

# **Pre-Visit Response Report**

**Prepared By**

**Doti Multiple Campus**

**Address: Silgadhi, Doti**

**Submitted to**

**Higher Education Quality Assurance and Accreditation Council**

**University Grants Commission, Sanothimi, Bhaktapur**

**2019**

## **1. Introduction**

Doti Multiple campus was established in 2017 B.S. just a year after establishment of Tribhuvan University. It is established institution delivering higher level quality education since its founding period. It is located in Silgadhi, Doti of far-west province, Nepal. Current Academic programs in DMC are Humanities, Education, Management, and BCA in humanities in bachelors' level and Nepali and sociology in Masters' level. DMC has been playing significant role by delivering education to produce skilled man power of different disciplines of knowledge facing several ups and downs.

In course QAA process launched by UGC Sanothimi Bhaktapur Nepal, Doti Multiple Campus got LOI, prepared SSR Report, improved and amended the forms and report several times according to suggestion and guidance of QAA division of UGC. Finally, DMC SSR Report came to be eligible in evaluation of QAA division of UGC for pre-visit program. The pre-visit program was declared for month of Falgun, 2076 B.S. Pre-visit team organized programs, observed DMC objectively and provided recommendations for the activities to be completed within eight criteria of SSR. The report contains recommendations of pre-visit team and activities completed by campus with evidences of these activities as annexes after pre-visit program. So, this pre-visit response report is prepared as response of recommendations given by the team.

## **2. Methods of responding**

Following methods of responding are applied during the processes of preparing pre-visit response report.

- i) Interactional method
- ii) Evidential method
- iii) Analytical method
- iv) Functional method
- v) Method of pictography,
- vi) Objective method
- vii) Question answer method
- viii) Problem-solving method

### 3. Responses to the Recommendations

Criteria	Recommendations	Actions/Activities Done	Annexes	Annex Page No.	Remarks
1	<ul style="list-style-type: none"> <li>Reorganize the number of committees and sub-committees to make them more functional and effective.</li> </ul>	DMC has already formed QAA related committees with their ToRs mentioned in DMC comprehensive guideline 2076. The institution has planned to make all these committees functional and effective.	All QAA committees With their ToRS( Annex : B)	128-168	
	<ul style="list-style-type: none"> <li>Activate IQAC establishing its own office, maintaining and assuring the internal quality of the campus.</li> </ul>	Since campus chief is head of IQAC, his office chamber is recognized as office of it. In order to maintain and assure the internal quality of the campus , DMC has prepared annual action plan, academic calendar and comprehensive guideline to make IQAC more functioning for Quality monitoring and assurance.	IQAC(B)	128-168	
			Annual Action plan of DMC(B)	116-119	
			Academic Calendar(B)	201 -212	
			Comprehensive guideline of DMC (B)	128-168	
	<ul style="list-style-type: none"> <li>IQAC, academic departments (faculty members), administrative divisions (non-teaching staffs), cells and committees should be fully operational with comprehensive working guidelines and defined job responsibilities.</li> </ul>	IQAC, academic departments (faculty members), administrative divisions (non-teaching staffs), cells and committees are made fully operational with comprehensive working guidelines and defined job responsibilities. All committees ,Departments and cells are formed with their ToRs	IQAC ToRS	128-168	
			Annual Action plan of Departments(B)	357 -362	
			ToRs of Library management committee (B)	128-168	
	<ul style="list-style-type: none"> <li>Prepare a comprehensive annual calendar and implement it.</li> </ul>	DMC has prepared a comprehensive annual academic calendar to implement it for quality maintenance and regularities of all academic activities.	Annual Academic Calendar(B)	201-212	
	<ul style="list-style-type: none"> <li>Revise Organizational Structure of the campus incorporating all the functional entities.</li> </ul>	Organogram of DMC is prepared incorporating all the functional entities to make work division among faculties easier and smooth	Organogram of DMC(B)	120	
<ul style="list-style-type: none"> <li>Design and implement formally the appraisal system (Performance Appraisal, Self-Appraisal, Peer Appraisal, and Student Appraisal) for both the faculties and administrative staff.</li> </ul>	Different types of appraisal system are designed. self- appraisal, peer appraisal and students appraisal form are made to implement them in the activities of faculties and administrative staffs	Appraisal forms(B)	180-185		
<ul style="list-style-type: none"> <li>Develop and implement strategies to reduce students' absenteeism, drop out,</li> </ul>	Following Strategies are developed with implementation to reduce students' absenteeism, drop out, and irregularities with immediate effect:	ToRs of public information cell(B)	128-168		

