

# **MADAN BHANDARI MEMORIAL COLLEGE**

**Kathmandu Metropolitan City, Ward No. 10, Binayaknagar**

**Bagmati Province**



## **RESPONSE REPORT ON PRT RECOMMENDATIONS FOR QUALITY ASSURANCE AND ACCREDITATION (QAA)**

### **Submitted To**

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

**December, 2024**

## **1. Background**

Madan Bhandari Memorial College (MBMC), established in 2001, is driven by a comprehensive vision of fostering transformative leadership. The college's philosophy centers on developing high-quality professionals who can drive meaningful progress in various sectors. By emphasizing excellence, the institution aims to cultivate leaders with exceptional qualities capable of advancing human civilization and contributing positively to society.

The college adopts a strategic approach to achieving its mission, developing periodic plans with clear goals, objectives, and targeted actions. It is committed to delivering quality education through carefully implemented policies, comprehensive programs, and a robust self-evaluation system that ensures continuous improvement and accountability.

MBMC provides diverse academic programs at both Bachelor's and Master's levels across Science and Technology, Management, and Humanities & Social Sciences. Serving approximately 1,000 full-time students, the college distinguishes itself through several key strengths. These include modern infrastructure, highly qualified faculty and staff, innovative teaching methodologies, effective student evaluation systems, strong student support mechanisms, regular monitoring processes, and active community engagement.

The institution maintains a comprehensive commitment to quality across multiple dimensions. Its governance framework emphasizes transparency and accountability, creating an environment conducive to academic excellence. The college prioritizes innovative curriculum development, enhanced student learning experiences, and robust research opportunities. Continuous investment in infrastructure and learning resources ensures students have access to cutting-edge facilities and comprehensive educational tools.

By implementing sophisticated Educational Management Information System (EMIS) and maintaining transparent public information system, MBMC facilitates informed decision-making and maintains open communication with all stakeholders. These deliberate, multi-faceted efforts demonstrate the college's unwavering dedication to educational quality and institutional effectiveness.

## **2. Purpose of the Report**

MBMC submitted its Self Study Report (SSR) in 2076 BS upon which, HEQAAC/ UGC issued feedback regarding the SSR's improvements. Nonetheless, there was significant lag in the submission of revised SSR because of misunderstandings and inconsistent grasp of the QAA implications among the stakeholders. Notwithstanding the issues and challenges, the college made its utmost effort to go through quality assurance and accreditation process. In line with which, the college submitted its revised SSR on 2080/11/23 BS at UGC, which was approved by HEQAAC/ UGC on 2080/12/12 BS. Upon the formation of the college's Peer Review Team (PRT) by HEQAAC/ UGC on 2081/01/20 BS, Pre-PRT assessment team visited the college

during 2081/03/16 - 18 BS. the team issued assessment report that comprises recommendations for improvements, in response of which, the college submitted its report complying the recommendations provided by the team. Following the event, PRT full team visited the college during 2081/08/11 - 14 BS. The PRT recommended further areas for improvements. Thus, MBMC has prepared this progress report in response to the recommendations enlisted in the assessment report provided by the PRT team.

### 3. Process of Report Preparation

Immediately after the completion of PRT visit, the following actions were undertaken to prepare this report:

- The college's Internal Quality Assurance Committee (IQAC), including the Self Assessment Team (SAT) held discussion sessions to make a common understanding on the recommendations put forward by the assessment team.
- After the discussion, the SAT prepared an action matrix to fulfill the gaps as recommended by the assessment report. The activities to be conducted were identified including the relevant testimonials that need to be documented and annexed with the response report. The task-wise responsibilities were assigned with presumed deadlines. The action matrix was disseminated to all the concerned so that the activities would be completed within the stipulated time seamlessly.
- The activities were carried by the concerned, with the facilitation of IQAC and SAT. After completing each task to meet the specific recommendation, the SAT composed the response report and annexed the pertinent testimonies. Similarly, every suggestion was met with the response write-up and the testimonies.
- The SAT shared draft of the response report among the members of the IQAC for finalization. The suggestions provided by the IQAC was incorporated in the report to finalize it. The final response report was shared to the CMC, college administration, student body, faculties, non-teaching staff and all the concerned. It was decided to submit the response report to HEQAAC/ UGC with everyone's consent.

