

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



Updated Response 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.

Criteria	PRT Recommendations	Actions Taken/ Activities Done	Annex
1 Policy & Procedures	Short Term		
	Upload policy documents to the college website to promote transparency	Being a community college, MBMC is obliged to maintain its institutional transparency regarding its governance structure followed by its overall activities. Thus, all forms of institutional policies, statute, rules and regulations including annual report, audit report are always open to the stakeholders. Following recommendation, the college has now officially uploaded eight policies on its website. Such policies specifically includes: Faculty and Staff Regulations, Financial Regulations, IQAC Work Procedures, Library Manual, Research Management Cell Work Procedures, Scholarship Management Work Procedures and EMIS and PIMC Work Procedures.	Volume 8, Annex 108, Screenshots of Website
	Make a lease contract for the college	Given the recommendation, the college officially approached Madan Bhandari Foundation, the mother organization of MBMC	Volume 8, Annex 109,

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	premises as decided by the foundation	for the lease contract. Thanks to the Foundation's pro-activeness, it immediately agreed for official lease contract. Mr. Degendra Pandey, authorized person from Foundation and Dr. Baburam Adhikari (Campus Chief of MBMC) Now the college premise (including land and infrastructure) is secured under the lease contract which is valid at least for 30 years.	<u>Land Lease Contract</u>
	Revise the working procedures of the Student Council and reform ad-hoc committee into the full committee	As recommended, required amendments have been made in the Student Council Work Procedures – 2081 and based on it, ad-hoc committee has been transformed as a full committee. In this regard, the college published notice under the heading “Call for Nominations for Student's – 2081” both in college website and notice board on Mangsir 20, 2081. The notice also included procedural details for nomination. Four days (till 23 rd Mangsir, 2024) timeline was provided for the nomination of three representatives from each class. Once the nominations were received, nominees participated in electing the Chairman and other authorities of the College Council. As such, eleven members committee will be formed for three years.	<u>Volume 8, Annex 101, Student Council Work-Procedure 2081;</u> <u>Volume 8, Annex 110, Documents related to Reformation of Students' Council</u>
	Prepare the progress report for major committees (IQAC, RMC) for the fiscal year 2080/81	Detailed progress report of the IQAC, RMC and ECA has been prepared highlighting their overall activities during FY 2080/81. Formulation of various new policies and revision in existing policies, expediting curricular, teaching and learning activities, expediting research, consultancy and extension activities, extending the horizon of student support and guidance, strengthening EMIS and PIMS, internal monitoring and evaluation are the major approached taken by the college under the jurisdiction of the IQAC. Likewise, conduction of training, workshop and seminars focusing the capacity development of the teaching faculties and students', offering of research projects and funding, publication of peer reviewed journal, initiatives for research collaboration, research related competitions are the major performance of RMC. Similarly, ECA committee organized various events including dance competition, poetry recitation competition, debate competition, speech competition, talent hunt, painting competition, sports week, and others. The college is always	<u>Volume 8, Annex 111, IQAC Progress Report 2080-081;</u> <u>Volume 8, Annex 112, RMC Progress Report 2080-081;</u> <u>Volume 8, Annex 113, ECA Progress Report 2080-081</u>

