

MADAN BHANDARI MEMORIAL COLLEGE

Kathmandu Metropolitan City, Ward No. 10, Binayaknagar

Bagmati Province

Approved
(Bh)



UPDATED RESPONSE REPORT ON PRE-VISIT RECOMMENDATIONS FOR QUALITY ASSURANCE AND ACCREDITATION (QAA)

Submitted To

EDUCATIONAL QUALITY ASSURANCE AND ACCREDITATION COUNCIL
UNIVERSITY GRANTS COMMISSION
SANOTHIMI, BHAKTAPUR

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1. Background

Madan Bhandari Memorial College (MBMC) was founded in 2001 AD with the vision of "Excellence in Leadership for Transformation". The transformation is a catchword implying positive material and intellectual changes for the betterment of humanity; the leadership is an all-inclusive term referring to the inspiring quality in a person to lead the human civilization ahead; the excellence implies the cultivation of good qualities in high degrees. Thus, the college aims to produce a high-quality workforce capable of leading all professional and amateur sectors, thereby bringing about noticeable progressive changes for the humanity and nation.

The college formulates its periodical strategic plan with set goals, objectives, strategies and time-bound targeted actions to realize its vision. The college strives to ensure enhanced and assured quality education through conscious, meaningful and result oriented implementation of its policies, programs, strategies and action plans with self-evaluation system in place.

MBMC offers wide range of Bachelor's and Master's level academic programs at reasonable fees in Science and Technology, Management and Humanities & Social Sciences. The college serves around 1000 full-time students in different disciplines it offers. The modern, adequate and equipped infrastructure; qualified and experienced faculties and administrative staff; regular and innovative teaching learning pedagogical practices and students' performance evaluation system; effective student support mechanisms; periodical audit, monitoring and evaluation activities; active stakeholders and community engagement; robust educational management and public information management systems are some of the major milestones of the college.

MBMC is deeply committed to quality assurance and enhancement across multiple dimensions, ensuring that governance, teaching and learning, research, and infrastructure meet the highest standards. Governance frameworks are rigorously implemented to uphold transparency and accountability, fostering an environment conducive to academic excellence. In teaching and learning, college prioritizes the development of innovative curricula and pedagogical approaches that enhance student engagement and outcomes. Research and innovation are bolstered through dedicated funding, support structures, and collaboration opportunities, driving advancements and academic contributions. Infrastructure and learning resources are continually upgraded to support modern educational needs, providing state-of-the-art facilities and comprehensive resource access. The efficient management of Educational Management Information Systems (EMIS) and public information systems ensures accurate data handling and transparency, thereby, facilitating informed decision-making and open communication with stakeholders. Collectively, these conscious efforts underscore the college's dedication to maintaining and elevating the quality of education and institutional effectiveness.

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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 conducted the assessment regarding the parameters defined by the QAA system during its visit to the college. Based on the interactions with students, academic leaders, faculties, non-teaching staff, parents, community, alumni, employers and other mechanisms including the observations of the facilities and inspection of the documents, the team issued assessment report that comprises recommendations for improvements. Thus, MBMC has prepared this progress report in response to the recommendations enlisted in the assessment report provided by the Pre-PRT team.

3. Process of Report Preparation

Immediately after the completion of Pre-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 Pre Preparatory PRT visit. The annexes are hyperlinked to the concerned testimonials and are synced with the Self Study Report (SSR).

Criteria	Recommendations	Actions Taken/ Activities Done	Annex
1 Policy & Procedures	1.1 Separate the Plus Two program totally from the college's administrative management system (Library, Laboratory, Accounts, Administration, and Management) before submitting the response report	The Plus Two program has been separated from the Higher Education program complying the recommendation. For this, there are distinct management committees, accounts, libraries, and laboratories. The administrations of the two categories of the programs have also been segregated with separate set of staff composition. There are three blocks of buildings in the college premise. The Block A and C are allocated for the higher education programs. While, the Block B is allotted for Plus Two program.	<u>Annex 6, Annex 84, Documents Related to Separation of Higher Education and +2 Programs</u>
	1.2 Properly follow the college policies and procedures when making decisions	The decisions are based on the policy and procedural documents. For example, the committees are formed according to the structures defined by the relevant policy documents. Additionally, the working procedures have been revised in order to address the gaps and also to adhere to the organizational structure.	For instance, <u>Volume 6, Annex 60, Appointment Letters and ToRs of Faculties and Staff</u>
	1.3 Reorganize the organizational structure by minimizing unnecessary layers and maintaining a flat organizational structure which will help in working	As recommended, the organizational structure of the college has been reviewed and re-structured. The unnecessary layer has been minimized and mechanisms prominent for overall quality performance of the college has been adjusted in the structure. The college CMC has owned structure proposed in the O & M survey report (p. 16) which reflects three layers apart from College Assembly, CMC and the Campus Chief. As per it, there are two assistant campus chiefs, one overtaking the academic role and the other administrative work. faculties and academic departments fall under the coordination of assistant campus	<u>Volume 7, Annex 85, Documents related to Revised O & M Survey and Organogram; Volume 6, Annex 60, Appointment Letters and</u>