### 4. Responses/Action Taken

The following table illustrates the actions and activities undertaken by the college in order to respond the recommendations put forward by the PRT visit. The annexes are hyperlinked to the concerned testimonials.

Criteria	PRT Recommendations	Actions Taken/ Activities Done	Annex
1 Policy & Procedures	<b>Short Term</b>		
	Upload policy documents to the college website to promote transparency	8 policy documents have been uploaded to the college website. weblink: <a href="http://www.mbmcc.edu.np/downloads">www.mbmcc.edu.np/downloads</a>	<a href="#">Volume 8,</a> <a href="#">Annex 108,</a> <a href="#">Screenshots of Website</a>

Criteria	PRT Recommendations	Actions Taken/ Activities Done	Annex
	Make a lease contract for the college premises as decided by the foundation	Thirty years lease contract agreement of land and building has been signed between the college and Madan Bhandari Foundation, which is attached herewith.	<a href="#"><i>Volume 8, Annex 109, Land Lease Contract</i></a>
	Revise the working procedure of the Student Council and reform ad- hoc committee into the full committee	The working procedure of the student council was revised on the basis of the students involved the council. The college has published notice to reformation of the council stating the nomination procedural details regarding the formation of the council. The working procedure clearly states the election procedures for the selection of the chairman and the members of the council according to which, the reformation of the council will be conducted in due time.	<a href="#"><i>Volume 8, Annex 101, Student Council Work-Procedure 2081;</i></a> <a href="#"><i>Volume 8, Annex 110, Documents related to Reformation of Students' Council</i></a>
	Prepare the progress report for major committees (IQAC, RMC) for the fiscal year 2080/81	The progress reports of the fiscal year 2080-081 pertaining to activities of the IQAC, RMC and ECA committees of the year are attached herewith.	<a href="#"><i>Volume 8, Annex 111, IQAC Progress Report 2080-081;</i></a> <a href="#"><i>Volume 8, Annex 112, RMC Progress Report 2080-081;</i></a> <a href="#"><i>Volume 8, Annex 113, ECA Progress Report 2080-081</i></a>
	Review the progress for the first year (2024) of the Strategic Development Plan and analyze the implementation gap	As per the recommendation, the IQAC discussed the first year implementation progress regarding the implementation of the Strategic Development Plan (2024-2028) of the college. The IQAC decided to assign a team to undertake the review. The team conducted thorough review on the implementation progress of the first year and prepared a report based on its analysis.	<a href="#"><i>Volume 8, Annex 114, Review Report of Strategic Development Plan 2024;</i></a> <a href="#"><i>Volume 8, Annex 115, IQAC Minutes</i></a>
	Develop strategies for the increment of the enrollment; to increase pass rate and decrease dropout rate	The strategies for the increment of the enrolment and pass rate including to decrease of the dropout rate of 5 Bachelor level programs and the programs offered at the Masters' level have been developed. The strategies are based on the analysis of the	<a href="#"><i>Volume 8, Annex 102, Strategies Enrollment Growth, Pass Rate</i></a>

