SELF STUDY REPORT (SSR)

Submitted to:
Quality Assurance Accreditation Division,
Education Quality Assurance and Accreditation Council
University Grants Commission-Nepal
Sanothimi, Bhaktapur

Prepared and Submitted by:
Samriddhi College

Affiliated To Tribhuvan University
Lokanthali-1, Bhaktapur
https://samriddhicollege.edu.np/
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Samriddhicollege@gmail.com

23 January, 2023

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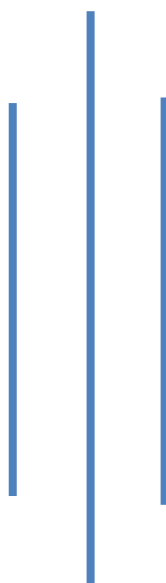https://samriddhicollege.edu.np/
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Samriddhicollege@gmail.com

23 January 2022

Samriddhi College
[T.U. Affiliated]
Lokanthali-1, Bhaktapur

Samriddhi
Estd. 2013 AD

To

The Chairperson

Education Quality Assurance Accreditation Council

UGC, Sanothimi, Bhaktapur, Nepal

Sub: Submission of Self Study Report (SSR)

Samriddhi College was established in 2013 A.D and offers undergraduate programs in Management, Humanities and Science and Technology streams being affiliated with Tribhuvan University. The journey of managing higher education has passed almost a decade, and the college has been consistently working to provide quality education and better learning experience to students, ultimately contributing to producing highly capable and skilled human resources in the country.

We are pleased to submit the Self-Study Report (SSR) prepared by the Self-Assessment Team (SAT) committee in-coordination with departments, functional committees, units and individuals with a motif to learn the gaps in the institution and acquire Quality Assurance Accreditation from University Grants Commission (UGC).

We are excited to invite the expert committee to visit the college and provide feedback in the process of being certified as Quality Assurance Accreditation Certification.

Thanking You

Yours Sincerely,

....

Mr. Sandeep Shrestha

Director/Principal

Samriddhi College
[T.U. Affiliated]
Lokanthali-1, Bhaktapur

Declaration

Self-Assessment Team

The SAT Committee, composed of the following members, diligently gathered information, drafted the SSR, collaborated with other committees and stakeholders, and thoroughly revised and finalized the report for the accreditation assessment process to the best of their abilities.

1. Sandeep Shrestha

2. Loknath Regmi

3. JeebanDhungel

4. BishownathRijal

5. Pratikshya Shakya

Acknowledgements

Abbreviations

S.N	Short	Full Name
1	AGM	Annual General Meeting
2	BoD	Board of Directors
3	CAC	College Administrative Committee
4	CCTV	Closed Circuit Television
5	CDC	Curriculum Development Committee
6	EC	Executive Committee
7	ECA	Extracurricular Activities
8	EMIS	Educational Management Information System
9	EQAAC	Education Quality Assurance Accreditation Council
11	HEI	Higher Education Institution
12	HODs	Head of Departments
13	IQAC	Internal Quality Assurance Committee
12	JD	Job Description
13	LOI	Letter of Intent
15	MOOC	Massive online Open Courses
14	MOU	Memorandum of Understanding
16	NGOs	Non-Governmental Organizations
17	PA	Performance Appraisal
18	PBL	Project Based Learning
19	PIC	Public Information Cell
20	QAAC	Quality Assurance Accreditation Council
10	QAAD	Quality Assurance Accreditation Division
21	QAAD	Quality Assurance Accreditation Division
22	RMC	Research Management cell
23	SC	Students' Council

24	SOP	Standard Operating Procedures
25	SSR	Self-Study Report
26	TOR	Terms of Reference
27	TU	Tribhuvan University
28	UGC	University Grants Commission

Contents

PART ONE

DATA COLLECTION FORMAT FOR INSTITUTIONAL SELF-STUDY REPORT

SECTION A: INFORMATION FOR INSTITUTIONAL PROFILE

1. Institutional Information

Name of the Institution	Sambridhi Education Foundation Pvt. Ltd. (Samriddhi College)
Province	Bagmati
District	Bhaktapur
Metropolitan City/Sub-Metropolitan City/ Municipality/Rural Municipality	Madhyapur Thimi Municipality
Ward No.	1
Street (Tole)	Lokanthali
Post Box No.	-

2. Information for Communication
a. Office

Name of the Officials	Telephone with Extension No.	Fax No.	E-mail
Executive Head of the Institution	Sandeep Shrestha	-	sandeep@samriddhicollege.edu.np
Executive Assistant of the Institution	-	-	-
Chairperson of the Management Committee	Manohar Kumar Bhattarai	-	manoharkbhattarai@gmail.com

b. Residence

Name of the Officials	Telephone with Extension No.	Fax No.	E-mail
Executive Head of the Institution	9851256100	-	sandeep@samriddhicollege.edu.np
Executive Assistant of the Institution	-	-	-
Chairperson of the Management Committee	9851089259	-	manoharkbhattarai@gmail.com

3. Type of Institution
- Constituent ☐
- Affiliated ☒
- Degree Awarding Autonomous Institution ☐

For Details, please see:
Section A. Annex 1: Tribhuvan University Affiliation Letters

4. Institutional Management
- Public ☐
- Community ☐
- Private ☒
- Other (please specify) ☐

For Details, please see:
> *Section A. Annex 2: Company Registrar Certificate*
> *Section A. Annex 3: PAN Certificate*
> *Section B. Vol 1. Annex 1: Statute of Samriddhi Education Foundation Pvt. Ltd.*

5. Financial category of the institution
- Government Funded ☐
- Self-financing ☒
- Community ☐
- Other (please specify) ☐

For Details, please see:
> *Section B. Vol 1. Annex 1: Statute of Samriddhi Education Foundation Pvt. Ltd.*
> *Section A. Annex 2: Company Registrar Certificate*
> *Section A. Annex 5: Financial Audit Report for the F/Y 2077/78 and 78/79*

6. Dates Related to the Institution
a) Date of establishment of the Institution (07/12/2069) BS
b) Date of commencement of the Bachelor or higher level Program(s) (19/05/2070) BS
c) Date of Government/UGC approval (only for Institution affiliated to foreign universities) (dd/mm/yyyy):

For Details, please see:
> *Section A. Annex 1: Tribhuvan University Affiliation Letters*
> *Section A. Annex 2: Company Registrar Certificate*
> *Section A. Annex 3: PAN Certificate*
> *Section B. Vol 1. Annex 1: Statute of Samriddhi Education Foundation Pvt. Ltd.*

7. University to which the Institution is affiliated/related: Tribhuvan University

For Details, please see:
> *Section A. Annex 1: Tribhuvan University Affiliation Letters*
> *Section B. Vol 1. Annex 1: Statute of Samriddhi Education Foundation Pvt. Ltd.*

8. Is the institution autonomous in terms of

- Financing ☒
- Administrative Management ☒
- Academic Management ☐
- None ☐

9. Institution's Land area in Ropanees/Bighas/Square Meters: 3 Ropani

For Details, please see:
 Section B. Vol 1. Annex 1:Statute of Samriddhi Education Foundation Pvt. Ltd.

10. Location of the Institution
- Urban ☒
- Semi-urban ☐
- Rural ☐

For Details, please see:
Section A. Annex 2: Company Registrar Certificate

11. Current number of academic programs offered in the Institution under the following categories: (Enclose the list of academic programs offered)

Academic Programs	Number of Program
Bachelor's	4
Master's	-
MPhil	-
PhD	-
Any other (specify)	-
Total	**4**

12. List the Departments in the Institution (faculty/institute-wise)

Faculty/Institute	Name of the Departments
Science and Technology	B.Sc. CSIT
Humanities and Social Sciences	BSW, BCA
Management	Faculty of Management (BBS)
Education	N/A
Law	N/A
Engineering	N/A
Medicine/Health Science	N/A
Agriculture	N/A
Forestry	N/A
Other Faculties	N/A

13. Give details of the self-financing/self-initiated courses, if any offered by the institution (for public institutions only).

Programs	Level of Study	Eligibility requirement for student admission	Student Number (Enrolment/Capacity)
B.Sc. CSIT	Bachelor	- +2 Science Stream - Should successfully passed the entrance examination conducted by the Institute of Science and Technology (IOST), TU	48
BBS	Bachelor	- Must have successfully completed +2 in management, or any other courses	Unlimited
BSW	Bachelor	- Must have successfully completed +2 with C+ marks in every subjects - Should be selected in an interview.	Unlimited
BCA	Bachelor	- CGPA 2.0 or minimum second division in +2 - Students who have passed grade 11 and are waiting for grade 12 results can also apply.	35

14. State the norms and procedures for recruitment of teaching and non-teaching staff of the Institution (Enclose the details):

The recruitment Policy of the college determines the process. According to the policy, the working committee of the college analyzes employee inadequacies and presents unfilled jobs to the Board of Directors for approval to recruit teaching and non-teaching employees. After approval, the recruiting committee determines eligibility and publicizes advertisements through the website, internal social media platforms, and selected online and national media. Afterward, proceeds to select applicants' interviews and class observation.

For Details, please see:
 Section B. Vol 3 Annex 16: Recruitment Policy
Vol 1 Annex 9: Institutional Operating Manual (2078)
Section A. Vol, Annex 4: List of Board of Directors

15. Number of faculty members at present

Particulars	Academic Qualification				Grand Total
	PhD	M. Phil	Master's	Bachelor's	

Professor	0	0	0	0	0
Associate Professor/Reader	0	0	0	0	0
Assistant Professor/Lecturer	0	5	15	0	20
Teaching Assistant/Instructors	0	0	0	2	2
Full Time Teachers (Total)	**0**	**5**	**15**	**2**	**22**
Professor	0	0	0	0	0
Associate Professor/Reader	1	0	0	0	1
Assistant Professor/Lecturer	1	2	10	0	13
Teaching Assistant/Instructors	0	0	0	0	0
Part Time Teachers (Total)	**2**	**2**	**10**	**0**	**14**
Total	**2**	**7**	**25**	**2**	**36**

For Details, please see:
Section B. Vol.1. Annex 10: *Appointment Letter of Teaching Staffs*

16. Give the details of average number of hours/week (class load)

Name of the Programs/Courses	For Full Timers	For Part Timers	Total
B.Sc. CSIT	15-18/Week	6 to 10 Hrs	
BA/BSW	15-18/Week	6 to 10 Hrs	
BBS	16-18/Week	6 to 10 Hrs	
BCA	15-18/Weeks	4 to 10 Hrs	

BSc. CSIT

SN	Teacher	Class Load	Time	Days
1.	Theory	6 working hours per week.	3 hrs./week	3 days/week
	Practical		3 hrs./week	3 days/week
2.	Theory only Course	5 working hours per week.	3 hrs./week	3 days/week
	Tutorial		2 hrs./week	2 days/week

BCA

SN	Teacher	Class Load	Time	Days
1.	Theory (Full-time)	6 working hours Per week	5 Hrs/week	3-5 day/week
2.	Practical (Full time)	4 working hours per week	4Hrs/week	3-5 Days

BA/BSW

SN	Teacher	Class Load	Time	Days
1.	Part Time	3 Classes	4hrs/week	4days/week
2.	Full Time	2 Classes	4hrs/week	4days/week

BBS

SN	Teacher	Class Load	Time	Days
1.	Part Time	3 Classes	4.5hrs/week	6days/week

17. Number of the non-teaching staff of the institution at present

Particulars	Gender wise distribution of the staff			Grand Total
	Male	**Female**	**Other**	
Administrative Staff	7	8	-	15
Technical Staff	1	-	-	1
Total	**8**	**8**	**-**	**16**

For Details, please see:
Vol 1. Annex 19: *Appointment Letter of Non-Teaching staffs*

18. Regional profile of the students enrolled in the institution for the current academic year

No of Students Enrolled	UG			PG		MPhil		PhD		Total
	M	F	T	F	T	F	T	F	T	
From the same district where the institution is located	36	20	56							**56**
From other districts	41	52	93							**93**
From Nepal	77	72	149							**149**
From other countries	0	0	0							**0**
From SAARC countries	0	0	0							**0**

Note: M= Male, F= Female and T= Total

19. Details of the last two batches of students

Particulars	Batch 1: 2078/79			Batch 2: 2077/78		
	UG	**PG**	**Others**	**UG**	**PG**	**Others**
Admitted to the program	150			162		
Drop-outs (within 4 month of joining)	1			6		
Drop-outs (afterwards)	13			19		
Appeared for the final year/semester examinations	99			85		
Passed in the final examinations around 70%						
Pass % of number appeared (Total)	N/A			85		
Pass % with distinctions or Equiv.				38		
Pass % with (First class or Equiv.)				4		
Pass % with (Second class or Equiv.)				35		
Pass % with (Third class or Equiv.)				21		

Note: For other types of evaluation systems such as GPA, provide respective grades and brief explanations about their ranges in percentage.

20. Give the last annual budget of the Institution with details of income & expenditure:

For Details, please see:

Section A. Annex 5: Financial Audit Report for the F/Y 2078/79

21. What is the institution's *'unit cost'* of education? [Unit cost = total annual expenditure budget (actual) divided by the number of students enrolled]. Also, give unit cost calculated excluding salary component.

Total Amount of Budget: Rs. 47,501,827

Total Amount of Annual Expenditure Rs. 46,489,123

   a. Amount of Current Expenditure Rs.   42,375,302

   b. Amount of Capital Expenditure: Rs. 41,13,821

   c. Unit Cost =   Rs. (46,489,123)/480 = Rs. 96,852.33

   d. Unit cost calculated excluding salary component

$$=Rs. (31433190/480)$$

$$= Rs. 65,485.81$$

For Details, please see:
   Section A. Annex 5: *Financial Audit Report for the F/Y 2077/78*

22. What is the temporal plan of academic work in the Institution?
   ● Semester System   ☒
   ● Annual System   ☒
   ● Any other (specify) ☐

23. Tick the support services available in the institution from the following:
   ● Central library/Library   ☒
   ● Departmental library   ☒
   ● E - Library   ☒
   ● Computer centre   ☒
   ● Health centre/unit   ☒
   ● Play ground   ☒
   ● Printing press   ☐
   ● Seminar hall   ☒
   ● Hostel   ☐
   ● Guest house   ☐
   ● Canteen   ☒
   ● Common room for students ☒
   ● Changing room for students ☒
   ● Any other (specify)   ☐ --------------

24. Whether a duly formed Institution Management Committee is in place?
   ● Yes ☒

- No ☐
  If yes, provide the composition of the committee in a separate sheet

For Details, please see:
    Section B. Vol 1. Annex 22*: Working Committee Minutes*

25. Furnish the following details (in figures) for the last three years:

Particulars	2078	2077	2076
Working days of the institution	240 days	216 days	271 days
Teaching days set by the university			
BSc.CSIT	90 days	90 days	90 days
BCA	90 days	90 days	90 days
BSW	150 days	150 days	150 days
BBS	150 days	150 days	150 days
Teaching days per semester		95 days	95 days
Teaching days per year		233 days	233 days
Working days of the library	240 days	216 days	271 days
Books in the library	3,685 pc	3195 pc	1090 pc
Journals/Periodicals subscribed by the library National: International:	N/A	1	2
Computers in the institution	169pc	121 Pcs	81pc
Research projects completed	N/A	N/A	N/A
Teachers who have received national recognition for teaching/research/consultancy	2	N/A	N/A
Teachers who have received international recognition for teaching/research/consultancy	3	5	N/A
Teachers who have attended international seminars	2	N/A	N/A
Teachers who were resource persons at national seminars/workshops	3	2	N/A
No. of hours of instruction against the plan (per year or per semester)	150/145	150/145	150/145

For Details, please see:
Section B. Vol 2. Annex-2: *Samriddhi Academic Calendar*

26. Give the number of ongoing research projects and their total outlay.

SN	Name of the Project	Principle Researcher	Funding Agency	Funds (Rs.)
	N/A	N/A	N/A	N/A

27. Does the Institution have collaborations/linkages with international institutions?
- Yes ☒
- No ☐

If yes, list the MoU signed and furnish the details of active MoU along with important details of collaborations.

Yes, though the college does not have direct collaboration with higher education institutions, however, the college has secured collaboration with international institutions or with their franchises in Nepal that have learning support systems for students. Like CISCO Networking Academy and Code House Media.
https://samriddhicollege.edu.np/partner-organizations/

For Details, please see:
    Vol. 2 Annex 7. Learning Support service Agreement -Third Party

28. Does the management run other educational institutions besides the institution?
- Yes ☐
- No ☒

If yes, give details.

No, the management doesn't run other educational institutions besides this institution.

29. Give details of the resources generated by the institution in the last year through the following means:

Source of Funding	Amount (Rs.)
UGC/Government grants	
Donations	
Fund Raising Drives/Activities	
Alumni Association	
Research and Consultancy	
Fee from Self-financed/initiated courses	
Fees from regular programs	46,152,415
Any others (specify) …….	1,349,413

For Details, please see:
Section A. Annex 5: *Financial Audit Report for the F/Y 2077/78 & 2078/79*

SECTION B: BENCHMARK-WISE INPUTS FOR INSTITUTIONAL SSR

CRITERION 1: POLICY & PROCEDURES (15 MARKS)

1. Are there clearly defined vision, mission, goals, and objectives of the Institution in writing?

   Yes ☒   No ☐   If yes, mention and attach the document.

   Yes, Samriddhi College has a clearly defined Vision, Mission, Goals, and Objectives. The Statute of Samriddhi Education Foundation Pvt. Ltd outlines the objective in terms of institutional development and functions. However, the strategic plan of the college contains a detailed vision, mission goals, and objectives (VMGO). These elements are defined in the prospectus too.

