PRT VISIT RESPONSE REPORT

SUBMITTED BY

PURWANCHAL CAMPUS

DHARAN-8

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SUBMITTED TO

UNIVERSITY GRANTS COMMISSION

EDUCATIONAL QUALITY ASSURANCE AND ACCREDITATION COUNCIL SANOTHIMI, BHAKTAPUR

1. Background

Purwanchal Campus is one of the pioneers in starting engineering education in Nepal. It is a comprehensive, not-profitable, autonomous engineering campus funded by the Government of Nepal. Having been established in the Eastern region of Nepal, Purwanchal Campus has contributed a lot to providing skilled human resources nationwide and on an international basis. The campus had been established as a constituent campus of Tribhuvan university initially in 2037 BS to provide trade-level courses on Mechanical, Electrical, and Civil engineering streams, with the support of the Asian Development Bank (ADB). Further, with the technical assistant of the United Kingdom (UK) government, Purwanchal Campus had got an opportunity for further development on its infrastructure. As a result, the campus was formally organized under the Institute of Engineering (IOE), Tribhuvan University (TU), and all the construction works were completed on 2043 BS. The campus is formerly known as the Eastern Region Campus (ERC).

Initially, offering the trade level course, the campus officially started the diploma in engineering courses specialized in mechanical, electrical, and Civil. Further, additional Refrigeration and air conditioning engineering programs are on 2052 BS. Moreover, the computer and electronics engineering program diploma began in 2059 BS. In the attempt to further up-gradation, Purwanchal Campus introduced a bachelor-level course Bachelor of Engineering in Agricultural Engineering, in 2057 BS. This course is still being taught only in Purwanchal Campus throughout the country.

Further, Bachelor in Civil Engineering course was established in 2004. Continuation development in the infrastructure and facilities on campus, Purwanchal campus now runs seven different bachelors in engineering programs. Moreover, with the vision to provide skilled workforces in specialized courses, the Purwanchal campus started Masters of science in engineering courses. The campus now runs three master programs on M.Sc. On Land and Water Resource Engineering, M.Sc. On Sanitation Engineering and M.Sc. In Information and Knowledge Engineering. have also been started. The campus possesses more than 200 faculties and staff with more than 1500 students in the present context.

Apart from the campus infrastructure and physical development, Purwanchal Campus has begun restructuring the Campus Management system. The campus, along with the important campus management committee, has established an Internal Quality Assurance Cell (IQAC) to standardize and maintain the quality academic environment on the campus. Furthermore,

to uplift the campus academia to research-oriented study and development, the campus has established the Research Management Cell in 2077 BS. Apart from this, to secure staff and student placement rights and duty, the campus has established the Human Resource Management Committee (HRC) in the campus. Moreover, supporting the Human Resource Management Committee, Student counselling and employment cell and Public Information cell has also been established in the campus. These unit both independently and in collaboration work together to enhance the outreach of students and even staffs outside the campus. Currently, PC is working to get accreditation from University Grant Commission (UGC) Nepal. The process is under going review state and the campus is addressing the review recommendation provided by the peer review team.

2. Purpose of the Report

The IOEPC is in the process of gaining accreditation from UGC. With the initial pre-visit of representatives from the QAA Division, Tribhuvan University (TU), the IQAC team and SAT of PC worked on the reviews and recommendations provided by the team. The Self Study Report has been prepared along with the recommendations and submitted to QAAD Division, TU. The submission has been registered to QAA Division UGC. After reviewing the submitted documents, UGC organized a Peer Review by visiting the campus with experts and representatives from UGC. The team provided some recommendations that have to be followed and updated on campus. The report is primarily for the answers to the suggestions provided on the visit. This report summarizes the activities done on the basis of recommendations provided by the team. Additionally, this report is the blueprint for updates and upgrades to the physical infrastructure and academic and administrative regions of campus.

3. Process of Report Preparation

The report preparation begins with documenting on the response of recommendation provided by PRT visit on campus. On the basis of recommendation, PC SAT organized meetings on need basis to discuss on the sector wise recommendation and proposed activities to be done in campus and updates the recommendation report on regular basis. As per the deadline of submission of progress report, the necessary annexes that support the proposed activities outcomes.

