

**PEER REVIEW TEAM’S PREPARATORY ASSESSMENT REPORT OF
BIRGUNJ PUBLIC COLLEGE
BIRGUNJ METROPOLITAN CITY – 12, MURLI BAGAICHA, PARSA,
MADHESH PROVINCE**

REVIEW DATES

START	09/01/2025 (2082 Bhadra 17)
EXIT	09/03/2025 (2082 Bhadra 18)

**SUBMITTED TO
UNIVERSITY GRANTS COMMISSION, NEPAL
EDUCATIONAL QAA COUNCIL
EQAAC SECRETARIAT, SANOTHIMI**

SUBMITTED BY

THE PEER REVIEW TEAM

**PROF. DR. LEKHNATH BHATTARAI, TEAM LEADER
MS. NABINA CHAULAGAIN, EQAAC SECRETARIAT STAFF MEMBER**

SEPTEMBER, 2025

SECTION A

GENERAL INFORMATION

1. Introduction

Name of the Institution	Birgunj Public College
Address of the Institution	Murli Bagaicha-12, Birgunj, Nepal
Telephone Number	051522584
Fax Number	-
E-mail Address	info@bpcbirgunj.edu.np
Website	www.pu.bpcbirgunj.edu.np
Date of Establishment	2000 A.D./ 2057 B.S.
University	Purbanchal University
Type of Institution	Private
Funding Provision	Students fee
Head of the Institution	Dr. Binay Shrestha, Campus Chief
Contact No./Email	9855027273, binay273@gmail.com
Date of IQAC Formation	2078/04/06
IQAC Coordinator	Dr. Arbind Shrestha
Contact No./Email	9855027304, arbindshr@gmail.com
Accreditation Cycle	1st
Date of First Accreditation	-

2. Current Academic Programs Offered by the Institution

Level	Name of Academic Programs	Year of Beginning	Latest date Renewal of Program	No. of Program
Bachelor's	BBA	2059	2082	2
	BIT	2082		
Master's	MBA	2061	2082	1
Total				3

3. Academic Departments Functional in the Institution

SN	Name of the Department	Faculty/Institute	No. of faculty Members
1	Accounts and Maths	Faculty of Management	6
2	Finance and Economics		5
3	English		4
4	General Management		8
5	Information Technology		4

4. Present Status of Student Enrolment (2082)

i. Bachelors Level Programs

Program	Approved Quota	No. of Students Per Semester								Total
		1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	
BBA	144	120	129	123	119	129	127	94	72	1009
Total	144	120	129	123	119	129	127	94	72	1009

ii. Masters Level Programs

Program	No. of Students Per Semester				Total
	1 st	2 nd	3 rd	4 th	
Spring	13	10	10	23	56
Fall	30	26	29	28	113
Total	43	36	39	51	169

5. Regional Profile of the Student Enrolment Batch 2082

No. of Enrolment	Bachelor's			Masters			Total
	M	F	T	M	F	T	
From the same district where the institution is located	320	480	800	76	74	150	950
From other districts	45	66	111	10	9	19	130
From SAARC Countries	1	1	2				2
Total	366	547	913	86	83	169	1082

6. Pass Rate (2082)

Program	Semester	No. of Students Enrolled	Exam Appeared	No. of Students Passed	Pass %
BBA	1st	80	79	44	55.7
	2nd	79	75	43	57.33
	3rd	75	75	63	84
	4th	75	73	32	43.84
	5th	73	73	66	90.41
	6th	73	73	68	93.15
	7th	73	72	69	95.83
	8th	72	71	71	100
MBA Spring	1st	28	26	17	65.38
	2nd	26	23	15	65.22

Program	Semester	No. of Students Enrolled	Exam Appeared	No. of Students Passed	Pass %
and Fall	3rd	23	23	16	69.5
	4th	23	23	17	73.9
	1st	27	25	12	48
	2nd	25	20	10	50
	3rd	20	16	11	68.75
	4th	16	16	13	81.25

