

**Madan Bhandari Memorial College**  
**Kathmandu Metropolitan City, Ward No. 10, Binayaknagar**  
**Bagmati Province**



**Clarification Report on PRT Recommendations**  
**For Quality Assurance and Accreditation (QAA)**

**Submitted To**

**Educational Quality Assurance and Accreditation Council**  
**University Grants Commission**  
**Sanothimi, Bhaktapur**

**December, 2024**

## **1. Background**

Madan Bhandari Memorial College (MBMC), established in 2001, is driven by a comprehensive vision of fostering transformative leadership. The college's philosophy centers on developing high-quality professionals who can drive meaningful progress in various sectors. By emphasizing excellence, the institution aims to cultivate leaders with exceptional qualities capable of advancing human civilization and contributing positively to society.

The college adopts a strategic approach to achieving its mission, developing periodic plans with clear goals, objectives, and targeted actions. It is committed to delivering quality education through carefully implemented policies, comprehensive programs, and a robust self-evaluation system that ensures continuous improvement and accountability.

MBMC provides diverse academic programs at both Bachelor's and Master's levels across Science and Technology, Management, and Humanities & Social Sciences. Serving approximately 1,000 full-time students, the college distinguishes itself through several key strengths. These include modern infrastructure, highly qualified faculty and staff, innovative teaching methodologies, effective student evaluation systems, strong student support mechanisms, regular monitoring processes, and active community engagement.

The institution maintains a comprehensive commitment to quality across multiple dimensions. Its governance framework emphasizes transparency and accountability, creating an environment conducive to academic excellence. The college prioritizes innovative curriculum development, enhanced student learning experiences, and robust research opportunities. Continuous investment in infrastructure and learning resources ensures students have access to cutting-edge facilities and comprehensive educational tools.

By implementing sophisticated Educational Management Information System (EMIS) and maintaining transparent public information system, MBMC facilitates informed decision-making and maintains open communication with all stakeholders. These deliberate, multi-faceted efforts demonstrate the college's unwavering dedication to educational quality and institutional effectiveness.

## **2. Purpose of the Report**

MBMC submitted its Self Study Report (SSR) in 2076 BS upon which, HEQAAC/ UGC issued feedback regarding the SSR's improvements. Nonetheless, there was significant lag in the submission of revised SSR because of misunderstandings and inconsistent grasp of the QAA implications among the stakeholders. Notwithstanding the issues and challenges, the college made its utmost effort to go through quality assurance and accreditation process. In line with which, the college submitted its revised SSR on 2080/11/23 BS at UGC, which was approved by HEQAAC/ UGC on 2080/12/12 BS. Upon the formation of the college's Peer Review Team (PRT) by HEQAAC/ UGC on 2081/01/20 BS, Pre-PRT assessment team visited the college during 2081/03/16 - 18 BS. the team issued assessment report that comprises recommendations for improvements, in response of which, the college submitted its report complying the recommendations provided by the team. Following the event, PRT full team visited the college during 2081/08/11 - 14 BS. The PRT recommended further areas for improvements. Thus, MBMC has prepared this progress report in response to the recommendations enlisted in the assessment report provided by the PRT team.

### **3. Process of Report Preparation**

Immediately after the completion of PRT visit, the following actions were undertaken to prepare this report:

- The college's Internal Quality Assurance Committee (IQAC), including the Self Assessment Team (SAT) held discussion sessions to make a common understanding on the recommendations put forward by the assessment team.
- After the discussion, the SAT prepared an action matrix to fulfill the gaps as recommended by the assessment report. The activities to be conducted were identified including the relevant testimonials that need to be documented and annexed with the response report. The task-wise responsibilities were assigned with presumed deadlines. The action matrix was disseminated to all the concerned so that the activities would be completed within the stipulated time seamlessly.
- The activities were carried by the concerned, with the facilitation of IQAC and SAT. After completing each task to meet the specific recommendation, the SAT composed the response report and annexed the pertinent testimonies. Similarly, every suggestion was met with the response write-up and the testimonies.
- The SAT shared draft of the response report among the members of the IQAC for finalization. The suggestions provided by the IQAC was incorporated in the report to finalize it. The final response report was shared to the CMC, college administration, student body, faculties, non-teaching staff and all the concerned. It was decided to submit the response report to HEQAAC/UGC with everyone's consent.

