

SELF STUDY REPORT
FOR
3rd Cycle of Accreditation

Submitted By:

BALKUMARI COLLEGE
Narayangarh, Chitwan

Submitted To:

UNIVERSITY GRANTS COMMISSION
Sanothimi, Bhaktapur

2023

Declaration

I certify that the data included in this Self-Study Report (SSR) are true to the best of my knowledge. This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced. I am aware that the peer team will validate the information provided in this SSR during the peer team visit.

Signature of the Head of the institution with seal

(Jagadishwar Khanal)

Principal

Place: Balkumari College, Narayangarh, Nepal

Date: 2079/11/ 11 (23 February, 2023)

Acknowledgement

Balkumari College is the first community-based institution to receive QAA certification from UGC Nepal. It has already undergone a second cycle of accreditation. It was accredited on 22 November 2009 by QAAC for the first time and second time accredited on June 17, 2018 from UGC. The recommendations of the second peer review team and the efforts of following QAA norms have made the college successful to achieve its present status.

Regarding preparation of the present SSR, eight sub-committees have been formed to deal with eight criteria-wise benchmarks, assigning each to prepare a report. Accordingly, they carried out their mission and prepared reports. Those reports were edited to prepare a single setup regarding all benchmarks.

The college has had a significant number of achievements after accreditation. It has been successful to organize the International Conference on Infrastructure Finance participated by professors, scholars, planners and researchers from Nepal and India. Following recommendations of the Peer Team of 2017, Balkumari College has developed considerably in academic fields, sports, extra activities, research and extension. It is worth mentioning that the college has been successful to win the best business school of Nepal award out of Kathmandu in the business schools rating and ranking organized by New Business Age Pvt. Ltd. twice: first in 2014 and second in 2017. The details of accomplishments of the college have been presented in the SSR.

The SAT team is working under the chairmanship of Mr. Anup Muni Bajracharya who is also the Program Incharge of Science & Technology of Balkumari College. The SAT team, in proper guidance of Mr. Bajracharya, has very honestly and arduously carried on their responsibility. The entire college family, especially CMC members, IQAC Coordinator, EMIS Unit, Program Incharges, heads of departments, teachers, administrative staff and students have provided the best of their services while preparing the SSR. Now, we are waiting for a PRT visit which is expected in the near future.

Place: Narayangarh

Date: 2079/11/11 (23 February, 2023)

Jagadishwar Khanal

Principal

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PART ONE**DATA COLLECTION FORMAT FOR INSTITUTIONAL SELF-STUDY
REPORT****SECTION A: INFORMATION FOR INSTITUTIONAL PROFILE****1. Institutional Information**

Name of the Institution	Balkumari College
Province	Bagmati
District	Chitwan
Metropolitan City/Sub-Metropolitan City/ Municipality/Rural Municipality	Bharatpur Metropolitan City
Ward No.	2
Street (Tole)	Narayangarh
Post Box No.	3

File Description	View document
Google View of BKC Geography	View Document

2. Information for Communication**a. Office**

Name of the Officials	Telephone with Extension No.	Fax No.	E-mail
Executive Head of the Institution	056-598827, 056-598927, 056-598427		principal@balkumaricollege.edu.np info@balkumaricollege.edu.np
Mr. Jagadishwar Khanal	Cell: 9855093123		

Executive Assistant of the Institution 1. Mr. Baburam Panthi	056-598827/ 598927/598427 Cell: 9855099125		viceprincipal2@balkumaricollege.edu.np info@balkumaricollege.edu.np
Chairperson of the Management Committee Mr. Pramod Kumar Shrestha	Cell: 9855093120		chairman@balkumaricollege.edu.np info@balkumaricollege.edu.np

b. Residence

Name of the Officials	Telephone with Extension No.	Fax No.	E-mail
Executive Head of the Institution Mr. Jagadishwar Khanal	056-530030		jagadishwarkhanal@gmail.com
Executive Assistant of the Institution 1. Dr. Guna Raj Chhetri 2. Mr. Baburam Panthi 3. Mr. Ananta Dhungana	9855093124 9855093125 9855093126		viceprincipal1@balkumaricol lege.edu.np viceprincipal2@balkumaricol lege.edu.np
Chairperson of the Management Committee Mr. Pramod Kumar Shrestha	9855093120 -	 -	chairman@balkumaricollege. edu.np

3. Type of Institution

- Constituent
- **Affiliated**
- **Degree Awarding Autonomous Institution**

4. Institutional Management

- Public
- **Community**
- Private
- Other (please specify)

File Description	View Document
Certificate of Land	View Document

5. Financial category of the institution

- Government Funded
- Self-financing
- **Community**
- Other (please specify)

File Description	View Document
Approval of community College	View Document

6. Dates Related to the Institution

- a) Date of establishment of the Institution: **02/06/2043 B.S. (18/09/1986 A.D.)**
- b) Date of commencement of the Bachelor or Higher Level Program(s) : **02/07/2044 B.S. (19/10/1987A.D.)**
- c) Date of Government/UGC approval (only for Institution affiliated to foreign universities) (dd/mm/yyyy): **NA**

7. University to which the Institution is affiliated/related:

TRIBHUVAN UNIVERSITY, NEPAL

8. Is the institution autonomous in terms of

- Financing
- Administrative Management
- Academic Management

- None

Financing: BKC has the authority to manage its own finances. BKC has the ability to generate revenue, allocate funds, and make financial decisions independently.

Administrative Management: BKC has the authority to govern its internal operations and make administrative decisions independently. This includes decision-making processes related to hiring and managing staff, implementing policies and procedures, setting administrative goals, and overseeing day-to-day operations.

Academic Management: BKC has the ability to govern its academic programs and policies without external interference. This includes the freedom to design and modify curriculum, establish admission criteria, determine academic standards and conduct research.

9. Institution's Land area in Ropanees / Bighas / Square Meters:

6 BIGHAS 12 KATTHAS (Approx.) 15498.81 Sq. m.

10. Location of the Institution

- Urban
- Semi-urban
- Rural

Narayangarh is a bustling educational and commercial hub and one of the largest cities in Nepal outside the Kathmandu Valley. Narayangarh offers a wide range of facilities and amenities. It is known for its vibrant markets, shopping centers, restaurants, hotels, and transportation services. Narayangarh area offers a vibrant and dynamic environment, serving as an important commercial and cultural center in the Chitwan District of Nepal.

11. Current number of academic programs offered in the Institution under the following categories: (Enclose the list of academic programs offered)

Academic Programs	Number of Program
	Bachelor's Degree in Business Studies (BBS)

Bachelor's	Bachelor's Degree in Education (B. Ed.)
	Bachelor's Degree in Science (B. Sc.)
	Bachelors in Business Administration (BBA)
	Bachelors in Information Management (BIM)
	Bachelors in Hotel Management (BHM)
	Bachelors in Information & Communication Technology Education (BICTE.)
Master's	Masters in Business Studies (MBS)
	Masters in Education (M.Ed.)
	Masters in Business Administration in Financial Management (MBA-FM)
M Phil	-
Ph. D	-
Any other (specify)	-
Total	10 Programs

File Description	View Document
Approved Academic Programme From University	View Document

12. List the Departments in the Institution (faculty/institute-wise)

Faculty/Institute	Name of the Departments
Science and Technology	Department of Science
Humanities and Social Sciences	NA

Management	Accountancy, Marketing, Finance, Economics, Hotel Management
Education	Nepali, English, Mathematics, BICTE
Law	NA
Engineering	-
Medicine/Health Science	-
Agriculture	-
Forestry	-
Other Faculties	-

13. Give details of the self-financing/self-initiated courses, if any offered by the institution (for public institutions only).

Program	Level of Study	Eligibility requirement for student admission	Student Number (Enrolment/Capacity)
Masters	MBA-FM	Bachelor's degree in any discipline with minimum second division	35 students admitted semi-annually

File Description	Document
Affiliation Certificate of Autonomous Programme	View Document

14. State the norms and procedures for recruitment of teaching and non-teaching staff of the Institution (Enclose the details):

The qualification of teachers and administrative staff of Balkumari College shall be as follows:

The procedure for recruitment as per college statute is given below: -

Permanent

As regards to permanent teachers and administrative staff, the management committee creates the post and authorizes Balkumari College Recruitment Committee to forward necessary processes. The recruitment committee publishes notice calling applications from the interested and qualified candidates (Master degree or above for teachers, Bachelor degree for administrative officer, and +2 or equivalent for assistant), and selects the qualified candidates after completing the formal procedure (written test and interview). The recruitment committee recommends the successful candidate to the Management Committee for permanent appointment. Then, the management committee takes the decision to appoint the candidate as per rule.

TEMPORARY/CONTRACT

For teachers on contract, the selection committee publishes the notice calling applications from candidates with required qualification and experience and selects the qualified candidates by completing written test and interview. The selected candidate gets a temporary appointment or appointment on contract with the consent of the Chairperson and principal. The appointment needs to be approved by the meeting of the Management Committee (Board of Governors).

PART TIME

As- per the need of the College, the qualified candidates are appointed on part time basis with the consent of Chairperson and principal.

File description	Document
Staff and Teacher Selection and Promotion Regulation of BKC	View document

15. Number of faculty members at present

Particulars	Academic Qualification				Grand Total
	PhD	M. Phil	Master's	Bachelor's	
Professor	0	0	0	0	0
Associate Professor/Reader	1	2	8	0	11
Assistant Professor/Lecturer	1	0	7	0	8
Lecturer/Assistant Lecturer	1	2	19	0	22
Teaching Assistant/Instructors	0	0	0	1	1
Full Time Teachers (Total)	3	4	34	1	42
Professor	0	0	0	0	0
Associate Professor/Reader	1	0	0	0	1
Assistant Professor/Lecturer	0	0	5	0	5
Lecturer/Assistant Lecturer	0	0	20	0	20
Teaching Assistant/Instructors	0	0	0	1	1
Part Time Teachers (Total)	1	0	25	1	27
Total	4	4	59	2	69

File description	Document
The List of the Faculty Members	View document
Permanent and Full Time Teachers' letters	View Document

16. Give the details of average number of hours/week (class load)

Name of the Programs/Courses	For Full Timers	For Part Timers	Total
BBS	7200 hrs	750	7950
B. Ed.	2550 hrs.	2250	4800
B. Sc. (Mic. & Environmental)	2545 hrs	2355	4900
BICTE	99 Credit hrs	33	132
BHM	120 Credit hrs	6	126
BBA	108 Credit hrs	39	147
BIM	105 Credit hrs	39	144
MBS	51 Credit hrs	9	60
M.Ed.	78 Credit hrs	60	138
MBA-FM	54 Credit hrs	9	63

File Description	Document
Class Load of Different Program(Routine)	View Document

17. Number of the non-teaching staff of the institution at present

Particulars	Gender wise distribution of the staff			Grand Total
	Male	Female	Other	
Administrative Staff	22	16	0	38
Technical Staff	3	2	0	5
Total	25	18	0	43

File description	Document
The List of the Faculty Members & Adm Staffs	View document

18. Regional profile of the students enrolled in the institution for the current academic year

No of Students Enrolled	UG		PG		MPhil		PhD		Total
	F	T	F	T	F	T	F	T	
From the same district where the institution is located	69	1266	128	213	0	0	0	0	0
From other districts	43	756	62	93	0	0	0	0	0
From SAARC countries	0	0	0	0	0	0	0	0	0
From other countries	0	0	0	0	0	0	0	0	0

Note: F= Female and T= Total

19. Details of the last two batches of students

Particulars	Batch 1: Year 2077			Batch 2: Year 2076		
	UG	PG	Others	UG	PG	Others
Admitted to the program	202	230	0	2105	247	0
a. Drop-outs (within 4 month of joining)	146	18	0	256	41	
b. Drop-outs (afterwards)						
Appeared for the final year/semester examinations	188	212	0	1849	206	0
Passed in the final examinations	601	89	0	639	108	0
Pass % of number appeared (Total)	31.	41.98	0	34.56	52.42	
Pass % with distinctions or Equiv.						

Pass % with (First class or Equiv.)						
Pass % with (Second class or Equiv.)						
Pass % with (Third class or Equiv.)						

Note: For other types of evaluation systems such as GPA, provide respective grades and brief explanations about their ranges in percentage.

Explanation to the Note:

Tribhuvan University adopts semester system and employs letter grading system for evaluation. A student's performance in a course is evaluated internally by the course coordinator/instructor and externally by the Office of the Controller of Examinations. The final grades are provided with cumulative grade point average (CGPA). For undergraduate level, a student with CGPA 4.0 is termed as Excellent, with CGPA 3.0 is good, and with CGPA 2.0 but below CGPA 3.0 is fair. For graduate level, the minimum CGPA for Excellent, Good and Fair grades are 4.0, 3.3 and 3.0, respectively.

File description	Document
University Grading System	View document

20. Give the last annual budget of the Institution with details of income & expenditure:

Total Income: 14,36,75,945.63 (including grants) and Expenditure: 12,55,09,432.00 (F.Y. 2078/79).

File description	
Last Annual Budget 2078/079	View document

21. What is the institution's 'unit cost' of education? [unit cost = total annual expenditure budget (actual) divided by the number of students enrolled]. Also give unit cost calculated excluding salary component.

Total unit cost of education of BKC (FY 2078/79) is as follows:

Total Expenditure = 125509432.00 Total number of students = 2867

Therefore: unit cost of education = Total Expenditure/ Total number of students

The total unit cost is 43,777.27

Unit Cost excluding salary = Total Expenditure –**Teacher salary/Total No of std=**

.....

= 125509432.0 – 78548601.0/2867

= 12,144.00 (Total Unit Cost)

22. What is the temporal plan of academic work in the Institution?

- Semester System √
- Annual System √
- Any other (specify)

Semester System : In a semester system, the academic year is divided into two main semesters: the fall semester and the spring semester. Some institutions may also offer a shorter summer semester or a trimester system, but let's focus on the traditional two-semester system. It's important to note that the exact start and end dates of each semester can vary.

Annual System: Before the start of each academic year, students are required to register for the courses they wish to take during that year. This process usually happens a few weeks in advance to allow for planning and scheduling. Once the class begins, students attend classes, complete assignments, and participate in various learning activities related to their chosen courses. The coursework may include lectures, laboratory sessions, projects, exams, and other assessments. In the middle of each course, college often schedule midterm examinations to assess students' progress and understanding of the course material. These exams usually cover the topics covered up to that point in the year. Study Breaks are provided before final examinations: At the end of each academic year, university conducts final examinations covering the entire syllabus of the respective courses. These exams are comprehensive and aim to assess students' overall knowledge and understanding of the subject matter.

		City, Chitwan
5.	Ex-Officio Member	Chief District Officer, Chitwan
6.	Ex-Officio Member	Chairperson, Chamber of Commerce, Chitwan
7.	Ex-Officio Member	Headmaster, Balkumari Ma.Vi., Narayangarh,
8.	Member	Mr. Jagannath Paudel
9.	Member	Mr. Mahendra Lal Pradhan
10.	Member	Mr. Prem Kumar Shrestha
11.	Member	Prof. Dr. Keshavbhakta Sapkota
12.	Member	Mr. Bamdev Khanal
13.	Member	Mr. Bikash Koirala
14.	Member	Mr. Ramesh Kumar Piya
15.	Member	Mr. Suvash Pradhan
16.	Member	Mr. Digambar Piya
17.	Member	Ms. Devaki Gautam
18.	Member	Mr. Sahanlal Pradhan
19.	Member	Mr. Mahesh Pradhan
20.	T.U Representative Member	Professor Dr. Bhojraj aryal
21.	Teacher Representative, Member	Shiva Prasad Poudel
22.	Member Secretary, Principal	Mr. Jagadishwar Khanal

File description	Document
Appointment Letter of Chairperson	View document
Name list of CMC	View document
The composition of the CMC	View Document

25. Furnish the following details (in figures) for the last three years:

Particulars	Year I F.Y. (076/77)	Year II (2077/78)	Year III (2078/79)
Working days of the institution	181	184	179
Teaching days set by the university	150	150	150
Teaching days per semester/year	65/155	60/157	65/160
Teaching days per year	161	155	153
Working days of the library	181	184	179
Books in the library	50361	52930	57359
<u>Journals/Periodicals subscribed by the library</u> National/ International:	9	9	9
Computers in the institution	143	143	143
Research projects completed	4	4	-
Teachers who have received national recognition for teaching / research / consultancy	-	-	-
Teachers who have received international recognition for teaching / research / consultancy	-	-	-
Teachers who have attended international seminars	-	-	-
Teachers who were resource persons at national seminars/workshops	-	-	-
No. of hours of instruction against the plan (per year or per semester)	48hrs Per Sem / 150 hrs per year	48 hrs Per Sem / 150 hrs per year	48hrs Per Sem / 150 hrs per year

Note: Please attach the annual calendar of operations of the institution

File description	Document
Annual calendar of operations of BKC	View document
Operation Calender of Programmes and Departments	View Document

26. Give the number of ongoing research projects and their total outlay.

SN	Name of the Project	Principle Researcher	Funding Agency	Funds (Rs.)
1	Metallo - β - Lactamase Producing Gram Negative Bacteria Isolates From Urine Sample of Patients of Bharatpur Hospital	Anup Muni Bajracharya	College	25000
2	Prevalence and Practices of Self-medication Among College students of Balkumari College	Poonam Pokhrel Sapkota	College	25000
3	Students' Perception Regarding Blended Learning Approach in Chitwan	Sharada Khanal	College	25000
4	Effectiveness of Online Education During and After Covid -19	Nabin Kumar Shrestha	College	25000

27. Does the Institution have collaborations / linkages with international institutions?

- Yes
- No

If yes, list the MoU signed and furnish the details of active MoU along with important details of collaborations.

BKC has signed MoU with 2 national and 5 international institutions.

File Description	Document
MoU National	View Document
MoU between Balkumari College and Panviman Resor KohPhangan Thailand	View Document
MoU between Balkumari College and Sofitel Bangkok	View Document
MoU between Balkumari College and Ambassador City Jomtien	View Document
MoU between Balkumari College and Ramada Plaza by Wyndhan Bangkok Menam Riverside	View Document
MoU between Balkumari College and Centara Grand & Bangkok Convention Center at Central World	View Document

BKC strives to advance its teaching and research efforts to meet global standards of excellence. The college has successfully developed collaborative links with different universities and Institutions from Nepal and abroad and is still aiming to develop more international collaborative links. The collaborations are aimed at faculty exchange, student exchange, faculty development, technology transfer, research collaborations, academic conferences and seminars, training programmes and other avenues for academic cooperation and the college is developing its cooperative activities in this direction.

28. Does the management run other educational institutions besides the institution?

- Yes
- No

If yes, give details.

29. Give details of the resources generated by the institution in the last year through the following means:

Source of Funding	Amount (Rs.)
UGC/Government grants	45,68,5480.00
Donations	0
Fundraising Drives/Activities	0
Alumni Association	0
Research and Consultancy	0
Fee from Self-financed/initiated courses	0
Fee from regular programs	13,15,89,828.00
Any others (specify)	0.00
Bank Interest	72,41,560.43
Other Fees	2,76,009.20

SECTION B: BENCHMARK-WISE INPUTS FOR INSTITUTIONAL SSR**CRITERION 1: POLICY & PROCEDURES (15 MARKS)**

1. Are there clearly defined vision, mission, goals and objectives of the Institution in written?

Yes ✓ **No** **If yes, mention and attach the document.**

Yes, the whole college's operations and processes are outlined in the college's legislation, known as the College Niyamawali. The college has a distinct working manual with a quality assurance strategy, objectives, and internal auditing system for more efficient execution. In actuality, the document serves as the college's handbook. The college furthermore releases departmental brochures and information bulletins once a year to outline our actions in relation to college policy, procedure, objectives, and standards.