   For Details, please see:
   Vol 1. Annex 1: Statute of Samriddhi Education Foundation Pvt. Ltd.
   Vol 1. Annex 2: Strategic Plan 2021-2026
   Vol 1. Annex 3: BoD Meeting Minutes related to Approval of the Strategic Plan and Master Plan (2078-04-21), BM-1)
   Vol 3. Annex 3. Prospectus of Samriddhi College

2. Are there clearly defined plans, programs, and strategies to achieve its specific goals and objectives?

   Yes ☒   No ☐   If yes, mention and attach the document.

   Yes, the college operates following the plans, programs, and strategies aimed at achieving its goals. The college has prepared Master Plan 2020-30, Strategic Plan 2021–2026, and an annual action plan developed as achievable milestones. Sometimes, these documents are reviewed and updated when realized the need for minor changes.

   Academic Plans are developed and carried out by the departments following the curriculum and university.

   For Details, please see:
   Vol 1. Annex 2: Strategic Plan 2021-2026, P. 3-4.
   Vol 1. Annex 4: Master Plan (2020-30)
   Vol 1. Annex 5: Annual Action Plan (2022/23)
   Vol 1. Annex 3: BoD Meeting Minutes related to Approval of the Master Plan (2077-10-28), Approval of Strategic Plan (2078-04-21)

3. Are there duly formed organizational structures where the policies of the Institution are formulated, reflected, reviewed and updated?

   Yes ☒   No ☐   If yes, mention the organizational chart and member compositions.

The organogram of Samriddhi College clearly outlines the vertical and horizontal layers to implement institutional responsibilities and associated policies. This well-organized structure, aligned with the college's goals and objectives, supports the development and growth of the institution and maintains quality Higher Education service delivery.

For Details, please see:
Vol 1. Annex 6: Organizational Structure
Vol 3. Annex 16: Recruitment policy - Page. 2. Clause 5.
Vol 1. Annex 1: Statute of Samriddhi Education Foundation Pvt. Ltd. (Section 4)

4. Has the Institution adopted any mechanism/process for internal quality monitoring and checks?

Yes ☒   No ☐   Justify with supporting documents.

Yes, Samriddhi College formed the Internal Quality Assurance Accreditation (IQAC) consisting of internal stakeholders, student representatives, and external stakeholders to monitor the quality process in the institution. The college has implemented an approved Institutional Operating Manual (2078) and Financial Policy (2078) that binds to the internal quality control and monitoring procedures.

The college also developed IQAC guidelines for the effective presence of IQAC in the institution. The IQAC team is working with the College Working Committee for quality control. The institution thinks that by enforcing quality control, it can maximize the overall performance and academic achievement. IQAC and the working committee also draft the compliances for various academic and non-academic functionalities and suggest higher management execute them.

For Details, please see:
Vol 1. Annex 3: Board of Directors' Meeting Minute - Initial, Formation of IQAC - (2078/01/10)
Vol 1. Annex 7: IQAC Guidelines
Vol 1. Annex 9: Institutional Operating Manual (2078)
Vol. 1. Annex 20: Financial Policy (2078)

5. Is there any document of the institution to specify the job responsibilities of departments, units and individuals?

Yes ☒   No ☐   If yes, give details/reference.

Yes, the college has outlined and approved a Job Description for teaching and non-teaching staff. The college has created job descriptions for almost all positions inside the organization, even the individuals on a contract outsourced serving the institutions have also detailed responsibilities outlined. The Institutional Operating Manual (2078) and Financial Policy (2078) also serve to determine the duties of the college's departments and units. Apart from that, the guidelines

developed by the college mostly serve the duties of the units and functional committees of the institution.

For Details, please see:
Vol 1 Annex-11: Job Description Manual (Teaching and Non-teaching Staff)
Vol 1 Annex-10: Appointment Letter (i) Full-time Teaching Staff
Vol 1 Annex-10: Appointment Letter (ii) Part-time Teaching Staff
Vol.1 Annex-19: Appointment Letter of Non-Teaching Staff
Vol 1. Annex 1: Statute of Samriddhi Education Foundation Pvt. Ltd. (Section 4).
Vol 1. Annex 3. BoD Meeting Minutes - (2078/07/07), (2079 -01-21), (2079-06-04), (2078-06-01)-
Approval of Functional Committees and Units Guidelines sample.

6. Is there any defined and written scheme to evaluate the pre-defined job responsibilities of departments, units, and individual staff?

Yes ☒   No ☐   If yes, produce those schemes and examples of some practices

Yes, Samriddhi College has developed the process and mechanism for systematic evaluation of the employees, departments, and units that have been mandated in the Institutional Operating Manual (2078), and further supported by independent Performance Management Guideline.

The evaluation approach examines employee performance and potential while aligning individual employee goals with organizational objectives. To guarantee fairness, multiple assessment techniques, such as self-evaluation, evaluations from supervisors and line managers, and input from students and other stakeholders, are utilized.

For Details, please see
Vol 1. Annex 9: Institutional Operating Manual (2078)- Page 16
Vol 1 Annex 12: Performance Management Guideline

7. Does the institution have a strategic plan and action plan emphasizing teamwork and participatory decision making and a scheme for information sharing?

Yes, The institution has developed a strategic plan as well as action plans that promote collaborative decision-making and teamwork. Collaboration is widely encouraged in institutional activities, and all departments and units work together to implement the plans. Regular updates are provided to associates and stakeholders on changes to plans and decisions. In addition, the institution has a defined framework for establishing, maintaining, and disseminating institutional information using EMIS guidelines, and the software using ERP (Digipal Technology) is helpful for collaborative functions, along with other physical and official collaborative approaches.

For Details, please see
Vol 1 Annex 2: Strategic Plan 2021-2026,
Vol 1. Annex 5: Annual Action Plan (2022/23), Responsibilities and Timelines

Vol 3. Annex 12. EMIS Guideline

8. Does the institution have a program(s) to strengthen the regular academic programs through other self-sustaining programs/courses and others?

Yes   ☒   No   ☐   If yes, give details.

The institution does provide Non-credit courses that support the regular academic programs in many cases, especially to the students studying BCA and BSc CSIT, and in some cases to the students of BBS and BA/BSW too. The college has collaborated with many organizations to accomplish such goals, such as Skill Lab Nepal, Fuse machines, Code for Change, DB Workshop, and so on. (https://samriddhicollege.edu.np/partner-organizations/)

However, there is no such unique program that runs in self-sustaining mode, except a regular academic program. After, having QAA certified college, the college has plans to execute some short courses on a regular basis in near future.

For Details, please see
> *Vol 2. Annex 5. Non-Credit Course Curriculum*
> *Vol 2. Annex 7. Learning Support Service Agreements with Third Party*

9. Are there any formal provisions under which the institution brings "stakeholders or community feedback and orientation" in its activities?

Yes   ☒   No   ☐   If yes, give details.

Yes, Samriddhi College collaborates with the local people, guardians, and stakeholders for many aspects of college activities. The college has placed Community Member/Guardian in its IQAC Committee to make it more inclusive and which is supportive of community feedback too.

Moreover, the college has set up a 'suggestion box' for suggestions and feedback about the college and its activities. The suggestions are collected and discussed with management.

The college also brings the feedback of the community and guardians through formal and informal meetings with guardians, community people, Annual General Meetings, and so on.

For Details, please see
Vol 1 Annex 7: IQAC Guidelines. Page 3.
Vol 1. Annex 14. Guardian Meeting Photograph
Vol 7. Annex 1. Photo of Suggestion Box -1
Vol 7. Annex 1. Stakeholder Meeting Photograph-2

10. Were any committees/external agencies appointed during the last three years to improve the organization and management?

Yes ☒   No ☐   If yes, what were the recommendations?

Yes, on rare occasions, the college hires short-term consultants to improve management, operational, and financial functions that are focused on governance support, financial advice, or changing management within the institution. The college hires a financial audit consultancy to help with accounting system orientation. Similarly, the college has hired ERP tech professionals from Digipal Technology Pvt. Ltd. and E-Digital Nepal Pvt. Ltd to manage the ERP software and assist with implementation, some versions of which have been extended to meet EMIS provisioning.

For Details, please see
Vol 1 Annex 17: Consultation Service Agreement (Digital Technology Pvt and E-Digital Private Nepal Ltd)

11. Are the students involved in the institution management system and quality assurance?

Yes ☒   No ☐   If yes, give details.

Yes, the college includes students in the quality management and assurance system. The Students' Council recommends a student be a member of the Internal Quality Assurance Committee. Students Council as a whole has the responsibility to act as a student quality circle. Samriddhi College also collects feedback, reviews, and suggestions from students.

For Details, please see
Vol 1 Annex 7: IQAC Guidelines -Clause 7. Page. 3
Vol 1. Annex 15: Student's Council Guidelines Page. 3. Clause 4.2- page
Vol 1 Annex 8: IQAC Minutes (Presence)
Vol 1 Annex 3: Board of Directors Meeting Minutes (2078-06-01) and (2078-01-10)
*   Formation of IQAC Committee (Student Representative)*

12. Has there been an academic audit? Justify it.
   a. by the university ☒
   b. by the Institution ☐
   Please attach copies.

There are no such academic audits carried out at the college by the university or outside organizations. However, the university comes for observation and evaluation of the institution.

For Details, please see
Vol 1. Annex 21. Tribhuvan University's Field Observation Letter

13. Is there any specific mechanism to combine teaching and research?

Yes ⊠   No ☐   If yes, give details
The following are some ways that the institution uses teaching and learning strategies based on research:

Samriddhi College has established a Research Management Cell to promote and facilitate research-based publication and activities in the institution. The cell aims to encourage and facilitate faculties and students in research-related projects and activities. The Research Management Cell also conducts research methodology training for students.

The college's unique pedagogy, Project-Based Learning, involves students in a group or individual projects related to academic knowledge. Faculties in all programs, BSC CSIT, BCA, BBS, and BASW contain research-based project works for students to conduct research on subjects related to their field of study and area of interest. The institution has provided a conducive environment for research and publications, and the college is in process of publishing a journal of its own.

For Details, please see
  Vol 1. Annex 22: *Working Committee Meeting Minute (2077-10-21) formation of RMC*
  Vol 1 Annex 16: *RMC Guidelines*
  Vol 1 Annex 14: *Photography of Research Training, 2.*

14. Have you observed any positive outcomes of a combination of teaching and research?
    Yes ⊠   No ☐   If yes, give details.

The institution's integration of teaching and research has resulted in significant benefits for students. The Project-Based Learning method has assisted students in utilizing reference materials, conducting literature reviews, performing simple surveys, and acknowledging the contributions of others in knowledge development. This has led to an improvement in the quality of thesis, project work reports, mini-research, and surveys. The Research Management Cell sets the necessary standards and guidelines and closely supervises all research activities within the university.

For Details, please see
  Vol 1 Annex 16: *Research Management Cell Guidelines(RMC)*

15. Provide institution-specific other innovations which have contributed to its growth and development.

At Samriddhi College, we believe that the key to continued success is a commitment to ongoing improvement. As an IT-based institution, we utilize technology throughout our academic management process and in our teaching and learning methods. Our students have access to online

lessons and other instructional resources through our web server. IT infrastructure has greatly enhanced the learning environment at our college.

The college has formed many informal student clubs in the college that works in collaborative learning as well as play significant roles in organizing students' activities https://samriddhicollege.edu.np/student-clubs/

College has many third-party collaborative partners https://samriddhicollege.edu.np/partner-organizations/ that support to promote the learning activities of students in the college.

For Details, please see
  Vol 1 Annex 2: Strategic Plan 2021-2026
  Vol2. Annex 7: Learning Support Service Agreement (Third Party)

CRITERION 2: CURRICULAR ASPECTS (10 MARKS)

16. Is there any provision for ensuring consistency of teaching and learning with the academic goals and objectives of the institution?

    Yes ⊠   No ☐   If yes, give details.

    Yes, the college inspires faculties to apply pedagogical approaches that enhance students' creative thinking and critical thinking, group learning, and bring excellence to students' academic achievements. These activities are based on theory and practice. The Samriddhi College academic calendar structures the delivery at its full capacity.

    The pedagogical approach like project-based learning activities, seminars, presentations, guest lectures, and extracurricular activities helps students in shaping their overall personality. Thus, Strategic Plan, Annual Action Plan, and Academic calendar ensure that teaching and learning are consistent with the institution's academic aims and objectives.

    For Details, please see
      Vol 2. Annex 2:Samriddhi's Academic Calendar
      Vol 1 Annex 2: Strategic Plan 2021-2026
      Vol 1 Annex 5: Annual Action Plan 2022-23
      Vol 2 Annex 1: T.U Exam Routine BCA (Sample)

17. Are programs flexible enough to offer students the following benefits?
    a. Time frame matching student convenience ☐
    b. Horizontal mobility   ⊠
    c. Elective options   ⊠

    Samriddhi College only offers morning shift physical class; however, there have been to some extent flexible class times for lab work, practical classes, and non-credit courses. Sometimes, the college runs online classes after Covid-19 based on the circumstances.

    The college has a provision to allow the students with flexibility for likely two months or so, to transfer from one program to another within the same academic department. Once registration is done at the university, the transfer from one program to another can't be conducted. The college has to follow the rules of the university.

    The college offers various specialization courses as facilitated by Tribhuvan University for each of the BSC CSIT, BCA, BBS, and BASW programs in the last two semesters or the last year of the programs.

    For Details, please see
      Vol 2 Annex 3: Curriculum exposing elective option (sample)
      Vol 3. Annex 3: Curriculum Details in Prospectus

18. Indicate the efforts to promote quality of education with the provision of skills transfer among the students such as
    a. Capacity to learn ⊠
    b. Communication skills   ⊠
    c. Numerical skills ⊠
    d. Use of information technology ⊠
    e. Work as a part of a team and independently ⊠
    Please give evidence.

Learning Capacity:

Samriddhi College is a college that places emphasis on the development of student's skills and abilities through a variety of methods. Regular assignments, home assignments, and class assignments are used to evaluate students' overall regular academic performance. The college encourages a peer-learning approach to actively engage in the teaching-learning process. Additionally, the college and faculty conduct individual development sessions to enhance student's learning potential.

Communication Skill: To improve students' communication skills, the college hosts a variety of activities, such as debates, presentations, public speaking competitions, and essay writing. The collaboration with **Skill Lab Nepal** https://samriddhicollege.edu.np/partner-organizations/ supports offering multiple programs to students to sharpen their leadership and communication skills.

The BBS program includes a business communication course as designed by TU, while students in the BASW program participate in socialization-enhancing activities such as awareness programs, advocacy, social work, and social services such as blood donation, health fairs, and traffic control.

Numerical Skills: The college also places emphasis on developing students' numerical skills through courses such as accounting, mathematics, and statistics in regular courses. Even students from the arts faculty must conduct cases, projects, surveys, and research tasks that involve numerical evaluations as part of their degree requirements.

Use of IT: Being a college offering IT programs, it has a better computer lab with a wireless network, a LAN running with a dedicated file server, and a domain controller. This advanced learning environment is further supported by Samriddhi Knowledge Solutions, an outfit promoted by the Samriddhi Educational Foundation that provides systems development and support services and is primarily geared towards fostering domain knowledge in the field among final semester students and fresh graduates of Samriddhi College, B.Sc. CSIT and BCA stream.

Teamwork: teamwork is highly prioritized, and various academic and social activities are organized through the combined efforts of faculties, management, and students. The college has formed many informal student clubs (https://samriddhicollege.edu.np/student-clubs/) to students

in collaborative learning and play significant roles while conducting college activities. Such student clubs also foster domain-specific learning.

Students are also assigned individual assignments to encourage independent learning and are sometimes encouraged to perform group project work and group presentations as a team.

For more details, see
  Vol 2 Annex 5: Non-Credit Course Curriculum
  Vol 1 Annex 2: Strategic Plan 2021-2026
  Vol 2 Annex 3: Curriculum (sample) with elective options

19. Are there any additional focused programs and electives offered by the institution? (1)
  Yes ⊠ No ☐ If yes, give details.

  Yes, Samriddhi offers various non-credit courses to students pursuing (BASW, BBS, BSC CSIT, and BCA) courses. These programs are designed to give students the hard and soft skills necessary to meet the changing demands of the market and to help them develop their own personal competencies for professional advancement.

  Hence, the college offers extra programs like coding skills, and advanced IT skills in collaboration with a third party. Similarly, article writing, report writing, accounting skills, communication, and leadership skills besides the university-based credit programs.

  The university curriculum of respective programs at Samriddhi College has many elective Options in its curriculum. In the near future, after accreditation - the college may launch some Additional programs and certifications.

 For Details, please see
  Vol 2 Annex 5: Non-Credit Course Curriculum
  Vol 2. Annex 7. Learning Support Service Agreements with Third Party
  Vol 2 Annex 3: Curriculum (sample) with elective options

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)

 Yes, the college has participated in providing feedback to university programs run by the college. However, there is no platform for a private college for sincere engagement with Dean Offices or Curriculum Development Divisions of Tribhuvan University, which hinders the process of the impeccable feedback system. Faculties at the college, however, attend the subject committee meetings or meetings related to curriculum discussions organized by TU.

21. Is there any mechanism to obtain feedback from academic peers and employers?
  Yes ⊠ No ☐ If yes, give details.

Yes, Samriddhi college honestly welcomes feedback from peers and employers. The college organizes open discussion meetings to receive feedback from employers, industry people, and professionals from various industrial backgrounds. However, the remains helpless for the feedback received for curriculum change or upgradation. Other feedback related to academic delivery and institutional facilities are often processed to incorporate by College Working Committees.

There has been a mechanism in the Performance Management Guideline that reinforces academic peers' feedback and review, which has a formal approach and is dedicated to evaluation purposes.

College even conducts recreational programs enabling an expressive environment for Faculties and Staff, where they can openly share their feedback.

Samriddhi college has also maintained a suggestion box to receive open feedback from visitors, students, and associate members. The contact channels including social media are mentioned in the website *https://samriddhicollege.edu.np/* of the college where any stakeholders can reach the college for feedback.