	and irregularities with immediate effect	i. Mobile SMS System and messaging through Massager ii. regular attendance system iii. Contact with guardians	Photos of guardians Meeting(D)	586-647	
2.	<ul style="list-style-type: none"> <li>Make a formal system of receiving and analyzing feedback from experts, peers and students and use them in institutional decision making as and when needed.</li> </ul>	There is formation of counseling feedback and placement cell and public information cell to receive and analyze feedback from experts' peers and students. Similarly, DMC has developed different types of appraisal system self-appraisal peer appraisal and student appraisal to use them in institutional decision making.	ToRs of Counseling Feedback and placement cell (B)	128-168	
			public information cell. (B)	128-168	
			Different appraisal forms	180-185	
			feedback forms (B)	314-324	
	<ul style="list-style-type: none"> <li>Feedback systems for proper implementation of curriculum need to be strengthen.</li> </ul>	Feedback system for proper implementation of curriculum is strengthening in Doti Multiple Campus by the ways given below i. Developing different Appraisal system for effective implementation ii. Formation of counseling feedback and placement cell and public information cell. iii. Remedial Classes iv. Discussion among teaching staff, students and guardians. v. Internal exam system	Different appraisal forms(B)	180-185	
			ToRs of Counseling Feedback and placement cell(B)	128-168	
			public information cell. (B)	128-168	
			Internal exam activities(C)	344-355	
			Meeting photos	586-647	
			Notice for remedial classes(C)	356	
<ul style="list-style-type: none"> <li>Develop and run market-oriented, demand- driven and skill based professional/ non-credit modules to enhance the quality</li> </ul>	DMC is running classes of three faculties: Humanities, Education and Management applying T.U. Curriculum. To address the demands of technical education, the institution has run classes of BCA offered by T.U. Humanities	BCA approval letter(A)	7		
		syllabus of English Language (B)	186-196		

	education.	Dean Office. In Case of non-credit courses, campus has designed. English language skill and Basic computer skill for functional purpose in Implementation.	Skill and Basic Computer Skill(B)	197-200			
3	<ul style="list-style-type: none"> <li>Train and encourage faculties in using the ICT driven modern and innovative pedagogical tools in teaching and learning process.</li> </ul>	Doti multiple campus has installed multimedia in conference hall, BCA and other Classroom and research management cell to encourage faculties in using the ICT Driven modern innovative pedagogical tools in teaching and learning process . By the same way, the institution is encouraging its teaching faculties to use multimedia. DMC has digital Logic Lab for application.	Multimedia photos in determined places(D)	586-647			
			Photo of digital Lab	586-647			
			Photo of ICT orientation(D)	586- 647			
	<ul style="list-style-type: none"> <li>Identify slow and weak learners in order to provide them with remedial classes.</li> </ul>	On basis of the result of unit test , class test, internal exam and final exam, the institution has made provision of remedial classes for slow and weak learner	Notice for remedial Classes(C)	356			
	<ul style="list-style-type: none"> <li>There is necessity of need-based training to both teaching and non-teaching staffs.</li> </ul>	DMC is in process of launching need-based training to both teaching and non-teaching staffs.					
	<ul style="list-style-type: none"> <li>Start student centric, interactional, and technology blended teaching learning methods.</li> </ul>	For effective Teaching learning and evaluation, lecture method is not sufficient. So, the institution motivates its departments to apply student- centric, interactional and technology blended teaching learning methods. Multi-medias are installed for purpose.	Photos of multi- media class rooms (B)	586-647			
			Make strategy to increase pass percentage of the students.	In order to increase pass percentage of students, DMC has followed the ways given below: i. Attendance ii. Remedial Classes iii. Discussion with guardians iv. Interactions among teaching Faculties and departments v. Internal exam vi. counseling feedback viii. Pinpointing to weak and slow learners' remedial classes.		Examination Committee(B)	128-168
						Counseling feedback and placement cell (B)	128-168
			Notice for remedial classes(B)	356			
4.	<ul style="list-style-type: none"> <li>Activate Research</li> </ul>	DMC has formed RMC, and allocated research budget. In comprehensive	DMC RMC With ToRs. (B)	128-168	Annual action plan of RMC is in process		