#### 4. Responses/Action Taken

The following table illustrates the actions and activities undertaken by the college in order to respond the recommendations put forward by the PRT visit. The annexes are hyperlinked to the concerned testimonials.

Recommendation	Feedback	Response	Annex
<b>Research, Consultancy and Extension</b>			
Fulfil the EQAAC criteria regarding the mini research	Please provide the details of the final installment payment for the three completed projects as well.	As reported by the RMC, out of 6 mini research projects awarded among the full time faculties, 3 have already completed their project and submitted their final report. RMC, after completing the review of report submitted and presentation by the researchers proceeded the report to the account section of the college for the payment of the final installment to the researchers. As such, the coordinator of the research project has been provided with the amount of Rs. 80,000/- in two instalments (50% initially and 50% upon completion of the project.)	<a href="#"><i>Volume 8, Annex 124, Documents related to RMC</i></a>
Clarify the financial support provided and to be provided to the faculties and students	This recommendation was provided to clarify the amount of research support available to faculty and students, either through the RMC policy or by CMC/RMC decision. Please submit the list of support received by students and faculties to date, and also specify where the support amount	Clause 19, 20 and 21 of the MBMC RMC Work Procedures- 2076 (amended 2081) has stated the provisions related to ‘Students Research Grants’, ‘Faculty Research Grants’ and ‘Mini Research Grants’. Clause 21(e) has explicitly stated about the modality of funding. Since the number of research projects and amount of each project may vary time and again, the RMC takes decision in this relation before making call for the submission of proposal. For the FY 2081/82, the RMC has decided to offer 6 mini research projects, each project amounting Rs. 40,000/-. Likewise, RMC upon recommendation of respective academic departments of	<a href="#"><i>Volume 8, Annex 124, Documents related to RMC;</i></a> <a href="#"><i>Volume 1, Annex 5, Research Management Committee Work Procedure 2081</i></a>

Recommendation	Feedback	Response	Annex
	is defined and communicated to the students and faculties.	the college has taken decision to award the best declared thesis of each program in Masters' level with Rs. 10,000/- Similarly, the RMC has decided to provide two students, Mr. Rukesh Poudel (BSc CSIT) and Mr. Amit Kumar Chaudhary (BBM) with Rs. 16,000/- each as research grants.	
ECA activities should be conducted in the coordination with student	The provided MOU is insufficient for this. Were any activities conducted after the PRT? Or were there any coordination activities with the students related to the ECA? Please conduct at least one activity as per the ECA plan, in coordination with the students.	The college promotes students' active participation in the ECA activities, also in the event management. For instance, representatives of the student council are invited to the ECA committee meetings. The ECA events are mostly conducted by the students in supervision of the ECA coordinator. Also, the students play volunteering roles during such events. Most recently, after the completion of the PRT visit, the college organized 2 days 'E-sports Competition' on 4 and 5 Poush 2081. This activity was a part of annual ECA plan.	<a href="#"><i>Volume 8, Annex 127, Documents related to ECA</i></a>
<b>Infrastructure and Learning Resources</b>			
Improve the cleanliness, regular maintenance, and consistent water supply of student restrooms	Only a copy of the decision has been submitted. Please provide details of improvements made after the PRT visit. (such as addressing water supply issues and replacing the jug with a	Various real time approaches have been employed to upgrade and improve the cleanliness, maintenance, and consistent water supply in restrooms. For this, a regular inspection system has been developed followed by repairs and maintenance of pipelines, storage tanks, and water pumps and purchase of tank water to fill the reserve tank in the college. Similarly, jugs previously used in the restrooms have been replaced with modern	<a href="#"><i>Volume 8, Annex 120, Minutes of Executive</i></a>

