PRT VISIT RESPONSE REVISED 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 has over 200 faculties and staff with over 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,

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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 undergoing 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 was prepared along with the recommendations and submitted to QAAD Division, TU. The submission was 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 recommendations that must be followed and updated on campus. A PRT response report was prepared and submitted which answered to the suggestions provided on the visit. After submission, a second revision recommendation on the Self Study Report was provided by UGC. Considering the fact on the issues and recommendation provided on the revision, this revised response report is prepared. This report summarizes the activities done based on 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 Higher Education QAA Council, University Grant Commission. Based on recommendation, PC SAT organized needed meetings to discuss the sector-wise recommendation and proposed activities to be done on campus and updates the recommendation report. As per the deadline of submission of progress report, the necessary annexes that support the proposed activities have been included with the report.

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4. Responses/Action Taken

Criteria	Recommendations	Actions Taken / Activities Done	Documents in the Annex	Annex and Page Number
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 toward the finding of such audit.	Academic audit up to 2075 has been completed. The audit report for next years will be conducted as per the data provided by the individual departments. The circular to prepare annual reviews to individual departments has been done. Some of the department also conducting their annual reviews on their own. Annex letter to department, reports from department.	a. i. Annex C1_I4_4O: IQAC meeting Minutes ii. Annex C1_I4_4P: IQAC annual plan 2081/82 iii. Annex C1_I12_12C: Preliminary Academic Audit Report with Detail Form (additional V10) iv. Annex C8_I116_116B: Department annual reviews	a.i. Volume 11 (additional), Page no.: 24 ii. Volume 11 (additional), Page no.: 30 iii. Volume 10 (additional): Page no.: iv. Volume 11 (additional), Page no.: 63
	b. Support and activate all the mechanisms forming in the line to quality reform course.	b. There is strict mechanism between IoE and PC. For maintaining the quality there are three tier mechanism, IoE, Campus Administration and Department, IQAC. Examination, curriculum, syllabus formation are done by IoE. Departments are liable for formation of routine, internal assessments, internal evaluation, course completion assurance. Additionally, student quality circle and student union also play role to ensure quality within campus. Moreover, CRs of each classroom are also given responsibility for conducting and monitoring regular class. Regular meeting is conducted with each department, CR, student quality circle and FSU.	b. i. Annex C3_I35_35C: Departmental Minutes 081 ii. Annex C3_I35_35D: Internal Assessment schedules 081 iii. Annex C3_I42_42A: Meeting/Minutes with CR and student wings,	Volume 11 (additional), Page no.: 103 Volume 11 (additional), Page no.: 138 Volume-4, Page-384
	c. Conduct interaction sessions between the	c. The campus management committee organizes regular	c.i. Annex C1_I4_4Q: CMC	Volume 11

	campus chief, CMC, and the faculties, students, non-teaching staffs and other concerned in regular interval.	meeting and interaction sessions. Campus administration has prepared activities plan mentioning all the schedules for meeting for next year. IQAC has its own annual plan to conduct scheduled meeting with each of staffs, faculties and other committees. Now onwards, a regular meeting for guardians, local bodies will also be incorporated for next annual activities plan of campus.	Minutes 2081 ii. Annex C1_I4_4P : IQAC Annual Plan 2081/82 iii. Annex C7_I105_10F: Campus Annual Activities 2081	(additional), Page no.: 148 Volume 11 (additional), Page no.: 30 Volume 11 (additional), Page no.: 154
	d. Provide terms of reference to HoDs along with other units and individuals.	d. All the terms of references has been provided.	d.i Annex C1_I6_6: Comprehensive Guidelines and ToR ii. Annex C6_I92_92A: Campus Chief Decision to HoDs	Volume-2, Page-83 Volume 10 (Additional), Page - 107
Curricular Aspects	a. In the line with the IoE's academic calendar; develop a department wise semester/annual academic calendar and place it in the campus website.	a. Format for annual activities of each department has been provided and collected. Being end of the year, department are preparing their annual reviews. The campus administration also prepares annual reviews.	a. i. Annex C7_I105_10F: Campus Annual Activities 2081 ii. Annex C8_I116_116B: Department of Electrical Engineering Annual Reviews 2081	Volume 11 (Additional), Page – 154 Volume 11 (Additional), Page - 63
	b. Embed curricular practices with the modern needs of ICT based pedagogy.	b. Promoted with installation of projectors and smart boards.	b.i.Annex C3_I32_32C: ICT Based Classroom	Volume 10 (Additional), Page - 129
	c. Initiate the evaluation of the university designed curriculums, generate	c. The syllabuses are prepared by central subject committee of IoE. Some of the Faculties of PC are the members of subject	c.i. Annex C2_I20_20D: Agriculture Subject	Volume 10 (Additional),

