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## SSR PREPARATION PLAN

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Key Activities with the Time Frame



**MAY 5, 2016**

KATHMANDU SHIKSHA CAMPUS  
Ramshah Path, Kathmandu, Nepal

## **Introduction:**

KSC is in the process to review its Self-Study Report which has been submitted to University Grants Commission, Sanothimi, Bhaktapur for setting up the Quality Assurance Accreditation in the Campus. The KSC Strategic Plan (2015-2020) defines the direction of Campus will follow during the period to serve and meet the changing needs of a national market by providing quality higher education in Western Part of Kathmandu Valley ie Chandragiri Municipality with the transformation and the shifting of the current Campus programs in the newly building within the five years plan periods. Key to achieving this strategy is the development of an effective and efficient Quality Assurance (QA) system underpinned by quality teaching, learning, and research, and Outreach services, focused on the needs of nation and beyond. A quality assurance policy is now being implemented by the Campus Management Committee, based on the findings and report of the Academic Audit and by the SSR Team's suggestions. It also lays down principles and guidelines which will serve as guide in the implementation of the program in the campus. The policy proposes that an Internal Quality Assurance Committee be put in place to coordinate its implementation procedure. The significant features of the Quality Assurance structure include the setting up of and New Academic Development and Quality Assurance (AD&QA), in the campus which will be a great milestone to raise the standard of teaching-learning and research activities. Besides, Quality Assurance Committees and subject committees under the head of the department will be formed and implemented. Departments will coordinate the implementation of the quality assurance policy in the Campus through the Campus administration. There have been efforts to uphold quality and standards with the objectives of ensuring good result and relevance in terms of employment prospects of the graduates. The Campus maintains pre-defined job responsibilities of departments, units and individuals. There is a scope for expanding the provision to develop mechanisms and processes for internal quality monitoring and checks in the areas of teaching-learning and research. The Campus administration is dynamic. Still there is scope for making it more efficient and effective by expanding participation and team work within the framework in a scheme of decentralized structure, responsibilities and authorities. There is also a scope for complementary provisions to inculcate various skills such as communication (report writing and speaking), project

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work, and problem solving, data processing and ICT to strengthen the regular academic programs.

### **Quality Initiatives of KSC**

- Regular follow up & monitoring system in the campus regulation
- TU/HSEB exams analysis by RMC
- Calendar of events
- Publications of different materials
- Organizing guest lectures
- Culture of student counseling
- Organization of students orientation at the outset of academic session
- Publication of educational research journal - Shiksha Shastra Saurabh
- Provision of Free Students Union
- Establishment of Research Management Cell
- Developing national /International linkages-Collaboration
- Conducting national and International research
- Focusing on the construction of own land buildings for quality teaching and service

### **The Self-Study process**

This SSR report has been prepared for use by an evaluation from by the University Grants Commission, Nepal (UGC). In September 15, 2014, the UGC provided us a participation letter for QAA process (Letter of intent). Mr. Shatrughan Prasad Gupta, Campus Chief , who had studied and observed the accreditation process of different community campuses, proposed the detail schemes and need for participating in QAA process and then the Campus Management Committee after a series of discussions decided to participate in the QAA process in the leadership of Mr Shatrughan Prasad Gupta. For this CMC meeting decided for the feasibility study for participating in the process and finally authorized Campus Chief to appoint the other members to take the responsibilities of the accreditation process which, needless to say, included the self-study process too. In addition, all faculty members were involved in the self-study through their academic programs and a series of meetings. It soon became apparent that the self-study should be discussed in a campus forum. With this realization, the Campus held a meeting with the teaching and non-teaching staff on November 14, 2014 for necessary feedback and information sharing. Campus Chief, Coordinator of SSR organized a meeting on Feb 12, 2015 to share their Views on “**KSC VISION 2020**” in Research Management Cell. In the Meeting CMC members, administrative Staffs, founder teachers, faculties, students and former Campus Chiefs were also invited to share KSC-SSR Development Plan with time frame