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		<p>chief looking after academic responsibilities. The administrative wings such as HRM, general administration, finance falls under the jurisdiction of assistant campus chief looking after administrative responsibilities. Mechanisms such as IQAC and RMC is coordinated by the campus chief.</p> <p>Committees and cells such as ECA/CCA, Student Council, Library, Examination, ICT/EMIS/PIMS have now been properly reflected in the college organizational structure. This structure is now expected to further increase the performance effectiveness and efficiency.</p> <p>The O&M survey has provisioned 21 (60%) full time faculties and 14 (40%) part-time faculties. The CMC has already endorsed the revised report and its recommendations are gradually into implementation. At the moment, the college has 40 full-time faculties and 24 part-time faculties.</p>	<p><u>ToRs of Faculties and Staff;</u></p> <p><u>Volume 6,</u></p> <p><u>Annex 62, List of Faculties and Staff</u></p>
	1.4 Maintain the 60 percent full-time faculty ratio. Submit a declaration letter for each faculty member and college verification to ensure they are not employed full-time at any other institution	<p>At present, the college has employed 64 faculties in total which include 40 full time faculties whereas, 24 are part timers. Henceforth, the percentage of the full time faculties against the part time faculties is 62.5.</p> <p>The college has collected the declaration letter from each full time faculty to ensure that they are not employed full time at other institutions.</p>	<p><u>Volume 6, Annex 60, Appointment Letters and ToRs of Faculties and Staff;</u></p> <p><u>Volume 6,</u></p> <p><u>Annex 62, List of Faculties and Staff</u></p>
	1.5 Revise the working procedure of the Quality Enhancement Committee/ IQAC in accordance with	<p>The work procedure for the Internal Quality Assurance Committee has been revised accommodating the provisions prescribed by the UGC's IQAC directives 2077. Further, the terminology for the committee has been</p>	<p><u>Volume 1, Annex 4, IQAC Work Procedure;</u></p> <p><u>Volume 3, Annex 21, IQAC Minutes</u></p>



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	the UGC's IQAC directive of 2077, ensure uniformity in its nomenclature, and strengthen QEC/IQAC as the college's quality control mechanism	standardized as IQAC and stated in its working procedures. The provisions and procedures included in work procedures of IQAC confirms the strengthening of the committee in terms of its role of quality assurance mechanism within the college. Besides, the IQAC has formulated annual action plan for 2081-082. The actions stated in the plan will be conducted within the due time and reviewed periodically to make the committee more effective.	
	1.6 Revise and expand the working procedures of the Research Management Unit to include provisions and procedures for all research initiation and promotion activities of the college	The work procedures of Research Management Committee (RMC) has been revised incorporating provisions and procedures for all research initiation and promotion activities of the college. Some notable amendments are: structure of the committee; detailing of functioning mechanisms; inclusion of research schemes and accordingly the funding support models, including the appending of consultancy policy.	<u>Volume 1, Annex 5, Research Management Committee Work Procedure</u>
	1.7 Merge cells and committees of similar nature and revisit their working procedures as necessary. The Student Council and SQC should also be merged	The college has well incorporated this recommendation. The college called on a joint meeting between the Student Council and SQC on 2081/04/31 and discussed the issue. The students were convinced to merge both student centric mechanisms and form a common platform, namely the "Student Council". From the same meeting, a new ad-hoc student council has been formed which has been recognized by the CMC meeting that held on 2081/05/11. The details of old committees and new committee have been annexed.	<u>Volume 3, Annex 19, Minutes of CMC;</u> <u>Volume 7, Annex 100, Minutes of Student Council;</u> <u>Volume 7, Annex 86, Documents related to Re-structuring of Committees and Cells</u>
	1.8 Develop a five-year human	The Strategic Development Plan 2024-2028 has explicitly stated the five year strategies for	<u>Volume 2, Annex 9, Strategic</u>



