PRE/PRT VISIT RESPONSE REPORT

SUBMITTED BY

KATHMANDU SHIKSHA CAMPUS,

CHANDRAGIRI MUNICIPALITY- 10, SATUNGAL

SUBMITTED TO

UNIVERSITY GRANTS COMMISSION (UGC)

QAA COUNCIL, QAA DIVISION,

SANOTHIMI, BHAKTAPUR Revised

on

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1.1.Background

Kathmandu Shiksha Campus (KSC), has started introducing rapid improvement activities in all domain including its academic, infrastructure, human resources and administrative sector. The critical planning and solid action have been integrated with the redefined monitoring for the comprehensive improvement of the academic and administrative performance along with infrastructural facility. The improvement planning and activities are aimed to enhancing academic quality as per the standard set by QAA Division of University Grants Commission (UGC) and ensuring eligibility of this campus to **Quality Assurance and Accreditation (QAA)** certificate. After the submission of SSR to UGC, Peer Review Team (PRT) was formed and the PRT made a pre visit from **June 26 to 28, 2021.** Various constructive recommendations were made in course of the pre-visit of PRT.

KSC promptly started improvement activities recommended by Peer Review Team (PRT) headed by **Prof Dr Mana Prasad Wagley.** Despite the disturbance in steady action due to nationwide lock down from time to time caused by outbreak of COVID-19, most of the actions were successfully carried out as per the recommendations of PRT.

1.2   Purpose of the Report

The purpose of the report prepared as per the recommendation of PRT is as follows:

a) To review and update the documents and existing activities regarding the infrastructural/physical/ academic and other facilities provided and available at the campus.

b) To re-evaluate the assigned responsibilities and improve the performance of the teachers/staffs, students and stakeholders of the

campus in line with the recommendation made by PRT.

c) To prepare and update all the documents as per the enhanced action recommended by PRT and carry out all the actions as per

the requirements set by QAA.

1.3   Process of Report Preparation

The process mentioned below were followed while preparing this report:

- Detail study of the recommendations made by the PRT at the time of field visit was done carefully

- Formation of the additional mechanism as per the recommendations by PRT and the requirements of the campus

- Decisions of the concerned committees, Cells and Departments were made and updated

- Management of the required financial resources, equipment's and other needy resources as recommended by PRT were managed and work done during the periods

- Implementation of the additional planning including the physical improvement, administrative efficiency enhancement and human resource mobilization were done

- Documentations of the additional activities as referred by PRT were prepared
- CMC meeting approved this documents for the validation of the documents prepared by the campus authority.

2. Responses/Action Taken by the Campus

2.1 Criteria 1. Policy and Procedures

Criteria	Recommendations	Actions Taken/ Activities Done	Documents in the Annex	Annex No.	Page No.
Criteria 1. Policy and Procedures	☐ Revise and upgrade strategic plan with annual action plan and implement it.	Five year strategic plan (2077/078- 081/082) has been upgraded including the action plan of the fiscal year 2078/2079 have been updated and incorporated in the five year strategic plan.	Updated five year strategic plan 2077/078-081/082	Annex 10.1	Volume 10, pp
	☐ IQAC should be made proactive with defined guidelines in line with the IQAC Directive, 2077 of UGC, Nepal.	SAT has prepared the working procedure consisting of ToR for IQAC in line with the IQAC Directives, 2077 of UGC, Nepal.	Working Procedure and ToR of IQAC	Annex 10.2	Volume 10, pp

☐ Prepare IQAC plan and develop strategies to implement, monitor, and evaluate the overall performance of the institution regularly through academic audit. Ensure participation of student in IQAC.	• IQAC plan has been prepared with the strategies to implement, monitor, and evaluate the overall performance of the campus. • It has been ensured that IQAC possesses the participation of students which has been reflected in the minutes and working procedures of IQAC. • IQAC has started monitoring the activities and progress of SQC and has instructed the teachers to be regular, punctual and well prepared.	• KSC -IQAC Plan-2078 • Minutes of IQAC meetings • Letter of appointment of student representatives	Annex 10.3	Volume 10, pp
☐ Periodic academic audit should be conducted and reported by IQAC.	• IQAC has conducted the periodic academic audit.	• Academic audit report of 2077/78 • Academic audit report of 2078/79	Annex 10.4	Volume 10, pp
☐ Prepare an integrated guideline associating all the functional policies, procedures, TOR and other related provisions, which helps to	• The Campus Management Committee of KSC has approved an integrated guideline associating all the functional policies, procedures. TOR and other related provisions, which helps to bring clarity in their roles and responsibilities.	KSC-Integrated guidelines associating all the functional policies, procedures, and ToR	Annex 10.5	Volume 10, pp