For Details, please see
  Vol 1 Annex 12: *Performance Management Guideline*
  Vol 2 Annex 18: *AGM Meeting Photo (Photos-1)*
  Vol 2 Annex 12: *Recreational and Presentation Program Schedule*

22. Give details of institution-industry-neighborhood networks if any?

The college has strong ties with foreign universities and the ICT industry, which provide ongoing training for faculty and students to improve academic quality.

The college has ties with many of the organizations who support learning activities, placement and internship support, industrial exposure for students and so on. They are Daraz, **Pathao, Teach for Nepal, Cloud factory, Young Innovation** and so on. Those can be accessed from https://samriddhi.careerservicelab.com/

Additionally, Samriddhi Software Solutions, a professional software development firm run by the Samriddhi Educational Foundation, helps final semester students and recent graduates gain industry knowledge. The students participated in TN Fellowship Walkathon, Students Contribution for Human Welfare Society Donation and so on.

The college has ties with many of the organizations who support learning activities and IT sector supports, promotional supports as well.
https://samriddhicollege.edu.np/partner-organizations/

For Details, please see
 Vol 2 Annex 16: Annual Report, Page 13-14
 Vol 1 Annex 15: Student's Council Guidelines

23. Does the institution inculcate civic responsibilities among the students? Give brief explanation in terms of activities

Samriddhi College focuses on producing competent and responsible human capital and prioritizes all-round development of the students that includes civic responsibility and ethics in life.
They involve students in social activities that foster moral action, civic responsibilities, and problem-solving attitudes. Students also gain knowledge of occupational practices, traditions, and cultures through fieldwork. Additionally, the college conducts many extracurricular activities and community engagement programs that foster civic responsibilities https://samriddhicollege.edu.np/student-clubs/. College engages students in social activism to learn about and think of solutions to existing social problems. The college sometimes offers yoga and meditation sessions, inviting experts.

 For Details, please see:
 Vol 2. Annex 16: Annual Report Page 13-14
 Vol. 2. Annex 9: List of ECA Activities
 Vol .2. Annex 18: Photo Collection of Community Engagement Programs.

24. What are the efforts of the institution towards all-around personality development of the learners? Give a brief explanation in terms of activities.

Samriddhi college deeply acknowledges that 21st-century education is not just about studying academic courses, but rather planning and delivering opportunities for all-around personality development.

The college together with the Students' Council runs programs like sports week, talent shows, and talk shows in collaboration with different groups, festival programs, hiking, and many community engagement programs or dramas on national day programs where students are given the opportunity to exhibit their talent.

In addition, the college offers an additional non-credit course to enhance communication skills, leadership skills, teamwork skills, public speaking skills, job-related skills, and so on.

The college has formed a Students' Council that enables students to practice leadership and problem-solving skills, similarly the college has formed many informal student clubs https://samriddhicollege.edu.np/student-clubs/ that foster domain-specific knowledge or organize

activities. Students at college are also encouraged to participate in inter/inter-school, as well as any national or international contest for extracurricular.

For Details, please see
    *Vol 2. **Annex 5.** Non-Credit Course Curriculum*
    Vol 2. Annex 12*: Recreational Program, and Presentation Schedule*
    Vol. 2. Annex 9: *List of ECA Activities*
    Vol 2. Annex 18: *Photo Collection of Community Engagement Programs, and Sports Related*
    Vol 2. Annex 7. *Learning Support Service Agreement Third Party (SKill Lab)*
    Vol. 2. Annex 10. *List of Collaboration with National and International Organizations.*

25. What are the practices of the institution to impart moral and ethical value-based education? Give examples of some practices

The college places a strong emphasis on promoting ethical values among students. For that, college has a standardized code of conduct in place for students, faculty, and other associates. New students have to attend an orientation program with their parents as far as possible. During the orientation program, orientation and presentation emphasized the college's values, moral and social conduct, class rules, examination rules, and disciplinary conduct. Students are required to commit to upholding these disciplines through self-declaration forms at the time of admission. The college also values preserving and promoting cultural and traditional practices. It encourages students to engage in spiritual practices and participate in socio-cultural https://samriddhicollege.edu.np/samriddhi-cultural-club/ activities such as:

1. Guru Purnima
2. Saraswati Puja
3. Holi
4. Teej
5. Yamori Punya
6. Dahi Chuira (Asar 15)
7. Khir (Shrawan 15)
8. Organizing volunteer programs
9. Engagement in community reforms, etc.

For Details, please see
  Vol 2 Annex 17*: Student Code of conduct*
  Vol 2 Annex 18: *Photo Collection of festival Celebration (photo-6)*
  Vol 2 Annex 18: *Photo Collection of community work and voluntary program done by students & faculties (photo-7)*
  Vol. 2. Annex 9: *List of ECA Activities*

CRITERION 3: TEACHING LEARNING AND EVALUATION   (15 MARKS)

26. Which of the following methods do you apply in admitting new graduates? Select as many as apply.
    ☒ through academic records
    ☒ through written entrance tests
    ☒ through group discussions
    ☒   through interviews
    ☒ through a combination of the above all

The Samriddhi college takes all of the above criteria while pursuing admission. Sometimes, group discussions are waived. Samriddhi college has also developed an admission policy that describes the admission eligibility requirements that adhere to defined eligibility criteria by Tribhuvan University. Samriddhi College makes the announcement of new admission on various platforms. The university has a predefined eligibility test such as CMAT or IOST test for the management and IT stream, where the students need to qualify for new admission.
Link: https://samriddhicollege.edu.np/admission-form/ Course Details including Eligibility Criteria can be observed here for an example
https://samriddhicollege.edu.np/bsccsit-college-in-bhaktapur-nepal/#Eligibility_Criteria_for_BScCSIT_Admission

(Please go to **Program Menu** for all programs)

For Details, please see
   Vol 3 Annex 1: Admission Procedure of Tribhuvan University (BSc CSIT)
   Vol 3 Annex 2: Admission Policy of Samriddhi
   Vol 3 Annex 3: Prospectus of College (Admission Procedure)

27. Is there any provision for assessing students' needs and aptitudes for a course?
    Yes ☒   No ☐   If yes, cite examples.

During the student selection interview, the admission team discusses the needs and backgrounds of the students with the students and the parents/guardian. The interview panel even raises some questions to assess the aptitude of the students. The interview is very crucial to understand the needs of the student and their aptitudes. The admission team contains a learned counselor in the team.

Students interested in enrolling in the college for undergraduate programs must score 45% or 1.8 CGPA, except in Bsc CSIT, in their previous academic achievement. In the BSc CSIT program students should score an equivalent 2.0 CGPA or 50% for admission. However, in some cases, it is considered, especially, for the admission of underprivileged groups.

The admission team makes the initial list of students who need special attention while taking an interview.

The admission process can also be assessed from inside the >>**Program Menu** of the college website with the following link: https://samriddhicollege.edu.np/.

For Details, please see
   Vol 3 Annex 1: Admission Procedure of Tribhuvan University
   Vol 3 Annex 2: Admission Policy of Samriddhi
   Vol 3 Annex 3: Prospectus of the College

28. Does the institution provide bridge/remedial courses to academically weak and disadvantaged students?

   Yes ☒   No ☐
   If yes, cite examples (UGC or other support received in this regard may be indicated).

   Yes, Samriddhi College provides remedial classes for academically low-performing students, and students coming from poor schooling backgrounds. Faculties and departments of the college may recommend such classes after analysis of the academic reports of students. Such remedial classes are usually conducted close to the end of the semester, which is also called extra classes, coaching, or revision classes through various means.

For Details, please see
   Vol 3. Annex 5: Remedial/ Coaching Class Notices

29. Does the institution encourage the teachers to make a teaching plan?
   Yes ☒   No ☐   If yes, give details.

   Yes, Samriddhi college encourages using of pedagogy that supports group work, intensive engagement, project-based learning, presentation, seminars, experiential learning, and lab work and research rather than just conducting one-way lecture sessions. The first stage goes through preparing an academic calendar for each academic session, which includes teaching-learning activities for a whole semester/year. Therefore, based on the academic calendar, teachers have to prepare the lesson plan and set the objective of the course, lesson delivery methods and strategy, outcomes, and so on in order to cover the course during the given time frame.

For Details, please see
   Vol 2 Annex 2: Samriddhi Academic Calendar
   Vol 3. Annex 7. Lesson Plan Sample

30. Are syllabi in harmony with the academic/teaching calendar?
   Yes ☒   No ☐
   If yes, give details of implementation in terms of monitoring, coverage, correction, etc.

Samriddhi College runs undergraduate programs affiliated with TU and hence plans its Academic Calendar and class schedules according to the university's standard curriculum.

The teacher of Samriddhi college prepares a progress logbook in order to monitor the progress of the syllabus in the classroom according to the academic calendar. The college also prepares class schedules to cover the course and assign faculties at specific times.

Activities such as internal exams, publishing results, noncredit course schedules, submitting a thesis proposal, guest lectures, internal events, and so forth are mandated by the academic calendar of the college where final examinations are determined by Tribhuvan University.

Syllabus: https://samriddhicollege.edu.np/bsccsit-syllabus-and-questions/
: https://samriddhicollege.edu.np/bca-syllabus-questions/
: https://samriddhicollege.edu.np/bsw-syllabus-questions/
: https://samriddhicollege.edu.np/bbs-syllabus-and-questions/

For Details, please see
Vol 2 Annex2: Samriddhi Academic Calendar
Vol 3 Annex 7: Lesson Plan
Vol 3 Annex 8: Course Syllabus sample
Vol 2. Annex 4: Class Schedule

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.

Samriddhi college encourages the use of pedagogy that supports group work, intensive engagement, project-based learning, presentation, seminars, experiential learning, and lab work, field visits and research rather than just conducting one-way lecture sessions. Students are also encouraged to self-study, consult to Massive Online Open Courses (MOOC), and so on.

The emphasis of the college is on an explorative approach and experiential learning. The college is promoting a culture of mentorship where teachers or ex-students could be the individual or group mentors of students.

For Details, please see
Vol 3 Annex 10: Internal Marks Evaluation Criteria of Samriddhi
Vol 3 Annex 9: Tribhuvan University Evaluation Criteria
Vol 3. Annex 17: Students Field Visit Report. (Sample)
Vol 4 Annex 6: Photographs of Community Outreach - Presentation (photo-1)

32. Is there a facility to prepare audiovisuals and other teaching aids? (0.5)
Yes ☒ No ☐ If yes, give details about the facilities.

Yes, Samriddhi college facilitates various supportive teaching aids including multimedia and audio-visual resources. During the Covid-19, all classes were run online, where faculties recorded many of their classes- and those are the visual resources for college. The college later prepared online class teaching guidelines too.

Individual faculties are provided with an internet facility, and printing facility in order to assist teachers, prepare the overall course-related summaries and handouts/slides, and provide additional reference materials to the students.

Moreover, the computer labs are equipped with high-speed multimedia and video networks.

For Details, please see
   Vol 3 Annex 11: Online Teaching-Learning Guidelines
   Vol 3 Annex 12: EMIS Guidelines
   Vol 3. Annex 19: Photo Collection (Online Class) Photo- 4.

33. Furnish the following for the last two years (1.5)
   Workload per week (for full-time teachers): 15-18 hrs
   Workload per week (for part-time teachers): As per contract (3-12 hrs)
   Ratio of full-time teachers to part-time teachers: 3:2
   Ratio of teaching staff to non-teaching staff: 3:1
   Percentage of classes taught by full-time faculty: 73%
   Number of visiting professors/practitioners: 10

34 (a). Are the students oriented to the program, evaluation system, codes of conducting other relevant institutional provisions and requirements?
   Yes ☒   No ☐   If yes give evidence.

   Yes. At the start of the academic session, Samriddhi College conducts an orientation session to inform students of the program, code of conduct, evaluation system, and other institutional policies. The session is led by the Principal, Department Heads, Coordinators, and some of the Faculty members who are responsible for enforcing rules and regulations. Students are also given college calendars and codes of conduct to align their behavior with the institution's values.

For Details, please see
   Vol 3 Annex 13: Orientation Program Notice
   Vol 3 Annex 19: Photo Collection of Orientation Program (Photo-2)
   Vol 2 Annex 17: Student Code of Conduct

34 (b). Are evaluation methods communicated to students at the beginning of the academic session? (0.5)
   Yes ☒   No ☐
   If yes give evidence.

At the start of each program, students are given detailed information about the course overview, evaluation system, and teaching methods. The faculty informs students about the internal and external exam procedures, the duration of the course, and the exam schedule. The syllabus and evaluation procedures are also provided to students in both hard and soft copy formats.

For Details, please see
    Vol 3 Annex 13: Orientation Program Notice
    Vol 3 Annex 9: Tribhuvan University Evaluation Criteria
    Vol 3 Annex 10: Internal Marks Evaluation Criteria of Samriddhi

35. Does the institution monitor the overall performance of students periodically?
    Yes ☒ No ☐   If yes, give details

Yes, Samriddhi college monitors the overall performance of the students based on performance criteria like class attendance, weekly class discussion, and individual presentation, participation in group activities, term exams, and project work submission. These criteria rely on the evaluation system of Tribhuvan University (TU). Even class teachers monitor the class activities and their behaviors and participation.

For Details, please see
    Vol 3. Annex 9: Tribhuvan University Evaluation Criteria
    Vol 3. Annex 10: Internal Marks Evaluation Criteria of Samriddhi
    Vol 3. Annex 7: Lesson Plan
    Vol 3. Annex 15: Internal Exam Notice (Sample)

36. In the case of a new appointment of the teaching faculty made by the institution itself, select among the following funding criteria that are evidential in your institution.

Vacancy Category	Operational Mechanism					
	Job Advertisement	Selection Committee Formation	Examination by Selection Committee	Evaluation of Demo Classes	Interview by Selection Committee	Job Contract Through Formal Appointment Letter
Self-Funded	✓	✓	✓	✓	✓	✓
Government Funded						
Any other category						

For Details, please see
Vol 3 Annex 16: Recruitment policy (Recruitment process)

37. Provide the following information (in number) about the teaching staff recruited during the last two years.

Teaching staff recruited			
From the same district it operates (Bhaktapur)		From other districts (Out of Bhaktapur)	
Year I: 2077	Year II: 2078	Year I: 2077	Year II: 2078
4	3	3	5

For Details, please see
    Vol 1 Annex 10: i. Appointment Letter of Teaching Staff (Full-time)
    Vol 1. Annex 10. ii. Appointment Letter of Teaching Staff (Part-time)

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?
        Yes ☒   No ☐

If yes, give details of their salary structure and other benefits.
Yes, Samriddhi College's Working Committee has full autonomy to appoint and pay temporary teaching staff as per requirement. The college usually hires visiting faculty in this relation. The provision to some extent, matches in, the Institutional Operational Manual (2078).

For Details, please see
    Vol 3 Annex 16: Recruitment policy
    Vol 1. Annex 9: Institutional Operating Manual (2078)
    Vol 1. Annex 1: Statute of Samriddhi Education Foundation Pvt. Ltd.

38 (b). Does the institution have provision and practice for inviting visiting/guest faculty on a regular basis? (0.5)
        Yes ☒   No ☐
        If yes give details.

Yes. At Samriddhi College, there is a practice of inviting different resource persons such as industry experts or professors from different universities as visiting faculties in the college. The purpose of this practice is to enable the students to learn many more from the personal experience of the professionals and industry leaders as well as knowledge sharing about different related sectors that develop networks with people from all backgrounds throughout the world.

For Details, please see
    Vol 3 Annex 20: Invitation of Guest lecture.

39. Number of teaching staff who have attended seminars/conferences/workshops as participants/resource persons/organizer in the last two years:

Particulars	Date	Programs	Participants	Resource persons	Organizer
Institutional level	2021	Teacher's training	1	-	Nepal Mountain Academy
		NLP	1	-	IndraGurung / RazeeShrestha-Akasha Healing
	2021	Vision Workshop Program	3	-	IndraGurung-Master Consciousness Coach |ICTA /ACA Certified NLP/Akash Master Trainer
	2022	Proposal Writing Training	25	-	UGC
	2021	Employee Performance Management	1	-	Human Resources Society Nepal
National level	2021	10th National HR Conference 2021 Resilience, Reinvention and Revitalization	1	-	Nimble Infosys & HR Society Nepal (*whether it is national or international)

International Level			
Date	Program Entitled	Participant	Organized By
2078	Implementation of Latex on proposal writing special Lecture	Mohan Bhandari	Amity University (Noida,India)
2022	CMA	Utsab Parajuli	CMA (Australia)

For Details, please see
Vol 2. Annex 13: *List of Teaching Faculties Participating National and International Programs*

40. Does the institution follow the self-appraisal method to evaluate the performance of the faculty in teaching, research and extension program?

> Yes ☒ No ☐
>
> If yes, how are teachers encouraged to use the feedback? Provide justifications.

Yes, Samriddhi college has an Institutional Operating Manual (2078) and Performance Management Guideline that indicates self-appraisal as one of the tools in the guideline. In addition, the approach covers self-appraisal, an appraisal from supervisors and line managers.

For Details, please see
> *Vol 1. Annex 9:* *Institutional Operating Manual (2078) page.16*
> *Vol 1 Annex 12:* Performance Management Guideline, page.6

41. Does the institution follow any other teacher performance appraisal method?

> Yes ☒ No ☐
>
> If yes, give details of the same and state how the results of the appraisal are used.

Yes, the college has formulated to functionalize fair and effective performance evaluation of the teaching staff. Good performers are always acknowledged and rewarded. The college has developed a Performance Management Guideline that outlines self-evaluation, peer feedback, student feedback, and HoD evaluations. To collect feedback from students, the feedback was created online and distributed to students, and the information was used for the performance evaluation of teachers.