	<p>Management Cell (RMC) allocating annual research budget and annual plan to utilize the allocated research budget properly through it.</p>	<p>guideline 2076 of DMC, RMC, TORs are prepared and documented. Annual action plan of RMC is in process of formation. In order to utilize research budget, RMC has plan to do financing for minimum five mini research projects every year. By the same way, research budget will be applied to publish two journals: DMC research journal and shailadhara.</p>	<p>Research Budget. (A)</p>	<p>70</p>	<p>of formation.</p>
	<ul style="list-style-type: none"> <li>Make the faculties identify the consultancy services to be provided locally and encourage them to get involved in them.</li> </ul>	<p>There is not formal constancy service but teaching and non-faculties work as advisors and paper presenters of different GOs, NGOs, INGOs and other organizations.</p>	<p>Letters of participation (B)</p>	<p>519 -526</p>	<p>DMC is planning to sign MoUs with stakeholders</p>
	<ul style="list-style-type: none"> <li>Maximize the participation of both faculties and students in extension and outreach activities.</li> </ul>	<p>ECA committee of Doti Multiple Campus encourages faculties and students for participation in extension and outreach activities. They participate in environment preservations program, blood donations programs, disaster management program coordinating with Red cross Doti Branch.</p>	<p>ECA Committee(B)</p>	<p>128-168</p>	
			<p>Program Photos(D)</p>	<p>586-647</p>	
	<ul style="list-style-type: none"> <li>Make a system of involving students as research assistants in mini-research, and other research activities of the department/campus. Explore possibility of research collaboration and consultancy with the government and NGOs and sign MOUs with them.</li> </ul>	<p>Students of DMC involve in different research activities. Masters' level students involve in thesis writing. Bachelors' level students involve in project work and report writing. Similarly, the institution is encouraging Doti Multiple Campus FSU magazine 'Himshikhar' to publish.</p>	<p>Theses, case studies , project work,</p>	<p>84 - 98</p>	<p>DMC has plan to involve students as mini –assistants.</p>
	<p>Explore possibility of research collaboration and consultancy with the government and NGOs and sign MOUs with them.</p>	<p>The institution is in process of signing MOUs with government and NGOs to perform research collaboration and consultancy for participating in outer activities.</p>			
5	<ul style="list-style-type: none"> <li>The master plan under</li> </ul>	<p>DMC master plan is still under construction. Maps of buildings to be</p>	<p>Maps Photos (C)</p>	<p>548-560</p>	<p>Master plan is under construction</p>

	<ul style="list-style-type: none"> <li>construction should be completed with action plan.</li> </ul>	constructed are documented. Annual action plan of the campus is prepared with extensive discussion among faculties, guardians, students and other stakeholders.	Annual action plan of Campus(B)	116-119	
	<ul style="list-style-type: none"> <li>Make an action plan of the proposed building as mentioned in the master plan.</li> </ul>	The proposed buildings are three classroom buildings. The budget 136100000/- (Thirteen crore sixty one lakh) comes in serial manner. The first series of one building's maps and other documents action plan shows that three buildings will be fully constructed within three fiscal year phase.	Maps and Allocated budget(C)	548-560	
	<ul style="list-style-type: none"> <li>Maintain clean and green surroundings.</li> </ul>	Environment and sanitation unit with TORs is formed to implement its functions for clean and green surrounding of Doti Multiple Campus.	ToRs of environment and sanitation Unit(B)	128-168	Campus is making plan to extent areas of green and sanitation
	<ul style="list-style-type: none"> <li>Establish canteen facility.</li> </ul>	<ul style="list-style-type: none"> <li>DMC has established one canteen within campus premise for timely snacks and food. Canteen proprietors TORs are formulated.</li> </ul>	Photo of Canteen((D)	586-647	Smoking and drinking alcohol is prohibited
			Canteen ToRs	128-168	
<ul style="list-style-type: none"> <li>Reference materials and academic journals should be added in the library.</li> </ul>	<ul style="list-style-type: none"> <li>DMC has well equipped library with textbooks, references and reading room facilities. Library management committee with TOR is formed to conduct library activities smoothly.</li> </ul>	Library management committee(B)	128-168	DMC is making effort to make library more facility oriented	
		Photos of library(D)	586-647		
	<ul style="list-style-type: none"> <li>Establish departments with departmental library having reference books.</li> </ul>	<ul style="list-style-type: none"> <li>There are five departments in DMC. Separate department rooms are under construction. Campus is planning to manage departmental Library having reference books, cup- board and computer.</li> </ul>	Photos departments under construction(D)	586-647	Campus is planning to manage departmental Library having reference books, cup- board and computer.
	<ul style="list-style-type: none"> <li>Provide e-library service and link it with relevant e-resources.</li> </ul>	<ul style="list-style-type: none"> <li>Doti Multiple campus has e-library connected with T.U. central library and 14 different libraries of the world for easy availability of e-resources.</li> </ul>			E-library is in process of adding more network

