**UNIVERSITY GRANTS COMMISSION NEPAL**

**HIGHER EDUCATION QAA COUNCIL**

**QAA ASSESSMENT OF (NAME AND ADDRESS OF THE HEI)**

**CRITERION-WISE EVALUATION (FOR INSTITUTIONAL ACCREDITATION)**

**Marking criteria**

Full mark (100% mark) if “Yes with justification and evidence”; 75% mark if “Yes with justification but without full evidence”; 50% mark if “Yes with apparent justification without record”; 25% mark if “Yes with apparent initiatives”; Zero (0) mark if the answer is (means) “No”

**Criterion 1: Policy and Procedures (15 Marks)**

| **QN** | **Benchmark-wise imputes** | **Full Mark** | **Obtained Mark** | **Remarks** |
| --- | --- | --- | --- | --- |
| 1 | Are there clearly defined vision, mission, goals, and objectives of the Institution in written? If yes, mention and attach the document. | 1 |  |  |
| 2 | Are there clearly defined plans, programs and strategies to achieve its specific goals and objectives? If yes, mention and attach the document. | 1 |  |  |
| 3 | Are there duly formed organizational structures where the policies of the Institution are formulated, reflected, reviewed and updated? If yes, mention the organizational chart and member compositions. | 1 |  |  |
| 4 | Has the Institution adopted any mechanism/process for internal quality monitoring and checks? Justify with supporting documents. | 1 |  |  |
| 5 | Is there any document of the institution to specify the job responsibilities of departments, units and individuals? If yes, give details/reference. | 1 |  |  |
| 6 | Is there any defined and written scheme to evaluate the pre-defined job responsibilities of departments, units and individual staff?  If yes, produce those schemes and examples of some practices. | 1 |  |  |
| 7 | Does the institution have strategic plan and action plan emphasizing on team work and participatory decision making and a scheme for information sharing?  If yes, give details. | 1 |  |  |
| 8 | Does the institution have program(s) to strengthen the regular academic programs through other self-sustaining programs/courses and others? If yes, give details. | 1 |  |  |
| 9 | Are there any formal provisions under which the institution brings “stakeholders or community feed backs and orientation” in its activities? If yes, give details. | 1 |  |  |
| 10 | Were any committees/external agencies appointed during the last three years to improve the organization and management? If yes, what were the recommendations? | 1 |  |  |
| 11 | Are the students involved in institution management system and quality assurance? If yes, give details. | 1 |  |  |
| 12 | Has there been an academic audit? Justify it. Please attach the copies. | 1 |  |  |
| 13 | Is there any specific mechanism to combine teaching and research? If yes, give details. | 1 |  |  |
| 14 | Have you observed any positive outcomes of combination of teaching and research? If yes, give details. | 1 |  |  |
| 15 | Provide institution specific other innovations which have contributed to its growth and development. | 1 |  |  |
| **Total** |  | **15** |  |  |

**Criterion 2: Curricular Aspects (10 Marks)**

| **QN** | **Benchmark-wise imputes** | **Full Mark** | **Obtained Mark** | **Remarks** |
| --- | --- | --- | --- | --- |
| 16 | Is there any provision for ensuring consistency of teaching and learning with the academic goals and objectives of the institution? If yes, give details. | 0.5 |  |  |
| 17 | Are programs flexible enough to offer students the following benefits?   * Time frame matching student convenience * Horizontal mobility * Elective options | 1.5 |  |  |
| 18 | Indicate the efforts to promote quality of education with provision of skills transfer among the students   * Capacity to learn * Communication skills * Numerical skills * Use of information * Work as a part of a team and independently   Please give evidence. | 2.5 |  |  |
| 19 | Are there any additional focused programs and electives offered by the institution? If yes, give details. | 1.0 |  |  |
| 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 | 1.0 |  |  |
| 21 | Is there any mechanism to obtain feedback from academic peers and employers? If yes, give details. | 1.0 |  |  |
| 22 | Give details of institution-industry-neighborhood networks if any? | 1.0 |  |  |
| 23 | Does the institution inculcate civic responsibilities among the students? Give brief explanation in terms of activities | 0.5 |  |  |
| 24 | What are the efforts of the institution towards all-round personality development of the learners? Give brief explanation in terms of activities. | 0.5 |  |  |
| 25 | What are the practices of the institution to impart moral and ethical value based education? Give examples of some practices. | 0.5 |  |  |
| **Total** |  | **10** |  |  |