For Details, please see
> *Vol 1. Annex 12:* *Performance Management Guideline (Annexes with forms)*

42. Does the institution collect student evaluation on institution experience?

> Yes ☒ No ☐
>
> If yes, what is the significant feedback from students and how has it been used?

The students are distributed online forms to evaluate the amenities, infrastructure, and teaching quality in the institution using a direct method.

Further, the college has placed a suggestion box at college premises where students can share their opinions and comments on their individual experiences with the College as well as any problems facing and the support needed.

Meeting with the Students Council, which represents students' voices in an organized form, or independent suggestions from the Council are milestones in providing feedback related to

institutional experience. Students' Council also serves the responsibility of the student quality circle.

For Details, please see
  Vol 1 Annex 12: *Performance Management Guideline*
  Vol 1. Annex 15*. Students Council Guideline*

43. Does the institution conduct refresher courses/seminars/conferences/symposia/ workshops/programs for faculty development?
   Yes ☒   No ☐   If yes, give details.
   Yes, the college organizes refresher sessions to deliver different experiences than the institutions. Refresher programs also support collecting feedback from academic peers, as the environment is free and easy to express.

   In addition, colleges organize other programs to empower the skills of the faculties in different domains. Samriddhi continuously encourages its students and faculties to organize such programs, symposia, and workshops in their related areas of study. The institution has conducted research training, soft skill development training, Teaching Pedagogy training and so on.

For Details, please see
   Vol 2. Annex 6*. Training Schedule for recent training (Research Proposal Writing Training)*
   Vol 2. Annex 12*. Recreational Program and Presentation Schedule*
   Vol 2. Annex 13*. List of Teaching Faculties Participating in National and International Programs*
   Vol 2. Annex 14*. List of Teaching Faculties participating in Faculty Development Program*
   Vol 3. Annex 19: *Photo collection of seminars/conferences/symposia/workshops/programs (Photo-3)*

44. Give details faculty development programs and the number of teachers who benefited from them, during the last two years.

Faculty Development Programs	No. of Beneficiaries
Teacher's training	1
NLP	1
Vision Workshop Program	3
Proposal Writing Training	25
Employee Performance Management	1
10th National HR Conference 2021 Resilience, Reinvention and Revitalization	1
Detailed included in annex	

For Details, please see

45. Furnish information about notable innovations in teaching.

Samriddhi College has made significant improvements to enhance learning abilities and assess student competencies in a scientific manner and knowledge. In addition to traditional lecture-based instruction, the college has adapted creative approaches that integrate technology and collaborative peer learning. Students are encouraged to participate in research-based activities such as group projects, presentations, field trips, business visits, peer-to-peer learning, and workshops and seminars. Even during the Covid-19 pandemic, the college was able to effectively manage and conduct online classes.

Samriddhi College's has introduced many innovative approaches in teaching methodology, which are as follows:
● Project Assignments
● Peer to Peer learning
● Field Visits
● Class Presentations
● Group Discussions
● Case Studies
● Seminars and Workshops
● Educational Excursions and Industrial Visits
● Lab Practice
● Seminars and workshops
● Open Sources Learning
● Library Consultation
● Visual Resource Consultation through MOOC

Samriddhi College keeps eyes on Recognized Higher Education Institutions worldwide and looks into their innovations as well.

For Details, please see
Vol 3 Annex 17: Students field Visit Report
Vol 3 Annex 7: Lesson Plan
Vol 3 Annex 18: Internship Recommendation Letter
Vol 3 Annex 10: Internal Marks Evaluation Criteria of Samriddhi
Vol 4 Annex 6: Photographs of Community Outreach - Presentation (photo-1)

46. What are the national and international linkages established for teaching and/or research?

Samriddhi College has collaborated with national institutions in Nepal, including the Microsoft Innovation Center, Fuse machines Nepal Pvt. Ltd., Skill Lab Nepal, Samriddhi Cisco Networking Academy, Genese Cloud Academy, Upveda Technology Pvt. Ltd., Code House Media, Code For

Change, and DB Workshop. Partner organizations https://samriddhicollege.edu.np/partner-organizations/

Similarly, to create employment and internship avenues for students, the college has collaborated with many other organizations like Daraz, TN Fellowship, Code for Change, Fuse Machines, and many more as described in the website link of the college https://samriddhi.careerservicelab.com/

For Details, please see
   Vol 2. Annex 7. Learning Support Service Agreements (Third Party)
   Vol 2. Annex 15. Promotional Support Agreements (Partner)

CRITERION 4: RESEARCH, CONSULTANCY AND EXTENSION (10 MARKS)

47. A research budget of the institution in % of the total operating budget.

The institution has maintained a 1.5% to 3% research budget of total operating expenses for research and development, and publication, and since the fiscal year 2079-80, the college has projected to invest above 5% of the total operating budget in research and development. The research expense includes Research Training Grants received from UGC or any other sources to.

For Details, please see
   Vol 4 Annex 1: Projected Budget Planning for five Fiscal Years.
   Section A. Vol Annex 5: Audit Report 2078-79 (schedule 3.18)

48. How does the institution promote research? (1)
   ● Encourage PG students doing project work
      Samriddhi college doesn't run PG programs. However, the college supports and encourages its students and faculties for research activities.

   ● Teachers are given study leave ✓: *This is a new practice that the college wants to implement. The operating policy of the college covers this.*

   ● Teachers are provided with seed money ✓: *This is a new practice that the college wants to implement. The operating policy of the college covers this.*

   ● Provision of Research Committee ✓: *Research Management Cell*

   ● Adjustment in teaching load/schedule ✓ : *Maintained*

For Details, please see
   Vol 1. Annex 9: Institutional Operating Manual (2078)- Clause 1.16
   Vol 1. Annex 16: Research Management Guideline

49. Is the institution engaged in PhD level programs?
   Yes ☐   No ☒   If yes, give details

50. What percentage of teachers is engaged in active research - guiding research scholars, operating projects, publishing regularly, etc.? Give details.

A significant proportion of academic faculty are currently undertaking efforts to enhance their proficiency with the aim of participating in scholarly research activities. However, true

engagement in research encompasses not only conducting research, but also providing guidance for thesis projects, publishing research papers, and contributing to scholarly journals. It is projected that approximately 25% of educators are actively engaged in some form of research. Some of these faculty members even go so far as to edit journals and organize conferences, as indicated in the table below:

Journals			
S.N	Title	Publications	Impact Factors
1.	Explanatory Classification of CXR Images into COVID-19, Pneumonia and Tuberculosis using Deep Learning and XAI	Computers in Biology and Medicine DOI: https://doi.org/10.1016/j.compbiomed.2022.106156	6.69
2.	Auguring Fake Faces Images Using Dual Input Convolutional Neural Network	MDPI Journal of Imaging https://doi.org/10.3390/jimaging9010003	3.806
3.	Explaining the Factors Affecting Customer Satisfaction in FinTech Firm 'F1 Soft' Using PCA and XAI	MDPI FinTech Accepted and Waiting DOI	
4.	BotanicX-AI: Identification of Tomato Leaf Diseases using Explanation-driven Deep Learning Model	MDPI Journal of Imaging Under Review	

Conferences

S.N	Title	Publications
1.	Image Steganography Approach Based Ant Colony Optimization With Triangular Chaotic Map	2022 2nd International Conference on Innovative Practices in Technology and Management, Amity University, Noida, India https://ieeexplore.ieee.org/document/9753917 Best Research Award
2.	Counter Measuring the Adversarial Attack in Neural Network Using FGSM Model	4th International Conference On Engineering And Technology, Kantipur Engineering College, Dhapakhel, Lalitpur https://kec.edu.np/wp-content/uploads/2022/12/KEC-Conference-Proceeding-2022new.pdf
3.	Deep Learning Based Brain Tumor Identification in MRI Images on Utilizing Deep Features	4th International Conference On Engineering And Technology, Kantipur Engineering College, Dhapakhel, Lalitpur https://kec.edu.np/wp-content/uploads/2022/12/KEC-Conference-Proceeding-2022new.pdf

51. Mention the admission status of the MPhil/PhD scholars in your institution. (0.5)

Level	Enrollment Status		Total
	Full Time	Part Time	
MPhil	N/A	N/A	N/A
PhD	N/A	N/A	N/A

52. How many PhDs have been awarded during the last five years?
Yes ☐   No ☒   Not Available.

53. Does the institution provide financial support to research students?
Yes ☒   No ☐   If yes, give % of financial support from recurring cost.

The college is aware of the importance of investing in research and project work, and it has begun allocating funds in recent years. The college has increased its budget from 1.5% to above 5% for the upcoming years. That will definitely cover the seed grant for research, thesis, and project work in the coming days. In current practice, colleges pay for thesis supervision. The college will mobilize research-related funding through the Research Management Cell (RMC) and follow up to ensure that these funds are utilized to their fullest potential. Additionally, the institution makes a concerted effort to connect faculty and students with funding opportunities through the University Grants Commission (UGC) and other research funding sources.

For Details, please see
    Vol 1. Annex 16: Research Management Cell Guideline
    Vol 4 Annex 1: Projected Budget Planning for five Fiscal Years.
    Section A. Vol Annex 5: Audit Report 2078-79 (schedule 3.18)

54.Provide details of the ongoing research projects:

Total number of projects	Project Revenues (in NRs.)
N/A	N/A

The college has initiated publishing a journal through college efforts. The registration of the journal is in process. The college has taken this period as preparatory time and empowering faculties in the area of research. The college obtained training grants in research and development from UGC in 2078-79.

For Details, please see

Vol 2. Annex 6: *Training Schedule for Recent Training (Research Proposal Writing Training)*

55. Give details of ongoing research projects funded by external agencies.

Funding agency	Amount (Rs.)	Duration (Years)	Collaboration, if any
N/A	N/A	N/A	N/A

The college has made a request and submitted the proposal to the University Grants Commission for funding in the development of research skills. The college has placed an effort to work with the National Research Development Institute but not executed. Currently, there are no research projects in contract with any third party. The college is looking forward to extending the scope of the same.

For Details, please see
Vol 4 Annex 3 : Research Management Cell Meeting Minute - (2079-01-12)
Vol 1. Annex 16: Research Management Cell Guideline

56. Does the institution have research/academic publication? If yes, give details of publications in the last two years.

Yes, the Research Management Cell (RMC) has processed to register the journal entitled **Samriddhi Journal of Multidisciplinary Studies (SJMS);** the institution doesn't have research/ academic publication till now. We are expecting to initiate the 1st Volume in 2023.

The college has been working in collaboration with **WWA Int'l Journal Research Division** Where faculties and given opportunities to publish their article and participate in conferences.

For Details, please see
 Vol 4. Annex 3: Research Management Cell Meeting Minute - (2079-01-12)
 Vol 1. Annex 16: Research Management Cell Guideline
 Vol 6. Annex 3: (Photo -3)

57. Does the institution offer consultancy services?
    Yes ☒   No ☐   If yes, give details.

The college has not yet offered consultancy service, but the college has conceptualized Samriddhi Knowledge Solutions to offer IT consultancy Services. In addition, the college is preparing consultancy extension services for research activities engaging faculty and students. The college is also looking forward to working with partner organizations in this direction.
https://samriddhicollege.edu.np/partner-organizations/

For Details, please see
 Vol 1. Annex 16: Research Management Cell Guideline

58. Does the institution have a designated person for extension activities?
    Yes ☐   No ☒   If yes, indicate the nature of the post as –
    Full-time ☐   Part-time ☐   Additional charge ☒

Samriddhi College has not appointed a dedicated individual serving full-time for extension activities. However, the ECA committee looks after this including community engagements and outreach activities in collaboration with the Students' Council and Students Clubs.

There are six student clubs informally formed and run, (https://samriddhicollege.edu.np/student-clubs/) they actively drive extension activities and help students improve their social and professional skills through the development of communication, leadership, and teamwork skills. Both administration and students frequently interact with these clubs to promote and execute such activities. The persons and experts are hired on a need basis when there is a need for training.
.
For Details, please see

59. Indicate the extension activities of the institution and its details:

Community development √

Training in Disaster Management ☐

Health and hygiene awareness ☒

Medical camps ☐

Adult education and literacy ☒

Blood donation camps ☒

AIDS awareness   ☐

Environment awareness ☒

Any other ☐

Yes, the college has been involved in many extension activities including community outreach programs.

For Details, please see
Vol 4 Annex 6: Photos of Blood donation camps (Photo-1)
Vol 4 Annex 6: Photos of Community Development (Photo-2)
Vol 4 Annex 6: Photos of Adult education and literacy (Photo-4)
Vol 4 Annex 6: Photos of Environment awareness (Photo-5)

60. Are there any outreach programs carried out by the institution (for example, Population Education Club, Adult Education, National Literacy Mission, etc.)?

Yes ☒   No ☐   If yes, justify.

Yes, the Students' Council, Student Club, ECA Committees, BA/BSW Department frequently organize social awareness campaigns, advocacies, and advocacy to fight existing social problems and discrimination. They also engage in different types of short and long-term awareness programs for the communities in various areas.

The course structure of the BASW program includes an intensive level of practical fieldwork in order to understand the rights and needs have today's society. Such programs are also promoted through the use of social media as well.

Even during the first and second waves of COVID-19, Students from Samriddhi actively supported the 'NyanoKoseli' campaign by 'Hamro Sano Prayas Nepal' in collecting used clothes for homeless people affected by the lockdown.

Website: https://samriddhicollege.edu.np/samriddhi-social-club/

For Details, please see
Vol 4 Annex 7: BASW Course syllabus
Vol 2. Annex 18: Photo Community Engagement and Community Outreach
Vol 4 Annex 6: Photos of Health and hygiene awareness (Photo-3)
Vol 2 Annex 16: Annual Report 2078/79 - Page (12-4)
Vol 4 Annex 4: Students Council Decision to conduct outreach program (2079-05-13)

61. How are students and teachers encouraged to participate in extension activities? Any defined approaches?

The students and faculty at Samriddhi College are known for their frequent engagement in raising awareness and addressing social issues that are important for social causes. To facilitate this, the Social Club has been established, among other clubs, as an active club engaged in community activities, composed of passionate individuals who initiate and encourage voluntary participation in such initiatives. The Club regularly organizes community engagement and outreach programs on different occasions.

In addition, the college invites recognized figure or institution to motivate students in this area, For example, In the year 2077, a one-day Guest Lecture was organized by Samriddhi with guest speaker- Mr. Prajwal Khadka from Teach For Nepal (TFN). TFN aims to provide educational services to rural students. The techniques it uses to empower those disadvantaged groups are amazing. It applies research-based strategies to uplift the educational quality of students from public schools.

List of Extension and Community Engagement Activities Students and Faculties engaged are:

- Different awareness programs on World Social Work Day, Human Right Day, Child Rights Day, Red Cross International Day, and Blood Donation Day.
- Organize "Photography Competition" on World Environment day.
- On the occasion of Teej, BA/BSW students organized the program and collected a few amounts. And from those amounts, they bought stationery materials and donated to the children (orphans and homeless) of the human welfare society by organizing "Hamro Ekdin program".
- Documentary show "Babu", learning, interaction pencil in Divyadeep Jyoti English secondary Lokanthali.
- Organized "Traffic Awareness Program" training by Metropolitan Traffic Police Division Gatthaghar Inspector Damodar Bhatta, and Senior Sub inspector Harka khathayat.
- Organizational field visit and interaction session
- Field Visit on Cancer hospital, Manav Sewa Ashram, FPAN family planning association Nepal

- GET Nepal Women empowerment visit and interaction program
- Election demonstration program for students 2079/7/30 for Mangsir 4.
- Guest session Psycho social orientation by Ms. Asmita Dawadi on 2079-4-31.
- In 2079, TFN Ms. Sulochana K.C, Anish Dhakal
- Renew of Samriddhi Social Club Board Member.
- Hiking and human rights-related programs in 2079/08/24.
- With the coordination of KOSIS, conduct 16 days of activism on gender-based violence awareness educational campaigns in different schools for grade 10 students.
- World no tobacco day, coordinated with Kathmandu cancer center in 2079.
- Transparency International essay competition 2079.
- Community camp, a rural camp for the students of BASW students where they involve in FGD with stakeholders, social mapping, urban organizational visits, research camp, data collection, and surveys.

 Hence, many social programs are organized on different occasions by the Student Social Clubs and Students' Council. Such endeavors are also supported by departments and sometimes, handled in coordination with the college administration. Photos can be accessed: https://samriddhicollege.edu.np/samriddhi-social-club/

For Details, please see
 Vol 2 Annex 16: Annual Report 2078/79 (12-14)
 Vol 4 Annex 6:Photos of different social programs (photo-6)
 Vol 2. Annex 18: Photo Community Engagement and Community Outreach

62. Does the institution work and plan the extension activities along with NGOs and GO's? Give details of the last 3 years.

 Samriddhi College runs BA/BSW program, it directly links and coordinates with the NGOs and GO's for social activities related to social justice, right-based advocacy and awareness program, etc. The college collaborated with Teach for Nepal in some community engagement programs. The college has offered scholarships to two young people from Prayas Nepal. In collaboration with KOSIS the college has conducted a sixteen days advocacy campaign against gender violence. Similarly, the college has worked with Manav Sewa Ashram, GET Nepal, World Without Anger, Global Peace Foundation,and so on. https://samriddhicollege.edu.np/samriddhi-social-club/

For Details, please see
 Vol 2 Annex 16: Annual Report 2078/79 (12-14)
 Vol 4 Annex 6:Photos of different social programs (photo-6)
 Vol 2. Annex 18: Photo Community Engagement and Community Outreach
 Vol 6. Annex 3. Photo-3 Collaboration for Abstract Book with WWA,Global Peace Foundation

CRITERION 5: INFRASTRUCTURE AND LEARNING RESOURCES

A. General Physical Infrastructure

63. Does the institution have a comprehensive master plan indicating the existing buildings and the projected expansion in the future?