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	resources development plan by analyzing the professional needs of both teaching and non-teaching staff, and implement it gradually	the capacity development of faculties and staff. Additionally, the college has prepared a five-year human resource development plan focusing on prudent actions for enhancing knowledge, skills and abilities of faculties and non-teaching staff. The strategies and action plan will be implemented according to the stated timeline.	<u>Development Plan 2024-2028;</u> <u>Volume 6, Annex 82, HRD Plan 2024-2028;</u> <u>Volume 3, Annex 19, Minutes of CMC</u>
	1.9 Conduct external academic audit on a regular basis	In this regard, immediately after the recommendation was received, the college dispatched the official letter to the concerned Dean's office, Tribhuvan University, requesting to conduct the external academic audit of the college. However, the college failed to receive any response in this matter from there. Thus, the college decided to conduct external academic audit by requesting independent university professors and formed a committee through CMC decision taken in the meeting held on 2081/05/11, which delegated authorities to the campus chief. Based on the decision, the campus chief issued ToRs to the committee members of three months. Nonetheless, synopsis of the report has been received.	<u>Volume 4, Annex 23, Academic Administrative Audit Reports;</u> <u>Volume 7, Annex 87, Documents related to External Academic Audit</u>



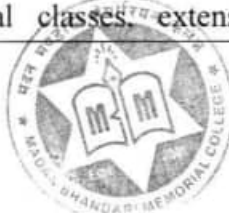
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2 Curricular Aspects	2.1 Organize regular training/ workshops to orient faculty on curriculum changes, instructional practices, evaluation systems, and recent trends in higher education pedagogy.	<p>Enhancing faculty competency is one of the major goals of MBMC strategic plan. The college has been organizing various activities time and again in this relation. Most recently, the college organized a two day training program entitled "Professional Development of Facilitators", the program targeted to the faculties. The focus of the program was on aspects viz. effective teaching methods; designing engaging curricula; fostering student engagement; staying updated on trends and developments in education, etc. This training was provided by Mr. Suraj Khatiwada from 2081/07/11 and 12. In the similar note, training on pedagogical practices was also conducted on 2081/07/13. Trainer for this program was Prof. Dr. Basu Dev Kafle. The full time faculty members of the college attended the training programs.</p> <p>These programs were the part of annual IQAC and RMC plans. The college is committed to conduct such faculty development programs according to the approved plans. As such, programs such as International Symposium and Collaborative Seminar and Workshop are the upcoming events to mention a few.</p>	<p><u>Volume 5, Annex 38, Documents related to Trainings and Workshops for Faculties and Staff;</u></p> <p><u>Volume 7, Annex 88, Documents related to Faculty Training Programs</u></p>
	2.2 Establish a system to collect feedback on the curriculum from academic peers, employers, and other stakeholders, and submit it to the relevant authorities regularly.	<p>The faculties of the college in coordination with the IQAC and academic departments has been assigned this responsibility to collect feedback on the curriculum from academic peers, employers, and other stakeholders. Lately feedback collection has been initiated. In this regard, feedback collection tools have been revised recently. More organized curricular discussion is expected under this approach.</p> <p>However, in the last academic year, a team of faculties reviewed the curricula of 'Masters' in Sociology' program as well as of</p>	<p><u>Volume 7, Annex 89, Documents related to Curriculum Review</u></p>