**Criterion 3: Teaching-Learning and Evaluation (15 Marks)**

| **QN** | **Benchmark-wise imputes** | **Full Mark** | **Obtained Mark** | **Remarks** |
| --- | --- | --- | --- | --- |
| 26 | Which of the following methods do you apply in admitting the new graduates? Select as many as apply   * Through academic records * Through written entrance tests * Through group discussions  Through interviewsThrough combination of above all | 1 |  |  |
| 27 | Is there any provision for assessing students’ needs and aptitudes for a course? If yes, cite examples. | 0.5 |  |  |
| 28 | Does the institution provide bridge/remedial courses to the academically weak and disadvantaged students? If yes, cite examples (UGC or other supports received in this regard may be indicated). | 0.5 |  |  |
| 29 | Does the institution encourage the teachers to make a teaching-plan? If yes, give details. | 0.5 |  |  |
| 30 | Are syllabi in harmony with the academic/teaching calendar? If yes, give details of implementation in terms of monitoring, coverage, correction, etc. | 0.5 |  |  |
| 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 |  |  |
| 32 | Is there a facility to prepare audio visuals and other teaching aids? If yes, give details about the facilities. | 0.5 |  |  |
| 33 | Furnish the items for the last two years   * Teaching days per semester against the requirement: * Working days per week against the requirement: * Work load per week (for part time teachers): * Ratio of full-time teachers to part-time teachers: * Ratio of teaching staff to non-teaching staff: * Percentage of classes taught by full-time Faculty: * Number of visiting professors/ practitioners: | 1.5 |  |  |
| 34 | 1. Are the students oriented to the program, evaluation system, codes of conduct other relevant institutional provisions and requirements? If yes give evidence. 2. Are evaluation methods communicated to students at the beginning of the academic session? If yes, give evidence. | 1 |  |  |
| 35 | Does the institution monitor the overall performance of students periodically? If yes, give details. | 0.5 |  |  |
| 36 | In the case of new appointment of the teaching faculty made by the institution itself, select the funding criteria that are evidential in your institution.   * Job Advertisement * Selection Committee Formation * Examination by Selection Committee * Evaluation of Demo Classes * Interview by Selection Committee * Job Contract Through Formal Appointment Letter | 1.5 |  |  |
| 37 | Provide the information (in number) about the teaching staff recruited during the last two years | 0.5 |  |  |
| 38 | a. Does the institution have the freedom and the resources to appoint and pay temporary/ad hoc teaching staff? Are such provisions defined in the institution act/board decision/ minute?  b. Does the institution have provision and practice for inviting visiting/guest faculty on regular basis? If yes, give details. | 1 |  |  |
| 39 | Number of teaching staff who have attended seminars/conferences/ workshops as participants/resource persons/organizer in the last two years | 1.5 |  |  |
| 40 | Does the institution follow the self-appraisal method to evaluate the performance of the faculty in teaching, research and extension program?  If yes, how are teachers encouraged to use feedback? Provide justifications. | 0.5 |  |  |
| 41 | Does the institution follow any other teacher performance appraisal method?  If yes, give details of the same and state how the results of the appraisal are used. | 0.5 |  |  |
| 42 | Does the institution collect student evaluation on institution experience?  If yes, what is the significant feedback from students and how has it been used? | 0.5 |  |  |
| 43 | Does the institution conduct refresher courses/seminars/conferences/symposia/ workshops/programs for faculty development? If yes, give details. | 0.5 |  |  |
| 44 | Give details of faculty development programs and the number of teachers who benefited out of them, during the last two years. | 0.5 |  |  |
| 45 | Furnish information about notable innovations in teaching | 0.5 |  |  |
| 46 | What are the national and international linkages established for teaching and/or research? | 0.5 |  |  |
| **Total** |  | **15** |  |  |