7. Graduates vs Employment of last four years

Year	Total Graduates	Employed	Employment %
2081	149	107	71

8. Program-wise Completion (graduation) and Drop-out rates of students for the last four years.

Program (A)	Year of Enrolment (B)	Enrolment Number (C)	Final Year / Semester Examination (D)	Number of Students Appeared in Final Year / Semester Examination (only regular) (E)	Completion Number (include only regularly completing the program) (F)	Completion % = Graduate within postulated time (Cohort Year) / Enrolment of Cohort year *100) (F/C)*100	Drop-out % = Appeared in the Final semester or Year exam / Enrolment number of Cohort Year =100-(E/C*100)
BBA	2074	80	2078	71	69	86.25	11.25
	2075	80	2079	66	54	67.5	16.25
	2076	80	2080	71	58	72.5	11.25
	2077	80	2081	71	71	88.75	11.25
MBA (Spring and Fall)	2076	60	2078	44	37	61.66	26.67
	2077	60	2079	58	39	65	3.33
	2078	58	2080	54	47	81.03	6.89
	2079	55	2081	35	35	63.63	36.36

9. Human Resources Available in the Institution

Category	Number
Full Time Faculty Members	18
Part Time Faculty Members	6
Visiting/Guest Faculty Members	11
Non-teaching Staffs	13

10. Other Details of the Faculty Members

Academic Qualification	No. of Faculties
Post Doc.	-
PhD	8
M. Phil	-
Master's	16
Bachelor's	-
Experience (in Yrs)	No. of Faculties
More than 20 years	9
15 to 20 years	6
10 to 15 years	-
5 to 10 years	7
Less than 5 years	2

11. Details of the Non-teaching Staff

Particulars	Distribution of Staff by Gender		
	Male	Female	Total
Officers	3	-	3
Assistants	1	3	4
Support/help staff	3	2	5
Technical Staff	1	-	1
Total	8	5	13

[Source: Admin/EMIS of Birgunj Public College, Birgunj]

SECTION B

CRITERIA WISE ANALYSIS

The PRT's Preparatory Assessment Team had made on-the-spot visit and observation of the infrastructures and facilities, and had interactions (meeting) with different groups of stakeholders, and the review of all the related documents in the process of peer review. Necessary documents were inspected to verify the compliance of the document with the tasks accomplished. Based on these, the team has come up with the following major observations:

CRITERION 1: POLICY AND PROCEDURE	
Formal policies and procedures provide a framework within which higher education institutions can develop and monitor the effectiveness of their quality assurance system. This also helps to increase the public confidence.	
Area of Review	Major Observations
i) Institutional strategy for quality and standards	• College has defined its Vision, Mission, Goals and Objectives in the Strategic Plan (2021-2025), but not comprehensive enough. • As the current Strategic Plan of the college reaches its expiry phase, the institution needs to review its achievements and initiate the preparation of a new comprehensive Strategic Plan with a clear plan of actions (objective wise strategies and working policies and programs of actions). • Different cells, sections and committees along with its working Guideline of the cells and committees has been prepared.
ii) Organization of quality assurance system	• Different policies, regulation and guidelines have been developed in the college, however these are not comprehensive enough. • IQAC formalized in the college for ensuring quality practices in the college.
iii) Responsibilities of individual departments, units and individuals for the assurance of quality	• Roles and responsibilities of Management Committee, Campus Chief (Principal), sections, cells and committees are defined in BPC Regulation- 2076 and working procedure guideline 2076. • Appointment letters are provided to faculty members, and non-teaching staff. However, it has been observed that some non-teaching staff have not been provided with their clear job description. • The appointment letters provided to staff do not clearly define the workload or the nature of their appointment in the BPC program affiliated with Purbanchal University.

CRITERION 1: POLICY AND PROCEDURE	
iv) Relationship between teaching and research in the institution	• Research Management Cell (RMC) has been formed and conducts the activities for the integration of the teaching and research activities. • Research outputs are occasionally integrated into classroom teaching, to enhance the relevance and depth of academic content.
v) Involvement of students in quality assurance	• Student Quality Circle (SQC) is formed and their representation in IQAC is observed. • Provisioned to form Students clubs and circle in the college.
vi) Ways in which the policies are implemented, monitored and revised	• BOD is the apex body of the College followed by the College Management Committee. • CMC formulates the policy which are implemented by the Principal through various academic departments, committees and cells. • College need to review and update policies and procedures to maintain uniformity for the smooth functioning/operation of the college activities.