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3 Teaching Learning and Evaluation System		<p>'Bachelors' in Journalism and Mass Communication'. Based on the review, the team prepared a feedback report which was submitted at the Humanities and Social Sciences Dean's office of the Tribhuvan University.</p> <p>Also recently, curriculum review of Masters in English has been initiated. The college has formulated a plan to undertake such reviews on a regular basis. The pertinent feedback shall be forwarded to the university accordingly.</p>	
	2.3 Design and implement non-credit courses to support academic programs and meet the needs of the market.	<p>A non-credit course was completed as reported earlier. The attendance and other relevant documents pertaining to the course are attached herewith. Similarly, another non-credit course 'Python Programming and Machine Learning' has been commenced. Additionally, more non-credit courses have been designed and approved.</p> <p>Moreover, the college will continuously enhance the current non-credit courses by taking into account feedback from stakeholders. It will also be ensured that new non-credit courses are developed in response to the market demands.</p>	<p><u>Volume 5, Annex 37, Documents related to Trainings, Workshops and Non-Credit Courses for Students; Volume 3, Annex 19, Minutes of CMC;</u></p> <p><u>Volume 7, Annex 90, Documents related to Non-Credit Courses</u></p>
	3.1 Maintain records of school/ department activities in a formal manner and prepare annual progress reports for all schools/ departments.	<p>As per the pre-visit recommendation, faculties and departments have started managing better. Their meetings are regular and offering of various academic activities have extended. For example, in the last six months, faculties and departments held altogether 19 meetings and activities were conducted accordingly. The departments conducted different curricular, co-curricular and extra-curricular activities viz. consultations on non-credit course, result analysis, remedial classes, extension and</p>	<p><u>Volume 7, Annex 91, Departmental Meeting Minutes; Volume 6, Annex 83, Departmental Progress Reports</u></p>

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		outreach programs, etc. In terms of institutional quality enhancement, this is a major transformation. Furthermore, each faculty has prepared annual progress report of the year 2080/081, the contents of the progress reports are incorporated in the annual report published this year.	
	3.2 Student satisfaction survey and evaluation on teacher's performance should be conducted on regular basis	<p>Apart from the stated research report on perception of students' towards the college and college offered facilities, a fresh survey has been conducted through IQAC. For this, a new set of Likert-scale based questionnaire items was developed first and then administered to the students using google form/email/physically. A total of 342 students, representing all eight academic programs, responded to the questionnaire. In general, students have been found satisfied with the institutional academic and support services.</p> <p>Similarly, in terms of teacher's performance appraisal system, a new comprehensive guidelines has been prepared. Based on this, evaluation has been initiated. Besides, the college has developed separate evaluation forms for self-appraisal, student's appraisal and management appraisal. The collected evaluation forms are kept attached to their individual record files confidentially.</p> <p>A summary report regarding the performance of faculty members on student evaluation has been prepared.</p> <p>The actions taken in response to the recommendations of the evaluation are mentioned in the attached minutes.</p>	<p><u>Volume 7, Annex 92, Documents related to Student Perception Survey;</u></p> <p><u>Volume 3, Annex 19, Minutes of CMC</u></p> <p><u>Volume 7, Annex 99, Appraisal Guidelines and Appraisal Forms</u></p> <p><u>Volume 7, Annex 93, Documents related to Faculty Evaluation by Students</u></p>
	3.3 Formalize and regularly conduct the 360-degree performance	Previously, the performance appraisals of teaching and non-teaching staff were conducted at regular intervals. However, based on the pre-visit team's	<u>Volume 6, Annex 61, Faculties and Staff Appraisal Documents;</u>

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	appraisal of teaching and non-teaching staff, integrating it with the performance-based reward system.	recommendation, the College Management Committee has decided to initiate mechanism for 360 ⁰ appraisal system. The college shall implement the evaluation system as per the schedule. The appraisal will be integrated with the reward system for the current year and the years to follow.	<u>Volume 3, Annex 19, Minutes of CMC</u>
	3.4 Provide refresher training to the library staff.	The library chief Ms. Pushpa Bastola has joined a three-months training course on library and information management organized by Nepal Library Association. The training course commenced from Shrawan 15, 2081.	<u>Annex 6, Annex 66, Documents related to Library</u>
	3.5 Prepare a plan for need-based professional training for both teaching and non-teaching staff. Provide training to some staff before submitting the response report.	A five-years human resource development plan has been prepared incorporating presumed need-based professional trainings for teaching and non-teaching staff. Recently, the college conducted a survey to identify professional training needs of the faculties and non-teaching staff. A plan is prepared based on the information of the survey. Similarly, the college organized a training on public procurement for the academic leaders and non-teaching staff.	<u>Volume 6, Annex 82, HRD Plan 2024-2028;</u> <u>Volume 5, Annex 38, Documents related to Trainings and Workshops for Faculties and Staff</u>
4 Research, Consultancy and Extension	4.1 Fulfill the requirements as per the revised research framework set by the EQAAC (http://www.ugcnepal.edu.np/division/44).	The college has fulfilled the provisions related to revised research framework as set by the EQAAC. As provisioned, MBMC RMC has already conducted four research related trainings: three faculty members' centric and one student-centric. Following this, two capacity development trainings have also been conducted most recently. In terms of publication, four faculty members of the college has published research articles in peer-reviewed journals. Among four, three have published articles in 'Journal of Productive Discourse' - an academic publication of MBMC itself. Likewise, one other has published in 'United Journal of	<u>Volume 5, Annex 37, Documents related to Trainings, Workshops and Non-Courses to Students;</u> <u>Volume 5, Annex 32, Journal of Productive Discourse (ProD);</u> <u>Volume 7, Annex 98, Documents related to Article</u>



