

UNIVERSITY GRANTS COMMISSION NEPAL
PRE-VISIT REPORT
DAMAK MULTIPLE CAMPUS

Visit Dates

Start	23 August (7 Bhadra 2074)
Exit	26 August 2017 (10 Bhadra 2074)

Dinesh Raj Pant, PRT Coordinator
Shyam Prasad Lohani, PRT Member

A Quality Assurance and Accreditation Assessment
Pre-Visit Report
Damak Multiple Campus, Damak, Jhapa

26 August 2017

SECTION: A

The pre-visit of Damak Multiple Campus was carried out from 23th to 26th August, 2017. This visit was aimed out to understand the current status and strategies that campus has undertaken to pursue its goals and objectives.

General Information of the Campus

Name and address of the Institution	Damak Multiple Campus
Telephone Number	023-580123,581232
Fax Number	023-581232
E-mail Address	info@damakcampus.edu.np / dmc_damak@yahoo.com
Website	www.damakcampus.edu.np
Date of Establishment	2038 B,S
Type	Community Campus
Funding Provision	Self Financing
Affiliating University	Tribhuvan University, Kathmandu, Nepal

Current academic programs offered by the Institution

Academic Programs	No.	Faculties
Bachelors	4	Management, Science, Humanities, Education
Master	2	Management, Humanities,
Any other (specify)	-	-

Departments, Faculty Members, Non-teaching Staff and Students

	Number/ Remarks
Departments	09
Full Time Faculty Members	60
Part Time Faculty Members	03
Non teaching staff	26

Number of Students

Level	Year	Girls	Boys	Total
BBS	I	237	228	465
	II	148	105	253
	III	86	76	162
	IV	102	56	159
BA	I	18	29	47
	II	08	16	24
	III	08	09	17
BSc.	I	35	76	111
	II	34	64	98
	III	18	37	55
	IV	14	30	44
B.Ed	I	73	18	91
	II	48	11	59
	III	36	14	50
	IV			
MBS	I	61	43	104
	II	33	26	59
MA (Eco)	I	01	04	05
	II			
Total		960	842	1803

Annual Graduate Output (Year wise) 2072 (2015A.D.)

Level	Faculty	Girls	Boys	Total
Masters	MBS	01	04	05
	MA(Eco)	00	01	01
Bachelor	BBS	38	36	74
	BA	05	5	10
	B.Sc	03	7	10
	B.Ed	31	21	52

SECTION: B

Features of Damak Multiple Campus

Introduction

Damak Multiple Campus, located in Damak Municipality, Damak, Jhapa is one of the oldest campuses of the district, established on 2038. It is reputed as premier institution among students in eastern part of the country and has sound infrastructure. It has been playing a crucial role in higher education sector in the district imparting education in Management, Humanities, Science and Education streams. It had completed its first five years of accreditation period and now is under the process of re-accreditation.

There is a provision of having 23 members in Campus Management Committee (CMC), many of them ex-officio from various organizations including student organization, the campus has Campus Management and Development Council of 231 members. There are various other functional committees and sub committees.

The major features of the Campuses are:

1. Campus was provisionally QAA certified on 11 Jan 2012 by UGC Nepal.
2. Finances are mainly self- generated. The sources include student fees, and other resource mobilization.
3. It is a multiple Campus.
4. The Campus regularly conducts internal examinations. Based on analysis of internal examinations, it has been offering extra and remedial classes to the students.
5. Community participation and support was good.

Overall Impression Section C

During the visit, team had several rounds of discussion with stake holders on all 8 benchmarks viz. Campus Policy, Curricular Aspects, Research, Consultancy and Extension, Infrastructure and Learning Resources, Information System and Public Information, Students Support and Guidance. The team has made recommendations for the campus on the basis of the discussion with stakeholders. The recommendations are as follows:

Policy Procedure

Area	Impression	Recommendations	Remarks
Strategic Plan/ Vision, Mission, Goals and Objectives	Campus has clearly stated vision, mission, goals and objectives. It has developed academic calendar, lesson plans, and implementation strategies to provide quality education.	Regular meetings with all stakeholders are strongly recommended.	
Job responsibility and performance appraisal system	Job responsibilities of the faculties and other staff are specified in the Charter of the Campus. Performance appraisal system is weak.	From our visit, it is seen that the faculties and other staffs are working harder than their specified normal working hour. They are requested to provide JD in each faculties appointment letters.	
Mechanism to ensure participatory decision making system	Campus Management Council (CMC) is the decision the making body. Students' feedback and comments are also considered by faculties and forwarded to the CMC.	Role of operational level staffs is seen in the decision making process which needs to be strengthened.	
Stakeholder community feedback and orientation system	The Campus has General Assembly which includes people from different walks of life. The Campus organizes conferences/ meeting of stakeholders/guardians annually.	Local community should continue supporting good work of campus and at the same time criticize weak performances and activities	

Curricular Aspects

Consistency of teaching learning with academic goals and objectives of the institution; Planned teaching	Campus is following the syllabus specified by university and has developed proper lesson plans of all the courses for the smooth execution of all the courses. In addition to the courses specified by university, campus is providing extra study programs for career development of the students.	Campus should be aware of the requirements of local market and provide extra programs accordingly without hampering the core courses and study of the students.	
Skill enhancement sessions	Campus is providing guest lectures from personnel from different organizations to the students for the familiarity of the working environment of the organizations and extra knowledge. Also provision of internship has been made for the students.	Must continue with this type of extra learning activities	

Teaching, Learning and Evaluation

Basis of admission	The past academic records, written entrance test and interviews with students are the basis of the admission.	Campus should promote itself more and try to develop admission entrance system more effectively.	
Tutorial and remedial classes	Campus has made provision of extra class for the educationally disadvantaged and weak students for minimum fee.	The remedial classes are essential for students; poor student uplift for good and good students can be most excellent with extra classes. So campus should continue providing it.	
Supplements to lecture method	Campus has provided hand-outs and some referred to different websites, it has practical assessment and practical report writing.	Campus should encourage students to study on their own more and must facilitated students with Internet service for getting additional learning materials from online.	
Assessment strategies	Campus is conducting two internal exams each year, evaluated papers are returned back to the students for self evaluation also. Students whoever does not attend internal examination will charge certain fine, this strategy has improved students or regularize in examination. Some kind of comparison between	Must continue doing these tasks, campus should make strategies for better appraisal.	

	the result of board exam and internal exam is also made.		
New Appointment of staff	Campus has its own appointment strategy and new staffs are appointed as per the requirement of the campus.	There must be fair examination trend should be taken while appointing new staff for the persistence of good team work.	
Teachers' development programs	Teachers are allowed and facilitated to participate in training and seminar programs. They are participating in higher education i.e. M.Phil, Ph.D .There is teacher's development rules and regulation.	Provision for achieving further higher degrees to the committed faculties should be made. Provision of performance appraisal for the promotions/demotions of faculties and staffs must be made.	

Research, Consultancy and Extension

Research initiation	Research team has been formed in the campus. There is Research Management Committee with 9 members.	Must encourage and facilitate faculties to involve in research activities related to the community development and self development.	
Academic publication	Campus publishes annual report, annual journal.	Summary report about the campus, performance of campus should be published, should publish more journals, articles.	
Extra Activities	Campus regularly engages itself in extensive activities like community development, adult education and literacy , blood donation camps, environment awareness, etc.	Honor these types of activities to ensure stakeholders engagement with community. Health and hygiene awareness, medical camps activities are also highly admired.	
Community Participation	Community participation has been found impressive.	Such practice needs to be continued.	

Infrastructure and learning resources

Laboratory	18 Computers with Internet facility is provisioned for the students and faculties.	Make maximum utilization of lab	
Atmosphere	Atmosphere of the campus for learning is good.	Maintenance of the garden and extra land will be of great value.	
Building and Master plan for the infrastructural	Campus has new academic building with sufficient class rooms and rooms for library, meeting hall, presentation	Should focus more on uplifting the physical environment of the campus.	

development	hall, and computer laboratory. Has made plan for making hostel, staff quarter.	Master plan consisting of long term vision must be prepared.	
Computer facilities	37computers and 81 laptops are distributed for teaching and non-teaching staff are available in the Campus with Internet facility.	Campus should make provision of new computer with configurations for faster delivery of services from computer.	
Library	Library facility with textbooks and teaching materials are available.	Campus needs to develop e-library concept. Students should be encouraged to use online libraries. Sufficient space and good learning environment should be available.	
E-resources	E-resources are made available.	Should continue maintaining and creating new e-resources, international journals.	
Departments	Separate cabins are made for the faculty heads and teachers.	It is impressive.	