their views. In the presentation program, Chairman of CMC Prof. Dr. Madhav Bhattarai, Vice Chairman Prof. Dr. Hemang Raj Adhikari, founder Campus Chief Prof. Dr. Prem Narayan Aryal, former Campus Chiefs Prof. Hari Binod Adhikari, Prof. Maheshwor Neupane, Mr. Uttam Bhattarai, also presented their valuable comments and suggestions. Likewise, former instructional in-charges Prof. Madhav Dhakal, Prof. Swam Prakash JBR and Mr. Ram Chandra Pandey also gave insights. Likewise, CMC members Prof. Dr. Basu Dev Kafle, Prof. Ratna Lal Pradhan, Mr. Lok Nath Bhattari and Mr. Basant Kumar Baral also shared their views. In the meetings, students representatives were also said light on different curricular and co-curricular activities of the Campus. On Feb 25, 2015 the draft was presented before the stakeholders for discussion and comments. The report drafting team received a number of suggestions and feedbacks from the discussion. After the discussion program our team eventually been incorporated in the final report. On March 5, 2015 our study team held an important meeting with the sole agenda of finalizing the Self-Study Report on time. In this meeting all the members divided the work responsibility among themselves. Four sub cells were formed under the leadership of the SSRP members. Quite surprisingly a lot of information were accumulated through the thoroughly revised of the minutes of different committees. The information updated has been presented as a proof and evidences of the matters mentioned in the study report. A meeting held on March 10, 2015, all the SSR team members were presented a criteria wise report as assigned. Finally, Prof. Dr. Sateesh Kumar Ojha and Dr. Vinay Kumar Jha were involved for editing and finalizing the report. After the editing process the report was finalized on the 25th of July 2015 and forwarded to the Campus Management Committee for the final approval. This report was prepared on the basis of the SSR data form available at the Campus. Therefore, all figures in this report, such as numbers of students and faculty, are based on it. KSC is grateful to the people who were members of self-study committees in any form. In addition, all faculty, staff members, students and stakeholders took part in the self-study through their individual programs, meetings and presentation of the SSR.

## **2. Rational of the QAA Participation**

KSC is a non-profit making community campus in Nepal where the maintenance of educational standards is a function of public concern. The UGC, Nepal has accredited so many public campuses in Nepal. The campus has understood that globalizations in education will bring well reputed institutions to the country and students also will be departed from the country for better educations. This campus has taken this as opportunity to show its efficiencies, and compete with them. For this, harder days might come but persistent efforts of the campus can make the campus as one of the lead institutions in this direction. The campus is fully convinced that better research activities and better efforts by better team can overcome this competitive environment and take competitive advantages. Formally, no

institution in Nepal is required to seek accreditation, however, because of the recognized benefits; KSC has sought to become accredited.

The UGC accreditation process aids institutions in developing and sustaining effective educational programs and assures the educational community, the general public, and other organizations that an accredited institution has met high standards of quality and effectiveness.

The Commission accredits institutions, not individual programs. Therefore, in addition to assess the academic quality and educational effectiveness of institutions, the Commission emphasizes institutional structures, processes, and resources.

### **3. Summary of the findings:**

Based on the discussion and analysis of responses of the faculties, students, observations of the study team and input provided by the UGC Accreditation Division and CMC Members, the following summary of the findings have been derived;

#### **3.1. Policy and procedures:**

The campus expectations for learning and student attainment are clearly reflected in its academic programs and policies. These include the organization and contents of the prescribed curricula; admissions and graduation policies; the campus and delivery of advisement; the use of its library and information resources; and experience in the wider learning environment provided by the campus and/or co-curriculum.

3.2. To maintain quality and standards with objectives to ensure good result and relevance in terms of employment prospects of the graduates.

3.3. Campus Regulation is in the process of revision to address the public concerns and current issues

3.4. Campus financial regulation has been prepared and is in the process of approval

3.5. Prepared pre-defined job responsibilities of departments, units and individuals

3.6. Organizational structure of the campus with their hierarchy and accountability has developed and implemented

3.7. Expanding the provision to develop mechanisms and processes for internal quality monitoring and checks in the areas of teaching & learning.

3.8. Making efficient and effective management by expanding participation and team work provisions to inculcate various skills such as communication (report writing and speaking),

project work, and problem solving, data processing and ICT to strengthen the regular academic programs.

#### 4. Details of the activities with time frame

KSC has a documentary provision and proof of all the activities and involvement of the personals in the preparation of the SSR documents. Some activities that has been performed in the campus has been mentioned in the following table.