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		Interdisciplinary Studies' and 'International Research Journal of Parroha Multiple Campus'. Similarly, RMC has accepted five research proposals including two faculty research and three faculty-student collaborative research. Payment for first installment of these projects has already been released. Apart from aforementioned activities, the college has allocated Rs. 4,680,000 for research in FY 2081/82 which is 4.08% of total institutional budget. Likewise, time-bound RMC annual plan has been approved by the CMC and MoU has been exchanged with United College, Lalitpur for collaboration in research among others	<u>Publication by Faculties:</u> <u>Volume 5, Annex 39, Documents related to RMC;</u> <u>Volume 7, Annex 88, Documents related to Faculty Training Programs;</u> <u>Volume 7, Annex 94, Documents related to RMC;</u> <u>Volume 2, Annex 15, Budget 2081-082</u>
	4.2 Develop a plan to motivate faculties in research activities by providing opportunities to participate in research-related training, workshops, seminars, and conferences, as well as offering seed money for mini-research.	The RMC guidelines of the college has provisioned various motivating statements. One of the key motivating provisions is offering of research funding worth Rs. 40000 each. Likewise, research as well as capacity development programs are offered on regular basis. The RMC plan 2081/82 has incorporated various activities in this line including institutional and inter- institutional collaborative trainings, workshops and symposiums. There is also a provision to adjust work loads of the researcher accordingly. After pre-visit, two trainings were conducted to enhance the capacity of the faculties. The number of the faculties participating in such trainings was 23 and 29 respectively.	<u>Volume 1, Annex 5, Research Management Committee Work Procedure;</u> <u>Volume 7, Annex 94, Documents related to RMC;</u> <u>Volume 7, Annex 88, Documents related to Faculty Training Programs</u>
	4.3 Prepare the annual plan of the ECA committee, including all ECA/ CCA extension and outreach activities,	The ECA committee has prepared the annual action plan for 2081-082, comprising all the ECA/ CCA, extension and outreach activities with estimated budget. The plan was prepared in consultation with the faculties, non-teaching staff and the students. The	<u>Volume 5, Annex 47, Documents related ECA</u>

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	and implement it in coordination with the Student Council and SQC.	committee plans to execute the actions in active participation and coordination of the members of the Students Council.	
	4.4 Develop a proper consultancy policy.	A consultancy policy has been formulated by the college. The policy has been appended to the RMC Work Procedure. Additionally, the provisions and procedures related to the consultancy policy has been disseminated to the faculties to institutionalize consultancy activities of the college.	<u>Volume 1, Annex 5, Research Management Committee Work Procedure</u>
	4.5 Encourage faculty members to publish research papers and articles by providing financial and academic support.	The college aims to augment its research capacity through its faculties. For this, the college has adopted a policy of supporting faculties through funding and also providing them adequate research capacity development initiations like trainings and workshops. Additionally, the college has allocated budget for research funding for the FY 2081-081 which intends to encourage faculty members to publish research papers and articles. Thus, the process of research funding has been initiated.	<u>Volume 1, Annex 5, Research Management Committee Work Procedure;</u> <u>Volume 2, Annex 15, Budget 2081-082</u>
5 Infrastructure and Learning Resources	5.1 Initiate the implementation of the infrastructure master plan by managing resources.	The college has instigated execution of infrastructure master plan. The policy and programs 2081-082 mentions the priorities regarding the augmentation of various infrastructure of the college. Likewise, appropriate allocations have been made under the capital expenditure category in the budget of FY 2081-082.	<u>Volume 2, Annex 12, Master Plan;</u> <u>Volume 2, Annex 15, Budget 2081-082</u>
	5.2 Redesign the canteen layout and interior to make it more conducive and comfortable. Provide more food options at reasonable prices	The college has prepared a plan to change the layout and the interior of the canteen according to the recommendation. The furniture, fixtures, kitchen and other related facilities will be adjusted accordingly. Moreover, weekly routine of the daily food items has been ensured. The college regularly monitors the canteen facility to confirm that it	<u>Volume 3, Annex 20, Minutes of Executives</u>