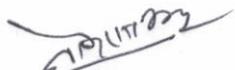
	<ul style="list-style-type: none"> <li>Improve hostel facilities for the students.</li> </ul>	<ul style="list-style-type: none"> <li>DMC has 16 rooms girls' hostel and 12 rooms boys Hostel 4 rooms girls' hostel is under construction. New beds, cupboards chairs, and Tables are provided to the students. Hostel management committee with TORs and appointment of warden with TORs have been improving DMC Hostel facilities.</li> </ul>	<p>ToRs of Hostel management committee and wardens. (B)</p> <p>Photos of hostel(D)</p>	<p>128-168</p> <p>586-647</p>	<p>DMC is coordinating to different levels of governments and other bodies to help in adding more hostel facilities</p>
	<ul style="list-style-type: none"> <li>Manage a primary health care unit with minimum first aid facilities.</li> </ul>	<ul style="list-style-type: none"> <li>We have established primary health care unit with first aid facilities.</li> </ul>	<p>Photo of primary health care unit(D)</p>	<p>586-647</p>	
	<ul style="list-style-type: none"> <li>Provide changing room for ladies; make it functional with basic sanitary facilities.</li> </ul>	<ul style="list-style-type: none"> <li>DMC has established ladies changing room. It is planning to manage machine with basic sanitary pads.</li> </ul>	<p>Photo of ladies changing room</p>	<p>586-647</p>	
	<ul style="list-style-type: none"> <li>Allocate regular budget for repair and maintenance of existing infrastructure.</li> </ul>	<ul style="list-style-type: none"> <li>There is not already allocated budget for repair and maintenance of existing infrastructures since DMC is constituent campus of Tribhuvan University. But these activities happen frequently coordinating with local level government provincial government, federal government, Tribhuvan University and UGC.</li> </ul>	<p>Bills for maintenance (C)</p>	<p>561-573</p>	
	<ul style="list-style-type: none"> <li>Maintain cleanliness of classrooms</li> </ul>	<p>Campus has appointed Sweeper and gardeners for maintaining cleanliness of classroom and toilets. They have maintained cleanliness of class room.</p>	<p>Photos of class rooms (D)</p>	<p>586-647</p>	<p>DMC has plan to prepare well managed class rooms.</p>
6	<ul style="list-style-type: none"> <li>Make student counseling and placement cell more functional with separate</li> </ul>	<ul style="list-style-type: none"> <li>The institution has formed counseling and placement cell Coordinated by Assistant campus chief Mr. Arjun</li> </ul>	<p>Counseling and placement cell(B)</p>	<p>128-168</p>	<p>DMC is planning to make this cell functional maintaining contact</p>