CRITERION 2: CURRICULAR ASPECTS	
This criterion deals with how the institution makes its institutional arrangement to fulfil the objectives of the curriculum, enrich the curriculum, make suggestions for betterment of existing curriculum. This aspect also seeks how the institution addresses the issues of job market with the involvement of stakeholders. The other important aspects relate to how curriculum is aligned with the mission statement of the institution.	
Area of Review	Major Observations
i) Stated goals and objectives that are communicated systematically to all its constituencies.	• Being affiliated college, stated goals and objectives of curriculum are effectively communicated to the faculty members and students through orientation programs and meetings. However, the orientation on the changed curriculum to the faculty members is limited.
ii) Consistency of programs of the institution with goal and objectives	• The College follows the curriculum of Purbanchal University (PU). • Departments have developed their calendar of operations in line with academic calendar of PU. • Faculty members prepare lesson plans and semester-wise teaching plan as part of their instructional responsibilities. However, there is a room for improvement in adopting a formative approach and creating more comprehensive, structured plans.
iii) Range of the programs offered by the institution and	• The College offers undergraduate programs: BBA and graduate program: MBA

CRITERION 2: CURRICULAR ASPECTS	
the provisions of academic flexibility	• Most of the programs offered by the College run in morning shift, except BBA first and second semester run in day shift. • Elective subject options are offered, as provision of PU.
iv) Feedback system from academic peers, students, employers and other stakeholders to initiate, review and redesign the programs	• Representation of one faculty member in subject committee of the University. • College has no authority to redesign the programs. • Formal mechanism is yet to be introduced in college on collecting feedback on curriculum from faculty members, academic peers, students, employers and other stakeholders to review and further improvement. • Faculty member occasionally participate in the meetings and programs organized by the university on new curriculum induction.
v) Curriculum practices to achieve academic excellence and efforts to sustain such practices	• The college follows the curriculum developed by PU. Lesson plan and academic calendar is in harmony with syllabi. • Different program specific trainings are organized in the college and some whereas, other soft-skill trainings are offered to the students. • College have been conducting different programs in collaborations with Helvatas Nepal, Nabil SSE, NYEF, viz. Buddha Incubation Centre.

CRITERION 3: TEACHING-LEARNING AND EVALUATION SYSTEM

This criterion deals with the efforts of an institution to serve students of different backgrounds and abilities, through effective teaching-learning activities. Interactive instructional techniques that engage students in higher order 'thinking' and investigation, through the use of interviews, focused group discussions, debates, projects, presentations, experiments, internship and application of ICT resources, etc. It also probes into the adequacy, competence as well as the continuous professional development of the faculty who handle the programs. The efficiency of the techniques used to evaluate the performance of teachers and students continuously is also a major concern of this criterion.

Area of Review	Major Observations
i) Transparency in admission process	• Being affiliated college, it strictly follows its rules and maintain transparency in admission process. • The admission criteria are communicated to prospective students through various channels, such as brochures, banners, social media platforms, notices and the official website. • Program-wise guideline has been prepared defining criteria and procedure of admission.
ii) Programs of teaching and learning to cater individual differences amongst learners	• College conducts two internal assessment examinations per semester of different programs. • Weak learners are identified based on the result of internal assessment of the students and counseling are given by the respective subject teachers. • Practice of remedial class exists but not visible in the head of departments documents.
iii) Facilities for the effective conduct of teaching-learning processes	• The practice of preparing lesson plan by faculty members is in place. • ICT tools are used in the classrooms in need. • Computer Labs and Library has been established in the college for supporting teaching-learning and to ensure hands-on learning opportunities. • Continuous accessibility to Wi-Fi, exist.
iv) Provision for use of ICT in the enhancement of teaching process	• ICT materials such as computers, and audio-visual facility, computers, multimedia projectors, internet facility are available. • Teaching methodology incorporates interactive lecture methods, supported by ICT tools (multimedia projectors/smart boards). • Use of Office 365 in MBA program initiated for sharing study materials, assignments.
v) Effective mechanism to recruit adequate and qualified faculty	• The College exercises its autonomy and recruit's faculty members and staff based on the College Regulation - 2076, and HR Policy -2076.