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	for day-shift students as well.	is operated in the acceptable standards and in the rates affordable to the students.	
	5.3 Increase the number of login IDs for the e-library of TUCL to at least match the number of master's, BCA, and BSc-CSIT students.	The college has added 111 login IDs of TUCL's e-library additional to the previous 64 IDs. The IDs have been dispatched to the faculties and students of the programs at the Master's level including to those of semester programs viz. BCA, BSc CSIT and BBM. The login IDs shall be gradually increased in order to accommodate more number of faculties and students. Further, the library has planned to provide orientation to the new users.	<u>Volume 6, Annex 66, Documents related to Library</u>
	5.4 Plan to increase the sports facilities to include football, cricket, and other indoor sports.	The policy and programs 2081-082 explicitly mentions the plan to proliferate the existing sports facilities including the extension of the facilities. Additionally, the college has signed an MoU with a sports facility to use its sports grounds during outdoor events specifically for football and/or cricket tournaments.	<u>Volume 2, Annex 15, Budget 2081-082;</u> <u>Volume 6, Annex 55, MoUs and Contracts</u>
6 Student Support and Guidance	6.1 Arrange a designated room/ space to encourage students to use their leisure time constructively.	A well furnished and equipped room has been allotted for students so that they may use the facility in their leisure time. The facility has been equipped with high bandwidth WiFi. It is utilized by the students for socializing and recreational activities of their own choice.	<u>Volume 6, Annex 76, Photographs of Facilities and Services</u>
	6.2 Establish formal relationships and collaborations between academia, industries, and other relevant institutions to improve the placement prospects of college graduates.	The college constantly seeks opportunities to establish formal and meaningful relationship for collaboration with academia, industries, and other relevant entities which may also enhance the placement prospects of graduates. Recently, the college signed MoU with Trikon AI Pvt Ltd with the major purpose of skills enhancement and career development prospects of the students. Additionally, the college has initiated process to conduct MoU with financial and other organizations for placement prospects.	<u>Volume 7, Annex 95 MoUs related to Placement and Internship</u>

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	6.3 Activate the Alumni Association by updating the registration and constitution. Prepare an annual action plan and provide office space for the association on the college premises.	The alumni has been registered in the local government. The ad-hoc alumni committee has circulated a notice to the college graduates through social media regarding a get-together event. Two hundred plus graduates are expected to attend the meet. The college hopes such activities will help graduates tracing and enhance placement prospects of the students and graduates.	<u>Volume 6,</u> <u>Annex 72,</u> <u>Documents</u> <u>related to</u> <u>Alumni;</u> <u>Volume 6,</u> <u>Annex 76,</u> <u>Photographs of</u> <u>Facilities and</u> <u>Services;</u> <u>Volume 7, Annex</u> <u>96, Documents</u> <u>related to</u> <u>Alumni</u>
	6.4 To enhance the competency and salability of student provide soft skill training demanded by job setting.	The college focuses on strengthening the competency and salability of student at the job market by engaging them in various curricular, co-curricular and extra curricular activities. Recently, management students participated in a soft skills workshop on 'Case Analysis on Management and Business Issues,' led by Prof. Dr. Mahananda Chalise. Dr. Chalise emphasized the need for developing multiple plans to address problems and highlighted that management is a lifestyle. He also advised maintaining an open attitude and building strong relationships with stakeholders.	<u>Volume 5,</u> <u>Annex 37,</u> <u>Documents</u> <u>related to</u> <u>Trainings,</u> <u>Workshops and</u> <u>Non-Credit</u> <u>Courses for</u> <u>Students</u>
	6.5 Continue the tracer study.	The college has been conducting tracer study since 2016 AD. The recent study was of the graduate batch 2021 AD. The discontinued studies for the graduate batches of 2019 and 2020 have been conducted recently. The college will continue the study every year.	<u>Volume 4,</u> <u>Annex 26,</u> <u>Tracer Study</u> <u>Reports</u>
7 Information System	7.1 Update the data of board exam records in the software.	The EMIS and examination sections have updated the data related to the board examinations in its software named e-School.	<u>Volume 6,</u> <u>Annex 77,</u> <u>Screenshots of</u> <u>EMIS Software</u>