Balkumari College revised its manual after receiving second accreditation on June 17, 2018 (we are presently in route to a third cycle of accreditation). For instance, we regularly review and update our goals, quality plan, and documentation system (with the help of IQAC). The management review meeting, in which the principle, vice principal, program directors, program incharge, department heads, administrative heads, and department leaders participated, approved the manual. Actually, a task force revises and amends the manual before submitting it to the review meeting for approval. The appendix contains the college manual and the Balkumari College Niyamawali.

File description	Document
Balkumari college Manual	<u>View document</u>
Balkumari College Niyamawali	<u>View document</u>

2. Are there clearly defined plans, programs and strategies to achieve its specific goals and objectives?

Yes No If yes, mention and attach the document.

The college does indeed have well-defined strategies, programs and goals. Our departments and programs have received their own set of functional policies, goals and objectives that follow the manual. As time has changed, the Balkumari College Manual has been improved. It also includes quality goals and a quality strategy overall.

Since QAA, we have taken our quality plan's implementation more seriously and made the required adjustments. For instance, BKC's goals for 2066 were 15. It has been changed to 18 in 2068 from 15 and has also undergone adjustments to make them more quantitative and particular. The manual has been changed for 2 Bhadra 2077. There are currently 19 goals. As much as is practical, the quality strategy has been created and put into practice. It has been changed to 29 in 2079 B.S. from 19 as necessary.

In other words, we know what we want to accomplish and how to get there.

File description	Document
Balkumari college Manual	View document
Balkumari College Strategy's Plan.	View document

3. Are there duly formed organizational structures where the policies of the Institution are formulated, reflected, reviewed and updated?

Yes No If yes, mention the organizational chart and member compositions.

Yes, the organizational hierarchy and structure of Balkumari College are regularly examined and revised. All the information is in the manual. The manual's organizational chart is included. The handbook outlines the duties and powers of the Board of Governors, the principal, the vice principal, the program

in charge, the head of department, the administrative staff and the teachers.

Aligned groups that provide various forms of assistance for the college are also included in the organizational structure.

File description	Document
Organizational Chart of the College	View document

4. Has the Institution adopted any mechanism/process for internal quality monitoring and checks?

Yes No Justify with supporting documents.

Yes, in order to ensure internal quality and inspections, Balkumari College has devised a controlling mechanism. The 11-person Internal Quality Assurance Cell, under the direction of the principal, is a team of quality auditors. A timeline and audit plan are often created to oversee the auditing process. The audit report is compiled and presented in the review meeting after an internal quality audit has been conducted. The decision to take remedial action is made following a thorough examination of the difficulties (Non-conformities). Follow-up is then conducted to verify that the NCs. were successfully completed. All actions are within the functional procedure's supervision.

As per the manual of the college, we organized quality auditing of all departments in 13 Poush 2079. NCs were discussed in the Management review meeting of 11 Magh, 2079. Corrective actions were taken to cover up gaps or non-conformances. Follow up has been done to close NCs in the last week of 20, Magh 2079.

Note: NCs = non conformities

File description	Document
IQAC TOR and Committee	View document

5. Is there any document of the institution to specify the job responsibilities of departments, units and individuals?

Yes No If yes, give details/reference.

Yes, The manual of Balkumari College outlines the duties of the departments, groups, and employees. It includes information on the academic, social, financial and extracurricular tasks that senior management, program directors, head of departments and administrative assistants are expected to do. To make things more obvious, functional procedures have been provided to program in-charges, HODS, Administrative Heads and Unit heads to help them carry out their duties. In addition, the college statute exists to specify and regulate obligations. The quality manual has been revised & amended in 19 Magh 2079 (2 February, 2023) .

File description	Document
Balkumari College Niyamawali	View document

6. Is there any defined and written scheme to evaluate the pre-defined job responsibilities of departments, units and individual staff?

Yes No If yes, produce those schemes and examples of some practices

Balkumari College has its statute and working manual which defines the responsibilities of program in-charges and HODs. They are provided with functional procedures in which their job responsibilities and activities are mentioned. The vice principals and Internal quality assurance team check / monitor their activities by follow up visit, quality auditing or reviews.

File description	Document
Functional Procedure of Balkumari College	View document

7. Does the institution have a strategic plan and action plan emphasizing on team work and participatory decision making and a scheme for information sharing?

Yes No If yes, give details.

Yes, Balkumari College has established its strategy, collaboration, decision-making and information-sharing plans and policies. It has implemented the ISO 9001/2015 quality management system and created its own managerial theories. In other words, the college participates in the strategic planning for corrective measures, preventative actions, decision-making, as well as a strategy for information exchange. The management notion is explicitly stated in the College Manual.

File description	Document
Balkumari College Strategy's Plan.	View document
Balkumari college Manual	View document

8. Does the institution have program(s) to strengthen the regular academic programs through other self-sustaining programs/courses and others?

Yes No If yes, give details.

Yes, A framework of contemporary academic activities has been built by Balkumari College. Organizing frequent seminars, workshops, presentations, field trips, etc. has become a tradition for giving students practical skills. The record and report are preserved in the college's annual activity profile, which is published in annual bulletins. Every program is covered in the Bulletins.

Reports are accessible in the concerned department and library concurrently. In order to complement our academic programs, we have been holding seminars, conferences, workshops, etc. The remaining initiatives of this nature are highlighted in our record book. The conference's souvenir and journal, which contains the papers that were given, are attached. Additionally, the library has other activity-related reports.

Since receiving accreditation, the institution has organized conferences, seminars, workshops, orientation, and interactions for improving academic performance every year.

9. Are there any formal provisions under which the institution brings “stakeholders or community feed backs and orientation” in its activities?

Yes No If yes, give details.

Yes, The college often hosts public meetings where we present our policies, future plans and progress reports and also gather input in accordance with regulations. The library is where the reports have been stored. The college conducts surveys of student satisfaction, evaluations of stakeholders, and reviews from alumni. The most recent survey and feedback report is provided. In other words, the institution conducts an annual stakeholder satisfaction survey regarding our operations, and the ideas are taken into consideration to the greatest extent feasible.

File Description	Document
Satisfaction Survey of student	View document

10. Were any committees/external agencies appointed during the last three years to improve the organization and management?

Yes No If yes, what were the recommendations?

Balkumari College quality management system has been audited and recertified by IQ Net, the international certification network, Quality Austria certification body on 2 January 2021 for 3 years. In other words, the college has been certified ISO 9001:2015 QMS.

Scope of Balkumari College Management System goes as follows :

Imparting Bachelor programs in Business Studies (BBS), Science (B.Sc. in Microbiology & Environmental Science), Education (B.Ed.), Hotel Management

(BHM), & Information Communication Technology Education (BICTE);
Master's degree in Business Studies (MBS) & Master's degree in Education
(M.Ed.)

File description	Document
ISO 9001:2015 QMS Certificate.	View document

11. Are the students involved in the institution management system and quality assurance?

Yes No If yes, give details.

Yes, Balkumari College students have a significant part in management and quality control. They are particularly interested in the wellness of the students with regards to scholarships, maintaining order and cleanliness, managing the classroom, amenities and meeting the requirements of the students. Additionally, they provide incoming students information on how to use the college's sports facilities, library and computers for free time, and other amenities. Student Quality Circle, Youth Red Cross Circle, and the Free Students' Union all contribute to raising students' awareness of health and sanitation issues.

Students' union and student fronts have rendered innovative services and feedback in various ways. They help distribute scholarships, environmental improvement and sports and extracurricular activities and extension programs such as blood donation, health awareness, plantation etc.

File description	Document
Student Quality Circle with TOR	View document
Meeting Minute of SQC	View Document

12. Has there been an academic audit? Justify it.

a. by the university

b. by the Institution

Yes, Tribhuvan University has conducted academic audit on numerous occasions. They are completed based on faculty. The management, education and science faculties are affiliated with the college. The follow-up team keeps track of facilities, academic accomplishments, enrollment, outcomes, progress reports, etc. they offers suggestions and recommendations to the college.

Follow up record

Date	Inspection / assessor	Observed/audited dept	Remarks
2079 Kartik, 24	1. Prof. Dr. Dilli Raj Sharma, Dean, FOM, TU 2. Prof. Dr. Mahananda Chalise, TU 3. Asst. Prof. Narayan Adhikari 4. Admin Officer Ms. Bimala Ghimire TU	Faculty of Management: progress record, labs and facilities	Inspection & interaction with teachers
2079 Marga 13	5. Dr. Surendra Kumar Gautam 6. Dinesh Ghimire 7. Bikash Balami	Faculty of science: progress record, labs and facilities	Inspection & interaction with teachers

UGC PRT carried out observation and checks in 2073 Mangsir 15 to17 by the leadership of Krishna Manandhar. Consequently, the college was re-accredited. Furthermore, Quality Auditor Janardan Ghimire (National Certification & management, Nepal) has made an academic & management audit for the purpose of ISO audit in 2021. Similarly, R.R.P Associates, Kathmandu has carried out an Independent Management audit for the sake of finding out ways

of making Balkumari College more effective, consistent, relevant and sustainable. The audit has provided a number of recommendations for change and reform of the system and procedures. Similarly, we get the international scholars to evaluate our system and procedures. Their feedback has been most helpful to improve quality.

File description	Document
Academic audit by University	View document
Surveillance Audit by ISO:9001-2015	View Document
PRT Audit by UGC	View Document

13. Is there any specific mechanism to combine teaching and research?

Yes No

If yes, give details

Yes, The College's research and teaching activities are coordinated by the Research Management Cell. The Research Management Cell's operational procedure includes details. It is important to note that the Research Management Cell is carrying out tasks in accordance with the revised procedure. Every program and department is required to conduct at least one mini-research annually.

In the meantime, the academic curriculums of Bachelor programs in Business Studies (BBS), Science (B.Sc. in Microbiology & Environmental Science), Education (B.Ed.), Hotel Management (BHM), Bachelor in Business Administration (BBA), Bachelor in Information Management (BIM) & Information Communication Technology Education (BICTE); Master's degree in Business Studies (MBS), Master's degree in Education (M.Ed.) & Master's degree Business Administration in Financial Management (MBA-FM Autonomous) in Business Administration have dissertation/project work/field work as mandatory provisions where students and teachers work together and learn by observing, experiencing and doing research

14. Have you observed any positive outcomes of a combination of teaching and research?

Yes No If yes, give details.

Yes, It seems like the teachers' performances are more uniform. They believe they have more expertise in the teaching and learning processes. To make learning more student-centered, they incorporate lectures, group projects, interaction, and other contemporary teaching techniques. Teachers experience conducting action research as a result. They now understand that research is necessary to ensure the conformity of any novel activity.

The combination of teaching and research has given the students an exposure to the real world research problem, state of affairs of the people or the places where the research is conducted, and understanding the local people by the students and vice-versa. Teachers and students can demonstrate theoretical understanding of the real world. Teachers and students are further involved in research work with research funds from BKC and UGC. It is further expected that students will be benefitted academically. The research led activities have accelerated the Journal publications and publications in other national and international journals, where students are also substantially engaged. The teachers have been more effective in combining lectures with group discussions, interaction, seminars, and presentations when appropriate for the situation.

15. Provide institution specific other innovations which have contributed to its growth and development.

Innovative features of Balkumari College:

- The college has a quality manual that emphasizes required actions, such as document control, record control, internal quality audit, review meetings and overall activity guidance.
- We frequently host seminars and workshops that help teachers become more competent.

- Despite the high costs, we have implemented ISO 9001/2015 at college.
- We are connected to international organizations, particularly Indian colleges and universities.
- We invite national and international scholars, professors to share ideas, to organize workshops, seminars.
- We are serious about documentation of what we do, we document it. We have procedures for control of documents and procedures for control of records.
- The Quality Manual has been updated to reflect changes in the external environment.

Conferences, workshops, and seminars are planned. As a result, numerous seminars, conferences, etc., are occasionally organized. Following QAA, we continue to visit universities in Nepal and India and bring back fresh ideas and feedback.

File description	Document
Balkumari college Manual	View document

CRITERION 2: CURRICULAR ASPECTS (10 MARKS)

16. Is there any provision for ensuring consistency of teaching and learning with the academic goals and objectives of the institution? (0.5)

Yes No If yes, give details.

For the teaching and learning process, Balkumari College has its own set of policies and procedures. It has a vision, a mission, and goals. The principal, vice principal, program in-charges, HODs, and other relevant individuals regularly monitor and observe. However, internal quality auditors carry out quality auditing and conduct follow-up and verification checks.

For instance, the vice principal, PI, and HOD procedures are primarily concerned with controlling activities, particularly those related to teaching and learning. These activities include constructing Operation Calende ,annual plan, daily routines, maintaining log books with daily plans, and keeping an eye on class activities by observing teachers in the classroom and providing them with innovative feedback. When there are non-conformances the corrective action, preventive action, and reworking of activities have all been strictly implemented. The review meeting is where it is brought up. Auditors conduct follow-up visits to complete any corrective actions identified during the relevant auditing.

We've been conducting internal quality assurance audits by auditors in accordance with the manual. Each year, they continue auditing and reporting to the Quality Assurance Committee. Under the direction of the CMC Chair or Principal, the review meeting takes action to close the gaps. After that, a follow-up is conducted to determine whether or not the corrective action was successful.

File Description	Document
Operation Calendar Annual plan, Unit plans lesson plan , Log Book	View Document

17. Are programs flexible enough to offer students the following benefits? (0.5 x 3 = 1.5)

a. **Time frame matching student convenience** ✓

b. **Horizontal mobility** ✓

c. **Elective options** ✓

a. Students are free to switch shifts as often as they like. For instance, if a student has a job, he/she can apply to the PI and choose a different shift (morning or day) as it suits him/her.

b. Yes, we offer horizontal mobility to our students. If they are interested, they can switch from the BHM to BBS, BBA, and BIM or from the B.Sc. to the BBS, B.Ed. faculties. For their additional study, they can enroll in computer or English classes. In the same way, if the course is offered at another college, they can transfer. According to their convenience, students from another college can enroll at Balkumari College with a transfer certificate.

c. There are options for students to select elective subjects based on their interests. As an illustration, while some students might be interested in mathematics, others might prefer health education, accounting, finance, marketing, etc. Students are given these elective options based on their areas of interest.

File Description	Document
Time frame matching student convenience Routine	View Document

18. Indicate the efforts to promote quality of education with provision of skills transfer among the students such as (0.5 x 5 = 2.5)

a. **Capacity to learn** ✓

b. **Communication skills** ✓

c. **Numerical skills** ✓

d. **Use of information technology** ✓

e. **Work as a part of a team and independently** ✓

Please give evidence

- a) **Capacity to learn:** The Master level programs include some specific courses such as Seminar on Contemporary Educational Issues in IV Semester where the students choose a topic of their interest, prepare a paper on their topic and present the paper in the seminar. Similarly, in bachelor level, students do research on the area of their interest in Project Work in the Eighth semester and do field-based research. In the same way, students are also assigned to write term papers, and other assignments. In all the cases, students do not only learn but also develop capacity to learn by themselves
- b) **Communication skills:** For the purpose of improving their communication skills, students have the option or opportunity to take part in literary programs or oratory competitions. In response to this need for student skill development, the College frequently offers programs.
- c) **Numerical skills:** The master and bachelor level programs offered in BKC include subjects such as Research Methodology, Community Survey, Mathematics, Statistics Thesis writing etc. will improve the numerical skills like data entry, processing, and presentation in PowerPoint or graphical charts and drawing
- d) **Use of information technology:** In terms of information technology, we have been attempting perfection. So far, all of the computers in the common computer lab that are accessible to all students have internet access. At the same time, internet service is available on computers in BICTE and BIM labs as well as in offices and departments. Our BICTE and BIM program has made significant improvements to the college's computer literacy.
- e) **Work as a part of a team and independently:** The college has implemented the decentralization idea. The departments are free to operate independently and according to procedure. Consequently, their capacity for leadership has been enhanced. They prepare reports from field trips, educational tours, industrial visits, practice teaching etc. All activities to be performed have been mentioned in the procedures provided to departments & unit heads.

File Description	Document
The syllabus of Seminar on Contemporary Issues	View document
Syllabus of the subjects that focus on developing numerical skills	View document
The procedure where HOD work independently (Procedure of BBA/BIM)	View document

19. Are there any additional focused programs and electives offered by the institution?

(1)

Yes No If yes, give details.

There are a number of specific programs and electives at Balkumari College. Elective courses are mandatory and give students a chance to pursue interests and curiosities that fall outside their major. Universities build electives into each program to provide students with a well-rounded education and to customize their experience. Students walk through the different kinds of electives in Bachelor and Master Degree programmes. Additional focused noncredit courses like Basic Computer Course, Basic Language Course etc .

20. Has the institution taken any initiative to contribute/feedback to the curriculum of the university? Give evidence with the examples of last 4-5 years (1)

The MBA in FM Autonomy course was developed just in 2021 MBA in FM-Autonomy course which was officially launched in 2077. There are six faculty members of BKC in the Subject Committee of MBA in FM. Other teachers also contribute to the curriculum development and revision. BKC occasionally organizes special workshops to collect feedback on curriculum and course syllabus from faculty members. For example BKC faculties take part in Pedagogical and Curriculum where the faculty members actively participated in the workshop and

provided valuable feedback for further revision in the course. In the meantime, teachers are also asked to provide regular feedback which is provided to the Subject Committee for review through the Director of the programme. Teachers of BKC have contributed Curriculum development many times by participating in seminars/workshops.

File Description	Document
The detail documents Pedagogical and Curriculum Review Workshop	View document

21. Is there any mechanism to obtain feedback from academic peers and employers? (1)

Yes No If yes, give details.

The college periodically holds meetings and discussions with the faculties and staff of the college in academic agendas and developments concerned with the college and faculty. Vice Principals, HODs, and PIs observe classes and give feedback. In addition, we gather non-conformances and discuss during staff meetings, quality audits. In review meetings, we talk about these issues and work to make improvements. Teachers who teach the same subjects at the same level also observe one another known as Faculty Peer observation.

The college organizes workshops, seminars and interactions with faculties of other universities to obtain feedback. Various stakeholders from different government and non-government organizations as well as private sectors who are the current and potential employers are also invited in the workshop. Moreover, internship programs help the BKC to get feedback from employers.

File Description	Document
Faculty Peer observation Form	View Document

22. Give details of institution-industry-neighborhood networks if any? (1)

The college collaborates with many high schools and banks like Kumari Bank, Sunrise Bank Ltd., Himalayan Bank, Siddhartha Development Bank, Prime Bank

Bharatpur, NCC Bank Narayangarh, Garima Bikas Bank Ltd., and NCC Bank Narayangarh. For practice or an internship, the students go there. More than 100 of our student's complete internships each year in various banks and industries as well CG Group, Coke Factory and many more.

In the same way, our students complete their assignments for practice teaching B Ed. and M. Ed students at different college and schools such as SPM College, Birendra Multiple Campus likewise in schools Balkumari High School, Balkumari Girls High School, Aadi Kabi Bhanubhakta High School, Janak High Sec, Gaidakot, Laxmi High Sec school, Lanku, Chitwan High School, Bharatpur, etc.

File Description	Document
The letter of internship	View document
Document related to Practice Teaching	View document

23. Does the institution inculcate civic responsibilities among the students? Give brief explanation in terms of activities (0.5)

Yes, the college students union and the teachers teach students civic responsibilities for which programs are organized in the presence of the teachers and guardians. Orientation and welcome programs for new students are major occasions to give a message to new students. Students take part in literacy programs, health camps, and industrial visits to develop a sense of civic responsibilities. Balkumari College students are responsive to social needs. They organize regularly health awareness programs, blood donation, environmental cleanliness program, tree plantation etc

File Description	Document
Photographs of Blood Donation	
Megha Health Camp in Madi	

24. What are the efforts of the institution towards all-round personality development of the learners? Give a brief explanation in terms of activities. (0.5)

Balkumari College provides a range of extracurricular activities, including sports, literary programs, quizzes, oratory programs, and presentation programs, for the benefit of the students' overall development. The Students Union and the Young Red Cross Circle are also working hard in this direction. They organize initiatives such as blood donation, health awareness, health checkup camps, etc. The HOD at ECA keeps detailed records.

