

# PRT- Visit Response Report

Final

Prepared by

Institute of Engineering

**Pulchowk Campus**

Pulchowk, Lalitpur.

Submitted to

Higher Education Quality Assurance and Accreditation Council

University Grant Commission,

Sanothimi, Bhaktapur.

2019

## **Introduction**

Institute of Engineering- Pulchowk Campus is pioneer in engineering education in Nepal. Pulchowk Campus with rich legacy is providing engineering education in the country since 1959. The campus covers 368 Ropanis of area which is strategically located in the heart of Kathmandu Valley. It has sustainable financial position as TU entity with partial autonomy. The campus has highly qualified and experienced faculties with large number of international collaborations with university/institution abroad for teaching and research activities including Master's and PhD Programs. The campus attracts best quality students in various bachelor's master's and Ph.D. programs every academic year. The campus is maintaining quality systems and standards laid by IOE/TU with few identified areas of improvement. The PRT believes the campus fulfills the requirements for QAA as per QAA rules, guidelines, and directives prescribed by UGC Nepal. Hence, PRT recommends the HEQAAC to take necessary actions for further process. Recently Pulchowk Campus received Best Campus Award from Ministry of Science and Education which is evaluated by UGC Research Division.

## Responses to the Recommendation

S.No.	Recommendations	Action/Activities	Annexes	Annex Page	Remarks	Done	No
1. Policy and Procedure	<ul style="list-style-type: none"> <li>Formation of necessary committees/Sub-committees based on the SSR's requirement and makes them functional with working guidelines defining Job Description/TOR to each units and individual responsible; including the system/process of working.</li> </ul>	<ul style="list-style-type: none"> <li>IQAC Committee has been formed and its work station is located at A-Block 2<sup>nd</sup> Floor.</li> <li>Working guidelines and defining job description (TOR) of campus chief, administration chief, account chief and store-in-charge have been prepared.</li> </ul>			IQAC, RMC & HR officers are appointed from 1 <sup>st</sup> of Mangsir, 2076. All coordinators are provided with their respective TOR defining their responsibilities.		
	<ul style="list-style-type: none"> <li>Activate IQAC with a functional office in order to internally regulate and foster quality education &amp; excellence.</li> </ul>	<ul style="list-style-type: none"> <li>IQAC coordinator has been appointed.</li> </ul>	1		IQAC is fully activated. The appointment letter is attached with this.		
	<ul style="list-style-type: none"> <li>Prepare Student Charter and place it publicly in the administration as well as in the website.</li> </ul>	<ul style="list-style-type: none"> <li>Student charter has been prepared.</li> </ul>	2		Student charter has been prepared.		
	<ul style="list-style-type: none"> <li>Revise the Strategic Plan of the campus defining its own VMGO.</li> </ul>	<ul style="list-style-type: none"> <li>The strategic plan is also revised as per the recommendations.</li> </ul>	3		The Strategic plan is also revised along with Campus' VMGO.		
	<ul style="list-style-type: none"> <li>Furnish the documents related to the compliance of TU and Nepal Engineering Council (NEC).</li> </ul>	<ul style="list-style-type: none"> <li>The document of TU compliance is attached with this response.</li> </ul>	4		The document of TU is attached with this		

2. Curricular Aspects	<ul style="list-style-type: none"> <li>Prepare the need-based soft skill non-credit courses and implement them with immediate effect.</li> </ul>	<ul style="list-style-type: none"> <li>AutoCAD training is conducted by FSU regularly.</li> <li>Soldering Practices is conducted by FSU regularly.</li> <li>Home Electrification Training is conducted by FSU regularly.</li> <li>Workshop Program for C++ is in regular conduction.</li> <li>Regular Talk Program is organized by IEEE and other agencies.</li> </ul>	5		Need-based soft skill non-credit courses like AUTOCAD training,
			6		Home Electrification training etc. has been conducted by the coordination of FSU and their respective syllabus are attached with this.
			7		Soldering Practices is well organized by FSU.
	<ul style="list-style-type: none"> <li>Start the initiatives to revise the existing curriculums.</li> </ul>	<ul style="list-style-type: none"> <li>Review of Bachelors program is in progress.</li> <li>The review and update on existing master's program have been in process.</li> <li>Implementation of the updated syllabus is to be implemented from upcoming academic session.</li> </ul>	8		Curriculum revision committee has been reformed.
			9		Aerospace engineering program syllabus has been approved.
			10		Applied Science and Chemical Engineering Syllabus has been revised.
	<ul style="list-style-type: none"> <li>Plan to conduct periodic internal reviews on the curriculum and provision to provide necessary feedback for further improvements on regular basis.</li> </ul>	<ul style="list-style-type: none"> <li>Periodic internal reviews on the curriculum are given by departmental instruction committees and reviews and feedbacks are collected from industries and stakeholders.</li> <li>BE. Electronics and communication program is revised as <b>Electronics, Communication and Information</b> with new curriculum.</li> </ul>	11		Curriculum details of applied science and chemical department is attached here.
			12		The new curriculum of BE Electronics, communication and information is also attached herewith.
			13		The new curriculum of BE in Aerospace Engineering is attached with this.