	feedback/suggestion and communicate it with the respective subject committees.	committee. As per the committee, its circulars the proposed syllabus to different campus. Different departments and faculties are invited for providing feedback to improve the syllabus. Online meeting and even physical meeting are conducted with campus faculties and relevant subject committees. The regular provision of the mechanism has not been in practice but IoE has been revising syllabus occasionally. Through appraisal form, individual faculties provide regular feedback on their subject syllabus.	Committee	Page - 276
Teaching Learning and Evaluation System	a. Take a formal measure to cater individual differences amongst learners and offer them make up options, as required.	a. Department conducts internal assessment exam regularly. The individual subject faculty takes possible corrective measures to cater the differences. Teacher provides extra consideration for the weak students by providing time for regular visit in department. The student society conduct remedial class for the students to bridge gap between the skill requirements and student's competency level. The students with slow understating and low competency levels are given additional tuition classes in house in campus by their senior coordinating with Free student union and student societies. Apart this, campus conducts feedback program from students to address their issues.	a.i. Annex C3_I35_35D: Internal Assessment schedules 081 ii. Annex C3_I35_35E: Internal Assessment marks sample 081 iii.Annex C3_I35_35F: Online portal for internal marks iv. Annex C2_I21_21D: FSU Activities 081 v.Annex C2_I15_15D: Student Society Activities vi.Annex C7_I105_105P: Online Students feedback form 2081 vii.Annex C7_I105_105O:	Volume 11 (Additional), Page - 276 Volume 11 (Additional), Page - 276 Volume 11 (Additional), Page – 147 Volume 11 (Additional), Page – 182 Volume 10 (Additional), Page - 243 Volume 11 (Additional), Page - 59 Volume 11

			Students feedback Responses 2081	(Additional), Page - 60
	b. Make academic departments and classrooms conducive. Create a favorable work environment for faculties.	b. Faculties take classes as per routine provided by department. Each department has staffs and faculties room and laboratories. Internet facilities, with office helper.	b.i.Annex C3_I33_33D: Master Routine last semester 2081 Chaitra	Volume 11 (Additional), Page - 171
			ii.Annex C3_I44_44B: Updated Teachers and Staff List with Study Leave	Volume 10 (Additional), Page - 130
			iii.Annex C1_I22_22D: Faculty Rooms and Cabins	Volume 10 (Additional), Page - 199
	c. Develop schemes to increase the work satisfaction of teaching and non-teaching staff. Widen the schemes for the teaching and non-teaching staff's career and professional development.	c. Faculties are strengthened through training occasionally on the availability basis. Some of the faculties are on study leave for their higher study. Financially, daily service allowance for staffs is provided. Along with faculties also benefit financially from DSA. Due to limited resources, especially, human resources, most of faculties and staffs are overloaded. Nevertheless, Campus in coordination with RMC has planned to conduct training/workshop for faculties and staff once in a year. The time schedule for training/ workshop has been added in annual calendar of PC.	c. i.Annex C6_I92_92A: Training Documents	Volume 10 (Additional), Page -91
			ii.Annex C4_I43_43D: Pedagogy Training 081	Volume 11 (Additional), Page -118
			iii.Annex C3_I43_43D: DSA Decisions vol 10 201	Volume 10 (Additional), Page -201
			iv.Annex C4_I48_48D: RMC Annual Plan 081	Volume 11 (Additional), Page -55
	d. Embed classrooms gradually with modern teaching technologies. Add a number of computers in academic departments.	d. The use of projector and smart board-based classroom is increasing in campus. Campus has targeted to use smart board-based classroom in all general building of campus. More than 4	d.i.Annex C3_I32_32C: ICT Based Classroom	Volume 10 (Additional), Page - 129
			ii.Annex C5_I70_70C:	Volume 11 (Additional),