Table1. Activities with time frame

SN	Activities	Time/Date	Concerned Personnel	Explanation and proof
1	Formation of Internal Quality Assurance and Accreditation Committee(IQAAC)	2071/03/06	<p><b><u>Core Study Team</u></b>            Mr. Shatrughan Prasad Gupta (Team Leader)            Prof. Dr. Sateesh Kumar Ojha (Member)            Dr.Vinay Kumar Jha (Member)            Mr. Babu Ram Pandey (Member)</p> <p><b><u>Associates Team Members</u></b>            Mr Lok Nath Bhattarai            Mr Basant Kumar Baral            Mr Prem Prasad Poudel            Mr Ashok Sapkota            Mr Laxmi Prasad Ojha</p>	Campus management Committee decisions
1.1	Full Formation of SSR Team	2071/04/11	<p><b><u>Core Study Team</u></b>            Mr. Shatrughan Prasad Gupta (Team Leader)            Prof. Dr. Sateesh Kumar Ojha (Member)            Dr.Vinay Kumar Jha (Member)            Mr. Babu Ram Pandey (Member)</p> <p><b><u>Intellectual Inputs</u></b>            Prof. Dr. Madhav Bhattarai, Chairman CMC            Prof. Dr. Hemang Raj Adhikari, Vice-Chairman,CMC            Prof. Dr. Prem Naraya Aryal, Founder Campus Chief</p>	Campus management Committee decisions

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			Prof. Hari Binod Adhikari,CMC Member Prof. Maheshawor Naupane, HoD Nepali <b>Documentation and Administrative Support</b> Mr. Loknath Bhattarai - Instructional Incharge Mr. Basanta Kumar Baral - Program Coordinator <b>Associate Members</b> Mr. Ram Chandra Panday, HoD English Mr. Bhagwan Aryal Mr. Ashok Sapkota Mr. Laxmi Ojha <b>Technical Input</b> Mr. Bishnu Prasad Baral - IT Officer Kathmandu Shiksha Campus	
2	Formation of SAT			As per Campus Management Committee decisions about the formation of SAT
3	Work Division	2071/06/20		
3.1	SSR Form fill up - revision by	2071/06-20/30	Mr Shatrughan Prasad Gupta-Team Leader Mr. Laxmi Prasad Ojha-Member Mr. Ashok Sapkota-Member	
3.2	Annex part collection by	2071/06/30-2071/8/30	Mr Shatrughan Prasad Gupta Mr Basant Kumar Baral Mr. Lok Nath Bhattra	
3.3	Identifications of Datas (SSR team discussions)	2071/9/01	<b>Participated Members/Core Study Team</b>	

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			<p>Mr. Shatrughan Prasad Gupta (Team Leader)  Prof. Dr. Sateesh Kumar Ojha (Member)  Dr. Vinay Kumar Jha (Member)  Mr. Babu Ram Pandey (Member)</p> <p><b>Intellectual Inputs</b>  Prof. Dr. Madhav Bhattarai, Chairman CMC  Prof. Dr. Hemang Raj Adhikari, Vice-Chairman, CMC  Prof. Dr. Prem Narayan Aryal, Founder Campus Chief  Prof. Hari Binod Adhikari, CMC Member  Prof. Maheshwor Naupane, HoD Nepali</p> <p><b>Documentation and Administrative Support</b>  Mr. Loknath Bhattarai - Instructional Incharge  Mr. Basanta Kumar Baral - Program Coordinator</p> <p><b>Associate Members</b>  Mr. Ram Chandra Panday, HoD English  Mr. Bhagwan Aryal  Mr. Ashok Sapkota  Mr. Laxmi Ojha</p>	
3.2	Relevant Data's presentation	2071/09/05	SSR Core Study Team members	
3.4	Review and analysis of important Campus Decisions by Study team	2071/09/15	Chairs: Mr Shatrughan Prasad Gupta Mr Lok Nath Bhattarai Mr Basant Kumar Baral Mr. Baburam Pandey	
3.5	Rule and regulations review team	2070/01/04	Prof Dr Prem Narayan Aryal-Coordinator Prof Ratna Lal Shrestha-Member	As Per Campus Management

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			Mr- Gauri Prasad Dabadi Mr- Shatrughan Prasad Gupta	Committee Decisions
3.6	Student Participations and feedbacks	2071/09/29	Mr Shatrughan Prasad Gupta Mr Basant Kumar Baral Mr. Lok Nath Bhattarai Mr. Suraj Bista Mr. Saughat Karki Mr. Tapta Raj Timilisena	
3.7	Review on VMG statements of KSC(identification )	2071/10/05	Prof Dr Hemanj Raj Adhikari Prof Dr Madhav Bhattarai Prof Dr Prem Narayan Aryal Mr. Hari Binod Adhikari Mr Shatrughan Prasad Gupta	Campus Standing Committees decisions
3.8	Review on KSC Core Values	2071/10/10	Prof Dr Hemanj Raj Adhikari Prof Dr Madhav Bhattarai Prof Dr Prem Narayan Aryal Mr. Hari Binod Adhikari Mr Shatrughan Prasad Gupta Prof Sateesh Kumar Ojha	
3.9	Review of objectives, Purpose and historical Background of KSC	2071/10/17	Prof Dr Hemanj Raj Adhikari Prof Dr Madhav Bhattarai Prof Dr Prem Narayan Aryal Mr. Hari Binod Adhikari Mr Shatrughan Prasad Gupta Prof Sateesh Kumar Ojha	
3.10	<i>Review on Students profiles regarding Scholarship and Creative Activity Support for Student Learning exams and Evaluation System</i>	2071/10/25		