Criteria	PRT Recommendations	Actions Taken/ Activities Done	Annex
	in low-performing programs which should be effectively implemented	various academic and administrative support aspects. The strategies are aligned to the objectives viz. expansion in enrolment, increment in academic success, enhancement in retention rate, encouragement in research and publication, etc. The strategies will be implemented in due time with cautious approach for the maximum effectiveness.	<a href="#"><i>Improvement and Dropout Reduction 2081</i></a>
	<b>Long Term</b>		
	Implement the Human Resources Development Plan and make sure the career growth of faculties and staff are achieved as the action plan	The college will adhere to the recommendation. For this, the college has already completed a couple of need based trainings to the faculties as well as the administrative staff. The college encourages its faculty members to pursue further studies in MPhil. or PhD level through defined provisions. Additionally, the CMC has made decision to provide the study grants to two faculty members each year. The actions stated in the human resource development plan will be keenly monitored and implemented in the due time.	<a href="#"><i>Volume 7, Annex 88, Documents related to Faculty Training Programs; Volume 8, Annex 116, Minutes of CMC; Volume 6, Annex 82, HRD Plan 2024-2028</i></a>
	Land own by the college is not enough to achieve VMGO so the college should acquire necessary land	According to the recommendation, the college will formulate necessary strategy to acquire additional land that would help achieve VMGO of the college.	--
	Strengthen the grievance redressal system	The college has prepared a comprehensive guidelines for strengthening grievance redressal system. The guidelines will be disseminated to all the stakeholders in order to orient them regarding the provisions. The guidelines has clearly stated aspects viz. grievance submission channels, types of grievances, categorization and prioritization of the grievances, acknowledgement and progress tracking mechanism, investigation and resolution process, communication and orientation events, feedback and monitoring, etc. The provisions and procedures of the system will be strictly implemented in adherence to the guidelines.	<a href="#"><i>Volume 8, Annex 103, Guidelines for Strengthening the Grievance Redressal System 2081</i></a>
	Prepare the financial sustainability plan	The college has prepared the Financial Sustainability Plan, 2081 as per the recommendation of the PRT. The major objectives of the plan are as the following:	<a href="#"><i>Volume 8, Annex 104, Financial</i></a>

Criteria	PRT Recommendations	Actions Taken/ Activities Done	Annex
		<ul style="list-style-type: none"> <li>- Secure long-term financial stability for the college,</li> <li>- Provide consistent source of funding to scholarship, research and college development,</li> <li>- Reduce dependency on tuition fees and external funding.</li> </ul> <p>One of the key strategies of the plan is to establish and expand an endowment fund for the financial sustainability of the college. The plan will be implemented in accordance to the defined action matrix.</p>	<a href="#"><i>Sustainability Plan 2081</i></a>
	Prepare the strategy for Disaster Risk Reduction (DRR)	The college has recently prepared Disaster Risk Reduction Strategy, which is attached herewith.	<a href="#"><i>Volume 8, Annex 107, Disaster Risk Reduction (DRR) Strategy 2081</i></a>
	Prepare an Environmental and Social Safeguard Policy/ Framework as per UGC guidelines.	The college has formulated Environmental and Social Safeguard Policy/ Framework adhering to the provisions defined by UGC guidelines. The plan incorporates well crafted actions to improve in the areas viz. environment and social risk management, labor and working conditions, resource efficiency and pollution prevention, community health and safety, and stakeholder engagement and information disclosure. The plan also includes the robust monitoring system. The college is committed to implement the plan as per the preset actions.	<a href="#"><i>Volume 8, Annex 105, Environmental and Social Safeguard Policy/ Framework 2081</i></a>
	Conduct external academic audit regularly	The college understands the importance of external academic audit and the impact it may entail in the overall quality enhancement of the college. The college has completed two cycles of the audit. The preliminary draft of the third cycle of the audit has been prepared. The college will continue conducting the audit every year.	<a href="#"><i>Volume 8, Annex 117, Documents related to the External Academic Audit</i></a>
	Strengthen good governance within the institution to enhance overall quality in a sustainable manner	The college has prepared a well crafted comprehensive plan namely Strengthening Good Governance for Sustainable Quality Enhancement in the college. The plan includes action matrix for the five consecutive years starting from 2081 BS. The major areas of quality enhancement will be through the following meaningful	<a href="#"><i>Volume 8, Annex 106, Strengthening Good Governance for Sustainable Quality</i></a>

