**UNIVERSITY GRANTS COMMISSION NEPAL**

**QUALITY ASSURANCE AND ACCREDITATION (QAA) DIVISION**

**QAA PROGRESS MONITORING AND REVIEW OF ACCREDITED HEIS**

**PART ONE**

**1. Introduction**

**(1a). Institutional Profile**

|  |  |
| --- | --- |
| Name of the Institution |  |
| Address of the Institution |  |
| Telephone Number |  |
| Fax Number |  |
| E-mail Address |  |
| Website |  |
| Date of Establishment |  |
| University |  |
| Funding Provision |  |
| Type/Nature |  |
| Executive Head of Institution | Name: | Contact:Email: |
| Information Officer/ Spokesperson | Name: | Contact:Email: |
| Accreditation Cycle |  |
| First Date of Accreditation |  |
| Validity Period of Accreditation |  |

**(1b). Academic Program Wise Student Enrollment (2018/019)**

| **Level** | **Academic Programs[[1]](#footnote-2)** | **Program Approval/ Affiliation Date** | **Year/Semester Wise No. of Student (Enrollment)** |
| --- | --- | --- | --- |
| **1st**  | **2nd** | **3rd** | **4th** | **5th** | **6th** | **7th** | **8th** | **Total** |
| Bachelor |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Master's |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| M. Phil. |  |  |  |  |  |  |  |  |  |  |  |
| Ph. D. |  |  |  |  |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |  |  |  |

*Please add or remove the rows as and/or when needed*

**(1c). Faculty Members Working in the Institution**

| **SN** | **Name of Faculty** | **Designation[[2]](#footnote-3)** | **Tenure Type[[3]](#footnote-4)** | **Highest Academic Qualification** | **Remarks** |
| --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
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| 17 |  |  |  |  |  |
| 18 |  |  |  |  |  |
| 19 |  |  |  |  |  |
| 20 |  |  |  |  |  |

*Please add or remove the rows as and/or when needed*

**(1d). Administrative Staff Working in the Institution**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SN** | **Level** | **Class** | **Type** | **Post/Designation** | **No.** |
| 1 | Officer | First Class | Full Time |  |  |
| Part Time |  |  |
| Second Class | Full Time |  |  |
| Part Time |  |  |
| Third Class | Full Time |  |  |
| Part Time |  |  |
| 2 | Assistant | Senior Assistant | Full Time |  |  |
| Part Time |  |  |
| Junior Assistant | Full Time |  |  |
| Part Time |  |  |
| 3 | Office Assistant | Peon/Helper | Full Time |  |  |
| Part Time |  |  |
| 4 | Technical Assistant | Driver | Full Time |  |  |
| Part Time |  |  |
| Others | Full Time |  |  |
| Part Time |  |  |

*Please add or remove the rows as and/or when needed*

**(1e). Program Recognition/Accreditation from Concerned Professional Council**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SN** | **Name of the Program** | **Recognition Date** | **Latest Monitoring/ Approval Date** | **Professional Council** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |

*Please add or remove the rows as and/or when needed*

 **(1f). Institutional Mechanisms (Functional Committees)[[4]](#footnote-5)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SN** | **Name of the Committee** | **Name of the Chief of the Committee** | **Designation in the Committee[[5]](#footnote-6)** | **Tenure Type (FT/PT)** | **Validity of the Existing Tenure** |
| **From** | **To** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |
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| 14 |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |

*Please add or remove the rows as and/or when needed*

**(1g). Details of Heads of Department and Program Coordinators (Institutional Portfolio)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SN** | **Name** | **Institutional Designation[[6]](#footnote-7)** | **Name of the Department/Program** | **Tenure Type (FT/PT)** | **Validity of the Existing Tenure** |
| **From** | **To** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |

*Please add or remove the rows as and/or when needed*

**(1h). Institutional Budget of the Last Three Years (2073/074, 2074/075, 2075/076)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SN** | **Fiscal Year** | **Total Budget (Approved)** | **Current Expenditure** | **Capital Expenditure** | **Budget for Institutional Development** | **Remarks** |
| 1 | 2073/074 |  |  |  |  |  |
| 2 | 2074/075 |  |  |  |  |  |
| 3 | 2075/076 |  |  |  |  |  |

**2. Organization of the Quality Assurance System**

**(2a). Internal Quality Assurance System**

|  |  |  |  |
| --- | --- | --- | --- |
| **SN** | **Particulars** | **Status** | **Remarks** |
| **Yes** | **No** |
| 1 | Formation of the IQAC |  |  |  |
| 2 | Office of the IQAC |  |  |  |
| 3 | Functional Guidelines of the IQAC |  |  |  |
| 4 | Defined ToR/Job Description of Faculty |  |  |  |
| 5 | Defined ToR/Job Description of Staff |  |  |  |
| 6 | Defined ToR/Job Description of Departments (Academic) |  |  |  |
| 7 | Defined ToR/Job Description of Sections, Units, Cell (Administrative) |  |  |  |
| 8 | Performance Appraisal of Faculty/Staff |  |  |  |
| 9 | Peer Appraisal of the Faculty/Staff |  |  |  |
| 10 | Student Appraisal of the Faculty/Staff |  |  |  |
| 11 | Self Appraisal of the Faculty |  |  |  |
| 12 | Academic (Quality) Audit in Practice |  |  |  |
| 13 | Annual Report of the IQAC |  |  |  |

**(2b). Composition of the Internal Quality Assurance Committee (IQAC)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SN** | **Name** | **Designation** | **Representation** | **Type (FT/PT)** | **Validity of the Tenure** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