	<i>Research, Consultancy and Extensions services</i>			
3.11	<i>Highlights of the Campus</i>	2071/11/03	Core study Team with Prof Dr Hemanj Raj Adhikari Prof Dr Madhav Bhattarai Prof Dr Prem Narayan Aryal Mr. Hari Binod Adhikari Mr Shatrughan Prasad Gupta Prof Sateesh Kumar Ojha	
3.12	<i>Organization of KSC</i>	2072/04/30	All CMC Members with Core study team	
3.13	Curricular Aspects	2071/11/11	Prof Dr Sateesh Kumar Ojha Mr Hari Binod Adhikari Prof Swam Prakash JBR Prof Dr Prem Narayan Aryal Mr Loknath Bhattarai	
3.14	Teaching-Learning and Evaluation	2071/11/19	Mr Shatrughan Prasad Gupta Prof Sateesh Kumar Ojha prof Maheshawor Naupane Prof Krishna Acharya Mr Gauri Prasad Dabadi Mr Ram Chandra Pandey Mr. Madhav Dhakal Mr Hari Binod Adhikari	Teaching evaluation committees
3.15	Research, Consultancy and Extension	2071/12/02	Prof Dr Prem Narayan Aryal-Chair Prof Dr Hemanj Raj Adhikari-Member Prof Sateesh Kumar Ojha-Member Mr Bhagwan Aryal-Member Mr. Karnakhar Khatiwada-Member Prof Dr Ram Krishna Maharjan-Member Prof Dr Basu Dev Kafle-Member	

			Mr Shatrughan Prasad Gupta-MemberSecretary	
3.16	Infrastructure and Learning Resources	2071/12/9	Prof Dr Madhav Bhattarai Prof Dr Prem Narayan Aryal-Chair Mr Gauri Prasad Dabadi Mr Lok Nath Bhattarai Mr Gyan Hari Adhikari Mr Hira Maharjan	Building Construction Committee
3.17	Student Support and Guidance	2071/12/15	Mr Basant Kumar Baral Mr- Anuj Chapagain-FSU President Mr Lok Nath Bhattraai	
3.18	Information System	2071/12/25	Mr. Lok Nath Bhattraai Mr Basant Kumar Baral Mr Deepak Magarati Mr. Deepak Khanal Ms Sangeeta Dabadi	
3.19	Public Information	2072/01/5	Mr Shatrughan Prasad Gupta Mr. Lok Nath Bhattraai Mr Basant Kumar Baral Mr Deepak Magarati Mr. Deepak Khanal Ms Sangeeta Dabadi	
3.20	SSR Form Fill up First Draft discussions	2071/7/20	<b>Participated Members/Core Study Team</b> Mr. Shatrughan Prasad Gupta (Team Leader) Prof. Dr. Sateesh Kumar Ojha (Member) Dr. Vinay Kumar Jha (Member) Mr. Babu Ram Pandey (Member) <b>Intellectual Inputs</b> Prof. Dr. Madhav Bhattarai, Chairman CMC Prof. Dr. Hemang Raj Adhikari, Vice-Chairman, CMC	SSRP team - meeting decisions

			<p>Prof. Dr. Prem Naraya Aryal, Founder Campus Chief</p> <p>Prof. Hari Binod Adhikari, CMC Member</p> <p>Prof. Maheshawor Naupane, HoD Nepali</p> <p><b>Documentation and Administrative Support</b></p> <p>Mr. Loknath Bhattarai - Instructional Incharge</p> <p>Mr. Basanta Kumar Baral - Program Coordinator</p> <p><b>Associate Members</b></p> <p>Mr. Ram Chandra Panday, HoD English</p> <p>Mr. Bhagwan Aryal</p> <p>Mr. Ashok Sapkota</p> <p>Mr. Laxmi Ojha</p>	
3.21	Preparation of Academic audit	2071/11/08	<p>Prof Dr Sateesh Kumar Ojha</p> <p>Mr Ram Chandra Pandey</p> <p>Mr Lok Nath Bhattarai</p>	CMC Approval of Academic audit
3.22	Vision 2020	Feb 17, 2015	<p><b>Participated Members/Core Study Team</b></p> <p>Mr. Shatrughan Prasad Gupta (Team Leader)</p> <p>Prof. Dr. Sateesh Kumar Ojha (Member)</p> <p>Dr. Vinay Kumar Jha (Member)</p> <p>Mr. Babu Ram Pandey (Member)</p> <p><b>Intellectual Inputs</b></p> <p>Prof. Dr. Madhav Bhattarai, Chairman CMC</p> <p>Prof. Dr. Hemang Raj Adhikari, Vice-Chairman, CMC</p> <p>Prof. Dr. Prem Naraya Aryal, Founder Campus Chief</p> <p>Prof. Hari Binod Adhikari, CMC Member</p>	