**Criterion 4: Research, Consultancy and Extension (10 Marks)**

| **QN** | **Benchmark-wise imputes** | **Full Mark** | **Obtained Mark** | **Remarks** |
| --- | --- | --- | --- | --- |
| 47 | Research budget of the institution in percentage of total operating budget | 1.0 |  |  |
| 48 | How does the institution promote research?   * Encourage PG students doing project work * Teachers are given study leave * Teachers provided with seed money * Provision of Research Committee * Adjustment in teaching load/schedule | 1.0 |  |  |
| 49 | Is the institution engaged in PhD level programs? | 1.0 |  |  |
| 50 | What percentage of teachers is engaged in active research - guiding research scholars, operating projects, publishing regularly, etc.? Give details. | 0.5 |  |  |
| 51 | Mention the admission status of the M. Phil/PhD graduates in your institution. | 0.5 |  |  |
| 52 | How many PhDs have been awarded during the last five years? | 1.0 |  |  |
| 53 | Does the institution provide financial support to research students?  If yes, give percentage of financial support from recurring cost. | 0.5 |  |  |
| 54 | Provide details of the ongoing research projects | 0.5 |  |  |
| 55 | Give details of ongoing research projects funded by external agencies. | 0.5 |  |  |
| 56 | Does the institution have research/ academic publication? If yes, give details of publications in the last two years | 0.5 |  |  |
| 57 | Does the institution offer consultancy services? If yes, give details. | 0.5 |  |  |
| 58 | Does the institution have a designated person for extension activities? | 0.5 |  |  |
| 59 | Indicate the extension activities of the institution and its details | 0.5 |  |  |
| 60 | Are there any outreach programs carried out by the institution (for example, Population Education Club, Adult Education, National Literacy Mission, etc.)? If yes, justify. | 0.5 |  |  |
| 61 | How are students and teachers encouraged to participate in extension activities? Any defined approaches? | 0.5 |  |  |
| 62 | Does the institution work and plan the extension activities along with NGO’s and GO’s? Give details of last 3 years. | 0.5 |  |  |
| **Total** |  | **10** |  |  |