We organize the student satisfaction survey at the same time and respond to the feedback. A recent survey found that sports, drinking water, restrooms, and discipline have all improved. We keep track of their grievances and work to resolve them.

File Description	Document
Documents of ECA	View document

25. What are the practices of the institution to impart moral and ethical value based education? Give examples of some practices (0.5)

The college emphasizes on the ethical and value based education since its inception. As a practice, students themselves have designed the uniform. Regular attendance of the students in the class is kept by the respective faculty members and is also considered as one of the evaluation criteria of students. Students are also asked to comply with the standard routine and academic calendar of the institution. Students are not only evaluated academically but the internal evaluation flexibility provided to the faculties help them to assess the students ethically and personally. There are university rules and regulations, which guide students to hold certain ethics at the classroom, with teachers, on the overall matters concerned to students. Some examples are listed here:

- Students participate in indoor games, sports like basketball, table tennis, badminton, kabbadi, volleyball, football etc tournaments and competition organized by ECA.

- Students make a presentation program after field work.
- Guest lecturers are invited to conform and motivate their learning. (Dr. Guru Prasad Subedi from Mahesh Ashram Devghat on Eastern Philosophy)
- Students are sent to the field works (financial institutions, industries, schools etc...) for practical skills of the things they learn in the books.
- Seminars/ Workshop/ Conferences are frequently organized. Details are provided in our academic activities reports in Annual Bulletin 2078 and 2079.

File Description	Document
Annual Bulletin 2078 / 2079	View document

CRITERION 3:

TEACHING LEARNING AND EVALUATION

(15 MARKS)

26. Which of the following methods do you apply in admitting the new graduates? Select as many as apply. (1)

- Through academic records ✓
- Through written entrance tests ✓
- Through group discussions ✓
- Through interviews ✓
- Through combination of above all ✓

Every technique is being used as usual to admit new students. However, as per university regulations and QAA standards, the college has now established a policy that all level students must be admitted through entrance exams.

The college has a formal process of admitting new graduates. Firstly, the college releases the admission notice before the commencement of the session/program through administration. Secondly, a written examination is conducted which comprises various sections as Verbal Ability, Quantitative Ability, Logical Reasoning and General Awareness. Finally, the students are assessed through personal interviews and group discussion sessions as a part of their personal assessment.

File Description	Document
Documents/Minutes related to Entrance Tests and Admission, admission announcements	View Document

27. Is there any provision for assessing students' needs and aptitudes for a course? (0.5)

Yes No If yes, cite examples.

The college holds the counseling and orientation class for the new entrants during the admission process and time. The faculties and staff are requested to counsel and monitor the students (new entrants) during the personal interview session. The students are individually assisted and counseled on how they need to undertake their career and academic progress before and after the admission.

After admission, we organize internal exams and categorize student's standards. Students may change their subject according to their interest/aptitude. We seriously follow the activities mentioned. Increasing diversity in student intake has also led to greater heterogeneity in classrooms. Students coming from different state boards with differing language competencies has been a challenge to classroom teaching. While some programmes have an inbuilt mechanism to take into account the differing needs and aptitude of students.

28. Does the institution provide bridge/remedial courses to the academically weak and disadvantaged students? (0.5)

Yes No

If yes, cite examples (UGC or other support received in this regard may be indicated).

Balkumari College has been regularly providing remedial courses to the academically weak and disadvantaged students. A judicious mix of advanced and slow learners form teams for class presentations and projects thereby giving both sets a comfortable environment to benefit from each other. Several faculty members take extra/ remedial classes to help students who are in need of additional help. Furthermore, students are given multiple opportunities for internal assessment to improve their score. Individual teachers provide access to the academically weak students with extra classes in convenient times. This gives weak and disadvantaged students several opportunities to enhance their grade.

29. Does the institution encourage the teachers to make a teaching-plan? (0.5)

Yes No If yes, gives details.

Indeed, teachers create an academic plan for the year or semester, and based on that plan, they create a unit plan in which they must include their daily lesson plans, attendance records, and log books for the students. A follow-up is conducted by the program coordinator, HODs, and vice principals to determine whether or not it has been done frequently. If not, it constitutes non-conformance (NC), and corrective action is then taken. A prompt follow-up is conducted after the individual teacher is cautioned to do so frequently. The college's Internal quality assurance cell conducts quality audits, keeps track of them, and encourages teachers to create lesson plans, log books, and other assignments like class observations. PIs and HODs monitor whether or not specific teachers are carrying out their assigned responsibilities, such as creating annual plans, lesson plans, maintaining log books, and other things.

File Description	Document
Sample of Semester plans	View Document

30. Are syllabi in harmony with the academic/teaching calendar? (0.5)

Yes No

If yes, give details of implementation in terms of monitoring, coverage, correction, etc

Yes, As per the directives of IQAC, BKC departments prepare their academic calendars which includes the teaching plans, internal assessment, conferences, special talks etc. The academic calendar is circulated by the Admin of BKC. Annual/semester breaks and national holidays are kept in mind while preparing the academic calendar as well as the calendar of extracurricular and sports activities as well. Due care is taken to balance the activities across both annual/ semesters ensuring appropriate time for scholastic as well as co scholastic activities.

File Description	Document
Operation Calendar of BHM	View document
Operation Calendar of Science	View Document

31. How does the institution supplement the lecture method of teaching with other teaching methods with specific weightage in terms of hours (directed studies, assignments, presentations)? Produce some examples. (0.5)

The holistic development of the students is ensured through the four pillars of education's philosophy– Knowledge, Skills, Values and Attitude. Students are empowered through experiential learning approaches, participative learning techniques and problem-solving methods that enable learners to apply theoretical knowledge to practical endeavors in a multitude of settings. Balkumari College is steadfast in teaching students centered learning as far as practicable. We have been adopting those methods more intensely.

File Description	Document
Slide Presentations	View Document
Assignments through LMS (Microsoft Teams)	View Document
Presentations Schedule for Students	View document

32. Is there a facility to prepare audio visuals and other teaching aids? (0.5)

Yes No If yes, give details about the facilities.

The College has a Wi-Fi Enabled Campus which helps the teachers and students to stay connected to the internet and learn and teach the updated information. The college has ICT Enabled Classrooms having Desktops, Laptops and Projectors which helps in the e-learning process. Some teachers use and share E-books which are very useful for the students as they are handy and saves the cost of buying the physical books. Multimedia Projectors, Sound Speakers, computers, Laptops are available for the teachers and students for their audio-visual presentations. Presentations are the best way to make notes as they can be updated with the latest changes in the knowledge, presenting diagrams, charts, etc.

File description	Document
Laptop distribution to teachers by college	View document

33. Furnish the following for the last two years (1.5)

Workload per week (for full time teachers):	18 periods
Workload per week (for part time teachers):	As needed of College
Ratio of full-time teachers to part-time teachers:	1:1.86
Ratio of teaching staff to non-teaching staff:	1:0.71
Percentage of classes taught by full-time faculty:	75%
Number of visiting professors/practitioners:	8

File Description	Document
Full time teacher list	View document
part time teacher list	View document
Full time staff list	View document

34 (a). Are the students oriented to the program, evaluation system, codes of conduct other relevant institutional provisions and requirements? (0.5)

Yes No If yes give evidence.

We hold orientation programs every year to inform the students of the educational

schedule, the grading scheme, and the student code of conduct. We are working harder at it. Being a community college, BKC follows the Academic Calendar issued by the University at the beginning of the academic year. It clearly delineates a schedule for teaching, examination, semester break and vacations that is strictly followed by the college to ensure smooth and efficient functioning of its teaching and administrative processes. Within the same framework, the college also prepares its own calendar of events and activities before the commencement of the Academic Session and the same is communicated to all. All the aforementioned information is reinforced during the collegiate and departmental orientation of new students at the beginning of academic session.

34 (b). Are evaluation methods communicated to students at the beginning of the academic session? (0.5)

Yes No

If yes give evidence.

At the beginning of the academic session, we hold orientation programs to let the students know about the evaluation system. We are doing it more earnestly.

File Description	Document
Evaluation methods communicating to students at the beginning of the academic session in Orientation	View document

35. Does the institution monitor the overall performance of students periodically? (0.5)

Yes No If yes, give details

Yes, For the purpose of overall performance of students periodically; Each course instructor/coordinator provides the teaching plan, which includes the internal evaluation methods to be employed to a particular course. Board examinations are already explained in the TU Examination Rules. In the meantime, a representative of the Office of the Examinations Section is invited in the Orientation programme to explain to the students about the examination system.

Internal Evaluation, teachers prepare their schedule of teaching, class tests and assignments in accordance with their allotted time table keeping the academic calendar and planned co-curricular activities of the college in mind. The students are informed well in advance about the deadline for assignment submissions, dates for class tests and presentations, as well as their final internal assessment marks. Also, on the basis of the first term result the scholarship is distributed. We also have the practice of publishing notices showing progress of students on the internal exam.

File Description	Document
Internal Exams	View document

36. In the case of new appointment of the teaching faculty made by the institution itself, select among the following funding criteria that are evidential in your institution. 1.5

Vacancy Category	Operational Mechanism					
	Job Advertise ment	Selection Committee Formation	Examination by Selection Committee	Evaluation of Demo Classes	Interview by Selection Committee	Job Contract Through Formal Appointment Letter
Self-Funded	Yes	Yes	Yes		Yes	Yes
Government Funded	-	-	-	-	-	-
Any other category	-	-	-	-	-	-

In conclusion, we have the practice of selecting faculty members on a self-funded basis only.

File Description	Document
Teacher Selection Guidelines of BKC	View document

37. Provide the following information (in number) about the teaching staff recruited during the last two years. (0.5)

Teaching staff recruited			
From the same district it operates		From other districts	
Year I:	Year II:	Year I:	Year II:
2	2	1	0

File Description	Document
Teaching staff recruited during the last two years - BHM	View document
Teaching staff recruited during the last two years - Science	View document

38. (a). Does the institution have the freedom and the resources to appoint and pay temporary/adhoc teaching staff? Are such provisions defined in the institution act/board decision/minute? (0.5)

Yes No

If yes, give details of their salary structure and other benefits.

In accordance with the Balkumari College constitution, we are free to hire and compensate temporary or ad hoc teaching staff as needed. All teachers, whether temporary or under contract, receive full compensation in accordance with national standards. They have the same access to sick days, unpaid time off, and other holidays as other teachers. The college hires temporary or part-time teachers as needed to fill in for absent permanent teachers for a variety of anticipated reasons.

It is important to note that the college has the resources and authority to hire and compensate necessary temporary teaching staff as required. The college's constitution specifies its facilities, leave policies, and job descriptions. We organize a quality assurance audit and a review meeting to assess the state of our teaching and learning.

38 (b). Does the institution have provision and practice for inviting visiting/guest faculty on regular basis? (0.5)

Yes No

If yes give details

Yes, the institution has provision and practice for inviting visiting/guest faculty on a regular basis.

File Description	Document
Documents related to visiting/guest faculties	View document

39. Number of teaching staff who have attended seminars/conferences/workshops as participants/resource persons/organizer in the last two years: (1.5)

Particulars	Participants	Resource persons	Organizer
Institutional level			
National level	3 persons 2 Persons		TU, FOM Boston College
International level			

File Description	Document
Teaching staff who have attended seminars/conferences/workshops as participants/resource persons/organizer	View document

Teaching Staffs who have attended Orientation Program in Hetauda, Organize by Faculty of Education, TU	View Document
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40. Does the institution follow the self-appraisal method to evaluate the performance of the faculty in teaching, research and extension program? (0.5)

Yes No

If yes, how are teachers encouraged to use the feedback? Provide justifications.

Principally the departments and programs in charge do the evaluation of their performances by the result of internal exams, report of quality auditors and feedback of consumers (students), and observation of the class.

File Description	Document
Self-appraisal evaluate form of BKC	View document

41. Does the institution follow any other teacher performance appraisal method? (0.5)

Yes No

If yes, give details of the same and state how the results of the appraisal are used.

Result of the exam, Internal Quality Audit Report work as feedback regarding the performance of the teachers. As our quality monitoring plan, Program In Charge, HOD's and the Vice Principals observe the class and submit the report to MR. MR organizes Review Meetings and takes necessary steps to correct and improve the weak points.

The teachers are requested to fill up the ***Faculty Self Evaluation Form*** . The questions are

intended to stimulate thought and ideas about their work in and outside the classroom. The opportunity to describe the kind of professional development, scholarly endeavors, and creative work that faculties have been involved in since the last evaluation. The teachers are involved in the interaction about their weak points and have the opportunity to correct and improve non-conformances (NC). Their weak points are discussed in the review meeting. Students are requested to fill up the *“Teacher Evaluation by Students”*.

We have an Internal Quality Audit followed by an interactive Review Meeting where we talk about corrective, reformative and follow up activities. We do interact with each other to do away with our weak points. We also do follow up to close corrective actions found by internal quality audits.

File Description	Document
Faculty Self Evaluation Form	View document
Teacher Evaluation by Students	View document

42. Does the institution collect student evaluation on institution experience? (0.5)

Yes No

If yes, what is the significant feedback from students and how has it been used?

The college has the tradition of getting college graduates to complete “Evaluation questionnaire about college performance before they leave the college”. We do analyze their suggestions and feedback. Corrective actions are carried on by the departments/faculties by discussing in the Management Review meeting.

In fact, we have been organizing student's satisfaction survey every year and address the suggestions. Actually, it is the evaluation of the students towards college management system and academic activities.

43. Does the institution conduct refresher courses/ seminars / conferences / symposia / workshops / programs for faculty development? (0.5)

Yes No If yes, give details.

Yes, the college frequently arranges such programs for the development of the faculties. BKC focuses on undertaking quality-related research studies, consultancy and training programmes and advancing collaboration with other stakeholders of higher education for quality evaluation, promotion and sustenance. This Faculty Development programme aims to enhance Faculty vitality in essential areas of teaching, evaluating, researching, engagement, and administration domains. It is believed to have a major positive impact on the educational environment and learners' academic achievement.

YEAR	SUBJECT	PARTICIPANTS	RESOURCE PERSON	DURATION /DATE
2023	Faculty Capacity enhancement Program - A Two Day Workshop on Seminar Paper Design, Article Writing, Publication & Pedagogical Approaches	31	1. Asso. Pro. Dr. Dhrubalal Pandey FOM, TU. 2. Asso. Pro. Dr. Prakash Chandra Bhattari	2 days

File Description	Document
Faculty Capacity enhancement Program	View Document

44. Give details faculty development programs and the number of teachers who benefited out of them, during the last two years. (0.5)

Balkumari College is much concerned about the skill development of faculty members. We have planned to provide them with certain support to study and research. Balkumari

College is serious about faculty development. It has deep concern how to support teachers for their skill development.

Faculty Development Programs	No. of Beneficiaries
Study Leave for PhD	0
Study Leave for M.Phil.	0
Training (National and International)	3
Conference and Workshop (National and International)	5
Exposure visit and experiences Sharing	0

45. Furnish information about notable innovations in teaching. (0.5)

The college has incorporated innovative teaching and learning methods to deliver qualitative education to the students. Using innovative teaching strategies in the classroom can make learning easier and more effective. Experimenting with diverse strategies in the classroom is an iterative process that will assist teachers in promoting learning to encourage student growth. Here are some different methods to integrate innovation into the daily curriculum.

1. Personalized Learning: Rather than using a single approach or plan to teach the entire class, teachers adjust to the capabilities of each student to help them succeed. This strategy includes:

Blended learning: This teaching strategy gives the student more responsibility over their own learning, with the teacher functioning as a general guide and overseer over a more discovery-based learning environment. Students are allowed to choose how and at what pace they move through the content.

Adaptive learning: Adaptive learning collects data from student responses to specific questions. Then provide immediate feedback or adaptation for the student and notifies the teacher so they can change the lesson plan accordingly.

2. **Project-Based Learning**

Project-based learning creates exercises that require students to identify a real-world problem and then devise a solution. Project-based learning is built on the development of specific, transferable skills such as research, critical thinking, problem-solving, and cooperation. It is an active form of learning in which students gain expertise via implementation of their knowledge rather than rote memorization.

3. **Inquiry-Based Learning**

Inquiry-based learning entails more than simply asking a student what he or she wishes to learn. The main purpose is to generate curiosity to engage students in the material. However, stimulating a student's curiosity is a far more essential and challenging task than simply delivering facts. Despite its complexities, this strategy of learning can be easier on instructors because it shifts some duties from teachers to students and gives students authority to engage with the material.

4. **Culturally Inclusive Teaching**

Teaching can be difficult due to students coming from various cultural backgrounds with diverse needs. Students are unique and acquire educational knowledge differently. Culturally inclusive education connects the subject matter to the cultures of the students, establishing a personal connection. Teachers can get to know the students, their cultural backgrounds, and some basic cultural information, then use examples and exercises to connect their study topic to different cultures. Note that incorporating different cultures must be done delicately and in a manner that respects and promotes diversity in the classroom.

46. What are the national and international linkages established for teaching and or research?
(0.5)

We have wide circles of international advisors to give feedbacks in teaching learning activities:-

- Dr. Tulsi Dharel, Professor, Dept of Marketing & international business, Centennial College Toronto, Canada
- Dr. Jeet Joshee, State **University** of California , San Bernadino, USA
- George Washington University, Washington DC. Department of professional studies

through Professor Roger Whitetaker

- Mumbai University, Santa Cruz, Department of commerce through HOD , Prof Vivek Deolankar
- American Embassy, Counselor's office

MOU with:

Microsoft center Kathmandu in 2070 for the provision of new knowledge and skill in computer both for teachers & students

We have been continuing and developing international relations.

File Description	Document
MoU between BKC, Microsoft center Kathmandu and UGC Nepal	View document

CRITERION 4:**RESEARCH, CONSULTANCY AND EXTENSION
MARKS)****(10**

47. Research budget of the institution in % of total operating budget. (1)

The college has allocated RS 55, 50,000/- (Fifty Five Lakhs and fifty thousand Rupees) for conducting research and research related activities by the faculties. This budget covers 5.00% of the total budget of BKC. By incrementing research budgets, we demonstrate our commitment to knowledge creation, innovation and addressing societal challenges. The research budget, which was previously allocated across different activities separately and seems very less, now it seems bigger due to the accumulation of all research activities expenditures under the research heading.

Budget		
S.N.	2078/79	2079/80
1.	RS. 5,00,000/-	RS. 55,50,000/-

File Description	Document
Research Budget	View document
Annual Plan and Budget of RMC	View Document

48. How does the institution promote research? (1)

- ✓ **Encourage PG students doing project work:** Yes, Dissertation is compulsory for master level students.
- ✓ **Teachers are given study leave:** Yes, The College encourages faculties for their further study. Two teachers have already completed their Ph. Ds. Further Three faculties are going to finish their PhD. Five faculties have already completed their M.Phils.
- ✓ **Teachers provided with seed money:** Yes, There is a budgetary provision for Research

activities, which provides teachers with research grants. BKC has been providing Rs. 25,000/- (Twenty five thousand rupees) for each faculty member who does mini research (once in a year). For Ph.D. scholars out of 4,00,000 lakhs in the very beginning 150,000 is given as seed money. The college also provides leave (paid/unpaid) to the faculties to take part in research

- ✓ **Provision of Research Committee: Yes**, There is a Research Management Committee who manages the research works in the college in accordance with the research guidelines given by Tribhuvan University.
- ✓ **Adjustment in teaching load/schedule: Yes**, HOD ensure to manage teaching load or schedule.

(Note: Balkumari College follows the research guidelines develop by Tribhuvan University, Nepal and University Grants Commission, Nepal)

49. Is the institution engaged in Ph.D level programs? (1)

Yes No If yes, give details

50. What percentage of teachers is engaged in active research - guiding research scholars, operating projects, publishing regularly, etc.? Give details. (0.5)

The faculties normally guide dissertation research projects, which are mandatory for Master Level students as well as project work for Bachelor Level.