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		committed in excelling the overall development of its students.	
	Review the progress for the first year (2024) of the Strategic Development Plan and analyze the implementation gap	A preliminary review of the implementation status of the Strategic Plan (2024-2028) has been done and further detailed technical review is underway. As reported in the preliminary report, targets such as upgrading classroom facilities, upgrading radio lab and CCTV, construction of indoor sports facilities, career counselling, organizing talent hunt, preparing human resource plan, provisioning provident and gratuity fund, establishing departmental library and others have been already achieved. Similarly, various other targets are in a status of partial completion state. Similarly, certain gaps have been identified during review such as infrequent faculty development programs, limited space for ECAs, limited progress in research collaboration, limited sources for financial generation, etc. The College is committed to resolve these identified gaps through regular and systematic approaches.	<u>Volume 8, Annex 114, Review Report of Strategic Development Plan 2024;</u> <u>Volume 8, Annex 115, IQAC Minutes</u>
	Develop strategies for the increment of the enrollment; to increase pass rate and decrease dropout rate in low-performing programs which should be effectively implemented	An additional strategic document has been prepared with further comprehension to comply the targets set in strategic plan (2024-2028) in relation to the increment in students' enrollment and pass percentage and also to decrease dropout rate in low-performing programs. The strategies are based on the analysis of the various academic and administrative support aspects. The strategies are aligned to the objectives viz. expansion in enrolment, increment in academic success, enhancement in retention rate, encouragement in research and publication, etc. Such strategies are also supported by the budgetary provision as well as implementation timeline. The strategies will be implemented in due time with cautious approach for the maximum effectiveness.	<u>Volume 8, Annex 102, Strategies Enrollment Growth, Pass Rate Improvement and Dropout Reduction 2081</u>
	Long Term		
	Implement the Human Resources Development Plan and make sure the career growth of faculties and staff are achieved as the action plan	The college will adhere to the recommendation. For this, the college has already completed a couple of need based trainings to the faculties as well as the administrative staff. The college encourages its faculty members to pursue further studies in MPhil. or PhD level through defined provisions. Additionally, the CMC has made decision to provide the study grants to two faculty members each year. The actions stated in	<u>Volume 7, Annex 88, Documents related to Faculty Training Programs;</u> <u>Volume 8, Annex 116,</u>

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		the human resource development plan will be keenly monitored and implemented in the due time.	<i>Minutes of CMC;</i> <i>Volume 6, Annex 82, HRD Plan 2024-2028</i>
	Land own by the college is not enough to achieve VMGO so the college should acquire necessary land	According to the recommendation, the college has initiated to acquire land in appropriate areas near by college, especially in Kathmandu ward No. 10 and 26 that would help achieve VMGO of the college.	<i>Volume 8, Annex 116, Minutes of CMC;</i> <i>Volume 2, Annex 9, Strategic Development Plan 2024-2028;</i> <i>Volume 2, Annex 12, Master Plan</i>
	Strengthen the grievance redressal system	The college has prepared a comprehensive guidelines for strengthening grievance redressal system. The guidelines will be disseminated to all the stakeholders in order to orient them regarding the provisions. The guidelines has clearly stated aspects viz. grievance submission channels, types of grievances, categorization and prioritization of the grievances, acknowledgement and progress tracking mechanism, investigation and resolution process, communication and orientation events, feedback and monitoring, etc. The provisions and procedures of the system will be strictly implemented in adherence to the guidelines.	<i>Volume 8, Annex 103, Guidelines for Strengthening the Grievance Redressal System 2081</i>
	Prepare the financial sustainability plan	The college has prepared the Financial Sustainability Plan, 2081 as per the recommendation of the PRT. The major objectives of the plan are as the following: <ul style="list-style-type: none"> • Secure long-term financial stability for the college, • Provide consistent source of funding to scholarship, research and college development, • Reduce dependency on tuition fees and external funding. One of the key strategies of the plan is to establish and expand an endowment fund for the financial sustainability of the college. The plan will be implemented in accordance to the defined action matrix.	<i>Volume 8, Annex 104, Financial Sustainability Plan 2081</i>