Criteria	PRT Recommendations	Actions Taken/ Activities Done	Annex
		interventions: establishing transparent governance structures; strengthening stakeholder engagement; promoting ethical leadership and decision making; enhancing resource management and sustainability; building a culture of continuous improvement; leveraging technology for governance efficiency; strengthening academic governance; ensuring regulatory compliance; encouraging community centric initiatives; and establishing robust monitoring and evaluation mechanisms. The strategies will be strictly adhere to continuous quality enhancement of the college.	<a href="#"><i>Enhancement 2081</i></a>
<b>2 Curricular Aspects</b>	<b>Short Term</b>		
	Orient students to take non-credit courses and initiate the implementation of the recently designed non-credit course	An orientation program was conducted on 23-08-2081 BS to students of management faculty regarding the non-credit course of 48 lecture hours (3 credit) designed specifically to enhance skills in digital marketing. The course will commence from the first week of Poush, 2081. Besides, the college has initiated implementing other approved non-credit courses in the near future.	<a href="#"><i>Volume 8, Annex 118, Documents related to Non-Credit Courses</i></a>
	Teaching/Lesson plan should be prepared by the faculties and monitored by the HODs	The college has strict policy to implement lesson plan which, each of the faculty members need to adhere to. As per the recommendation, the college has disseminated notice to regularly maintain the lesson plan to each of the faculties through the departmental heads. The HoDs are held responsible to constantly monitor the maintenance of the lesson plans.	<a href="#"><i>Volume 8, Annex 119, Documents related to Lesson Plan</i></a>
	Revise inconvenient class routines	The departments exercise class routines management with meticulous precision. However, in the programs with high number of specialized courses, additional attention has been given to reduce class gaps by adjusting the class hours of the faculty members.	<a href="#"><i>Volume 8, Annex 120, Minutes of Executive</i></a>
	<b>Long Term</b>		
	Ensure the continuation of the system for collecting feedback on the	The college revised its system of collecting feedback from its major stakeholders. The college recently continued surveys of the stakeholders namely the students, parents, community, and employers. The	<a href="#"><i>Volume 7, Annex 92, Documents related to Student</i></a>



Criteria	PRT Recommendations	Actions Taken/ Activities Done	Annex
	curriculum from academic peers, employers, and other stakeholders, and submit it regularly to the concern authorities	questionnaires of the surveys also include feedback questions related to the curriculum effectiveness. The college has policy to conduct such survey every year.	<a href="#"><u>Perception Survey; Volume 8, Annex 137, Documents related to Stakeholders Surveys</u></a>
3 Teaching Learning and Evaluation System	<b>Short Term</b>		
	Regularize the frequency of departmental meetings and maintain the records properly	The departmental meetings are conducted on a regular basis, at least once week or more depending on the need. Besides, the meeting minutes and other relevant documents are recorded in more formal manner than before.	<a href="#"><u>Volume 8, Annex 121, Departmental Meeting Minutes</u></a>
	Initiate inter-departmental meetings to foster collaboration and communication	The inter-departmental meetings are conducted at different intervals in coordination of the assistant campus chief for academics. As per the recommendation, the frequency of such meetings will be increased in the future.	<a href="#"><u>Volume 8, Annex 121, Departmental Meeting Minutes</u></a>
	Develop a Standard Operating Procedure (SOP) for the Physics lab and strengthen the record-keeping system as well	According to the PRT recommendation, a Standard Operating Procedure (SOP) to operate the physics lab has been prepared and approved. The SOP will be handy to manage the lab. Besides, the log books of the lab are maintained in order to make record-keeping system more transparent and informative.	<a href="#"><u>Volume 8, Annex 122, Standard Operating Procedure for Lab</u></a>
	Conduct practical as per the curriculum	The committee of the executives have decided to instruct all the concerned departments to conduct practical classes as per the requirements defined by the respective curricula.	<a href="#"><u>Volume 8, Annex 120, Minutes of Executive</u></a>
	<b>Long Term</b>		
	Strengthen the record-keeping system of all departments in a more systematic way	The college has policy and plan to digitalize all of its processes. The proposal of digitalization of the college has been accepted by UGC for grants support. The strategies and plans will be implemented as per the set actions in the proposal. The college team believes that the systematic implementation of the digitalization strategy will enhance the efficiency and effectiveness of the existing record-keeping system across all the bodies of the college.	<a href="#"><u>Volume 8, Annex 123, Proposal for Digitalization</u></a>
	Strengthen the LMS	Like said in the previous response, the LMS system will also be enhance through the implementation of the digitalization	<a href="#"><u>Volume 8, Annex 123, Proposal for Digitalization</u></a>