File Description	Document
List of faculties currently supervising research students MBS	View document
List of faculties currently supervising research students M. Ed	View document

51. Mention the admission status of the M Phil/PhD scholars in your institution. (0.5)

Level	Enrollment Status		Total
	Full Time	Part Time	
MPhil	-	-	-
PhD	-	-	-

52. How many Ph. Ds have been awarded during the last five years? (1)

None

53. Does the institution provide financial support to research students? (0.5)

Yes No If yes, give % of financial support from recurring cost.

BKC offers financial assistance to research students in the form of a motivating reward. The top three students, one each from different faculties (M.Ed., MBS, and MBA-FM), who produce the best dissertations receive a total of NRs 36,000 as an incentive, with each student receiving NRs 12,000.00.

54 . Provide details of the ongoing research projects: (0.5)

Total number of projects	Project Revenues (in NRs.)
4	25000 x 4 = 100000.00

Ongoing Research Projects.

S.N.	Researcher	Research Topic	Remarks
1	Mr. Anup Muni Bajracharya	Metallo - β - Lactamase Producing Gram Negative Bacteria Isolates From Urine Sample of Patients of Bharatypur Hospital	25000
2	Poonam Pokhrel Sapkota	Prevalence and Practices of Self- medication Among College Students of	25000

		Balkumari College	
3	Sharada Khanal	Students' Perception Regarding Blended Learning Approach in Chitwan	25000
4	Nabin Kumar Shrestha	Effectiveness of Online Education During and After Covid -19	25000

55. Give details of ongoing research projects funded by external agencies. (0.5)

Funding agency	Amount (Rs.)	Duration (Years)	Collaboration, if any
-	-	-	-
-	-	-	-

56. Does the institution have research/academic publication? If yes, give details of publications in the last two years. (0.5)

S. No	Year I -2078	Year II - 2079
1	Journal of Balkumari College – 2078 Vol .-10	Journal of Balkumari College – 2079 Vol.-11
2	Nepalese Journal of Management Research (Containing Research Based Articles) Vol . 1	Nepalese Journal of Management Research (Containing Research Based Articles) Vol . 2

File Description	Document
Cover Page of JBC and NJMR	View document

57. Does the institution offer consultancy services? (0.5)

Yes No If yes, give details.

58. Does the institution have a designated person for extension activities? (0.5)

Yes No

If yes, indicate the nature of the post as –

Full-time

Part-time

Additional charge

59. Indicate the extension activities of the institution and its details: (0.5)

- In addition, the Vice Principal and HOD are designated for extension activities within the college. - The FSU president organizes a frequent Blood Donation Program.
- BHM Programme coordinator manages students visiting different Hotels and provides suggestion for planned Hotels.
- Head of department (HOD) of BBA/BIM, BBS, B.Ed., BICTE, and BSc manage students to visit different places for their internship.
- HODs of different departments organize related field visit programs for their students.
- **Community development** - ECA Department
- **Training in Disaster Management** LIONS/LEO club of Balkumari College
- **Health and hygiene awareness** - Health Department & /LIONS/LEO club of Balkumari College
- **Medical camps** - Health Department & Lions /Leos
- **Adult education and literacy** - Education Department
- **Blood donation camps** - Students Union & Youth Red cross Circle
- **Environment awareness** - Dept. of Environmental Science
- Any other

60. Are there any outreach programs carried out by the institution (for example, Population Education Club, Adult Education, National Literacy Mission, etc.)? (0.5)

Yes No If yes, justify.

Outreach programs conducted by colleges are initiatives that aim to engage with the community and provide valuable services, support, and resources to individuals or groups outside of the college. These programs often focus on education, community

service, and Health. The outreach programs conducted by colleges are Blood donation, Mega Health Camp etc.

File Description	Document
Blood Donation Program	
Megha Health Camp	

61. How are students and teachers encouraged to participate in extension activities? Any defined approaches? (0.5)

The college encourages students to participate in community service programs by notice. When they contribute, we honor them with certificates and awards. Same is being done with the teachers and administrative staff.

In the case of Clubs, the presidents are requested for their cooperation. They coordinate with the members and the extension programs such as blood donation, health camps at the old age home of Devghat, and awareness programs in the college are going on smoothly. Free Students Union and Youth Red Cross Circle have been involved in Blood donation, orientation for new students and sanitation whereas Balkumari College Lions & Leos organize various community services & awareness and health camps. They also organize programs for youths in the development of creativity and leadership such as art competition, oratory competition, peace poster competition and so on. They have an annual plan and schedule of extension programs.

62. Does the institution work and plan the extension activities along with NGO's and INGO's? Give details of the last 3 years. (0.5)

Yes, we work with Free Students Union, Lions Club International, Rotary International, Family Planning Association, Chitwan Chamber of Commerce & Industries, Madhav Ghimire Foundation, Balkumari College Lions Club, Balkumari College Leos Club, District Public Health Office, Youth Red Cross Circle of BKC etc.

CRITERION 5:**INFRASTRUCTURE AND LEARNING RESOURCES (20 MARKS)****A. General Physical Infrastructure**

63. Does the institution have a comprehensive master plan indicating the existing buildings and the projected expansion in the future? (0.5)

The master plan of the existing college building has been designed by CREATORS. Similarly, Balkumari Health building has been designed by CREATORS. The copies have been herewith attached and projected expansion Science and Technology building design my Swiss Volunteer

Description	Document
Comprehensive master plan indicating the projected expansion in the future	View Document

- 64 (a). How does the institution plan to meet the need for augmenting the infrastructure to keep pace with academic growth? Produce plan, if any. (0.5)

Balkumari College has the plan to meet the need of said mission as follows:

- Revise the fee structure in consent with the stakeholders
- Get support from external agencies like UGC, IDF (World bank), INGO's, NGO's, Lions International, Rotary international , Chitwan Chamber of Commerce & industries, Bharatpur metropolis & other institutions : local & international
- Get donation from generous local people as they have been doing so far
- Get scholarship fund established by local wealthy people
- Establish relationships with industrialists, business men, contractors who are always ready to contribute something for the infrastructure of the college.
- Expand relation with alumni and get them to help the college

Basically, the college has a fixed number of students in most programs: BSc, BHM, BBA, BIM, BICTE, MBS MBA-FM & MEd and other programs. The plan consists of books to be brought, computers to be installed, desk & benches to purchase, other infrastructure concerning the sports ground, and drinking water plant. We prepare the plan as per suggestions & feedback of students & stakeholders.

64 (b). What support facilities are available for conducting the education programmers in the institution?(0.5)

- Laboratory
- Library
- Others

Give details

Balkumari college has the following support facilities for faculties, staffs and students

1. **Library:** College has a library which provides access to research (Case study reports, Thesis reports and other academic research reports).
 - i. BBA/BIM Department
 - ii. BHM Department
 - iii. BBS
 - iv. B.Ed./M.Ed
 - v. MBS
2. **Information Technology:** IT maintains the website of College and various departments and it gives internet facilities to all departments with faculty members and students.
3. **Conference /Seminar Hall :** There is 100 hundred capacity conference Hall with Multimedia projector and sound system
4. **Journal:** BKC subscribed the Journal “From central Library” to promote research activities in the College.
5. **Medical Facility/ First Aid:** Medical Treatment facility also provided by college for students and health insurance is mandatory for staff and faculties.

Apart from Balkumari college, it has its own computer laboratory, science lab & library. Student can invest their free time in learning programming, automation, improving basic computer skills and knowledge enhancement. That will help them later to define their career goals, entrepreneurship and job opportunities for skills development, students need to practice.

File Description	Document	
Photographs of available facilities		

65. Does the institution have provision for regular maintenance of its infrastructure? Provide a scheme. (0.5)

The infrastructures are maintained on a regular basis and as per the need. There are different persons dedicated to the maintenance task. There is a provision for estimating and costing for major maintenance works inside the college. College inspects different buildings and infrastructures if any maintenance is required. College also collects complaints from different departments.

Different Regular manpower of college dedicated for maintenance purpose are listed below.

1. Vice Principal - 1
2. Deputy Administrator-1
3. Electrical Technician- 1
4. IT Technician -2
5. Carpenter -1
6. Mason- 1
7. Plumber -1
8. Gardener-1

The college's regular maintenance and its infrastructure facilities are supervised by the Vice Principal and deputy Administrator.

File Description	Document	
Procedure of regular maintenance of infrastructure		

66. How does the institution ensure optimum utilization of its infrastructure facilities? Produce the plan. (0.5)

The existing class rooms, laboratories, library, conference hall, are regularly used in the morning shift, Day shift and Evening shift for Bachelor and Master Degree programmes. (from 6:00 AM to 8:00 PM). Computer labs are used on a group basis within a shift to adjust the number of students.

The plan of institutional control :

- Library Advisory Committee for library development (Functional Procedure provided)
- Computer lab coordinated by the computer Department head. (Functional Procedure provided)

All activities are smoothly going in the coordination of Vice Principals who are responsible to look after optimum utilization of its infrastructure facilities.

Description	Documents
Time Table/Class Routine of Morning Shift and Day Shift Programs	View Document
Functional Procedure of library	View Document

67. Does the institution encourage use of the academic facilities by external agencies?
(0.5)

Yes **No** If yes, give clearly defined regulations.

Balkumari College has been a leading educational Centre since its establishment. Community involvement is our main target. The facilities here can be used by external agencies such as students studying in other universities, college & research scholars can access libraries and microbiology labs.

68. What efforts are made to keep the institution clean, green and pollution free?
Give details (0.5)

Contract manpower hired for cleaning, gardening which ultimately led to cleaning the environment. The premises of campus have declared a plastic free zone. There are different dustbins at each block and in the yards to collect the waste on a regular basis. The college has well managed gardens with flowers and grasses and plants. There are trees and new trees are planted regularly within college premises.

Vice Principal and deputy administration are responsible to maintain all environmental activities. They undergo various activities such as growing flowering & green plants, maintaining the garden, toilet, corridors, and class rooms, sanitation of every nook and corners in the premises.

69. Are there computer facilities in the institution that are easily accessible to students and faculty? (0.5)

- Number of computer accessible to the students 52....
- Computer accessible to the faculty 10.....
- Internet accessible to the faculty All Department Internet accessible to the faculty All Faculties.

All faculty and staff as well as students are provided with individual access to free internet to their laptop, computer and smart phones through high speed Internet facility with 25 mbps Dedicated.

70. Give the working hours of the computer center and its access on holidays and off hours. (0.5)

The college provides computer facilities to students from 6:00 AM to 7:00 PM every day except holidays. Assistants have been assigned to carry on the responsibility turn by turn. As for internet & Wi-Fi service, there is 24 hours service available. Moreover, the Internet is accessible on holidays and off hours as well.

71 (a). How many departments have computers of their own? Give details. (0.5)

All departments (MBS MBA-FM, BBS, B SC, BICTE, BBA ,BIM, B.Ed., Account Section, Exam Section, Reception, Principal's Office, Vice Principal's Office, Research Management Cell, Library and the programme coordinator and higher-level authorities are provided with desktop and laptops computer.

71 (b). Does the institution have provisions of internet/intercom/CCTV/other facilities Give details (0.5)

Yes, the institution has provisions for internet/intercom facilities. Internet facility is available for 24 hours. Internet facilities have been provided in each faculty & department. Similarly, the Institution has CCTV installation in each floor of college premises.

72. Explain the output of the center in developing computer aided learning packages in various subjects during the last three years? (0.5)

Students are encouraged to learn through computer aided packages. Different simulation packages, animations and models are used in learning. Computer aided learning packages are used for most of the necessary events from class information, class assignment, project works through e-media. Learning management such as Moodle is used in providing class notes and teaching materials to students. Students of MBS, M.Ed. BICTE, BHM, and B.Sc. EXCEL and POWERPOINT presentation of their industrial visit and SPSS software has been used for research activities regularly for the last more than 10 years. The

Faculty of Science used GIS (Geographic Information System).BHM uses Front desk software- CROSSOVER is used by BHM Faculty. LMS (Microsoft Team, Google Classroom) is used for Online classes.

73. Is there any provision for maintaining/updating the computer facilities? Provide the details of the system. (0.5)

The computers and networking systems are regularly maintained and updated to newer software versions as per the need of the students to incorporate the latest software. The campus has appointed the following staff to update computers and networking systems in the College. There is a separate department for the maintenance and IT services within the campus with the following persons.

- IT Technicians - 2

Balkumari College has developed a procedure for the computer maintenance section. The hardware technician cum teacher is the In- Charge. He has the list of computers in all the sections and units. He regularly checks the computers and makes documentation.

On the other hand, the section where the computer is located is also responsible to take care of it. Printers, Scanner, LCD projectors are also properly looked after by the concerned department head. Provided there is something wrong with the computer, the concerned authority has to notify the maintenance dept. In charge by filling the complaint form. Then, the maintenance in charge takes necessary steps for repair on permission of the Principal.

File Description	Document	
Procedure of Computer Maintenance		

74. Does the institution make use of the services of inter-university facilities? (0.5)
Yes, Balkumari college Library provides inter-university or inter-institution access to e-resources and hard copies of books. Free access to journal databases that are specially hosted by TU Central Library are available to the students,

teachers and staff of the college as well which is used for various purposes. We also have e links with different universities through websites. The college often makes use of inter-university facilities particularly in research activities.

75. What are the various health services available to the students, teachers and other staff? Give details. (0.5)

There is a first aid center in the premises of the college which is looked after by a CMA. There is a facility of first aid in emergency care. At the same time, we have stretchers, blood pressure recorder, thermometer and general medicines. Furthermore, BKC offers insurance schemes to its teaching staff and administrative staff.

76. What are the physical and infrastructural facilities available in the sports and physical education center? Give details. (0.5)

Balkumari College offers excellent amenities for sports and physical education. The college has a range of sports facilities, including a basketball court, volleyball court, badminton court, table tennis board, long jump, high jump, triple jump sand pit, and Kabaddi court, For football and cricket, the students use the nearby public ground, "CAMPA CHAUR". In summary, Balkumari College has provided ample sports and physical education resources for its students, overseen by the head of the sports and extracurricular department. Additionally, the college's extracurricular department works closely with students, incorporating their suggestions through satisfaction survey reports.

Description	Document
Some photographs of Sports facilities	

77. What are the incentives given to outstanding sports persons? (0.5)

For intramural participation, there are regular incentives given to outstanding sports persons. We have a policy to provide such extraordinary sports persons

with scholarships, medals and certificates. Sport week occurs at least once a year. Through our sports and extra activities department, we provide facilities to outstanding sports persons for further training and also send them to national and international competitions/ tournaments.

78. Give details of the student participation during the last year at the university, regional, national and international events. (0.5)

Particulars	Participation of Students	Outcomes
District	Volleyball (Inter College) Football (Inter College)	1 st position
National		
International		

Normally groups of students are interested in group sports: volleyball, Basketball football and cricket. So they participate in various competitions for which the college provides basic financial support to participate in those competitions. Shield And Cups earned by the winning team are safely demonstrated at the library. Medals and cash prizes are given to the individual players.

79. Give details of the hostel facilities available in the institution? (0.5)

NA.

80. Give details of the facilities for drinking water and toilets. (0.5)

The college has drinking water treatment facilities. In case of non-function of such facilities, Pure water is being distributed through a boring system. In all Academic Blocks and floors there are facilities of drinking water. There are also the facilities of cold and hot water. There are different and well equipped toilets for ladies and gents. There are separate toilets for the students and faculty members which are maintained neat and clean with the flush facilities. In all blocks there are separate facilities for boys and girls toilets. Cleanliness of the toilet is looked after by supporting staff.

Uro guard : 3

Water dispensers (Hot Water and Cold water): 1+3

Number of toilets in the buildings is 00, allocated for both male and females.

Particularly the status of toilets are as follow:

Boys per Toilets: $1014/15 = 67.6$ boys students per toilet; Urinals: $1014/15 = 67.6$ boys students per urinal.

Girls per Toilets: $1314/15 = 87.6$ girls students per toilet.

Description	Document
Some photographs of Drinking Water Facilities.	

B. Library as a Learning Resource

81 (a). What are the working hours of the library? (0.25)

- On working days- 11 hours
- On holidays- No
- Prior to examinations- 11 hours

81 (b). Does the library provide open-access to students? (0.25)

Yes No

11 hours every day, facility provided through computer search.

82. Mention the total collection of documents. (3.5)

Books	57359	(0.2)	
Current Journals			
Nepalese	150	(0.2)	
Foreign	0	(0.2)	
Magazines	19	(0.2)	
Reference Books	4864	(1.0)	

Textbooks	57359	(0.2)
Refereed journals	150	(0.4)
Back Volumes of Journals		(0.2)
E- Information Resources		(0.4)
CD's/DVD's	150	
Databases	-	
Online Journals	2	
AV Resources	5	
Special collection	(0.5)	

(Please specify for example: UNO Depository center, World Bank Repository, Competitive Examinations, Book Bank, Old Book Collection, Manuscripts)

Thesis and dissertation of the master level students of the different universities and Collection of Kantipur and Gorkhapatra for more than 30 years.

83. Give the number of books/journals/periodicals that have been added to the institution library during the last two years and their cost. (1)

	The year before last		The year before	
	Number	Total cost	Number	Total cost
i. Text books	3229	1195528	958	444466
ii. Other books/References	45	198000	22	76000
iii. Journals/periodicals	19	65000	19	65000
iv. Any others				

84. Mention (1)

- (i) Total carpet area of the institution library (in sq.mts.) [4985 sq.] (0.25)
- (ii) Total number of departmental libraries [] (0.25)
- (iii) Seating capacity of the Library [100 seats] (0.25)
- (iv) Open student access to library [15 students] (0.25)

85. Give the organizational structure of the library. (0.5)

- (i) Total number of staff (0.3)
- a. Professionals (List with qualifications)
 - b. Semi-professionals
 - c. Others

Description	Document
Organizational structure of the library	View Document

(ii) Library advisory committee (0.2), Give details

Description	Document
Library advisory committee	View Document

86. Staff development programs for library (0.5)

- (i) Refresher/orientation courses attended- Yes
- (ii) Workshops/Seminars/Conferences attended- Yes
- (iii) Other special training programs attended- Yes

87. Are the library functions automated? (0.5)

Yes No

If yes: Fully automated (0.5) Partially automated (0.25)

Name the application software used - Lib info

Technical support is provided by technicians. They have been assigned to adjust it in case there is any difficulty in the software.

88. What is the percentage of the library budget in relation to the total budget of the Institution? (0.5)

There is a separate budget for the library. The total operational budget for the library is about 1.2 percent of the college. (As per 2079/080 college budget).

89. Does the library provide the following services/facilities? (10 x 0.1 = 1)

- **Circulation Services** ✓
- **Maintenance services** ✓
- **Reference/referral service** ✓
- **Information display and notification services** ✓
- **Photocopying and printing services** ✓
- **User Orientation/Information Literacy** ✓
- **Internet/ Computer Access** ✓
- Inter-Library Loan services
- **Networking services** ✓
- **Power Backup facility** ✓

All above facilities and services are being provided attentively & regularly.

Description	Document
Library Rules, Regulations	View Document

90. Furnish details on the following (1; to be equally distributed)

- | | |
|---|----------|
| (i) Average number of books issued/returned per day. | [250] |
| (ii) Average no. of users visited / Documents consulted per month | [] |
| (iii) Please furnish the information on no. of Log- ins in to the | [] |
| (iv) E-Library Services/E- Documents delivered per month | [] |
| (v) Ratio of Library books to number of students enrolled | [1:24] |

CRITERION 6: STUDENT SUPPORT AND GUIDANCE (10 MARKS)

91. Furnish the following details: (0.25 x 4 = 1)

- Percentage of regular students appearing for the exam. 98%
- Drop out rate (drop out from the course) 16%
- Progression to further study (Bachelors to Master, Master to M Phil / Ph. D)
- Prominent positions held by alumni

Progression to further study: Yes, there are the provisions for further study (Bachelors to Master, Master to M. Phil/Ph. D). Over 50 percent of our Master level students are mainly from our own bachelor level and from other colleges.