	bring clarity in their roles and responsibilities.				
	☐ Implement formally the appraisal system (Performance Appraisal, SelfAppraisal, Peer Appraisal, and Student Appraisal) for both the faculties and nonteaching staff.	☐ A formal provision of appraisal system has developed. For this IQAC has been authorized and an academic calendar has been prepared and evaluation form (Performance Appraisal, self-appraisal, peer evaluation and evaluation by the students) filled up and started implementing corrective measures as indicated through the evaluation.	• Working Procedure and ToR of IQAC • Minutes of IQAC meetings • Academic audit report	Annex 10.6	Volume 10, pp

	☐ Strengthen Alumni Association and involve the alumni in the overall development of the campus. Allocate a working space for the Alumni.	• • •	A series of meeting has conducted to strengthen the alumni association of KSC. The old team has reformed and few new members have been included. An attempt has been made to involve in the overall development of the campus. A provision has been made to provide the	• • •	Minute copy of Alumni Association Room allocation for Alumni The formation of Alumni Association	Annex 10.7	Volume 10, pp
			separate room for the Alumni.				
	☐ Revise Organizational Structure of the campus	• •	The Organismal Structure of KSC has been revised and incorporated all the functional Units, Cells and departments	• •	Revised Organizational Structure. Photo of	Annex 10.8	Volume 10, pp
	incorporating all the functional cells and unit and make it visible to all.		A provision has made to make it visible.		organizational Structure		

	☐ Regular meeting of the departments and committees should be held and proper minute should be maintained.		☐ Proper minutes of the regular meeting of the departments and committees have been organized to make the system more responsive and transparent.	• •	• Minutes of Departments Minutes of Campus Management committee Minutes of other committees	Annex 10.9	Volume 10, pp
	☐ Devise the strategies to reduce students' absenteeism, irregularities, and dropouts and to increase the pass rate.	• • • • •	CMC has offered a many Scholarship to promote the Pass rates. In this venture, the following works have been carried out. Scholarships announcements for the students Motivational Package for the faculties in their respective subjects. Daily Call to absenteeism students Student-Teacher-Parents Meetings	• • •	Decisions for Providing scholarships to the students Decisions for motivational package for the faculty. Daily Call Records to absenteeism students Photos and minutes for the Student- Teacher-Parents Meetings	Annex 10.10	Volume 10, pp

☐ Prepare policies for regular professional development of teaching and nonteaching staffs.	☐ KSC Programs, policies and procedures for the professional development of the teaching and nonteaching staffs	☐ A hand book consisting the Programs, policies and procedures for the professional development of the teaching and nonteaching staffs of KSC	Annex 10.11	Volume 10, pp
☐ Job Description should be provided to each teaching and non- teaching staff along with their appointment letter in the future. For now a separate TOR should be provided to each teaching and nonteaching staff.	• Job Description has given to each teaching and nonteaching staff with their appointment letter, A separate TOR has provided to each teaching and nonteaching staff.	• A format of the job descriptions of teaching and nonteaching staff • A format of for teaching and nonteaching staff.	Annex 10. 12	Volume 10, pp
☐ Increase the number of non-teaching staff.	☐ KSC has increased the nonteaching staffs	☐ Appointment letter showing the appointment of non-teaching staffs	Annex 10.13	Volume 10, pp

2. Curricular Aspects	☐ Prepare need-based soft skill courses and noncredit courses and implement them on day time with immediate effect to enhance the	☐ A need-based soft skill courses and non-credit courses have been designed and implemented on the day time to enhance the students' performance.	☐ A templates of needbased soft skill courses and non-credit courses to enhance the students' performance.	Annex 11.1	Volume 11, pp
	students' performance.				