CRITERION 3: TEACHING-LEARNING AND EVALUATION SYSTEM	
	• Provision for selection committee exist for the recruitment of adequate and qualified faculty in the college. • Provision address the policy of announcing vacancy, written examination, interview and demonstration class as the standard process of selection and promotion. However, there is lac of practice of following the defined policy effectively and strictly in practice.
vi) Reliable and valid evaluation process of the students	• Student evaluation is made based on attendance, class discipline, project work, assignments, internal and external assessment/examinations.
vii) Regulations on students' absence due to illness and other circumstances	• Regular students' attendance record keeping system is in place. • College practices the process of contacting students who are absent via telephone. However, there is no explicit regulations regarding absentee student due to illness or other circumstances.
viii) An open and participative mechanism for evaluation of teaching and promoting work satisfaction of the faculty	• Appraisal system is yet to be institutionalized on regular basis. • Promotion policy is defined in the '<i>Pradhaypak thatha karamchari Niyamawali 2076</i>'. It's regular implementation as per for the regulation is yet to be followed in practice.
ix) Opportunities for continued academic growth and professional development of staff	• Faculty members are encouraged to pursue MPhil and PhD students. However, comprehensive policy and plan of action is yet to be developed for the same. • College encourages faculty in participation in national and international events for their academic and professional development. • Opportunities to non-teaching staffs to participate in training programs need to be increased.
x) Good practices in teaching, learning and evaluation to achieve academic excellence	• Involvement of student in research project. • Involvement of faculty members to participate in national and international events has been observed. • Continuous evaluation through internal assessments, presentations, and project work ensures a comprehensive understanding of the subject matter. • Establishment of Buddha Incubation Centre to foster the idea generation and encourage students in entrepreneurship. • Internship opportunities to students through MOU in different financial and industrial organizations.

CRITERION 3: TEACHING-LEARNING AND EVALUATION SYSTEM	
	Regular industrial visit are organized for the students to gain practical experiences.

CRITERION 4: RESEARCH, CONSULTANCY AND EXTENSION	
This criterion seeks information on the policies, practices and outcomes of the institution, with reference to research, consultancy and extension. It deals with the facilities provided and efforts made by the institution to promote a ‘research culture’. The institution has the responsibility of enabling faculty to undertake research projects and consultancy services useful to the society. Serving the community through extension, which is a social responsibility and a core value to be demonstrated by institutions, is also a major aspect of this criterion.	
Area of Review	Major Observations
i) Promoting research culture among faculty and students	- The college has allocated Rs. 23,73,167 under research heading in FY 2082/83, which is to be endorsed through the CMC. - RMC has been established for strengthening and promoting research culture among faculty and students. - College has developed RMC Guideline. Comprise of committee doesn’t comply with the committee.
ii) Encouraging faculties to publish their works in academic Journals	- College has provisioned to publish journal annually. Peer reviewed journal ‘Journal of Economics and Management’, Vol. 4, Issue 1, 2024 has been published. - Involvement of faculty members in publishing articles and papers was observed. - Need for detailed research policy and programs - College is yet to initiate the practice small scale research grant to the faculty members and project support to the students.
iii) Encouraging faculty to participate in professional academic programs	- The college actively encourages both faculty members and non-teaching staff to participate in training programs, workshops, seminars, and conferences at national and international levels to enhance their professional skills and knowledge. - To support continuous learning, the college provides study leave and offers workload adjustment services, ensuring that faculty and staff can pursue professional development opportunities.
iv) Promoting participation of the faculty in consultancy work	Consultancy policy is yet to be developed and practiced institutionally, though, individual participation of faculties in consultancy service is in practice.

CRITERION 4: RESEARCH, CONSULTANCY AND EXTENSION	
v) Institutional responsiveness to community needs through the relevant extension and outreach activities	• There is the provision of ECA and outreach activities. However, it needs to be functionalized. • Students participation in some extension activities is found to be conducted, through different student club's association within SQC. • Departments arrange outreach programs ensuring students and faculties participation.
vi) Good practices in research, consultancy and extension to achieve academic excellence	• Faculties are encouraged to conduct research activities. • Establishment of Research Management Cell and preparation of annual plan of action. • Initiation and policy developed to form SQC other students club under SQC (i.e. Tech Club, Art and Culture club, Entrepreneurship club) to increase the extension activities. However, they are still in the early stages of implementation and are to be regular phenomena. • Students participation in research activities such as engagement in field survey as research assistant is in practice.