Prominent positions held by Alumni's are as follows:

Name of the Graduates	Degree	Year Completion	Present Position
Sanjaya Bhattarai	Bachelor's Degree		SP, Nepal Armed Force
Prem Kumar Shrestaha	Bachelor's Degree		Deputy GM, Agricultural Development Bank
Saran Kumar Adhikari	Masters Degree		Deputy Director, Nepal Rastra Bank
Grishma Adhikari	Masters Degree		Deputy Director, Nepal Rastra Bank
Surya Acharya			SP, Nepal Armed Force
Krishna Adhikari			SP, Nepal Armed Force
Dinesh Koirala			Politician
Uttam Joshi			Politician
Ashok Lamichhane	Bachelor's Degree		Business Man
Niraj Shrestha	Bachelor's Degree		Business Man

Chun Narayan Shrestha	Bachelor's Degree		Precedent, Chitwan Chamber of Commerce
Komal Nath Ghimire	Bachelor's Degree		Headmaster, Bhimnagar Ma.vi
Heramba Kumar Shrestha	Masters Degree		Headmaster, Balkumari Girls School.
Dr. Mahesh Kumar Gajurel	Bachelor's Degree		Chairman, TU Part time Teacher Association
Nawaraj Khaniya	Bachelor's Degree		Nabil Bank

92. How many students have passed the following examinations in the last five years?

(0.25 x 4 = 1)

- Nepal Civil Services Examinations - Approximately 25 students have passed in Nepal Civil Services examinations.
- Other employment related examinations - Approximately 125 students have passed Other employment related examinations
- International level entrance examination - Approximately 530 students have passed the International Level Entrance Examination, likewise, TOFEL, IELTS, PTE etc.
- Others (please specify) - Other alumni are employed in the private colleges as lecturers, in schools as headmasters/principals and teachers, NGO/INGO staff, entrepreneurs or employees in the private sector as well as freelancers. Some are studying in Nepal and foreign countries.

93. Does the institution publish its updated prospectus annually? (1)

Yes No

If yes, what are the contents of the prospectus?

We do publish our prospectus, college bulletin, journals, souvenirs and other reports every year. The prospectus (Also annual College Bulletin) has the coverage as follows:

- short introduction of the college with its vision and mission,
- progress by academic, financial and social point of view

- major programs with their highlights,
- Courses offered by the college
- Details of Faculty members & administrative staff
- system regarding library, fee structure ,
- Operation calendar and so on.

Description	Document
College Prospectus	View Document

94. What kind of financial aids are available to students from the government, the institution and others? Give details. (0.5)

Government financial aid is not available for students in BKC. Around 5% - 6% of students are provided with scholarships from the college. The college provides merit scholarships to students based on their academic results who top the entrance examinations and Board examination are automatically qualified for and receive merit scholarships. The college has a permanent fund created by different donors as well as the college itself for the student's scholarship. Such scholarships are distributed annually on the anniversary of the college.

Description	Document
Scholarship Guidelines	View Document

95. Mention the number of students who have received financial aid during the last two years. (0.5)

Financial aid	Year before last (2077/78)	Year before (2078/79)
i. Merit scholarship		
ii. Merit-cum-Means		

iii. Any others		
Total Amount Rs.	27,10,301.00	36,13,699.00

Description	Document
Scholarship Detail	View Documents

96. Does the institution have an employment cell and a placement officer who offers career counseling to students? If yes, give details of the cell and its office. (0.25 x 2 = 0.5)

i. **Employment cell:**

ii. **Placement officer:**

i. Employment cell: Role:

The students contact / apply to the college & they are sent to banks/ schools as per their demand of the institution.

ii. Placement officer: Role:

We have established a placement cell namely "Employment Cell". It has served the graduates to find jobs in different institutions. The assigned coordinator is Mr. Chun Narayan Shrestha, Faculty of Management Ex Principal and President of Chitwan Chamber of Commerce.

Note: Most faculty members informally provide career-counseling service, particularly their dissertation advice for master level students and bachelor students who worked under project works and/or internship. The opportunities are expert in local government, civil societies, NGOs and INGOs.

Description	Document
Appointment Letter of Employment and Placement Cell	View Document

97. Do teachers participate in academic and personal counseling? (0.5)

Yes No If yes, give details as to how they are involved.

BKC has assigned counselors to the required students like master and bachelor. The counselor takes the responsibility of all academic and personal counseling of the student. Counselors provide counseling to needy students on individual course basis, particularly on introduction to the programmes with their characteristics, features, facilities available, career opportunities, non-curricular activities, evaluation system. Similarly, counseling is done during the higher semesters particularly after the exam results as well as selecting optional subjects and selection of optional themes.

Description	Documents
Appointment Letter of Personal Counseling Boys	View Document
Appointment Letter of Personal Counseling Girls	View Document

98. How many students were employed through placement service during the last year? (1)

Particulars	UG students	PG students	Research scholars
i. Local firms/companies	5	2	
ii. International firms/companies	2	2	
iii. Government	1	3	
iv. Public (semi-government) sector	8	4	
v. Private sector	32	15	

99. Does the employment cell motivate the students to seek self-employment?

(1)

Yes No

If yes, how many are self-employed (data may be limited to last 5 years)?

Faculty members, seniors and alumni always drive fellow students towards self-employment. Department of BBA, MBA organizes career counseling to the students during the last semester.

100. Does the institution have an Alumni Association?

(0.5)

Yes No

If yes, indicate the activities of the Alumni Association.

There is an Alumni Association (Balkumari Alumni Association) which generally performs the activities related to environmental awareness and motivates the graduates in different social works and research work. The alumni also organize annual get-together/picnic programs, greeting exchange programs etc.

Balkumari Alumni :

. Advisor Mr. Shiva Prasad Poudel (Patron)

. Advisor Mr. Chun Narayan Shrestha

. Advisor Mrs. Shiliya Shrestha

Working Committee 2078-079 :

1. President: Shiva Prasad Sapkota

2. Vice president: Ujjwal Poudel

3. Secretary : Radhika Sigdel

4. Treasurer : Gobinda Raj Adhikari

Members :

5 . Aswin Shrestha

6 . Ashok Lamicchane

7. Bigyan Lal Shrestha

Support plan for 2078-079

- College premises cleanliness program
- Support for sports ground development
- First aid center establishment
- Tree plantation and environment management program

101. How the policies and criteria of admission are made clear to prospective students?
(0.5)

The policies and criteria of admission are made clear to prospective students through advertisement in newspapers, radio, television channels; distribution of college prospectus and programme leaflet, uploading the announcement at BKC website, holding banners in appropriate places, and school/college visit by the faculty members for the admission of each programme.

102 . State the admission policy of the institution with regard to international students.
(0.5)

The college has the admission policy for overseas students as per Tribhuvan University constitution and by-laws. We have plans to give provision to them as per TU rules.

103. What are the support services given to international students? (0.5)

- **International student service office** ✓
- Special accommodation ✓
- Induction courses ✓
- **Socio-cultural activities** ✓
- Welfare program ✓
- Policy clearance ✓
- Visa Support ✓

104. What are the recreational / leisure time facilities available to students? (1)

- **Indoor games** ✓
- **Outdoor games** ✓
- **Nature Clubs**
- **Debate Clubs**

- Student Magazines
- **Cultural Programs** ✓
- Audio Video facilities
- Any others - Every year we arrange educational tours and picnics for students of all levels. Yoga and Meditation hall Purposed.

CRITERION 7**INFORMATION SYSTEM****(10 MARKS)**

105. Is there any cell in the institution to analyze and record various academic data? (2)

Yes No

If yes, mention how does the cell work along with its compositions?

Yes, a five member committee has been formed in coordination of Govinda Raj Adhikari EMIS Head and members: Mr. Nabin Kumar Shrestha, Mrs. Sita Pandit, Mrs. Indira Pokhrel, Mr. Suresh Dawadi for controlling information and records of the college. The committee collects data, analyzes them, produces suggestions for improvement and keeps records. A functional Procedure has been developed and approved by the CMC. The procedure controls the activities of the Information & Record Cell. It is working as an EMIS unit of Balkumari College.

Description	Document
TOR of EMIS Unit	View Document

106. What are the areas on which such analysis is carried out? (1.5)

The analysis of the academic data is carried out on the basis of students pass out rate, dropout rate, subject wise academic performance, employability of graduates, and administrative, financial and institutional area in the college. The student diversity, faculty student ratio, and staff support as well as infrastructural support required are analyzed. The analysis is carried out in the internal and final board exam results. It also shows the total course allocations of all the faculty members of this college. So, it also analyses the workload allocation.

Description	Document
EMIS Report	

107. How these analyzed data are kept in the institution records? (1)

The data are kept in the institution records in both hard and soft form. The hard copies are recorded in the EMIS cell and library and soft copies are recorded in the computer of the EMIS cell.

108. Are these information open to the stakeholders? (1)

Yes No

If yes, explain how they are disclosed?

They are kept in the library, in the departments and in the administrative section. It is open to all because they are published in the Annual Bulletin. In short, they are open to all and kept safely in the record section in different forms.

109. Are the methods of study and analysis also open to the stakeholders? (1)

Yes No

Yes, the methods of study and analysis are open to stakeholders. In case, they are interested, they can have full knowledge on it. Most of the data are kept in BKC website

110. Is there any mechanism to receive comments or feedback on the published data? (1)

Yes No

If yes, explain how does it happen?

Whenever we come across any kind complaints, we record them in our complaint register. The college information cell in association with the internal quality assurance unit organizes satisfaction surveys, sharing meetings, workshops, seminars and round-table discussions for the dissemination of published data. During such events, College welcomes comments, feedbacks and suggestions from the experts and scholars on the published data. At the same time, College seeks areas for further improvement, corrections and development. The campus

acknowledges that such interactions are really important and essential for overall improvement of the information. The comments, feedbacks and suggestions provided by different experts, stakeholders are collected and discussed thoroughly. At last, necessary corrections are made and suggestions are incorporated in the report to be produced in the future. The college welcomes feedback particularly through social networking sites, like Facebook. Moreover, a suggestion Box is also placed in the college building as well.

Description	Document
Operation Guidelines for Grievance Redress Mechanism (GRM)	View Document

111. What are the impacts of such information system on decision making process? (1.5)
Produce in brief the impact analysis.

Those pieces of information have provided feedback for the decision-making process. Better policies and decisions are made using those feedbacks. For example, the Banks Schools IT industries and hotels provide feedback, which help us in placing the students for internship. The educational management information system provides input for effective decision-making. The principal and Coordinators are provided with results of the analysis of the academic data periodically. The information assists for planning and decision making in the area of academic quality improvement, curriculum enrichment and design, support activities for the students, identify the area where faculty training is required, and formulate a strategic plan of the college. Additionally, the information helps us to improve the teaching, learning and evaluation system currently employed. The information system has proved to be crucial for providing inputs required to make timely and prudent decisions, which in turn, has significantly contributed for achieving the goal of maintaining academic excellence in the institution.

First of all, such analysis prepares ground for the college to correct, improve and prevent weaknesses. It provides basic ideas to make future plans. It develops

public relationships to a greater degree. The college has improved cleanliness and environment in response to the feedback. Library has been improved as per the suggestions received. Drinking Water facilities have been improved. The IT system has been developed as the demand of students & stakeholders. The institution has been transparent in its activities. Sports and extracurricular activities have been improved and increased.

112. Give examples of quality improvements initiated due to the use of information system. (1)

Information system provides a clear picture of the college activities. We can easily detect weak points. Thus, we can have feedback from different close quarters. We can not only correct and rework non- conformances but it also helps to do preventive activities. Above all, it helps forming ideas to make innovative plans for further development.

For example, sports activities have been promoted, Development of the IT System has been improved with increase of number of computers, internet services, establishment of Pure drinking water. Cleanliness in labs, HM demo rooms, class rooms toilets, premises and garden have been maintained as per feedback. These are some of the outcomes of the information system.

CRITERION 8**PUBLIC INFORMATION (10 MARKS)**

113. Is there public information cell within the institution? (2)

Yes No

If yes, give details.

The college has established “Balkumari College Public Information Cell” with five member team in the coordination of Lecturer Mr. Nabin Kumar Shrestha and members are Mr. Chandra Kanta Poudel, Mr. Govinda Raj Adhikari, Mr. Suresh Dawadi, Mr. Dipesh Kharel. It has taken over the charge especially with responsibility of publishing various college activities, visit reports, achievements of the college. It has formed a subcommittee for publication of bulletins, journals, reports etc. It also concerns public relations by carrying on various programs such as ads on local newspapers, FMs, interviews, press meet etc. The unit is working actively and continuously. Every year, the unit publishes College Annual Bulletin, College journal, Prospectus, Reports and so on. As a matter of fact the cell is responsible for publicizing academic, financial, administrative and other activities of the college.

Description	Document
Letter of Appointment of Public Information Cell Officer	View Document

114. What are the areas of information published by the cell? (1)

- Academic (0.25)
- Administration (0.25)
- Financial (0.5)
- All (1.0)

It coordinates public relation and communication of information of the college activities to the general public through notices on the board, annual progress report bulletin, other reports, the local media FM's and local newspapers. Apart from these, the college prepares brochures/prospectus encompassing policies and mission of the college.

- Academic Information- no of enrolled students, results, achievement of the students, IT system, problems.
- Administration- provides information about the administrative system, administrative services, library and administrative problems.

Financial Information - data of financial status, income details, future plans, problem and challenges, audit reports and budget.

- Others - they also publish important activities concerning visit, seminar, workshops, orientation , sports, tournaments, literary programs, debates, quiz visits, etc.

File Description	Document
Prospectus of BKC	View Document
Annual Reports	View Document

115. Where are these information published? (1.5)

Campus publishes information for stakeholders and public on following medias:

- Newspapers (0.5)- National Daily Newspapers
- Magazines (0.5)
- Institutional special magazine dedicated for this (0.5)

Institutional specialized bulletin is “Balkumari College Annual Progress Report Bulletin” that is the yearly publication. Other important events especially academic and those which may be of public interest are published in the bulletin.

To put it more clearly, we do include those facts in Annual Progress Report

Bulletin, Journal, anniversary reports and Souvenir published by aligned groups like:- Lions Club of Balkumari College, Leo Club of Balkumari College, Students' Union, Teachers' Association and Administrative Staff Forum.

116. How often are these information published? (1)

- **Yearly** (1)
- In 4 years (0)

The annual progress report bulletin is published annually but other reports are published when needed.

117. Mention all such publications of last two years (1)

Areas	Year I	Year II
College Annual Report	2077/78	2078/79
Prospectus of BKC	2077/78	2078/79

File Description	Document
College Annual Report	View Document
Prospectus of BKC	View Document

118. Does the cell also collect responses, if any, on the published information? (1)

Yes **No**

If yes, give details

Responses are collected through suggestion box, college website, electronic mail and social Networking sites like Facebook.

The college conducts meetings, seminars and workshops for the dissemination of published information. During the events, general feedback is collected. At the

same time, the college seeks areas for further improvements, corrections and development. The campus acknowledges that such interactions are really important and essential for overall improvement of the information.

File Description	Document
Facebook	Balkumari College
Website	View Document
Email	info@balkumaricollege.edu.np

119. Is there any system to evaluate the impact of public information on quality improvements? (1)

Yes No

If yes, how these impacts are measured?

During various departmental meetings the feedback collected are discussed thoroughly, necessary corrections are made and suggestions are incorporated. The campus annually arranges general and annual meetings with faculty members, administration and stakeholders to address the points raised by the public regarding the quality improvement.

The public information cell in cooperation with EMIS and RMC carries out a parent/students' satisfaction survey and analyzes it. The weak points are noted and discussed in the review meeting. Necessary corrective steps are taken to improve them. The last survey in this respect Falgun, 2079 . We also carry on stakeholders' evaluation surveys and collect suggestions.

File Description	Document
Satisfaction Survey	View Document

We have experienced numerous impacts from this system. Some of the impacts :

- We have been able to develop relationships with students and stakeholders.
- Feedbacks have been known to the college, thus the college can correct weak points.
- Record keeping and report writing skills are being developed in our administrative staff.
- Because of good public relations, the stakeholders think the college is established for their sake. They make frequent visits to the college and are more involved in the college activities.
- They play the role of public auditors and make colleges conscious of wrong doings.
- Balkumari College organized an independent management audit in 2079, which has provided recommendations for improvement and modernization of the college.

120. Mention some positive impacts made by the public information practice. (1.5)

The college is benefited when the stakeholders know about its activities because they are the referee to find out wrong doings and correct them.

- To provide feedback from concerned stakeholders
- To make future policy
- To make proper allocation of budget
- To increase in administrative transparency
- To improve academic environment through the feedback
- To make network for Internship which ultimately play role to provide employment for the students

Our relation with the public has been closer. We do record their feedback and suggestions as far as possible. We are interested in the establishment of a deemed university with the support of the local people in this respect. We feel that public information practice has been a source of new ideas and innovation to uplift the college to its dream to be Deemed University or autonomous academy.

SECTION C: Executive Summary

1. Brief Introduction of College

Balkumari College, a leading academic center of Chitwan takes pride in being the first accredited community campus in Nepal. It is now on the way to the third cycle of accreditation following termination of a 5 years period in 2023. The college has had considerable change and progress after accreditation. Presently, it has seven Bachelor level and three master level programs. The college is controlled by the executive board formed from the representatives of the society under statute & by- laws. The college has been providing services to students from Chitwan and neighboring districts of Nawalparasi, Makawanpur, Tanahun, Gorkha and Lamjung.

The college was started by the collective efforts of People of Chitwan for the purpose of providing higher education to the students of this area in 1986. It has now occupied a prominent place in the academic arena of Nepal, having big number of students, comfortable building & class rooms, sufficient learning resources, significant physical facilities, a well-managed library, good science labs, hotel management practical halls, good computer labs, email & internet access, a first aid clinic, canteen, pure drinking water plant, clean toilets, pleasant greeneries & beautiful garden.

The college has made remarkable achievements as per its objectives and quality plan. At the same time, it is moving forward to develop extensive links with educational institutions, social organizations and business firms at the local, national and international level.

Vision:

Balkumari College will be valued to turn itself into an autonomous educational center of excellence pursuing innovation, experiences, principles and guidelines of great philosophers and scholars in order to make best use of their contributions for persistent and continued betterment of people and society in local, national, regional and international interest.

Mission:

Balkumari College is committed to Further Development of society (community) and the globe in every way possible. The core objective of BKC is to contribute to the society through the pursuit of education, learning and research at the highest integration level of excellence. The college will work out strategies to catch up with the spirit of community and country in the global concept.

Values:

- Opening door to higher education
- Provision of Community services
- Continuity, relevancy and sustainability of programs
- Production of high skilled human resources in different field
- Delivery of quality education services to society at affordable cost
- Preservation of Nepalese culture and tradition
- Bringing in new and pertinent programs
- Awareness to health & environment
- Stress on Development of science and technology
- Philosophy teaching: Student centered teaching based on lecture, interaction, group discussion, presentation, project and peer teaching
- Efforts for Contribution to Spiritual awareness
- Establishing autonomous educational institutions with multi faculties.

In short, the college has formulated its scope and policy as imparting quality education to the people of Chitwan and neighboring districts by operating multi faculties with well-equipped infrastructure as well as physical facilities dedicated to provide health awareness, social development through the mobilization of students and community groups and play a role model to implement environmental management initiatives within premises of the college and involve in further academic development with research of various sectors and publish reports on research findings and implement those findings in practice. On the other hand, Balkumari College board of governors expresses commitment

to the spirit of Higher Education Project of UGC for academic reform in Nepal. In this respect, it has undergone a great deal of activities as to how to develop good relationships with stakeholders, community people and scholars for the sake of modernization of the college.