4. Responses/Action Taken

Criteria	Recommendations	Actions Taken / Activities Done	Documents in the Annex	Annex Number	Page No.
Policy and Procedures	a. Activate IQAC based on its own annual plan. Conduct internal academic audits and quality audits through this mechanism and pay concern towards the finding of such audit.	a. IQAC has been reformed with the appointment of a new campus chief. However, the annual plan of IQAC still needs to be prepared.	a. Annex C1_I22_22 C: IQAC Minutes	Volume 10 (Additional)	297
	b. Support interaction sessions between the Campus Chief, CMC and the faculties, students, non-teaching staffs and other concerned in regular intervals.	b. PC conducts weekly regular meetings with HoDs and program coordinators. Additionally, Campus Management Committee works meeting once a month regularly.	a. Annex C1_I22_22 D: HoD Weekly Meeting Minutes,	Volume 10 (Additional)	97
	c. Provide Terms of Reference (ToR) to HoDs along with other units and individuals.	The PC follows and circulates the JD/TOR for each unit, section officers, department heads, and so on developed by the university (As TU Rules and Regulation). Furthermore, the Campus has developed job	a. Annex C1_I5_5A: University Guidelines for Departments, Examination Section, Student Union, Library, Research Unit,	Volume 2	244

		responsibilities for the unit formed on the campus and indorse by the campus management committee.	Campus Chief, b. Annex C1_I6_6: Comprehensive Guidelines and ToR	Volume 2	83
Curricular Aspects	In line with the IoEs academic calendar; develop a department wise semester/annual academic calendar and place it in the campus website	PC have prepared its own annual calendar on the basis of annual calendar provided by Institute of Engineering. The departments follow the Calander of PC adding the respective department basis specific activities. The annual calendar has been uploaded to the website.	a. Annex C2_I16_16 A: Annual Calendar IOE, b. Annex C2_I16_16 B: Annual Calandar Purwanchal Campus	Volume 10 (Additional) Volume 10 (Additional)	50 51
	Embed curricular practices with the modern needs of ICT based pedagogy	Seeking the requirement of ICT-based teaching practices, PC has started to install ICT-based equipment such as projectors in classrooms. Moreover, PC has planned to upgrade the computer labs and internet	a. Annex C2_I18_18 K: Computer Bidding Document b. Annex C3_I32_32 C: ICT Based Classroom	Volume 10 (Additional) Volume 10 (Additional)	Page 228 Page 129

		service in the current fiscal year.			
	Initiate the evaluation of the university designed curriculums, generate/ suggestions and communicate it with the respective subject committees.	Being the constituent campus of the Institute of Engineering, the development and design of academic curriculums is performed in the coordination of SINDU with central subject committees where there are candidates from each of the constituent campus's department faculties. Based on the requirement, PC conveys curriculum feedback or assigns a representative to discuss with the central committee. Moreover, PC possess Agricultural Department as a central department of IoE. The agricultural department is			

		solely concerned with preparing, upgrading and designing curriculums. Additionally, the MSc. programs that PC conducts, such as the Information System Engineering, Sanitation and Land and Water Resources programs, are designed and prepared in PC and are approved by IOE central subject committee.			
Teaching Learning and Evaluation System	Take of a formal measure to cater individual differences amongst learners and offer them make up options, as required.	PC has not yet proposed a formal measure to cater to individual differences among the learners; however, individual teachers are responsible for counselling students as per their needs. Besides, teachers, Head of Departments, and Assistant Campus Chiefs also guide the students on			

		their related concerns.			
	Ensure that labs and laboratories are regularly maintained. Also, display safety measures to be taken in the laboratories.	PC has prepared an annual short-term and midterm maintenance plan and is implementing it regularly. Individual labs are provided with safety measures and boards.			
	Make academic departments and class rooms conducive. Create a favorable work environment for faculties.	Most of the departments of PC have teachers and staff rooms allocated. The teacher's and staff rooms have internet, drinking water and regular cleaning services. Individual departments are provided with kitchen and office helpers.	a. Annex C1_I22_22 D: Faculty Rooms and Cabins	Volume 10 (Additional)	Page 199
	Develop schemes to increase the work satisfaction of teaching and non-teaching staffs a career and professional development	Several faculties of PC have provided an opportunity for study leave in foreign countries. Faculties participate in conferences and trainings organised by other institutions. The faculties are	a. Annex C3_I43_43 D: DSA Decisions b. Annex C6_I92_92 A: Training Documents	Volume 10 (Additional) Volume 10 (Additional)	Page 201 Page 91

		upgraded based on university requirements. The faculties can take extra classes and get paid appropriately per IOE guidelines. In the context of staff, training is organised on a requirement basis.	c. Annex C3_I44_44 B: Updated Teachers and Staff List with Study Leave	Volume 10 (Additional)	Page 130
	Embed classrooms gradually with modern teaching technologies. Add a number of computers in academic departments	Each department of PC are equipped with projectors and computers for staff. Some of the classrooms are embedded with mounted projectors. Moreover, PC is planning to upgrade the existing computer and projectors on Campus in the current fiscal year.	a. Annex C2_I18_18 K: Computer Bidding Document b. Annex C3_I32_32 C: ICT Based Classroom	Volume 10 (Additional) Volume 10 (Additional)	Page 228 Page 129
	Regularize research, pedagogical and other related training opportunities to faculties	Research Management Cell is solely responsible for promoting research opportunities for teachers. RMC has conducted several programs on developing the	a. Annex C4_I48_48 C: RMC Minutes and Decision, Volume-5, Page-75	Volume 5	Page 75