CRITERION 5: INFRASTRUCTURE AND LEARNING RESOURCES	
This criterion seeks to elicit data on the adequacy and optimal use of the facilities available in an institution to maintain the quality of academic and other programs in the institutions. It also requires information on how every stakeholder of the institution – students, teachers and staff – benefit from these facilities. Expansion of facilities to meet future development is included among other concerns.	
Area of Review	Major Observations
i) Adequacy in using the physical facilities for conducting the educational programs efficiently	• College is operating its academic and administrative activities in the leased property. • Adequate space exists to run current academic programs. Somehow, space crunch felt in operating administrative works.
ii) Balancing the growth of the infrastructure with the academic growth of the institution	• College is yet to develop the plan regarding the same as well as for the further growth of the institution in view.
iii) Effective mechanism for maintenance and optimal use of infrastructure	• Procurement and Construction Committee formed to look after the repair and maintenance of the college infrastructure. Also, Technical staff provides technical assistance and expertise to support maintenance activities for the maintenance of the ICT facilities.

CRITERION 5: INFRASTRUCTURE AND LEARNING RESOURCES	
	• Construction, Repair and Maintenance Plan 2082/83 has been prepared by the college administration but to be approved through the CMC. In addition, further annual plan of action needs to be prepared on regular basis. • College has allocated Rs.394766 has been allocated for repair and maintenance in its budget.
iv) Adequacy of computer facility and its output	• Two dedicated computer labs with adequate facilities have been established and found functional.
v) Health services and facilities available in the institution	• The College has an infirmary equipped with basic primary health facilities and a medical bed, with, one medical professional to provide primary healthcare services to students and staff. • MOU has been done with hospital Vayodha Hospital where staff and students of the college get discount on their services.
vi) Physical and infrastructural facilities for sports and physical education and provision for outstanding students	• Facilitates and arrangement for both indoor and outdoor games exist. • College has established court for basketball, table tennis and cricket its premises. • Annual sport meet of one week is conducted regularly. • Honouring outstanding students with medals, public recognition and certificates is in practiced. • MOU done with Adarsha School for the sports space.
vii) Organization structure and staffing of the library	• Provision of forming Library and Laboratory Management Committee exist. • Two Library staff have been appointed particularly to look after the library activities.
viii) Library system and availability of adequate learning resources in the library	• Library is partially automated with limited open access facility. • Recording of learning resources in the library is yet to be recorded based on the topic and specifications. • Separate computers have been installed in the library for data recording and access. • The College has installed 'Pathshala' Software in the library for automation. • Bar Coding system is used. • Reading space exists. • Separate reference section has been established where staff and faculty members can get access to the magazines, newspapers with reading space.

CRITERION 5: INFRASTRUCTURE AND LEARNING RESOURCES	
ix) E-library with sufficiency of related e-resources and easy access to all its constituencies	E-Library is yet to be functionalized.
x) Library budget and proper utilization of the allocated budget	Rs. 500,000 has been allocated to the library for current fiscal year. Utilization of the budget of previous years not clearly visible.

CRITERION 6: STUDENT SUPPORT AND GUIDANCE	
The highlights of this criterion are the efforts of an institution to provide necessary assistance to students, to acquire meaningful experiences for learning at the College and to facilitate their holistic progression. It also seeks information on student and alumni profiles.	
Area of Review	Major Observations
i) Clear information to students about admission procedure, completion requirements for all programs; the fee-structure and refund policies; financial aid and student support services	- Program wise admission guideline has been established and students are informed for the same through different channel. - Student counselling during admission process is in place through student counselling, feedback and employment committee. - Orientation session for fresher is organized. - Brochure published. - College offers scholarship as provisioned by the Purbanchal University i.e. merit based and reservation-based scholarship. Clear scholarship Policy need to be developed. - Faculty members offers bridging class for weak and disadvantaged students before starting academic sessions.
ii) Sufficient and well-run support services to all its students	- Student Quality Circle (SQC) is formed, and found active. - Various student clubs are formed and activated. - Facilities like drinking water, restrooms/ toilets, computer lab, parking facility, transportation, infirmary (primary health care) unit, library, sports facilities, canteen, internet services, laboratories, and scholarships, incubation center are available and well maintained.
iii) Effective monitoring of student's progression	Students' academic progress is monitored through the class test, assignments, project works, internal and assessments and external examinations.
iv) Mechanisms for student counselling and placement services	Student counselling, Feedback and Employment committee exist along with its guideline,yet to set up separate office and offer service through the cell.