Quality Policy

Balkumari College is committed to provide high quality education and training opportunities to the students. Through an approach of continuous improvement, it is intended that provision will realize the full potential of students, enabling them to achieve the highest of standards in their programmes of learning. BKC aims to equip students with the skills, knowledge and experience to meet both their personal needs and the ever-changing needs of the industrial, educational, technological, local and wider communities.

It is intended that the expectations of all groups of users will be met or exceeded through the application of best practice by skilled and committed faculties and staff.

BKC is committed to:

1. The involvement of all BKC faculty and staff in the support of the Quality Policy, utilizing their skills and expertise.
2. The regular review and improvement of quality performance and service commitments.
3. Continuously developing the effectiveness of quality assurance systems and tools to enable the ongoing enhancement of the student experience, to meet internal management information needs and external agency expectations.
4. The development of staff skills and the quality awareness necessary to deliver a critical and self-evaluative quality reporting format for all programme and key student support areas.
5. The maintenance of external accreditations through the development and maintenance of appropriate standards and service performance.
6. Seeking recognition, wherever possible, of BKC expertise in service quality through accreditation to appropriate nationally benchmarked quality standards and

initiatives.

7. Seeking the involvement of all users in the review of performance, the maintenance of high standards and the design of service quality and delivery.
8. Developing provision to meet the increasingly diverse and individual needs of stakeholders, through partnerships and collaborative arrangements strategies of appropriate quality.

Objectives

Objective 1: Enhance the quality of teaching and learning

Objective 2: Reform in enrollment and support of students

Objective 3: Enhance the competencies of faculty

Objective 4: Provision of facilities and reform in the administrative system

Objective 5: Expand and maintain infrastructure

Objective 6: Expand academic programs.

Objective 7 Reform in ECA

Objective 8: Strengthen external relations

Objective 9: Develop infrastructure for the deemed university.

Objective 10: Strengthen governance and management

2. Criteria wise documentation of the SSR

a. Policy and procedure

The document in this section is related to the college statute, working manual including procedures for internal quality assurance auditing, responsibilities and authorities, review meeting and follow up of corrective actions.

b. Curricular aspects

The document in this section indicates curricular planning, implementation, academic activities for targeted goal and objectives and feedback system.

c. Teaching, learning and evaluation

It includes documents related to enrollment details of students, teaching learning process, evaluation process, steps for reform on teaching learning, learners' performances and outcomes.

d. Research, Consultancy and Extension

The documents in this section include promotion of research, resource mobilization, research facilities, research publication, consultancy and extension activities, social responsibilities, and collaborations.

e. Infrastructure and Learning Resources

It concerns documents related to physical facilities, libraries as learning resources, IT facilities, maintenance of those facilities.

f. Students Support

It includes details of mentoring or handling students, their support, counseling, welfare and their participation in academic activities.

g. Information System

The document in this part includes educational management and information system (EMIS), Records, survey and data analysis and office automation.

h. Public Information

This part of documentation is involved in public participation in college activities, efforts to promote public relation, impact of public information for the enhancement of the college.

Preamble of the SSR

Balkumari College obtained QAA (Quality Assurance & Accreditation) on 22 November 2009 and re-accreditation on 17 June, 2018. At the moment, we are working for the 3rd cycle. Actually, the college proceedings are controlled by the working manual in which the authorities and responsibilities related to academic and other activities to be performed by the entire college family have been determined. In fact, monitoring and controlling of the college is the responsibility of the board of governors having the principal as executive chief. The manual determines the responsibilities of subordinates such as vice principal, program Incharges, department heads, administrative heads, assistants, unit heads, etc. They are all involved as per their job responsibilities through procedures provided. Annually stakeholder's satisfaction survey is carried on and data collected is processed and analyzed. The recommendations are discussed in the review meeting presided over by the principal and those recommendations are forwarded to the administration/management to address them.

The SAT committee

1. Coordinator Mr. Anup Muni Bajracharya,
2. Dr. Gunraj Chhetri- Director MBA-FM
3. Vice Principal Mr. Baburam Panthi,
4. English Teacher/ECA Head Mr. Sushil Ghimire
5. Admin. Chandrakanta Paudel
6. EMIS Head Mr Govinda Raj Adhikari

The committee has held several meetings. Responsibilities have been assigned by forming 8 sub committees one for each criterion.

Subcommittees:

- Dr. Guna Raj Chhetri, VP : Coordinator, Teaching, Learning & Evaluation.
- Mr. Baburam Panthi, VP: Coordinator, Policy & procedure
- Mr. Ananta Dhungana, VP: Coordinator, Public Information System

- Mr. Bishworaj Lamsal, HOD, Nepali: Coordinator, Information System
- Mr. Bhim Narayan Upadhyaya: HOD, Account. Coordinator, Curricular Aspect
- Mr. Shiba Prasad Sapkota: Coordinator, Research, Consultancy and Extension t
- Mr. Sushil Ghimire, Head, ECA, Coordinator, Students Support
- Mr. Chandra Kanta Poudel, Dpty Administrator, Coordinator, Infrastructure and Learning Resources

Section A of the SSR

Section A of the SSR covers the institutional profile of the college. It has been completed in accordance with the identified and evident data and records of EMIS section, Exam Dept, Account, Library, administration unit, office of program in charges (preferably BBS, B Ed, B. Sc., BHM, BBA, BIM, BICTE, MBS, MBA-FM and M Ed) and minute of Board of Governors. The updated records and documents are kept by the EMIS section and respective departments.

Section B of the SSR

It is concerned with criteria wise bench marks revealing standard quality & features of the college. All eight criteria together with 120 questionnaires have been well studied and responded. Records and evidence are well kept. In short, all subdivisions have been well dealt to the best of college records.

Basically, the SSR subcommittees visited concerned departments to obtain records and documents. They studied them. They made comparisons with documents downloaded from websites of various institutions.

As a matter of fact, Balkumari College has been selected to participate in Higher Education Reform Project (HERP) of UGC and is working out various activities for academic reform and improvement of physical facilities along with reinforcement of new programs. The college has prepared its five year strategic priorities (2020--2025) and is working on it very earnestly.

Objectives of Third Cycle SSR

1. **To add more autonomous programs:** By undergoing the QAA third cycle, Balkumari College aims to enhance its academic offerings and introduce more autonomous programs. This allows the college to have greater control over curriculum development, teaching methods, and assessment processes, providing students with a more comprehensive and specialized education.
2. **To become a deemed university:** The vision of Balkumari College could be to upgrade its status from a college to a deemed university. By undergoing the QAA third cycle and achieving high-quality standards, the college can strengthen its case for attaining this higher educational status.
3. **To acquire the title of the best community college:** Participating in the QAA third cycle and achieving accreditation demonstrates a commitment to quality education and institutional improvement. By striving for excellence, Balkumari College aims to position itself as the leading community college in terms of academic standards, infrastructure, student support, and overall reputation.
4. **To maintain the past glory of the college:** Balkumari College has a rich history and a tradition of excellence. By engaging in the QAA third cycle, the college aims to uphold its legacy and maintain the reputation it has earned over the years. This includes preserving the high standards of education, faculty expertise, and the college's contribution to the community.
5. **Research activities:** The QAA third cycle places significant emphasis on research and innovation. Balkumari College is interested in enhancing its research capabilities and fostering a culture of inquiry and discovery among its faculty and students. Through the accreditation process, the college can further develop research infrastructure, promote research collaborations, and support scholarly activities.
6. **Outreach programs:** Engaging in the QAA third cycle can also facilitate the development of outreach programs. Balkumari College may aim to extend its services beyond the campus boundaries and actively contribute to the social,

economic, and cultural development of the community. This can include initiatives such as community service, internships, industry collaborations, and partnerships with local organizations.

By undergoing the QAA third cycle, Balkumari College seeks to improve its academic offerings, elevate its status, maintain its reputation, encourage research, and actively engage with the community. These efforts align with the college's vision for growth and excellence in higher education

Balkumari College and QAA:

1. **Completion of the previous accreditation cycles:** The fact that Balkumari College is aiming for the third cycle implies that it has successfully completed the previous accreditation cycles. This indicates that the college has met the required quality standards in the past and is committed to maintaining and improving its educational practices.
2. **Compliance with quality standards:** Balkumari College has demonstrated compliance with these standards, ensuring that its educational programs, infrastructure, faculty, and student support services meet the required benchmarks.
3. **Continuous improvement efforts:** Balkumari College has actively engaged in ongoing efforts to enhance its educational practices, address areas for improvement identified in previous cycles, and ensure that it is providing a high-quality learning environment for the students.
4. **Documentation and evidence:** Balkumari College has submitted the required documentation, such as self-assessment reports, institutional data, and evidence of compliance with quality standards. This suggests that the college has successfully demonstrated its adherence to accreditation requirements through comprehensive documentation.

Considering these factors, Balkumari College has met the necessary criteria and qualifications for the third cycle of accreditation, indicating its commitment to quality education and continuous improvement.

Comparative study of QAA 1st 2nd and After 2nd Cycle

Let's compare and focus of the first, second, and subsequent cycles after the second cycle of accreditation for a college:

First Cycle:

Initial Assessment: The first cycle typically involves an initial assessment of the college's educational programs, faculty, infrastructure, and student support services.

Compliance Check: The focus is on ensuring compliance with basic quality standards and regulations set by the accrediting body or regulatory authority.

Self-Assessment: The College conducts a self-assessment to identify strengths, weaknesses, and areas for improvement.

External Review: External reviewers assess the college's self-assessment report and conduct on-site visits to evaluate the institution's performance against the accreditation criteria.

Second Cycle:

Continuous Improvement: The second cycle emphasizes the college's efforts in continuous improvement since the first accreditation cycle.

Progress Assessment: The College provides evidence of progress made in addressing areas for improvement identified in the first cycle.

Enhanced Self-Assessment: The self-assessment process becomes more comprehensive, focusing on measuring progress and outcomes.

Quality Enhancement Plan: The College develops and implements a QEP, which is a strategic plan for enhancing specific aspects of the college's educational quality.

After the Second Cycle:

Ongoing Quality Assurance: After the second cycle, the college continues to engage in ongoing quality assurance activities and improvement efforts.

Documentation and Reporting: The College maintains comprehensive documentation and reporting systems to demonstrate its compliance with quality standards and ongoing improvement initiatives.

Periodic Review: The accrediting body conducts periodic reviews, typically at specified intervals, to evaluate the institution's continued adherence to accreditation criteria.

College Advancement: The College focuses on advancing its reputation, academic programs, faculty development, research activities, and community engagement to further enhance its standing in the higher education landscape.

Overall, the first and second cycles of accreditation focus on establishing and improving quality standards, while subsequent cycles after the second cycle emphasize sustained compliance, continuous improvement, and institutional advancement. The below table gives the figurative of the college intending for the 3rd cycle.

	Before 1 st Cycle	Before 2 nd Cycle	During 2 nd Cycle
	22 nd Nov.2009 21 st Nov.2014)	17 th June2018 16 th June 2023	
	17 Mangsir2066 6 th Mangsir 2071	3 rd Ashad 2075 2 nd Ashad 2080	
Particulars			
Academic Programme	5	5	10 With one Autonomy
No. of students	2549	1902	2255
Pass percentage	22.23	19.63	44.29
Employability of graduates		30 % (2019 T S)	57.69% (2021 T S)
Research and publication	1	1 (Peer Reviewed Journal)	2 (Peer Reviewed Journal)
Services to the Community			
Number of the Officials Mobile	No	No	18

Number of faculty members	86	77	69
No of Reader			
No of Lecturer			
Assistant Lecturer			
Instructors			
No off teacher with Ph.D.	3	7	4
No off teacher with M.Phil.	4	3	4
College income	Rs. 46436911/-	Rs. 66067957/-	Rs. 143675945.63
Academic System	year	Semesrer/Annual	Semesrer/Annual
E - Library			V
Health center	v	v	v
Seminar hall	-	v	v
<u>Journals/Periodicals subscribed by the library</u>	44	15	9
Computers in the institution	37	143	143
UGC grants	Rs.6493679.25	Rs.2259415	Rs.4568548
IQAC TOR	-	-	V
Job description of faculty and staff	-	-	V
Student Quality Circle			v
non credit courses	-	-	V
LMS	-	-	v
Laptop distribution to teachers by college	-	35	
Teacher Selection Guidelines of BKC	-	-	v
Research budget		Rs.500000	Rs.5550000
Number of computer accessible to the students	22	61	60
Internet accessible	-	faculty	Faculty and staff and students
CCTV	-	-	v
Books		45619	57359
College Prospectus	-	v	v
Total Amount of		1814745	3631699

scholarship			
Employment cell	-	V	V
Placement cell	-	V	V
Counseling	-	-	V
EMIS Unit	-	V	V
Grievance Redress Mechanism (GRM)	-	-	V
Facebook	-	-	V

Criteria Wise Narratives

The college SSR committee made a detailed study of all Eight criteria wise bench marks and its subdivision of 120 questionnaires. The SSR committee has formed Eight sub committees assigning each to prepare a report on one criterion. Thus, reports from sub committees have been collected to complete SSR as a whole. The Criteria wise narrative on each of them has been edited and discussed in group. The finalized parts are as follow:

<h3>Criterion 1: Policy and Procedure</h3>
--

The Proceedings of BALKUMARI COLLEGE are guided by its working manual. It consists of vision, mission and strategies to meet the goal & objectives of the college. It involves both academic aspects and other activities of the college. In the month of Feb, 2023 a task force revised and amended the manual with change and reform as per need.

The policy of Balkumari College is imparting Bachelor and Master level programs in:

1. Bachelors' Degree in Business Studies (BBS),
2. Bachelors' Degree in Science (B. Sc. in Microbiology & Environmental Science),
3. Bachelors' Degree in Education (B Ed),
4. Bachelors' Degree in Information Communication Technology in Education (BICTE)
5. Bachelors' Degree in Hotel Management (BHM);
6. Bachelor Degree in Business Administration (BBA),
7. Bachelor Degree in Information Management Administration (BIM),
8. Master degree in Business Studies (MBS),
9. Master degree in Business Administration in Financial Management (Autonomous) (MBA-FM)

10. Master degree in Education (M Ed) with commitment to bring in other new & society relevant programs in future.

The college follows its quality plan and various functional procedures describing the responsibilities of all procedure-holders from Board Members to teachers and administrative staff. There is also an organizational chart to identify the human resource management in the institution.

As regards to authority and responsibilities, it is well mentioned how to control and monitor quality both academic and administrative. The quality auditors' committee of 8 members prepares an audit plan and schedule and carries on their mission as per schedule. If non conformities are found, concerned departments are asked to do corrective actions. The conformities are discussed in a review meeting and given further notice to complete the NCs.

As a matter of fact, the functional procedures guide and control the job responsibilities in practice. The procedure holders are given what activities to perform and what documents to maintain. The quality plan indicates the strategies to meet the objectives of the institution. At the same time, the college has its statute defining the process of forming College Management Committee, human resource management, awarding teachers, admission of students, recruitment of teachers and administrative staff & so on.

On the other hand, Balkumari College has several additional departments such as Research Management Cell, section for external affairs, internal quality assurance & follow up cell, department for counseling and placement services, public information cell, EMIS unit and so on.

The Research Management Cell (RMC) is involved in linking research with teaching. For example, each department and program in charge has to do one or two activities regarding research and report the progress to the Research management cell. Mini research, seminars, workshops, orientation are some of the activities to support the idea. Similarly, the section for external affairs links the college with the external world. It not only corresponds with international institutions and scholars but also receives them and organizes meetings, talk

programs to contribute to the quality enhancement. They provide the college with suggestions for further development.

In conclusion, BALKUMARI COLLEGE has its definite policy, objectives and procedures for its continuous and sustainable development and working process.

SWOC analysis regarding policy and procedure of Balkumari College:

Strengths

- The college quality manual vividly defines the procedures of all departments, sections and units so that they can be controlled.
- It has a quality audit system, in case of weak points reworking and corrective actions follows.
- Control of records, control of documents, internal quality audit system, review meeting, preventive & corrective actions and control of outcomes & results are mandatory in our system
- The class observation, follow up, feedback and log book maintenance are good aspects in academic procedure.
- Training, human resource management, feedback from students & Alumni and stakeholders are prominent features of BKC.
- Policy and objectives are elucidated

Weaknesses

- Human resource development policy has to be developed more clearly & comprehensively. It lacks regular revision.
- There are a lot of formalities, which are at times difficult to apply in practice.
- As the board members are volunteer, they can't pay full time to the activities of the institution
- BKC Manual & College statutes have to be properly linked to each other.
- The College Board of Governors has to behave strictly as in the private institution for better outcome of activities.

Opportunities

- The College can develop a lot more by making public participation more effective or by public auditing in its system
- By amendment of policy and procedure, the college can be autonomous to be able to make decisions independently rather than depend on the university with which it is affiliated.
- The college can start community relevant subjects especially wanted by society such as B SC nursing, BBM, MICT, M. Phil and so on by developing required physical infrastructure.
- The college can Improve teaching learning environment to lure first-rate bright students
- It can undergo institutional development by utilizing its land property in Yagyapuri, Bharatpur Metropolitan City ward no 5 in order to open up new programs.

Challenges

- How to increase public participation in the college activities
- How to maintain code of conduct and discipline in the college
- How to provide facilities to female students and disadvantaged students in particular
- How to develop faculties (upgrading their qualification to Ph.D. and M. Phil) for teaching in Bachelor & Master programs.

Criterion 2. Curricular Aspects

Curricular aspects involved in curriculum planning, its implementation, academic activities as per curriculum, and feedback system for its effective application. In other words, it guides teaching learning activities and determines the limit and scope. The college has 10 programs: BBS, B. Ed., BHM, BSc, BICTE, BBA, BIM, MBS, MBA-FM and M. Ed. all affiliated with TU. of them, BHM, BICTE, BBA, BIM, MBS & M.Ed. while B. Sc, BBS and B. Ed are of 4 years course. As per provision, the departments, subject committees discuss and make yearly plan and strategies for each course. The college performs various activities to obtain intended objectives of each program by developing definite strategies. The subject committee and program heads coordinate planning annual lessons. The teachers have to prepare log books and daily lesson plans for the class they teach.

The college is of the opinion that curriculum should be followed strictly. Teachers may limit the text books without consulting the curriculum and its spirit. So departments, subject committees and program in-charges prepare academic plans as to how to achieve targeted goals. It contains the strategies and activities to be done. In fact, the college is conscious about consistency & relevance in teaching and learning with goals and objectives of the curriculum. Follow up and monitoring is carried on by observing classes and providing feedback to the teachers. The corrective actions have to be taken in case of deficiencies.

Principally, the university revises the curriculum as per change in time and situation. In such a case, the subject committee organizes orientation, seminar or workshops about how to deal with the new course. Sometimes the teachers of Balkumari College are invited to the course change workshop by the university. As a matter of fact, the focal point of curricula is to fulfill the needs of students. The college tries to provide them with utmost benefits such as matching time frames, changing shifts or joining extra courses to make use of their free time. For instance, they can join computer classes, English etc. Students also have the

provision to choose elective subjects as per interest. For example, B. Ed students can choose health education, English, economics and population etc as per their choice.

Exposure visit to universities, industrial tours and guest lecturers from business experts, interaction with successful entrepreneurs especially for the students of post graduate class.

The college is particular about curricular performances of students. The philosophy of teaching here is to encourage students to widen their knowledge by using electronic media and IT access. Teachers not only apply modern appliances in class but also teach them to use modern provision to widen their knowledge. Also we offer them utmost benefit/provision such as matching time frame for convenience of students, change shift or join the extra course to utilize their off time. For example, they can join the computer class and English class and so on. Students can also choose elective subjects as per their interest. For example, B.Ed. students can choose Health Education, English, Economics, and Population etc as per their interest. The college has managed evaluation surveys to obtain feedback from students, passed out students and parents regarding academic improvement.