		<p>and Mechanical students attend as flip class on Basic Electrical Lab and Basic Electronics Lab.</p> <ul style="list-style-type: none"> <li>• Chemistry and Physics lab also same.</li> </ul>				
4. Research Consultancy & Extension	<ul style="list-style-type: none"> <li>• Establish a Research Management Cell (RMC) to coordinate all the research related activities and make it effective with a functional office.</li> </ul>	<ul style="list-style-type: none"> <li>• RMC committee have been formed. For the RMC new functional office with furnishing have been established at the 2nd floor.</li> </ul>	19		RMC coordinator appointment letter attached.	
	<ul style="list-style-type: none"> <li>• Increase the regular budget for research and other research related activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Campus management decides to increase 20% of regular budget for research activities and to conduct departmental activities.</li> </ul>	20		Campus Management meeting decision minute has been attached.	
	<ul style="list-style-type: none"> <li>• Formulate policy and annual plan of action for the regular execution of the extension and outreach activities of the campus.</li> </ul>	<ul style="list-style-type: none"> <li>• The department of Architecture makes annual plan for execution of extension and outreach activities of the campus.</li> <li>• Civil department organizes survey camp outside the campus in each semester.</li> <li>• All other department organizes educational tour.</li> </ul>	21		Letter for Survey Camp.	

5. Infrastructure and Learning Resources	<ul style="list-style-type: none"> <li>Expand the capacity of library with added number of recent edition books, references and journals; and introduce visitors' logbook for recording. Plan for increase of opening hour of the library facility.</li> </ul>	<ul style="list-style-type: none"> <li>The campus library has already bought subject books for aerospace engineering and planning to buy others books recommended by faculties.</li> <li>Visitors logbook is maintained</li> </ul>	22		Find logbook from Electronics Department and Library.
	<ul style="list-style-type: none"> <li>Establish a small need-based departmental library in each department.</li> </ul>	<ul style="list-style-type: none"> <li>Departments are running their own mini library for the faculties as per need.</li> </ul>			
	<ul style="list-style-type: none"> <li>Make an annual plan of action to improve the lab facilities. Develop and use a Standard Operation Procedure (SOP) for the systematic handling of the labs.</li> </ul>	<ul style="list-style-type: none"> <li>Each department has their own lab in charge who plans to maintain and improve lab facilities regularly and with the help of lab teachers.</li> <li>Respective labs have their own SOP</li> </ul>	23		Appointment letter of Workshop In charge is attached with this.
			24		Attached sample SOP
	<ul style="list-style-type: none"> <li>Prepare annual plan of action for repair and maintenance and implement them accordingly.</li> </ul>	<ul style="list-style-type: none"> <li>Campus has its own technical team for repair &amp; maintenance works.</li> <li>The whole maintenance activities are planned and monitored by Assistant Campus Chief (Facility)</li> </ul>	25		Carpenter, Plumber, IT technician, Electrician and masonry with helper. CIT Maintain all Internet services.
	<ul style="list-style-type: none"> <li>Cleanliness of all the facilities and premises in regular basis is highly recommended.</li> </ul>	<ul style="list-style-type: none"> <li>Cleaning is done by the dedicated team of cleaners who are hired on contract basis as per TU rules.</li> </ul>	26		14 nos of cleaners are made contract basis.
<ul style="list-style-type: none"> <li>Plan for improving the facilities in both the boy's and girl's hostels.</li> </ul>	<ul style="list-style-type: none"> <li>Campus is planning to build another hostel for boys.</li> </ul>	27		Campus management plan to build Hostel as D-Block for boys.	