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		classrooms are currently with smart boards. Additionally, computer labs are under construction in Department of Electrical Engineering. The EMIS have developed the connectivity and ICT infrastructure guideline for broadband connectivity and ICT management.	Smart Board Based Classroom iii.Annex C5_I70_70D: Proposed Department Computer Lab iv.Annex C2_I18_18K: Computer Bidding Document v. Annex C1_I6_6D: Connectivity and ICT Infrastructure Development Guidelines 081	Page – 217 Volume 11 (Additional), Page - 218 Volume 10 (Additional), Page - 227 Volume 11 (Additional), Page – 42
	e. Regularize research, pedagogical and other related training opportunities to faculties.	e. Campus has planned to conduct training/workshop for faculties and staff once in a year. Recently, this year training on pedagogy has been conducted.	e. i.Annex C4_I43_43D: Pedagogy Training 081	Volume 11 (Additional), Page - 118
Research, Consultancy and Extension	a. Ensure that the pre-requisite standard in regard to the research budget has been fulfilled. Take a systematic measure to promoting research culture in the campus.	a. About 1 percent of regular budget of campus has been allocated to research in this fiscal year. The budget involves the student project work expenses and the projected expenses mentioned in RMC annual plan.	a.i.Annex C4_I47_47B: Project Work Expenses Bank Details a.ii.Annex C4_I48_48D: RMC Annual Plan 081	Volume 11 (Additional), Page -265 Volume 11 (Additional), Page -55
	b. Seek out the opportunity for research consultancy	b. Some of the works has been accomplished so far. Campus is actively engaging on finding possible consultancy opportunities in Koshi province. Moreover, PC have been approaching for establishing research based	b. i.Annex C3_I54_54B: Consulting works 081 ii.Annex C5_I64_64H: Outsourcing	Volume 11 (Additional), Page -121 Volume 10 (Additional), Page -70

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		laboraotries.	Applications	
	c. Formalize ECA activities in a planned way. Identify and promote the talents of students apart from the regular teaching learnings works.	c. The ECA activities has been mentioned in annual activities of campus. Student union, Staff and teachers' association conduct ECA annually in predefined schedule mentioned by campus annual calendar. Student societies conduct exhibitions annually and award best students on the competition conducted in the technical festivals.	c. i.Annex S1_I25_25B: Annual Calendar 2081 ii. Annex C2_I21_21D: FSU Activities 081 iii. Annex C2_I15_15D: Student Society Activities	Volume 11 (Additional), Page -169 Volume 11 (Additional), Page -182 Volume 10 (Additional), Page -243
	d. Seek out opportunity with other social organization to coordinate and collaborate in extension and outreach programs.	d. Different organization and institution support for exhibition and technical festival conducted by student societies.	d. i. Annex C2_I15_15D: Student Society Activities. ii. Annex C2_I15_15A: Delta Minutes iii. Annex C2_I15_15B: Delta Prastav Pustika	Volume 10 (Additional), Page -243 Volume 10 (Additional), Page -20 Volume 10 (Additional), Page -22
Infrastructure and Learning Resources	a. Prepare a detailed land utilization and infrastructure b. Take a planned measure to beautify the institutional premises.	a. Campus management committee has made decision on preparing detailed land utflization plan and have prepared the plan for the current fiscal year. b. Campus has allocated dedicated staffs for beautification of institutional premises. One staff for clearing the bushes in premises and another staff for gardening purpose. Additionally, IOEPC have prepared annual maintenance plane including building maintenance,	a.i. Annex C5_I66_1A : Land Utilization Plan of IOEPC b.i. Annex: list of staff for clearing and garden maintenance ii.Annex C5_I68_68C: Park and Garden Photos	Volume 11 (Additional), Page -16 Volume 10 (Additional), Page -225 Volume 11 (Additional), Page -2