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		The records are readily accessible as and when required by the concerned.	
	7.2 Strengthen the mechanism for collecting feedback from stakeholders and students on college activities and performance.	The survey report that includes stakeholders' feedback analysis specific to the information system has been attached herewith.	<u>Volume 4,</u> <u>Annex 27,</u> <u>Students'</u> <u>Perception</u> <u>Survey;</u> <u>Volume 6,</u> <u>Annex 67,</u> <u>Stakeholders'</u> <u>Response;</u> <u>Volume 7,</u> <u>Annex 97,</u> <u>Impact Analysis</u> <u>of EMIS and</u> <u>PIMS</u>
	7.3 Conduct an impact analysis of EMIS data and publish its results on a regular basis for wider dissemination. Place it on the website for public display and reach.	The college has conducted a study on impact of EMIS data on decision making including various quality enhancement initiatives of the college. The findings and recommendations of the study have been well discussed at the different levels of the institution. The study report has been uploaded on the website. Such analysis shall be conducted periodically for the enhancement of the college's EMIS.	<u>Volume 6, Annex</u> <u>81, Impact</u> <u>Analysis of EMIS</u> <u>and PIMS;</u> <u>Volume 6,</u> <u>Annex 78,</u> <u>Screenshots of</u> <u>Website and</u> <u>Social Media</u>
8 Public Information	8.1 Update the SSR with the latest information furnishing the relevant evidences and documents.	The Self Study Report (SSR) has been updated, incorporating the recent information on the decisions and institutional activities that occurred after the previous submission of SSR at UGC. The updated SSR has been annexed with the latest and relevant evidences, including documents submitted previously. Additionally, the annexes have been hyperlinked to specific set of information relevant to the questions.	ssr.mbmcc.edu.np
	8.2 Regularize the feedback collection	The college has intensified its efforts on collecting feedback from faculties, non-	<u>Volume 4,</u> <u>Annex 27,</u>

Criteria	Recommendations	Actions Taken/ Activities Done	Annex
	system from faculties, students, graduates, employers, community members, and other stakeholders.	teaching staff, students, graduates, guardians, employers, and the community members. The college has also amended its feedback survey tools incorporating mechanisms to collect information related to EMIS data and public information system.	<u>Students' Perception Survey;</u> <u>Volume 6, Annex 67,</u> <u>Stakeholders Response;</u> <u>Volume 6, Annex 81, Impact Analysis of EMIS and PIMS</u>
	8.3 Update the website regularly; disseminate all the college activities in web page timely.	The EMIS section regularly updates the college website and its social media platforms with the latest information.	<u>Volume 6, Annex 78,</u> <u>Screenshots of Website and Social Media</u>
	8.4 Conduct a survey on the impact of public information on the public image of the college, quality enhancement, and student enrollment.	The college has conducted a survey to conduct analysis on the impact of the college's public information system on, among others, the public image of the college, quality enhancement initiatives and student enrollment.	<u>Volume 6, Annex 81, Impact Analysis of EMIS and PIMS</u>
	8.5 Communicate the intended learning outcomes of each academic program to students through the college website.	The intended learning outcomes of each academic program have been included in the college brochures and also, in the relevant page of the website. The revised brochures are available in the social media platforms of the college as well.	<u>Volume 6, Annex 78,</u> <u>Screenshots of Website and Social Media</u>

5. Conclusion

MBMC has perceived the QAA process as a prodigious opportunity to re-engineer the entire institution in order to identify any gaps that still remain, work on meaningful and effective improvements and achieve intended outcomes for the quality assurance and enhancement in a way that is sustainable. The college has made significant strides reforming its major facets, among others, streamlining policy and procedural systems; improving teaching learning and



curricular including ECA, extension and outreach activities; applying additional efforts in research initiations and promotion to leverage impactful outcomes; enhancing infrastructural and other resources; strengthening of EMIS and public information system; making student support services more readily accessible to the students and engaging its stakeholders. MBMC is committed to making constant efforts to improve and assure quality in order to fulfill its vision, mission, and goals and to help the country and society by imparting high-quality, pertinent higher education.


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Prepared by
SAT Coordinator




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Approved by
Campus Chief
(IQAC Coordinator)

Date: 5 Mangsir, 2081 BS (20 November, 2024 AD)