CRITERION 6: STUDENT SUPPORT AND GUIDANCE	
	• Guest lecture are conducted to provide career counselling to students. • Established Buddha Incubation Centre in support of Nabil SSE and Halvates Nepal, and it has been found functional. • MoUs have been signed with various institutions to provide internship opportunities for students at the institutional level. Similarly, involvement of the Alumni Association was observed in MoU signing process, strengthening industry-academic collaboration. • Offering Psycho-counselling service is less focused. • Faculty members are involved in students' academic counselling, career counselling as well at individual level.
v) Profile of student population and the graduates	• Student profile and graduates are yet to be recorded in the EMIS. • Ad-hoc alumni association has been formed. Need to be institutionalized.
vi) Effective mechanism to use student feedback for quality enhancement	• Students feedback are collected through the complaint box. Separate domain created for collecting feedback in the website. • Student Satisfaction survey is yet to bring into effect.

CRITERION 7: INFORMATION SYSTEM	
College should ensure that they collect, analyse and use relevant information for the effective management of their programs and other activities.	
Area of Review	Major Observations
i) Effective mechanism to analyse and record various academic data	• 'Pathshala' software is installed in the college. Only account for billing purpose and Library is connected in EMIS. College is yet to fully maintain the interconnectivity of EMIS in administration, examination, account, library units. • Manual recording is in practice. • EMIS committee is formed with separate unit which also is found working as a department of the BIT programme. • Examination Committee keep records of the internal and final examination result in excel sheet.
ii) Areas of analysis and record keeping system	• Records of academic, administrative, and financial information are kept. Financial records, in particular,

CRITERION 7: INFORMATION SYSTEM	
	are managed through an integrated system that covers programs affiliated with both PU and TU. • Student's progression and performance are analysed at departmental level. It needs to be level up at reporting level. • Mostly data are recorded manually.
iii) Access of stakeholders on institutional data	• Stakeholders get access to institutional data through website, social media, and publications excluding certain confidential information.
iv) Mechanism to receive comments/feedbacks on the published data	• Feedback receiving system is yet to be framed to collect feedback and comments on the published data and use it in the decision making process.
v) Coverage of information system on students' progression and success rates, employability of graduates, students' satisfaction with their programs, and effectiveness of teaching	• Students' progression and success rate is yet to be recorded in the EMIS system. • A Tracer Study Report has been prepared; however, it needs to be upgraded and regularized.
vi) Institutions' own performance indicators	• College has yet to develop the key performance indicators to measure actual performance to facilitate academic auditing and reporting.
vii) Impacts of information system on decision making and quality improvement	• EMIS Report has been generated. • Impact on EMIS is yet to be analysed and use it in the decision-making process.

CRITERION 8: PUBLIC INFORMATION	
College should regularly disseminate updated and accurate quantitative and qualitative information and data about the institutions as well as awards offered. It is its responsibility to play good public role. The information should be accurate, impartial, objective and readily accessible to the all stakeholders and should not be used simply only for marketing of its programs.	
Area of Review	Major Observations
i) Mechanism to manage public information	• Help desk in the college has been set up. • College has formed information system and public information committee to manage public information, however, its activities have not yet been operationalized through this mechanism.
ii) Coverage (area) of public information: programs they offer, intended learning outcomes, qualification they	• Relevant information is regularly shared with stakeholders regarding the programs through Facebook, social media, newsletter, brochures and Whats App • Intended learning outcomes of the programs they offer are yet to be disseminated.