	☐ Conduct periodic internal reviews on the curriculum and make provision to provide necessary feedback for further improvements on regular basis.	☐ A package with incentives has been made for the faculties to provide the reviews on the curriculum to provide necessary feedback for further improvements on regular basis.	• CMC minute decision showing the incentives to faculties on the review on the curriculum. • A feedback copy send to concerned dean office for the improvements	Annex 11.2	Volume 11, pp
	☐ Organize regular workshop to orient faculties about change in curricula, instructional practices and evaluation system.	☐ A workshop to orient faculties about change in curricula, instructional practices and evaluation system have been organized as per the change in the syllabus. Besides, faculties has given incentives to take part in ☐ such activities.	☐ A workshop on current Curricula, instructional practices and evaluation system of TU. Faculties has given incentives to take part in such activities.	Annex 11.3	Volume 11, pp
3. Teachi ng Learni ng	☐ Ensure faculties of all programs prepare	☐ KSC from its establishment has a provision to prepare the teaching plans and it is implemented seriously.	☐ Level wise hand book of teaching plans	Annex 12.1	Volume 12, pp
and Evaluat ion System	Teaching Plans and its implementation.				

☐ Increase the teaching hour to 60 minutes for undergraduate classes and 90 minutes for graduate classes.	☐ Teaching hour has been fixed with time table as per recommendations	☐ Daily Routine showing the 60 minutes for Undergraduate classes and 90 minutes for the graduate classes.	Annex 12.2	Volume 12, pp
☐ Formalize the system of identifying slow learners and ensure remedial classes to empower them.	☐ KSC has a budgetary provision • to provide the remedial classes to empower the slow • learners, weak, and absentees students •	KSC Budget 2077/78 KSC Budget 2078/79 KSC Budget 2079/80 (Showing the provision for remedial classes)	Annex 12.3	Volume 12, pp
☐ Ensure continuous the assessment students of	☐ A provision of terminal examinations has been conducted on the regular basis for the continuous assessment of students	Result of terminal examinations(BCA/BBS/BED)f or the continuous assessment of students- 2078/79	Annex 12.4	Volume 12, pp
☐ Plan to provide need- based professional trainings for nonteaching staff on regular basis.	☐ A hand book of the professional developments of the staffs showing the programs, plans and procedures for the	A training certificate awarded by the nonteaching staffs of KSC	Annex 12.5	

		professional training of the staffs.			
	☐ Student satisfaction survey and evaluation on teacher's performance should be conducted on regular basis.	☐ KSC has developed the student satisfaction survey form to evaluate the teacher's performance and be conducted on regular basis.	A result of the student satisfaction survey form to evaluate the teacher's performance in FY 2078/79	Annex 12.6	Volume 12, pp
4. Research, Consultan c y and Extension	☐ Prepare research guideline and annual plan of action to utilize the allocated budget properly through RMC.	☐ KSC Guidelines for the Research Management Cell has been developed and implemented	Integrated hand book having the guidelines for the Research Management Cell and carried out the research activities in the campus.	Annex 13.1	Volume 13, pp
	☐ Maximize the participation of both faculties and students in extension and outreach activities'	☐ KSC has been conducting many more outreach activities for both students and faculties. For this it has a budgetary provision.	• KSC Budget 2077/78 • KSC Budget 2078/79 • KSC Budget 2079/80 (Showing the provision for outreach activities) Photos of such programs	Annex 13.2	Volume 13, pp

	Encourage the participation of faculties and students in	☐ KSC has made a provision to participation of faculties and students in workshops, seminars	• KSC Budget 2077/78 • KSC Budget	Annex 13.3.	Volume 13, pp
	workshop, seminars and conferences'.	and conferences. For this KSC has been announcing the Incentives.	2078/79 • KSC Budget 2079/80 (Showing the provision for incentives to faculties to attending the seminars, workshops and conferences) • Photos of such programs		
	☐ Explore possibility of research collaboration and consultancy with the government, NGOs/ INGOs, local communities and sign MOUs with them.	☐ KSC has signed MOUs with the government, NGOs/ INGOs, local communities for promoting the research activities in collaboration and consultancy with them	MOUs with concerned parties	Annex 13.4	Volume 13, pp