*Please add or remove the rows as and/or when needed*

**(2c). Students' Quality Circle (SQC)**

|  |  |  |  |
| --- | --- | --- | --- |
| **SN** | **Particulars** | **Status** | **Remarks** |
| **Yes** | **No** |
| 1 | Formation of the SQC |  |  |  |
| 2 | Functional Guidelines of the SQC |  |  |  |
| 3 | Defined ToR/Job Description of the SQC |  |  |  |
| 4 | Reporting Practice  |  |  |  |
| 5 | Formal Report of the SQC |  |  |  |

**(2d). Organizational Structure (Organogram) of the Institution (Please provide a separate copy of the Organizational Structure (Organogram) of the institution)**

**3. Implementation of the Peer Review/Follow-up Team's Recommendations**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SN** | **Criteria** | **Recommendation** | **Implementation Status** | **Remarks** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |

*Please add or remove the rows as and/or when needed*

**4. Progress on Major Program/Academic Indicators**

| **SN** | **Indicators** | **Year wise progress status from the base year to present** **(Base year refers to the year of Accreditation)** |
| --- | --- | --- |
| **Base Year****20…..** | **Year One****20…..** | **Year Two****20…..** | **Year Three****20…..** | **Year Four****20…..** | **Year Five****20…..** |
| 1 | No. of Students Enrolled in the Institution |  |  |  |  |  |  |
| 2 | Annual Dropout (in %) |  |  |  |  |  |  |
| 3 | Overall Pass Percentage |  |  |  |  |  |  |
| 4 | Annual Graduation/Pass-out Students (in No.) |  |  |  |  |  |  |
| 5 | Students' Progression Rate (Distinction or Equiv.) |  |  |  |  |  |  |
| 6 | Students' Progression Rate (First Division or Equiv.) |  |  |  |  |  |  |
| 7 | Cost Sharing Rate (in Rs.) |  |  |  |  |  |  |
| 8 | No. of Functional Multimedia Projectors in Use |  |  |  |  |  |  |
| 9 | Number of students who received full scholarship |  |  |  |  |  |  |
| 10 | No. of students who received inter/national awards |  |  |  |  |  |  |
| 11 | No. of Computer/Laptop Available to the Students |  |  |  |  |  |  |
| 12 | No. of Collections in the Library (Text books) |  |  |  |  |  |  |
| 13 | No. of Collections in the Library (Reference books) |  |  |  |  |  |  |
| 14 | No. of Collections in the Library (Journals) |  |  |  |  |  |  |
| 15 | No. of Academic Programs |  |  |  |  |  |  |
| 16 | No. of Autonomous Academic Program |  |  |  |  |  |  |
| 17 | No. of National Linkage and Networking |  |  |  |  |  |  |
| 18 | No. of International Linkage and Networking |  |  |  |  |  |  |
| 19 | Allocation of Research Budget (in Rs.) |  |  |  |  |  |  |
| 20 | No. of Research Publication (by Institution) |  |  |  |  |  |  |
| 21 | No. of Research Publication (by Faculties) in non-ranked journal |  |  |  |  |  |  |
| 22 | No. of Research Publication (by Faculties) in peer reviewed journal |  |  |  |  |  |  |
| 23 | No. of Research Publication (by Faculties) in international journal without impact factor |  |  |  |  |  |  |
| 24 | No. of Research Publication (by Faculties) in international journal out impact factor and listed in major archival |  |  |  |  |  |  |
| 25 | No. of Faculties with M. Phil Degree |  |  |  |  |  |  |
| 26 | No. of Faculties with PhD Degree |  |  |  |  |  |  |
| 27 | No. of Faculties Participated in Research Projects |  |  |  |  |  |  |
| 28 | No. of Professional Academic Program Organized by the Institution (Training/Seminar/Workshops etc.) |  |  |  |  |  |  |
| 29 | No. of Faculties Participated in Professional Academic Program (Training/Seminar/Workshops etc.) |  |  |  |  |  |  |
| 30 | Number of Faculties presented papers in International conference |  |  |  |  |  |  |
| 31 | No. of Research/Publication (By Students) |  |  |  |  |  |  |
| 32 | No. of Student Participated in Inter/national Level Program |  |  |  |  |  |  |

**5. Utilization of Financial Resources**

|  |  |
| --- | --- |
| **Grants Details** | **Expenditure Details** |
| **SN** | **Particulars** | **Grants Received (Rs)** | **SN** | **Expenditure Details** | **Expenditure Amount (Rs)** |
| 1 | Grants Related to LoI Approval |  | 1 |  |  |
| 2 | Grants Related to SSR Approval |  | 2 |  |  |
| 3 | Grants Related to PRT Formation |  | 3 |  |  |
| 4 | Grants Related to QAA Cycle Completion |  | 4 |  |  |
| 5 | Grants Related to Accreditation |  | 5 |  |  |
| **Total** |  |  |  |  |

**6. Summary of the Major Achievements after Quality Accreditation**

1. Add as applicable [↑](#footnote-ref-2)
2. Professor, Associate Professor, Assistant Professor, Teaching Assistant and so on [↑](#footnote-ref-3)
3. Full Time, Part Time, Visiting/Guest [↑](#footnote-ref-4)
4. Please provide detail composition of all the functional committees in the separate sheet [↑](#footnote-ref-5)
5. Chairperson, Coordinator, Chief etc. [↑](#footnote-ref-6)
6. Head of Department, Program Coordinator etc [↑](#footnote-ref-7)