CRITERION 8: PUBLIC INFORMATION	
award, and teaching, learning and assessment procedures used	
iii) Frequencies, and tools of publishing information	• The academic journal is published annually. • Annual report is prepared but not published. It is only prepared for reporting to the CMC and BOD. • Notices and important announcements are issued as needed.
iv) Major publications related to public information	• Brochure, 'Journal of Economics and Management', Audited Financial Report, newsletters, magazines are major publication of college. • College has also generated annual report, tracer study report and EMIS report, but yet to disseminate it publicly.
v) System of seeking responses on the publication	• Practice to collect feedback on publication is not observed.
vi) Impacts of public information and system of evaluating the impact	• Impact analysis of public information system is yet to be initiated.

SECTION C

CRITICAL APPRAISAL

Based on the review, the Peer Review Assessment Team has generated the following appraisal results on SWOC:

Particulars	Appraisal Results
Strengths (S) of the Institution	• High percentage of pass out rate that reflect good academic standing • Satisfactory faculty involvement in research and publication activities • Encouraged faculty in participating in Workshops, seminars and conferences • Dedicated faculty members, staff and good teamwork • Harmonious relation among stakeholders • Establishment and functioning of Buddha Incubation Centre that encourages students for idea generation, start-ups and self-employment. • Well maintained physical and learning facilities and services
Weaknesses (W) of the Institution	• Limited focus on timely review of the plans, policies and guidelines developed and their execution • Less functionalization of cells and committees with action plan • Data management still largely manual; EMIS connectivity and record-keeping not effectively implemented • Human resource constraints relative to workload • Absence of a clear organogram for workflow • Lack of proper documentation practice • Limited academic programs offered
Opportunities (O) of the Institution	• Prospect of branding college as a leading college in the region • Increasing demand for entrepreneurship-oriented and skill-based education • Alumni network engagement for employment opportunities, internships, and mentorship • Updating programs according to changing technology and market demand • Initiating non-credit courses of local significance • Program expansion in management and IT
Challenges/Concerns (C) of the Institution	• Increasing competition with other emerging and established institutions in Birgunj and beyond • Retention of qualified faculty amidst growing opportunities elsewhere • Ensuring sustainability of incubation and start-up initiatives • Adapting to rapid technological changes in teaching, learning, and management • Being private institution, vertical institutional growth and horizontal expansion prospect is limited • Maintaining existing administrative and management teamwork in the future

SECTION D

CONCLUSION AND RECOMMENDATIONS

1. CONCLUSION AND RECOMMENDATIONS

The PRT's Preparatory assessment team is thankful to the College Management Committee, Principal, College Administration and Self-Assessment Team (SAT) as well as the other concerned stakeholders for their valuable contribution and adequate support to the Peer Review Teams' assessment. Various meetings and deliberations were made with various stakeholders including HOD, SAT, faculty members, students, SQC, research and development committee, employers, alumni and non-teaching staffs in the college. The team reached out to the members of the CMC but could not interact with them in the presence of the CMC chairperson. The team interacted with the Executive Committee of the college as well. The review has been carried out assessing the available documents associated with SSR presented by the college and given web-link as well as cross verification through the physical interactive discussions. These deliberations were participative, responsive, and suggestive.

Based on review process, the Team would like to forward the following criterion wise recommendations for the further improvements in the quality assurance process of the college:

Criteria	Recommendations
1. Policy and Procedures	• Review the achievement on the existing Strategic Plan (2021-2025). • Prepare new comprehensive strategic plan with objective wise strategies working policies and plan of actions. • Prepare a plan for institutional sustainability (academic and financial), including their infrastructural development plan. • Conduct Organization and Management (O and M) survey in the college and rearrange the administrative setup accordingly. • Develop comprehensive Human Resource Development Plan for both teaching and non-teaching staff with plan of action. • Review plans and policies of the college and update it to maintain uniformity and its execution. Also, approve them through the authorized body. • Review and update the working guideline of the college. • Ensure that the different regulations, plan, policies and annual budget are approved through the CMC to bring the plan and policies into effect. • Strengthen and functionalize IQAC, and other cells and committees through the preparation and implementation of time-bounded action matrix plan (in logical framework). • Develop key parameters for the internal quality audit and conduct audit through IQAC. • Develop strategies to reduce drop-out rate. • Ensure that the staff recruitment and promotion policy of the college aligns with the affiliated University rules and regulation and executed as per the policy.