5. Infrastructure and Learning Resources	☐ Allocate at least 3 percent of the total annual budget for library. Expand the capacity of the library with added number of recent edition books, references and journals; make it open access with full automation; and also provide students' access to the photocopying and printing system in library.	• • • •	KSC has allocated at least 3 percent of the total annual budget for library development. KSC has expanded the capacity of the library with added number of recent edition books, references and journals KSC has make access the library open for students and faculties with full automation A provision has made to provide students' access to the photocopying and printing system in library.	• • •	KSC Budget 2079/80 showing the allocation of 3 percent for the development of library. Photocopy of extension of library facilities with added number of books, references and journals. A cash bill showing the services provided to the students.	Annex 14.1	Volume 14, pp

☐ Provide e-library service and link the elibrary with relevant eresourc es.	☐ KSC has allocated a separate room for providing the e-library service and has linked it to TU for relevant eresources.	• A photos of separate room for providing the elibrary service. • MOU with TU library for using TU library for relevant eresources.		Volume 14, pp
☐ Prepare annual plan of action for repair and maintenance and implement them accordingly.	☐ Has prepared the annual plan of action for repair and maintenance and has implemented accordingly.	☐ Annual plan of action for repair and maintenance	Annex 14.2	Volume 14, pp
☐ Number of multimedia projectors should be increased for their use in the classroom.	☐ KSC has added some more multimedia for their use in the classroom.	☐ A photos of the multimedia for its use in the classrooms.	Annex 14.3	Volume 14, pp

• Prepare a plan to shift the library and canteen to the newly constructed building. For now extend the library to the adjoining room. Allocate a separate changing room for girls	• Library & Canteen shifting plan to the newly constructed building. • A separate changing room for girls has constructed.	Library & Canteen shifting plan A photo of the separate changing room for girls	Annex 14.4	Volume 14, pp
☐ Plan for a reception and public information desk at the entrance of the campus.	☐ A reception and public information desk at the entrance of the campus have been constructed.	☐ Photos of the reception and public information desk at the entrance of the campus	Annex 14.5	Volume 14, pp
☐ Install multimedia facilities to all the classrooms.	☐ A budget planning for the installation of multimedia facilities to each classrooms have been developed	☐ KSC Budget 2079/80	Annex 14.6	Volume 14, pp

	☐ Upgrade health unit by adding two standard sick bed with adequate medicinal facilities including blood pressure checkup and oximeter.		KSC has upgraded its health unit by adding standard sick bed with adequate medicinal facilities including blood pressure check-up and oxi- meter. ☐		Annex 14.7	Volume 14, pp
	☐ Upgrade computer lab with at least 25 computers with internet facilities. Endorse a plan from CMC to have a computer lab with 60 computers next year.	• •	Computer lab utilization paln has been developed and implemented with 25 computers with internet facilities. Endorsed a plan from CMC to have a computer lab with 60 computers next year.	• Photos of Computer Lab • A plan for purchasing 35 computer for separate computer labs	Annex 14.8	Volume 14, pp
	☐ Plan for cosmetic flooring to all classes.	☐	KSC has developed a separate Plan for cosmetic flooring to all classes.	Photos of new Cosmetic flooring as per plan	Annex 14.9	Volume 14, pp

	☐ Plan for systematic parking within the campus.	☐ KSC has developed DPR for the separate parking within Campus	☐ DPR for Parking	Annex 14.10	Volume 14, pp
	☐ Make the front of the campus clean and green.	☐ The front of the campus has make clean and greeneries.	☐ Photos of Main Gate and garden	Annex 14.11	Volume 14, pp
	☐ Immediately allocate a separate room for Zoom, Google Meet and/or Microsoft Teams activities of the campus with full IT facilities.	☐ A separate room for Zoom, Google Meet and/or Microsoft Teams activities of the campus with full IT facilities has been developed.	☐ Photos of online activities conduction room	Annex 14.12	Volume 14, pp
6.	☐ Formalize the employment (placement), counseling	☐ KSC has formalized the employment Cell, Counseling and feedback system/ mechanism in the	☐ The activities of the employment Cell, Counseling	Annex 15.1	Volume 15, pp

