective decision. The campus also publishes annual reports, prospectus and academic calendar every year for sharing information to the public and the stakeholders. Student Council called Free Students' Union is formulated as per the TU Act. Furthermore, the chief of the FSU is appointed as the student representative in the CMC.

Education for professionalism

The campus runs some training packages like computer training, account keeping training, OJT opportunities in the banking sector, practice teaching, field trips, project works, etc which provide

the students with practical knowledge to supply to what they have learned in theory. Students are provided with career counselling and job opportunities through placement services.

Teaching and research go side by side. Our students have to carry out research based projects to complete their courses. At bachelor level, the students have to do some practical works and research based project works. For example, B. Ed. third year students have to prepare some research reports in Environmental Education, Health and Physical Education, English Education. BBS students have to study the condition and management of a company, industry or financial institution or the like. The master level students have to carry out dissertation to complete their courses.

Criterion 2: Curricular Aspects

Quality assurance in higher education

Siddhartha Campus is determined to maintain quality in higher education. In order to ensure consistency of teaching and learning with the academic goals and objectives of the institution, Internal Quality Assurance Cell (IQAC) has been formed which evaluates the teaching learning procedures, academic success, problems to be addressed and tries to ensure harmony between teaching learning activities and the academic goals and objectives. Various departments have been formulated which plan, review and evaluate the teaching learning activities being conducted in the respective departments. The campus enhances the capacity of the students to learn by assigning them with assignments as well as by conducting monthly tests and internal examinations. They are provided with feedback which fosters their ability to learn.

For the sake of the students' convenience, the campus runs all bachelor level classes and the MBS programs in the morning shift while the M. Ed. classes are run in the evening shift so that even the job holder students get opportunities to attend classes. Horizontal mobility is ensured by allowing students to select from the Nepali medium or English medium classes. Elective options are given for the students of all levels and streams.

Focus on skill based education

Siddhartha Campus is committed to deliver skill-based education to the students by providing them opportunities to develop communication skills, numerical skills, computer skills and so on.

It takes the students beyond mere classroom discussion so as to broaden their knowledge and skills to cater with the practical skills required to them in the professional fields. The students are also provided with various kinds of trainings such as banking training, OJT opportunities, simulation teaching, practice teaching, project works and so on. Such programmes have been effective to foster the professional skills in the students.

Value-based education

Siddhartha Campus believes in the inculcation of civic responsibilities in the students as the education without values is valueless. As such SC organizes seminars about civic responsibilities and also conducts social awareness programs in the communities. For example, in the year 2071 AIDS awareness program was organized and in the year 2072 a seminar on civic responsibilities was organized. Such programs are organized on regular basis.

Siddhartha Campus believes that education should always go together with human values, virtues and morality. The students are encouraged to support the helpless and needy people in the times of human crisis. For example, the teachers and students of this campus raised fund among themselves to support the victims of earth quake 2072. The teachers and students also participate in blood donation programs organized by various organizations.

Criterion 3: Teaching Learning and Evaluation

Teaching learning activities and evaluation are the core aspects of curricular activities. Effectively managed teaching learning activities can make an academic program achieve its goals. Evaluation of the teaching learning activities and achievement of the students need to be measured adopting standard means and practices. Siddhartha Campus has prioritized these aspects and so has established some standards or its own as indicated below.

Admission procedures

Siddhartha Campus has adopted well established admission procedures for the intake of the students in all the programs it has launched. In order to ensure that the concerned candidates have an access to required information about the campus and the programs, it publicizes basic information through various means of advertising. Notice for admission is published on its website when admission is announced by the university. Notices for admission are also published and broadcast in newspapers, campus website, FM radios and television. We publish updated

prospectus and circulate them to the target students conducting student meet programs. Furthermore, students are not admitted just evaluating the mark-sheets and certificates. Entrance tests are conducted, which are followed by and interviews. They are allowed to be admitted based on these selection procedures. We have the provisions of providing scholarships to the students on the basis of their performance in the entrance tests. Students from disadvantaged communities are given special priorities in the admission process.

Special treatment for needy students

Siddhartha Campus has established the system of prioritizing the students from the poor and marginalized communities which have been denied easy access to higher education due to various socio-cultural and economic reasons. Students from EDJ groups are given special priority in admission and scholarships. Despite this, they are found weak in terms of the output. In order to support the students with poor academic performance, extra classes are offered to them with minimum charge.