Recommendation	Feedback	Response	Annex
	water spray pipe in the restroom)	water spray pipes, monitoring of the implementation of dedicated cleaning schedule has been started and facilities such as tissue paper, soap dispensers, and hand dryers has been added. In the mean-time, a drainage system has been cleaned and upgraded. The demand form and its approval, bills of purchase of equipment and facilities, related decisions as well as photographs of this relation has been produced in the annex.	
To expand the sports facilities, a lease agreement should be made with the nearby sports club or facility	The signing date of the MOU is 2080/08/26, while the preamble mentions 2081/08/23. Please correct this discrepancy and resubmit the document.	<p>The College has signed a MoU with Royal Futsal on 16<sup>th</sup> Mangsir, 2081 as a measure to expand the sports options to the students. Students will be encouraged to use the facilities on a regular basis. The ECA committee in coordination with the student council has been studying other opportunities of similar type i.e. nearby sports club or facility. Following this, further MoUs will be done and more options will be offered.</p> <p>With sincere apology, we would like to consider the discrepancy observed in the previously attached MoU as a technical error. We will take optimum care to minimize such errors in coming days.</p>	<a href="#"><i>Volume 8, Annex 127, Documents related to ECA</i></a>
<b>Student Support and Guidance</b>			
Maintain the proper records of ECA activities	Kindly provide evidence of proper documentation following the PRT visit. This may include meeting minutes, details of	The ECA committee has prepared a formal report in this regard. As per the report, a total of 8 ECA activities were conducted during the FY 2080/81 followed by 6 activities till the end of Mangsir, 2081. Such activities organized in the college ranges from poem recitation, quiz, dance and singing, talent hunt, sports and e-sports,	<a href="#"><i>Volume 8, Annex 127, Documents related to ECA;</i></a> <a href="#"><i>Volume 8, Annex 113, ECA Progress Report 2080-081</i></a>

Recommendation	Feedback	Response	Annex
	completed activities, or any other relevant records.	excursion and others. For example, quiz competition and poem recitation held throughout the year. Likewise, sports, competition included futsal, cricket, basketball, table tennis and more. Missing records of all such previous activities have been traced back from the administrative and account sections and now relatively well maintained in ECA department. A better record keeping system will be followed in the days to come.	
Encourage alumni to open bank account	Does the alumni open the bank account?	Yes, the MBMC Alumni has opened its own official bank account on 5 Poush 2081 at the Sanima Bank Limited, New Baneshwor Branch. The following is the details of bank account: Name: Madan Bhandari Memorial College Alumni Bank Name: Sanima Bank Limited Branch: New Baneshwor Branch A/c Number: 023010010001850	<a href="#">Volume 8, Annex 131, Documents related to Alumni</a>
<b>Long Term</b>			
Please provide a proper plan to complete all the long-term recommendations, so that progress can be measured later.		Preliminary plan for the implementation of given long term recommendations has been designed in Gantt Chart, of which, a detail plan will be prepared and produced to the UGC within first 3 months of year 2025. The current plan has been approved.	<a href="#">Volume 8, Annex 138, Implementation Plans</a>

## 5. Conclusion

Madan Bhandari Memorial College (MBMC) views the Quality Assurance and Accreditation (QAA) process as a crucial opportunity for institutional transformation. The college aims to comprehensively evaluate its operations, identify potential areas for improvement, and implement sustainable enhancements that align with its quality assurance objectives.

The institution has undertaken significant reforms across multiple domains. These include restructuring administrative policies and procedures, enhancing teaching and learning approaches, expanding curricular and extracurricular activities, promoting research initiatives, upgrading infrastructure and resources, improving Educational Management Information Systems (EMIS), strengthening public information management, and developing more accessible student support services.

MBMC remains steadfastly dedicated to continuous improvement and quality assurance. The college's ultimate goal is to fulfill its foundational vision and mission by delivering high-quality, relevant higher education that can meaningfully contribute to societal and national development.

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**Prepared by**  
**SAT Committee Member**

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**Approved by**  
**Campus Chief**  
**(IQAC Coordinator)**

**Date: 7 Poush, 2081 BS (22 December, 2024 AD)**