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	Prepare the strategy for Disaster Risk Reduction (DRR)	The college has recently prepared Disaster Risk Reduction Strategy, which is attached herewith.	<u>Volume 8, Annex 107, Disaster Risk Reduction (DRR) Strategy 2081</u>
	Prepare an Environmental and Social Safeguard Policy/ Framework as per UGC guidelines.	The college has formulated Environmental and Social Safeguard Policy/ Framework adhering to the provisions defined by UGC guidelines. The plan incorporates well crafted actions to improve in the areas viz. environment and social risk management, labor and working conditions, resource efficiency and pollution prevention, community health and safety, and stakeholder engagement and information disclosure. The plan also includes the robust monitoring system. The college is committed to implement the plan as per the preset actions.	<u>Volume 8, Annex 105, Environmental and Social Safeguard Policy/ Framework 2081</u>
	Conduct external academic audit regularly	The college understands the importance of external academic audit and the impact it may entail in the overall quality enhancement of the college. The college has completed two cycles of the audit. The preliminary draft of the third cycle of the audit has been prepared. The college will continue conducting the audit every year.	<u>Volume 8, Annex 117, Documents related to the External Academic Audit</u>
	Strengthen good governance within the institution to enhance overall quality in a sustainable manner	The college has prepared a well crafted comprehensive plan namely Strengthening Good Governance for Sustainable Quality Enhancement in the college. The plan includes action matrix for the five consecutive years starting from 2081 BS. The major areas of quality enhancement will be through the following meaningful interventions: establishing transparent governance structures; strengthening stakeholder engagement; promoting ethical leadership and decision making; enhancing resource management and sustainability; building a culture of continuous improvement; leveraging technology for governance efficiency; strengthening academic governance; ensuring regulatory compliance; encouraging community centric initiatives; and establishing robust monitoring and evaluation mechanisms. The strategies will be strictly adhere to continuous quality enhancement of the college.	<u>Volume 8, Annex 106, Strengthening Good Governance for Sustainable Quality Enhancement 2081</u>

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2 Curricular Aspects	Short Term		
	Orient students to take non-credit courses and initiate the implementation of the recently designed non-credit course	The college has developed various non-credit courses, specifically designed to equip students with the necessary skills required to compete the college graduates in job market. Such courses designed by the College are Digital Marketing (3 Credit Hours), Tally and Graphic Designing (3 Credit Hours), Python Programming and Machine Learning (2.5 credit Hours), Gender and Social Media (3 Credit Hours). An orientation program was conducted on 23-08-2081 BS to students of management faculty to inform them about the available non-credit courses in the College, its enrollment requirement, teaching methodology, assessment modality, class hours, etc. The college has offered non-credit courses previously also. For example, 'Tally and Graphic Designing' course was offered to the students of BBM 5 th semester starting from Baisakh 20, 2081 to Shrawan 13, 2081. A total of 53 students took this course. Similarly, the course Digital Marketing has already been started from the first week of Poush, 2081. For the new batch of the students. Besides, the college has initiated implementing other approved non-credit courses in the near future.	<i>Volume 8, Annex 118, Documents related to Non-Credit Courses</i>
	Teaching/Lesson plan should be prepared by the faculties and monitored by the HODs	The College has set a strict policy to implement lesson plan which, each of the faculty members need to adhere to. As per the recommendation, the College has disseminated notice to regularly maintain the lesson plan to each of the faculties through the departmental heads. The HoDs are held responsible to constantly monitor the maintenance of the lesson plans. In this relation, a joint meeting of the departmental heads was organized on Mangsir 20, 2081 which has decided to maintain daily log along with unit plan and daily plan; a step forward to ensure planned teaching-learning in the College.	<i>Volume 8, Annex 119, Documents related to Lesson Plan</i>
	Revise inconvenient class routines	The departments exercise class routines management with meticulous precision. However, in the programs with high number of specialized courses, additional attention has been given to reduce class gaps by adjusting the class hours of the faculty members.	<i>Volume 8, Annex 120, Minutes of Executive</i>
	Long Term		