		teaching and research skill of faculties. Apart from RMC, several faculties have been facilitated to provide study leave in foreign countries. Additionally, staff are provided with training on hand on basis. PC provides representatives from departments to participate in training programs organised by other institutions.			
Research, Consultancy and Extension	Ensure that pre-requisite standard in regard to the research budget has been fulfilled. Take a systematic measure to promoting research culture in the campus	The requirement of allocating 5% research budget has been approved. This budget includes the regular distribution of financial resources to graduate and undergraduate students for their final-year projects and thesis.			
	Seek out the opportunity for research consultancy	PC is preparing the guidelines for the outreach and research consultancy.	a. Annex C1_I6_6F: Guidelines of Research	Volume 2	Page 98

		Being a constituent campus, PC has to take permission from higher authorities to conduct research consultancy services.	Management Cell, Volume-2, Page-98		
	Formalize ECA activities in a planned way. Identify and promote the talents of students apart from the regular teaching-learning works.	Currently, the ECA is organized by student societies; however, regulated by the admirative body of campus. There is no yet formal committee or sub-committee for performing ECA activities.	a. Annex C2_I18_18 K: Student Society List	Volume 10	Page 228
	Seek out opportunity with other social organization to coordinate and collaborate in extension and outreach programs	PC is planning a detailed guideline for the extension and outreach program. As mentioned, PC has to take permission from higher authorities for these activities.			
Infrastructure and Learning Resources	Prepare a detailed land utilization and infrastructure development plan and initiate negotiation with the competent authorities	PC has decided to prepare detailed land utilization and infrastructure development plan for the campus. Moreover, PC has			

	to execute it	approached several authorities for the development of infrastructure on campus.			
	Take a planned measure to beautify the institutional premises	To beautify the campus premises, some of the unused bare lands are allocated to student societies that maintain the areas, such as tech parks, BPR parks and so on. Some of the areas are allocated to build parks by staff unions. Student societies maintain the areas near the departments. Moreover, sanitation programs are organized by campus administration with the coordination of staff and teachers' associations.	a. Annex C5_I68_68 C: Park and Garden Photos b. Annex C5_I65_65 E: Maintenance Plan Volume c. Annex C2_I18_18 K: Student Society List	Volume 10 (Additional) Volume 10 (Additional) Volume 10 (Additional)	Page 226 Page 165 Page 228
	Develop an annual maintenance plan and follow it for regular maintenance	PC has prepared the annual short- and long-term maintenance plan, executed regularly. Additionally, PC have applied for	a. Annex C5_I65_65 E: Maintenance Plan b. Annex C5_I64_64	Volume 10 (Additional) Volume 10 (Additional)	Page 165 Page 70

		the construction of infrastructure for other governmental institutions.	H: Outsourcing Applications		
	Prioritize urinals and toilets are in the standard of hygienic conditions. Ensure the sanitary facilities are up to date	All urinals and toilets of the PC are cleaned regularly.			
	Develop a mini library in academic departments with reference books and technical journals.	PC has its own central library. Recently, the library has been updated with e-library. Moreover, an extension building has been constructed to accommodate the growing library resources in PC.	a. Annex C5_I69_69 C: Updated Library Committee b. Annex C5I69_69 B: E Library c. Annex C5_I64_64 F: New Library Building	Volume 10 (Additional) Volume 10 (Additional) Volume 10 (Additional)	Page 198 Page 106 Page 65
	Establish an e-library and create online/offline depository of books and journals	PC has recently extended the library by adding internet-based computers. The computers are provided with the facility of accessing e-resources for students.	d. Annex C5_I69_69 C: Updated Library Committee e. Annex C5I69_69 B: E Library f. Annex C5_I64_64 F: New Library	Volume 10 (Additional) Volume 10 (Additional) Volume 10 (Additional)	Page 198 Page 106 Page 65