Criteria	Recommendations
	• Ensure the appointment letter provided to the staff is clear in the nature of their appointment. Ensure that the CMC, Executive Committee, full-time faculties and staff, Account and Financial management, and library as well as other related administrative records are clearly separated from sister organization. • Provide appointment letter or nomination letter to department head, coordinator/member of the cells and committees. • Devise a comprehensive and transparent performance appraisal guideline and execute them accordingly. • Revise organogram of the college, which reflects all the institutional mechanism tying up with college act, regulations and bylaws. • Ensure that the college meet the eligibility criteria set for the involvement in the QAA Process by EQAAC, UGC Nepal.
2. Curricular Aspects	• Introduce formal mechanism to collect feedback on curriculum, from academic peers, students, employers and other stakeholders to review the designed curriculum of the programs being offered and generate/forward feedback/suggestions inputs to Purbanchal University for upgrading curriculum. • Communicate the intended learning outcomes of each academic program to students through the college website. • Take initiation to develop non-credit courses with local significance.
3. Teaching Learning and Evaluation	• Regular professional development and training programs should be provided to faculty members and non-teaching staff. • Practice the appraisal mechanism – Self Appraisal, Peer Appraisal, Student appraisal and Performance Appraisal mechanism. • Regularize research curriculum orientation, pedagogical and other related trainings opportunities to faculty members. • Prepare and formalize remedial and bridge class/course.
4. Research, Consultancy and Extension	• Ensure that the college fulfils research related criteria set by EQAAC, UGC, Nepal. • Prepare annual action plan for the execution of the extension and outreach activities. Initiate its execution. • Develop clear research and consultancy policy of the college.
5. Infrastructure and Learning Resources	• Develop infrastructure utilization and growth plan of the college indicating the existing buildings and the projected expansion along with its optimum utilization need to be prepared to meet the need for augmenting the infrastructure to keep pace with academic growth of the institution in future. • Space crunch needs to be addressed to set office and space for departments, faculty members, counseling, feedback and employment committee and others as per necessity to run various activities of the college smoothly.

Criteria	Recommendations
	- Establish e-library with adequate e-learning resources. - Install and arrange safety measures/equipment including vending machines and fire extinguishers.
6. Student Support and Guidance	- Functionalize formal mechanism formed i.e. Student Counseling, Feedback and placement cell to provide career, placement, academic and psychosocial counseling and collect students' feedback along with its annual action plan. Conduct such activities through separate office. - Organize interaction program regularly seminar with potential employers to explore the areas of self-entrepreneurship, internship and placement opportunities for the students. - Disseminate the information regarding services provided through different cells and committees to the students. - Conduct student satisfaction survey periodically. - Functionalize the Alumni Association with annual plan of action. Also, initiate the process of their formal registration process. - Devise Environmental and Social Management Framework.
7. Information System	- Complete and update all pending academic and administrative sections/domains within the EMIS for comprehensive record-keeping. Also, plan to install and operation of the LMS based software - Strengthen the mechanism for disseminating information and collecting feedback from stakeholders and students on college activities and performance
8. Public Information	- Publish annual report, tracer study report, EMIS report and place it on the website. - Formalize the mechanism to obtain feedback on published data and documents and use it to inform the decision-making process. - Establish regular interaction mechanism among stakeholders (faculties, students, parents, graduates, employers, community members, and other stakeholders) and college to collect feedback and use it in the decision-making process.

PRT'S PREPARATORY ASSESSMENT TEAM

Name of the Peer Reviewers	Designation	Signature
Prof. Dr. Lekhnath Bhattarai	Team Leader	
Ms. Nabina Chaulagain	Staff Member	

ON BEHALF OF BIRGUNJ PUBLIC COLLEGE, BIRGUNJ

Name of the Representatives	Designation	Signature
Dr. Binay Shrestha	Principal, CMC Member Secretary and IQAC Coordinator	
Dr. Arbind Shrestha	Vice-Principal	
Dr. Basudev Lal Karn	SAT Coordinator	

Date: September 4, 2025

Place: Birgunj Public College, Birgunj