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	Ensure the continuation of the system for collecting feedback on the curriculum from academic peers, employers, and other stakeholders, and submit it regularly to the concern authorities	The college revised its system of collecting feedback from its major stakeholders. The college recently continued surveys of the stakeholders namely the students, parents, community, and employers. The questionnaires of the surveys also include feedback questions related to the curriculum effectiveness. The college has policy to conduct such survey every year.	Volume 7, Annex 92, Documents related to Student Perception Survey; Volume 8, Annex 137, Documents related to Stakeholders Surveys
3 Teaching Learning and Evaluation System	Short Term		
	Regularize the frequency of departmental meetings and maintain the records properly	The departmental meetings are conducted on a regular basis, at least once a week or more depending on the need. Besides, the meeting minutes and other relevant documents are recorded in more formal manner than before.	Volume 8, Annex 121, Departmental Meeting Minutes
	Initiate inter-departmental meetings to foster collaboration and communication	The inter-departmental meetings are conducted at different intervals in coordination of the assistant campus chief for academics. For the last time, such meeting was conducted on Mangsir 20, 2081 which has taken various decisions to streamline the departmental activities with further enthusiasm. As per the recommendation, the frequency of such meetings will be increased in the future.	Volume 8, Annex 121, Departmental Meeting Minutes
	Develop a Standard Operating Procedure (SOP) for the Physics lab and strengthen the record-keeping system as well	Standard Operating Procedure (SOP) to operate the physics lab has been prepared and approved by the Campus Chief and related departmental heads. Such SOPs are developed in relation to the Physics Laboratory, safety when handling experiments on heat, safety when doing electricity experiments and safety when doing optical experiments. The SOP will be handy to manage the lab. Besides, the log books of the lab are maintained in order to make record-keeping system more transparent and informative.	Volume 8, Annex 122, Standard Operating Procedure for Lab
	Conduct practical as per the curriculum	Initiation in this regard has already been taken. The committee of the executives meeting held on 16 Mangsir 2081 has decided to instruct all the concerned departments to conduct practical classes as per the requirements defined by the respective curricula. The related notice has also been circulated to every concerned department.	Volume 8, Annex 120, Minutes of Executive

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	Long Term		
	Strengthen the record-keeping system of all departments in a more systematic way	The college has policy and plan to digitalize all of its processes. The proposal of digitalization of the college has been accepted by UGC for grants support. The strategies and plans will be implemented as per the set actions in the proposal. The college team believes that the systematic implementation of the digitalization strategy will enhance the efficiency and effectiveness of the existing record-keeping system across all the bodies of the college.	<i>Volume 8, Annex 123, Proposal for Digitalization</i>
	Strengthen the LMS	Like said in the previous response, the LMS system will also be enhance through the implementation of the digitalization strategies. The existing system of LMS will be strengthened as per the set strategy.	<i>Volume 8, Annex 123, Proposal for Digitalization</i>
	Provide need-based professional training to faculty and nonteaching staff on a regular basis, in alignment with strategic development and human resource development plan	The college has provided a couple of need-based capacity development trainings and workshops to its faculty members as well as the non-teaching staff. The human resource development plan including the strategic development plan of the college include actions to conduct the trainings and workshops on timely manner. The regularity of such capacity development initiatives will be ensured as per the set plans.	<i>Volume 2, Annex 9, Strategic Development Plan 2024-2028;</i> <i>Volume 6, Annex 82 HRD Plan 2024-2028;</i> <i>Volume 7, Annex 88, Documents related to Faculty Training Programs</i>
4 Research, Consultancy and Extension	Short Term		
	Fulfil the EQAAC criteria regarding the mini research	The College has fulfilled the EQAAC criteria regarding the mini research. The college has selected 6 mini research projects for funding in 2080/81. Among 6 mini research projects selected by the RMC for the College funding, 3 of the projects have been completed. The completed research projects are: 1. “Exploring the relationship between use of social media and junk food consumption among teenage students”	<i>Volume 8, Annex 124, Documents related to RMC</i>

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		<p>By Mr. Kamal Neupane, Mr. Sujit Mainali, Mr Nara Kumar Chauwan, and Mr. Guarav Pandey</p> <p>2. “Investigating alpha beta and gama brainwaves during cognitive activities using emotive insight EEG device”</p> <p>By Mr. Nawaraj Joshi and Mr. Bansaj Poudel</p> <p>3. “Air pollution prediction using deep neural network and analysis of monthly impact on its growth due to various factors in Kathmandu valley”</p> <p>By Mr. Mohit Guragain, Mr. Nawaraj Joshi, Mr. Sukraj Neyong, and Mr. Parmeshwor Dahal.</p> <p>The remaining three projects selected for funding are expected to be completed soon.</p> <p>Likewise, over 50% of the activities planned in the annual plan of the RMC has been already completed. Such activities ranging from conduction of research trainings, offering of mini research projects, publication of peer-reviewed journal, etc.</p> <p>Similarly, in terms of article publication, more than two full time faculty members of the College have published research articles in peer-reviewed journals. To be more precise, <i>Exploring the Impact of Remittance Inflows on Investment Patterns: A Case Study of Rupandehi District, Nepal</i> and <i>Transitional Justice: Tasks Local and Provincial Governments Can Undertake in Nepal</i> have been published in International Research Journal of Parroha Multiple Campus and Rabi Sangya respectively.</p>	
	Clarify the financial support provided and to be provided to the faculties and students	The RMC guidelines of the College has defined provisions to support the research projects conducted by faculties and students. In the current academic year, among 6 research projects undertaken by faculties and students, 3 are completed and remaining 3 are in a course of completion. For the completed projects, due payments against all installment has been completed. However, for the ongoing projects, 40% of the total grant amount has been released	Volume 8, Annex 124, Documents related to RMC; Volume 1, Annex 5, Research Management