**Criterion 5: Infrastructure and Learning Resources (20 Marks)**

| **QN** | **Benchmark-wise imputes** | **Full Mark** | **Obtained Mark** | **Remarks** |
| --- | --- | --- | --- | --- |
| **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 |  |  |
| 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.  b. What support facilities are available for conducting the education programs in the institution?  Give details. | 1 |  |  |
| 65 | Does the institution have provision for regular maintenance of its infrastructure? Provide scheme. | 0.5 |  |  |
| 66 | How does the institution ensure optimum utilization of its infrastructure facilities? Produce the plan. | 0.5 |  |  |
| 67 | Does the institution encourage use of the academic facilities by external agencies?  If yes, give clearly defined regulations. | 0.5 |  |  |
| 68 | What efforts are made to keep the institution clean, green and pollution free? Give details. | 0.5 |  |  |
| 69 | Are there computer facilities in the institution that is easily accessible to students and faculty? | 0.5 |  |  |
| 70 | Give the working hours of the computer centre and its access on holidays and off hours. | 0.5 |  |  |
| 71 | a. How many departments have computers of their own? Give details.  b. Does the institution have provisions of internet/intercom/CC TV/other facilities Give details | 1 |  |  |
| 72 | Explain the output of the centre in developing computer aided learning packages in various subjects during the last three years? | 0.5 |  |  |
| 73 | Is there any provision for maintaining/updating the computer facilities? Provide the details of the system. | 0.5 |  |  |
| 74 | Does the institution make use of the services of inter-university facilities? | 0.5 |  |  |
| 75 | What are the various health services available to the students, teacher and other staff? Give details. | 0.5 |  |  |
| 76 | What are the physical and infrastructural facilities available in the sports and physical education centre? Give details. | 0.5 |  |  |
| 77 | What are the incentives given to outstanding sports persons? | 0.5 |  |  |
| 78 | Give details of the student participation during the last year at the university, regional, national and international meets. | 0.5 |  |  |
| 79 | Give details of the hostel facilities available in the institution? | 0.5 |  |  |
| 80 | Give details of the facilities for drinking water and toilets. | 0.5 |  |  |
| **Total** |  | **10** |  |  |
| **Library as a Learning Resource** | | | |  |
| 81.a | What are the working hours of the library? | 0.25 |  |  |
| 81.b | Does the library provide open-access to students? | 0.25 |  |  |
| 82 | Mention the total collection of documents.   * Books (0.2)   + Current Journals     - Nepalese (0.2)     - Foreign (0.2)   + Magazines (0.2)   + Reference Books (1.0)   + Text Books (0.2)   + Reference journals (0.4)   + Back Volumes of Journals (0.2)   + E- Information Resources (0.4) * CD’s/DVD’s (Book CDs) * Databases * AV Resources * Special collection (0.5)   Please specify for example; UNO Depository center, World Bank, Old Book Collection, Manuscripts. | 3.5 |  |  |
| 83 | Give the number of books/journals/ periodicals that have been added to institution library during the last two years and their cost   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **The year before last** | | **The year before** | | |  | **No.** | **Total Cost (NRS)** | **No.** | **Total cost (NRs)** | | i. Text books |  |  |  |  | | ii. Other books |  |  | | iii. Journals/ periodical |  |  | | iv. Any others |  |  | | 1.0 |  |  |
| 84 | Mention  i) Total carpet area of the institution library (in sq.mts.) [ ]  (ii) Total number of departmental libraries [ ]  (iii) Seating capacity of the Library [ ]  (iv) Open student access to library  [ ] | 1.0 |  |  |
| 85 | Give the organizational structure of the library. | 0.5 |  |  |
| 86 | Staff development programs for library | 0.5 |  |  |
| 87 | Are the library functions automated?  Name the application software used. | 0.5 |  |  |
| 88 | What is the percentage of library budget in relation to the total budget of the Institution? | 0.5 |  |  |
| 89 | Does the library provide the different services/facilities?   * 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 | 1.0 |  |  |
| 90 | Furnish details on the following (*1* *to be equally distributed*)   1. Average number of books issued/returned per day. [ ] 2. Average no. of users visited / Documents consulted per month [ ] 3. Please furnish the information on no. of Log- ins in to the [ ] 4. E-Library Services/E- Documents delivered per month. [ ] 5. Ratio of Library books to number of students enrolled   [ ] | 1.0 |  | 1 |
| **Total** |  | **10** |  |  |

**Criterion 6: Student Support and Guidance (10 Marks)**

| **QN** | **Benchmark wise Inputs** | **Full Mark** | **Obtained Mark** | **Remarks** |
| --- | --- | --- | --- | --- |
| 91 | Furnish the following details:   * Percentage of regular students appearing for the exam: * Dropout rate (drop out from the course): * Progression to further study (Bachelors to Master, Master to M. Phil/PhD): * Prominent positions held by alumni: | 1.0 |  |  |
| 92 | How many students have passed the different examinations in the last five years   * Nepal Civil Services Examination: * Other employment related examinations: * International level entrance exam: * Others (Please specify): | 1.0 |  |  |
| 93 | Does the institution publish its updated prospectus annually? (attach a copy) | 1.0 |  |  |
| 94 | What kind of financial aids are available to students from the government, the institution and others? Give details | 0.5 |  |  |
| 95 | Mention the number of students who have received financial aid during the last two years. | 0.5 |  |  |
| 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. | 0.5 |  |  |
| 97 | Do teachers participate in academic and personal counseling? If yes, give details as to how they are involved. | 0.5 |  |  |
| 98 | How many students were employed through placement service during the last year? | 1.0 |  |  |
| 99 | Does the employment cell motivate the students to seek self-employment?  If yes, how many are self-employed (data may be limited to last 5 years) | 1.0 |  |  |
| 100 | Does the institution have an Alumni Association? If yes, indicate the activities of the Alumni Association. | 0.5 |  |  |
| 101 | How the policies and criteria of admission are made clear to prospective students? | 0.5 |  |  |
| 102 | State the admission policy of the institution with regard to international students. | 0.5 |  |  |
| 103 | What are the support services given to international students?   * International student service office * Special accommodation * Induction courses * Socio-cultural programs * Welfare programs * Policy clearance * Visa support | 0.5 |  |  |
| 104 | What are the recreational/leisure time facilities available to students?   * Indoor games * Outdoor games * Nature Clubs * Debate Clubs * Student Magazines * Cultural Programs * Audio Video facilities * Any others ------------ | 1.0 |  |  |
| **Total** |  | **10** |  |  |