Yes, Samriddhi College has prepared a Master Plan (2020-30) assuming the growth and extension roadmap of the institution. That outlines the current infrastructure and future extension plans. Samriddhi College has four blocks with two academic buildings with separate administrative block computer labs, a multipurpose room, IQAC/RMC room, 11 tutorial rooms with multimedia installation, a program hall with Approximately 100 capacity, and a canteen space to host around 60 people at a time. The college maintains two computer Labs with 144 computers. The library and reading room can host up to 30 visitors at a time. Future goals for infrastructural expansion, academic enhancement, and institutional development are detailed in the Master Plan.

Samriddhi College's projected permanent location will have a semi-residential feel to it. In phase II of its development, the college plans to buy its own land. The college has plans for housing for personnel and students in need as well as hostel amenities.

For Details, please see
Vol 1 Annex 4: Master Plan (2020/30) Clause 7, 10, 11.2
Vol 5 Annex 2: Photos collection of Academic Infrastructure and Facilities
Vol 5 Annex 1: Rent Agreement documents

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.

Samriddhi College plans to implement the phase-wise acquisition of about 10-15 Ropanies of Land and phase-wise implementation of the infrastructure following the Master Plan. In order to keep up with the demands of academic growth, the college is planning to undertake a major construction project to expand its infrastructure. This will include the construction of new classrooms, laboratories, libraries, administrative buildings, and audio-visual centers, as well as student dormitories and staff housing. The college is exploring the possibility of temporarily

renting buildings and implementing a plan to gradually relocate programs to the new permanent location. The college has a plan for phase-wise acquisition of the land.

For Details, please see

64 (b). What support facilities are available for conducting the education programmers in the institution?(0.5)

- Laboratory
- Library
- Others
  Give details

The following facilities support the learning activities of the college such as Laboratory, Library, and ICT Center- Samriddhi Gyan Solution and so on.

- Library

  The library is adequate to serve 30 students at a time. The library has enough bookshelves, bookcases, library furniture, and equipment. Similarly, the library has a growing collection of the latest articles, relevant books, journals, magazines, and DVD/CD-ROMs on all different subjects. The college is in the process of embedding a computer cataloging system which will be done by librarians and cataloging specialists and used by the students.

- Extended ICT Classrooms

  The classrooms of Samriddhi College are furnished with whiteboards, Digital Boards, Multimedia, comfortable seating arrangements, and audio-visual teaching and presentation aids like multimedia projectors

- Laboratory

  The college has a well-managed computer lab with a wireless network environment with the latest computers on a LAN running with a dedicated file server and a domain controller. The college plans to regularly upgrade the system with advanced software and hardware. The college computer labs have 120 Mbps for high-speed internet, with multimedia and visual networks. With a view to improving facilities for better learning, the computer labs are air-conditioned and equipped with an uninterrupted power backup system.

- ICT Center

  The college has a true ICT-based academic and management plan. The college bears an outfit from Samriddhi Educational Foundation that is primarily geared towards fostering domain knowledge in the field among final semester students and fresh graduates of Samriddhi College, BSc. CSIT and BCA stream. The Samriddhi Knowledge Solution helps students to work on specific projects.

- Samriddhi Program Hall

Samriddhi Program hall is well equipped with digital technology and multimedia. Students and the college utilize this space for learning activities, seminars, and workshops. The hall can host around Approximately100 people at a time.

For Details, please see
  Vol 2 Annex 16: Annual Report 2078-79 (Annexes) Page. 15-17
  Vol 5 Annex 2: Photography of Academic Infrastructure Facilities

65. Does the institution have provision for regular maintenance of its infrastructure? Provide a scheme.

 To ensure the proper functioning of all electrical equipment, plumbing, computer hardware, and multimedia maintenance the college employs people on a contract basis or hires vendor service through third-party agreement. As per the agreement, the responsible individual or firm regularly inspects and maintains various items of the college. To ensure optimal performance, annual maintenance is required for labs, while purchases are made in accordance with the Financial Policy of the college.

Occasionally, to minimize costs and ensure effective service, the college employs inquiry-based maintenance services with warranty coverage for any unexpected maintenance needs. The college has an IT annual maintenance agreement with Feather Solution Pvt. Ltd.

For Details, please see
  Vol. 1. Annex 20: Financial Policy (2078) -Page 6. Clause 2.2
  Vol 5. Annex 4: Agreement with Plumber and Electrician
  Vol 5. Annex 5. Agreement with Feather Solution Pvt. Ltd.

66. How does the institution ensure optimum utilization of its infrastructure facilities? Produce the plan.

 At Samriddhi, all the departments and faculties coordinate the schedules in a way that allows all departments to use Labs and Library in a comfortable state. The college provides multimedia and other resources for workshops and training inside the building, except for regular classes. Besides, the college encourages its students to make the best use of online tutorials and valuable educational resources provided accessible in the Server of Samriddhi. The college also provides the opportunity to lease its infrastructure for seminars and exams.

 The college has developed guidelines for the use of the lab and library for its effective and sincere use.

For Details, please see
  Vol 1. Annex 4: Master Plan (2020/30). Clause 11.1. Page 12
  Vol 5. Annex 3: Library User Guideline

Vol 5 Annex 6: Lab User Guidelines
Vol 6. Annex 3: Photo 3

67. Does the institution encourage use of the academic facilities by external agencies? (0.5)
Yes ☒ No ☐   If yes, give clearly defined regulations.

Yes. The college uses its space to make a social contribution and even to generate extra income. The college has leased the space to TATA Consultancy to conduct the prequalification exam for Indian Embassy. Similarly, the college has leased the building and infrastructure to conduct the Medical Council Exams.

The institution has opened up its facilities to members of the local community, and Alumni Association who wish to utilize them for social causes, meetings, seminars, or charitable events like blood donation, activism discussion and so on.
https://samriddhicollege.edu.np/samriddhi-cultural-club/
https://samriddhicollege.edu.np/samriddhi-it-club/

For Details, please see
Vol 2 Annex 18: Photo, Blood Donation Event at College Premise.
Vol 1. Annex 18. A confirmation letter to utilize college infrastructure and resources by Medical Education Commission and Tata Center Charge Sheet

68. What efforts are made to keep the institution clean, green and pollution free? Give details

In order to keep the institution Clean, green, and pollution-free, Samriddhi college has recruited three people to keep the college environment clean and healthy. The college also encourages planting flowers and small plants around the college for the greenery and beautiful looks.

The college places efforts to make everyone in the college including faculties, students, and staff members to be accountable for the cleanliness of the premises and stuff after use.

For Details, please see,
Vol 5 Annex 2: Photo of College's Premise for Greenery Initiatives (photo-3)
Vol 1 Annex 11: Job Description Manual (Non-Teaching staff)

69. Are there computer facilities in the institution that are easily accessible to students and faculty? (0.5)

Number of computers accessible to the students: 144
Computer accessible to the faculty:12
Internet accessible to the faculty: 120 Mbps

Note: The computer labs have Gigabit Ethernet (120 Mbps) for high-speed multimedia and video networks. Both students and faculties have free access to the Wireless internet facility.

70. Give the working hours of the computer center and its access on holidays and off hours.

The computers can be accessed by faculty, staff, and students throughout the working hours of college i.e., 6:30 am to 2:30 pm. However, as per requirement, the access time can be extended with proper reasoning. The administrative staff might access the systems beyond the usual time as well.

For Details, please see,
Vol 1 Annex 11: Job Description Manual - Teaching and Non-Teaching staff (Assistant Instructor- Lab Oriented)
Vol 5. Annex 6. Lab user guideline

71 (a). How many departments have computers of their own? Give details.

The college runs two of the programs BCA and BSc CSIT that fully depend on Computer Labs to pursue curriculum. Other programs, like BBS and BA/BSW, only have occasional use in the lab, especially for noncredit courses. Therefore, labs are oriented for purpose-specific than department specific. Both the Labs at the college have advanced digital infrastructure.

For administrative functions, each of the departments has its own computers as of need and number of staff. The administrative and IT departments have seven numbers of computers for day-to-day business. Some of the faculty members and non-teaching staff are even provided with personal computers too.

For Details, please see,
Vol 5 Annex 2: Lab Image and workplace computer images (photo-4)
Vol 1. Annex 4. Master Plan (Page 7)

71 (b). Does the institution have provisions of internet/intercom/CCTV/other facilities Give details

Samriddhi College boasts state-of-the-art technology for multimedia and video network connectivity, with high-speed Gigabit Ethernet (120 Mbps) available, and wifi signals available throughout the campus. The labs are fully equipped with the latest computers, all connected via a Local Area Network (LAN) that includes a dedicated file server and domain controller. The college is committed to regular upgrades and improvements, ensuring that students have access to the most advanced software and hardware. Additionally, the college recently installed 78 CCTV cameras to enhance security and surveillance.

For Details, please see,

Vol 5 Annex 2: Academic Infrastructure photos. Internet/CCTV and Intercom images (photo-5)

72. Explain the output of the centre in developing computer aided learning packages in various subjects during the last three years?

The integration of computer-aided practices into the curriculum has significantly enhanced the academic progress at Samriddhi College. The BCA and BSc. CSIT programs have mandatory computer-related syllabi, emphasizing the importance of incorporating technology into the learning experience.

The college is actively implementing an Educational Management Information System (EMIS), taking ERP from E-Digital Nepal Pvt. Ltd to enhance access to internal educational resources for students.

During the COVID-19 pandemic, the college successfully utilized a virtual classroom platform and recorded lectures, ensuring continuity of education. The college has processed e-journal access from the Central Library of Tribhuvan University to upgrade the library, which will further enhance computer-aided learning. In addition, teachers and students have access to various open-source educational websites, including YouTube, to aid in the learning process.

The BBS and BA/BSW students learned Accounting and SPSS programs through non-credit courses using computers at the college.

For Details, please see,
 Vol 1 Annex 2: Strategic Plan 2021-2026
 Vol 1. Annex 17: Agreement Organization Development with E-digital Pvt. Ltd and Digital
 Vol 3. Annex 11: Guidelines for Online Class
 Vol 3 Annex 8: Course Syllabus Sample (BSC CSIT, BCA)
 Vol 3: Annex 19: Photo 4 - Online Classes

73. Is there any provision for maintaining/updating the computer facilities? Provide the details of the system.

Yes. At Samriddhi College, the IT staff works closely with the Head of Departments to stay informed of any maintenance and upgrade requirements. S/he is responsible for implementing these updates and maintenance as directed by management and faculty members. The IT staff also manages the procurement process for any necessary equipment purchases or services for general maintenance. The IT staff plays a vital role in ensuring that the computer facilities are always updated and maintained for optimal performance.

For Details, please see,
 Vol 1 Annex 19: Appointment Letter of Non-Teaching staff (IT Officer)
 Vol 1. Annex 17: Agreement Organization Development with E-digital Pvt. Ltd and Digipal Nepal Pvt. Ltd

Vol 5. Annex 5. Annual Maintenance Agreement with Feather Solutions Pvt. ltd
Vol 1 Annex 11: Job Description Manual - IT operations (Page 30)
Vol. 1. Annex 20: Financial Policy (2078)- Page 6. Clause 2.2

74. Does the institution make use of the services of inter-university facilities?

Samriddhi College is dedicated to ready graduates for the globalized marketplace with both theoretical and practical modalities, working in partnership with a number of top colleges in the United States and beyond. The college has processed e-journal access from the Central Library of Tribhuvan University to upgrade the library, which will further enhance computer-aided learning.

For Details, please see,
Vol 2. Annex 8. Letter issued to Central Library to allow to access e-journal (API)

75. What are the various health services available to the students, teachers and other staff? Give details.

For any injuries, or illnesses to staff members, students, or visitors in the college, it provides immediate first aid service. Further, Samriddhi College maintains first aid services at its college premise. The college also has part-time nursing consultants to work on a need basis.

For Details, please see,
Vol 5 Annex 2: Image of First Aid Service (Photo-6)
Vol 5 Annex 7: Agreement for Part-time Nursing Service Contract

76. What are the physical and infrastructural facilities available in the sports and physical education centre? Give details.

The college has Basketball, Badminton, and Table Tennis ground on the college premises, which is used for practice only- not for tournaments. The college hires grounds/pitch on lease for tournaments.

The college has formed the ECA committee, which is responsible to manage and organize all the activities related to sports and physical education. In terms of infrastructure, the college has indoor games infrastructure facilities such as chess and carom board. Sports Club https://samriddhicollege.edu.np/samriddhi-sports-club/ and Students Council are always supportive to the efforts of ECA for sports activities.

For Details, please see,
Vol 4 Annex 5:ECA Meeting Minutes (2078-07-20)
Vol 5 Annex 2: Photos of sports infrastructures and materials (photo-7)
Vol 5 Annex 8: Futsal Pitch Agreement (C. and G. Company Pvt. Ltd)
Vol 2. Annex 18. Sports-related Photo (photos 2-5)

77. What are the incentives given to outstanding sportspersons?
The college has a provision of motivating the college's outstanding sports person through waivers in tuition fees and cash prizes as far as applicable with the Municipal/District Level or larger competitions. In addition, the college provides dietary need supplements during the sports campaign and coaching.

For Details, please see,
Vol 1 Annex 3. BoD Meeting Minutes (2078-10-01)

78. Give details of the student participation during the last year at the university, regional, national and international events.

Due to the Covid-19 Pandemic, many competitions or tournaments are organized. The college also did not allow them to participate during the time until the lockdown was completely lifted. Nowadays, the college has been prepared to take part in such competitions. Older versions of participation, achievements, and awards can be accessed here: https://samriddhicollege.edu.np/samriddhi-sports-club/

Particulars	Program	Participation of Students	Outcomes
District	Essay Competition	13	Winner (1st Position)
National	-	-	-
International	-	-	-

79. Give details of the hostel facilities available in the institution?

Samriddhi College does not have on-campus housing facilities for students. However, the institution has a plan in place to provide students and faculty members with access to the related facilities in need. The college has an agreement with local hostel service providers to ensure that students have access to suitable accommodation options. The college takes care of students in need to provide the appropriate benefits negotiating with the hostel service providers for necessary facilities.

In the long run, the college plans to make its own housing during the phase-wise infrastructure development as illustrated in the Master Plan.

For Details, please see,
Vol 5 Annex 9: Agreement with third party Local Hostel Service Provider
Vol 1. Annex 4. Master Plan 2020-30 . Page. 12. Clause 11.2

80. Give details of the facilities for drinking water and toilets.

All students and staff members at the college have access to purified drinking water and jar water and hygienic restroom facilities. The college has placed water purification in the canteen, and all other blocks have water dispensers with hot and cold drinking water facilities. The college has a plan to make water purification vessels accessible sooner. Separate restrooms facilities available for male and female students and faculties.

For Details, please see,
   Vol 5 Annex 2: *Photos of Drinking Water Facilities and Toilets Available (photo-8)*
   Vol 1 Annex 4: *Master Plan (2020/30) page. 13.*

B. Library as a Learning Resource

81 (a). What are the working hours of the library?

> On working days: 6 days/ 8 hours
> On holidays: 0 Hours
> Prior to examinations: 6 days/ 8 hours

The library is opens every day for 8 hours from 6:15 AM to 2:15 PM. A student may borrow/check out three books at once. The students who have the library card have the right to access the books, and consult library resources. .

For Details, please see
Vol 5 Annex 3:Library User Guidelines

81 (b). Does the library provide open-access to students?
   Yes ☒ No ☐
   Yes. The library provides open-access to students. However, students are required to verify authentication through their college identity card to get access to the library resources.

For Details, please see
   Vol 5 Annex 3*:Library User Guidelines*

82.   Mention the total collection of documents.

- ➢ Books   4540
- ➢ Current Journals
        Nepalese   3
- ➢ Foreign   N/A
- ➢ Magazines
- ➢ Reference Books :855
- ➢ Text Books   :   3685
- ➢ Refereed journals
- ➢ Back Volumes of Journals

- ➢ E- Information Resources
  - CD's/DVD's
  - Databases
  - Online Journals
  - AV Resources

- ➢ Special collection   (Please specify for example: UNO Depository center, World Bank Repository, Competitive Examinations, Book Bank, Old Book Collection, Manuscripts)
- ➢ E-Resources : 7500
- ➢ Research Report: 1200
- ➢ Government Documents: 200
- ➢ Others: 2260

83.   Give the number of books/journals/periodicals that   have been added to the institution library during the last two years and their cost.

Items	2078		2079	
	Number	Total cost	Number	Total cost
i. Text books	2618	1,452,900	2218	1,053,149
ii.Otherbooks/References	659	327,000	550	275,000
iii.Journals/periodicals	6	9160		
iv. Any others				

84. Mention (1)
(i) Total carpet area of the institution library (in sq.mts.) [386.10   ]
(ii) Total number of departmental libraries   [1]
(iii) Seating capacity of the Library   [30]
(iv) Open student access to library   [No]

85. Give the organizational structure of the library.
  (i) Total number of staff (0.3)
    a. Professionals (List with qualifications)
    b. Semi-professionals
    c. Others

 Samriddhi College has only one librarian staff.

S.N	Name	Qualification	Professional/Semi-professional
1.	Januka Budhathoki	Bachelors	Professional

For Details, please see
Vol 1 Annex 19: Appointment Letter of Non-Teaching staff
Vol 1 Annex 11: Job Description of Non-Teaching staff (Librarian) (Page-22)

(ii) Library advisory committee , Give details
1. Sandeep Shrestha   Coordinator
2. Alkama Rani Khan   Member
3. Januka Budhathoki   Member

For Details, please see
Vol 1 Annex 3: BOD Meeting Minutes for the Formation of Library Advisory Committee (2078-10-17)

86. Staff development programs for library
 i.Refresher/orientation courses attended
ii.Workshops/Seminars/Conferences attended
          Other special training programs attended

The Librarian of Samriddhi College has attended the refresher programs organized by the college, but not attended specialized programs related to Library Management.