Student Support	and feedback system/mechanism and make them functional with a separate office.	campus with separate rooms.	and feedback system the campus.		
and Guidance	☐ Make annual plan and program for extra/co-curricular activities, and implement them accordingly.	☐ An annual plan and program for extra/cocurricular activities has been revised and implemented accordingly.	• An annual plan and program for extra/cocurricular activities • KSC budget 2078/79 for allocating the budget for it. • Photos of activities	Annex 15.2	Volume 15, pp
	☐ Enhance the networking with the potential employers through defined mechanism of the institution.	☐ Integrated software package has been installed in all the official computer for monitoring the works of the staffs	☐ Photos of Integrated software	Annex 15.3	Volume 15, pp

7. **Inform ation System**	☐ Improve the sports facilities to the students for both boys and girls.	☐ A separate badminton court has been constructed for girl students in Campus premises	☐ Photos of Badminton Court for girls	Annex 16.1	Volume 16, pp
	☐ Arrange professio nal non-credit courses for students besides the regular teaching activities includin g personality development provisions.	☐ KSC has developed a professional noncredit courses for students besides the regular teaching activities including personality development provisions.	☐ A professional noncredit courses for BCA students	Annex 16.2	Volume 16, pp
	☐ Install software system and integrate at least in administration, finance, library and examination	☐ An integrated EMIS software system has been installed and linked with administration, finance, library and examination at	☐ Photos of Integrated EMIS	Annex 16.3	Volume 16 pp

		at once.		once.			
	☐ Analyze the impact and generate impact analysis on information system on decisionmaking process in regular basis.		☐	An impact analysis on information system has been conducted and use it in the decision-making process.	• •	An report on the impact analysis on information system CMC minutes showing the decision making process on the basis of feedbacks	Annex 16.4
8. Public Inform ation	☐ Strengthen Public Information Cell with separate functional office. Analyze the impact of public information and generate impact analysis report of the public information cell.	• •		KSC has strengthen the Public Information Cell with the allocation of separate functional office. Generated an impact analysis report of the public information cell.	• • •	A photos and activities of the Public Information Cell with separate functional office. An impact analysis report of the public information cell.	Annex 17.1	Volume 17, pp

☐ Organize interaction with parents in frequent interval so that the relationship of the Campus with the stakeholders becomes strong.	☐ Frequently organized an interaction program with parents so that the relationship of the campus with the stakeholders becomes strong.	Photos of Interaction Program with parents.	Annex 17. 2	Volume 17, pp
☐ Form a formal feedback mechanism to receive feedback on published data and make it functional with defined roles and responsibilities .	☐ A formal feedback mechanism has developed to receive the feedbacks on published data.	☐ Feedbacks collected through the social media/ complain box/ and direct interaction program.	Annex 17. 3	Volume 17, pp

Conclusion:

The participation of this campus in Quality Assurance and Accreditation process initiated by UGC has been much fruitful in identifying the areas surrounded with weaknesses and the measures to address them. Along with the submission of LoI, the initial step of the participation in QAA process, the campus started rapid improvement activities and a lot has been done afterwards. However, much more improvement activities have to be done yet. Our collective commitment to march ahead, despite the insufficient human resource, technical skills and accessories, is the major driving force to enhance quality of the academic environment of this campus. We are indebted to **Prof. Dr. Mana Prasad Wagley**, the coordinator of Peer Review Team (PRT), and the member **Aashma Adhikari,** for the close review of the QAA related activities initiated by this campus and the constructive suggestion regarding the quality enhancing activities of the campus. The response report prepared as per the recommendation of PRT is based on the accurate evidences and activities of the campus during this periods.

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Prepared by	**Forwarded by**	**Approved by**
Suraj Kumar Bista	Basant Kumar Baral	Shatrughan Prasad Gupta
SAT Coordinator	IQAC Coordinator	Campus Chief

Date: 2079-08- 15

Annex Declaration:

The supporting documents of the response report, prepared as per the recommendation   PRT pre visit, have been annexed in the volume no. 10 to 17.