**Criterion 7: Information Systems (10 Marks)**

| **QN** | **Benchmark wise Inputs** | **Full Mark** | **Obtained Mark** | **Remarks** |
| --- | --- | --- | --- | --- |
| 105 | Is there any cell in the institution to analyze and record various academic data? If yes, mention how does the cell work along with its compositions? | 2.0 |  |  |
| 106 | What are the areas on which such analysis is carried out? | 1.5 |  |  |
| 107 | How these analyzed data are kept in the institution records? | 1.0 |  |  |
| 108 | Is the information open to the stakeholders? If yes, explain how they are disclosed? | 1.0 |  |  |
| 109 | Are the methods of study and analysis also open to the stakeholders? | 1.0 |  |  |
| 110 | Is there any mechanism to receive comments or feedbacks on the published data? If yes, explain how does it happen? | 1.0 |  |  |
| 111 | What are the impacts of such information system on decision making process? Produce in brief the impact analysis. | 1.5 |  |  |
| 112 | Give examples of quality improvements initiated due to the use of information system | 1.0 |  |  |
| **Total** |  | **10** |  |  |

**Criterion 8: Public Information (10 Marks)**

| **QN** | **Benchmark wise Inputs** | **Full Mark** | **Obtained Mark** | **Remarks** |
| --- | --- | --- | --- | --- |
| 113 | Is there public information cell within the institution? If yes, give details. | 2 |  |  |
| 114 | What are the areas of information published by the cell?   * Academic * Administration * Financial * All | 1 |  |  |
| 115 | Where are these information published?   * Newspapers * Magazines ) * Institutional special magazine dedicated for this | 1.5 |  |  |
| 116 | How often is the information published?   * Yearly * In 4 years | 1 |  |  |
| 117 | Mention all such publications of last two years | 1 |  |  |
| 118 | Does the cell also collect responses, if any, on the published information?  If yes, give details. | 1 |  |  |
| 119 | Is there any system to evaluate the impact of public information on quality improvements? If yes, how these impacts are measured? | 1 |  |  |
| 120 | Mention some positive impacts made by the public information practice. | 1.5 |  |  |
| **Total** |  | **10** |  |  |

**Marking Summary**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criteria** | **Full Marks** | **Obtained Marks** | **Particulars of the Criteria/Benchmarks** | **Remarks** |
| I | 15 |  | Criterion 1: Policy and Procedures |  |
| II | 10 |  | Criterion 2: Curricular Aspects |  |
| III | 15 |  | Criterion 3: Teaching-Learning and Evaluation System |  |
| IV | 10 |  | Criterion 4: Research, Consultancy and Extension |  |
| V(A) | 10 |  | Criterion 5: Infrastructure and Learning Resources | (General) |
| V(B) | 10 |  | Criterion 5: Infrastructure and Learning Resources | (Library) |
| VI | 10 |  | Criterion 6: Student Support and Guidance |  |
| VII | 10 |  | Criterion 7: Information Systems |  |
| VIII | 10 |  | Criterion 8: Public Information |  |
| **Total** | **100** |  |  | |
| **In Words:** | |  | | |

**Peer Review Team**

|  |  |  |  |
| --- | --- | --- | --- |
| **SN** | **Name of the Peer Reviewers** | **Designation** | **Signature** |
| 1 | Prof. Dr. | Coordinator |  |
| 2 | Prof. Dr. | Member (Foreign Expert) |  |
| 3 | Prof. Dr. | Member |  |
| 4 | Prof. Dr. | Member |  |
| 5 | Dr./Mr./Ms. | Staff Member |  |

**Date:**

**Place:**