Teaching learning processes

The teachers have to prepare a framework of teaching plan for the whole academic year. The subject teachers discuss in group and prepare their teaching plan to the concerned departments keeping in mind the syllabus and the academic calendar. Lecture method is supplemented with illustrations and demonstration through MMP by the teachers. For the preparation of the audio visual aids the teachers have been provided with the facility of computer with internet connection in each department. They can also use the cardboard sheets available in the campus. Furthermore, students are encouraged to consult library and online resources as well as student presentation. This is especially focused for the Master level students. For Master level students assignments are given which they have to present in the class. Student attendance, presentation, assignments, their participation in classroom activities, etc are the important part of their internal evaluation. Teachers are selected through competitive written examination, interview and class observation. This is done in order to ensure that the newly selected teachers are well qualified.

Evaluation Process

The campus has adopted the system of continuous assessment believing that regular assessment helps improve quality of education. The overall performance of the students is monitored on regular basis. For example, the academic performance is assessed through monthly tests and

internal examinations. Master level classes are conducted incorporating continuous assessment system as a part of student evaluation system, which accounts for the regularity, participation in classroom activities, assignments, paper presentation and mid-term examination conducted by the campus. Other activities such as discipline, regularity, morality, sincerity etc. are also monitored. The problematic students are recommended for counselling to the Student Counselling Cell. Tracer study is conducted every year to find out the actual situation of the graduates of the campus and to plan for further improvements in policies and practices.

The teachers are appointed through open competitive examination followed by performance evaluation and oral interviews. Even the teachers need to be assessed on regular basis to evaluate their performance and provide necessary feedback. As such, the campus has developed a self-appraisal form for the teachers, which they have to fill up and submit to their respective departments. This encourages them to evaluate themselves and improve their performance in the days to come. IQAC evaluates the overall performance of the teachers and departments.

Criterion 4: Research, consultancy and extension

Educational institutions running higher education need to give due attention in research activities, consultancy services and extension activities. Siddhartha Campus has realized this fact as reality. Campus has allocated 1.7 % budget from its total annual budget in order to support research-based activities. In order to facilitate research activities in and outside the institution, we have formed a three member research committee, which coordinates and organizes research workshops, discussion, publication of annual reports, academic journals, academic calendars, prospectuses, news and so on. The teachers and students are supported with seed money for mini research conduction, article writing and publication. Campus also conducts tracer studies on regular basis. Teachers are involved in facilitating research works to the students of bachelor and master level. Though many of them are not involved in doing active research themselves, some of them are engaged in writing research-based articles and textbooks.

Consultancy and extension activities have been prioritized by the campus. Teachers are hired regularly by the external agencies seeking for expert services paying them with consultancy charges. They are invited as experts by private, public and governmental and non-governmental agencies in teacher selection in schools and campuses, proposal writing, facilitators in trainings, education auditors in the schools and so on. Similarly, we have paid attention in the extension

activities either. The campus has signed an MOU to collaborate with Siddhartha Social Development Centre (SSDC) which is working in the marginalized communities in the southern part of the district in order to promote the overall development of the village. Siddhartha Campus has planned to launch various kinds of programs such as health and hygiene awareness program, adult education and literacy program, blood donation camps, AIDS awareness program, environment awareness program, educational awareness program, etc. to support the project.

The campus has formed a Health and Population Education Club which conducts awareness programs about sexual and reproductive health targeting the teen aged school children in Kapilvastu. Students of Bachelor and Master level are encouraged to participate in the extension activities. B. Ed. third year students are sent to schools for student teaching program for one and half month every year. M. Ed. second year students are sent to campus for student teaching program for one month. Similarly, the students of B. Ed. and M. Ed. majoring with Health and Physical Education are sent to selected villages in order to conduct awareness programs on various health issues. Students and teachers are encouraged to volunteer in the extension activities.

Criterion 5: Infrastructure and Learning Resources

Siddhartha Campus has spread over 15 bighas land area. It has two academic buildings consisting of 26 rooms, where classes from Bachelor to Master's Degree are conducted. The classrooms are furnished to meet the requirements of the students. Some classrooms have been equipped with modern equipments including multi-media projectors. It has planned to add more MMPs in order to modernize the classrooms. The campus has well facilitated staff room, spacious canteen, enough vehicles parking and common room for students, which is used as student union's office.