			Building		
Student Support and Guidance	Maintain a digital profile of individual students in Management Information System of the campus	During admission, the individual student submits their detailed bio-data. The campus exam section maintains the database of individual students. The campus maintains a digital database of admitted students. The CIT section is planning to prepare the digital database of students' biodata in the current fiscal year.	a. Annex C2_I18_18K: Computer Bidding Document Volume 10 (Additional), Page 228 b. Annex C1_I22_22E: Student Pass Fail Record c. Annex C6_I92_92A: Newly Admitted Student List	Volume 10 (Additional) Volume 10 (Additional) Volume 10 (Additional)	Page 228 Page 53 Page 111
	Conduct a tracer study of students graduated from the campus in last three years and prepare a tracer study report. Ensure its regularity.	PC has performed a preliminary tracer study of passed-out students. PC has decided to maintain the regularity of performing the tracer study annually.	a. Annex C6_I91_91C: Tracer Study Report	Volume 10 (Additional)	Page 167
	Formalize the placement service in the campus and keep record of the skill-based training, experience sharing	The departments of PC are responsible for providing exposure visits, experience-	b. Annex C2_I18_18L: Students Visit Letters c. Annex	Volume 10 (Additional) Volume 10	Page 229 Page

	sessions, internships and placement opportunities, exposure visits etc. offered to students.	sharing sessions and exposure visits for students. However, the placement facilities have not been formally provided to students yet.	C6_I96_96 B: MoU Placement Minute	(Additional)	223
	Make a provision to offer students with academic as well as psychological counselling	The phycological counselling of students is provided by individual faculties of departments. The teachers provide necessary phycological counselling to victim students.			
	Formally establish and activate alumni association of the campus along with proper plan of action on its hand.	PC has formally established the alumni association of the campus. Each of the departments has student societies whose representatives are the current member of the alumni association of PC. Tracer study	a. Annex C2_I18_18 K: Student Society List	Volume 10 (Additional)	Page 228
	Take initiation to install sanitary vending machines. Installed at least one in the girl's hostel.	Sanitary vending machines have been installed in the girl's hostel of PC. Moreover,			

		PC has a clinic that provides students with the necessary testing and sanitary services.			
	Conduct students' satisfaction survey periodically based on set indicators	PC has performed a preliminary feedback survey of students. The campus management committee has agreed to regularly take feedback from students.	a. Annex C2_I21_21D: Feedback from Students	Volume 10 (Additional)	Page 52
Information Systems	Advance EMIS, make it a central system of database management. Integrate it at least with library, examination, accounts and administration.	We have an EMIS system that is not integrated, we are in the process to make centralizing all the individual database systems, such as a library, account and exam section. An individual section is equipped with ICT.	a. Annex C1_I6_6L: EMIS/IT Guidelines b. Annex C7_I105_105A: Admission system website, c. Annex C7_I105_105D: Online classes d. Annex C7_I105_105F: Automatic certificate generation (staff only)	Volume 2 Volume 8 Volume 8 Volume 8	Page 120 Page 3 Page 11 Page 34

			e. Annex C7_I105_105H: Online ID cards (staff only) , f. Annex C7_I105_105G: Online feedback form (for public) g. Annex C7_I105_105I: Online student portal , h. Annex C7_I105_105K: E-Bidding i. Annex C7_I105_105B: EMIS for Account section	Volume 8 Volume 8 Volume 8 s Volume 8 Volume 8	Page 40 Page 39 Page 42 Page 50 Page 15
	Publish at least one brief EMIS report (in a .pdf format) and upload it in campus website.	Not published yet we are compiling data and planning for publishing the report.			
	Design comprehensive prospectus having	PC has prepared the comprehensive	a. Annex C6_I93_93A: Updated	Volume 10 (Additional)	Page 164

	clear information to students about admission procedure, completion requirements for all programs; expected learning outcomes, the fee structure and refund policies; financial aid and student support services offered in the campus. Upload such prospectus in the campus website.	prospectus with all the relevant content, including resources, learning outcomes and fee structure. Moreover, IoE provides comprehensive guidelines for the admission procedure, financial aid and other services for students. The guidelines are updated regularly and provided to students before the entrance examination.	Brochure		
Public Information	Continue publication of annual report by covering yearly progress activities, events, achievements, development and more	In progress			
	Update the website of the campus regularly and seek opportunity to make it more resourceful	The webpage of campus has been regularly updated with enriching content of PC.	a. Annex C8_I113_113G: Updated Webpage	Volume 10 (Additional)	Page 186
	Conduct impact study based on the information it shares publicly to get insight about the institutional brand	We apologize, PC have not planned on this yet.			

	position.				
	Update the SSR with recent data and progress made by the campus.	The SSR has been updated with recent data and progress made by the campus.			

5. Conclusion

Based on reviews and recommendations of the PRT team, PC has arranged several activities. The activities are proposed and classified in the short and long term. Apart from several efforts to implement the proposed activities, PC has successfully implemented the majority of the works recommended. However, there are still some spaces on which the campus has to work to address the recommendations provided by the team altogether.

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Prepared by	**Forwarded by**	**Approved by**
SAT Coordinator	**IQAC Coordinator**	**Campus Chief**

Date: 2024/1/4