Criteria	PRT Recommendations	Actions Taken/ Activities Done	Annex
		to each of the projects as a first installment. Their final installments will be released once the RMC accepts the final reports and approves from review. The RMC will call for the submission of the research project proposal as per the annual action plan in due time. The selected projects will be financial supported as per the set provisions.	<u>Committee Work Procedure 2081</u>
	ECA activities should be conducted in the coordination with student	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. Furthermore, to promote the participation of students in ECA decision making and activities a sub-committee is formed for the execution of the events. Detailed report highlighting the activities, including participants' name, photographs of event, results and the list of volunteers that shows the successful implementation and coordination of ECA activities with student involvement has been annexed.	<u>Volume 8, Annex 127, Documents related to ECA</u>
	Long Term		
	Explore opportunities for research collaboration and consultancy with the government, NGOs/ INGOs. and local communities, and establish MOUs with them	The college constantly seeks opportunities for collaborations related to research and consultancy with the government, NGOs/ INGOs and local communities including the academic institutions. For this, various informal discussions are ongoing with different organizations. Additionally, the college signed MoU with United College to collaborate in the field of research and other academic endeavors.	<u>Volume 8, Annex 125, MoUs and Contracts</u>
	The consultancy services provided by the faculties on personal capacity so far should be institutionalized.	The college has formulated well defined provisions and procedures related to the consultancy services for its systematic execution. As per the recommendation, the consultancy provided by the faculties will be institutionalized implementing the set norms.	<u>Volume 1, Annex 5, Research Management Committee Work Procedure 2081</u>

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	Seek opportunity to conduct national / international conference/seminar.	The strategic development plan of the college states the organization of at least one international conference/ seminar each year. For this to be executed, The RMC has already decided to have dialogue with various international academic organizations. The college has conducted a seminar in collaboration with South Asian Linguistic Association in the recent past. The college will put its best efforts to organize national/ international conference/ seminar on a regular basis.	<i>Volume 2, Annex 9, Strategic Development Plan 2024-2028;</i> <i>Volume 8, Annex 126, Documents related to International Conference</i>
	Seek out further opportunity in extension activities and outreach program	The ECA department has prepared an action plan for this academic year which ensures that adequate events of extension and outreach are organized.	<i>Volume 5, Annex 47 Documents related to ECA</i>
	Provide facilities to the faculties to pursue the higher studies (MPhil, PhD)	The CMC has decided to provide grants support to 2 of the full time faculties for their further studies at MPhil. or PhD level.	<i>Volume 8, Annex 116, Minutes of CMC</i>
5 Infrastructure and Learning Resources	Short Term		
	Improve the cleanliness, regular maintenance, and consistent water supply of student restrooms	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 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.	<i>Volume 8, Annex 120, Minutes of Executive</i>
	To expand the sports facilities, a lease agreement should be made with the nearby sports club or facility	The College has signed a MoU with Royal Futsal on 16 th 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,	<i>Volume 8, Annex 127, Documents related to ECA</i>