For Details, please see
Vol 2. Annex 12.Recreational Program and Presentation Schedule

87. Are the library functions automated?

    Yes ☒   No ☐
    If yes: Fully automated ☐   Partially automated ☒

The college has been using the Digital Nepal ERP software provided by E-digital Pvt. Ltd. The scope of the software extended to meet the EMIS support services. In addition, the college library automation through the software is in progress.

For Details, please see
Vol 2. Annex 12.Recreational Program and Presentation Schedule

88. What is the percentage of the library budget in relation to the total budget of the Institution?

The library at Samriddhi College receives a significant portion of the institution's budget, with allocations ranging from 1% to 2 % annually. This allocation has been steadily increasing each year.

The extension of automation in libraries in current ERP as of Educational Management Information System (EMIS) architecture, expansion of reading rooms, and online subscriptions in many cases for resources and reference materials have increased overall library budget allocation. Apart from core library expenses, the expenses relative administrative support and staff salaries are not included.

For Details, please see
   Section A-Vol: Annex 5: Audit Report for F/Y 2077/78 & 2078/79
   Vol 4. Annex 1. Financial Projection 2079 to 83

89. Does the library provide the following 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 ☒
- o Power Backup facility ☒

90. Furnish details on the following (; *to be equally distributed*)
    i. Average number of books issued/returned per day.   [20/15]
    ii. Average no. of users visited / Documents consulted per month   [408]
       Please furnish the information on no. of Log- ins in to the
    iii. E-Library Services/E- Documents delivered per month   [N/A]
Ratio of Library books to number of students enrolled   10:1

➢

CRITERION 6: STUDENT SUPPORT AND GUIDANCE (10 MARKS)

91. Furnish the following details:
   - Percentage of regular students appearing for the exam:98%
   - Dropout rate (drop out from the course): 2%
   - Progression to further study (Bachelors to Master, Master to Mphil/Ph.D.): 47%
   - Prominent positions held by alumni: Officer at Government of Nepal, and Pursuing PHd and Research Grant in United State

92. How many students have passed the following examinations in the last five years?

   - Nepal Civil Services Examinations: 8
   - Other employment-related examinations: 36
   - International level entrance examination: 6
   - Others (please specify)

   In order to identify its students and their present involvements, the college is also conducting tracer study. The tracer study report 2021-22 has covered limited aspects of it, where pass-out batches of 2019 and 2020 were covered. The college assumes the Tracer Study as a regular activity to capture data until 70% pass out the forms and come into contact.

For Details, please see
   Vol 6 Annex 1: Tracer Study Report (2021-22)

93. Does the institution publish its updated prospectus annually?
   Yes ☒   No ☐
   If yes, what are the contents of the prospectus? (attach a copy)

   Yes, Samriddhi college publishes its updated prospectus annually- both physical copy and digital copy. The prospectus covers key elements like Fee Structure, Eligibilities, Facilities, Course and Career Briefing, Evaluation, Scholarship Schemes, Admission Process, Advisory Board, and so on.

For Details, please see
   Vol 3 Annex 3: Prospectus of the Samriddhi College

94. What kind of financial aids are available to students from the government, the institution and others? Give details.

   Samriddhi College offers a 10% scholarship program and complies with government mandates for private colleges. Apart from that, the college provides a 50% scholarship to two students of Prayas Nepal.

The college offers merit-based scholarships and scholarships to disadvantaged groups of students. Currently, 109 students are benefitting from either full or partial scholarships together from all semesters of all programs.

The batch leaders each semester also qualify for a tuition cost exemption. Scholarships are thus given out to promote extraordinary talent and the best performance in a variety of extracurricular activities. Additionally, the college provides scholarships to students with exceptional needs, such as those who are disabled.

There is an MOU/Social responsibility Scholarship with Prayas Nepal and Samriddhi College, in which two students get Scholarship benefits who are economically backward and coming from marginalized groups.

For Details, please see
Vol 3 Annex 4: Scholarship Support Agreement with the Prayas Nepal
Vol 3 Annex 14: Scholarship Guideline
Vol 1. Annex 3: BoD Meeting Minute (2078-10-01)

95. Mention the number of students who have received financial aid during the last two years.

Financial aid	Year before last	Year before (2079)
i. Merit scholarship	19	72 *(including Term Best Performer partial tuition wave)*
ii. Merit-cum-Means	42	32
iii. Any others	14	5

For Details, please see
Vol 6 Annex 6: List of Scholarship beneficiaries (approved by the principal)
Vol 3 Annex 14: Scholarship Guideline
Vol 3 Annex 4: Scholarship Support Agreement with the Prayas Nepal

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.
   i. Employment cell: ☒ *named as Placement Committee*
   ii. Placement officer:☐

The Placement and Counseling Cell at Samriddhi College aims to assist students in obtaining jobs and internships and opportunities through collaboration with the ECA, College Working Committee, and Students Council. The cell provides students with job-oriented skills, workshops, and career counseling. Internship placement is also offered to students during their academic courses. The college is working to establish connections with other agencies for student job placement.

The college has hired an in-house counselor who assists with career counseling and coaching students, to prepare their mindset. The college combines counseling and placement and regards it as a functional unit college. The college has a further Skill Lab which prepares Career Prep skills and Soft Skills. The college's career service lab is managed by the Placement and Counseling Committee of the college.

Career Service Centre: https://samriddhi.careerservicelab.com/

For Details, please see
   Vol 1. Annex 3: BoD Meeting Minutes (2078-10-17) formation of Counseling and Placement Committee
   Vol . 6. Annex 2: Counseling and Placement Minute (2078-12-21)
   Vol 4. Annex 4:   Students' Council Meeting Minute (2079-06-13)
   Vol 3. Annex 18: Internship Recommendation Letter

97. Do teachers participate in academic and personal counseling?
       Yes ☒ No ☐   If yes, give details as to how they are involved.

The college has a dedicated counselor nowadays, who is one of the members of the Placement and Counseling Committee. Despite this, teachers are ever supportive to foster the career prospects of students. As teachers are familiar with student's interests, talents, beliefs, personalities, circumstances, etc, they can provide mentorship and advice to students. Teachers are influential coaches and counselors who often voluntarily provide personal and career counseling to their students, and offer mentorship.

For Details, please see
   Vol 1. Annex 3: BoD Meeting Minutes (2078-10-17) formation of Counseling and Placement Committee
   Vol . 6. Annex 2: Counseling and Placement Minute (2078-12-21)
   Vol 6 Annex 3: Photo Collection of Career Counseling (photo-1)

98. How many students were employed through placement service during the last year? (1)

Particulars	UG students	PG students	Research scholars
i. Local firms/companies	18		
ii. International firms/companies	2		
iii. Government	7		
iv. Public (semi-government) sector	5		
v. Private sector/ Internship	43		

99. Does the employment cell motivate the students to seek self-employment?
       Yes ☒   No ☐

If yes, how many are self-employed (data may be limited to the last 5 years)?

The Placement and Counseling Committee at Samriddhi College helps students in obtaining job opportunities and promotes self-employment opportunities. The college has a Student Club focused on Entrepreneurship Skills https://samriddhicollege.edu.np/entrepreneurial-club/

The third-party partner's organization https://samriddhicollege.edu.np/partner-organizations/ that assists in learning also emphasizes skills to enable students to be self-employed. In the future, the college may offer seed funds through Samriddhi Knowledge Solutions, yet core plans are to be prepared in this direction. Likely 14 students were traced in Tracer Study Report 2021-22 in Self Employment out of 54 Pass outs.

For Details, please see
   Vol 2. Annex 7. Learning Support Service Agreement
   Vol 6. Annex 1. Tracer Study Report 2021-22

100. Does the institution have an Alumni Association?
      Yes ☒   No ☐
   If yes, indicate the activities of the Alumni Association.

   Yes, Samriddhi College has initiated loose network of Alumni Association for many years, but later formed Alumni Association formally in 2078 Magh 21 Officially through the initiation of College Working Committee

   The Alumni Association is supported is an autonomous body of ex-students supported by the college. The alumni organize and take part in a wide range of humanitarian, environmental, educational, and idea-sharing initiatives.

For Details, please see
   Vol 6 Annex 4: Alumni Guidelines
   Vol 1. Annex 22. Working Committee Meeting Minute - (2078-10-21)
   Vol 6. Annex 5. Alumni Meeting Minutes.

101. How are the policies and criteria of admission made clear to prospective students?

   Samriddhi College has a comprehensive admission policy that has been approved by the Board of Directors in accordance with the standards set by the Tribhuvan University. The institution has specific requirements for new applicants, including the need to pass an entrance exam, and it provides undergraduate degrees connected to TU. The college's prospectus provides a detailed explanation of its admissions policy and requirements.

   The college has placed the details of admission criteria and program briefing in its official website   under   >>   Program   Menu<<   in   following   format

and admission form can be accessed from *https://samriddhicollege.edu.np/admission-form/* .

For Details, please see
Vol 3 Annex 2: *Admission policy of Samriddhi college*
Vol 3 Annex 3: *Prospectus of the College, Admission, and course structure criteria defined (New -2022)*

102. State the admission policy of the institution with regard to international students.

There are currently no international students enrolled at the college. However, the college gets students from all regions and provinces admitted according to the college's admission criteria. The college has targeted to recruit international students by 2025 AD.

For Details, please see
Vol 3 Annex 2: *Admission policy of Samriddhi college*
Vol 1. Annex 4: *Master Plan 2020-30 Clause 9. Page 10.*

103. What are the support services given to international students?

● International student service office ☐ N/A
● Special accommodation ☐ N/A
● Induction courses ☐ N/A
● Socio-cultural activities ☐ N/A
● Welfare program ☐ N/A
● Policy clearance ☐ N/A
● Visa Support ☐ N/A

By 2025, the college plans to recruit international students, as far as growing with excellence in IT Education. The institution has made some progress towards specified plans and explained the Master Plan. The above facilitation as specified in the table can be gradually arranged to achieve the goal.

For Details, please see
Vol 1. Annex 4: *Master Plan 2020-30, Clause 9. Page 10.*

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. Social Club, Cultural Club, IT Club and so are to do various recreations as well as team based learning activities.   ----------------------

The college provides recreational and leisure-time activities during and after college time. The college provides outdoor spaces where students play table tennis, badminton, and basketball. Indoor activities for students include chess. The college also hosts cultural events during festivals.

Beyond the above specified the college has Social Club, Cultural Club, IT Club https://samriddhicollege.edu.np/student-clubs/ and so are to do various recreations as well as team based learning activities.

For Details, please see
Vol 6 Annex 3: Photos of Recreational activities (photo-2)
Vol 2. Annex 18. Photo 2. Sports and Recreational Activities

CRITERION 7: INFORMATION SYSTEM (10 MARKS)

105. Is there any cell in the institution to analyze and record various academic data?

Yes ☒　　　No ☐

If yes, mention how the cell works along with its compositions?

In order to capture and analyze data there are three different functional committees RMC Committee, EMIS Committee, and IQAC Committee work to improve the institution's information management system. These committees work closely with the College Working Committee and Administration to gather data and closely analyze institutional information pertaining to students, library, academic and departmental activities, employee performance, punctuality, finances, and faculty performance. Through collaboration with both academic and administrative departments, these committees strive to achieve their goals of enhancing the overall performance and efficiency of the institution.

The EMIS committee places efforts to obtain data of each department every week, and accordingly ask for data updates in the ERP system.

For Details, please see
Vol 1 Annex 7: IQAC guidelines
Vol 1 Annex 16: RMC guidelines
Vol 3 Annex 12: EMIS guidelines

106. What are the areas on which such analysis is carried out?

The areas covered for data capture and analysis are student information and profile, financial data, operational activities, exam and results, staff performance, scholarship distribution, marketing and communication and social media management. The college has put efforts to combine all department finance, library, and student data, the college has used various software's.

Further EMIS Committee processes of student enrollment, gender-based population, pass-out and dropout rates, representation of the underprivileged community, placement records, student tracing, and other student-related data.

For Details, please see
Vol 3 Annex 12: EMIS guidelines
Vol 1 Annex 16: RMC guideline
Vol 1. Annex 7. IQAC Guideline
Vol 7. Annex 2. EMIS Meeting Minute (2078-08-28) - (2078-07-25)

107. How are these analyzed data kept in the institution records?

The EMIS Committee's main function is to develop a system for centralizing and digitizing the operations of the college. With this system, all data is stored and managed on a single central server, allowing departmental personnel and the college administration to access and use the data for decision-making and institutional development.

The use of data-driven decisions is emphasized in operational decisions at the college, and is particularly important for the marketing division, Placement and Counseling Committee and Department Heads. The Board of Directors also rely on this data to make important decisions about governance and policy. The Research Management Cell has to play with many data in this regard. The IQAC committee worked on tracing pass out students utilizing the records.

Data Monitor and Control: To ensure the security of this data, access is restricted through the use of login credentials, and confidential records are kept for sensitive processes such as check-in and check-out.

For Details, please see
  Vol 3 Annex 12: EMIS guideline
  Vol 7. Annex 2: EMIS Meeting Minute (2079-02-29)
  Vol 1 Annex 16: RMC guideline

108. Is this information open to the stakeholders?
  Yes ☒   No ☐
  If yes, explain how they are disclosed?

The college strives to make information readily accessible to all stakeholders, while keeping certain sensitive matters confidential. This approach allows the college to share important institutional information with the general public, such as scholarship opportunities, vendor listings, bidding, and annual reports. Information that is authorized by the principal and deemed suitable for public consumption is made available. However, it is important for the EMIS team to exercise discretion and not disclose any sensitive or secret information unless explicitly authorized to do so. This ensures the protection of confidential data and promotes transparency in the college's operations.

For Details, please see
  Vol 3 Annex 12: EMIS Guidelines
  Vol 8. Annex 4: Public Information Cell Meeting Minute (2079-09-27)
  Vol 8. Annex 1: Public Information Cell Guideline

109. Are the methods of study and analysis also open to the stakeholders?
  Yes ☒   No ☐

The college places a high importance on the authenticity and validity of any reports released. This is achieved through careful analysis of institutional data using rigorous methods, such as enrollment of students, dropout rates, exam attendance, results, gender and population demographics, and enrollment of marginalized groups. To ensure transparency and credibility, the college communicates the methods used in data analysis to stakeholders. Additionally, Samriddhi College is committed to protecting the intellectual property, copyright, and privacy of any person, institution, or authority involved. The college takes all necessary precautions to ensure the security of this sensitive information.

The Tracer Study Report 2021-22 can be taken as an example of methodological explanation.

For Details, please see
  Vol 8. Annex 1: Public Information Cell Guideline
  Vol 1 Annex 16: RMC guideline
  Vol 3 Annex 12: EMIS Guidelines
  Vol 6. Annex 1. Tracer Study Report (2021-22)
  Vol 2 Annex 16: Annual Report (2078/79)
  Vol 8. Annex 4: Public Information Cell Meeting Minute (2079-09-27)

110. Is there any mechanism to receive comments or feedback on the published data?
     Yes ⊠   No ☐
      If yes, explain how it happened?

Yes, Samriddhi College has established a mechanism for stakeholders to provide feedback and express their concerns. The college encourages stakeholders to submit written comments and feedback and place them in suggestion boxes at college, also schedule appointments to discuss any concern or issues faced or realized with departments and associates, or communicate through formal channels such as email or the college's website contact forms.

Additionally, the college frequently has meetings with different stakeholders to give them a chance to express their opinions and concerns about the institution. This feedback mechanism ensures that the college is responsive to the needs and concerns of its stakeholders, and allows for continuous improvement and growth. Website: https://samriddhicollege.edu.np/contact-us/

For Details, please see
  Vol 7. Annex:1 Photos of suggestion box (Photo-1)
  Vol 1. Annex:14 Guardian Stakeholder Meeting photography (Photo-3)

111. What are the impacts of such an information system on the decision making process?
Produce in brief the impact analysis.

With the advanced information system in place, the college experiences a positive impact on the overall quality of the institution, which in turn improves decision-making. The

effectiveness and growth of the college is heavily dependent on data-driven decisions. The college further anticipates that the EMIS further influences overall students' performance and to gain a better experience at the service and facilities rendered by the college.

In addition, the college can build marketing efficiency, instructional innovations, and resource mobilization strategies following information systems integrated with technology.

Information system enables the college to make informed decisions that drive the institution's progress and development.

The college has used the data to develop Tracer Study and even Financial Projections.

For Details, please see
   Vol 7. Annex 2. EMIS Meeting Minute (2078-08-28) (2078-09-02)
   Vol 6. Annex 1. Tracer Study Report
   Vol 4. Annex 1. Financial Projection 2079 to 83
   Vol 1. Annex 17. Organization Development Consultancy Support Agreement

112. Give examples of quality improvements initiated due to the use of information systems.
   The use of data-driven decisions leads to increased efficiency and cost-effectiveness. With the help of information systems, the college has been able to identify areas for improvement, such as imposing strict attendance standards, and faculty class records, which has had a positive impact on students' performance. The use of data is also beneficial in determining scholarship disbursement plans and execution, which makes the process more fair and effective.

   The college anticipates that the EMIS system will result in a more supervised academic and institutional process, and support to build marketing effective, instructional innovations, and resource mobilization strategies.
   The system also eased the process to develop tracer studies, financial projections and other important data works, and report information.

For Details, please see
   Vol 7. Annex 2. EMIS Meeting Minute (2078-08-28) (2078-09-02)
   Vol 6. Annex 1. Tracer Study Report
   Vol 4. Annex 1. Financial Projection 2079 to 83
   Vol 2 Annex 16: Annual Report (2078/79)

CRITERION 8: PUBLIC INFORMATION

113. Is there public information cell within the institution?

    Yes ☒   No ☐

If yes, give details.