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	c. Develop an annual maintenance plan and follow it for regular maintenance.	c. Campus planning and resource management team has prepared annual maintenance plan.	c. Annex C5_I65_1A: Annual Development & Maintenance Plan 082/83	Volume-6, Page-65
	d. Prioritize urinals and toilets are in the standard of hygienic facilities. Ensure sanitary facilities are up to date	d. Campus has allocated dedicated staffs for cleaning and maintaining urinals and toilets. Sanitary vending machine has been installed in different departments	d. iAnnex C5_I68_68D: Contact document for toilet cleaner and toilet photos, ii. Annex C5_I75_75C: Photograph of Sanitary Vending Machine	Volume-10, Page-97 Volume-10 (additional), Page-297
	e. Develop mini library in academic department with reference books and technical journals.	e. already discussed in previous one	e. Annex C1_I22_22E: CMC Minute on Departmental Library, Student Counseling, Master Plan	Volume-10 (additional), Page-238
	f. Establish e-library and create online/offline repository of books and journals.	f. IOEPC have library in the campus premise. Moreover, Central library of Tribhuvan University provides resources on online repository of books. Along this, the universal access of internet in campus premise enables students to surf internet for online material and resources in their leisure time.	f. i. Annex C5I69_69B: E Library ii. Annex: Webpage E-resources iii. Annex C5_I69_69C:: Campus Premise Internet Facilities Photos.	Volume-10 (additional), Page-106 Volume-11 (additional), Page-211

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Student Support and Guidance	a. Maintain a digital profile of individual students in management information system (MIS) of the campus.	a. The campus has started to maintain digital profile of individual students from the year of 2081.	a. Annex C7_I105_105Q: Student Profile Database Website 081	Volume-11 (additional), Page-213
	b. Conduct a tracer study of students graduated from the campus in last three years and prepare a tracer study report. Ensure its regularity.	b. For conducting tracer study, IOEPC EMIS team has prepared online website to collect details of passed out students. The process is ongoing. Some of the departments are conduction tracer study on its own. A preliminary tracer study has been done by EMIS team.	b.i. Annex C6_I91_91C: Tracer Study Report ii. Annex C8_I116_116B: Department of Electrical Engineering Annual Reviews 2081	Volume-10 (additional), Page-167 Volume-11 (additional), Page-63
	c. Formalize the placement service in the campus and keep records of skill-based training, experience sharing sessions, internship and placement opportunities, exposure visits offered to students.	c. PC had Student Welfare Head that used to formalize the placement service in campus. Nevertheless, now the post does not exist and for the placement works, student information and counseling committee are given responsibility. PC also had done MoU with some agencies for placement. Individual departments are responsible for conducting training session, internship and exposure visit as per their syllabus to respective students. Additionally, student societies also conduct training session to students	c. i.Annex C1_I6_6F: ToR Student Welfare Head ii.Annex C6_I96_96B: MoU Placement Minute iii.Annex C2_I18_18L: Students Visit Letters iv.Annex C2_I15_15D: Student Society Activities v.Annex C3_I32_32D: Internship, Field Visit and Training 081	Volume-11 (additional), Page-214 Volume-10 (additional), Page-224 Volume-10 (additional), Page-31 Volume-10 (additional), Page-243 Volume-11 (additional), Page-172
	d. Make a provision to	d. Apart the academic faculties, head of departments and assistant campus chief on the coordination	d. i Annex C1_I4_4P :	Volume-11 (additional),