The campus has a computer lab with 11 computers, where the students can practise computer skills and use the internet facility. Computer lab remains open from 6:30 in the morning to 5:0 in the evening. E-library has been set up with 7 computers.

The campus has a separate library building where books, newspapers, magazines, dictionaries, encyclopedias have been managed. The library is in open access to the students. They can search and borrow the required materials or they can use them in the library itself. The campus has a clear provision for the regular maintenance of the infrastructure. For this, the CMC has formed a

three member cell called “Purchase and Maintenance Cell”, which is responsible for conducting maintenance activities.

In order to ensure the maximum utilization of its infrastructures, the campus has conducted the classes of bachelor level and MBS programme in the morning shift, while the M Ed programme has been conducted in the evening shift. Furthermore, various meetings, seminars and other programmes are conducted within the campus itself. Various external agencies use the infrastructure of the campus time and again especially when classes are off. However, nothing has been charged from them so far. The campus allows the external agencies to use its infrastructure and human resources for its publicity as well as to seek support from them.

In order to keep the campus clean and green, gardens have been maintained in front of the academic buildings. Campus administration, Free Students’ Union, teachers and students work collaboratively to maintain the cleanliness and greenery of the campus. The computer facilities are easily accessible to the students as well as faculties. The students can use the computers with internet access set up in the library building as a separate computer lab. Internet facility is accessible to all. The faculties can use the computers in their own departments.

Furthermore, computers in the account section and examination cum administration section have intercom facility. There are 32 CC TV camera installed in various sections and classrooms in order to ensure security and regulate unwanted activities in the campus.

Purchase and Maintenance Committee coordinates the requirements of maintaining and updating the computer facilities. The campus has an official contract with the software agency. First aid facilities are available to the students, teachers and staff of the campus. For conducting outdoor sports, there is a football ground, volleyball court, basket ball court, basketball court, TT board and various equipments needed to conduct games and sports. Outstanding sports person are awarded with medals and certificates on the annual functions.

CRITERION 6: STUDENT SUPPORT AND GUIDANCE

Siddhartha Campus has established an effective student support system. Students are provided with counseling services to help them for their career and academic development. Students of this campus have demonstrated their academic performance in various walks of life. More than 53 percent students are found to have been employed during their graduation. Significant number of students have passed competitive examinations such as Civil Nepal Civil Service Examinations, Teacher Service Commission Examinations, language proficiency tests, and so

on. Furthermore, they have secured prominent positions in various social and employment sectors. The campus conducts tracer study every year to find out the status of its graduates.

The campus publishes its updated prospectus containing important academic, administrative and economic information every year in order to inform and publicize information among the prospective students and stakeholders. It also informs the students with policies and criteria for admission, scholarship and other facilities. The admissions are announced through radio during admission periods. Similarly home visit programmes are conducted to meet the prospective students to notify them about the procedures and criteria for admission. We also organize orientation programmes to the students to notify them about the campus, its programmes and admission criteria and procedures.

The campus offers scholarships to the deserving students on the basis of the criteria set in the “Scholarship Guidelines- 2075”. The students absent in the internal examinations are Not eligible for the process of getting any kind of scholarship offered by the campus. This has motivated the students to participate in the internal examinations conducted by the campus. Students are also provided with counseling and motivational classes in order to help them perform better in the final examinations. The students from poor and marginalized communities are given special priority in the scholarships.

The campus has set up a cell called public relation and job placement, which is responsible for seeking job opportunities for the interested students. Significant number of students are provided with placement services to the students. They are also sent as interns in various schools and financial institutions which helps them gain practical knowledge in the related fields. An alumni association of the students has been founded in the campus in order to set up a network of ex-students of the campus. It has now more than sixty life members and over hundred general members.