Students are encouraged to be involved in performing different activities to develop a sense of civic responsibilities. Some of the activities are being involved in social services such as health awareness in uneducated rural area villagers, collecting responses to questionnaires and thus participating in research activities, being involved in plantation, environmental awareness, and health outreach programs for instance.

In order to pursue better performances, in curricular activities of students, teachers are encouraged to use modern educational materials such as presentation through multimedia system, interaction and group discussion. Also they practice peer teaching and discuss the feedback. This has helped to make the class rather effective. As for the students, they have the opportunity to participate in curricular activities and are self-motivated.

It is worth mentioning that senior students give orientation to the new students in refresher's welcome program and other general mass meetings. They participate in social activities such as literary programs, sports, essay competition, quiz competition, and oratory programs. The Free Students Union, Youth Red Cross circle, Lions /Leo club of the college do a lot more activities for the development of the college. Such programs have a good impact on the students for widening their knowledge in addition to the prescribed text.

SWOC analysis regarding curricular activities:

Strengths

- Balkumari College has been running 10 Tribhuvan university courses: BBS, B.Ed., BSc, BHM, BICTE, BBA, BIM, MBS, MBA-FM & M. Ed.
- Balkumari College academic department prepare annual plan as to how Tribhuvan University curriculum & course syllabus can be followed and implemented properly
- The teachers make strategies to use modern approaches of teaching such as using power points, multimedia, interaction
- Balkumari College Extracurricular Department organizes social service and awareness through aligned groups and committees like Free Students Union, Youth Red Cross Circle, BKC Lions & Leos Clubs.
- Students union organize mass meetings to give academic messages to the students
- Balkumari College teachers have contributed to the development of courses of the university.
- They are involved in social activities such as health awareness, cleanliness and go on cleaning the compound of the college and streets in the neighborhood.
- Teachers are provided refreshers' training, seminar/workshop participation from time to time
- Study tours to universities of India, Bangladesh and educational institutions within Nepal are organized to develop teacher's curricular capacity.

Weaknesses

- Teaching and research are correlated, the college has to do some more efforts in this respect.
- Study has to be made to find out effectiveness and relevance of the courses
- New students should be given orientation how to use the library, computers, and canteen and how to deal with teachers and classmates etc as part of the curriculum

Opportunities

- The College should be able to catch up with the spirit of changing situation around the world in order to bring in relevant courses as per interest of local people
- There is a good opportunity to strengthen already set recommendations and implement practice based teaching by a little revision in fee structure for resources.
- There is sufficient possibility for remodeling TU system if the college becomes autonomous.
- The college can run certain value-added courses for improvement in English language, fundamental mathematics, basic computer and so on.
- The College can offer professional training package courses.

Challenges

- Teachers have to be given orientation/training on implementation of syllabus specially when it is changed.
- Teachers should invest enough time for lesson plans and required teaching materials to use in the class.
- Courses should be such that they are relevant in the job market.
- Competent teachers should be recruited.
- Administration and system should be decent so that students won't be lured to private institutions.
- PhD and MPhil classes have to be started.

Criterion 3: Teaching, Learning and Evaluation

Teaching learning and evaluation refer to student enrollment, their profile, teaching-learning process, quality of teachers, evaluation process, and teaching-learning outcomes for students performances. Balkumari College, has given emphasis on all agendas that concern teaching, learning & evaluation with the same spirit. The program in-charges and HODs are involved in the proper delivery of teaching & learning activities.

In fact, the college has its procedure and system regarding Academic administration that includes Annual plan of teaching, daily plan & logbook, class observation and provision of feedback, regular meetings to evaluate the progress and problems. The meetings are meant in order to settle problems, otherwise it is forwarded to the Vice Principal for consideration.

Regarding enrollment of new students, there is an entrance test. For technical subjects like Hotel Management, BICTE and B.Sc. (Micro/Environment), there is a fixed quota system. Students who perform better in the entrance are taken on the basis of performance. In general subjects like BBS, MBS, B.Ed, M.Ed. the entrance is taken. The college has been facing difficulty to manage them more effectively since there is the problem of big numbers of students in the class. Furthermore, the department organizes internal tests to categorize students' ability and provide counseling if they want to change faculty. Some students may be interested in extra courses such as computer education, English language etc.

Teachers make use of ICT to teach by using multimedia and other electronic appliances. They use teaching approaches intermingled with lecture, interaction, group discussion, presentation and sometime peer teaching. At the postgraduate level, seminars, orientation, project works and presentations are organized from time to time. Sometimes, Guest lecturers are also invited for certain courses.

Balkumari College feels that teachers should be evaluated by students and feedback has to be followed by the principal. There is even discussion about

students' feedback in the review meeting. Balkumari College has great concern for the qualification and performance of teachers. We realize that teachers are real assets of the College, the reputation and further development of the institution depends on the performance of the teachers. That is why Balkumari College CMC encourages teachers for skill development so that they would be able to ensure good delivery of education. It is good of Balkumari College to send teachers on visits to foreign universities for innovation and refreshment. Last December (2022), the teachers and administrative staff visited different colleges and universities of western Nepal.

In conclusion, Balkumari College has a wide and innovative outlook in regards to teaching, learning and evaluation that are the main theme of an educational institution.

SWOC analysis regarding teaching learning and evaluation

Strengths

- The college has introduced nationally & internationally recognized programs like BHM, BICTE, B Sc. environmental science and so on.
- It has a systematic monitoring mechanism of academic activities.
- Teachers and administrative staff are willing to confess weakness and make improvements.
- Feedback on teaching learning is taken from students, past students and stakeholders.
- Internal quality assurance audit is done and corrective action is forwarded in case of weakness.
- Teaching learning environment has been improved by practice of using modern teaching materials such as multimedia projector, white board, laptop presentation etc.
- Orientation, Seminars, workshops, training, conferences are organized for the sake of refreshment and quality improvement of teachers and students.

Weaknesses

- Lack of appreciation /recognition of faculty work

- Class management is difficult because of big number of students
- Pressure from students' union
- Frequency of lockout from members of students union
- Students complaints and feedback has to be well addressed

Opportunities

- Each and every department has to prepare departmental annual plan with policy, strategic objectives and publish annual progress report
- The college should be such that all teachers assigned to teach Master degrees must be PhD holders.
- Guest lectures from professors of various subjects of renowned colleges or TU must be frequent
- Research conferences, seminars should be frequently organized at the local, national and international level to increase the capacity of the teachers.
- Learning by doing should be encouraged by provision of participatory activities like presentation, communicative skills, computer skills etc.

Challenges

- How to increase pass out percentage
- Provision of opportunity to study PhD and MPhil for all teachers assigned to teach in Master degree & bachelor level.
- Competition with private and public campuses
- Creation of environment to practice modern approaches in teaching learning

Criterion 4. Research, Consultancy & Extension

Research is an important part in higher education. Balkumari College research management Cell, MBS/MBA Research unit, M.Ed research unit, BBS Research unit, are involved in research activities. Obviously, it deals with performances of research, resources for research activities, research facilities, research publication, consultancy, extension activities and so on.

The research management cell has been formed in the coordination of 5 members. All research activities are carried on by the coordinator in consultation of the principal. The cell prepares an annual plan of research and provides the information to departments or programs. As per policy of Balkumari College each department has to carry on at least two research related activities such as mini research, research, seminar, workshops, Conference and so on in one academic session.

Degree research involves thesis orientation, guide and other related activities. MBS/MEd 4th Semester students submit proposals for their thesis writing. Subsequently orientation, guide, checking of thesis go on until completion.

As for Research Publication, the College publishes the Journal of Balkumari College every year. It mostly contains research based articles. Last journal of Balkumari College was published in the second week of Ashar 2079 .

As for extension programs, the College research cell Teachers' Association, Administrative Staff forum, Free students' Union Health Education department, Lions & Leos clubs of Balkumari College, Balkumari College Youth Red cross Circle carry on various social service programs such as blood donation, Cancer Screening, health Check Up in rural areas, HIV & Diabetes awareness, Health check Up, medicine distribution, & refreshment distribution at old age home in Devghat, environment awareness and many other community programs.

After accreditation, research has been given high importance in the College. Research oriented activities like Seminar, Workshops, Conferences are regular

and frequent. The College has tried to link research in teaching and learning. The target is providing viable, consistent and relevant education to the student so that they would be competent in their working field.

SWOC analysis regarding research, consultancy and extension

Strengths

- Research is given high priorities in Balkumari College and a big budget is allocated for research.
- Innovative activities regarding research may lead to evidences for grant applications for new projects
- Highly energetic, qualified and experienced cadre of adjunct faculties work in the college, they can make amazing success in the field of research.
- Research management cell has been established and there is a favorable environment for researchers.
- Teachers are motivated to research as they are given study leave and reimbursement of expenses for MPhil & PhD.

Weaknesses

- The college has to start research level programs as MPhil & PhD
- All teachers who are assigned to teach in Post graduate level must be Ph.D or, M Phil.
- The college should be able to publish refereed journal
- There should be more consultancy and extension activities

Opportunities

- Balkumari College has decided to found a research resource center by upgrading its library and research management cell.
- More teachers and post graduate students can be involved in research projects
- Teachers can be encouraged to do PhD and MPhil by providing more support
- The college can contribute a lot for community development by outreach programs such as awareness on health, sanitation, environment, plantation, literacy in rural areas like Madi, Kaule, Dahakhani, Jagatpur etc.

Challenges

- There should be sufficient support or incentive to the researchers
- Lack of motivation to the industrialists, business firms to contribute or sponsor for research works
- How to manage/create infrastructure for new programs like B. Sc Nursing, MICT M Sc, LLB, BBM, M Phil , Ph.D and so on.
- How to recruit professors for PhD /MPhil courses

Criterion 5. Infrastructure and Learning Resources

As regards to Infrastructure of Balkumari College, it involves physical facilities, learning resources in libraries and labs, IT facilities, maintenance of those facilities. The college has a definite section department of physical facilities for their maintenance. The department is responsible for the maintenance of facilities.

Expansion and maintenance of the building is the responsibility of the construction subcommittee. Firstly, the existing building was unfinished. After accreditation, two stories were added in the administration block, library block and HM block. Similarly, the academic block has been added by one story. Presently finishing and furnishing is going on very fast. Rooms are modern and comfortable. (The public health building has 2.5 stories with 20 rooms in ward no 3, Nagarban about 1.5 KM from the college main building. It is almost finished. It meant for a hospital, after establishing which graduate health programs such as BSc Nursing, BMlt, BMPH are targeted to run.)

1. Library

Balkumari College Library is controlled by the Library Advisory Committee. The library has been well managed with a good collection of reference books, text books, journals, newspapers, magazines, E-reading materials with books on different topics of various subjects. It is providing good and prompt services. It has good software so the service is easy and quick. It has a reading room with 50 seats. Reference books section where as assistant administrator is providing

service, there is also a section to issue ID cards for all students and teachers. The busiest section of the library is the books issuance section where every moment students are borrowing and returning books. There is one computer counter where students can search and find the books they need.

2. HM Labs

Balkumari College, HM department is equipped with good practical labs: Restaurants hall, Bakery section, Big demo kitchen, bulk kitchen, Housekeeping practical suite rooms etc. They are of modern standard and well established.

3. Science Labs

There are well managed labs for science departments: Biology lab, Microbiology lab, Chemistry lab, Botany lab, Environment science lab and so on.

4. Computer Lab

There are three computer labs in the college. The first one is a general computer lab which can be used by all college students. There are 50 computers in this lab. The second is meant for ICT students that are equipped with 40 branded computers and several multimedia Projectors. The third is a special computer lab for Research Scholar. There are 10 computers in this lab. Researchers use the lab. There are 100 + computers in the College.

1. Wi-Fi Access

Balkumari College is a Wi-Fi free institution with 10mph speed. All departments, administrative units and offices have Wi-Fi access.

6. Research Room & Offices

The College has a well managed Research room where the Coordinator of the research committee holds his office. Similarly there are separate well managed offices for Chairman & board members, Principal, Vice Principal, Program In charges, Subject committee heads Deputy Administrator, Account section, Exam Section, BHM office, Internal Quality Assurance Cell, Procurement office, Students Union, Teachers Union and so on.

7. Sports facilities

The College has a Basketball court, Volleyball Ground, Badminton Court in the same ground where high jump, long jump are played.

8. Canteen (Newly Built)

As many students come from distant places, it is essential for the students to have nutritious food and refreshments at affordable prices so as to participate in the daily academic activities actively. The college canteen plays an important role in this regard by catering the daily nutritional requirements of students and staff members; providing wholesome and quality food at reasonable price, creating an attractive and different menu to cater the nutritional needs of the students, developing good and healthy food habits among students, maintaining a good ambience and good aesthetics of the canteen.

SWOC Analysis of BKC regarding infrastructure:

Strengths

- Good geographic location at junction of east west and north south highway in Narayangarh, Bharatpur 2, Chitwan
- Modern building with different blocks: science, hotel management, BICTE, Academic classrooms building, administration, library, account section, examination section and so on
- Plan to establish extension programs in Yagyapuri, Bharatpur 6
- Well-equipped and managed learning centers: library, science lab, hotel management practical kitchen and halls
- Comfortable classrooms
- Situated in densely populated areas of Bharatpur Metropolis ward 2
- Clean drinking water, toilets, garden and greeneries in the premises
- CCTV installed in different corners

Weaknesses

- Maintenance of facilities are not properly managed

- E-library facilities and e-journals are not sufficient
- Public participation in infrastructure management has to be increased.
- Cleanliness has to be properly maintained

Opportunities

- Extension programs can be established in Yagyapuri, Ward No. 5, Bharatpur Metropolis
- There is possibility to further develop library so as to be sufficient research level students (MPhil and PhD)
- Human resource skill development training for library with special stress on e-information and e-library has to be organized, or the working staffs should be sent for training
- Learning facilities can be increased with the addition of different books, reference books, research journals, e-journals and e-learning appliances in the library.

Challenges

- Needs of sufficient budget for infrastructure development
- Needs to follow up when construction is going on through the contractor
- Requires huge amount and resources for constructing science and technology building in Yagyapuri ward no 5, Bharatpur.
- Need of Constructing separate Hotel Management Building (for establishing lodge & restaurant for HM Practical) in the place which is important by tourist point of view
- Commitment to make best use of facilities already available in the college

<p style="text-align: center;">Criterion 6: Student Support and Guidance</p>

The student support program of Balkumari College is carried on by the student support committee in the coordination of the Vice-Principal. The support program comprises scholarship provision, Counseling & Guidance, and

Orientation about the college, issuance of ID card, use of library and so on. Scholarship distribution is the responsibility of the Scholarship committee. Counseling and guidance is done by the program in charge and counseling cell. The id card is issued by the ID card section of the library. There is a placement service unit that helps students to find employment after leaving the College. There are also programs which help students to have additional skills such as Computer class, English language class etc.

Balkumari College has a students Union which organizes cultural programs, sport tournaments and social service programs like Blood donation, health awareness, environment awareness etc. The union has several programs for the welfare of students. They often assist financially weak students to find scholarships, fee waive etc. If there is some decision which they think, are against the welfare of students, the union raises its voice to pressurize the administration to normalize the decision. Furthermore, the union supports students to carry on programs like environment awareness, sanitation, health awareness etc. that help them to build up their outlook by developing social relations.

Balkumari College has a strong alumni Association (BCAA) which has contributed several programs for the support of students. Balkumari College students union organizes a welcome program for new students and gives orientation about discipline, library use, scholarship, different subjects and the possible problems during their stay in the college.

Balkumari College has managed different awards to the students whose performances are excellent in the final examination. Shyam pratik memorial award, Satya Narayan memorial award, Menaka memorial awards, and many other awards are given to the best performers according to the definition of award committee.

As regards to the admission system, the college publishes notice over the FM, in the local newspapers and notice on the board. The College also publishes Brochure, operation calendar, bulletin which provide information to students

about the course, fee structure, policy, teachers, labs, Library, academic programs, schedule etc.

The college manages remedial classes in difficult subjects provided there is a request from the students.

As for extra activities, ECA departments organize different programs for students as an annual schedule. In fact, ECA programs include sports, indoor games, outdoor games, debates, Quiz, oratory, literary programs, etc. Besides, educational tours, industrial visits, Cultural programs are also organized to broaden students' skill as well as entertainment.

In other words the college is much concerned with the welfare and guidance of students.

SWOC analysis regarding student support

Strengths

- Orientation and counseling for new students
- Placement service from employment unit
- Scholarship for intelligent, poor, disadvantaged students
- Prospectus, journals, bulletins are available for information of the college
- Remedial classes for weak and needy students
- Alumni association is working for the support of the college
- Evaluation survey of the college from students, passed out students and other stakeholders
- Students unions are active for support and welfare of students

Weaknesses

- Maintenance of students profile in software and hard copy
- Lack of addressing suggestions and complaints of students
- Very big number of students in one class (Manageable Class size is needed in BBS, MBS.)

- High student's number means a diverse student number with diverse needs and insufficient resources to address students at both end ability continuum so student's number in each class should be manageably limited.
- High frequency of lock out from members of students union
- Provisions of extracurricular activities (sports, games, orating, and quiz) are not sufficient.
- No hostel for students from far off districts

Opportunities

- Students can have the provision of higher education both in technical subjects and general subjects in local level
- Poor and educationally disadvantaged students are provided with scholarship
- Students from far off districts can have easy lodging and fooding facilities in this locality
- Job placement opportunities for students
- Provision to be involved in various activities for career development
- Information about the college from website and Facebook

Challenges

- Managing students loan for higher education
- Increasing pass out percentage in the final examinations
- How to make manageable size of classes each class not more than 40-50 students
- Provision of equity to all students
- Standard maintenance by taking admission through entrance tests, good input results in good output.

Criterion 7: Information System
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Information system is involved with information exposure measures or the record system of the institution. If you do something, you had better write it down. In this way control of record and control of documents are mandatory. If the institution has the desire to make further developments, it needs to make a

strategic plan on the basis of records and data. That is why EMIS or Educational Management & Information System has been the primary need of the institution. With the same spirit Balkumari College has established an EMIS section of which an Assistant Administrator is the coordinator.

After accreditation of the College, there has been an amazing jump in the information system. The College has been automatic as all records and documents are kept in computerized form or, digital way. It is worth remembering that Balkumari College has separate software in the Account Section, Examination and Library. It is a bit awkward because it takes time to get some information or data. You need to visit the particular sections one by one. Also the same records or data should be kept separately in the account section, examination and library. But presently, a more competent software is going to be installed so as to link administration, library, examination and account section by networking. Procurement is going on.

On the other hand, we have kept our records in hard copy with identified formats provided to departments and programs. For example, log Book System, Class Observation System, Minute, letters etc. have formats and identification. The information cell has been formed with 5 members and EMIS coordinator as member Secretary. It is related to the research committee and also carries on students' satisfaction survey, parents' evaluation survey and ex-students evaluation. The suggestions are collected and forwarded to administration for addressing /corrective action.

Balkumari College is of the opinion that the information system has to be very well kept since records and data are the key things for research.

SWOC Analysis regarding Information system (EMIS) of the college

Strengths

- Balkumari College has established EMIS under Information cell of 5 members
- Record keeping of the entire college is being planned by an operating system through software linking library, account and examination sections.
- Students /stakeholders satisfaction survey is done and recommendations/suggestions addressed as far as possible.

- The college has its website: www.balkumaricollege.edu.np
- Balkumari College is within easy reach through email: info@balkumaricollege.edu.np or contact phone : 977-056-598827, 056-598927, 056594927
- Department of ICTE plays consultancy role for development and maintenance of the IT system
- Plan to purchase more advanced as well as competent software so as to be able to link library, account, examination and EMIS.