Yes, Samriddhi college has formed a Public Information Cell in the college and its basic responsibilities are to process and distribute institution related information to stakeholders.

For Details, please see
    Vol 8 Annex 1: Public information Cell guidelines
    Vol 1. Annex 3: BoD Meeting Minute (2078-06-21)
    Vol 8. Annex 4: Public Information Cell Meeting Minute (2079-09-27)

114. What are the areas of information published by the cell?
    ● Academic ☒
    ● Administration ☒
    ● Financial ☒
    ● All ☒

The public information cell is responsible for publishing a wide range of information for stakeholders. This includes information about:
● Admission Notices,
● College Activities and Events,
● Policy Updates, Annual Reports,
● Financial Reports,
● Admission and Scholarship Announcement,
● Bidding Notices and So on.

Additionally, the cell is responsible for disseminating information about changes to the academic calendar, fee schedule, student and guardian feedback, exam-related notices, training and seminars, sports-related announcements, meetings with stakeholders or guardians, and the information related to Annual General Meeting.

Most Information is Published in Website or Social Platforms and in Media and online portal.

For Details, please see
    Vol 2. Annex 15. Promotional Support Agreement
    Vol 6. Annex 1. Tracer Study Report
    Vol 2 Annex 16: Annual Report (2078/79)
    Vol 2. Annex 2. Academic Calendar 2079-80

115. Where are these information published?
- Newspapers ☒ ✓
- Magazines ☒ ✓
- Institutional special magazine dedicated for this ☐

Samriddhi College makes institutional information available to the public through various outlets such as websites, social media platforms, emails, national newspapers, online media and magazines, and at notice boards of the college.

This information is communicated through the relevant departments and units to the college's principal or appropriate committees while ensuring its integrity and confidentiality. Critical information is accessed upon authorization, to maintain privacy.

Website: https://samriddhicollege.edu.np/
Social Media:
Facebook: https://www.facebook.com/samriddhi.college/
Twitter: Twitter.com/Samriddhiclz
Instagram: Instagram.com/samriddhicollege

The Media coordination for promotion can be seen as an example here :
https://saralshikshya.com.np/college/samriddhi-college
https://edusanjal.com/admission/admission-bachelor-level-programs-samriddhi-college/

For Details, please see
   Vol 8 Annex 2: *Vacancy Publication in National Daily*
   Vol 8. Annex 3: *Notice of different occasion for stakeholders*
   Vol 8. Annex 5. *Photo 3*

116. How often are these information published?
- Yearly ☒ (1) ✓
- In 4 years ☐ (0)

The college publishes Prospectus Annually, Annual Reports, and Tracer Study Report in every two year Annual Audit Reports and Financial Projection for specified internal stakeholders, even reports followed by events. The college has taking initiative to publish magazine and journal in near future,

The college makes academic, administrative and financial information available to the public on need basic or voluntarily updates them on website or social media channels.

For Details, please see
   Vol 2 Annex 16: *Annual Report (2078/79)*

117. Mention all such publications of last two years

Areas	Year I	Year II
Annual Report	Yes	Yes
Tracer Report	Yes	No
Prospectus	Yes	Yes
Leaflets/Flyer	Yes	Yes
Financial Projection	Yes	Yes
College Magazines	No	No
Academic Calendar	Yes	Yes

For Details, please see
    Vol 6. Annex 1. Tracer Study Report
    Vol 2 Annex 16: Annual Report (2078/79)
    Vol 2. Annex 2. Academic Calendar 2079-80
    Vol 4. Annex 1. Financial Projection 2079 to 83

118. Does the cell also collect responses, if any, on the published information?
    Yes ☒   No ☐
    If yes, give details

  The Public Information Cell at the college is responsible for collecting responses and feedback from a variety of stakeholders through various means such as emails, suggestion/complaint boxes, direct visits, letters, social media, and websites and so on over the published information. The response of targeted audiences determines that information disbursed is of help or not.

  The college also conducts face-to-face meetings and invites input at different times. These responses often pertain to vendor listings, program participation inquiries, admission procedures, fees, and guardian responses.

  The reception desk is ever there to welcome the visitors and the first contact point for visitors. Their responsibility also comes under communicating public responses to the Public Information Cell.

  Student Enquiry Form: https://samriddhicollege.edu.np/student-enquiry-form/
  Contact Page: https://samriddhicollege.edu.np/contact-us

For Details, please see
    Vol 8 Annex 1: Public information Cell guidelines
    Vol 7. Annex 1. Photo. Suggestion Box
    Vol 8. Annex 5. Photo 5. Front Desk Image

119. Is there any system to evaluate the impact of public information on quality improvements?

Yes ☒   No ☐

If yes, how are these impacts measured?

The credibility and brand image of the college has been rising day by day among the stakeholders, which help us select good students at the college. All quotas in the IT program are filled up.

The college takes stakeholder feedback, comments seriously, and actively addresses legitimate issues. Meetings with stakeholders help address concerns and increased sensitivity to the surrounding community.

The college also improved the response systems, through websites, groups in social media, and planning to build a far better EMIS system in near future. Decisions are based on analysis of stakeholder feedback, which helps improve the quality of academic service and facilities.

The college even developed guidelines and code of conducts following the feedback of guardians; the college even formed the different functional committees like placement and counseling based on the feedback of guardians.

For Details, please see
> ***Vol 1. Annex 14.*** *Photo Page 2 : Guardian and Stakeholders meeting ,*
> ***Vol1. Annex 3.*** *BoD Meeting Minute dated 2078/10/17, (Formation Placement and Counseling)*
> ***Vol 1. Annex 15.*** *Student Council Guidelines*

120. Mention some positive impacts made by the public information practice.
The college's credibility and brand image among stakeholders have been consistently improving, which has led to an increased attraction of students and guardians at the institution. The IT program has seen an increase in enrollment and all the quotas have been filled.

The college places a high value on the contributions of stakeholders, as their feedback has helped improve various areas such as the library, computer lab, and obliged the college to form a Placement and Counseling Committee. Stakeholders play a vital role in the development of the institution, and the host for the public information system is the host at the college for the same.

Hence, the practice of Public Information Cell supports continuous quality improvement at the institution and to deliver better experiences to students and stakeholders. Even the google reviews and online reviews have increased credibility and encouraged feedback by stakeholders and students.
https://samriddhicollege.edu.np/tag/why-should-you-study-bsc-csit-at-samriddhi-college/   .
Student's testimonial also confirms the building a better image and good will of the institution.

For Details, please see
    Vol 8 Annex 1: *Public information Cell guidelines*
    Vol 1. Annex 14. *Photo Page 2 : Guardian and Stakeholders meeting*

PART II: ANALYSIS OF THE DATA

Preamble

Founded in 2013 by a team of dedicated education specialists, Samriddhi College is affiliated with Tribhuvan University and aims to provide students with a high-quality education that meets international standards. Since its inception, the college has offered a range of undergraduate programs, including B.SC CSIT, BCA, BBS, and BASW.

At Samriddhi College, the management team holds the belief that education should be stimulating, forward-thinking, and motivating. They place a strong emphasis on fostering open lines of communication among faculty, parents, students, and the community. The ultimate goal of the college is to produce all round skilled individuals who are equipped to tackle contemporary challenges and provide effective solutions.

The college's mission is to empower students with the skills, ideas, and knowledge needed to excel in the competitive, globalized marketplace. The college is focused on providing a strong foundation in ethics and morals, helping students to develop their personalities and become responsible citizens who make a positive impact on society. The college takes pride in equipping its students with the knowledge, skills, and values required to succeed in their future endeavors.

The college offers a variety of cross-learning opportunities and courses that are designed to provide students with both contemporary knowledge and practical training in their field of study. With the help of an international board of advisors and guest lecturers, the college is able to expand its methodological approaches to cover the syllabi and curricula. Students are also given the opportunity to improve their oral and written communication skills, public speaking, specialized IT and business instruction, personality development, global studies, field work, and internships which help them in their professional, social and personal grooming. These additional opportunities allow students to gain a more holistic understanding of their field of study, and better prepare them as responsible citizen and ethical workforce.

Samriddhi College is committed to providing the globally competitive and high quality education in Nepal by integrating the best of Eastern and Western academic traditions. The college offers an enhanced curriculum that addresses gaps found in traditional institutions, preparing students for

the challenging job market upon graduation. The college's goal is to equip students with the skills, ideas, and knowledge they need to succeed in the competitive globalized marketplace. The college focuses on weaving ethical and moral grounds for students to develop their personality, and orient them to become socially and professionally responsible citizens creating positive impacts in the society..

What sets Samriddhi College apart from its competitors is its exceptional team of national and international professionals who possess a unique blend of passion, commitment, and experience from a diverse range of fields. This dynamic team of educators, working together towards a common vision of transforming students into 21st century global citizens, makes Samriddhi College a premier center of excellence.

The college actively works to create opportunities for students to explore their full potential in the global arena. Furthermore, the college offers scholarships, both full and partial, to students based on merit and means, further enabling them to pursue their educational and career aspirations. Wider networks of Alumni from this college are involved in many renowned positions in domestics and international arena.

Samriddhi College places the highest priority on quality service, now evident by its submission of a Self-Study Report (SSR) for the first cycle of quality accreditation process at Quality Assurance and Accreditation Division (QAAD). The drafting of the SSR has provided opportunities to analyze the gaps, and acknowledge its strengths, weaknesses, opportunities and threats. The college has been alert to consistently working to improve its facilities and services in order to meet the globally recognized indicators of a high-quality institution.

The Self-Assessment Team (SAT) at Samriddhi College was responsible for drafting the Self Study Report (SSR) for the first cycle of quality accreditation process at Quality Assurance and Accreditation Division (QAAD), of Education Quality Assurance Accreditation Council (EQAAC) at University Grants Commission (UGC)-Nepal. The report was prepared with the full participation and input of all internal and external stakeholders, including the professors, administrative team, students, and other college stakeholders. The SAT was supported by the IQAC committee, RMC Committee, College Working Committee and all other functional departments throughout the SSR report preparation. The team worked diligently and cooperatively,

with a shared goal of producing an honest and comprehensive report. The dedication, honesty and cooperation of all the stakeholders helped in the smooth completion of the report.

The Self-Study Report (SSR) submitted by Samriddhi College to the Quality Assurance and Accreditation Division (QAAD) follows the guidelines provided by EQAAC and incorporates the best practices from higher education institutions worldwide. The report is divided into two parts, with

Part I. focus on the institutional profile and

Part II. Providing narrative information for criteria-wise input

To confirm the college's quality services, along with supportive documents and evidence. The report adheres to the eight criteria outlined in Section B of the SSR report framework and presents both qualitative and quantitative information. The report is structured in a way that it reflects the quality services provided by the college and meets the parameters and indicators of quality assurance by the EQAAC.

As the head of the college and a member of the IQAC team, I would like to express my deepest appreciation and gratitude to everyone on my team for their hard work, dedication, and contributions. The team's constant efforts, positive attitude, and caliber were instrumental in the successful completion of the Self-Study Report (SSR). I would also like to extend my appreciation to the students and all other stakeholders for their support throughout the process.

We understand that this is just the beginning of the journey on the way to the college's continuous effort of improving the quality of education. We look forward to receiving consistent coordination support from the Quality Assurance Accreditation Division at the University Grants Commission Nepal, as we strive to achieve our goal of providing an internationally recognized standard of education.

Criteria Wise Analysis

Criteria 1: Policy and Procedure

In 2013, a group of committed academicians and educators established Samriddhi College with the goal of providing students with high quality, career-oriented education programs in business and technology. The college is committed to providing a dynamic and personalized learning environment for its diverse student population.

The college has a clear Vision, Mission, Goal and Objective (VMGO) that aligns with its mission to establish a student-centered environment, where students are empowered to reach their full potential and abilities. The college places great importance on developing students as future leaders who can meet the demands of the global marketplace. To achieve this, the college offers an enhanced curriculum that addresses gaps found in traditional institutions, preparing students for the challenging workforce upon graduation. The college's goal is to equip students with the skills, ideas, and knowledge they need to succeed in the globalized and competitive marketplace. The college focuses on weaving ethical and moral grounds for students to develop their personalities and orient them to become socially and professionally responsible citizens creating positive impacts in society.

Samriddhi College has carefully crafted a comprehensive plan, including policies and strategies, to achieve its specific goals and objectives. The college's action plans, along with the corresponding strategies, are documented in the Strategic Plan (2021–2026) and the 10-year Master Plan (2020–30), which are regularly reviewed to ensure their relevance. The program coordinators, faculties, and academic council are responsible for the preparation and execution of the academic plans to follow the institutional roadmaps in Vision, Mission, Goal, and Objectives (VMGO). That enables the institution to be bound by the compliance standards set by the EQAAC at UGC-Nepal.

The college operates under a well-defined organizational structure that outlines how institutional policies are formulated and executed in different layers of the institution. The college believes that a strong and disciplined governance mechanism, aligned with the institution's objectives, is essential to driving quality and growth.

To ensure internal quality control and monitoring, the college has formed the Internal Quality Assurance Committee (IQAC). The committee, headed by the principal of the college, is responsible for monitoring academic and operational activities, identifying areas for improvement, and implementing measures to enhance the quality of each department and unit in the college.

Samriddhi College comprises four programs in three academic departments: teaching and non-teaching faculties, units, and individuals, each with different roles and responsibilities. The Institutional Operating Policy (2078), after formulation, acts as the principle guideline for determining the key responsibilities of the departments and units. There is a Financial Policy (2078) in place to regulate the financial activities of the institutions. Such policies make the governance of the institution strong and reliable.

To monitor and examine employee potential and work performance, the college has envisioned the performance appraisal of each individual in the institution. Additionally, the college has set up performance appraisal forms in the Performance Management Guidelines, which include self-appraisal and appraisals from supervisors and line managers; in the case of faculties, feedback from students is also given space in the evaluation process.

To ensure effective, systematic, and globally standardized academic operations and college functions, Samriddhi College has established functional committees like the EMIS committee, IQAC, RMC, College Working Committee, Placement and Counseling Committee, Library Advisory Committees, and so on. These committees aid in tracking data related to students, the library, academic and research activities, department activities, employee performance, student regularity, finance, and faculty performance, which is crucial for formulating the institution's plans and policies.

Samriddhi College is dedicated to constantly improving its institutional development and addressing any performance gaps or concerns related to change management. To achieve this, the college hires individual experts on various occasions and collaborates with the local community in many aspects of college activities. The college actively engages with guardians for their input and suggestions through formal or informal means, which are discussed and analyzed by the IQAC

committee in meetings. These responses and feedback are taken into consideration when making decisions to improve the overall quality of the institution.

The students of Samriddhi College also play an important role in the quality assurance process of the institution. The IQAC team formed in the college includes a nominated student representative from the Students' Council, thus emphasizing the importance of student participation in the quality assurance and management of the academy.

Criteria 2: Curricular Aspects

This criterion focuses on the curricular aspects of Samriddhi College regarding the course design and the possibilities of commencing and remodeling courses in resonance with national and international dynamics.

The college strives to ensure quality education to students by implementing highly effective teaching-learning techniques, utilize higher education support technologies to access global resources, and frame hybrid effective learning models.

To ensure excellence, the institution adheres rigorously to the required coverage of the university curriculum within the provided academic calendar and structure. As a college associated with Tribhuvan University, it adheres to the university's norms, where flexibility limits hinder horizontal movement.

Samriddhi College is dedicated to ensuring that its students receive a high-quality education by reviewing the curriculum, and adds supplementary courses to align the learning standard with national and international developments. The college prioritizes providing students with access to the latest knowledge and skills in IT sectors for students in Bsc. CSIT and BCA, so does to the BBS and BA/BSW program with relevant skill. To achieve this, the college employs highly effective teaching-learning strategies and utilizes advanced education support technology to access global resources and construct hybrid successful learning models.

The institution realizes the growing need of imparting programmatic skills and empirical experiences to students apart from the regular curriculum. Hence, the college offers extra programs like basic coding, article writing, report writing, accounting skills, communication, and leadership skills besides the university-based credit programs.

The college understands the significance of equipping students with both practical and theoretical skills in addition to the standard curriculum. To achieve this goal, the institution offers supplementary programs including coding and programming for software design, writing, accounting, communication, and leadership, as well as university credit programs. Additionally, Samriddhi provides non-credit courses to morning shift students in programs such as BASW, BBS, Bsc CSIT, and BCA, to better prepare them for the ever-changing job market and enhance their personal capabilities for career advancement

Criterion 3: Teaching, Learning and Evaluation

The teaching and learning process at Samriddhi College not only focuses on providing students with a comprehensive education, but also on evaluating the performance of both students and faculty members. This section delves into the various methodologies used by the college to deliver content, with an emphasis on diversification of teaching styles and classroom leadership. The competences and effectiveness of the faculty members in delivering course syllabus and personal approach to assist students in many of their personal concern, as mentor, are also key aspects of the teaching and learning process. The college strives to ensure that its faculty members are well equipped to attend class with different learning styles and abilities into account.

The teaching and learning process of Samriddhi College emphasizes a standard pedagogy that includes various methods such as Peer-to-Peer Learning, Project Based Learning, Presentation, Group Activities, Self-Study, Library Consultation, Case Management, Experiential Learning and Lab Activities, Lectures, Field Visit. These methods are chosen to align with the objectives of the course and to determine the resource needs and outcome. Faculties must submit lesson plans to their respective department before teaching in a semester or annual program. Additionally, the submission of teaching plans aligns to the teaching calendar, which determines schedules for class activities, exams, and specified extracurricular activities in advance. Teachers are also required to update class progress and maintain class attendance records, which helps them understand the course coverage before term exams, pretests, and final exams.

In addition, the college places a significant focus on performance assessment where student's feedbacks are considered as one of the significant tools in the process to verify that faculty are

effectively guiding students and students are fulfilling the syllabus requirements as their expectation.