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		further MoUs will be done and more options will be offered.	
	Orient the students to utilize TUCL's online resources by providing login access	An orientation program in this relation was organized on Mangsir 21, 2081 in presence of Mr. Bijay Sharma, officer and trainer of TUCL. Nine faculties and a total of 123 students participated in this orientation program.	<i>Volume 8, Annex 128, Documents related to Orientation Program and Online Resources</i>
	Long Term		
	Implement the infrastructure master plan gradually	The college has already commenced the implementation of the infrastructural master plan. For instance, construction of a seminar hall is completed recently.	<i>Volume 8, Annex 129, Photographs of Facilities and Services</i>
	If possible, install speed breaker's on the road near the college	The college requested the road department to install the speed breakers on the road around the college, which was denied by the authority. However, the college is seeking to install concave mirror as an alternative measure for road security around the college premises. Footpath trail is reconstructed around the college by Kathmandu Metropolitan City, which is helpful to minimize the road hazards.	--
6 Student Support and Guidance	Short Term		
	Maintain the proper records of ECA activities	The ECA department has been instructed to update the records of the ECA activities on a regular basis. The proper maintenance of the ECA records has been ensured and will be regularly monitored. We would like to confirm that the college has implemented measures to maintain proper records of ECA activities.	<i>Volume 8, Annex 127, Documents related to ECA</i>
	Initiate the transportation facilities for the students	The college has already taken steps for the procurement of buying student transportation vehicles. Sipradi Trading P. Ltd. has already submitted its quotation in response to the quotation call issued by the college. The transportation facilities will be ensured in due time.	<i>Volume 8, Annex 130, Documents related to Procurement of Vehicles</i>
	Encourage alumni to open bank account	The ad-hoc committee of the alumni has already opened the bank account in Sanima Bank Limited having account number 023010010001850.	<i>Volume 8, Annex 131, Documents related to Alumni</i>

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	Organize a meeting with the students to discuss the issues related to dress code and other concerns	The college organized a joint meeting between the executives of the college including the campus chief, assistant campus chiefs, ECA head and Student Council on 17 th of Mangsir, 2081. The meeting took decision to offer students with dress of uniform quality irrespective of the program they are enrolled in. This decision was later approved by the Executive Committee meeting of the college held on 16 th of Mangsir, 2081.	<i>Volume 8, Annex 120, Minutes of Executive; Volume 8, Annex 132, Minutes of Students' Council</i>
	Uniformity in fee structure of each program should be maintained	The fee structure of the students varies according to their enrolled programs such as annual or semester based. Similarly, figures of students' fee are different due to their academic performances. In all other cases, the college is committed to make students' fees uniform in each programs.	<i>Volume 8, Annex 133, Documents related to Fee Structure</i>
	Initiate to explore potential employers (academies/industries) and make MOUs to expand internship and placement opportunities for students	The college is in frequent dialogues with the potential employers viz. academic institutions, non-government organizations, industrial houses, IT companies, financial institutions, etc. in order to increase internship and placement opportunities for the students. Recently, the college has signed MoU with a couple of organizations regarding the employment opportunities for the students.	<i>Volume 8, Annex 125, MoUs and Contracts</i>
	Long Term		
	Make efforts to provide more internship opportunities at the college radio	The college prioritizes its students for internship in its radio - Sweta Shardul. Among the radio interns the college students number surpasses the students from other colleges. Additional attention will be made in order to provide more internship opportunity to the college students in future as well.	<i>Volume 8, Annex 134, Documents related to Internship</i>
	Provide frequently need-based orientation and training to the students	The college provides need-based orientation and trainings to the students as per the requirement of the students. For instance, a training on soft skills was recently provided to the students. The regularity of such trainings will be maintained according to the recommendation.	--
	Activate student counseling, employment and job placement cell and maintain the register	The student counseling, employment and job placement cell has been merged in the Internal Quality Assurance Committee (IQAC). For the execution of the activities, sub-committees will be formed duly.	<i>Volume 8, Annex 115, IQAC Minutes</i>