			<p>Prof. Maheshawor Naupane, HoD Nepali</p> <p><b>Documentation and Administrative Support</b></p> <p>Mr. Loknath Bhattarai - Instructional Incharge</p> <p>Mr. Basanta Kumar Baral - Program Coordinator</p> <p><b>Associate Members</b></p> <p>Mr. Ram Chandra Panday, HoD English</p> <p>Mr. Bhagwan Aryal</p> <p>Mr. Ashok Sapkota</p> <p>Mr. Laxmi Ojha</p>	
3.2	Annex collection and preparation first draft discussions	2071/07/20	<p><b>Participated Members/Core Study Team</b></p> <p>Mr. Shatrughan Prasad Gupta (Team Leader)</p> <p>Prof. Dr. Sateesh Kumar Ojha (Member)</p> <p>Dr. Vinay Kumar Jha (Member)</p> <p>Mr. Babu Ram Pandey (Member)</p> <p><b>Intellectual Inputs</b></p> <p>Prof. Dr. Madhav Bhattarai, Chairman CMC</p> <p>Prof. Dr. Hemang Raj Adhikari, Vice-Chairman, CMC</p> <p>Prof. Dr. Prem Naraya Aryal, Founder Campus Chief</p> <p>Prof. Hari Binod Adhikari, CMC Member</p> <p>Prof. Maheshawor Naupane, HoD Nepali</p> <p><b>Documentation and Administrative Support</b></p> <p>Mr. Loknath Bhattarai - Instructional Incharge</p> <p>Mr. Basanta Kumar Baral - Program Coordinator</p> <p><b>Associate Members</b></p>	

			Mr. Ram Chandra Panday, HoD English Mr. Bhagwan Aryal Mr. Ashok Sapkota Mr. Laxmi Ojha	
3.3	Discussions on Campus Culture and practices (Intellectual Inputs)	2071/09/27	General gathering and feedbacks collections from students, teachers and other stakeholders. All faculty members, students representatives, CMC members, SSR team members and the founders and guarantors of the campus is called for the participation in the program	
4	Gap Analysis	2071/10/18	Core study team	
5	Data Collection	2071/03/06 to 2071/10/8	Mr Shatrughan Prasad Gupta Mr Lok Nath Bhattra Mr. Basant Kumar Baral	
6	Data Compilation	2071/6/26	<b>Participated Members/Core Study Team</b> Mr. Shatrughan Prasad Gupta (Team Leader) Prof. Dr. Sateesh Kumar Ojha (Member) Dr. Vinay Kumar Jha (Member) Mr. Babu Ram Pandey (Member) <b>Documentation and Administrative Support</b> Mr. Loknath Bhattarai - Instructional Incharge Mr. Basanta Kumar Baral - Program Coordinator <b>Associate Members</b> Mr. Ram Chandra Panday, HoD English Mr. Bhagwan Aryal Mr. Ashok Sapkota Mr. Laxmi Ojha	

7	Annex Collection and Development	2071/03/06 to 2071/10/26	Mr Shatrughan Prasad Gupta Mr Lok Nath Bhattraï Mr. Basant Kumar Baral	
8	Draft SSR Preparation	2071/11/08	Core Study Team	CMC Approval of SSR
9	Dissemination	2072/02/11	General Meetings in the New Building Satungal	Dissemination of SSR
10	Revision of SSR	2072/01/06	Prof Dr Sateesh Kumar Mr Shatrughan Prasad Gupta Dr Vinay Kumar Jha( Editing)	CMC decided to review the whole documents by Prof Dr Sateesh Kumar Ojha
11	CMC Endorsement	2072/04/30	Mr Shatrughan prasad Gupta with all CMC Members	CMC Decisions to all participants
12	UGC final Submission	7/30/15 at 4 pm	Mr Shatrughan Prasad Gupta Mr Basant Kumar Baral	UGC Office, QAA Division

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