	office. Bring into notice of job opportunities of the market on regular basis to the students through a defined mechanism.	BahadurDeubaand participated by other stakeholders. The cell has functional TORs and separate office. DMC is planning to make this cell functional maintaining contact with career providing institutions.	Photo of cell(D)	586-647	with career providing institutions.
	<ul style="list-style-type: none"> <li>Enhance the networking with the potential employers through defined mechanism of the institution.</li> </ul>	<ul style="list-style-type: none"> <li>Counseling and placement cell is formed with its TORs and separate office is managed for job settlement for DMC graduates. Its TORs makes clear that it is planning to develop networking with the potential employers.</li> </ul>	Counseling and placement cell(B)	128-168	DMC is planning to make this cell functional maintaining contact with career providing institutions.
			Photo of cell(D)	586-647	
	<ul style="list-style-type: none"> <li>Establish mechanism for effective monitoring of student's progression and success rate.</li> </ul>	<ul style="list-style-type: none"> <li>DMC has formed IQAC and students' quality circle (SQC) for effective monitoring of students' progression and success rate. Likewise departments, and examination committee, counseling, feedback and placement cell function for effective monitoring of students progression and success rate.</li> </ul>	ToRs of IQAC, SQC, Examination Committees(B)	128-168	Campus encourages all units to be more functional
	<ul style="list-style-type: none"> <li>Make a provision of clean drinking water facilities in academic buildings.</li> </ul>	<ul style="list-style-type: none"> <li>The institution has managed clean drinking water facilities in academic buildings with electric filter and Aqua-guard.</li> </ul>	Photos of Facilities(D)	586-647	DMC is in process of adding more facilities of drinking water.
	<ul style="list-style-type: none"> <li>Prepare scholarship guidelines and enhance the scholarship facility to the needy students.</li> </ul>	<ul style="list-style-type: none"> <li>DMC students get different types of scholarship. <ul style="list-style-type: none"> <li>-Merit scholarship</li> <li>-Economically disadvantaged</li> <li>-Inexhaustible treasury fund scholarship</li> </ul> </li> </ul>	Scholarship list(C)	583-584	
	<ul style="list-style-type: none"> <li>Arrange guest lectures on a regular basis.</li> </ul>	Due to the covid-19 epidemics, regular basis guest lectures in DMC is not in operation. It will be functional after the situation becomes normal.			Guest lecturer will be functional after the situation becomes normal.

7	<ul style="list-style-type: none"> <li>The EMIS system needs to be made fully operational. It should maintain proper networking system with various units such as administration, account, and library and exam section.</li> </ul>	<ul style="list-style-type: none"> <li>The EMIS system of DMC is made fully operational in case of keeping academic data and delivering academic information to teachers, students and other stakeholders. It has maintained proper networking system with various units such as administration, account, library and exam section</li> </ul>	DMC EMIS Unit (B)	128-168	Campus has been delivering EMIS facilities as more as possible
	<ul style="list-style-type: none"> <li>Update campus website regularly.</li> </ul>	<ul style="list-style-type: none"> <li>Campus website is updated regularly with its proper function.</li> </ul>	Campus Website: <a href="http://www.dmc.edu.np">www.dmc.edu.np</a>		
	<ul style="list-style-type: none"> <li>Develop performance indicators for quality initiatives</li> </ul>	<ul style="list-style-type: none"> <li>DMC is in process of developing performance indicators for quality initiatives.</li> </ul>			
8	<ul style="list-style-type: none"> <li>Establish an effective public information cell that disseminates information (related to the degrees to be awarded by the college along with the profile of students with details of alumni) to all concerned stakeholders in order to enhance public information.</li> </ul>	<ul style="list-style-type: none"> <li>DMC has formed public information cell with its TORs'. Public information cell publishes annual report. Alumni association is formed with TORs. So the institution is actively working to enhance public information.</li> </ul>	Public information cell, (B)	128-168	Campus is planning to formulate annual action plan of these bodies
			Alumni,	128-168	
			Annual Report(A)	34-70	
	<ul style="list-style-type: none"> <li>Make the alumni prepare long /short term plans for the development of the campus.</li> </ul>	<ul style="list-style-type: none"> <li>Alumni association is formed with its TORs. DMC is planning to activate this association for the long/short term plans for the development of campus. Department rooms under construction are contributed by alumni association.</li> </ul>	Alumni Association (B)	128-168	Alumni has assured DMC to complete under-construction department soon,
			Photo of department rooms under construction(D)	586-647	
	<ul style="list-style-type: none"> <li>Hold regular interaction with stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>The institution holds regular interactions with guardians, peoples representative and Alumni through CMC, CFPC and public information cell for overall development of campus.</li> </ul>	Meeting Photos		The area of interaction will be made extensive.

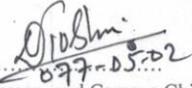
**4. Conclusion**

The pre- visit response report of Doti Multiple campus contains activities completed by DMC as response of recommendations given by pre-visit team of QAA division of UGC with their annexes. It also posits that DMC has completed its tasks as much as possible to conduct activities as recommended by the pre-visit team. It also assures QAA division of UGC that DMC is committed to complete the activities under completion in all sectors of the campus.



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SAT Coordinator

Date: 2077/5/2



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CMC Chairperson, and Campus Chief

**Campus Chief**