Students Support and Guidance

Scholarship	Scholarships at the Campus are managed according to its institution rules. Some local social service organizations are also providing few scholarships for needy students.	The provision needs to be continued. Scholarship must be transparent.	
Drinking water, canteen and Rest room	A drinking water is available in the Campus. Canteen is available. Sufficient rest rooms are maintained in good condition.	Canteen should have good look and feel with good space. More effective check list (provisions) is to be prepared to provide scholarship to the target group.	
Sports facilities	Sufficient space is available in campus for providing sports facilities.	Should continue providing sports facilities for students.	
Placement Cell	The Campus has established a placement cell .	Should continue this cell in future also and also develop strategies to strengthen this cell to cope with future societal and environment requirements.	
Counseling	Teachers are involved in the career counseling of students.	Should continue this work counseling spread good knowledge to students.	
Alumni Association	Campus is doing tracer study of the passed out students.	Should continue this work yearly.	

Information System and Public Information

Education Management Information System (EMIS) and Database maintenance	There is software to maintain records of students is installed, web site has been deployed.	Should develop better understanding about information requirement to implement campus policy and strategy in effective and efficient manner. Campus must provide separate room for EMIS section.	
Distribution of Information	Campus has its own website. It provides notices to students through website, TV channels and FM. Campus also published journals and annual reports.	Campus should focus on information requirement of public, government, organizations also, and publish information accordingly. campus web-site must have sufficient input regarding campus information .	

QAA Pre-visit thanks SSR team and other stakeholders of the Campus. The SSR is comprehensive and appreciable.

The various stakeholders of campus including Campus Management Committee (CMC), teachers, students, and parents were found to be very participative, responsive during the meeting and very much willing to get QAA recertification.

Pre visit team requests to fulfill these recommendations prior PRT visit.

Priority Recommendations:

1. Prepare rules and regulation to ensure career development of teaching and non teaching staffs. And such rules and regulation should be shared among concerned groups.
2. Team request campus management to separately form Campus Management Committees for + 2 and University programs and create separate account for the same.
3. All the existing departments having master programs should hire senior faculties as head of the departments.
4. Develop EMIS system with proper networking of Library, Examination Section, General Administration and Finance Department.
5. The faculties should intensely involve in research works and research article writing. Campus should continue to contribute seed money for research works.
6. Library should have spacious reading room and should be equipped with more number of latest books and international journals. Books should be arranged properly. The library should be fully computerized. Concept of e-library should enhance properly. Procurement plan should be prepared and shared publicly.
7. CCTV needs to be installed and properly utilized.
8. Make transportation available to the students.

General Recommendations:

7. Campus premises should be made attractive and lavatories need regular cleaning.
8. Improve feedback and recording system by reflecting it in decision making process.
9. There should be scholarship guidelines and made transparent.
10. The Campus should have financial and other provisions for the participation of the faculties in National/ International Conferences/ Symposia/ Workshop. Research initiatives are desirable from the faculties themselves and be encouraged.
11. Activate the Internal Quality Assurance Committee (IQAC) to internally regulate quality education.
12. The provision of motivational training opportunities to non-teaching staff and their timely performance appraisal should be continued.

13. As sports facilities will be additional support for the campus in engaging students so campus should work on developing play grounds and courts.
14. Hostel facilities should be planned.

University Grants Commission (UGC)

Signature

Dinesh Raj Panta PRT Coordinator	
Shyam Prasad Lohani PRT member	

Damak Multiple Campus (DMC)

Devi Prasad Dahal CMC Chairperson	
Uttam Prasad Bhattarai Chief of the Campus	
Dilli Prasad Bhattarai QAA Focal person	

Date: 26 August 2017 (, 2074)