Weaknesses

- Lack of competency of already established software
- There is still a need to motivate teachers to IT for teaching /learning to be involved in EMIS development so training is necessary for teachers who are less competent in IT use.
- EMIS head needs training of keeping records digitally and hard copy

Opportunities

- College management committee has created a permanent post to look after information (EMIS) of Balkumari College
- Data for planning educational program is available
- It has encouraged to do data based planning rather than guesswork in the past

We can expose the college through information device like website, e-mail, phone, fax etc.

Challenges

- Investing more on advanced software and data system
- How to manage power supply against load shedding
- The cell has to prepare detail plan to manage competent and non-stop update of the information
- Competent and fast internet service needs to be available all the time in spite of expense for fuel of generator against load shedding.

Criterion 8: Public Information
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The existence of community college is based on the support of community people. As regards to Balkumari College, it started with joint efforts of social workers of Chitwan. They collected funds and started in a government school. Subsequently, they had a big campaign to collect funds for erecting a building in a piece of land donated by Balkumari Secondary School. The campaign was successful. The foundation stone was laid and gradually the building started its construction. The College maintained a very good relationship with people. They were always concerned with institutional development of the college. Their hard work and dedication culminated in the present status of Balkumari College. In short Balkumari College is the outcome of good public relations.

Obviously, the college is always concerned about how to flow information to the general public. Interaction and meetings are deliberately organized. Seminars reports, annual bulletin, brochures are published. They can read them easily from the library. Stakeholders' evaluation survey is organized. The suggestions are addressed. We have kept records of donors. They are within our reach by phone, mobile etc.

It is human nature that their action/performance be recognized or honored. They will be motivated and feel that the institution is their belongings. With the same view, the donors' name list is carved with a marble slab and placed on the wall of the entrance. The name plates of donors who helped build rooms are fixed in each of them. Thus the College has maintained very good relationship with the public

Evidently, Balkumari College has given high importance in exposing every piece of activities to the general public. The public information cell/ committee has prepared a procedure so that its performance will be easy and controlled.

Highlights activities of the cell:

- Brings out Publications containing college information from time to time

- The brochures of departments, annual work plan, Operation calendar are prepared and published
- Relationships with local people will be maintained by public meetings.
- The College publishes an annual progress report bulletin to expose the college activities.
- The reports of conference, Seminar, Workshop are kept in the library which are open to the public.

The impact of good public relation:

- Scholarship funds have been established by rich & well to- do- families to help poor and bright students
- The enrollment of quality students has increased.
- As per stakeholders suggestion, new programs like BHM, BICTE, BSc. Micro & Env. Science has been brought in.
- Board of governors has been formed with industrialists, Donors, Social workers, Academicians. It is the evidence of public interest.
- As result of good public relation, the college been able to own 3 Bighas of land in Bharatpur 5, Yagyapuri, 2.5 begha in Nagarban and one Bigha 12 Kattha in the site of existing building altogether 7 bighas and 2 kattnas
- When we organize a program, sponsors are willing to support.
- There is good relation with institutions in Chitwan.

SWOC Analysis regarding public information system

Strengths

- Balkumari College publishes an Annual Bulletin with financial, administrative and academic progress reports every year.
- There is good public support for all round development of the college
- Research journal is published in order to expose research progress
- Aligned groups such as lions club of Balkumari College, Leo Club of Balkumari College, youth red Cross circle have helped to increase public relation through their extension activities

- The public information cell with publication division has been assigned responsibilities for development of public relation systematically
- The college organizes press conferences to publicize important programs.

Weaknesses

- Interaction with the stakeholders has to be increased
- Recognition and honoring the donors should be organized
- There should be survey of stakeholders' opinion to introduce a new program

Opportunities

- General publics are consumers so college activities are openly exposed to them to increase their interest in the college activities
- The college public information desk should be better managed, always open with a receptionist to receive visitors and provide them with information.
- The college has good links with feeder higher secondary schools in the neighborhood.

Challenges

- Community based colleges need to have good relationships with the stakeholders so as to make them feel the college is their own or they should have concern about the development of the college.
- Presently Balkumari College is facing the challenge to excel its standard because it has to compete with private and community colleges in the vicinity. That is why it should be better and more competent than private ones.
- Stakeholders' recommendations should be earnestly studied and addressed.

Summary of the Self Study Report

Balkumari College is on its way to the third cycle of accreditation. Its concentration now is to have outstanding outcomes and achieve excellence in academic and other related fields. The college feels that acquisition of QAA certification is the primary need for which quality achievement in higher education is must. We are now working hard for the same.

As a matter of fact, Balkumari College intends to be a center of excellence from a higher education point of view. With the same spirit, the college has applied the quality management system of international organization for standardization (ISO), which has been useful to achieve QAA norms of higher education. This can be seen reflected in our working and managerial styles and outcomes. The main features of our proceedings comprises control of documents, control of records, internal quality audit, corrective actions, review meetings and producing quality students. The QAA norms, on the hand, concerns consistency, relevancy and competency in higher education stressing good policy and procedures, good implementation of prescribed curriculum, good learning and evaluation, good infrastructures, good research activities, good support for learners, good information system and good relation with the society or people. We have made efforts to intermingle QMS for a better outcome in higher education.

Every criterion benchmarking has been evaluated by SWOC analysis, that reveals our criteria-wise strengths to work, weaknesses to do away with, opportunities to make best use of and challenges to face. We have provided answers to each benchmarking question on the basis of available records of the college. The evidence to each of them is evident and apparent.

Basically, the present self-study report (SSR) tries to present the actual status of BALKUMARI COLLEGE in all fields. The college expresses the view that it is responsive to community needs in today's fast changing scenario. Primarily, the college aims at maintaining close relationships with the community people. We feel that public participation is a must in each of college activities. We realize that the stakeholders (community people, parents and students) should feel that

the college is their own property since they are the real consumers. The college is aware of the fact that such philosophy has to be maintained for continuity, sustainability and further development.

Good Practices of Balkumari College

As regards to good practices in Balkumari College it mainly comprises environmental consciousness, good relation with aligned groups and implementation of quality management system along with some other activities in the college.

Environmental consciousness

Balkumari College is an environment conscious college of Chitwan. In this regard, the Department of Botany in the lead of Dr. Manoj Das is coordinating the maintenance of environmental balance in the college. The college has prepared procedures for environmental balance and maintenance within the college premises. The college has identified a regular Plantation program, caring for the garden and trees, preparing a list of trees in the premises, name of non flowering and flowering plants.

On the other hand, we are working on how we can avoid sound pollution, water pollution and air pollution in the college. We are working on how waste materials can be disposed of or sent for recycling.

Relation with Aligned groups

It is good of Balkumari College that it has its aligned groups that help maintain social relation and extension activities. Lions Club of Balkumari College and Leo Club of Balkumari College are linked with an international social service organization: Lions Clubs international. Lions /Leos are involved in social service activities such as blood donation, health awareness, diabetes awareness, sanitation, cancer screening in women, HIV awareness, environmental awareness, outreach health checkup in rural areas, scholarships to poor children of public schools and many extension programs.

Similarly, Balkumari College Teachers association, Balkumari college Administrative staff family, and the free students union have encouraging relations with the college. They help maintain healthy academic environments, extra activities, sports programs, orientation programs and so on.

Quality Management System

Balkumari College has implemented the Management system of ISO 9001: 2015 in its proceedings. There is the college Manual (BKC/QM/01) .The manual identifies mandatory procedures and functional procedures together with necessary working guidelines.

Important features

- The authority and responsibilities of all posts are well defined in the manual
- For documentation, formats have been provided to all departments and administrative units.
- All activities of departments are audited annually for quality assurance by auditors.
- The Manual has formulated quality objectives which are evaluated and reviewed as per manual procedure from time to time.
- Corrective actions are taken as per internal quality audit reports and minute of review meetings.
- The manual is updated as change in time.
- The students (consumers) satisfaction survey is carried on and addressing the suggestions is the major part of our policy.
- Monitoring of teaching learning is done as per annual plan, daily plan, log book maintenance, class observation and feedback, documentation of those activities.

In conclusion, a Quality Assurance System is the fundamental need for the development of an institution. We have been trying to work under QAA norms for the maintenance of the system. All departments and units have their own functional procedures. All the procedures are reviewed by the management representative and approved by the Principal. Management representative is the officer appointed with his duties and authorities to coordinate with the whole procedure holders and monitor quality management activities.

Next the college has defined responsibilities and authorities of all human resources. In this way, the job description of all the teachers and staff has been

prepared and approved by the top management. In addition, there are mandatory procedures as follows:

- Procedure for control of documents & records
- Procedure for corrective action and preventive action
- Procedure for Internal quality audit
- Procedure for review meeting
- Procedure for control of quality output (students)

Post accreditation initiatives

Major Changes & progress after accreditation (QAA certification)

Criteria 1: Policy and Procedures

Before accreditation	Post accreditation
<p>1. Prior to accreditation, Balkumari College lacked a concrete plan for future growth and improvement.</p>	<p>Following accreditation, the college has modified its approach to cater to academic aspects such as curriculum development, research, seminars, workshops, faculty development, report writing, and other related areas. Presently, the college has implemented a globally recognized quality assurance system for higher education, which encompasses policies and procedures.</p>
<p>2. There was no internal system in place for monitoring and ensuring quality.</p>	<p>The college has seriously undergone internal quality monitoring and checks in teaching, learning activities. Obviously, the teachers are using modern approaches of teaching like interaction, group presentation, peer teaching together with lecture.</p>

3. No decentralization, all activities were controlled by top management	The college has practiced decentralization policy by expanding participation and teamwork in the framework of administrative structures by organizing meetings, interactions etc. The college has been doing interaction and evaluation surveys of stakeholders and implementing the suggestions.
4. There was no system of taking community interest.	As per interest and requirement of stakeholders, it has already started new programs, BHM, BCTE,BBA,BIM MBA-FM .

Criteria 2: Curricular Aspects

1. At Balkumari College, the teaching approach relied heavily on textbooks ,chalk and talk only	The college has broadened its teaching approaches by field work, group discussion, report writing, presentation, peer learning online and so on
2. There was not the practice of field visits and job training for students.	The college has widened its schedule to visit industries, business people , job training and have been evaluating feedback from academic peers and specialists.

Criteria 3: Teaching learning and Evaluation

1. The college could not think of going for further change and modernization.	We have developed its own system of assessment etc by obtaining autonomy from the University.
2. The college had a nominal IT Facility.	After accreditation, great progress has been made in IT provision in teaching learning. The faculty members use electronic instructional materials (multimedia, visual, audio visual) in class, seminar, workshops, presentation etc
3. There was no regular stakeholders' evaluation survey.	The college carries on students and stakeholders evaluation survey and give top priority to the feedback / recommendations
4. No complaints of students were recorded in a formal way.	The complaints provided by students in written or oral are recorded and corrective actions are followed up.
5. Teachers had no provision of training or skill development for teachers.	There is provision of orientation/training for teachers in the beginning of the session. Teachers have to make the students present a report and review what they have learnt.

Criteria 4: Research, Consultancy and Extension

<p>1. Research activities were not effective and strong.</p>	<p>Balkumari College research and development section, now a research management cell, involves faculty members in research by forming groups:- Socio Economic Group, Science Group, Management Group, Language Group and health group.</p>
<p>2. There was no financial support for internal research before accreditation.</p>	<p>The college is now giving provisions to teachers for internal research by financial support.</p>
<p>3. Students' research activities, especially thesis writing and guidance, could not be properly done.</p>	<p>The seminars, workshops, orientation on thesis writing are frequent in the college now.</p>

<p>4. The college could not arrange conferences, workshops etc. There was no research journal published or research activities done.</p>	<p>We are organizing conferences, seminars, workshops and our teachers have participated in many national and international conferences. Research Journal of Balkumari College has been published regularly.</p>
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Criteria 5: Infrastructure and learning resources

<p>1. In library, there were less number of books</p>	<p>Library extension has been expanded by thousands of new books, journals, e-reading materials, newspapers and magazines.</p>
<p>2. Nominal science lab</p>	<p>Now Science Lab has been Extended with establishment of microbiology, chemistry, environmental, botany labs</p>
<p>3. Poor Hotel Management Lab</p>	<p>Hotel Management training kitchen, bulk kitchen, bakery, housekeeping demo rooms and restaurant & bar hall , modern classrooms for HM students</p>

4. Very poor classroom management	Now the college has managed modern classrooms with white blackboard, comfortable desk, benches, ventilation and lighting system, multimedia projectors for presentation
5. Nominal computer facilities	Now computer facilities for teachers and students have been made easy access to entire departments and units of the college.
6. Very Poor Canteen	The canteen building has been finished, furnished and going to start.
7. Offices were not equipped with facilities	Now all offices have been installed with modern appliances, materials, equipment so that they have become automatic.
8. Less maintenance of the building	The building has been fully maintained with optimum facilities by learning point of view.

9. Very limited equipments and difficult to run offices	Now sufficient facilities : Laptops, printers, photocopy machine, scanner, desktop computers, photographic record of students, trained administrative staffs; bus services etc. are good examples of development in Balkumari College after accreditation
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Criteria 6: Student Support and Guidance

1. There was no regular system of addressing complaints of students	Balkumari College has addressed students' requirement by monitoring and complain records
2. No career counseling for the students	Career counseling center has been established and working regularly
3. Very little and limited scholarship to the students	The scholarships have been multiplied by over ten times and the interest earned from managing fixed deposits is used for the welfare of students.
4. Tracer study was not done.	Tracer study for the last year has already finished and the report has been presented herewith .

5. There was an alumni association of the college.	Balkumari College alumni are actively working for the college. Feedbacks from past students have been analyzed and recommendations are being addressed
6. The Free Students' union was less active in social service and college activities.	Free Students' unions have been involved in sports, social works and other activities like blood donation, health camps, and health awareness.
7. Prospectus of the college was not regular and effective.	College prospectus is published as per department wise to cover the introduction and identification of the department regularly
8. No students' satisfaction survey	The college organizes student's satisfaction surveys and the recommendations of which are addressed as far as possible.
9. There was no provision of a first aid clinic in case of emergency.	Balkumari College has a first aid clinic for students and teachers in case of emergency.

Criteria 7: Information System

1. There was no provision of EMIS section	EMIS as per QAA provision has been established and working on the record and data. An assistant administrator is section head.
2. No systematic record of students	The EMIS section with the exam section has prepared individual profiles of students.
3. Internal Quality assurance cell was not active and effective	The Internal Quality Assurance cell conducts an IQA audit twice a year, which involves reviewing responsibilities, performance, record-keeping, monitoring, supervision, and progress reports. A review meeting is then scheduled to assess the findings of the audit report.
4, No software for record keeping	The software with capacity to maintain comprehensive and computerized EMIS is going to be installed so as to make all data of the college (examination, library, administration, enrollment etc) accessible by one click.)
5. No formal information cell to collect data, analyze and publish it	Balkumari College information cell collects data and analyzes it. The cell jointly with the publication division publishes an annual report at the end of the session. The report includes comprehensive data and

	records of academic and other activities of the college.
6. Annual progress report was not published	After QAA, the college has been regularly publishing Annual Progress Report Bulletin since 2010 till now .
7. It had no website	The college has its website www.balkumaricollege.edu.np

Criteria 8: Public Information cell

1. The college was not able to have good contact with the public	The college has developed good public contact for the institutional image and credibility of the college.
2. There was no publication available from the college to promote or share information about its activities and progress report.	The college had no means of promoting its activities and progress report through publications.

<p>3. No relationship with local institutions , business firms etc.</p>	<p>The college has formed a positive rapport with stakeholders, regularly arranging gatherings with parents, faculty, and former students while taking heed of their advice and input.</p>
<p>4. No system of interaction with community people or stakeholders</p>	<p>The college has developed a regular system to share ideas with community people for further development of its ongoing projects such as health service clinics, door to door program for health awareness, cleanliness, plantation, scholarship and education materials distribution to poor school level students.</p>
<p>5. No relationship with aligned groups</p>	<p>The college carries on these extension activities through our aligned groups: Teachers Association, Administrative staff forum, Free students union, Youth Red Cross Circle, Lions/Leo club of Balkumari College.</p>

BKC Progressive Report during and after Accreditation of QAA

File Description	Document
BKC Progressive Report during and after Accreditation of QAA	View Document

Balkumari College Strategic Plan 2023/024-2024/025

File Description	Document
Balkumari College Strategic Plan 023/024-2024/025	View Document

SWOC Analysis of Balkumari College 2079

Strengths, weaknesses, opportunities and threats (SWOC) of Balkumari College are summarized as follows:

Strengths:

- An excellent geographic location in junction of east west and north south highway in the central region of Nepal
- The college has good and adequate physical infrastructure (i.e. land, learning resources and buildings)

- Nationally recognized programs Like BBA,BIM,BHM,B ICTE, MBA-FM & so on.
- Good research accomplishments
- Good environment for teaching learning progression
- Positive to recognize weakness and make improvement
- There is a good physical environment for quality of life.
- Collaborative culture of evidence by the collaboration between departments including sharing of equipment, the number of successful interdisciplinary collaborations in many activities
- A good example of Public Support to build up its infrastructure & Institutional Organization.
- The board of governors is instituted from social workers, guardians and local government representatives.
- Glorious history of institutional organization and public interest
- Students' scholarship foundation and awards by wealthy and generous families in Narayangarh.
- Good relevant courses in different subjects as per response of community
- Good progress in short span of time
- The college working areas are densely populated places
- Provision of good learning resources.

Weaknesses:

- Excessive pressure from the members of the students unions.
- Excess repair and maintenance expenses as results of the destruction activities

- Lack of proper monitoring and supervision of the activities carried out by the staff from the admin department.
- Teachers Staffs' integrity risk.
- Large number of students in general subject class
- A varied student body with diverse needs and insufficient resources to address students at both ends of the ability continuum.
- Need of proper appreciation/recognition of faculty work.
- Limited program diversity when compared to the wide range of programming possibilities in the broad field of physical activity.
- Need to increase cohesion across all programs and areas in the department.
- High frequency of lock out from the members of the students union.
- Need to increase ability to compete and retain faculty and students – need more faculty lines, smaller class size etc.
- Need to increase the quality of facilities and to repair and maintain research laboratories and facilities in some areas of the college. , rest rooms, landscape and landscape maintenance, care of older buildings
- Need to increase flow of information by administration – needs to be strengthened and rationalized

Opportunities:

- To use its reputation for quality programming and its geographic location to develop new programming opportunities and new modes of delivery.

- To offer additional professional development training programs for faculty teachers and staff to provide qualitative academic facilities to the students of the college.
- To transfer itself into an autonomous institution and be safe from weakness and disturbances caused by the university policy and regulations
- To obtain grants in aid from UGC, world bank for New strategic projects for academic development
- To implement Public Private Partnership provision

Challenges (threats):

- To compete with private colleges and retain top faculty by facing decreasing ability
- To face declining number of students in faculties' e.g. B Ed and BBS
- To face external challenges, changing priorities, and limited funding & resources.
- To manage and face Nepal Banda and strikes.
- To make Internal quality assurance cell more active and workout the system strictly
- To activate Research activities more effectively with more budget and plan
- To recruit Ph D and M Phil teachers
- To utilize Land of Yagyapuri
- To complete required infrastructure in order to run a hospital for bachelor programs in Biomedical courses.

Internal Quality Assurance Cell (IQAC)

Balkumari College has set up an Internal Quality Assurance Cell (IQAC) as per the guidelines of UGC. It is actively engaged in formulation, institutionalization and effective execution of the Quality Policy of the College.

File Description	Document
TOR of IQAC	View Document

College Activities

File Description	Document
College Activities	View Document

Strategic Priorities

File Description	Document
Strategic Priorities	View Document

Three Years Enrollment Trends of Students

File Description	Document
Enrollment Trend	View Document

Tracer study

File Description	Document
Tracer study Report	View Document

Three Years Examinations Result and Graduate Analysis

File Description	Document
Examination results Analysis	View Document

Conclusion

The Quality management system has had a lot of positive impact in the college. The Quality assurance and follow up section has been established. It is experienced that BALKUMARI COLLEGE will undergo incredible change steadfastly.