Criteria	PRT Recommendations	Actions Taken/ Activities Done	Annex
		strategies. The existing system of LMS will be strengthened as per the set strategy.	
	Provide need-based professional training to faculty and nonteaching staff on a regular basis, in alignment with strategic development and human resource development plan	The college has provided a couple of need-based capacity development trainings and workshops to its faculty members as well as the non-teaching staff. The human resource development plan including the strategic development plan of the college include actions to conduct the trainings and workshops on timely manner. The regularity of such capacity development initiatives will be ensured as per the set plans.	<a href="#">Volume 2, Annex 9, Strategic Development Plan 2024-2028;</a> <a href="#">Volume 6, Annex 82 HRD Plan 2024-2028;</a> <a href="#">Volume 7, Annex 88, Documents related to Faculty Training Programs</a>
4 Research, Consultancy and Extension	<b>Short Term</b>		
	Fulfil the EQAAC criteria regarding the mini research	<p>Among the 6 research projects selected for the college funding, 3 of the projects have been completed. The details of the projects are as follows:</p> <ol style="list-style-type: none"> <li>1. <i>Exploring the relationship between use of social media and junk food consumption among teenage students</i> by Mr. Kamal Neupane, Mr. Sujit Mainali, Mr Nara Kumar Chauwan, and Mr. Guarav Pandey</li> <li>2. <i>Investigating alpha beta and gama brainwaves during cognitive activities using emotive insight EEG device</i> by Mr. Nawaraj Joshi and Mr. Bansaj Poudel</li> <li>3. <i>Air pollution prediction using deep neural network and analysis of monthly impact on its growth due to various factors in Kathmandu valley</i> by Mr. Nawaraj Joshi, Mr. Sukraj Neyong, Mr. Parmeshwor Dahal and Mr. Mohit Guragain</li> </ol> <p>Final installment of the grants have been released to the respective researchers. The remaining three projects selected for funding will be completed soon.</p>	<a href="#">Volume 8, Annex 124, Documents related to RMC</a>
	Clarify the financial support provided and to be provided to the faculties and students	The RMC guidelines of the college has defined provisions to support the research projects conducted by faculties and students. In the current academic year, 6 research projects undertaken by faculties and students	<a href="#">Volume 8, Annex 124, Documents related to RMC;</a>

Criteria	PRT Recommendations	Actions Taken/ Activities Done	Annex
		have been selected for financial support from the college. The first installment of 40% of the total grant amount has been released to each of the projects of which, the remaining 60% of the total grants amount has been released to 3 completed research projects. The final installments will be released to the remaining 3 ongoing research projects once the RMC accepts the final reports. The RMC will call for the submission of the research project proposal as per the annual action plan in due time. The selected projects will be financial supported as per the set provisions.	<a href="#">Volume 1, Annex 5, Research Management Committee Work Procedure 2081</a>
	ECA activities should be conducted in the coordination with student	The college promotes students' active participation in the ECA activities, also in the event management. For instance, representatives of the student council are invited to the ECA committee meetings. The ECA events are mostly conducted by the students in supervision of the ECA coordinator. Also, the students play volunteering roles during such events.	<a href="#">Volume 8, Annex 127, Documents related to ECA</a>
	<b>Long Term</b>		
	Explore opportunities for research collaboration and consultancy with the government, NGOs/ INGOs. and local communities, and establish MOUs with them	The college constantly seeks opportunities for collaborations related to research and consultancy with the government, NGOs/ INGOs and local communities including the academic institutions. For this, various informal discussions are ongoing with different organizations. Additionally, the college signed MoU with United College to collaborate in the field of research and other academic endeavors.	<a href="#">Volume 8, Annex 125, MoUs and Contracts</a>
	The consultancy services provided by the faculties on personal capacity so far should be institutionalized.	The college has formulated well defined provisions and procedures related to the consultancy services for its systematic execution. As per the recommendation, the consultancy provided by the faculties will be institutionalized implementing the set norms.	<a href="#">Volume 1, Annex 5, Research Management Committee Work Procedure 2081</a>
	Seek opportunity to conduct national / international conference/seminar.	The strategic development plan of the college states the organization of at least one international conference/ seminar each year. For this to be executed, the college is in dialogue with various international organizations. The college has conducted a	<a href="#">Volume 2, Annex 9, Strategic Development Plan 2024-2028;</a>