CRITERION 7: INFORMATION SYSTEM

The campus has set up some cells and departments which are responsible to analyze and record various academic data. For example, internal examination committee conducts internal examinations and the results are provided to the EMIS unit for electronic recording. Internal Examination Committee analyses the results of the internal exams and provides to respective departments for further analysis. Departments are responsible for analyzing the results of the

final examinations. IQAC analyses and evaluates the academic data on holistic basis. Furthermore, Tracer Study Team conducts tracer study of the graduates to find out the status of the graduates each year. Such analyses are carried out on the basis of results of the internal examinations and final examinations, graduation list, employment status, enrollment in further study, etc. The analyzed data are recorded as minutes, in computer software, website of the campus and printed forms as reports and publication. Due to establishment of the information system, the students and guardians have been able to get their educational information. Record keeping system has become advanced and so students records and required information can be retrieved more easily and effortlessly. Important information can be analysed without much efforts. Internet has been made more accessible to the students and teachers. The campus has initiated to introduce modern technologies in teaching, and computer literacy courses have been launched to ensure computer literacy to all the students.

The stakeholders of the campus have an access to information of common concern about the campus. They can produce comments in the interaction programs, annual campus assembly orally, through emails and social sites such as Facebook of the campus. This has positively affected the decision making process. The campus conducts tracer study every year, which provides important feedback for the improvement of the quality of education as well as administrative aspects.

CRITERION 8: PUBLIC INFORMATION

Public Relation cell has been formed, which attempts to enhance the relationship between the campus and the public stakeholders in order to establish communication. We have a publication cell which has the responsibility of publishing bulletins, journals, Annual Progress Reports, Academic Calendars, Prospectuses, etc. The campus publishes Annual Report, Academic Calendar and Prospectus every year which provide academic, administrative and financial information related to the campus. Important information related to the academic, administrative and financial system are published yearly in the Annual Report, relevant information of public concern are published in national dailies and weeklies as well as local radios and televisions. We have also developed a website on which important notices and documents are published. Responses on public information are collected in the programs such as campus assembly that is organized once a year. Comments on the information furnished at the program are recorded in the minutes. Such comments are collected through social-sites such as Facebook as well.

There is positive impact of public information on quality improvements. For example, some participants commented that the campus has not published a journal and has to focus on the research areas. Keeping this reality into consideration, we have decided to publish an academic journal within the year 2075, Bhadra, and to allocate more budget on research activities. Due to the practice of public information, public image of the campus has improved. Due to this student enrollment has also expanded in the recent years.

Critical Appraisal

Siddhartha Campus was established in 2048 VS with the plan of providing access to higher education at local level in Kapilvastu. It began with class +2 program being affiliated to Higher Secondary Education Board. It formally commenced its Bachelor Level Program in B. Ed. in 2058. Currently, the campus is conducting B Ed, BBS, M Ed and MBS programs. Within 17 years of history of university level education, the campus has gained some remarkable achievements. It has been able to established its own physical infrastructure though not much sophisticated. Two academic buildings are not yet sufficient but just workable to conduct teaching learning activities. Educational results are outstanding. It has been able to achieve Nepal Girl's Education Award in 2069. Administrative section has been separated from the academic sections. Separate departments have been established and library has been set up in a separated building. The campus has its own strategic plan with Vision, Mission, Goals and Objectives which provide a basic guideline for the development of the institution.

Siddhartha Campus is working with the motive of quality assurance in higher education. Classes are conducted in the morning and evening shift as per the requirements of the students. Classes are conducted in both English and Nepali medium as such the students can select the medium of instruction whichever they prefer. The campus has its own statute and bylaws according to which administrative and academic activities are controlled and conducted. The meeting of Campus Assembly called Campus Sabha is organized once a year to plan, discuss and decide the activities of the forth coming year and evaluate the activities of the last year. The Campus Management Committee, Administration, teaching and non-teaching staff, Students Council, and students work collaboratively to ensure quality in education. The administrative system has been modernized where financial, administrative and examination sections have been automatized with the installation of the software system.

The library system operates through bar-code system where the students have an open access. The campus has been supported by the local community, community service organizations, local government, provincial government as well as University Grants Commission. Financial supports from the donor agencies have been vital for the extension of physical infrastructure as well as the quality of education. Goals are great, but challenges cannot be underestimated. Financial sustainability of the institution is one of the major problems. Another challenge is to enhance quality in education with better results. Tracer studies show that nearly 45 per cent students are found unemployed even after their graduation of one year. However, most of the students are found to be satisfied with the quality of education and services provided by the campus. The graduates of Siddhartha Campus have gained significant positions in the employment sectors of governmental and nongovernmental organizations. The campus is committed for the assurance of qualitative education as per the requirement of nation to fulfil its vision, mission, goals and objectives.