Samriddhi College has a well-organized process for new student intake. The college follows the minimum eligibility criteria set by the Tribhuvan University in its Admission Policy and implements a systematic screening process to align with the goals and objectives of the institution. The college announces new admissions on various platforms, including its website, social media, and media, before the start of the academic session. Students are selected for intake and scholarships based on their performance in the entrance test and their overall academic merit from their previous degrees. A certified counselor assists the admissions team in the process of student counseling. For students interested in studying management or IT streams, the college has to go through a pre-eligibility test and must submit their test scores to proceed with admission. These students must qualify in CMAT or IOST test to be considered for admission in BBS and BSC CSIT respectively.

Samriddhi College strives to provide a comprehensive and supportive learning environment for its students and faculty. To achieve this goal, the college offers a range of teaching aids such as multimedia and audio-visual resources. Individual faculty members have access to internet and printing facilities to assist with their teaching. Additionally, the faculties and departments work together to create course-related summaries, handouts, and slides as well as provide additional reference materials. The college also promotes the use of open learning resources as a way for students to supplement their education.

Samriddhi College has a robust system in place to monitor the overall performance of its students. This system is based on a set of performance monitoring criteria such as attendance, weekly class discussions, term exams, project work submissions, participation in group activities, and presentations. These criteria align with the evaluation system of the Tribhuvan University (TU) and help to ensure that students are meeting the standards set by the institution. This performance monitoring system allows the college to identify any areas where students may be struggling, and provide additional support to help them succeed. Furthermore, regular evaluation of students' performance also helps the college to identify any areas of the curriculum that may need to be

reviewed or revised. Overall, the performance monitoring system at Samriddhi College is an essential component in ensuring that students receive a high-quality education and are prepared for success in their future careers.

Criteria 4: Research Consultancy and Extension Programs

Samriddhi places a high emphasis on research in higher education and actively encourages such activities within the institution. To promote a research culture, the college engages students in group projects, literature reviews, and case studies as part of their curriculum. A Research Management Cell (RMC) has been established to oversee and support research efforts. The college has also increased the research budget and now the allotted research budget is 5% for fiscal year 2079–80 in its financial projection.

The college also aims to offer research and consulting services to external parties and trains its faculty accordingly. The RMC at the college also applies for training grants and secured one from the University Grants Commission for Research Proposal Writing Training for faculty in the fiscal year 2078/79.

Samriddhi College prioritizes the growth and success of its students. To achieve this, the college offers career counseling, internships, and job placement opportunities through partnerships with organizations. Additionally, the college promotes self-employment by providing resources and support for students to develop entrepreneurial skills; and it has formed the Student Entrepreneur Club and Samriddhi Career Center.

Samriddhi College encourages students and faculty to actively participate in discussions and initiatives that address current social issues. To support this, domain-specific Social Clubs have been established at the college. These clubs provide opportunities for students to develop leadership, teamwork, and project management skills through community engagement and outreach programs. Examples of such activities include blood donation events, environmental campaigns, and social activism against domestic violence. Additionally, the college has a formally structured Student Council, which represents the student body and works to promote their well-being. The Student Council also contributes to the college's IQAC committee as a quality circle.

Criteria 5: Infrastructure and Learning Resources

Samriddhi College occupies an expansive campus spanning nearly three Ropanies of land on a rental basis, consisting of a main building, computer laboratories, a multipurpose hall, eleven tutorial rooms, and administrative offices. The college library boasts an extensive collection, including 3,685 textbooks, 855 reference books, 2,260 other related books, 58 journals, 500 prospectuses, 85 brochures, 27 occasional papers, 7,500 e-resources, 1,200 research reports, and 200 government documents. In order to enhance the effectiveness of the teaching and learning process, the college utilizes advanced digital and tech tools, including multi-media and a digital board. The college has 29 projectors and 169 computers, all equipped with 120 Mbps internet connectivity.

The college's management is committed to providing all necessary facilities to foster a conducive learning environment. To this end, the college features a well-maintained cafeteria within the campus premises. Additionally, Samriddhi College ensures that safe drinking water and hygienic toilets are available for staff, students, and visitors. In response to the COVID-19 crisis, the college has also placed hand sanitizer on each floor of the building, and practices continue to this day.

Furthermore, the college has ambitious plans to eventually shift to its own infrastructure, which will include housing facilities for students and staff, as well as larger playgrounds for sports and recreational activities. The Master Plan 2020–30 provides inputs for the growth and extension plans of the college. In the meantime, the college currently has playgrounds for outdoor games and recreational centers for indoor activities. The college also organizes tournaments by leasing pitches and grounds.

Criteria 6: Student Support and Guidance

Samriddhi College awards merit based scholarships to deserving students from diverse backgrounds, with the top students of each semester receiving a tuition fee waiver. Additionally, the college adheres to the regulations set forth by the Nepalese government, which include a 10% scholarship scheme. Over a hundred students have benefitted from merit-plus-means scholarships in current running batches. The college has a partnership with Prayas Nepal, which allows for the provision of 50% scholarships to two individuals from disadvantaged backgrounds. Scholarships

are also awarded to students who exhibit exceptional talents and outstanding performance in various extracurricular activities.

The college provides remedial classes and coaching to students who have poor performances in pre-test exams. To help students grow with most essential soft and hard skills, the college has deployed the Samriddhi Career Center and formed the Student Entrepreneurship Club; in addition, the college has a long-term contract with Skill Lab to work on essential life skills and career preparation skills. Furthermore, the college's Placement and Counseling Committee is responsible for providing better internship and job opportunities.

Criteria 7: Information System
Samriddhi is working to improve their information systems through the use of EMIS, and Nepal Digital ERP is in operation, centralizing all institutional data. Three committees (RMC, EMIS, and IQAC) work together to analyze data related to students, libraries, academic activities, employee performance, punctuality, finances, faculty performance, student satisfaction surveys, student tracing, and so on, and collaborate with academic and administrative departments to achieve their goals. The EMIS committee ensures that each unit in the institution updates academic data in a timely manner, while the RMC analyzes data and the IQAC makes recommendations to management on how to improve the institution. This has resulted in more data driven decision-making at the college for most of the institutional decisions, including resource mobilization, academic enhancement strategies, student facility support, marketing, and so on.

The EMIS unit is tasked with collecting, analyzing, and utilizing data related to student enrollment, demographic representation, graduation and dropout rates, representation of marginalized communities, employment outcomes, and other relevant information. Additionally, this committee is responsible for disseminating information, promoting goodwill, and managing a social media presence.

The college has implemented Digital Nepal ERP to manage information flow in a synchronized and systematic manner. This includes student information, department and unit operations, staff performance, finances, student service, communication, and so on. The collected data is used

frequently to monitor and evaluate the college's overall performance. The college has been phasing out the separate software used for functions such as finance, library, and operations, and has now centralized them on the web and transferred the data to the new version. The college is working to implement automated analytics for categorical functional activities of the college.

Criteria 8: Public Information

The college has established a Public Information Cell (PIC) to ensure accuracy and efficiency in the distribution of information to the public. The front desk serves as the primary point of contact for the distribution of information to the public, including telephone inquiries and general queries. Additionally, various media channels, such as websites, emails, notice boards, social media; and media on need basis, are also utilized to circulate information.

The college has placed notice boards in the most visible space at college premise to keep students informed of the latest news and announcements. These notices are also posted on the college's website and circulated via social media. In special cases, the front desk works with other units or departments to schedule meetings with stakeholders to address their concerns. This ensures that all stakeholders have access to accurate and timely information.

The Public Information Cell is responsible for disseminating the information to the public and collecting responses and feedback from stakeholders. This can be done through various mediums, such as emails, suggestion boxes, direct visits, letters, social media, and website contacts, among others. These responses typically pertain to public concerns, stakeholder issues, and business objectives. To gather feedback, the college holds face-to-face meetings on different occasions. This allows the college to gather valuable information from stakeholders and guardians, which can then be used to improve operations and services.

The public information cell release public notices such as vendor listings, vacancy and scholarship opportunities on a timely basis to maintain transparency and fairness. The college's credibility and brand image among stakeholders have been consistently improving, which has resulted to an increased attraction of students and guardians to the institution. The college has been witnessing

increased student flow for admission in all departments, especially to the programs focused on IT like the Bsc. CSIT and BCA.

Summary

Samriddhi College is a private educational institution founded in 2013 by a group of committed academicians and educators to deliver quality education and produce competent future leaders. The college is located in Lokanthali-1, Bhaktapur, and offers undergraduate programs in fields such as information technology (IT), BSc. CSIT, BCA, BBS and BA/BSW, being affiliated with Tribhuvan University.

Samriddhi College is a comprehensive institution that comprises an executive board, management committee, principal, various departments and faculties, both teaching and non-teaching staff, and students. The college has a total of 36 teaching staff, 16 non-teaching staff, and 480 students. Since its establishment, the college has enrolled and served 835 students. The collective efforts of all stakeholders have played a vital role in establishing Samriddhi College as one of the top institutions in Nepal.

The college is situated on a 3 ropanies of rented land, which includes a main building, computer labs, multipurpose hall, 11 tutorial rooms, and administrative offices. The college library boasts a collection of 3,685 textbooks, 855 reference books, 2,260 other related books, 58 journals, 500 prospectuses, 85 brochures, 27 occasional papers, 7,500 e-resources, 1,200 research reports, and 200 government documents. The college is well-equipped with modern technology including 10 projectors and 144 accessible student computers, all with access to 120 mbps internet.

Samriddhi College fosters an open and student-centered environment that allows students to discover their potential and develop their individual abilities. The college places a strong emphasis on instilling ethics and morals in its students, with the goal of producing socially and professionally responsible citizens who can make a positive impact on society. In addition to providing high-quality education, the college also offers career counseling and placement support to students, as well as scholarship opportunities for deserving and underprivileged students in compliance with the policies of Tribhuvan University.

The reputation and brand image of the college among stakeholders have been consistently improving, resulting in increased interest and enrollment from both students and guardians. This has led to a significant increase in student flow for enrollment, particularly in IT programs, and has successfully filled all available spots. This success can be attributed to the college's

commitment to providing high-quality education and resources, a positive reputation among industry professionals and alumni, and a strong focus on meeting the needs of students.

Additionally, the college's efforts to maintain open communication and engage with stakeholders through various mediums, such as social media, email, and face-to-face interactions, have contributed to increased credibility among stakeholders. The college's focus on providing students with hands-on learning opportunities, internships, and networking opportunities, running Career Service Center, domain-specific Students Clubs, and non-credit course offerings have also contributed to the success and increased attraction of students and guardians. The college has also invested in the latest technology and tools, which helps students to be equipped with the latest skills and knowledge.

A ten year Master Plan 2020-30 outlines the future infrastructure expansion and development plans for Samriddhi College. It emphasizes the construction of housing facilities for students and faculty, playgrounds, and academic enrichment and institutional development programs. The proposed permanent location of the college will be semi-residential in nature, with plans to acquire its own land for phase-wise development.

To ensure effective, systematic, and edge cutting global standards of academic operations and college functions, Samriddhi College has established several functional committees, including the EMIS committee, the IQAC committee, the Research Management Cell (RMC), the College Working Committee, and the Library Advisory Committee, among others. These committees help track data related to students, the library, academic and research activities, department activities, employee performance, student attendance, finance, and faculty performance. This information is crucial in formulating plans and policies for the institution.

Samriddhi College is dedicated to providing high-quality education, which is reflected in its experienced faculty members, as well as a team of domestic and international guest lecturers. The college's commitment to quality is further demonstrated through its curriculum and supplementary programs, which feature an enhanced pedagogical approach focused on collaborative learning, research-oriented learning, experiential learning, and the ability to present. The non-credit programs offered by the college aim to shape students in written communication, public speaking, specialized IT and business instruction, personality development, global studies, fieldwork,

extensive internships, and more. The college has formed partnerships with various domestic and international organizations to offer added skill services.

The SSR report was prepared with the collaboration and dedicated efforts of SAT team members, all academic and non-academic departments, functional committees, students and stakeholders. This successful effort provided valuable insights and learning opportunities for the college team with regard to academic sectors and ways to improve them. Additionally, the process helped to build confidence and deepen understanding and ability to implement plans and policies, which are necessary to establish the college as a reputable institution to provide higher education.

ANNEXES

Section A

Annexes	Volume	Remarks
Annex 1	*Tribhuvan University Affiliation Letter*	
Annex 2	*Company Register Certificates*	
Annex 3	*PAN Certificate*	
Annex 4	*List of Board of Directors*	
Annex 5	*Audit Report for the F/Y 2077/78 & 2078/79*	

Section B

	Volume 1	*Remarks*
Annex 1	*Statute of Samriddhi Education Foundation Pvt. Ltd.*	
Annex 2	*Strategic Plan (2021-2026)*	
Annex 3	*Board of Directors Meeting Minutes*	
Annex 4	*Master Plan (2020/30)*	
Annex 5	*Annual Action Plan (2022/23)*	
Annex 6	*Organizational Structure*	
Annex 7	*IQAC Guidelines*	
Annex 8	*Meeting Minutes of IQAC committees*	
Annex 9	*Institutional Operating Manual 2078*	
Annex 10	*Appointment Letter (Teaching (i, Full Time ii, Part Time))*	
Annex 11	*Job Description (i, ii) (Teaching and Non-teaching Staff)*	
Annex 12	*Performance Management Guideline*	
Annex 13	*Approval of UGC Grant evidence, Training report/financial report.*	
Annex 14	*Photography Collection (1-2)*	
Annex 15	*Student's Council Guidelines*	
Annex 16	*Research Management Cell Guidelines (RMC)*	
Annex 17	*Organization Development Consultancy Support Agreement (Digipal Technology Pvt. Ltd & E-Digital Nepal Pvt.Ltd)*	
Annex 18	*A confirmation letter to utilize college infrastructure and resources by Medical Education Commission and Tata Center Charge Sheet*	
Annex 19	*Appointment Letter (Non-teaching Staff)*	
Annex 20	*Financial Policy (2078)*	
Annex 21	*Tribhuvan University Field Observation Letter and TATA Consultancy Services*	

	Annex 22	Working Committee Meeting Minutes	

	Volume 2	Remarks
Annex 1	T.U Exam Routine BCA (Sample)	
Annex 2	Samriddhi's Academic Calendar	
Annex 3	Curriculum exposing elective option	
Annex 4	Class Schedules (hybrid- Physical/online)	
Annex 5	Non Credit Course Curriculum	
Annex 6	Training Schedules for Recent Trainings(Proposal writing)	
Annex 7	Learning Support Service Agreement- Third Party	
Annex 8	Letter issues to Central Library to allow access to journals	
Annex 9	List of Extracurricular Activities	
Annex 10	List of Collaboration (National and International Organization)	
Annex 11	TU Exam Form Notice	
Annex 12	Recreational Program and Presentation Schedule	
Annex 13	List of Teaching Facilities Participate in National and International Program	
Annex 14	List of Teaching Faculties participate in Faculty Development Program	
Annex 15	Promotional Support Agreement	
Annex 16	Annual Report	
Annex 17	Student Code of conduct	
Annex 18	Photography Collection (photos 1-7)	

	Volume 3	Remarks
Annex 1	Admission Procedure of Tribhuvan University (BSc.CSIT)	
Annex 2	Admission Policy of Samriddhi	
Annex 3	Prospectus of College	
Annex 4	Agreement with Paryas Nepal	
Annex 5	Remedial Class Notice/ Extra Class Notice	
Annex 6	Exam Committee's Meeting Minute, Decision	
Annex 7	Lesson Plan	
Annex 8	Course Syllabus Sample	
Annex 9	Tribhuvan University Evaluation Criteria	
Annex 10	Internal Marks Evaluation Criteria of Samriddhi	
Annex 11	Online Teaching Learning Guidelines	
Annex 12	EMIS Guidelines	

Annex 13	Orientation Program Notice	
Annex 14	Scholarship Guidelines	
Annex 15	Internal Exam Notice (Sample)	
Annex 16	Recruitment policy, Recruitment process	
Annex 17	Students field Visit Report	
Annex 18	Internship Recommendation Letter	
Annex 19	Photography Collection (photo 1-4)	
Annex 20	Invitation of Guest lecture	

	Volume 4	Remarks
Annex 1	Financial Projection 2079 to 83	
Annex 2	Research Training Report	
Annex 3	Research and Management Cell meeting minutes	
Annex 4	Students Council Meeting minutes	
Annex 5	ECA Meeting Minute and Team	
Annex 6	Photo Collection (Photo 1-6)	
Annex 7	BASW Course syllabus	

	Volume 5	Remarks
Annex 1	Rent Agreement documents	
Annex 2	Photos Collection (1-8)	
Annex 3	Library User Guidelines	
Annex 4	Agreement with Plumber and Electrician	
Annex 5	Feather Solutions Pvt ltd	
Annex 6	Lab User Guidelines	
Annex 7	Nursing Service Agreement	
Annex 8	Futsal Pitch Agreement	
Annex 9	Hostel Service Agreement	

	Volume 6	Remarks
Annex 1	Tracer Study Report (2021/22)	
Annex 2	Counseling and Placement Committee Meeting Minutes	
Annex 3	Photos Collection (1-3)	
Annex 4	Alumni Guidelines	
Annex 5	Alumni Meeting Minutes	
Annex 6	List of Scholarship beneficiaries (approved by principal)	

	Volume 7	Remarks
Annex 1	Photo Collection (1-3)	

Annex 2	EMIS Meeting Minutes	

	Volume 8	*Remarks*
Annex 1	*Public information Cell guidelines*	
Annex 2	*Vacancy Publication in National Daily*	
Annex 3	*Notice of different occasion for stakeholders*	
Annex 4	*Public Information Cell Meeting minutes*	
Annex 5	*Photo Collection (1-3)*	