Criteria	PRT Recommendations	Actions Taken/ Activities Done	Annex
		seminar in collaboration with South Asian Linguistic Association in the recent past. The college will put its best efforts to organize national/ international conference/ seminar on a regular basis.	<a href="#"><i>Volume 8, Annex 126, Documents related to SALA Conference</i></a>
	Seek out further opportunity in extension activities and outreach program	The ECA department has prepared an action plan for this academic year which ensures that adequate events of extension and outreach are organized.	<a href="#"><i>Volume 5, Annex 47 Documents related to ECA</i></a>
	Provide facilities to the faculties to pursue the higher studies (MPhil, PhD)	The CMC has decided to provide grants support to 2 of the full time faculties for their further studies at MPhil. or PhD level.	<a href="#"><i>Volume 8, Annex 116, Minutes of CMC</i></a>
<b>5 Infrastructure and Learning Resources</b>	<b>Short Term</b>		
	Improve the cleanliness, regular maintenance, and consistent water supply of student restrooms	The college has decided to increase regular monitoring of the physical facilities including the cleanliness, timely maintenance and regular supply of water in the restrooms.	<a href="#"><i>Volume 8, Annex 120, Minutes of Executive</i></a>
	To expand the sports facilities, a lease agreement should be made with the nearby sports club or facility	The college has signed a lease contract with .... with the purpose of expanding its sports facilities. The sports facility is located at ... The students will be encouraged to use the facilities on a regular basis. The ECA committee in coordination with the student council will ensure the proper use of the leased sports facilities including the facilities within the college premises.	<a href="#"><i>Volume 8, Annex 127, Documents related to ECA</i></a>
	Orient the students to utilize TUCL's online resources by providing login access	An orientation program related to the TUCL's online resources was conducted on 21-08-2081 BS. Mr. Bijay Sharma, officer and trainer of TUCL was invited to orient the faculties and the students regarding the use of the online resources. 9 faculty members and 123 students participated the orientation program.	<a href="#"><i>Volume 8, Annex 128, Documents related to Orientation Program and Online Resources</i></a>
	<b>Long Term</b>		
	Implement the infrastructure master plan gradually	The college has already commenced the implementation of the infrastructural master plan. For instance, construction of a seminar hall is completed recently.	<a href="#"><i>Volume 8, Annex 129, Photographs of Facilities and Services</i></a>
	If possible, install speed breaker's on the road near the college	The college requested the road department to install the speed breakers on the road around the college, which was denied by the	--