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	offer students with academic as well as psycho social counselling	of IQAC have decided conduct the counseling of students on need basis, form the fiscal year 081, PC have decided to conduct formal student counseling practice through student welfare head as coordinator of the program. Recently, with the appointment of student welfare head, PC has made this decision by adding additional TOR for student welfare head to conduct regular and formal student counseling practice in PC.	IQAC Annual Plan 2081/82 ii.Annex C1_I6_6F: ToR Student Welfare Head	Page-30 Volume-11 (additional), Page-214
	e. Formally establish and activate alumni association of the campus along with proper plan of action on its hand.	e. IOE PC had formally decided to establish and activate alumni. However, having a long history of the campus, a lot of financial, technical as well as human resources are required to fully activate the alumni association. Currently, EMIS team, student societies and departments have planned to conduct their own alumni association and interaction programs.	e.i.Annex C8_I113_113D: Decision and minute for Alumnae for-mation ii.Annex C6_I91_91B: List of Graduates with employment affiliation iii.Annex C6_I91_91C: Tracer Study Report	Volume-9, Page-52 Volume-7, Page-44 Volume 10 (additional), Page 167
	f. Take initiation to install sanitary vending machines. Install sanitary vending machines. Install at least one in the girl's hostel.	f. The sanitary vending machine have been installed in several locations in campus. Especially, in rest room and library. Additionally, department of architecture have installed its own sanitary vending machine.	f. i.Annex C5_I75_75C: Photograph of Sanitary Vending Machine	Volume-10 (additional), Page-297
	g. Conduct students' satisfaction survey	g. Student provide feedback regularly from students. Campus	g. i Annex C7_I105_105P: Online Students feedback form	Volume-11 (additional), Page-59

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	periodically based on set indicators.	conducts regular meeting with cr.	2081 ii.Annex C7_I105_105O: Students feedback Responses 2081	 Volume-11 (additional), Page-60
Information System	a.Advance EMIS, make it a central system of database management. Integrate it at least with library, examination, accounts and administration	a. The examination section, store section, account section, library of campus has their own independent database management software. However, recently University has proposed to provide integrated centralized software to each constituent campuses. Additionally, campus has prepared Connectivity and ICT Infrastructure Development Guidelines 081.	a.i.Annex C1_I6_6D: Connectivity and ICT Infrastructure Development Guidelines 081	Volume 11 (additional), Page 42
	b. Publish at least one brief EMIS report and upload it in a campus website.	b. PC consists of EMIS committee which is responsible for preparing statistical reports based on campus data. The committee have prepared a EMIS report for the fiscal year 080/81 which is included in Annex.	b.iAnnex C7_I105_105O: EMIS Report 080/81	Volume 10 (additional), Page 345
	c.Design comprehensive prospectus having 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.	c. The magazine and prospectus has been prepared by PC EMIS and even uploaded in webpage.	c.i. Annex C6_I93_93A: Updated Brochure	Volume 10 (additional), Page 164
Public Information	a. Continue publication of annual report by covering yearly progress activities, events, achievements, development and more.	a. PC have prepared annual bulletin mentioning all the activities of campus. Some of the department also publish annual reviews.	a.i.Annex C7_I105_10F: Campus Annual Activities 2081 ii.Annex	Volume 11 (additional), Page 154

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			C8_I116_116B: Department of Electrical Engineering Annual Reviews 2081	Volume 11 (additional), Page 63
	b. Update the website of the campus regularly and seed opportunity to make it more resourceful.	b. Website are regularly updated. New website is on development.	b.i.Annex C6_I93_93B: Proposed Website Photos	Volume 11 (additional), Page 215
	c. Conduct impact study based on the information it shares publicly to get insight about the institutional brand position.	c. There is no any formal provision to collect public response. However, PC have arranged feedback mechanism. The feedback is collected form feedback box and online page and discussed in Management Committee.	c. i.Annex C7_I105_105G: Online feedback form (for public), ii.Annex C8_I119_119B: Example of feedback posts from sujav petika with its mitigation ,	Volume-8, Page-39 Volume-9, Page-56
	d. Update the SSR with recent data and progress made by the campus.	d. SSR has been updated with latest progress including reformed committees.		

5. Conclusion

Based on additional 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 most of the works recommended. However, there are still some spaces on which the campus must work to address the team's recommendations.

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Date: 2025/5/11

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