SSR Summary

The Self-Study Report (SSR) of Siddhartha Campus, Banganga, Kapilvastu has been prepared including all the necessary details of the institution. It has been prepared in the format prescribed by University Grants Commission, Department of Quality Assurance and Accreditation (QAA). It begins with the slogan of the institution, vision, mission, goals, core values and norms, and strategic proprieties. It also contains the quality policy of the institution, highlights of institution, SWOT analysis, educational facilities provided by the campus, physical infrastructures, latest human resources, and management committee. The first part contains institutional profile that includes basic information about the campus, and benchmark wise inputs for institutional SSR with criterion wise analysis of various indicators included in the questionnaire.

The second part of the report contains preamble of the institution that incorporates brief introduction of the institution, development history, highlights of major activities and achievements, SWOT analysis, development initiatives, SSR preparation procedures, institutional narratives, and comes to an end with critical appraisal of the institution.

The SSR report was prepared rigorously making all required planning and preparations. In order to have a clear understanding of QAA, the Management Committee, SSR Team and all the staff

visited various accredited institutions and attended several workshops and orientations organized by UGC and QAA Department in different parts of the country. Numbers of meetings and interactions were made with the stakeholders during SSR preparation period. SSR team, staff, administrative bodies and management committee worked deliberately and regularly establishing close coordination for the preparation of the report and documentation of the activities. Necessary evidences and supportive documents required for the report are included in the appendix. The documents have been systematically filled and annexed criterion wise separately.

Siddhartha Campus has clear vision, mission, goals, and objectives, core values and norms, which are mentioned in the strategic plan of campus. Development initiatives are taken to meet the requirements set in the VMGOs. Being affiliated to Tribhuvan University, Siddhartha Campus has been running bachelor level and master level programs in different faculties and subjects. Bachelor level programs are being conducted in BBS, B Ed and BA, while semester based master level programs are running in M Ed and MBS. The classes are conducted in the morning and evening shift as per the requirement of the students. In order to deliver qualitative education, Siddhartha Campus established various mechanisms of quality assurance and control as per the standard of UGC. Campus believes that only course based activities are not enough to ensure overall development of the students. Keeping this thing in mind, students are involved in various kind of co-curricular and extra-curricular activities. They are involved in trainings, orientations and workshops, social services, volunteer works, blood donation, awareness programs and many more. These activities are expected enhance value based education for inculcating morality and socialization if the students. Students are provided placement services, career counseling, general counseling, internship facilitations, off course trainings, research support, scholarship facilities and so on. There is the provision of regular assessment of the students for providing necessary feedback to help them improve their educational standard. Campus also emphasizes the professional development of the teachers believing that the professionalism goes beyond personal affair and has direct impact upon the quality service delivery by the teacher. As such, teachers are supported for further studies, trainings, research, publication and so on.

Siddhartha Campus has a separate library building with two trained librarians. The bar-code system operating library contains more than 20 thousand books, journals as well as encyclopedias. It also contains a computer lab with internet connection, and e-library with 7 computers. Infrastructures are enough to conduct current programs. The classrooms are connected with CCTV camera and can be supplied with MMPs. The administrative and financial works have been computerized with installation of Paathshala software. Different departments and cells

set up in the campus are working regularly for the development and quality enhancement of the institution. Research and Publication Cell facilitates research-based and publication related activities. Student Counselling and Placement Cell provides counseling and placement services to the students, Feedback Committee collect feedback from the students and stakeholders, while Public Relation and Information Cell conducts and facilitates extension activities.

Despite this all, campus is still facing several challenges for its growth and development. The conference hall is under construction and yet there is deficit of classroom as some classrooms have been modified through partition to accommodate the current requirements. The campus has a plan to upgrade the existing classrooms, construct a new academic building, upgrade the library, computer lab, and RMC in the near future. We have a plan to add some professional courses such as BBA, BCA and BED CSIT in the near future. Although support received from UGC, provincial government and local government have been highly fruitful for the growth and development of the campus, several challenges have been noticed. Due to economic deficiency, the campus is suffering a lot to carry out the works as per the plan. As the major source of income is the students' fees, we haven't been able to provide hostel and vehicle services to the students. Siddhartha Campus believes that being a QAA accredited campus, the challenges ahead can be fought back and the institutional development of the campus can be ensured.