Criteria	PRT Recommendations	Actions Taken/ Activities Done	Annex
		authority. However, the college is seeking to install concave mirror as an alternative measure for road security around the college premises.	
6 Student Support and Guidance	<b>Short Term</b>		
	Maintain the proper records of ECA activities	The ECA department has been instructed to update the records of the ECA activities on a regular basis. The proper maintenance of the ECA records has been ensured and will be regularly monitored.	<a href="#"><i>Volume 8, Annex 127, Documents related to ECA</i></a>
	Initiate the transportation facilities for the students	The college has already initiated the procurement process of buying student transportation vehicles. Some of the vendors have submitted preliminary quotation in response to the quotation call issued by the college. The transportation facilities will be ensured in due time.	<a href="#"><i>Volume 8, Annex 130, Documents related to Procurement of Vehicles</i></a>
	Encourage alumni to open bank account	Ad-hoc committee of the alumni has decided to open a bank account.	<a href="#"><i>Volume 8, Annex 131, Documents related to Alumni</i></a>
	Organize a meeting with the students to discuss the issues related to dress code and other concerns	The college organized a meeting with the student council to discuss the issue related to dress code and other concerns of the students. Based on the grievance of the students regarding the differences in the dress codes, the college has decided to maintain uniformity in the dress codes across all the programs.	<a href="#"><i>Volume 8, Annex 120, Minutes of Executive; Volume 8, Annex 132, Minutes of Students' Council</i></a>
	Uniformity in fee structure of each program should be maintained	The fee structure of the students varies according to their enrolled programs such as annual or semester based. Similarly, figures of students' fee are different due to their academic performances. In all other cases, the college is committed to make students' fees uniform in each programs.	<a href="#"><i>Volume 8, Annex 133, Documents related to Fee Structure</i></a>
	Initiate to explore potential employers (academies/industries) and make MOUs to expand internship and placement opportunities for students	The college is in frequent dialogues with the potential employers viz. academic institutions, non-government organizations, industrial houses, IT companies, financial institutions, etc. in order to increase internship and placement opportunities for the students. Recently, the college has signed MoU with a couple of organizations regarding the employment opportunities for the students.	<a href="#"><i>Volume 8, Annex 125, MoUs and Contracts</i></a>

Criteria	PRT Recommendations	Actions Taken/ Activities Done	Annex
	<b>Long Term</b>		
	Make efforts to provide more internship opportunities at the college radio	The college prioritizes its students for internship in its radio - Sweta Shardul. Among the radio interns the college students number surpasses the students from other colleges. Additional attention will be made in order to provide more internship opportunity to the college students in future as well.	<a href="#">Volume 8, Annex 134, Documents related to Internship</a>
	Provide frequently need-based orientation and training to the students	The college is committed to provide need-based orientation and trainings to the students as per the requirement of the students.	--
	Activate student counseling, employment and job placement cell and maintain the register	The student counseling, employment and job placement cell has been merged in the Internal Quality Assurance Committee (IQAC). For the execution of the activities, sub-committees will be formed duly.	<a href="#">Volume 8, Annex 115, IQAC Minutes</a>
	Explore potential employers (academies/ industries) and make MOUs to expand internship and placement opportunities for students	To expand internship and placement options for students, the college often engages in conversations with possible employers, including academic institutions, non-governmental organizations, industrial enterprises, IT businesses, financial institutions, etc. The college recently inked memorandums of understanding (MoUs) with a few organizations about student employment and internship opportunities.	--
<b>7 Information System</b>	<b>Short Term</b>		
	Prepare EMIS report for the fiscal year 2080/81	The EMIS report for the fiscal year 2080-081 has been prepared by a team assigned by the EMIS committee. The team prepared a report with defined outlines and the detailed analysis on various aspects viz. enrolment including the gender parity index, pass rate, drop out rate, graduates, faculty-student ratio, infrastructural and financial trend analysis, and the digitalization of learning resources and aids for teaching learning effectiveness.	<a href="#">Volume 8, Annex 135, EMIS Report 2080-081</a>
	<b>Long Term</b>		
	Strengthen the feedback mechanism	The college has prepared report on impact of EMIS, based on the feedback of relevant stakeholders. The study focused on the effectiveness of the system for efficient delivery of services on time accurately. The college believes that this mechanism will help ensure the collection of feedback at regular intervals and act accordingly for	<a href="#">Volume 7, Annex 97 Impact Analysis of EMIS and PIMS; Volume 8, Annex 136,</a>