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	Explore potential employers (academies/ industries) and make MOUs to expand internship and placement opportunities for students	To expand internship and placement options for students, the college often engages in conversations with possible employers, including academic institutions, non-governmental organizations, industrial enterprises, IT businesses, financial institutions, etc. The college recently inked memorandums of understanding (MoUs) with a few organizations about student employment and internship opportunities.	--
7 Information System	Short Term		
	Prepare EMIS report for the fiscal year 2080/81	The EMIS report for the fiscal year 2080-081 has been prepared by a team assigned by the EMIS committee. The team prepared a report with defined outlines and the detailed analysis on various aspects viz. enrolment including the gender parity index, pass rate, drop out rate, graduates, faculty-student ratio, infrastructural and financial trend analysis, and the digitalization of learning resources and aids for teaching learning effectiveness.	<u>Volume 8, Annex 135, EMIS Report 2080-081</u>
	Long Term		
	Strengthen the feedback mechanism	The college has prepared report on impact of EMIS, based on the feedback of relevant stakeholders. The study focused on the effectiveness of the system for efficient delivery of services on time accurately. The college believes that this mechanism will help ensure the collection of feedback at regular intervals and act accordingly for continuous improvement in the EMIS. However, the college will continuously adapt to the meaningful up-gradation of the feedback mechanism, which will be based on the thorough consultation with the stakeholders in the days to come. An email: feedback@mbmc.edu.np is under operation to collect students and stakeholders feedback for institutional improvements.	<u>Volume 7, Annex 97 Impact Analysis of EMIS and PIMS;</u> <u>Volume 8, Annex 136, Documents related to EMIS</u>
	Provide continuity to the recently started systems and practices	The college has prepared and implemented defined policy and plans to strengthen its EMIS according to the need of the college and its stakeholders as well as that of the need of the university and other national agencies that may need the college information. The learning management system, the data processing system and other relevant information are regularly updated. The data processing modules are constantly updated in accordance to the	<u>Volume 7, Annex 86 Documents related to Re-structuring of Committees and Cells;</u> <u>Volume 8, Annex 136,</u>

Criteria	PRT Recommendations	Actions Taken/ Activities Done	Annex
		changing needs. The college has put extra effort to ensure that the students, faculties, staff and other stakeholders are aware of the facilities provided by the system through constant interactions and orientation programs.	<i>Documents related to EMIS;</i> <i>Volume 6, Annex 77</i> <i>Screenshots of EMIS Software</i>
8 Public Information	Short Term		
	Update the website regularly and disseminate all policy documents and college activities on the webpage in a timely manner	The college strictly adheres to its policy on dissemination of relevant information to its students and other stakeholders. For this, the college regularly updates the timely information through its website and social medias including the policy documents. As per the recommendation, the revised guidelines and working procedures have been uploaded to the website.	<i>Volume 8, Annex 108, Screenshots of Website</i>
	Long Term		
	Conduct frequent meetings with the local community to collect feedback for institutional improvement	The college has been conducting consultations with its major stakeholders. For this academic year, the college plans to conduct meetings with the stakeholders at regular intervals in order to receive constructive feedbacks for overall institutional development.	<i>Volume 8, Annex 136, Documents related to EMIS;</i> <i>Volume 8, Annex 115, IQAC Minutes</i>
	Promote the marketing for student intake	The college has been adopting various promotional activities to attract students since the past. Every program of the college has been promoted through college website, social medias and other prominent mass medias with adequate information. For the upcoming intakes, the college has prepared strategy to promote the marketing for new intakes of students in a more meaningful manner.	<i>Volume 8, Annex 102, Strategies Enrollment Growth, Pass Rate Improvement and Dropout Reduction 2081</i>
	Collect feedback on publication regularly by various tools	The college has established a system of collecting feedbacks regularly pertaining to its publications. The feedback tools are embedded in the website and social medias. Feedbacks are also frequently collected through emails, phone calls and other mechanisms as surveys and word of mouth approach.	<i>Volume 6, Annex 81 Impact Analysis of EMIS and PIMS;</i> <i>Volume 8, Annex 108,</i>

Criteria	PRT Recommendations	Actions Taken/ Activities Done	Annex
			<u>Screenshots of Website</u>
	Strengthen Alumni Association for the overall development of the college	In the recent past, the college alumni was registered in the local government authority. Additionally, a bank account of the body was opened with due process. The college has been encouraging graduates to join alumni through emails, phone calls, physical meetings and any other mediums as possible.	<u>Volume 8, Annex 131, Documents related to Alumni</u>

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)