6. Students Support and Guidance	<ul style="list-style-type: none"> <li>Establish employment cell and assign placement facilitator to make it functional with separate office.</li> </ul>	<ul style="list-style-type: none"> <li>HR officer has been appointed.</li> <li>Employment cell with placement facilitator have been established.</li> </ul>	28		HR officer appointment letter is attached with this.
	<ul style="list-style-type: none"> <li>Formalize the counseling and feedback system/mechanism and make them functional.</li> </ul>	<ul style="list-style-type: none"> <li>Student feedbacks are regularly taken through different meetings with student representatives.</li> <li>Student performance related issues and required counselling is handled by respective department authorities.</li> </ul>	29		Campus Management develop Feedback form from students for teacher's evaluation. All department manage students counselling.
	<ul style="list-style-type: none"> <li>Provide changing room for ladies; make it functional with basic sanitary and medical facilities to the female students and staff.</li> </ul>	<ul style="list-style-type: none"> <li>Girls changing room is under construction phase and near to completion.</li> </ul>	30		Girls changing room is developed with sanitary pad and disposable box.
	<ul style="list-style-type: none"> <li>Increase the capacity of internet in the campus and provide internet (Wi-Fi) facilities to the students.</li> </ul>	<ul style="list-style-type: none"> <li>The campus premises internet capacity has been increased recently and Wi-Fi zone is extended to even student's mesh and campus canteen.</li> </ul>	31		Campus Management increased internet capacity 120 GB instead of 60 GB.
	<ul style="list-style-type: none"> <li>Make annual plan and program for extra/co-curricular activities, and implement them accordingly.</li> </ul>	<ul style="list-style-type: none"> <li>The annual plan of sports is planned and fixed by FSU in coordination with campus. They organize sports week (multiple event based sports competition lasting for 2-weeks) every year.</li> <li>Other extra-curricular activities run throughout year by various communities, like students Union, Teachers Union, Staff Union, Locus, etc.</li> </ul>	32 33 34		FSU sport plan is attached with this. Tribhuvan University Teacher Association organized annual program and published Journal of the Institute of Engineering. Asha and Locus organized yearly annual program.
7. Information System	<ul style="list-style-type: none"> <li>Operationalize the EMIS with internal connectivity among related sections</li> </ul>	<ul style="list-style-type: none"> <li>The EMIS software has already been installed and the system is in data entry phase.</li> </ul>	35		The EMIS agreement document is attached with this.

8. Pubic Information	<ul style="list-style-type: none"> <li>Establish a formal mechanism (Public information cell) to seek public concerns on campus's activities and vice-versa; make it functional.</li> </ul>	<ul style="list-style-type: none"> <li>Campus has appointed public information officer for seeking information and public concerns on campus activities.</li> </ul>	36	Public Information officer appointment letter attached with this. The Annual report of campus has been published. Campus Alumni association is reformed.		
	<ul style="list-style-type: none"> <li>Activate the alumni association and involve them for overall development of the institution effectively.</li> </ul>	<ul style="list-style-type: none"> <li>The campus alumni association is active now and presently alumni is working to reform its activities. It is collecting information from alumni members through web forms.</li> </ul>	37			
	<ul style="list-style-type: none"> <li>Initiate to publish the annual report of the Campus. Link the EMIS and alumni portal with the public domain (Website).</li> </ul>	<ul style="list-style-type: none"> <li>Campus is helping alumni association to publish their notice. Recently department of electronics organized silver jubilee of their enrollment with heavy participation of their alumni.</li> <li>Annual report of Pulchowk campus has been finalized.</li> </ul>	38			

### Conclusion

As Pulchowk Campus has initiated for QAA through UGC program, it has turn out as an exciting self-assessment practice. In particular, after having LOI and SSR submissions, the campus community observed the PRT visit and their recommendations as another stimulating exercise to be carried out within our campus. The PRT review recommendations under eight different criteria are considered as guidelines, while preparing this response report. This response report preparation effort and the future execution lay out for various policies directed activities are considered prime important from our all campus stakeholders. The whole campus administration and stakeholders are committed on this QAA practices.

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