Criteria	PRT Recommendations	Actions Taken/ Activities Done	Annex
		continuous improvement in the EMIS. However, the college will continuously adapt to the meaningful up-gradation of the feedback mechanism, which will be based on the thorough consultation with the stakeholders in the days to come.	<a href="#"><u>Documents related to EMIS</u></a>
	Provide continuity to the recently started systems and practices	The college has prepared and implemented defined policy and plans to strengthen its EMIS according to the need of the college and its stakeholders as well as that of the need of the university and other national agencies that may need the college information. The learning management system, the data processing system and other relevant information are regularly updated. The data processing modules are constantly updated in accordance to the changing needs. The college has put extra effort to ensure that the students, faculties, staff and other stakeholders are aware of the facilities provided by the system through constant interactions and orientation programs.	<a href="#"><u>Volume 7, Annex 86 Documents related to Re-structuring of Committees and Cells;</u></a> <a href="#"><u>Volume 8, Annex 136, Documents related to EMIS;</u></a> <a href="#"><u>Volume 6, Annex 77 Screenshots of EMIS Software</u></a>
<b>8 Public Information</b>	<b>Short Term</b>		
	Update the website regularly and disseminate all policy documents and college activities on the webpage in a timely manner	The college strictly adheres to its policy on dissemination of relevant information to its students and other stakeholders. For this, the college regularly updates the timely information through its website and social medias including the policy documents. As per the recommendation, the revised guidelines and working procedures have been uploaded to the website.	<a href="#"><u>Volume 8, Annex 108, Screenshots of Website</u></a>
	<b>Long Term</b>		
	Conduct frequent meetings with the local community to collect feedback for institutional improvement	The college has been conducting consultations with its major stakeholders. For this academic year, the college plans to conduct meetings with the stakeholders at regular intervals in order to receive constructive feedbacks for overall institutional development.	<a href="#"><u>Volume 8, Annex 136, Documents related to EMIS;</u></a> <a href="#"><u>Volume 8, Annex 115, IQAC Minutes</u></a>
	Promote the marketing for student intake	The college has been adopting various promotional activities to attract students since the past. Every program of the college has been promoted through college website, social medias and other prominent mass medias with adequate information. For the	<a href="#"><u>Volume 8, Annex 102, Strategies Enrollment Growth, Pass Rate</u></a>



Criteria	PRT Recommendations	Actions Taken/ Activities Done	Annex
		upcoming intakes, the college has prepared strategy to promote the marketing for new intakes of students in a more meaningful manner.	<a href="#"><i>Improvement and Dropout Reduction 2081</i></a>
	Collect feedback on publication regularly by various tools	The college has established a system of collecting feedbacks regularly pertaining to its publications. The feedback tools are embedded in the website and social medias. Feedbacks are also frequently collected through emails, phone calls and other mechanisms as surveys and word of mouth approach.	<a href="#"><i>Volume 6, Annex 81 Impact Analysis of EMIS and PIMS; Volume 8, Annex 108, Screenshots of Website</i></a>
	Strengthen Alumni Association for the overall development of the college	In the recent past, the college alumni was registered in the local government authority. Additionally, a bank account of the body will be opened with due process. The college has been encouraging graduates to join alumni through emails, phone calls, physical meetings and any other mediums as possible.	<a href="#"><i>Volume 8, Annex 131, Documents related to Alumni</i></a>

## 5. Conclusion

Madan Bhandari Memorial College (MBMC) views the Quality Assurance and Accreditation (QAA) process as a crucial opportunity for institutional transformation. The college aims to comprehensively evaluate its operations, identify potential areas for improvement, and implement sustainable enhancements that align with its quality assurance objectives.

The institution has undertaken significant reforms across multiple domains. These include restructuring administrative policies and procedures, enhancing teaching and learning approaches, expanding curricular and extracurricular activities, promoting research initiatives, upgrading infrastructure and resources, improving Educational Management Information Systems (EMIS), strengthening public information management, and developing more accessible student support services.

MBMC remains steadfastly dedicated to continuous improvement and quality assurance. The college's ultimate goal is to fulfill its foundational vision and mission by delivering high-quality, relevant higher education that can meaningfully contribute to societal and national development.

.....  
**Prepared by**  
**SAT Coordinator**

.....  
**Approved by**  
**Campus Chief**  
**(IQAC Coordinator)**

**Date: 26 Mangsir, 2081 BS (11 December, 2024 AD)**